

JAMES J. O'BRIEN, S.J, LIBRARY

Ateneo de Naga University

Library at a Glance



The James J. O'Brien, S.J. Library, commonly referred to as the University Library, is the Information Resource Center of the Ateneo de Naga University.



Our main objective is to support the academic community's **teaching, learning, and research** activities by providing **excellent, state-of-the-art facilities, resources, and services.**

FULLY AUTOMATED OPERATIONS AND SERVICES



Online Public Access Catalog (OPAC)



Computerized Circulation System



Security Alarm System



Computerized Index to Philippine Periodicals (CIPPA)



Internet Facilities



CD-ROMS



Electronic Newspapers



Online Resources



OUR RESOURCES

Our resources, such as books, journals, AV, and electronic materials, are organized systematically and accurately according to library standards.



About the Library



3-storey building with air conditioning



Total floor area of 3,600 square meters



Shelving capacity of up to 100,000 volumes



Can seat up to 600 users



YOUR GATEWAY ONLINE

The university library website

<https://adnlib.adnu.edu.ph/>

is the user's online gateway to its resources and services.

- ✓ Provides efficient guides
- ✓ Access to resources and services
- ✓ Supported by the active role of professional librarians and staff



“

The library has become an ideal place for learning.



TO AVAIL OF THE LIBRARY RESOURCES AND SERVICES, EVERY USER MUST PRESENT THEIR VALIDATED UNIVERSITY IDENTIFICATION CARD.



RESPECT the space



USE resources responsibly

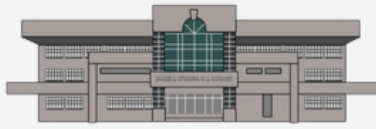


KEEP the library clean and quiet



GROW through knowledge

Search. Explore. Discover



JAMES J. O'BRIEN, S.J, LIBRARY

Ateneo de Naga University

Sections & Collections



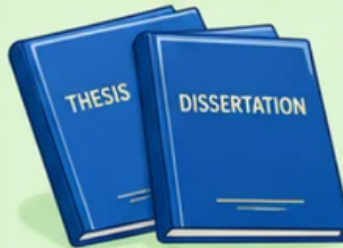
1st Floor

PERIODICALS



Contains information sources found in different kinds of information, such as academic journals, magazines, national newspapers & other serial literature. Other materials available are electronic journals, pamphlets, and vertical files. These are for room use only. The library also subscribes to online resources like EBSCOhost, ScienceDirect, Philippine E-Journals, and PressReader for online newspapers and those linked on the website.

GRADUATE THESIS



House all the research and studies of all the Ateneo students and faculty, and these are for room use only.

KNOWLEDGE FOR DEVELOPMENT CENTER (KDC)



Houses books about social issues, gender equality, development studies, and World Bank publications.

Facilities Built for Collaboration & Creation



Viewing Room: Accommodates 20 students to view multimedia collections.

Reading Area



Multipurpose Hall: Accommodates 80-100 people for training, seminars, and university activities.



Discussion Room

Search. Explore. Discover



JAMES J. O'BRIEN, S.J, LIBRARY

Ateneo de Naga University

Sections & Collections



2nd Floor

REFERENCE



Contains general and subject sources like encyclopedias, dictionaries, handbooks, manuals, bibliographies, indexes, abstracts, geographical sources, gazetteers, travel guides, directories, etc. that provide quick answers and factual information in all subject fields.

RESERVE



Highly requested books and faculty-identified textbooks and reference materials are housed in this area, like Accounting and Business-related textbooks, College Algebra, and others.

FILIPINIANA



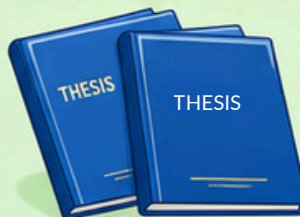
Contains a collection of books by Filipino/foreign authors written in the Philippines and about the Philippines. Books like *Noli Me Tangere* by Dr. Jose Rizal, *Dictionaries of different Filipino dialects*, and *The Philippine Islands of Blair and Robertson* are just some of the titles you may find in this section.

CIRCULATION



The circulation section handles the charging and discharging of books for home use. It has the largest portion of the entire collection. They are displayed in an open-shelf system and are arranged according to the Library of Congress Classification Scheme. Collections under classification Q-Z can be found in this area.

