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). 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.
- 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, 3rd 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

Email: atilanoromp@adzu.edu.ph

PATRICK A. ENRIQUEZ

Audio-Visual Staff

Email: enriquezpata@adzu.edu.ph

LYNNIE M. CALINGACION

Library Director Tel No: 991-0871 local 2230

Email: calingacionlynm@adzu.edu.ph



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 Zamboanga University community with audio-visual resources and services to meet their curricular and research needs.
- ♣ The AVC support curricular and cocurricular 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

-Slides

-Video Compact Discs

-Transparencies

-Digital Video Discs -VHS Tapes

EQUIPMENT

-Cassette Player

-Slide Projector

-Digital Camera

-Television Set

-DVD Player

-H4N Recorder

-Laptop

-VCD Player

-LCD Projector

-VHS Plaver

-Karaoke Player

-Video Camera

-Overhead Projector

-Tripod

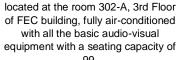
Audio-Visual Center Venues



Carlos Dominguez Conference Halllocated 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-





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 airconditioned 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).
- 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.