Lee Meow Hui, LIBRIS

would like to extend a warm welcome to all new student teachers and programme participants. Being an effective user of the Library's services and its rich resources (print, audio-visual and electronic) will go a long way towards helping you complete your programme with less hassle and stress. Hence, we have compiled a handy guide containing useful tips such as the web pages you need to access, accounts to remember, telephone numbers to call and where to go for assistance.

**Essential URLs and information:**

- Library WebOPAC
  [http://opac.nie.edu.sg](http://opac.nie.edu.sg)
- Library Website
  [http://www.acis.nie.edu.sg/libris](http://www.acis.nie.edu.sg/libris)
- Get To Know Your Library!
  Go to Get To Know Your Library! under Quick Access at Library Website.

**Must Know Accounts:**

Use your **NIE Network Account** for remote access to e-databases, e-journals, e-books and examination papers.

Enquiries: ACIS Helpdesk, Library Computer Lab, Level 4 (Tel: 6790 3033. Email: acishelp@nie.edu.sg)

Use your **NIE Library Account** for checking, via WebOPAC, books borrowed and due dates, online renewal, changing of PIN, placing holds and accessing digital dissertations/theses.

Enquiries: Membership and Loan Counter, Level 2. (Tel: 6790 3627. Email: libcirc@nie.edu.sg)

**Service Points**

Information Desk
Tel: 6790 3626. Email: LIBRIS@nie.edu.sg
- General enquiries, guidance on the use of WebOPAC and Self-check Machines and Booking of Group Discussion Room.

Membership and Loan Counter
Tel: 6790 3627. Email: libcirc@nie.edu.sg
- Membership/loan enquiries, loan transaction and library account matters.

Media Counter
Tel: 6790 3628. Email: libmedia@nie.edu.sg
- Instruction on the use of Automated Disc-Dispensing Machine and SMART Board, Booking of Lounge; Loan/Return of Audio-Visual materials.

Reference Counter
Tel: 6790 3623. Email: libref@nie.edu.sg
- Reference/research enquiries, instruction on the use of WebOPAC/e-resources for individuals/groups; guidance on the use of microform reader-printer, document procurement, loans of education papers, newscarpings, test materials and resource files.

**Internet Access**

- Network points and wireless access are available throughout the library.

**Your responsibilities**

- Safeguard your personal belongings, e.g., lock your notebook computers by making use of the legs of the rectangular reading tables or the metal brackets under the tables/counters at the café area.

- Consume food and drinks bought from the café on Level 3 within the café area only. Food/drinks bought from outside should be consumed outside the Library.

- Ensure that your mobile phone is turned off or switched to silent mode to help maintain a quiet environment for all library users. You may send SMS but not make or receive calls on your mobile phone.