



# Quick Guide to Library Essentials for Students

As a student of NUS, you have the privilege of using all the seven NUS Libraries that make up NUS Libraries. We encourage you to attend a library orientation session at the beginning of each semester to find out the various resources and facilities available at the library serving your faculty or school. This will allow you to make more effective use of the materials for your assignments and research.

## LIBRARY CARD & PIN

Your student card is your library card. You need to use it to enter the libraries and to borrow books and journals. The default library PIN is your student card PIN. You will also need to use the PIN to:

- Borrow items at self-checkout machines
- Place a hold for items currently on loan
- Request online for closed stack items
- Access myLINC in order to:
  - view your library record
  - renew your loans online
  - cancel your requests
  - view “My Reading History” that tracks your loan transactions if you opt in for this function.

## THE LIBRARY PORTAL

NUS Libraries’ portal is [www.lib.nus.edu.sg](http://www.lib.nus.edu.sg). Use LINC/LINC+ to search for library resources.

## LOAN ENTITLEMENT

	Undergrad	Honours	Grad	Fines for Late Return
Maximum no. of loan items at any one time	20	30	30	\$0.50 per day for open shelf books
Loan period	14 days	28 days		N.A.
Short term loan items	7 days			\$0.50 per day
RBR (1 item at a time)	2 hours/overnight			\$1 per hour
Bound journals*	1 day			\$1 per day
Online renewal of loans	2 times			N.A.
Intralibrary loans	N.A.		Yes	\$0.50 per day for books & \$1 per day for journals
Interlibrary loans	N. A.		Yes	\$1 per day
DDS	N.A.	Maximum of 3 per academic year	Yes	Requesters will incur charges if they do not collect their requested articles within a month of being notified of their receipt.

\*Excluding those in C J Koh Law and Medical Libraries

## RESOURCES FOR COURSEWORK

To support your research needs, NUS Libraries offers the following services:

- Reserve Books/Readings (RBR)**  
 The RBR collection contains materials recommended by your lecturers for their modules. You can borrow one item at a time for two hours. Overnight loan of RBR materials can be done within two hours before the library's closing time. Books loaned overnight must be returned on the library's next working day, within the first hour of the library's opening.

- E-Reserves**  
 E-Reserves are digitized journal articles or book chapters placed in IVLE for specific modules. Due to copyright constraints, students enrolled in the modules can download each article or book chapter only once.
- Past Year Exam Papers**  
 You can search for past year NUS exam papers on the library portal by using the module code or name. Not all exam papers are available as they are subject to the department's approval for release.

## RESOURCES FOR RESEARCH

We have an extensive collection of books, journals and electronic resources to support your research. Please refer to the subject guides at <http://libguides.nus.edu.sg> for the key resources relevant to your subject area. Graduate students have access to additional services listed below. E-forms for these services can be found under "My Services" after logging in at the library portal.

- Intralibrary Loan**  
 To request delivery of materials housed in the NUS Libraries to any of the seven NUS Libraries of your choice.
- Interlibrary Loan**  
 To request loan of books not found in our collection, from an external library.
- Document Delivery Services (DDS)**  
 When a book chapter or article is not in our collection, use the Document Delivery Service (DDS) to request for a copy. Note that fulfilment of the request is subject to your supervisor's approval and the item's availability.

## GETTING HELP

Undergraduates and graduate students can discover how to make more effective use of the library:

- Contact a Librarian**  
 For assistance with your research, you can approach the librarians at the information desks of the various libraries. Otherwise, you can email, tweet, connect with us on Facebook, use the chat service or give us a call. Refer to "A Guide to the NUS Libraries" for the list of contacts of each library.
- Library Orientation**  
 New students are encouraged to attend library orientation sessions to find out more about the library's resources, services and facilities at the beginning of every semester.

- **Information Search Tutorials**

We organise advanced information search tutorials and database workshops conducted by resource librarians and database providers respectively. Some of these sessions are specific to particular modules while others are generic. Look out for news announcements on the library portal, IVLE and noticeboards in the libraries.

- **Advisory Service**

Contact resource librarians for assistance with your research projects and assignments or literature review in the specific subject areas. To find the resource librarian in charge of your subject area, go to the subject guides at <http://libguides.nus.edu.sg>.

- **Self-Help Guides**

For information on databases, e-journals and other resources to use for particular subject areas, check out the “Learning & Research” section on the library portal. There are also guides on EndNote, cited reference searching, patents and other useful tips.

## FACILITIES

Apart from wireless Internet connection, computing facilities and network printing, there are four main facilities in the libraries that are particularly useful for students:

- **Self-Service Photocopiers**

Photocopiers are available in all libraries and payment is by CashCard and EZ-link card. Please be mindful of the Copyright Act when photocopying and refer to the library rules for details.

- **Group Discussion Rooms**

To book discussion rooms in the Central Library, Hon Sui Sen Memorial Library, go to Integrated Student Information System (ISIS) and search for “General Facilities Booking”. For Medical/Science and Music libraries, please enquire at the information desks.

- **Study Carrels**

Study carrels are available to graduate students at the Central, C J Koh Law, Hon Sui Sen Memorial and Medical/Science libraries. Approach the staff at the loans desks of these libraries if you need to use one.

- **Exhibition Spaces**

Central Library has two venues for exhibitions: Lobby and ArtsBuzz. Please email [askalib@nus.edu.sg](mailto:askalib@nus.edu.sg) or call 6516-2029 for details on how to mount an exhibition at the library.