

ACCESS TO THE COLLECTIONS

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

OPAC LOG-IN

This feature allows students to view circulation records, update contact information, place holds, 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** or **8201300012345N**
- For default PIN, use the last 5 or 6 digits of I.D. Barcode excluding the last character.
Ex. **8201300123456N** or **8201300012345N**

Note: Please change your PIN immediately.

To link your ADDU Google Mail account:

- After logging in to the OPAC using your Library ID, go to **Linked Accounts** under the **Account Summary** tab and click sign in with Google.

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 Journals Online
5. EBSCOHost
6. IEEE All Society Journals
7. JSTOR
8. ScienceDirect
9. Theology and Science
10. Taylor and Francis
11. The Heytrop Journal
12. Wiley Online Library

E-BOOKS

1. Bloomsbury Architecture Library
2. Britannica Academic
3. Britannica School
4. Cengage Vital Source Explore
5. Cambridge Books Online
6. EbscoHost ebooks
7. Gale eBooks
8. Knovel
9. Pearson VitalSource Explore
10. ScienceDirect
11. Wiley Books Online
12. World Scientific Books

OTHER DATABASES

- Britannica Academic
- Britannica K-12
- Computerized Index to Philippine Periodicals Articles (CIPPA)
- Emerald Insight
- MyLegalWhiz
- eSCRA
- Gale Reference Complete
- Grammarly
- Scopus
- Turnitin
- 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:

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

Off-campus:

For remote access to online databases, Log in to Remote Library at <https://remotelibrary.addu.edu.ph> and click the "Login with AddU Google Account" button.

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



Ateneo de Davao University Libraries
Jacinto Street, Davao City, Philippines
<http://library.addu.edu.ph>

MIGUEL PRO Learning Commons



User's Guide

SERVICE HOURS

Miguel Pro Learning Commons

(2nd floor, CCFC)

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

Internet Laboratory

(2nd floor, CCFC)

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



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August 2023



MIGUEL PRO LEARNING COMMONS

The Miguel Pro Learning Commons (MPLC), also known as the Students' Study Center, is located on the 2nd floor of the Community Center of the First Companions. It offers a comfortable and flexible learning space in the university. The Learning Commons includes student spaces for group collaboration and individual study amenities. It has a seating capacity of 500 users at a time.

The collections include Japanese Studies, Islamic Studies, Inspirational Books, and Graduate Collection.

FACILITIES

Collaboration Hubs

The Collaboration Hub is a room for students (maximum of 10) to meet, discuss, collaborate, and create new ideas. Note that this place is not soundproof - please moderate noise level.

Guidelines on the Use of the Collaboration Hubs

1. Requesting parties must reserve a collaboration hub via <https://library.addu.edu.ph/hub>. Students reserving must enter all the necessary information.
2. Proceed to the CIRCULATION DESK to secure a key and check-in.
3. A maximum of 2 hours per session is allotted per Collaboration Hub.
4. The reservation will automatically be canceled if the reserving party has yet to arrive 15 minutes after their reserved check-in time.
5. Users are always responsible for their personal belongings; they should not leave them unattended.
6. The Hubs are not soundproof; therefore, users should maintain a moderate noise to avoid disturbing other users in adjoining hubs and reading areas.
7. CLAYGO is a must. Users should leave the hub in good condition for the next occupants.
8. Food and beverages are not allowed inside the hubs.
9. Users are expected to respect and care for the hubs' furniture, materials, equipment, and furnishings.
10. Doing projects and playing games in the Collaboration Hubs are prohibited.
11. Failure to comply with library rules and regulations will be grounds for termination of Collaboration Hub privileges.

Multi-Purpose Room

1. The Multi-Purpose Room is intended primarily for library activities such as orientations and instructions. Students, faculty and offices may request to use the area for conferences, forums, assemblies, conventions, seminars, and meetings.
2. To observe a "No Form, No Reservation" policy, requesting parties must fill in the Reservation Form with all the necessary information.
3. The users must reserve the Multi-Purpose Room and the equipment needed at least two weeks before the activity/event. However, on-date use is accepted if no one has placed a reservation on that day.
4. Cancellation of the confirmed reservation should be made at least two days before the reserved date to give chance to other users.

