Essentials to Use the Library

Staff/Student Card
This is used to enter the library and to borrow books.

Library Pin
For students, your default library PIN is your student smartcard PIN issued by Computer Centre.

If you can’t recall your PIN, go to https://aces01.nus.edu.sg/pinRetrieval/login.jsp

Facilities

Self-Service Photocopiers, Printers and Scanners
Payment for photocopying and printing is by CashCard and EZ-Link card. Please observe the Copyright Act when photocopying, printing and scanning.

Group Discussion Rooms
You can book group discussion rooms at Central Library, Hon Sui Sen Memorial Library and Medical Library online. For Science and Music libraries, please enquire at their information desks.

Study Carrels
Study carrels are available to graduate students and staff at the Central, C J Koh Law, Hon Sui Sen Memorial and 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 or call 6516-2029 for details.

Self-Help Guides

Library FAQ | http://libfaq.nus.edu.sg
Check out the FAQ page for answers to questions we’ve often received.

Subject Guides | http://libguides.nus.edu.sg
Get to know your resource librarian and the library resources specific to your faculty. There are also guides on EndNote, citation styles, patents and other useful tips.

Interactive Guide | http://lib-eguide.nus.edu.sg
Find out all you need to know about NUS Libraries in a fun, interactive way!

Contact Us

Central Library
Information: 6516-2028
askalib@nus.edu.sg
Loans: 6516-2016
loans@nus.edu.sg

Science Library
Information: 6516-2454
Loans: 6516-2509
scplib@nus.edu.sg

Chinese Library
6516-6237
chlib@nus.edu.sg

Medical Library
6516-2046
mdlib@nus.edu.sg

Hon Sui Sen Memorial Library
6516-3131
hssmlib@nus.edu.sg

C J Koh Law Library
6516-2043
cjolib@nus.edu.sg

Music Library
6516-8130
musiclib@nus.edu.sg
Loan Entitlements

<table>
<thead>
<tr>
<th>Maximum no. of loan items at any one time</th>
<th>Undergrad</th>
<th>Honours</th>
<th>Graduate</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>30</td>
<td>30</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

Loan period

<table>
<thead>
<tr>
<th>Loan period</th>
<th>Undergrad</th>
<th>Honours</th>
<th>Graduate</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 days</td>
<td>28 days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Short term loan items

<table>
<thead>
<tr>
<th>Short term loan items</th>
<th>Undergrad</th>
<th>Honours</th>
<th>Graduate</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RBR (1 item at a time)

<table>
<thead>
<tr>
<th>RBR (1 item at a time)</th>
<th>Undergrad</th>
<th>Honours</th>
<th>Graduate</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hours / overnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bound journals

<table>
<thead>
<tr>
<th>Bound journals</th>
<th>Undergrad</th>
<th>Honours</th>
<th>Graduate</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day (bound journals from C J Koh Law and Medical Libraries cannot be borrowed)</td>
<td>3 days (C J Koh Law and Medical Libraries)</td>
<td>7 days (Central, Chinese, Hon Sui Sen Memorial, Music and Science Libraries)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Loan Matters

You can use myLinc (https://linc.nus.edu.sg/patroninfo/) to renew items in your account, check on fines and place reservations.

Fines for Late Returns

<table>
<thead>
<tr>
<th>Fines for Late Returns</th>
<th>Students</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$0.50 per day/per item</td>
<td>$1.00 per day/per item</td>
</tr>
<tr>
<td>RBR items</td>
<td>$1.00 per hour</td>
<td>Temporary suspension of loan privileges</td>
</tr>
<tr>
<td>Bound journals</td>
<td>$1.00 per day/per item</td>
<td>$3.00 per day/per item</td>
</tr>
</tbody>
</table>

Services

Chat Service

This service is for NUS Staff and Students only. Chat with us from 9am - 5pm every weekday (excluding public holidays)

Advisory Session

You can set up an advisory session with your respective Resource Librarian. If you have any queries, you can email askalib@nus.edu.sg.

Additional Services (For Graduate Students & Staff)

E-Forms for these services can be found under “My Services” 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 Service

To request journal articles, book chapters or conference papers not found in our collection.

New Materials Recommendation

To recommend purchase of new books related to your research.

Resources

We have a rich collection of books, journals and electronic resources to support your research. Below are just some of the additional resources that might be useful for students in their course of study in NUS.

Reserve Books / Readings (RBR)

The RBR collection contains materials recommended by lecturers.

E-Reserves

E-Reserves are digitized journal articles or book chapters placed in IVLE for specific modules.

Past Year Exam Papers

Exam papers can be found on a tab on the Library Portal.

Finding Resources

The key to being able to find relevant resources in the NUS Libraries collection is knowing which search engine to use and how to use them.

FindMore@NUSL

FindMore is our all encompassing search engine that searches through our libraries’ collection and beyond. It allows you to search through our articles, books, journals, theses from ScholarBank@NUS and more at one go.

LINC (Library Integrated Catalogue)

This is our classic catalogue. It is best to use LINC to search for a known item such as a specific book title or a journal title. You can search by keyword, title or even call number.

ScholarBank@NUS

ScholarBank@NUS is the institutional repository of National University of Singapore. Its collections include journal articles, conference papers, datasets, teaching materials, patented works and students’ theses.