

Library Guide for New Students

Lee Meow Hui, LIBRIS

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>

- Library Website
<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 transactions 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, newsclippings, 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.