



DAVAO DOCTORS COLLEGE LIBRARY

USER'S GUIDE
(Faculty, Students and Visiting Users)
Revised 2016

MUTILATED/DAMAGED MATERIALS

Materials with missing or mutilated pages should be reported at once. Mutilated or damaged materials will cost the borrower a rebinding fee for those books judged fit for rebinding which cost Php 40.00 or a copying fee for certain missing pages, or the replacement value for those too damaged for repair. (See cost under lost books)

INTERNET USE

Students' access to Internet is unlimited. Modifying computer settings, playing computer games, viewing pornographic web pages, engaging in cyber sex and security hacking are strictly prohibited.

LOST AND FOUND

Inquiries about lost articles may be made at the Chief Librarian's Office.

FIRE EXITS/ALARMS

1. Fire exits are located in each section of the Library. Signs are posted for easy identification.
2. Fire alarms are found in strategic locations in each floor of the Library. These alarms are to be set on only in cases of fire.
3. Any unauthorized use of the fire alarms will merit a recommendation for suspension.

LIBRARY CLEARANCE

At the end of each semester and summer, clearances will be signed provided that all accountabilities have been settled.

CONTROL AREA

Students, faculty, staff, administrators and visitors are users of the library. They may avail of all the library services provided they adhere to the following guidelines:

Library users should:

1. Leave their bags at the baggage counter before they can enter the library. They should bring all their valuables, e.g. wallets, cell phones, etc. and secure a claim number that corresponds to their baggage number. The Library staff is not responsible for any missing/lost items due to the negligence of the users;

2. Follow the direction at the entrance/exit alley to avoid congestion in the flow of the traffic in the control area;
3. Register by swiping their validated Identification Cards (IDs) at the Library Entrance Monitoring System (LEMS). Visitors should log their names in the record book available at the Control Checker's desk. No ID, No Entry;
4. Borrowed books for home study or for photocopying outside the library are presented for checking by the control in-charge on duty;
5. Deposit only bags, folders and envelopes at the baggage counter;
6. Pay Php 25.00/day as storage fee for any unclaimed baggage and Php 20.00 for lost claim number at the Circulation Counter. Official receipts should be presented to the Baggage In-charge in claiming the unclaimed bags/ lost claim numbers

MISCELLANEOUS

1. Tables and chairs should not be misused or moved to new positions.
2. Anything that interferes with the proper use and management of the Library is not permitted. Examples include: food, drink, bottles of ink, games of any form, audio and video players, and typewriters. Mobile phone should be turned -off or switched to silent mode upon entering the library.
3. The Library is a place for all library users to pursue their studies and do research in an atmosphere free from unnecessary disturbance. To this end, any loud talking, misuse of library facilities or behavior considered by the Librarians to be unseemly is not permitted. The Librarians/Library staff shall have the authority to confiscate the identification cards of those who have ignored verbal warning from the Library staff for the second time. Students caught making noise or eating inside the library for the second time shall be dealt with accordingly.

VIOLATIONS OR INFRACTION OF LIBRARY
RULES AND REGULATIONS SHALL
NOT BE EXCUSED ON THE
PLEA OF IGNORANCE



<https://www.facebook.com/davaodoctorscollegelibrary>

LIBRARY DIRECTORY

MAIN CAMPUS

AVR (1st Floor)

Internet (2nd Floor)

Library (2nd and 3rd Floor)

SERVICE HOURS

Monday – Friday	8:00 a.m. – 7:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.

FACILITIES AND SERVICES

OPAC (Online Public Access Catalog) is a modern version of the Card Catalog which serves as the directory of all books in the library.

PROQUEST (*Online Journals Database*). The DDC library offers access to over 9,000 titles of medical and social sciences journals with add-on theses and dissertation collection.

AV Services. Reservations for the use of AV room are made at the AV Office (1st Floor, Annex Building). Materials like CD-ROMs and equipments for instructional use are also available.

Circulation Services. Books are processed at the automated and centralized Circulation Counter. Request to borrow and renew items are placed at the counter on a first come and first serve basis. Information about books not in their proper location on the shelves is made to the Circulation Librarian.

Resource Sharing. The Library is member of the PLAI-Davao Region Librarians and Davao Colleges and Universities Network (DACUN) which allows DDC faculty to do research in member-libraries. See the Chief Librarian in securing referral letters & interlibrary schedules.

