

## **University Libraries and Audio-Visual Center Guidelines on the Library Services during the Blended Learning**

The University Libraries and Audio Visual Center are equipped to provide virtual services to the ADDU community, especially the students. The Library employs several digital educational platforms and research databases to ensure continuous delivery of services in fully online learning. A 24/7 remote library service is currently being utilized. The online communication between the library and the stakeholders is in place and works smoothly.

However, as the university begins to welcome students to the campuses in the start of the HISFlex learning, regulations must be observed to achieve order and security in the academic spaces. This library guideline is prepared for users who may opt to physically visit the library building, in the understanding that the needed academic resource is not available online and that the need may only be served via face-to-face transaction.

### **I. Unit Libraries**

1.1 Gisbert Library, Miguel Pro Learning Commons, and Law Library. These libraries are open to faculty and students at the undergraduate and graduate levels. ADDU graduate students on thesis writing and comprehensive examination, and alumni reviewers preparing for licensure examination will be accommodated upon receipt of certification from their respective departments.

1.2 Audio-Visual Center. The AVC accommodates borrowing transactions and pick-up of borrowed equipment only.

1.3 Faculty Resource Center and American Corner. These areas are temporarily closed, but users may request the needed library material/s found in these locations. The American Corner may be opened for the organizers and volunteers of the virtual and limited face-to-face programs.

### **II. Service Hours (All unit libraries)**

The library service schedule will be carried out as follows:

Tuesday to Saturday 8:00 AM – 5:00 PM

Lunch Break 12:00 PM – 1:00 PM (Bell rings at 11:45 AM to alarm  
users to leave the premises)

Monday Closed for Disinfection

### **III. Entry and Exit Points**

The Library implements one entry, one exit policy. Each student will be allowed to enter the unit library once per day and stay for a maximum of four (4) hours. Appropriate signage and markers will be installed to guide the users. A health screening procedure will be conducted at the Library entrance. The Library employs a monitoring system at the Entrance and Exit points to ensure adherence to the prescribed usage capacity and record all who enter and leave the premises at a given time.

#### **3.1 Gisbert Library**

3.1.1 Users enter the premises using the Library Dotterweich Gate fronting the Law School Gate.

3.1.2 Users exit the premises using the Library Wieman Hall Gate.

#### **3.2 Miguel Pro Learning Commons**

3.2.1 Entrance at the right corner of the MPLC

3.2.2 Exit at the left corner of the MPLC

#### **3.3 Law Library**

3.2.1 Law students and faculty enter the premises using the Main Entrance Gate located at the right-wing stairs of the Law Library/Dotterweich Building.

3.2.2 Users exit the area using the Emergency Exit Gate located at the left-wing stairs of the Law Library/Dotterweich Building.

#### **3.4 Audio-Visual Center**

3.3.1 Faculty and students transact business at the office window only.

3.3.2 Users enter the AVC floor using the right-wing stairs of the AVC/Wieman Hall.

3.3.3 Users exit the AVC floor using the left-wing stairs of the AVC/Wieman Hall.

### **IV. Controlled Seating Capacity**

Due to the library's limited capacity at this time, users are encouraged to stay at the library premises for a maximum of four (4) hours only to give a chance to other users in the queue and to avoid prolonged exposure in the areas. A four-hour limit is considerably enough for a user to browse specific collections, do their readings, and borrow needed materials. Based on the minimum 1.5-meter physical distancing, the library will strictly implement the seating capacity as follows:

4.1 Gisbert Library. A total of two hundred twenty-two (222) users at a time.

4.1.1 Second Floor. Seventy-four (74) users at a time.

4.1.2 Third Floor. Forty-eight (48) users at a time.

4.1.3 Fourth Floor. Fifty-seven (57) users at a time.

4.1.4 Fifth Floor. Forty-three (43) users at a time.

4.2 Miguel Pro Learning Commons. A total of one hundred fifty-three (153) users at a time.

4.2.1 Collaboration Hubs. Fourteen (14) users at a time. Two (2) users per hub.

4.2.2 Research Nook. Sixteen (16) users at the individual study carrels.

4.2.3 Laptop Station. Seventeen (17) users at a time.

4.2.4 Reading Area. Forty-three (43) users at a time.

4.2.5 Infinity Shelf Area. Nine (9) users at a time.

4.2.6 Workspace. Ten (10) users at a time.

4.2.7 Multi-Purpose Room. Thirty (30) users at a time.

4.2.8 El Llano Cafe and lobby. Fourteen (14) users at a time.

Note: The Internet Laboratory will have its own guideline as decided by the TSO/UITO.

4.3 Law Library. Fifty (50) users at a time.

Note: The Internet Laboratory will have its own guideline as decided by the TSO/UITO.

4.4 Audio-Visual Center. Chairs will be provided in the lobby area for the borrowing of AV equipment. The center can accommodate ten (10) borrowers at a time.

## **V. Disinfection, Cleaning, and Ventilation**

5.1 The disinfection and general cleaning are scheduled every Monday.

On this day, the Libraries will be closed to users.

5.2 Alcohol and sanitizers will be made available in visible areas such as the Entrance, Exit, and counters. A handwashing facility will be provided at the entrance of Gisbert Library. Users may also do handwashing in the comfort rooms inside the unit libraries.

5.3 During regular service, the library personnel will initially disinfect areas that were occupied and have been used. This includes furniture and equipment such as tables, chairs, couches, and computers.

5.4. Books and other materials will be disinfected every day. Users will be reminded not to return the used materials to the shelf to ensure disinfection of the items. The support personnel will shelve the materials accordingly after the disinfection process.

5.5 Returned books will be quarantined for ten (10) days. There is a separate isolation area for the quarantined books and other library materials.

5.6 Book sanitizer/shower will be provided to allow the user to disinfect and “shower” the books before and after using them. This equipment will also be used in disinfecting returned books to fast-paced the quarantine process without compromising the protection of the users.

5.7 Personal belongings should not be left unattended on the library premises to ensure safety and avoid exposure.

5.8 To maintain good indoor air quality, the Libraries will open specific windows in the areas to allow the natural flow of air.

## **VI. Book Borrowing Drive-Through**

The book borrowing drive-through booth located at Jacinto Street will continue to operate in its regular schedule via the appointment system.

## **VII. Book Drop**

The Book Drop box for returning books at the Rodriguez Gate will be retained. A new designated Book Dropbox will be placed near the Entrance Gate of the Gisbert Library, fronting the Dotterweich Building.

## **VIII. Library and Security Personnel**

To ensure the smooth flow of the entire library operations during the HISFlex classes, the Library personnel composed of nine (9) registered Librarians and nine (9) administrative associates will render services and provide the information and research needs of the university community. One (1) security guard and two (2) maintenance workers will assist the Library personnel in the conduct of the library operations.

## **IX. Queries and Suggestions**

For queries and clarifications about this guideline, the library user may email the Library at [univ.library@addu.edu.ph](mailto:univ.library@addu.edu.ph) or contact the Library at local 8229.