UNDERGRADUATE THESIS



Houses all the research and studies of undergraduate students and these are for room use only.

Reading Area



MULTIMEDIA COLLECTION



Includes CD-ROMs, VHS tapes (movies and documentaries), newspapers in CD-ROM format, slides, transparencies, audiocassette tapes, and maps. Microfilms and microfiches are also available in this section.



Conference Room: Equipped for hybrid meetings, webinar hosting, and video conferencing.



Electronic Resource Center (ERC): Computer and printing services (Max 2 hours per day per student).

Search. Explore. Discover



JAMES J. O'BRIEN, S.J, LIBRARY

Ateneo de Naga University

Sections & Collections



3rd Floor

CIRCULATION



The circulation section handles the charging and discharging of books for home use. It has the largest portion of the entire collection. They are displayed in an open-shelf system and are arranged according to the Library of Congress Classification Scheme. Collections under classification B-P can be found in this area.



Reading Area



Board Games Area

O'BIKOLIANA



A repository of various Bikol print and non-print materials. Its main goal is to acquire and preserve these materials to promote the cultural and historical significance of the Bikol region.

SPECIAL COLLECTIONS



Mainly contain Dr. Manuel Abella's collections, Fr. Raul J. Bonoan, S.J.'s collections, Raul Roco's collections, and other rare Philippine materials. These collections are for room use only.

UNIVERSITY ARCHIVES



Contains the university's institutional, historical, administrative, and academic records. It includes faculty and student publications, rare manuscripts, photographs, and other memorabilia that reflect the unique character of the university. Access to these materials requires permission from the University Librarian.

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Ateneo de Naga University



LIBRARY SERVICES

The James J. O'Brien, S.J. Library is committed to providing quality services and resources that support the academic, research, and personal growth of the Ateneo de Naga University community.

1 LIBRARY HOURS



REGULAR SEMESTER

Mon – Fri 7:30 AM – 7:30 PM
Saturday 8:00 AM – 6:00 PM



INTERCESSION

Mon – Fri 8:00 AM – 6:00 PM
Saturday 8:00 AM – 5:00 PM



Open on Sundays during
Midterm and Finals week.

10:00 am - 2:00 pm

2 ONLINE PUBLIC ACCESS CATALOG (OPAC)



Available for easy access and retrieval of information and is accessible on and off campus.



ON
CAMPUS



OFF
CAMPUS

3 REFERENCE SERVICE



Handles reference inquiries and instructions for users on the effective and efficient use of the library materials, such as the OPAC computer index, CD-ROMs, and other bibliographic tools. It answers specific questions that do not involve extensive study.

4 VIRTUAL/ONLINE ASSISTANCE (ASK JAMES)



Provides online reference assistance using library resources and services.

5 ORIENTATION AND INFORMATION LITERACY SESSION



Provides training/hands-on sessions, either online or face-to-face, on using library resources and services.

6 BORROWING OF BOOKS AND OTHER LIBRARY MATERIALS



Currently enrolled students are entitled to full borrowing privileges for a maximum of 5 books, a combination of Filipiniana, Reserve, and Circulation materials.

A FILIPINIANA, RESERVE, AND BIKOLIANA BOOKS



May be borrowed for two (2) hours and overnight use from 6:00 PM onwards and must be returned on or before 8:00 AM the following day.

B CIRCULATION BOOKS, INCLUDING BEST SELLERS, INSPIRATION, AND FICTION BOOKS



Can be borrowed for seven (7) days.



Fiction Books

C RETURN OF BORROWED BOOKS



Borrowed books must be returned at the charging desk or self-check-in kiosk on or before their due date.

7 DOCUMENT DELIVERY



Assists users in obtaining information resources from printed book chapters, journals, e-resources, and other materials available in the library. These documents are scanned and sent via email. Only ten (10) pages or less per book will be allowed for scanning. Access for requested scanned pages is set to a VIEW-ONLY (no download and no print) feature of Google Drive. It is accessible for the current semester only, not to violate RA 8293, commonly known as the Philippine Copyright Law.

8 GRAMMARLY PREMIUM SUBSCRIPTION



grammarly

The library offers the entire University Community premium subscriptions. This premium access is on a subscription basis with a subscription fee of P150.00, renewable every semester. Due to limited slots, subscription is on a first-come, first-served basis only.