Filipiniana Collection. Books about the Philippines and its people are kept in this area (3F, CHS Building). Filipiniana materials are for inside reading only; however, duplicate copies found at the general circulating shelves are available for circulation.

Library Orientation and Instruction. With an advance notice, library tours or library instruction can be made. Orientation for freshmen and transferees and new faculty are usually held at the beginning of the school year.

Discussion Room. A room is provided (2F, CHS Building) for discussion purposes.

Journals, Magazines and Newspapers. Recent and back issues of local and foreign periodicals can be found at 2F, CHS Building.

Photocopy Facilities. Photocopy machine is available in the 3F of the Main Library.

Reference and Information Service. Librarians provide assistance in identifying and locating materials needed for information or research needs.

Reserve Materials. These are supplementary reading materials recommended by the faculty or heavily used titles of books. These are available in the Circulation Section.

Theses. These materials are placed at the Reference section (2F, CHS Building). The collection is for inside use only.

Web Collection Plus. This service allows DDCians to access and place reservations on library collections anytime and anywhere as long as there is an Internet connection.

Learning Commons. This library space area is provided for collaborative learning needs of students and faculty (available at 2nd Floor, CHS building).

Kindle/E-readers. These resources contain professional books on different programs of the college. These are placed at the Circulation Counter (3F, CHS Building).

IDENTIFICATION CARD

The current official college/shs ID is needed for entrance and all library transactions. The ID is non-transferable.

BORROWING PROCEDURE

The Library operates on an automated charging and discharging system. To borrow a book, bring the book and the current employee's ID to the appropriate counter. The due date will be stamped on the date due slip and the borrower will receive a transaction receipt to be presented to the In-charge on duty at the control Area.

BORROWING PRIVILEGES AND REGULATIONS

1. Circulation Books

- 1.1 Bona fide students is allowed to borrow a maximum of three (3) books at a time renewable for five (5) days. Graduate students can borrow four (4) books at a time renewable for five (5) days. Senior High School students can borrow one (1) book at a time renewable for five (5) days.
- 1.2 Full-time faculty is allowed to borrow a maximum of eight (8) books at a time renewable for three (3) weeks.
- 1.3 Part-time faculty is allowed to borrow maximum of five (5) books at a time renewable for three (3) weeks.
- 1.4 Staff is allowed to borrow maximum of three (3) books at a time renewable for three (3) weeks.

2. Reserve Books

- 2.1 Students can borrow one (1) book at a time for one hour, renewable for another hour if there is no prior request.
- 2.2 Reserve books are for inside use only. These are placed at the Circulation Counter.

3. Filipiniana books do not circulate. However, duplicate copies may be checked-out.
4. Reference, Periodicals, Theses, documents, information file do not circulate and are for inside use only.
5. Kindle/E-reader's are for inside use only. The loan period is 4 hours and available on a first-come, first-serve basis.
6. A week before the final examinations, all books are for inside use only.
7. The borrower is responsible for books he or she checks-out.
8. MATERIALS WILL NOT BE CHECKED-OUT TO THOSE WHO HAVE FINES OR OVERDUE BOOKS.

RENEWALS

Renewal of books can be made only when the book is due for check-in as indicated in the date due card. Books can be renewed once.

RETURNING MATERIALS

Return all loans to the appropriate counter. Please ensure the book is properly discharged before leaving the counter.

TRANSACTION SLIP

Students and Faculty shall receive from the Circulation counter a transaction slip every time a book is borrowed. The same slip should be presented in returning the book.

FINES

1. Circulation Books Overdue
- Php5.00 per book/day, excluding Sundays and Holidays
2. Reserve Books
- Php2.00 per hour
3. Kindle/ E-readers
- Php10.00 per hour
4. All fines should be paid at the Circulation Counter.

LOST BOOKS

1. Lost books must be reported at once. The fine on an overdue book shall stop at the time the book is reported lost. A replacement copy of the same title, author and edition is due for any lost book.
2. If a replacement copy is not available, assessment shall be according to the cost indicated in the Accession Record plus additional 25% of the cost of the book and the standard processing fee of P 50.00.
3. Cash payment is made directly to the Circulation Counter.
4. Any book not returned at the end of the semester is considered lost.