

VISITING RESEARCHERS

- ❖ ADDU Matina Campus administrators, faculty, staff and students may use the University Libraries' facilities, its print and non-print resources for room use only and are required to present valid ADDU I.D.
- ❖ Researchers officially connected with ADMU, ADNU, SHS-Ateneo de Cebu, ADI-SMCS, ADZU and XU-Ateneo de Cagayan may use the library research resources for room use only upon presentation of valid school I.D.
- ❖ ADDU graduate students on thesis writing and alumni reviewees preparing for licensure examination may use the library upon presentation of temporary library I.D. issued for a fee and a certification from their respective divisions.
- ❖ Ignatian Institute of Religious Education Foundation (IREF) scholars may use the library resources for room use only and are required to present valid IREF I.D. In the absence of I.D., a certification from IREF Office will be required and a government identification with photo.
- ❖ ADDU alumnus with Blue Knights I.D. may access and use the library resources and facilities during Saturday and daily on intersession period. First three (3) visits every semester will be free of charge after which a research fee of Php 80.00 will be required.
- ❖ Professionals and other visiting researchers may use the library during Saturday only for a fee of one hundred pesos (Php 100.00) per visit. For undergraduate and high school students, a research fee of Php 50.00 and valid school I.D. is required.

Note: All visiting researchers are not allowed to borrow library materials for home use.

INTERLIBRARY USE

The Philippine Librarians Association Inc. – Davao Region Librarians Council (PLAI-DRLC) and Davao Colleges and Universities Network (DACUN) has

agreed to share library resources. Users from schools, colleges and universities in Davao City who are member of PLAI-DRLC and DACUN will be allowed to use the AddU library facilities during Saturday if they can present certificate of Interlibrary Use from their authorized librarian and a valid school I.D. with picture.

CONTROL POLICIES

- ❖ Visiting researchers should present a required valid I.D. at the main entrance and shall proceed directly to the Circulation Counter.
- ❖ Upon exit, visiting researchers are required to open and show the content of their bags, folders, and other receptacles to the Exit In-charge.

DRESS CODE

Visiting researchers wearing strapless tops, spaghetti straps, bare midriffs, and shorts will not be allowed to enter the library.

CONDUCT IN THE LIBRARY

- ❖ All library users are expected to respect the right of each individual to study in a quiet atmosphere.
- ❖ Visiting researchers who engaged in disruptive and inappropriate behavior will be asked to leave the library.
- ❖ Cellphones and other gadgets must be put on a silent mode before entering the library.
- ❖ All calls must be entertained outside the library.
- ❖ Smoking, eating, drinking and sleeping are not allowed inside the library.
- ❖ Vandalism is prohibited such as writing on books and furniture, defacing the library materials, building or equipment. Anyone committing any of these acts will be dealt accordingly.

- ❖ Leaving personal belongings in the library is not allowed. The library assumes no responsibility for any items left unattended.

RESERVE POLICIES

- ❖ Theses and dissertations are to be used inside the library only.

PERIODICAL POLICIES

- ❖ Journals, newspapers and magazines are to be read inside the library.
- ❖ Visiting researchers may request back issues of periodical materials from the Periodical Librarian.

AMERICAN CORNER

The American Corner is open to the public. Visiting researchers may also access the American Corner for FREE which offers the following services:

- ❖ Reference and research assistance
- ❖ Information and Referral
- ❖ Random programming on various topics and issues
- ❖ Internet and research databases access
- ❖ Boardgames
- ❖ Film Viewing

American Corner has an EducationUSA Advising Section, which also offers the following services:

- Provides information on standardized tests such as SAT, GMAT, GRE and TOEFL, as well as registration bulletins.
- Refer interested students to the EducationUSA Advisers at the U.S. Embassy, Manila

ACCESS TO THE COLLECTIONS

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

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. IEE All Society Journals
10. JSTOR
11. Taylor and Francis Online
12. Wiley Online Library
13. Science Direct

e-Books

1. Bloomsbury Architecture Library
2. Britannica Academic
3. Cambridge University Press
4. De Guyter Filipiniana
5. EBSCOHost Academic Collection
6. Gale Ebooks
7. Knovel
8. ODILO
9. Science Direct e-Books
10. Vital Source Explore
11. Wiley Online Library
12. World Scientific Books

Research Tools

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

OTHER DATABASES AND TOOLS

1. Computerized Index to Philippine Periodicals Articles (CIPPA)
2. My Legal Whiz
3. e-SCRA
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.

CD AND DVD COLLECTION

1. Philippine Daily Inquirer in CD and DVD-ROM
2. Manila Times in DVD-ROM
3. Book-Accompanying CDs



Ateneo de Davao University Libraries

Jacinto Street, Davao City, Philippines

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

VISITING RESEARCHER'S 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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