a guide to the nus libraries

your one stop. for knowledge ~ for inspiration ~ for life
contact us

C J Koh Law Library
469D Bukit Timah Road, S259773
Information & Loans: 6516-2043
E-mail: cjkohlib@nus.edu.sg
Fax: 6468-3407

Central Library
12 Kent Ridge Crescent, S119275
Information: 6516-2028
Reception: 6516-6949
Loans: 6872-0236
E-mail: askalib@nus.edu.sg
E-mail: loans@nus.edu.sg
Twitter: www.twitter.com/nuslibraries
Fax: 6778-0347

Chinese Library
12 Kent Ridge Crescent, S119275
Information & Loans: 6516-6237
E-mail: chlib@nus.edu.sg
Fax: 6777-3571

Hon Sui Sen Memorial Library
1 Hon Sui Sen Drive, S117588
Information: 6516-3131
Loans: 6516-3130
E-mail: hssmlib@nus.edu.sg
Fax: 6778-6301

Medical/Science Library
S6, Level 4, 10 Science Drive 2, S117548
Information: 6516-2454
Loans: 6516-2509
Medical E-mail: mdlib@nus.edu.sg
Science E-mail: sclib@nus.edu.sg
Fax: 6778-6118

Music Library
3 Estate Office Drive, S117485
Information & Loans: 6516-8130
E-mail: musiclib@nus.edu.sg
Fax: 6778-9849

Opening hours for all libraries (except Music) during term time*:
Mon-Sat: 8.00am-10.00pm | Sunday: 9.30am-4.30pm | Public Holiday: Closed**

*Check www.lib.nus.edu.sg for vacation opening hours and opening hours of Music Library
** If a public holiday falls on Sunday, the following Monday is also a public holiday
NUS Libraries is an integral part of the rich history of the National University of Singapore (NUS). From its humble beginnings as a single library when the first predecessor institution of the university was formed in 1905, it has grown into an amalgamation of seven libraries serving NUS staff and students from various faculties and schools.

It also serves 22 university-level research institutes and centres, four research centres of excellence and more than 6,000 external library members. There are six libraries on the Kent Ridge campus: Central, Chinese, Hon Sui Sen Memorial, Medical, Music and Science, while the C J Koh Law Library is located at the Bukit Timah campus.

The collections of NUS Libraries, whether in print, digital or multimedia formats, support the teaching and research activities at NUS. The print collection consists of materials inherited from our predecessor institutions, as well as materials that are acquired to support the core subject areas taught at NUS.

As formats and technology evolve, our services and facilities have also grown to meet the changing needs. Provision of computer terminals, multimedia stations and wireless connection are now the norm. In addition, access to electronic resources from within and outside campus is made available 24 hours a day, 7 days a week.

Our vision is to be a premier knowledge hub that promotes the university’s global knowledge enterprise vision and we endeavour to deliver just-in-time information with passion and a smile. Our collections, services and facilities enable NUS Libraries to be your one stop for Knowledge, for Inspiration and for Life!
## The 7 Libraries: Collections & Primary Users

<table>
<thead>
<tr>
<th>Library</th>
<th>Description of Collections</th>
<th>Primary Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>C J Koh Law Library</td>
<td>Legal resources of Singapore, ASEAN and Commonwealth countries, public international law and international trade law</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Central Library</td>
<td>Architecture and built environment, arts, computer science, engineering, humanities, social sciences and resources for Area Studies and Singapore Studies</td>
<td>Faculty of Arts &amp; Social Sciences School of Computing School of Design &amp; Environment Faculty of Engineering</td>
</tr>
<tr>
<td>Hon Sui Sen Memorial Library</td>
<td>Business, finance, management and marketing</td>
<td>School of Business</td>
</tr>
<tr>
<td>Medical Library*</td>
<td>Dentistry, health sciences, medicine, nursing and pharmacy</td>
<td>Faculty of Dentistry Yong Loo Lin School of Medicine</td>
</tr>
<tr>
<td>Music Library</td>
<td>Western classical music and music scores</td>
<td>Yong Siew Toh Conservatory of Music</td>
</tr>
<tr>
<td>Science Library</td>
<td>Biological sciences, chemistry, mathematics, statistics and physics</td>
<td>Faculty of Science</td>
</tr>
</tbody>
</table>

* Medical Library is temporarily located in the Science Library until end of 2011

## Getting to NUS Libraries

The addresses and contact numbers of all the libraries, including their opening and closing hours during term time, can be found on the inside front cover of this guide. Campus maps are printed on the inside back cover of this guide and the libraries are marked and named. An interactive map of NUS can be found at [www.nus.edu.sg/campusmap](http://www.nus.edu.sg/campusmap).
Library Portal

NUS Libraries’ portal is the gateway to library resources, including our online catalogue known as LINC. While the catalogue, online guides and general information are accessible to all, electronic resources and online services using e-forms require logging in as they are restricted to NUS staff and students only.

