Essentials to Use the Library

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

**Library Pin**
Staff: Please check the Library FAQ for instructions.
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, CJ Koh Law Library (only for Faculty of Law staff and students) 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, 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**
  6516-2454
  sclib@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
  cjcohlib@nus.edu.sg

- **Music Library**
  6516-8130
  musiclib@nus.edu.sg

Guide to NUS Libraries

www.lib.nus.edu.sg

@nuslibraries

blog.nus.edu.sg/linus
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.

**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 or a journal title, or an author. You can search by keyword, title or even call number.

**FindMore@NUSL**
FindMore@NUSL is our all encompassing search engine that allows you to search and discover articles, books, journals and theses from our libraries’ collection and beyond at one go.

**ScholarBank@NUS**
ScholarBank@NUS is the institutional repository of National University of Singapore. It contains scholarly works of the NUS research community and students’ theses.

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### Loan Entitlements

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Staff *</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of loan items</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Loan period</td>
<td>14 days</td>
<td>28 days</td>
</tr>
<tr>
<td>Short term loan books</td>
<td>7 days</td>
<td></td>
</tr>
<tr>
<td>RBR Books (1 item at a time)</td>
<td>2 hours / overnight</td>
<td></td>
</tr>
<tr>
<td>Bound journals</td>
<td>1 day **</td>
<td>7 days + 1 online renewal **</td>
</tr>
<tr>
<td>Online loan renewals</td>
<td>3 times</td>
<td>5 times</td>
</tr>
</tbody>
</table>

* This applies to Academic/Executive/Professional Staff only.
** Bound journals from C J Koh Law and Medical Libraries cannot be borrowed.

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### Fines for Late Returns

<table>
<thead>
<tr>
<th></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>

For details on fine payment methods, refer to Library FAQ.