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1. LIBRARY OVERVIEW

The Library Services Department manages students and other stakeholders' seamless access to both print and online scholarly information. It offers reference services, research assistance, and information literacy instruction and provides excellent facility and equipment. Licensed, professional and computer-savvy librarians are always ready to assist library users.

Considered as an extension of the classroom, it features a rich source of reference materials that supplement prescribed textbooks and lectures, including books, journals, and periodicals, as well as online supplements like online journals, e-books, and audiovisual materials.

2. POLICIES

Aligned with the HyFlex Learning Modality implemented by the University, the Library will reopen its physical spaces and facilities starting on August 30, 2022, but shall continue to provide teaching, learning and research support to all users adaptive of their respective learning modality.

These interim guidelines shall be implemented by the library throughout the implementation of the HyFlex Learning Modality and shall be followed in tasks concerning access to physical spaces, facilities and resources.

2.1. AUTHORIZED USERS:

- 2.1.1. All currently enrolled students of Adamson University;
- 2.1.2. Adamson University administrators, faculty, and staff;
- 2.1.3. Adamson University alumni with valid alumni ID (on premise use only);
- 2.1.4. Members of the Vincentian community

2.2. SERVICE HOURS

2.2.1. LIBRARY

All authorized users and other members of the Adamsonian -Vincentian community may enter the Library's buildings -- LM Building, SV Building, JP Building & FRC Building -- during the specified schedules, on a first come, first served basis, subject to limits depending on the physical space available on the respective building and section.

Library	Weekdays	Saturday
Main Library (L.M. Building)	8:00am -5:00pm	8:00am -5:00pm
St. Thomas More Law Library (SV Building)	8:00am -5:00pm	8:00am -5:00pm
Graduate School Library (SV Building)	8:00am -5:00pm	8:00am -5:00pm
Elementary Library (JP Building)	8:00am -5:00pm	Closed
Junior & Senior High School Library (FRC Building)	8:00am -5:00pm	Closed

2.2.2. ARCHIVES

2.2.2.1. The University Archives will be open from Monday to Friday from 8:00 am - 12:00pm and 1:00pm - 5:00pm.

2.2.2.2. Opening of the Archives on Saturdays will be upon request, subject for approval of the Library Services Director.

2.2.3. MUSEUM

The University Museum will be open every Monday, Wednesday and Friday from 9:00am - 12:00pm and 1:00pm - 4:00 pm.

*Online library is available 24/7. Users can find and access the electronic resources by using the library remote access codes/login credentials provided to all bona fide users.

2.3. GUIDELINES FOR LIBRARY USERS

2.3.1. All visitors will be required to wear face mask, observe physical distancing, and comply with existing health protocols.

2.3.2. Proper use of the entrance and exit doors must be observed.

2.3.3. Bags are allowed inside the reading areas.

2.3.4. Food and drinks are not allowed.

2.3.5. At the library entrance, all users shall be asked to fill-up the daily attendance sheet to monitor their duration of stay inside the premises.

2.3.6. Library staff shall limit the number of users inside the reading areas. At least 50% of the total number of seating capacity per area may be accommodated at a time.

Library	Maximum number of persons users allowed at a time
Main Library (L.M. Building)	
Ground Floor	60
2nd Floor	93
3rd Floor	137
St. Thomas More Law Library (SV Building)	46
Graduate School Library (SV Building)	20
Elementary Library (JP Building)	33
Junior & Senior High School Library (FRC Building)	32

- 2.3.7.** The use of the library is on a first come, first served basis, with a minimum daily time allowance of two (2) hours and maximum of four (4) hours per day.
- 2.3.8.** Students who are taking their online classes are advised to book/reserve the discussion rooms (please refer to the guidelines 2.4.2.2)
- 2.3.9.** Users must always be mindful of the noise in consideration of others in the Library. Laptops and mobile phones must be switched to silent mode.
- 2.3.10.** Personal properties must not be left unattended at all times. The Library is not liable for any loss of personal belongings.
- 2.3.11.** The library will be implementing a closed-shelves policy. All book requests will be given to a user by the librarian or library staff. A separate guideline in borrowing printed books inside the library is also stated another section in this document.
- 2.3.12.** Regular schedule of sanitizing of the library spaces and furniture shall be observed.
- 2.3.13.** The Library reserves the right to cancel the use of its facilities for valid reasons, with prior notice to all concerned parties.

