

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

**GUIDELINES ON ISSUANCE OF LIBRARY PERMIT**

The University Library allows Graduate Students on thesis writing and Alumni Reviewees preparing for licensure examinations to access and use the Library resources and facilities for study and research.

**Procedure:**

1. ADDU graduate students on thesis writing and alumni reviewees preparing for licensure examination may request to acquire a Library Permit at the Circulation Counter, 2F, Fr. Mateo Gisbert SJ Library.
2. Submit a Certification from the department, a 1x1 I.D. photo, and payment of the library fee of Php 100.00 at the Circulation Counter.
3. The Library Permit will be released on a specified date. However, an access slip will be temporarily issued to the requestors who may wish to use the library facilities on the date of request.

Note: Library Permit holders cannot borrow books and materials for home use.