

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.

AUDIO-VISUAL CENTER

The Audio-Visual Center supports the University's programs and activities. It aims to provide wide range of communication-learning opportunities to students through the use of Audio-Visual instructional and educational materials and equipment.

POLICIES AND GUIDELINES

Viewing Rooms

- ❖ The viewing room can be reserved for projection purposes only and not as an ordinary classroom. Reservation will not be granted if only a projector and a sound system will be used.
- ❖ Drama presentations and club activities are not allowed in the viewing room.
- ❖ The Audio-Visual Center acquires Documentary and Instructional materials only. Faculty who wish to view Motion Picture Films may bring his/her own collection.
- ❖ Reservation of the viewing room should be made at least one week before the actual use. However, on-date use is accepted if no one has placed a reservation.
- ❖ Full-time faculty are allowed twelve viewing hours and part-time faculty for six hours in a month. Requesting parties are required to fill in the Reservation Form. *No Form, No Reservation Policy is observed.*
- ❖ Eating, drinking, and smoking are not allowed inside the Viewing Rooms.
- ❖ Use of viewing rooms beyond 7:30PM should be arranged at least 2 days before the schedule.

Preview Room

- ❖ The preview room may be used by the administrator and faculty who wish to preview educational and instructional materials.
- ❖ Reservation should be made at least an hour before actual use.

Instructional Materials

- ❖ Only ADDU faculty members are allowed to borrow AV Instructional materials.
- ❖ Faculty may loan out 5 titles for overnight use.

Equipment

(LCD Projector, Projection Screen, Cassette Player, Audio Recorder, Waistband Amplifier Speaker, Wireless Microphone with Speaker)

- ❖ Borrowers with valid ADDU ID are allowed to check out AV equipment.
- ❖ Due to the limited number of equipment, reservations should be made at least one week before the date the equipment will be needed.
- ❖ Requesting parties are required to fill in the Reservation Form. All necessary information must be entered. *No form, no reservation policy is observed.*
- ❖ Faculty and administrator who wish to use the equipment outside of the AddU campus

or over the weekend should seek the approval from the Director of Libraries.

- ❖ The LCD projector should be picked up and returned to the AVR office by the borrower or authorized representative.
- ❖ The equipment should not be left unattended. The borrower will be held liable for loss or damage to the equipment arising from neglect, misuse, or abuse.

- ❖ For default PIN, use the last 5 or 6 digits of I.D. Barcode excluding the last character

Ex. 8201300123456N or
8201300012345N

Note: After logging in to your OPAC account using your Library ID, please click on Linked Accounts and activate the “Sign in with Google” option. This will allow you to access your OPAC account using your ADDU email account.



AUDIO-VISUAL CENTER USER'S GUIDE

ACCESS TO THE COLLECTIONS

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

OPAC ACCOUNT

This feature allows faculty, students, and staff to view their circulation records, update contact information, place hold or reservation, and renew borrowed materials online. Please follow the log in 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

For queries and concern, please contact the AVC at the following details:

Ms. Irene Lelis, RL, MALS
Librarian
Audio-Visual Center

Phone: (082) 221-2411 local 8333
Email: iclelis@addu.edu.ph

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AddU Libraries



Library Website



Remote Library



SERVICE HOURS

Audio-Visual Center

(5th floor, Wieman Building)

Monday – Friday 7:30 A.M. – 7:30 P.M.
Saturday 8:00 A.M. – 5:00 P.M.

Fr. Mateo Gisbert, SJ Library

(2nd to 5th floor, Gisbert Building)

Monday – Friday 7:30 A.M. – 8:00 P.M.
Saturday 8:00 A.M. – 5:00 P.M.
(Opens 2 Sundays before final examinations)

Miguel Pro Learning Commons

(2nd floor, Community Center)

Monday – Friday 8:00 A.M. – 8:00 P.M.
Saturday 8:00 A.M. – 5:00 P.M.
Night Study (Mon. – Fri.) 8:00 P.M. – 10:00 P.M.

Law & Business Graduate Library

(5th floor, Dotterweich Building)

Monday – Friday 9:00 A.M. – 9:00 P.M.
Saturday 9:00 A.M. – 5:00 P.M.

American Corner

(2nd floor, Wieman Building)

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

Faculty Resource Center

(7th floor, Regis Hall, Community Center)

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