

## IMPORTANT THINGS TO BE CONSIDERED

1. The use of Audio-Visual facilities and resources is restricted to school personnel, faculty members and recognized student organizations on official business for education and other related school activities.
2. Other audio-visual equipment and materials needed aside from the mounted LCD Projector must be reserved and borrowed separately from the AVC.
3. Smoking, use of pyrotechnics and other hazardous materials are strictly prohibited inside the venues.
4. Bookings can be made through the telephone or online for the availability of venues and reservation. ([www.booked.adzu.edu.ph](http://www.booked.adzu.edu.ph)). However, a reservation form must be filled out for confirmation. A reservation is considered CONFIRMED only when it bears the signature of the library director.
5. Notice of postponement/ cancellation should be forwarded to the AV center at least two (3) days before the scheduled activity.
6. The use of the AVC venues on Sundays and holidays is discouraged, except on a case-to-case basis.
7. No class activity will be allowed inside the AVC viewing room without the presence of the faculty member or adviser.
8. Teachers/ Moderators/Advisers are expected to preview the films and other instructional materials two (3) days before the scheduled use.
9. Users must adhere to the non-styro policy within the ADZU campus.
10. Cleanliness and orderliness must be maintained at all times
11. For activities beyond office hours, an overtime fee will be charged to the organizer or requesting party for the AVC staff and PPO personnel on duty.

The Audio-Visual Center reserves the right to cancel or revoke a confirmation in cases of misrepresentation and/or violation of any rules and guidelines.



### LOCATION

Room 301-B, 3<sup>rd</sup> Floor, Fr Ernesto Carretero (FEC) Building, Ateneo de Zamboanga University



### SERVICE HOURS

#### Regular Semester

Monday – Friday  
7:30 AM – 7:30 PM  
Saturday  
8:00 AM – 5:00 PM

#### Semestral and Summer Breaks

Monday – Saturday  
8:00 AM – 5:00 PM



### For Assistance, Pls. Contact:

#### ROMELYN P. ATILANO

Audio-Visual In-Charge  
Local 2233

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#### PATRICK A. ENRIQUEZ

Audio-Visual Staff

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#### LYNNIE M. CALINGACION

Library Director

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## User's



# Audio – Visual

# OVERVIEW

The Audio-Visual Center is one of the units of the Fr. Jose T. Bacatan, SJ library. It houses and circulates audio-visual equipment and materials for instructional purposes.



- To provide the Ateneo de Zamboanga University community with audio-visual resources and services to meet their curricular and research needs.
- The AVC support curricular and co-curricular program of ADZU and increase access to educational media and technology.
- To give technical assistance and educates ADZU faculty and staff on the proper use and effective handling of the different types of audio – visual equipment available at the Audio – Visual Center.

## COLLECTION

- Audio Compact Discs
- Video Compact Discs
- Digital Video Discs
- Slides
- Transparencies
- VHS Tapes

## EQUIPMENT

- Cassette Player
- Digital Camera
- DVD Player
- Laptop
- LCD Projector
- Karaoke Player
- Overhead Projector
- Slide Projector
- Television Set
- H4N Recorder
- VCD Player
- VHS Player
- Video Camera
- Tripod

## Audio-Visual Center Venues



**Carlos Dominguez Conference Hall-** located at the ground floor of the FEC building, fully air-conditioned with a seating capacity of 200 when arranged as program type.



**Audio-Visual Center Viewing Room-** located at the room 302-A, 3rd Floor of FEC building, fully air-conditioned with all the basic audio-visual equipment with a seating capacity of 99.



**FEC Conference Room-** located at the 102 A&B, ground floor of the FEC building, fully air-conditioned with a seating capacity of 24.



**Room 208-** located at the Room 208, 2nd floor of the FEC building, fully air-conditioned and has a seating capacity of 15.

## REQUEST FOR CDCH, AVC VIEWING ROOM, FEC CONF. ROOM AND ROOM 208

1. Reservation of venues are to be made at the earliest one month before the actual date that the venues will be used.
2. Bookings can be made through the telephone or online for the availability of venues and reservation. ([www.booked.adzu.edu.ph](http://www.booked.adzu.edu.ph)).
3. For ADZU users, the form must be duly signed by the moderator/ Department chair/Dean/ office head and the OSA. The reservation form is considered approved if it bears the signature of the Library Director.
4. Submit the reservation form three (3) days before the date of intended use.

## REQUEST FOR AUDIO-VISUAL EQUIPMENT AND MATERIALS

1. Make reservation at least two (2) days in advance.
2. Approach the students assistant or staff of the AVC if you wish to make a reservation.
3. Only ADZU faculty and staff are allowed to borrow. If unable to personally claim the reserved item/s, borrowers may send representatives provided that they also send the approved borrowers slip/s and ADZU Id.
4. Check if all the materials are in good condition before and after checking them out.
5. Use borrowed AV resources properly with utmost care.
6. Return all the AV resources and equipment immediately after your scheduled time of usage.
7. Any damages or losses will be charged against the borrower.