

## THE VISION

The ADDU Library, as the 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.

## VISITING RESEARCHERS

- ❖ ADDU Matina and Bangkal Campuses 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. Valid school I.D. is required.

- ❖ 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. They are required to present valid IREF I.D. In the absence of I.D., a certification from the IREF Office and a government identification with photo will be required.

- ❖ 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) have agreed to share library resources.

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

## CONTROL POLICIES

- ❖ Visiting researchers should present a valid I.D. at the main entrance and shall proceed directly to the Circulation Counter.

- ❖ Visitor's log in form must be filled out for records purposes.

- ❖ 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 are expected to wear appropriate clothes while inside the campus premises. Wearing of strapless tops, spaghetti straps, bare midriffs, and shorts are not allowed..

## 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 premises.

- ❖ 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.

- ❖ Photocopying service is available in the premises.

## 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 daily to the public. Visiting researchers may access the American Corner for free. The following services are being offered:

- ❖ Reference assistance
- ❖ Books and journals
- ❖ Random programming on various topics and issues
- ❖ eLibraryUSA
- ❖ Internet and research databases access
- ❖ EducationUSA
- ❖ Boardgames
- ❖ Film Viewing
- ❖ MakerSpace

## 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 Core
5. EBSCOHost
6. Emerald Insight
7. Gale Reference Complete
8. IEEE All Society Journals
9. JSTOR
10. Taylor and Francis Online
11. 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. Science Direct e-Books
9. VitalSource Bookshelf (Pearson & Cengage)
10. Wiley Online Library
11. 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, 2<sup>nd</sup> floor, Wieman Building.

### WHERE TO ACCESS THE ONLINE DATABASES?

#### ON-CAMPUS:

1. **Electronic Resources Area (ERS)**  
*2nd floor, Gisbert Library*
2. **American Corner**  
*2nd floor, Wieman Building*



**Ateneo de Davao University Libraries**

Jacinto Street, Davao City, Philippines

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

## VISITING RESEARCHER'S LIBRARY GUIDE

### SERVICE HOURS

#### Fr. Mateo Gisbert, SJ Library

(2<sup>nd</sup> to 5<sup>th</sup> 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

(2<sup>nd</sup> 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.

#### American Corner

(2<sup>nd</sup> floor, Wieman Building)

Monday - Friday 8:00 AM - 5:00 PM  
Saturday 8:00 AM - 12:00 PM

#### Law and Business Graduate Library

(5<sup>th</sup> floor, Dotterweich Building)

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

#### Audio-Visual Center

(5<sup>th</sup> floor, Wieman Building)

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

**AddU Libraries**

**Library Website**

**Remote Library**