2.4. GUIDELINES IN USING AUDIO VISUAL ROOM AND DISCUSSION ROOMS (Face-to-Face Classes Only)

2.4.1. GENERAL POLICY

The facilities located at the Main Library are available from Monday to Saturday, 8:00am - 4:00pm, excluding holidays.

2.4.2. RESERVATION

2.4.2.1. AUDIO VISUAL (AV) ROOM

- 2.4.2.1.1. Reservations for the AV Room are handled by the staff at the Reference Section, Ground Floor, LM Building.
- 2.4.2.1.2. Usage is subject to Library hours and availability.
- 2.4.2.1.3. Reservation shall be made at least three (3) days before the viewing date.
- 2.4.2.1.4. The AV Room can only accommodate 15-20 individuals following the physical distancing protocols.
- 2.4.2.1.5. The use of the AV room is for educational purposes only.
- 2.4.2.1.6. The AV room can be used for two (2) hours per day or the duration of the film viewing/showing and class hour.
- 2.4.2.1.7. Audiovisual materials and equipment are for library/AV Room use only. Materials must be returned right after the viewing period.
- 2.4.2.1.8. Health and safety protocols should be observed at all times.
- 2.4.2.1.9. Eating, drinking and sleeping are prohibited.
- 2.4.2.1.10. The Library reserves the right to approve/disapprove or cancel any reservation/booking.

2.4.2.2. DISCUSSION ROOMS

- 2.4.2.2.1. Reservations for the Discussion Rooms are handled by the staff at the Circulation Counter, 2nd Floor, LM Building.
- 2.4.2.2.2. Advance online reservation/booking is available for users via an online form (<https://bit.ly/DiscussionRoomReservation>).
- 2.4.2.2.3. Discussion rooms are allotted only for the purpose of academic activities.
- 2.4.2.2.4. The Discussion Room allotment is limited to a maximum of four (4) persons at a time, set on a first come, first served basis, for up to two (2) hours per day.
- 2.4.2.2.5. Eating, sleeping and talking loudly are strictly prohibited in the room. All rooms must be left in clean condition.
- 2.4.2.2.6. Users are not allowed to move any furniture from or into the room.
- 2.4.2.2.7. The Library reserves the right to cancel reservations of groups who fail to show up within 15 minutes from the time allotment. The room will then be given to another group in the waitlist.
- 2.4.2.2.8. The Library reserves the right to approve/disapprove any reservation/booking.

2.5. GUIDELINES IN USING THE INTERNET SECTION

- 2.5.1.** The facilities located at the Main Library are available from Monday to Saturday, 8:00am - 4:00pm, excluding holidays.
- 2.5.2.** Only 50% of the computer stations shall be available for use.
- 2.5.3.** The computer station is strictly for the use of electronic resources subscribed to by the library and other Open Educational Resources (OER).
- 2.5.4.** The Internet Section may be closed for operation when:
 - 2.5.4.1.** The Section will be used as a venue for library orientation, seminar, workshop and training.
 - 2.5.4.2.** The Section-In-Charge is required to attend meetings, special library / institutional events, or any emergency situation.
 - 2.5.4.3.** The computer units have no internet connectivity.
- 2.5.5.** Printing services are available at the Internet Section.
 - 2.5.5.1.** Printing fees:
 - 2.5.5.1.1. Plain black or minimal colored is Php. 3.00 per page.
 - 2.5.5.1.2. Half page (colored) is Php. 5.00 per page; and
 - 2.5.5.1.3. Whole page (colored) is Php. 10.00 per page.
 - 2.5.5.1.4. Documents for printing must be sent via email to adulibrary@adamson.edu.ph with subject line "FOR PRINTING".

