

CONTROL SECTION PROCEDURES

Every library client should scan his/her ID at the RFID reader upon entering the library.

Upon leaving the library, every user will be required to:

- ❖ Open and show contents of bags, laptop bags, big envelopes, folders, etc.
- ❖ Show date due slip of every library material that he/she takes out.

RULES ON BORROWING

LOAN PERIOD

General Collection Books (CO): Five (5) days renewable for another five (5) days, unless wanted by another user.

Fiction Books (F): Two (2) weeks, renewable for another week, unless wanted by another user.

Reserved Books (Res): Used for one hour at a time, within the library only. Extension for additional hour is granted, if there is no prior request by another user.

May be borrowed for home study/overnight use from 6:00pm Monday to Friday; 4:30pm every Saturday and should be returned at 8:00am the next service day.

Maximum number of books that may be checked out:

Bonafide AdZU faculty members, including Elementary and High School faculty, are allowed to borrow books for the length of one (1) semester, two (2) books for every subject they teach, up to a maximum of fifteen (15) books in all the libraries. Library books not clearly connected with the subject taught by the faculty member may be borrowed two (2) at a time, subject to the same time limit given to other library patrons.

Bonafide regular employees of the school are allowed to borrow two (2) books at a time, subject to the same time limit given to other library patrons.

Senior High School Students: Three (3) fiction books at a time

Undergraduate Students: Five (5) books at a time

Graduate Students: Five (5) books at a time

FINES AND OTHER PENALTIES

FOR OVERDUE BOOKS, the following fines are imposed:

Stack and browsing books, including Fiction – P5.00 a day, excluding Sundays and holidays.

Reserved Books – P5.00 for the first day, P1.00 per hour for the succeeding days; including Saturday, if this is a service day.

The following types of materials are read only in the library. They are not circulated for home use:

General References, such as encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc.

- ❖ Art books
- ❖ Special collections
- ❖ Filipiniana materials
- ❖ Theses/Dissertations
- ❖ Periodicals
- ❖ Electronic materials

MUTILATION AND STEALING OF LIBRARY MATERIALS

These are serious offenses penalized by a fine equivalent to the cost of the replacement or restoration of the mutilated material. There might penalty of expulsion or suspension from the school depending on the gravity of the case.

LOST BOOKS

If an item is lost, the library should be notified immediately. Overdue fines continue to be assessed until notification is received.

All library patrons are responsible to pay the lost items plus the accumulated overdue fines and processing fee of One Hundred pesos (P100.00). Faculty members are required to pay the lost books and processing fee without paying overdue fines.

Lost books must be replaced with the same *title, edition* and *author*. If the first condition is not possible, a book on the same subject or closely related subject may serve as a replacement provided that it is hardbound and with the most recent edition.

In case the lost book is no longer available, the decision to accept the replacement book is determined by the Library Director.

If the patron found the book after being declared or reported lost and returns it, and if the book is in acceptable condition, the patron will be required to pay only the accumulated overdue fines.

ONLINE RESOURCES

ScienceDirect URL: sciencedirect.com
Articles & Journals
Choose the Right One for your Research
Register with your AdZU Email to get Full Access!

EBSCO Discovery Service
URL: search.ebscohost.com

Philippine e-Journals
URL: ejournals.ph

eLibraryUSA (on campus access only)
URL: elibraryusa.state.gov

To Login, use the username and password from your **MyAdZU Portal** under **Library** (How to access library online databases)

To sign up for individual remote access in eLibraryUSA, visit American Corner or message the Facebook page of American Corner Zamboanga—ADZU.



ATENEO DE ZAMBOANGA UNIVERSITY


Fr Jose T Bacatan SJ Library




LIBRARY GUIDE

 adzu.edu.ph/about-us/fr-jose-t-bacatan-sj-library

 bacatanlibrary@adzu.edu.ph

 ADZU Fr Jose T Bacatan SJ Library

 (062) 991-0871 Local no. 2230 to 2232

LOCATION

The Fr. Jose T. Bacatan, SJ Library has two other branch libraries. They are the Nursing Library and the Law Library.

The Fr. Jose T. Bacatan SJ Library (formerly the Main Library) is located at the Fr. Eusebio Salvador Campus in La Purisima Street. It is housed at the Fr Ernesto A. Carretero SJ Building. It has a floor area of 1,695.64 sq.m. and a seating capacity of 506.

