



# LINUS

Newsletter of the NUS Libraries

August 2004

## New Library Portal

NUS Libraries heralded the new term with the launch of a new library portal. Behind the refreshing new design, we have integrated a host of enticing and user-centric features to make your browsing experience more personalized and convenient.



To sign-in to the library portal, all you need is your NUSNET identification. Once you are logged in to the portal, you will be seamlessly authenticated to other library services such as myLINC, library proxy and electronic forms. Information from your library record such as library notices, outstanding requests or checked-out items are displayed once you are signed in, giving you a quick overview of your library account. The portal sign-in also enables you to access E-Resources by authenticating to our proxy server with a single click. Although the pages look different, you still have all the features you were used to on the previous version. For greater convenience, electronic forms for library services are pre-populated with your particulars.

Another attractive feature of the library portal is personalization. You can select from our extensive list of subject categories and indicate your areas of interest. Your preferences will be stored in your profile so that only the News, Events, New Book Arrivals and E-Resources which match your profile will be displayed.

The new library portal is in line with the NUS Libraries' ceaseless efforts to improve our services to our teaching staff, students and the research community.

**Cecilia Lee ~ Library Webmaster**

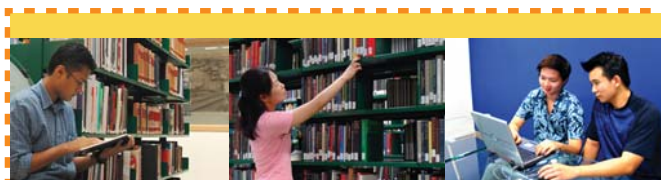
## Discussion Rooms at C J Koh Law Library

The C J Koh Law Library has added four new discussions rooms at the basement level. This is another library initiative to provide enhanced services to our student community. These rooms will be available to all Faculty of Law students and will go a long way in facilitating group discussions as part of coursework.

The rooms will be available for student booking for 2-hour sessions. There will be no reservations as we expect usage to be high. Watch out for more details on booking procedure when the service is launched in September 2004.

**Thavamani Kumar ~ Senior Manager**

**C J Koh Law Library**



## Central Library Renovation Completed

The entrance on Level 4 was opened in May. By August, all facilities were completed and accessible. We would like to say a big thank you to all Central Library users, for your patience and understanding throughout the long renovation period. Your support was crucial to the successful completion of the project.

*Director, NUS Libraries*



## One-Stop Loans Desk at Central



One big piece of the Central Library renovation jigsaw puzzle was put into place when the Loans Counter was relocated to Level 4 in June 2004. It was renamed Loans Desk with four service points to provide a one-stop service for loans of all types of materials: from RBR materials to CD-ROMs, books to journals, microforms to multimedia. The new Loans Desk was designed to be flexible enough to accommodate the greater number of loans expected due to the integration of all loanable materials.

Closed stacks items are also picked up from the Loans Desk. With effect from 10 Aug 2004, users can submit requests for closed stacks items in-person at the desk and pick them up within the hour. For example, you can submit a request at 9:15 am and collect it at 10 am. Staff at the Loans Desk now have convenient access to the Closed Stacks and will retrieve them more frequently for users.

Bookings and use of library facilities like carrels, seminar rooms and theatrettes are also integrated at Loans Desk 4. The Loans Desk remains open until one hour before the library closes. Hence, users can borrow and watch a video at Multimedia Viewing up to 9pm from Monday to Saturday and up to 3:30pm on Sunday during semester. We believe that users will find the longer hours more convenient.

The space adjacent to the Loans Desk has also been transformed to reflect the changing needs of our users. Photocopiers are conveniently located next to RBR materials. Students can get their readings and make a copy quickly. After borrowing a microfilm from Loans Desk, Microfilm Viewing is just a few steps away and the copier is just across the corridor.

After selecting your books from Level 3, make your way up to Level 4. Self service borrowing is available near both staircases. Users may return books at the bookdrop outside the library entrance or near the Loans Desk.

We hope that this integration of loans facilities and services will bring our library resources closer to you and facilitate your use of our services.

**Tan Lay Tin ~ Loans & Membership, Central Library**



## Tips for printing E-Reserves

Many teaching staff make use of E-Reserves in IVLE to give students easy access to their course readings.

E-Reserves documents are in mostly PDF and may only be downloaded once. For your own convenience, remember to save the document.

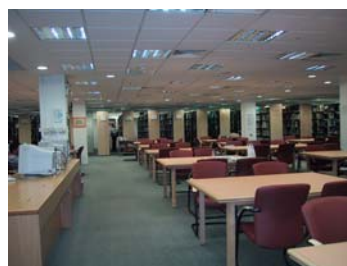
If your PDF document is not completely printed, i.e. when every other page is printed, only first of two pages are printed or when a margin is cut off, solve the problems by following these steps:

- 1 Go to **Adobe Acrobat Reader**
- 2 Click on **Print**
- 3 Select the checkbox for **Print As Image**
- 4 Select the checkbox for **Fit to page, Shrink to Fit or Shrink Large Pages**. The options available depend on the version of the Adobe Reader you have installed.
- 5 Check that the *paper size* is set correctly, e.g. A4

More help with printing PDF files available at <http://www.adobe.com/support/techdocs/150d6.htm>.

Acrobat updates can be downloaded from [www.adobe.com/support/downloads/main.html](http://www.adobe.com/support/downloads/main.html)

## New Shelves & Furniture at Medical Library



We like to express our sincere thanks to all users of Medical Library for their understanding and patience during the recent installation of new library shelves and tables from May to July.

Over the last two decades of constant usage, some of the furniture and bookshelves have become old and worn-out. In order to provide a more pleasant environment for users, we upgraded the older shelves and tables in the library.

In May 2004, the library started to replace some of these shelves with new ones which are much higher. This will add much needed shelving space in the library. During the installation period, the library managed to keep the collections available to users by shifting the books and journals in stages, batch by batch to temporary locations first and then to the new shelves once they were installed.

With the project now completed, the library interior looks brighter and more attractive. We are certain users will enjoy the new ambience when visiting the library.

**Mercedes Cheong ~ Medical Library**