2.6. BORROWING PRINTED BOOKS/RESOURCES (Face-to-Face and Online Classes)

2.6.1. GENERAL POLICY

This guideline will be implemented for face-to-face and online classes, depending on the preference of the borrower.

2.6.2. BORROWING REGULATIONS

2.6.2.1. Borrow/Reserve Materials

2.6.2.1.1. Who can request/borrow materials:

2.6.2.1.1.1. University Administrators, Faculty and Staff

2.6.2.1.1.2. Students currently enrolled in the Basic Education to Graduate School Departments

2.6.2.1.2. How to request/borrow:

2.6.2.1.2.1. Face-to-Face Transaction

2.6.2.1.2.1.1. A valid AdU ID must be presented when borrowing and/or returning any library material.

2.6.2.1.2.1.2. For printed materials, borrowers must check the books they want to borrow in the Library OPAC.

2.6.2.1.2.1.3. Borrowers must write/copy the call number of material and give it to the Library Staff.

2.6.2.1.2.1.4. Borrowers are advised to wait for the library staff to retrieve the books, following the closed shelves policy.

2.6.2.1.2.1.5. Borrowers are required to sign their names and student number legibly on the book card and give it to the Library Staff.

2.6.2.1.2.1.6. Students, faculty and employees are not allowed to borrow books on behalf of others or transfer borrowed materials to other users.

2.6.2.1.2.1.7. Reserved books may be borrowed for room use on an hourly basis and may be renewed if not requested by another borrower, or may be borrowed for overnight use from 4:00pm and must be returned at 9:00am the following day.

2.6.2.1.2.2. Online Transaction

2.6.2.1.2.2.1. Go to the University Online Publication Access Catalogue (aduwebopac.adamson.edu.ph/athcgi/athweb.pl) and search for the material to be borrowed. Kindly take note of the Title, Author and Call Number of the said material(s).

2.6.2.1.2.2.2. Students, faculty and employees are not allowed to borrow books on behalf of others or transfer borrowed materials to other users.

2.6.2.1.2.2.3. Only circulation and reserved materials can be borrowed from the library.

2.6.2.1.2.2.4. For Administrators, Faculty and Staff

- 2.6.2.1.2.2.4.1. A maximum of 15 titles/materials for administrators and 10 titles/materials for faculty and staff can be requested online.
- 2.6.2.1.2.2.4.2. Accomplish the library book reservation form at <https://tinyurl.com/AduLibBookReservation> or by phone at 8524-2011 loc. 131 to process the request.
- 2.6.2.1.2.2.4.3. For Branch Libraries, send the book request/reservation through email at:
 - Law Library - Ms. Leilani Lumbao
leilani.lumbao@adamson.edu.ph
 - Graduate School – Ms. Ana Mae T. Caringal
ana.mae.caringal@adamson.edu.ph
 - Basic Education Libraries:
 - Ms. Elvira Pineda (Elementary Library)
ma.elvira.pineda@adamson.edu.ph
 - Ms. Helen Soriano (JHS and SHS Library)
helen.soriano@adamson.edu.ph

2.6.2.1.2.2.5. For Students

- 2.6.2.1.2.2.5.1. A maximum of five (5) titles/ materials can be requested online.
- 2.6.2.1.2.2.5.2. Accomplish the library material check out form at <http://bit.ly/AdULibCheckOutForm> to process the request.