9 TURNITIN SIMILARITY CHECKING



TURNITIN is a platform that promotes originality in the submitted works. This tool checks papers to avoid plagiarism by matching submitted papers to other publications/documents available in its repository and those available online.

The library handles Turnitin requests from Monday to Saturday, from 8 AM until 6 PM; any request beyond 6 PM or during Sundays/holidays will be catered on the following workday. Students are allowed a maximum of 3 submissions per day for similarity checking.

10 e-CLEARANCE



The library provides online e-clearance forms to facilitate graduating college students, Graduate School students, or those securing academic credentials from the College Registrar's Office (CRO). Requests after working hours, weekends, and holidays will be processed the next working day.

11 BOOK DROP AND SELF-CHECK-IN KIOSK



These are available at the lobby to return library materials outside of office hours and minimize in-person contact (during the lockdown/ pandemic period).



AFTER
HOURS



CONVENIENT



SAFE &
CONTACTLESS

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Ateneo de Naga University



GENERAL POLICIES AND GUIDELINES



1



AUTHORIZED USERS

All currently enrolled students, are entitled to avail of the library resources and services

"No ID, No Entry."

2



LIBRARY USER LOGIN

When entering the University Library, users must "TAP" their University ID at the Library Attendance Kiosk to record daily entries for security and attendance tracking. Students need to activate their accounts each semester to access library resources and services.

3



OVERDUE FINES AND PENALTIES

A regular fine of **P2.00** per day for Circulation and **P5.00** per hour for Filipiniana and Reserve (except Sundays and Holidays) is charged for each overdue book. Borrowing privileges are automatically suspended for those with overdue or unsettled accounts.

4



LOST /MUTILATED/DAMAGED BOOKS AND OTHER MATERIALS

Borrowers with lost/mutilated/damaged library books and other materials shall be required to replace the materials within two (2) weeks. Book replacement shall be the same copy (title, author, edition, etc.) or a new edition.

Failure to replace the item within the allotted time, the student shall be blocked in the system for the next enrollment, and clearance shall not be signed. As approved by the University Librarian, an assessment for book replacement shall be arranged with the Acquisition Librarian.

5



UNRETURNED OVERDUE MATERIALS

All unreturned overdue materials shall be recalled a week before the end of every semester.



USE OF THE BOARD GAMES

The library welcomes patrons to enjoy board games in designated areas to promote relaxation and foster social interaction. To create a positive and safe environment for all, users are encouraged to adhere to the following guidelines:



Bystanders are not allowed in the designated board game area.



Silence must be maintained at all times, especially if there is an ongoing event or meeting in the adjacent room.



Patrons are responsible for any loss or damage to board games. If a board game has missing pieces or is damaged, the borrower must replace the lost or damaged items.



Patrons may borrow only one board game at a time for up to **three hours** and can renew it once if no other patron wishes to borrow. A fine of twenty pesos (**P20.00**) per hour will be charged for overdue board games.



Players are expected to adhere to library policies and guidelines. Failure to comply may result in the cancellation of board game privileges.

REMINDER



These policies and guidelines are in place to ensure a safe, respectful, and conducive learning environment for all.



