



ONLINE FLEXIBLE LIBRARY SERVICES
“GUIDE TO NEW NORMAL”

The Adamson University Library is committed to supporting the AdU community by providing remote access to its resources and services as it continues to be flexible, available and in constant review of every possibility.

Please see the updated guide on the Library’s policies and services as the University and community shifts to the new normal:

1. LIBRARY HOURS & FACILITIES

- To ensure the safety of library users, access to all libraries (Main Library, Basic Education, Law and Graduate School), resources and facilities are strictly limited to library staff only.
- Online Library Services are available from Mondays to Fridays, 8:00 AM to 4:00 PM

2. ONLINE REFERENCE SERVICE

• **Ask a Librarian(ASAL)**

The ASAL is an initiative Virtual Reference Desk where library staff check all inquiries submitted via email during Library office hours.

- ❖ Use online form <http://bit.ly/AdUAskALibrarian> to ask librarian for help.
- ❖ Email any library questions/inquiries or Schedule a video consultation to the following Subject Librarian:

Library Services Department (General)	adulibrary@adamson.edu.ph https://www.facebook.com/leandromontanana.library/ (02) 8524-2011 loc. 131
Architecture / Business Administration	christianne.georgette.sempio@adamson.edu.ph (02) 8524-2011 loc. 242
Basic Education (Elementary)	ma.elvira.pineda@adamson.edu.ph (02) 8524-2011 loc. 236
Basic Education (JHS/SHS)	helen.soriano@adamson.edu.ph (02) 8524-2011 loc. 328
Education and Liberal Arts	dennis.gabasa@adamson.edu.ph ellen.tejada@adamson.edu.ph (02) 8524-2011 loc. 131/242

Engineering	adoracion.ventura@adamson.edu.ph (02) 8524-2011 loc. 242
Graduate School	ana.mae.caringal@adamson.edu.ph (02) 8524-2011 loc. 312
Law	vivian.lirio@adamson.edu.ph (02) 8524-2011 loc. 308
Nursing/Pharmacy/Science	andre.pocholo.torres@adamson.edu.ph (02) 8524-2011 loc. 242
St. Vincent School of Theology	maylene.urcia@adamson.edu.ph (+632) 8939-4361; (+632) 8930-9392

- **Related services**

- Online instruction/training
- Library support and policies
- Research guides
- Library online resources
- Partner with a librarian or library personnel in an instructional session

Service Restrictions

ASAL is limited to Adamson University & Saint Vincent School of Theology administrators, faculty, students, staff, alumni and other clientele with questions specific to the AdU Library's collections, services and policies.

3. ELECTRONIC RESOURCES ASSISTANCE

- Library personnel provides access and search assistance to all electronic databases subscribed by the library.
- **Related services**
 - Access the library's electronic resources 24/7 using the library remote access codes/login credentials
 - Search for e-books, e-journal, magazines, etc
 - Visit the library website at <https://www.adamson.edu.ph/v1/?page=library-resources>
 - Use of remote access/login credentials when outside AdU campus
 - Email library inquiries to adulibrary@adamson.edu.ph or send a message to <https://www.facebook.com/leandromontanana.library/> or contact the following e-resources administrators.

Electronic Resources	Contact Person
AccessPharmacy	Ms. Rose Eileen Alviar roseeileen.alviar@adamson.edu.ph
EBSCO	Ms. Heizel De Leon heizel.de.leon@adamson.edu.ph Ms. Leilani Lumbao leilani.lumbao@adamson.edu.ph
E-SCRA & Laws & Jurisprudence Online	Ms. Vivian Lirio vivian.lirio@adamson.edu.ph
GALE Reference Complete	Ms. Geraldine De Leon geraldine.deleon@adamson.edu.ph
Knovel	Mr. Carlo Caringal carlo.caringal@adamson.edu.ph
Science Direct / Scopus	Ms. Adoracion Ventura adoracion.ventura@adamson.edu.ph
Taylor & Francis	Ms. Georgette Sempio christianne.georgette.sempio@adamson.edu.ph
Wiley Online	Ms. Vanessa Eugenio ma.vanessa.eugenio@adamson.edu.ph

Service Restrictions:

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

4. INFORMATION LITERACY/ ONLINE LIBRARY INSTRUCTION

- ❖ Use online form <http://bit.ly/OLInstructionRequest> to request for library instruction session for class. Please submit the form at least two (2) weeks prior to the session date. A librarian will respond to request within two to three working days via email.
- ❖ Book a group or one-on-one session. This service is available from Monday-Friday, 9:00 am – 12:00 nn and 1:00 pm – 3:00 pm.

Library Instruction Program

- Library orientation
- e-Resources tutorial/trainings via webinars
- Instruction for a specific course assignment
- Citation, bibliography (APA) and reference manager tools (Mendeley)

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.

5. DOCUMENT DELIVERY SERVICE

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

6. CURRENT AWARENESS SERVICE

Inform the AdU community on new acquisitions (print and electronic), webinar/trainings, and programs of the Library through the University website, email and social media accounts.

7. CONTACTLESS LIBRARY LOANS SERVICES

Borrowing Regulations

A. Borrow/Reserve Materials

1. Who can request/borrow materials:

- a. AdU Administrators, Faculty and Staff
- b. Currently enrolled students from Basic Education to Graduate School.