2.6.2.1.2.2.6. Picking-up reserved materials

- 2.6.2.1.2.2.6.1. The borrower will receive a notification through email/message from the library when the requested materials are available for pick up.
- 2.6.2.1.2.2.6.2. Reply with the preferred pick-up date and time, and wait for the library's confirmation.
- 2.6.2.1.2.2.6.3. All requested books can be picked up at the following designated areas:
 - Circulation Counter, Second Floor or Library entrance, Ground Floor, LM Building
 - Law Library – for Faculty and students of College of Law
 - Graduate School - for Faculty and students of Graduate School
 - BED Libraries - for Elementary to Senior High School faculty and students.
 - Via Courier:
 - A third-party courier service (Lalamove or Grab only) will be booked by the borrower to have the materials

picked-up from Adamson University and have it delivered to their location or home address.

- Delivery fee will be shouldered by the borrower.
- Upon booking, the borrower must provide the Library with the pertinent courier details, such as the name of the driver/rider who will pick up the book(s), via email at adulibrary@adamson.edu.ph or through our designated contact person for this service.

Ms. Lualhati Inoval

09498724724 (Smart)

2.6.2.1.3. Due Dates:

2.6.2.1.3.1. The loan periods for circulation materials shall be applied as follows:

Item Type	Administrator	Faculty/Employee	Students
General Circulation	14 books for one (1) semester	9 books for one (1) month	4 books for one (1) month
Reserved	1 book for 7 days	1 book for 7 days	1 book for 7 days

2.6.2.2. RETURNING OF LIBRARY MATERIALS

2.6.2.2.1. Book returns are accepted in two ways:

2.6.2.2.1.1. Via Book Drop Box

2.6.2.2.1.1.1. Return library materials by using the book drop boxes located at the CS Gate Entrance and Second Floor, LM Building (near the Library entrance).

2.6.2.2.1.1.2. Please do not return materials directly to the library personnel as we are enacting a quarantine protocol for all returned materials.

2.6.2.2.1.2. Via Courier

2.6.2.2.1.2.1. A third-party courier service (Lalamove or Grab only) will be booked by the borrower to have the materials returned to the Adamson University Library.

2.6.2.2.1.2.2. Delivery fee will be shouldered by the borrower.

2.6.2.2.1.2.3. Upon booking, the borrower must provide the Library the pertinent courier details, such as the name of the driver/rider who will return the book(s), via email at adulibrary@adamson.edu.ph or through our designated contact person for this service.

Ms. Lualhati Inoval

09498724724 (Smart)

2.6.2.3. RENEWAL OF BORROWED MATERIALS

- 2.6.2.3.1. Materials may be renewed online through email at adulibrary@adamson.edu.ph or by phone at 8524-2011 loc. 131.
- 2.6.2.3.2. For branch libraries, (Law, Graduate School and Basic Education Libraries), please contact the branch librarians through their respective email addresses.

2.6.2.4. PENALTIES (OVERDUE FINES)

- 2.6.2.4.1. Fines charged for an overdue library material

Item Type	Undergraduate Students	Graduate School/ Law Student	Faculty & Staff	Basic Education Students (Grade School to Senior High School)
Circulation Books	P 5.00/day	P 20.00/day	P 10.00/day/book	P 5.00/day
Reserved Books	P 5.00/hour	P 20.00/hour	P 10.00/hour/book	P 5.00/hour
AV Materials (CDs/DVDs)	P 20.00/hour	P 20.00/hour	P10.00/hour/item	--

- 2.6.2.4.2. Payments for overdue fines and lost library materials may be made at the DOL Clearance counter or at the Cashier's Office. The Official Receipt must be presented to the Circulation Counter afterwards.

2.7. BORROWING/ACCESSING OF NON-PRINT RESOURCES (Face-to-Face and Online Classes)

2.7.1. AUTHORIZED USERS:

- 2.7.1.1. All currently enrolled students of Adamson University
- 2.7.1.2. Adamson University administrators, faculty, and staff

2.7.2. BORROWING REGULATIONS

2.7.2.1. Audio Visual Materials

- 2.7.2.1.1. A valid AdU ID must be presented to borrow and return non-print resources.
- 2.7.2.1.2. Borrowers are requested to print their names and student/faculty/employee number legibly on the book card and give it to the Library Staff.
- 2.7.2.1.3. Audiovisual materials may be borrowed for campus use only and on an hourly basis. It may be renewed if not requested by another borrower.
- 2.7.2.1.4. Faculty members may request in advance by sending their request at adulibrary@adamson.edu.ph

2.7.2.2. Electronic Resources

- 2.7.2.2.1. Databases subscribed to by the Library can be accessed through Adamson University Website.