FIRST FLOOR

- Carlos Dominguez Conference Hall
- Library Director's Office
- Technical Services Section
- Acquisitions Section

SECOND FLOOR

- Control Section
- Reference Section
- Periodical Section
- American Corner/Multimedia Section
- Faculty/Graduate Sections
- Graduate Theses/Dissertation Area

THIRD FLOOR

- Audio-Visual Center
- Circulation Section
- Filipiniana Section
- Reserve Area
- Fiction Area
- Mindanao Collection Area
- Undergraduate Theses Area

BRANCH LIBRARIES

The Nursing Library is located at the 3rd floor of the Bellarmine Campion Building. It has a floor area of 337.50 sq. m. and a seating capacity of 106.

The Law Library is located at the 4th floor of the Jose Maria Rosario Building. It has a seating capacity of 66.

HOURS OF SERVICE

Fr. Jose T. Bacatan SJ Library
Regular Semester Summer Session
8:00am-7:00pm Mon-Fri 8:00am-5:00pm Mon-Sat
8:00am-5:00pm Sat

Nursing Library
Regular Semester Summer Session
8:00am-6:00pm Mon-Fri 8:00am-5:00pm Mon-Sat
8:00am-5:00pm Sat

Law Library
Regular Semester Summer Session
11:00am-7:00pm Mon-Fri 11:00am-7:00pm Mon-Fri
8:00am-12:00pm Sat 8:00am-12:00pm Sat

AUTHORIZED USERS

- Bonafide students of AdZU
- Faculty members and staff of AdZU
- Administrators, members of the Jesuit Community
- Alumni of AdZU
- Users of American Corner
- Members of Silsilah Consortium

Other visiting users are required to present proof of library fee payment of P20.00 before they are allowed to use library materials.

RULES and REGULATIONS

GENERAL RULES

- Observing SILENCE is the first and the most elementary rule of any library.
- Idle conversation, loud laughter and other unnecessary noise disturb the clientele. Talking must be done in subdued tone.

- In order not to annoy other library patrons, such activities as eating, smoking are not allowed in the library.
- Books in the reading area should NOT be returned to their shelves but left on the table. Exception: Individual volumes belonging to a set, such as encyclopedias, should be returned to their proper places.
- The clientele should always keep things in order. Every user is expected to push back the chair against the table before leaving the library.
- College students have unrestricted access to Reference, Filipiniana, American Corner and General Collection. Faculty/Graduate Sections, however, is exclusive for faculty and graduate students only.

LIBRARY RESOURCES

- ❖ Books
- ❖ Periodicals (Journals, Magazines, Newspapers)
- ❖ Theses and Dissertations
- ❖ Maps and globes
- ❖ Board games
- ❖ Electronic resources (DVD, VCD, CDROM, Audio CD, VHS, Transparencies)
- ❖ Online Databases (EBSCOHost, ScienceDirect, eLibraryUSA, Philippine e-Journals)

REGISTRATION

New library users are required to fill out a Google Library Registration Form found in the library webpage or Library Registration Card at the Circulation Desk. They have to submit a 1x1 recent picture or present their ID to be scanned before they can borrow books.

SERVICES

- Audio-visual services (pre-viewing, film viewing, slide show, photo/video coverage, power point presentation)
- Automated loaning
- Book display and library exhibits
- Compiling bibliographies
- Document delivery (for academic and administrative heads)
- Electronic services (OPAC, CDROM, & Vertical file databases)
- Instructional services, such as: library orientation, guided tours
- Hands-on demonstration, information assistance, individual library instruction upon request
- Inter-library user with Silsilah Library
- Entertains walk-in internet users
- Online book reservation/request
- Online resources (EBSCOHost, ScienceDirect, eLibraryUSA, Philippine e-Journals databases)
- Online selection, ordering and cataloging
- Referral service
- Reference and information service
- Searching, reserving and stack service
- Selective dissemination of information

USE OF IDENTIFICATION CARD

All regular clients present an ID card at the Periodical, Reserve, CDROM and Special Areas whenever library materials are asked for.

This card is not transferable. The owner of the card is held responsible for any library material drawn upon it.

When returning library materials, one must be sure to get back his/her identification card. The library will assume no responsibility for loss of one's ID after has left the counter.