

THE VISION

The Ateneo de Davao University Library, as a vital instructional and research information resource, will substantially contribute to the University's intellectual growth and competence by continually developing and maintaining in excellent condition materials contained in the libraries, that many can benefit from their availability.

The Library will continue to strengthen community collaboration and cooperative relationships with other academic libraries and institutions. The professional library staff will be recognized for their expertise, technological competence, solid library skills, and as leaders in information management.

THE MISSION

The Ateneo de Davao University Library, in support of the University's mission, strives to provide access to adequate, updated, organized and varied formats of information resources and innovative services to meet the academic and cultural needs and the research endeavors of the University. The Library designs and implements programs that seek to uphold and promote the Jesuit educational tradition of excellence.

CONDUCT IN THE LIBRARY

- ❖ All library users are expected to respect the right of the individual to study in a quiet atmosphere.
- ❖ Library users who engaged in disruptive and inappropriate behavior will be asked to leave the library. I.D.'s of the students who discuss and create noise in the library will be confiscated and turned over to the Office of Students Affairs.
- ❖ Accounting columnar and other class projects that require the use of Manila paper, Pentel pen, paint, scissor, and related materials can only be done at the learning commons' Workspace.
- ❖ Cellphones and electronic gadgets must be put on silent mode or deactivated before entering the library.
- ❖ All calls must be entertained outside the library.
- ❖ Smoking, eating, sleeping, and drinking are not allowed inside the library.
- ❖ Vandalism is prohibited such as writing on books and furniture, defacing the library materials, buildings or equipment. Anyone committing any of these acts will be dealt with accordingly.
- ❖ Leaving personal belongings in the library overnight is not allowed. The library assumes no responsibility for any items left unattended.

DRESS CODE

Library users wearing strapless tops, bare midriffs, mini-skirts, and shorts will not be allowed to enter the library. Please refer to your

student handbook for complete details on personal attire inside the campus.

CONTROL POLICIES

- ❖ Library users should wear their valid ADDU I.D. at all times.
- ❖ Users are required to scan their ADDU ID upon entry and when leaving the library premises.
- ❖ Upon exit, library users are required to open and show the content of their bags, folders, and other receptacles to the staff.

CIRCULATION POLICIES

- ❖ Library users with valid ADDU I.D. cards are allowed to check out library materials.
- ❖ Borrowing by proxy and authorization letter is not allowed. Students should borrow the books personally at the Circulation Counter.
- ❖ Borrowers should inspect and collate the library materials borrowed before leaving the Circulation Counter. Any damages on borrowed books will be charged to the last borrower.
- ❖ The library reserves the right to recall if other users request such library materials.
- ❖ Overdue books are not allowed to be brought out of the library unless renewed.
- ❖ Students with overdue books and outstanding accounts will not be allowed to borrow until the accounts are settled and the overdue books are returned or renewed.
- ❖ Special collections such as Davao Studies, Mindanao Studies, Rizaliana, FiR (Filipiniana/Reference), and General Reference books such as encyclopedias, dictionaries, atlases, and books in sets are to be read within the library only.

BORROWING PRIVILEGES

Students may borrow **fifteen (15) books** at a time and may renew them if no one has placed a reservation. A book can only be renewed once to give others the opportunity to borrow. *For details, kindly refer to the following:*

UNDERGRADUATE STUDENTS		
Circulation Materials	Loan Item	Loan Period
American Corner Collection	4	30 days
Filipiniana/ADB Collection	4	14 days
Graduate Collection	6	14 days
General Circulation Books	15	30 days

GRADUATE STUDENTS		
Circulation Materials	Loan Item	Loan Period
American Corner Collection	4	30 days
Filipiniana/ADB Collection	4	14 days
Graduate Collection	15	30 days
General Circulation Books	7	30 days

SCHEDULE FOR BORROWING AND RETURNING OF MATERIALS

Loan schedule depends on the service hours of the unit libraries.

CONFIDENTIALITY OF PATRON RECORDS

It is the policy of the library to safeguard the individual's right to privacy in reference to RA 10173-Data Privacy Act of 2012. The University Libraries maintain confidentiality of records and does not disclose the borrower's information without his/her consent.

PERIODICAL POLICIES

- ❖ Journals, newspapers and magazines are to be read inside the library only and not for home use.
- ❖ Students may request back issues of periodicals from the Librarian.

FINES AND PENALTIES

- ❖ Php 5.00/day for overdue **General Circulation books**.
- ❖ A **lost book** must be reported immediately and replaced or paid by the borrower. An exact replacement copy of the book is required, plus one hundred pesos (Php 100.00) processing cost. In the event that the reported lost book is found, only the usual fine is charged.
- ❖ The **charge for a lost and damaged book** shall be computed at the current effective exchange rate of the book trade multiplied by three (3x) for foreign publication, and by two (2x) for local publication, and one hundred pesos (Php 100.00) for processing cost.
- ❖ Any damages on borrowed book will be charged to the last borrower with a corresponding minimum fee of Php150.00.