Note: For assistance in accessing and downloading, please send an email to adulibrary@adamson.edu.ph

- 2.7.2.2.2. Remote access/login credentials for each online database are sent to currently enrolled students through their Adamson University email address.

Remote Access/ Login credentials to e-Resources are provided only to active/currently enrolled Adamson University and Saint Vincent School of Theology administrators, faculty, students, and staff.

- 2.7.2.2.3. Downloading of electronic materials is for educational purposes only and is subject to copyright restrictions.

2.8. NON-CIRCULATING MATERIALS

2.8.1. Materials in the following categories are not or for restricted circulation. They may be photocopied and are for room use only.

- 2.8.1.1. Theses, Dissertations and CRD Research - Photocopy of Abstract
- 2.8.1.2. Periodicals
- 2.8.1.3. Reference Collections
- 2.8.1.4. Special Collections

3. OTHER SERVICES

3.1. DOCUMENT DELIVERY SERVICE

- 3.1.1. Electronic delivery of full-text articles, e-Books or book chapters (subject to copyright restrictions and availability).
- 3.1.2. Get the full-text of e-Resource articles from various library-subscribed databases and open and free access resources.
- 3.1.3. Provide free scanning and electronic delivery of articles and book chapters of Library collections (up to 5% of a work).
- 3.1.4. To avail of service, send a message to adulibrary@adamson.edu.ph or <https://www.facebook.com/leandromontanana.library/>
- 3.1.5. All materials requested will be sent through email after 1-3 days from the date of request.

3.2. THESIS/DISSERTATION/RESEARCH SUBMISSION

3.2.1. Guidelines on Temporary Thesis/Dissertation & Research Submission:

- 3.2.1.1.** Submission should only be made after the faculty or student has successfully defended his or her work.
- 3.2.1.2.** Faculty or students should submit an electronic copy of the complete manuscript in PDF format (one file only) to the Library remotely by sending an email to adulibrary@adamson.edu.ph with the caption Undergraduate Thesis - (College/Department) in the subject line.
- 3.2.1.3.** The Library will only accept and acknowledge the receipt of the final manuscript if the endorsement was made by the Dean/Chairperson/Adviser of the student/researcher.
- 3.2.1.4.** Please take note that the Library does not review the content of a students' work.

3.3. TURNITIN ASSISTANCE

Turnitin is a text-matching software that checks a student's written work against electronic texts from the Internet, published works (such as journal articles and books) and assignments previously submitted to its system by other students.

3.3.1.1. To avail of the services, please check the following procedures:

- 3.3.1.1.1.** Only faculty members and students enrolled in research/thesis and dissertation course are eligible for this service.
- 3.3.1.1.2.** Kind email the copy of your manuscript in word file (.doc) including the Title, Table of Contents, Abstract, Other Preliminaries and Chapter 1-5 to Ms. Adoracion Ventura at adoracion.ventura@adamson.edu.ph.
- 3.3.1.1.3.** Requests may be sent from Monday-Friday, 8:00am – 3:00pm only.
- 3.3.1.1.4.** The result will be sent via email within 2-3 working days upon receipt of the request.

