ADA Library Membership Policy

ADA University, ADA Foundation and IDD Partners and Donors

Extract from ADA University Library Information Resources' Use Policy and Procedures

Paragraph 4. User Privileges

4.7. ADA University Partners and ADA University Foundation Donors

Up to 5 employees per partner company can benefit from on-site membership.

The number of online library membership is unlimited.

Library services for partners possessing the card include the following:

- On-site access to library physical collections (print books, serials, journals, newspapers, audiovisual materials);
- Access to e-books: Ebook Library and other online digital libraries, which include full-text e-book collections;
- Access to online databases that include full-text e-book and e-periodical collections;
- Reference and instructional support for academic research and writing, information literacy consultation;
- Borrowing and on-site use of headphones, pens, pencils, markers, rulers, flash drives, converters, USB drives and other stationery;
- Access to Library's facilities, as well as computer workstations, Internet access, group study rooms etc.

Extract from ADA University Library External Visitors' Policy and Procedures

Main Procedures

Clause 3. Requirements and Request form.

- For online requests, the users are required to fill out the "**External Visitors' Request and Agreement Form**" and send their signed, scanned versions along with the e-copies of their national ID cards/passports and business ID card to **circulationdesk@ada.edu.az** e-mail address;
- All above-mentioned documents should be submitted and all required fields of the **"External Visitors' Request and Agreement Form"** must be filled out carefully. ***Important Note:*** *Incomplete applications will not be accepted.*

A number of conditions should be taken into consideration when visiting ADA Library:

- only registered members will be able to visit the Library (Open hours: http://lib.ada.edu.az/en-US/Pages/Open_Hours85d9.html?PageID=86);
- 3rd booster dose of Covid-19 vaccine is required in order to enter the ADA campus;
- national ID card or passport should be shown to security staff when entering the campus;
- when in the Library building, all library resources (both print and electronic) will be available for on-site usage;
- registered ADA Library members will be able to use only Library building, and Student Center (C Building) for cafeteria;
- other campus buildings can be entered in case if you have scheduled appointment with ADA Faculty/Staff member.

Contact information

For physical resources and membership assistance:
Contact person: Vafa Mammadova, Senior Librarian, Circulation Services
Email: circulationdesk@ada.edu.az
Phone: (+99412) 437 32 35 / ext. 216

For e-resources and research assistance
Contact person: Nigar Babayeva, Librarian, Research and Instructional Services
Email: askalibrarian@ada.edu.az
Phone: (+99412) 437 32 35 / ext. 411

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