2. How to request:

- Go to <http://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).
- Students, faculty and employee are not allowed to borrow books on behalf of others or transfer borrowed materials to other users
- Only circulation and reserve materials can be borrowed from the library.

- **For Administrator, Faculty and Staff**
 - ✚ A maximum of **15 titles/materials** for administrators and **10 titles/materials** for faculty and staff can be requested online.
 - ✚ Accomplish the library book reservation form at <https://tinyurl.com/AduLibBookReservation> or by phone at 524-2011 loc 131 to process your request.
 - ✚ **For Branch Libraries** send book request/reservation through email at:
 - **Law Library** - Ms. Vivian A. Lirio at vivian.lirio@adamson.edu.ph
 - **Graduate School** – Ms. Ana Mae T. Caringal at ana.mae.caringal@adamson.edu.ph
 - **Basic Education Libraries** – Ms. Elvira Pineda (Elementary Library) at ma.elvira.pineda@adamson.edu.ph and Ms. Helen Soriano (JHS and SHS Library) at helen.soriano@adamson.edu.ph
- **For Students**
 - A maximum of **5 titles/materials** can be requested online.
 - Accomplish the library material check out form at <http://bit.ly/AdULibCheckOutForm> to process your request.

3. Due Dates: 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
Reserve	1 book for 7 days	1 book for 7 days	1 book for 7 days

4. Recalls: The Library personnel will send recall notices (weekly, monthly and at the end of the semester) to the official Adamson email of the borrowers.

B. PICKING-UP RESERVED MATERIALS

- 1. Before coming back to the campus:** For Faculty, please secure approval form from your immediate superior and the HRMDO.
- 2. Notification**
 - The borrower will receive a notification through email/message from the library when the requested materials are available for pick up.
 - Reply with your preferred pick up date & time. Wait for library's confirmation of your preferred schedule.

3. Where to claim: All requested books can be picked up at the following designated areas:

➤ **Administrator, Faculty and Staff**

- Circulation Desk/Counter, Second Floor or Library entrance, Ground Floor, LM Building
- Law Library – for Faculty of College of Law
- Graduate School - for Faculty of Graduate School

➤ **Students (bring ID)**

- **SV Gate** – for Graduate School and Law Students
- **CS Gate** – for College/Undergraduate students
- **Basic Education Library** – for elementary and high school students

4. Pickup Hours

- Pickup hours are from 9:00 a.m. – 12:00 nn and 1:00 pm – 3:00 p.m., Monday - Friday.
- A representative (parent or guardian) may need to present an authorization letter and copy of the AdU ID of the borrower to claim the requested materials on their behalf.
- If the borrower cannot make it to campus within the pickup hours, please contact the library to reschedule the pickup date.

5. Via Courier

- A third-party courier service (**Lalamove or Grab only**) will be booked by the borrower to have the materials picked up from the Adamson University and delivered to their location or home address.
- Delivery fee will be shouldered by the borrower.
- Upon booking, the borrower must provide the Library 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 persons for this service.

Ms. Herminia Revalo / Ms. Lualhati Inoval

Library Services Department

Adamson University (CS Gate)

900 San Marcelino St., Ermita, Manila 1000

Mobile Number: [09498724724](tel:09498724724) (SMART) [09454797913](tel:09454797913) (Globe)

C. RETURNING OF LIBRARY MATERIALS

1. Books returns are accepted in two ways:

a. Via Book Drop Box

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

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

b. Via Courier

- A third-party courier service (**Lalamove or Grab only**) will be booked by the borrower to have the materials returned to Adamson University Library.
- Delivery fee will be shouldered by the borrower.
- 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 persons for this service.

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2. **Fines & Fees:** All fees have been waived from March 9, 2020 to the present.
3. **Return Slip:** To acknowledge receipt of returned materials, return slip will be sent through email.

D. RENEWAL OF BORROWED MATERIALS

- Materials may be renewed online through email at adulibrary@adamson.edu.ph or by phone at 524-2011 loc 131.
- For branch libraries (Law, Graduate School and Basic Education Libraries) you can contact your Librarian through their email address.

8. 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 Turnitin by other students.

To avail of the services, check the following procedures:

a. Only the following are eligible for this service:

- Faculty members
 - Students enrolled in research/thesis and dissertation course
- b. 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
- c. Request may be sent from Monday-Friday, 8:00 am – 3:00 pm only.
- d. The result will be sent via email within 2-3 days upon receipt of the request.

9. THESIS/DISSERTATION & RESEARCH SUBMISSION

Guidelines on Temporary Thesis/Dissertation & Research Submission Accommodations Due To Covid-19:

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

10. SUGGEST PURCHASE

- The Library welcomes suggestions from all members of the community for the acquisition of materials which support the University's teaching and research programs. Before submitting a request, please check the OPAC (<http://aduwebopac.adamson.edu.ph/athcgi/athweb.pl>) to determine whether the material is already available in the Library
- Priority will be in electronic format, if not available, print copy of the material(s) will be acquired.
- Please send suggested library materials for purchase to: adulibrary@adamson.edu.ph or to the Collection Management Librarian at roseileen.alviar@adamson.edu.ph

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