Anyone found guilty of stealing and mutilating any library materials will be liable to grave disciplinary action sanctioned by the Office of Students Affairs.

ACCESS TO THE COLLECTIONS

Library collections' bibliographic information can be browsed 24/7 through the **Tertiary OPAC** available at the library's website <http://library.addu.edu.ph>

LIBRARY ACCOUNT via OPAC

This feature allows students to view circulation records, update contact information, place hold or reservation, and renew borrowed materials online. Please follow the login procedures below:

- ❖ Click **Log In** on the upper right portion of the OPAC screen
- ❖ For Library I.D., key in the complete I.D. barcode string
Ex. **8201300123456N** or **8201300012345N**
- ❖ For default PIN, use the last 5 or 6 digits of I.D. Barcode excluding the last character
Ex. 8201300**123456N** or 82013000**12345N**

Note: **Please change your PIN immediately.**

RESEARCH DATABASES

Links to all subscribed and owned online databases are available at the library's website <http://library.addu.edu.ph>.

e-Journals

1. ADMU Journals Online
2. American Journal of Physics
3. Association for Computing Machinery Digital Library (ACM)
4. Cambridge University Press
5. Cengage Philippine Collection
6. EBSCOHost
7. Emerald Insight
8. Gale Reference Complete
9. IEEE All Society Journals
10. JSTOR
11. Taylor and Francis Online
12. Wiley Online Library
13. ScienceDirect

e-Books

1. Bloomsbury Architecture Library
2. Britannica Academic
3. Cambridge University Press
4. Cengage VitalSource Explore
5. De Gruyter Filipiniana
6. EBSCOHost Academic Collection
7. Gale e-books
8. Knovel
9. ODILO
10. Pearson VitalSource Explore
11. ScienceDirect
12. Wiley Online Library
13. Wiley VitalSource Explore
14. World Scientific Books

Research Tools

1. Grammarly
2. Scopus
3. Publication Finder
4. Turn-It-In

OTHER DATABASES AND TOOLS

1. My LegalWhiz
2. e-SCRA
3. Computerized Index to Philippine Periodicals Articles (CIPPA)
4. eLibraryUSA is a virtual library with more than thirty databases subscribed by the U.S. Embassy for the American Corner. These databases can only be accessed at the American Corner, 2nd floor, Wieman Building.

WHERE TO ACCESS ONLINE DATABASES?

ON-CAMPUS:

1. ADDU Network (WiFi or Wired Connection)
Jacinto and Matina Campus
2. Electronic Resources Area
2nd floor, Gisbert Library
3. Internet Laboratory
2nd floor, Miguel Pro Learning Commons

OFF-CAMPUS:

For remote access to online databases, please use the following:

1. **Remote Library**
(<https://remotelibrary.addu.edu.ph>)
Log in using ADDU Google account
2. **Daigler Virtual Learning Environment**
(<http://daigler.addu.edu.ph>)
Log in using AdDUNET account

Username: Ex. prgonzales
First Name (Initial) Middle Name (Initial)
Last Name (Complete)

Password (default): AdDU+I.D. Barcode
Ex. AdDU8199706130719I

Note: For inquiries on ADDUNet account, please visit the Technical Service Office (TSO) at 6/F, Finster Building, or call local 8206.



Ateneo de Davao University Libraries

Jacinto Street, Davao City, Philippines

<http://library.addu.edu.ph>

STUDENT'S LIBRARY GUIDE

SERVICE HOURS

Fr. Mateo Gisbert, SJ Library

(2nd to 5th Floor, Gisbert Building)

Monday – Friday 8:00 A.M. – 12:00NN
1:00 P.M. – 5:00 P.M.

Saturday 8:00 A.M. – 12:00NN

Miguel Pro Learning Commons

(2nd floor, Community Center)

Monday – Friday 8:00 A.M. – 12:00NN
1:00 P.M. – 5:00 P.M.

Saturday 8:00 A.M. – 12:00NN

Law & Business Graduate Library

(5th floor, Dotterweich Building)

Monday – Friday 8:00 A.M. – 12:00NN
1:00 P.M. – 5:00 P.M.

Saturday 8:00 A.M. – 12:00NN

Audio-Visual Center

(5th Floor, Wieman Building)

Monday – Friday 8:00 A.M. – 12:00NN
1:00 P.M. – 5:00 P.M.

Saturday 8:00 A.M. – 12:00NN

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