3.4. INFORMATION LITERACY / ONLINE LIBRARY INSTRUCTION

- 3.4.1.** Use the online form (bit.ly/OLInstructionRequest) to request a library instruction session for class. Please submit the form at least two (2) weeks prior to the session date.
- 3.4.2.** A librarian will respond via email to the requests within two (2) to three (3) working days.
- 3.4.3.** Book a group or one-on-one session. This service is available from Monday-Friday, 9:00am – 12:00pm and 1:00pm – 3:00pm.
- 3.4.4.** Library Instruction Program
 - 3.4.4.1.** Library orientation
 - 3.4.4.2.** e-Resources tutorial/trainings via webinars
 - 3.4.4.3.** Instruction for a specific course assignment
 - 3.4.4.4.** Citation, bibliography (APA) and reference manager tools (Mendeley)
- 3.4.5.** *Important note to faculty:* Librarians may help students generate research topics and keywords, find and evaluate sources, and review citation basics. Online library instruction is most effective when students are engaged in a learning partnership with librarians and their instructors. It is strongly recommended that faculty collaborate with librarians on class content and attend the

library instruction session with their students. Please allow library personnel at least one (1) week to prepare for said class.

4. ARCHIVES

The University Archives serves as the primary repository of the Adamson University Library and provides access to the various institutional and archival materials and records from the University. Given the rare and unique nature of the research materials and artifacts in the museum, our collections are non-circulating and the stacks are closed to researchers.

4.1. GENERAL POLICY

- 4.1.1.** The University Archives will be open from Monday to Friday from 8:00am - 12:00 pm and 1:00pm to 5:00pm.
- 4.1.2.** Only Adamson students, faculty and staff are allowed to access or retrieve records from the repository.
- 4.1.3.** The reading room allotment is limited to a maximum of three (3) persons at a time for up to two (2) hours per day and is on a first come, first served. basis,
- 4.1.4.** Visitors from outside the campus require a written letter of permission to be sent to archives.museum@adamson.edu.ph which will be subject to the approval of the Director of Library Services.
- 4.1.5.** Visitors will not be allowed to directly access materials from the Archives and must be requested only from the Library/Archives personnel for retrieval.
- 4.1.6.** Archives materials are non-circulating and must be used in the Reading Room.
- 4.1.7.** Food and drinks are not allowed in the Archives.
- 4.1.8.** All mobile phones must be put in silent mode before entering the Archives.
- 4.1.9.** All materials should be handled carefully.
- 4.1.10.** Visitors should maintain the order of the documents within folders, and folders within boxes.
- 4.1.11.** Ask the assistance of the Librarians/Archives personnel for materials duplication or reproduction.
- 4.1.12.** The Archives may restrict the access and use of some records because of fragility, special format problems, or proprietary rights.

5. MUSEUM

The Adamson University Museum manages and preserves the cultural and historical legacy of the Adamson University through its collection of artifacts, memorabilia and visual arts.

5.1. GENERAL POLICY

- 5.1.1.** The Adamson University Museum is open to visitors from Monday, Wednesday and Friday from 9:00am - 12:00pm. and 1:00pm to 4:00pm.
- 5.1.2.** In order to visit, guests are required to pre-book online by sending an email to archives.museum@adamson.edu.ph (indicating the date and time of visit) at least three (3) days prior to the planned visit. Confirmation of online reservation will be sent through email.
- 5.1.3.** Number of visitors shall be limited to ten (10) per visit.
- 5.1.4.** Walk-in visitors without prior reservations will be granted permission only on a case-to-case basis and upon availability of schedules with approval of the Director of Library Services.
- 5.1.5.** Special requests with reservations in the usage of the Museum beyond its normal operating hours (such as weekends) will also be approved on a case-to-case basis.
- 5.1.6.** All guests must observe health and safety protocols at all times.
- 5.1.7.** The following items are not permitted inside the Museum:
 - 5.1.7.1.** Backpacks, carriers, long umbrellas
 - 5.1.7.2.** Food and drink
 - 5.1.7.3.** Video cameras
 - 5.1.7.4.** Tripods, monopods, selfie sticks
 - 5.1.7.5.** Pets
- 5.1.8.** For inquiries on bookings/reservations, please contact:
 - (02)8524-2011 loc 131 or 323
 - archives.museum@adamson.edu.ph
 - adulibrary@adamson.edu.ph