Online Catalogue

The classic catalogue LINC is recommended for users who have precise search queries and prefer a more structured approach to searching.

LINC+ is the enhanced library catalogue. Using one search box, you can find all the materials within the libraries’ collections, including journal articles. Web 2.0 features help you to focus and refine your results by format, collection, subject headings and locations.

To check your fines and the items that you have borrowed or reserved, click on “myLINC (library record)” after logging in to the portal. You can also renew the items on loan and cancel items which you have placed on hold.

Libraries in 3D Virtual Space

Here’s a cool and innovative way to discover Central, Chinese, C J Koh Law and Music libraries. All you need is a Google Earth plugin (free download) and connection to the Internet to tour the library in virtual space. This visually pleasing 3D tour allows you to explore the layout, services and facilities of the libraries at your own time from your computer.

The Book Search feature takes you from the location in the library record in LINC directly to the shelf where the book is located. From the catalogue record displayed, note the call number of the item you want and click on the location name. You will be taken to the 3D map of the library where the item is located. Enter the call number into the search box in the right column and it will zoom to the shelf where the book/item is located.
E-Reserves
E-Reserves contain digitized journal articles or book chapters that are placed in the Integrated Virtual Learning Environment (IVLE) at the request of academic staff for their modules so that students can access them on- and off-campus 24 hours a day, 7 days a week.

E-Resources
Browse the list of databases, e-journals, e-books and e-newspapers from the library portal or search for them in LINC or LINC+ if you know the exact titles of the resources.

Reserved Books & Readings (RBR)
The RBR collection contains books that academic staff require their students to read for their modules. RBR items can only be borrowed for two hours at a time, or overnight if the loan is made two hours before library closing.

Past Year Examination Papers
NUS exam papers are available online from the Examination Papers Database. Students can access them via the library portal after logging in. Search for past papers using the module code or name. Note that not all exam papers are available as they are subject to the department’s approval for release.

ScholarBank@NUS
This is NUS’ institutional repository, which was launched in April 2010 with the Electronic Theses and Dissertations collection. The repository aims to collect and preserve the scholarly output of NUS, including staff publications, selected conference papers and other works.

Singapore-Malaysia Collection (SMC)
SMC is a valuable research collection consisting of primary and secondary sources on Singapore, Malaysia, Brunei and ASEAN as an entity. SMC materials cannot be borrowed as many titles are rare or no longer in print. Please handle these reference materials with care.
Subject Guides

These are online, self-help guides containing useful tips and tools for research and study. They point to information sources such as major databases, key reference works and online sites relevant to a subject area. The aim is to provide a starting point for students embarking on a course of study and research. These guides are compiled by NUS librarians.

NUS Libraries & Social Networking

Did you know that NUS Libraries has accounts on Flickr, Youtube, Twitter and Facebook? Get connected to us on your favourite social networking platforms, wherever you are! You can receive updates and news flashes about library events, photos and videos as well as new book highlights! Plus, there are now more ways for you to reach us with your queries.

Find us at:

- http://www.twitter.com/nuslibraries
- http://www.facebook.com/nuslibraries
- http://www.flickr.com/nuslibraries
- http://www.youtube.com/nuslibraries

Askalib

This is our e-mail service for queries. Log in at the portal and click on "My Services" and select “Ask a librarian”. Alternatively you can email us directly at askalib@nus.edu.sg. You can expect a reply within one working day.

Chat Service

If you have a quick question, come and chat with us. The chat service is available from Mondays to Fridays, 9am to 5pm. Chat boxes can be found on the subject guides page at http://libguides.nus.edu.sg and FAQ page at http://libfaq.nus.edu.sg.
Document Delivery Services (DDS)
NUS academic staff and graduate students can request for journal articles, book chapters or conference papers not available in NUS Libraries. Details can be found at the FAQ page at [http://libfaq.nus.edu.sg](http://libfaq.nus.edu.sg).

Interlibrary Loan
If there is a book you require for research or teaching and it is not found in any of the NUS Libraries, we can borrow it from another library (local or overseas) on your behalf. Generally, this service is used for materials that are out of print or difficult to purchase. This service is available to staff and graduate students only.