Workspace

The Workspace where students can make projects, visual aids, artworks, and other manual tasks that require working tools. Remember to clean as you go.

Research Nook

This section provides individual study and writing carrels for users reviewing, researching, and preparing for the board and comprehensive exams. Note that this room is a quiet zone.

Internet Laboratory

There are 50 units of computers available for internet surfing and research databases. It is under the supervision of the Technical Service Office (TSO).

Laptop Station

This section is for students who need wired internet connection and power outlets for their gadgets. There are 30 seats available in this area.

Ecoteneo Corner

An Ecoteneo Corner provides reading materials such as books, journals, and magazines about the environment, environmental education, and ecology to strongly support the advocacy group for environmental protection and conservation of the Ateneo de Davao University.

El Llano Café

This place is designated for students to eat and drink inside the learning commons.

SERVICES

Borrowing and returning of Books

Patrons may borrow and return books at the Circulation Desk from Monday to Friday, 8:00 a.m. to 8:00 p.m., and Saturday, 8:00 a.m. to 5:00 p.m.

Loan-a-Calculator

Twenty (20) units of Casio brand calculators are available only at Miguel Pro Learning Commons for currently enrolled students with valid ADDU I.D. Calculators are loanable for one week and may be renewed for another week if no one has placed a reservation. Five pesos (Php.5.00) daily fines may incur unless returned on its due date.

Loan-a-Laptop

All current students with valid ADDU I.D. and no outstanding library accountabilities may check out laptops at the Miguel Pro Learning Commons (MPLC). Currently, the MPLC has twenty-two (22) Windows-based laptops available for borrowing.

Guidelines on the Use of the Laptops

- The students who borrowed laptops can only use them inside the premises of Miguel Pro Learning Commons.
- Borrowers are required to deposit their valid ADDU I.D. at the MPLC Circulation Desk for the borrowing period. First-time borrowers must fill out a Laptop Loan Agreement form.
- Laptops are available on a first-come, first-served basis, and may be checked out for a maximum of two (2) hours. Holds and reservations of

laptops are not allowed. The borrower may request for a 2-hour extension if there is no standing request for the next hour.

- Laptops must be returned by the borrower (not by proxy/representative) at the Circulation Desk 30 minutes before the MPLC closes regardless of the amount of time left on the loan. Borrowers are required to wait for verification and clearing.
- Late return of laptops is subject to a fine of Php 50.00 per hour. Payment will be made at the Circulation Desk.
- Students may borrow only one (1) laptop at a time.
- Users should not add, delete, or change any programs/applications without the permission of the MPLC Librarian.
- Any files saved on the hard drive or desktop will be lost when the laptop is shut down or rebooted. The user is responsible for saving their files in a web-based storage site or sending them via email. MPLC is not responsible for lost files.
- The MPLC reserves the right to decline usage to any borrower at any time. Laptop use is a privilege that will be revoked if service is abused.
- The borrower agrees to assume any/all legal liability for repair or full replacement in the event of loss due to theft, damage, negligence or misuse.
- The university's Policy on Acceptable Use of Electronic Resources applies to all laptop users.

Use of Laptops and Other Electronic Devices

The Miguel Pro Learning Commons is a WIFI hotspot. Users can bring their laptops and other Electronic Devices inside the Learning Commons. Users are reminded to maintain a moderate noise level and avoid disturbing other users. More power outlets are available throughout the Learning Commons on a first-come, first-serve basis.

Night Study

Night Study Area is at the Miguel Pro Learning Commons lounge and opens from 8:00 PM to 10:00 PM. It is intended for students and faculty who want to study and research through WiFi until late at night. The Night Study Area is secured and equipped with CCTV cameras. Users are encouraged to behave well and respect each other.

Printing

- Printing Service Cards are available at the Circulation Desk worth Php 30.00 for 10 pages (both short and long bond paper).
- Document for printing should limit graphic inclusion to at least ¼ of the page. For printing, email your file(s) to mplc@addu.edu.ph

Photocopy Corner

A Photocopy Corner is provided inside the Miguel Pro Learning Commons for students who need to photocopy their documents and other materials at the following cost:

- One peso (Php. 1.00) per page of short bond paper size document
- Two pesos (Php 2.00) per page of A4 or Long bond paper size document