

# Library Information for Faculty

<http://library.sim.edu.sg>

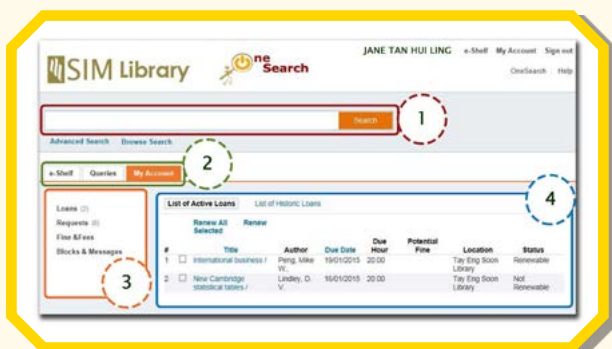
## TAY ENG SOON LIBRARY



### MY LIBRARY ACCOUNT

All faculty members are provided with a library account. The default login to this account is your NRIC/Passport No. and your Date of Birth (DOB).

Here is a quick guide to navigate *My Library Account*.



1. Search for physical items in the library
2. **e-Shelf** - to save and organise items that you find during your search session  
**Queries** - to save a query from the current session for later use  
**My Account** - to view your active loans & perform library services, such as renewing of books, requesting/cancelling a book
3. To see your active loans, requests and overdue fines
4. To see items checked out to you and its due dates. Online renewal function is available here whenever applicable.

### LIBRARY CARD

Your NRIC & Associate card are also your library card. Both cards need to be presented to access library services including borrowing of books at circulation counter. Alternatively, you can use the Self-Checkout machines to borrow books.

### ONESEARCH

@ <http://goo.gl/zfa4iz>

You can use OneSearch to search for materials that are electronically and physically available in the library. Requests of items that are out on loan can also be done here using your NRIC/Passport No. and your Date of Birth (DOB).

### ASK US

@ <http://library.sim.edu.sg/SitePages/Email.aspx>



Need help in finding information or having trouble connecting? Send us your queries via Ask Us. You can expect a reply within one working day, depending on the complexity of the queries.

Full details on borrowing can be found at <http://library.sim.edu.sg/SitePages/Borrowing.aspx>

### IMPORTANT LINKS

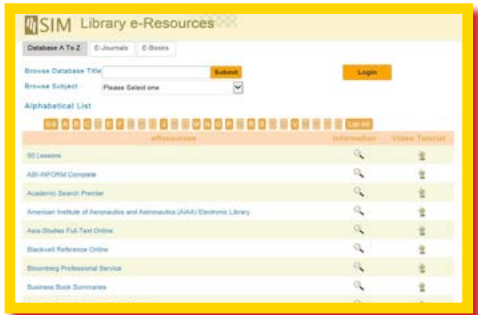
Procedure for purchasing books for courses being taught  
Heartbeat > Policies & Procedures > SIM > Library > Purchase of Materials for SIM Library Course Collection

Recommend a title (not for course use)  
Drop us an email with a list of titles at [library@sim.edu.sg](mailto:library@sim.edu.sg)

# E-RESOURCES

@ <http://primo.sim.edu.sg/eresources/>

The library collection comprises both print and non-print materials, and subscriptions to a selection of online databases, e-journals and e-books which can be accessed on-campus/off-campus via SIMConnect or UniSIM Associate Portal. Articles selected from e-Resources may be down-loaded, printed or even emailed to your own account.



# INFOSKILLS SESSION

↳ Learn effective search skills to find information quickly

We hold regular InfoSkills Workshops and demonstrations on "How to use e-Resources". These workshops serve as an introduction to help both you and your students to effectively use e-Resources for assignments and projects.

Choice of training opportunities offered includes:

- ◆ Presentations
- ◆ Hands-on workshops
- ◆ Walk-in clinics
- ◆ One-to-One (request via Ask Us)

You can request for a 20-30 minute class demonstration via email at [libenq@sim.edu.sg](mailto:libenq@sim.edu.sg)



## Loan of Devices

Notebooks, iPads & Camcorder

4 hours loan for Notebooks & iPads

6 hours loan for Camcorder

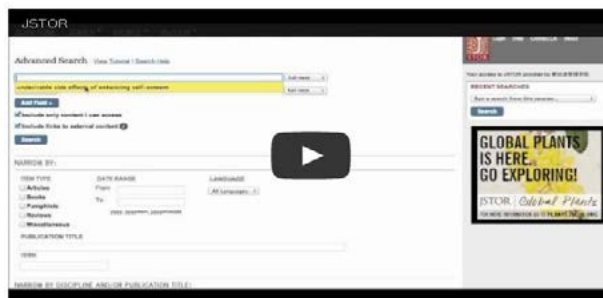
First come first serve basis, no reservations

Check out item at Library Counter

# VIDEO TUTORIALS @ <http://library.sim.edu.sg/SitePages/Video-Gallery.aspx>

Learn to navigate your way through the library e-Resources anytime, anywhere with our video tutorials. Titles include:

- ◆ ABI-INFORM Complete
- ◆ Academic Search Premier
- ◆ EIU Country Reports
- ◆ JSTOR
- ◆ Marketline
- ◆ ScienceDirect
- ◆ SocINDEX



# FACILITIES

## Printing & Photocopying

- All library PCs are supported with network printing
- Self-service photocopying
- Other services offered at SIM HQ:
  - ✓ Free scanning
  - ✓ Binding (chargeable)
  - ✓ Faxing to local/overseas addresses (chargeable)
- Payment for printing and photocopying:
  - ✓ CashCard or EZ-link Card



## Computers

**Cyber Lounge (Located at Blk B, Level 1)**  
**CyberXpress (Located at Blk A, Level 2 and Blk B, Level 1)**

Equipped with PCs for:

- ✓ Internet Surfing
- ✓ MS Office Suite to prepare your assignments



Mon - Fri 8.30am - 9.00pm  
 Sat 9.00am - 5.30pm

Closed on Sunday and Public Holiday



(+65) 6248 9601



Download this e-brochure at  
<http://library.sim.edu.sg/SitePages/Publications.aspx>

Images: flaticon, shutterstock