



Quick Guide to Library Essentials for Academic Staff

As an academic staff of NUS, you have the privilege of using all the seven libraries that make up NUS Libraries. We encourage you to request for a personalised library orientation and explore the various resources, services and facilities available, especially if you are developing new and inter-disciplinary modules that require resources from more than one library.

LIBRARY CARD

Your staff card is your library card. You need to use it to enter the libraries and to borrow books and journals.

THE LIBRARY PORTAL

NUS Libraries' portal is www.lib.nus.edu.sg. Use LINC/LINC+ to search for library resources.

LOAN ENTITLEMENT

Items	Period of Loan	Fines for Late Return
Open shelf books	28 days	\$1 per day
Short term loan	7 days	\$1 per day
RBR books	2 hours/overnight (1 item at a time)	Temporary suspension of loan privileges
Bound journals	3 days	\$3 per day
Maximum no. of loan items at any one time: 80 + 1 RBR item		
You can renew your open shelf book up to 5 times as long as these items are not requested by other users.		

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 key resources relevant to your subject area. We provide the following services for your convenience:

- **Intralibrary Loan Service**
To request delivery of materials housed in the NUS Libraries to any of the seven NUS Libraries of your choice.
- **Interlibrary Loan Service**
To request loan of books not found in our collection, from an external library.
- **Document Delivery Service**
If you need journal articles, book chapters or conference papers not found in our collection, we offer the Document Delivery Service (DDS).
- **Purchase of New Titles**
To recommend purchase of new titles related to your teaching or research.
- **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.

E-forms for these services can be found under “My Services” after logging in at the library portal.

RESOURCES FOR TEACHING

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

- **Reserve Books/Readings (RBR)**
To place required readings for your module into the RBR collection, fill out the e-form “Place Book in Reserve Books/Readings (RBR)” or email a copy of your reading list to the relevant library indicating your name, module code and the number of students taking the module.
- **E-Reserves**
E-Reserves contain recommended readings such as book chapters and articles. You can request to have them scanned and loaded into Integrated Virtual Learning Environment (IVLE) for students to access after you have fulfilled the copyright requirements. Contact the E-Reserves team at rbrersv@nus.edu.sg for more details.

- **Video-on-Demand**

Academic staff who need to digitize a video recording for teaching can request for this service using the e-form “Digitize Audio/Video Materials”, available on the library portal after logging in. Please note that the library needs advance notice of at least three weeks.

GETTING HELP

For assistance in finding information, do approach the respective library’s information desk. 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 faculty members can request for a personalised library orientation session. Just email or call the relevant library, or use the e-form “Request for Library Orientation”.

- **Advisory Service**

One-to-one advisory service is also available to academic staff who need assistance in finding research materials.

FACILITIES

There are three main facilities that are useful for academic staff:

- **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.

- **Theatrettes**

Central Library has two theatrettes with a seating capacity of 118 and 70 respectively, which are suitable for module related viewing of audio-visual material available in the library. Please use the Facility Booking System on the NUS Staff Portal to book them.

- **Exhibition Spaces**

Central Library has two spaces for exhibitions: Lobby and ArtsBuzz. Do email askalib@nus.edu.sg or call 6516-2029 for details on how to mount an exhibition at the library.



OPPORTUNITIES FOR COLLABORATION

To build better collections and improve the information literacy of our students, we will like to work more closely with academic staff.

- **Information Search Tutorials**

You can request for information search (or literacy) tutorials for students enrolled in your modules. These tutorials are designed to show students how to search effectively, make the best use of library resources, and evaluate sources. Advanced sessions may include database-specific searches, bibliographic management and cited reference search. Do contact the resource librarian in charge of your subject area for more information.

- **Collection Development**

In order to build a robust and relevant academic library collection, we welcome input and regular feedback from academic staff on their areas of expertise. This allows collection development to become a collaborative process, and ensures that the library acquires titles that are pertinent to staff and students.

- **Resource Librarians**

Resource librarians are your contact point with the library as they provide reference assistance and information search tutorials for NUS staff and students. They can also assist in identifying materials relevant to your research area. In addition, resource librarians are responsible for developing the collections. To find the resource librarian in charge of your subject area, go to <http://libguides.nus.edu.sg>.



Department/Service	Email Address	Telephone No.
Loans & library fines	loans@nus.edu.sg	6872-0236
E-Reserves & RBR matters	rbresrsv@nus.edu.sg	6516-2024
Document Delivery Service	ddslib@nus.edu.sg	6516-3472
Information Services	askalib@nus.edu.sg	6516-2029