

**ATENEO DE DAVAO UNIVERSITY**  
**LIBRARY AND AUDIO-VISUAL CENTER**

**Guidelines on How to Access the ADDU Library Digital Repository (Google Drive)**

The ADDU Library Digital Repository is a collection of digitized or scanned pages and copies of print library materials. These materials are requested by students, faculty, and staff of Ateneo De Davao University as references to aid classroom instruction and research. The digitized collection is currently stored in the Google Drive of Ateneo de Davao University Library and integrated into the ADDU Remote Library (24/7 platform of all library online databases). Users with active ADDU email accounts may access the Remote Library anytime and anywhere.

**STEPS:**

1. Log in to Remote Library at <https://remotelibrary.addu.edu.ph/> and click the **"Login with ADDU Google Account"** button.
2. In case the ADDU Google account is not yet logged in, your browser will redirect you to a Google login page.
3. Select or enter your ADDU Google email credentials. Make sure you use the **correct ADDU email address**.
4. Congratulations. With Google single sign-on, you are now logged in to the Remote Library.
5. On the Remote Library page, look into the **"E-Databases"** category and click the **ADDU Library Digital Repository (Google Drive)**.
6. New users will be prompted to **request access** to view the contents.
7. Approval of requests is made daily and during office hours. Content access as **Viewer** is granted only to ADDU faculty, students, and staff.
8. Collections of ADDU Library Digital Repository are categorized into **"Foreign Titles"** and **"Local Titles"**, choose and click the appropriate folder.
9. Titles are arranged alphabetically; browse and click each title to **view and download the content**.

Note: For further assistance or concerns, please email [univ.library@addu.edu.ph](mailto:univ.library@addu.edu.ph).