



## SERVICES

The Ateneo Professional Schools Library (APSL) provides a range of services to support the research and learning activities of faculty, students and researchers.

### BORROW, RETURN & RENEW

Students can borrow a maximum of five books and five non-print materials for a period of one week, renewable for another week.

Faculty can borrow a maximum of ten books and ten non-print materials for two weeks, renewable for another two weeks.

### INFORMATION COMMONS SERVICES

#### 1. Access to Online Databases

Available online databases and other electronic resources can be accessed at the Information Commons Room.

#### 2. Internet Access

Students and faculty members can also use the computer workstations in the Information Commons Room for internet access.

#### 3. Encoding and Printing

Workstations in the Information Commons Room are installed with MS Office and connected to a network printer.

#### 4. DVD Burning and USB Access

Computer workstations are equipped with DVD burners and USB access for saving files to optical and flash media.

#### 5. Scanning / Fax Services

The Information Commons Room has services for scanning and faxing of documents with a minimum charge.

### INTERLIBRARY LOAN

Faculty and students can borrow materials available at the ADMU Rizal Library, Loyola Heights Campus through interlibrary loan. A request should be made at the APSL Circulation Counter to facilitate the transfer of books from the Rizal Library to APS Library.

### IUC (INTER-UNIVERSITY CONSORTIUM) CARD

The Circulation Section issues IUC Card to currently enrolled MBA students for free access to the following libraries:

#### 1. Asian Institute of Management

Paseo de Roxas, Makati City  
892-4011 ext. 1508 / 465-2898 (Fax)  
(<https://krc.aim.edu>)

#### 2. Dela Salle University

Taft Avenue, Manila  
524-8835 / 536-0244 (Tele/Fax)  
<http://www.dlsu.edu.ph/library>

#### 3. UP College of Business Administration

Diliman, Quezon City  
928-4571 to 75 ext. 6470 / 920-7990 (Fax)  
<http://www.mainlib.upd.edu.ph>

### PLAGIARISM DETECTOR

A plagiarism checker tool is available at the Periodicals Section. This plagiarism detection software helps students and faculty to check and review reports, term papers, Strategic Management papers and J.D.theses.

### REFERRAL LETTERS

The Circulation Section issues referral letter to currently enrolled students who wish to visit other university, private, government or special libraries.

### REFERENCE SERVICE & LIBRARY ORIENTATION

Librarians conduct library orientation and provide library users with direction to library resources and facilities, advice on library collections and services and offer expertise on various kinds of information from various sources.

### ONLINE RESERVATION AND RENEWAL

View and renew online your books on loan. Renewal is possible only if the item is not put on hold.

### VIEWING & GROUP DISCUSSION ROOM

The library's audio-visual materials can be viewed at the Information Commons Extension Room. This room is equipped with television set, LCD projector, DVD player, computer station and houses the multimedia collection