Intralibrary Loan
A book held in any NUS library can be delivered to the library of your choice for borrowing. Staff and graduate students will find the e-form under “My Services” after logging in at the library portal.

Loan Renewal
Online renewal of loans can be done provided the book is not held for another user, or recalled by the library. Just click on “myLINC (library record)” after logging in to the portal.

Off-Campus Book Delivery
Home delivery and collection of books on loan can be arranged using an e-form or by calling the Loans and Membership department in Central Library. Only the postal charge for the items is levied.

Reference & Advisory Services
Walk-in reference queries are handled at the Information Desks of all libraries. If you need in-depth assistance on research resources or tools, we recommend that you use our advisory service, which is available by appointment only.

For a list of resource librarians and their contact details, please can refer to the subject guides at [http://libguides.nus.edu.sg](http://libguides.nus.edu.sg).
amenities

Chat Points @ Central Library
Chat Points are provided for you to make your phone calls without disturbing other users. Please observe library etiquette.

Computer-Based Learning Centre (CBLC)
At a computer cluster, you can access the Internet and connect to network printers via NUSNET. In Central Library and Hon Sui Sen Memorial Library, the CBLCs are referred to as “InfoCommons”. Payment for printing is by CashCard or EZ-link card.

Discussion Rooms
At the Central Library, there are eight discussion rooms on Level 6 for group use, and they can be booked online from the Integrated Student Information System (ISIS). These rooms are available for 3-hour loan. Group discussion rooms are also available at most of the other libraries. Please refer to the FAQ page at http://libfaq.nus.edu.sg for instructions on booking the rooms at the respective libraries.

Laptop Charging
Laptop charging stations are available in the Central Library while power points are provided for users in all NUS Libraries. However, the number of power points is limited due to the structural limitations of the buildings.

Microform Viewing
Microform materials from our collection require microform readers, which are located in special rooms in each library. Clear instructions are provided and assistance is available when necessary.

Multimedia Viewing
Central and Medical/Science libraries have multimedia viewing rooms for individuals and small groups, while C J Koh Law Library’s room is for groups led by lecturers. For details, please enquire at the information desks of the respective libraries.
**Student Lounge**

Need to take a break, chat with friends or discuss your assignment without leaving the library? At Hon Sui Sen Memorial Library, a student lounge with sofas and wireless access is available. Similar facilities at C J Koh Law Library will be ready by August 2011. The Perk Point in Central Library has vending machines which sell light refreshments.

**Photocopying**

All libraries have self-service photocopiers located at various levels. Payment is by CashCard or EZ-link card. There are photocopy rooms at Central, C J Koh Law, Hon Sui Sen Memorial and Medical/Science libraries. These rooms open an hour after the libraries open and operate until an hour before the libraries close.

It is important to observe the Singapore Copyright Act when photocopying or storing a digital copy of library materials. You are responsible for the copying you do and its subsequent use. Do note that breach of copyright is a serious offence.

**Study Carrels**

Graduate students and staff who need a private area in the library can apply to use the study carrels. They are available at the following libraries: C J Koh Law, Central, Hon Sui Sen Memorial and Medical/Science. The number of carrels and conditions of loan vary at each library and we recommend that you contact the Loans Desks at the respective libraries for more information.

**Theatrettes @ Central Library**

There are two well-equipped theatrettes available for multimedia presentations, which are used for library orientation sessions and outreach programmes. Teaching staff can book the theatrettes for the viewing of multimedia materials from the library’s collection for their class. Booking can be made online from the NUS Staff Portal.

**ArtsBuzz and Lobby Exhibition Areas @ Central Library**

ArtsBuzz is for the exhibition of creative and artistic works of NUS students and staff, while the lobby area is for the promotion of student society activities. Booking is on a first-come-first-served basis. Do contact Information Services (tel.: 6516-2028 or email: askallib@nus.edu.sg) to enquire about booking.

*NUS Libraries wishes you a pleasant and fruitful time using our resources, services and facilities!*
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<thead>
<tr>
<th>FACULTY/RESEARCH INSTITUTE</th>
<th>BLOCK NO./NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asia Research Institute, East Asian Institute, Institute of South Asian Studies, Middle East Institute</td>
<td>Tower Block</td>
</tr>
<tr>
<td>Bukit Timah Campus Management Office, Centre for International Law</td>
<td>Block B</td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>Federal, Block B, Eu Tong Sen</td>
</tr>
<tr>
<td>LKY School of Public Policy</td>
<td>Li Ka Shing, Manasseh Meyer, Oei Tiong Ham</td>
</tr>
</tbody>
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