**PRESENT
YOUR ID**



TAP IN



**BORROW
RESPONSIBLY**



**RESPECT
OTHERS**



**FOLLOW
THE RULES**

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Ateneo de Naga University

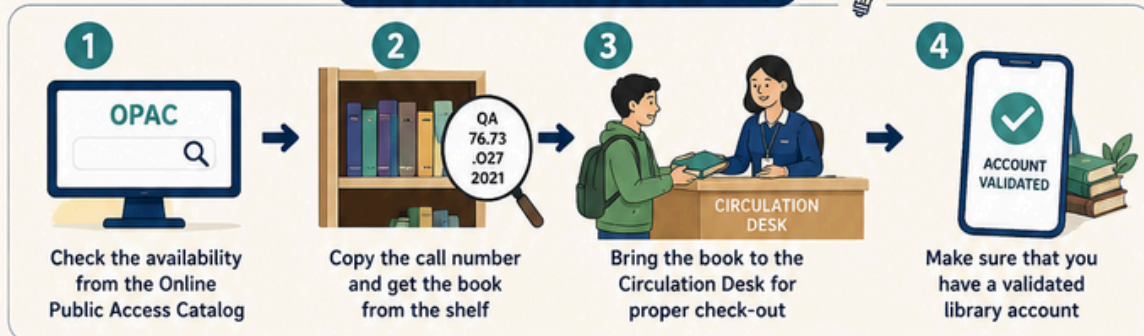


LOAN POLICIES



LOAN POLICY	PATRON GROUP	ITEM TYPE	ITEM LIMIT	RENEWAL	RENEWAL LIMIT
OVERNIGHT	- College Students - GS Students - Non-Teaching - SHS Faculty/Staff - SHS Students - Law Faculty/Staff - Law Students	Reserved, Filipiniana, and Bikoliana	5	Overnight	1
2 HOURS	- College Students - GS Students - Non-Teaching - SHS Faculty/Staff - SHS Students - Law Faculty/Staff - Law Students	Reserved, Filipiniana, Bikoliana, Reference, Board games	5	2 Hours	1
7 DAYS	- College Students - GS Students - Non-Teaching - SHS Students - SHS Faculty/Staff - Law Students - Law Faculty/Staff	Circulation GS Collection Filipiniana Fiction	5	7 Days	1
14 DAYS	- College Students - GS Students - Non-Teaching - SHS Students - SHS Faculty/Staff - Law Students - Law Faculty/Staff	Fiction/ Best Seller	5	14 Days	1

HOW TO BORROW?



HOW TO RETURN THE BORROWED BOOK?

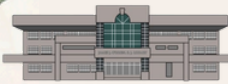


– Return the borrowed book on or before its **due date**



Let's take care of our books today so others can enjoy them tomorrow. ♥

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ATENEO DE NAGA UNIVERSITY

BEHAVIOR GUIDELINES

The library has established a set of behavior guidelines to promote a conducive learning environment while protecting the users, staff, materials, and equipment from any harm/damage. The following behavior guidelines are to be observed in the library:



1
Students are reminded to maintain silence at all times.



2
Students are not allowed to leave personal things unattended. The library is not responsible for lost, damaged, or stolen property.



3
Minor offenses merit a warning, fines, and suspension of library privilege (refers to eviction from library premises).



4
Major offenses merit immediate disciplinary action. The student shall be immediately referred to the University Librarian and the Office of Student Affairs for appropriate action.

MINOR OFFENSES		PENALTIES / DISCIPLINARY ACTION	MAJOR OFFENSES		PENALTIES / DISCIPLINARY ACTION
1		• First offense: The student will be warned of the offense committed. A report of the offense (First Warning, with date and time) will be added to the student's information system in the library for future use. • Second offense: The student will be directed to leave the library premises. Refusal to comply will result in applicable sanctions as provided in the student handbook. (Chapter 7. The Code of Discipline. Provisions on Penalties)	1		Theft of other personal or library property
2	 Leaving personal things unattended on tables or chairs. Items will be removed and kept at the library's service counter or security desk.		2		Littering, or in any way defacing or vandalizing library materials/property
3	 Public display of affection, loitering, playing cards, and other non-academic games.		3		Other destructive behavior or activities listed in the Student's Handbook (Chapter 7, The Code of Discipline List of Offenses)
4	 Overcrowding at study tables/carrels. The 1st and 2nd floors are designated as a Quiet Reading Space, and users are limited to four (4) per table. A group of five or more students may proceed to the 3rd Floor Reading Area.				
5	 Consumption of foods and beverages in the reading, shelving, and service areas.				
			 The major offense is immediately referred to the Office of Student Affairs for appropriate action.		



LET'S WORK TOGETHER

to keep our library a safe, respectful, and conducive place for all.



BE RESPECTFUL



BE RESPONSIBLE



BE CONSIDERATE



BE AN ATENEAN

Search. Explore. Discover

Have any question?

We're here to help!



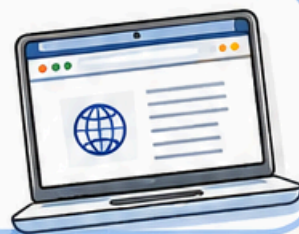
ASK JAMES!

Your library buddy is just *one click* away.



WEBSITE

 <https://adnulib.adnu.edu.ph>



EMAIL

referencelib@gbox.adnu.edu.ph



FACEBOOK

[@adnulibrary](#)



PHONE

(054) 881-2368
Loc. 2156/2157



Ask away, explore more,
learn better—*together.*

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