Standards Searching: Learn Effective Skills

By Karen Yap
NUS Libraries
RESEARCHER unbound

UPCOMING WORKSHOPS
j.mp/RU_ABOUT

CONTACT US
askalib@nus.edu.sg
Outline

1) Overview of Library’s standards collection

2) How to check for a particular standard

3) What to do if you can’t find it

4) Online Guide:
   - **Cheat sheet**
   - Summary of five sets
   - Content of this session
Section A

Introduction
ASME B31.1-2018

Power Piping

Prefix: Name of standard body:
The American Society of Mechanical Engineers
## Standard Bodies

### National
- **SS** SPRING Singapore
- **BSI** British Standards Institution  
  
### Regional
- **CEN** European Committee for Standardization (French name: Comite Europeen de Normalisation)  

ASME: An example of a relatively small body
Standard Bodies

International

- **ISO** International Organization for Standardization
  - all subject areas except electrical and electrotechnical matters. These are handled by the
- **IEC** International Electrotechnical Commission

ISO 9001

IEC 60067A
Standards get adopted by other standards bodies

E.g. ISO 9001

Got adopted by Europeans
EN ISO 9001

Got adopted by British
BS EN ISO 9001

The Library does NOT have ISO or EN online, but has British Standards Online (BSOL)

Can you, an NUS student/staff, with access to BSOL get hold of ISO 9001 or EN 9001? Yes
Section B

The Five Big Sets
FIVE Important Sets of Standards

1a) Singapore standards (Prefix **SS**)  
1b) Singapore standard[s] : [code of practice]  
   (Prefix **SS CP**)  

We HAVE COMPLETE set  
Hard copy, NOT electronic copy  

Check **every** item for minor amendments :  
http://www.singaporestandardseshop.sg/Product/Home.aspx
FIVE Important Sets of Standards

2) British Standards Online (BSOL)
Prefix: BS  \textbf{EN, IEC, ISO}

3) IHS Standards expert. IEC (aka IEC Standards)
Prefix: IEC  \textbf{ISO}

For both:

- Online
- We \textbf{DO NOT} have every of them of them
FIVE Important Sets of Standards

4) **IEEE Xplore**
   - Institute of Electrical and Electronics Engineers
   - Prefix: IEEE
   - Online
   - We have the COMPLETE set, but except draft standards

**ANSI (American National Standards Institute) on electrical and computer engineering**

**IEC, ISO on electrical and computer engineering**

FIVE Important Sets of Standards

5) ASTM Standards

Prefix: ASTM  ANSI, ISO

– used to stand for American Society for Testing and Materials. The standards body is now called ASTM International to reflect global participation
– Online
– We have the COMPLETE set
Summary of Five Sets

<table>
<thead>
<tr>
<th>R/N</th>
<th>Prefix</th>
<th>Title of Set/Database which Has the Set</th>
<th>Format</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>SS</td>
<td>Singapore Standards</td>
<td>Hard copies</td>
<td>CL Singapore-Malaysia Collection Shelf 31</td>
<td>Complete set. #Some with prefixes ASTM, BS, EN, ISO can be found</td>
</tr>
<tr>
<td>1b</td>
<td>CP</td>
<td>Singapore [Code of Practice]</td>
<td>Hard copies</td>
<td>Shelf 31 #Closed Stacks</td>
<td>Complete set</td>
</tr>
<tr>
<td>2</td>
<td>BS</td>
<td>British Standards Online (BSOL)</td>
<td>Online</td>
<td></td>
<td>Selected ones only. #Some with prefixes EN, IEC, ISO can be found</td>
</tr>
<tr>
<td>3</td>
<td>IEC</td>
<td></td>
<td></td>
<td></td>
<td>Selected ones only. #Has ISO ones on electrical engineering</td>
</tr>
<tr>
<td>4</td>
<td>IEEE</td>
<td>IEEE Xplore</td>
<td>Online</td>
<td></td>
<td>Complete, but excludes draft ones. #Has selected ANSI, IEC or ISO ones on electrical and computing engineering</td>
</tr>
<tr>
<td>5</td>
<td>ASTM</td>
<td></td>
<td></td>
<td></td>
<td>Complete set. ASTM used to stand for American Society for Testing and Materials. The standards body is called ASTM International to reflect global participation and use of its standards. Has selected ANSI and about 80 ISO standards.</td>
</tr>
</tbody>
</table>

- **1a**: Has some ASTM, BS, EN, ISO ones
- **1b**: Complete, excludes draft
- **5**: Has some ANSI, ISO ones
Section C

How to get e-standards that we subscribe

(i) British Standards
British Standards

- Database: British Standards Online [BSOL]
  - Sometimes slow
  - 3 concurrent users
  - May not be able to access at first try due to concurrent user limitation

DEMO

Write-up based on demo available online

No. of hits in write-ups might have increased
British Standards

- Individual standards can be retrieved by using the **ALL tab**

DEMO
Section C

How to get e-standards that we subscribe

(ii) IEC

Database name: IHS Standards Expert. IEC

• Online, only ONE concurrent user

Keying in standard number in ALL tab will not work
Section C

How to get e-standards that we subscribe

iii) ASTM: Database name: ASTM Compass

- Online, a bit slow
- Keying in standard number in ALL tab will not work

DEMO

Slides based on demo available online
Section C

How to get e-standards that we subscribe

(iv) IEEE Standards: Database name: IEEE Xplore

- Keying in standard number in ALL tab will not work

Demo on how to access IEEE Xplore
Section C

Try on your own to access IEEE 18

a. Does the database cover only standards?
b. What year is the:
   i. latest version?
   ii. 2nd latest version?
c. Is there a redline version?
Section D

Singapore Standards/Codes of Practice
Singapore Standards/Codes of Practice

The up-to-date, current standards are at
CL Singapore-Malaysia Collection [Shelf 31]

Out-of-date, withdrawn ones are in Closed Stacks

For information on Closed Stacks, please see
Where is CL Singapore-Malaysia Collection, Shelf 31?

- Central Library, 5th floor
- Last shelf of first column of shelves

Shelf 31 is the last in this column of shelves
Pamphlet boxes rather than books are there
– Labels of boxes are colour-coded

Most standards are in boxes with yellow labels

All codes of practice are in boxes with green labels
Box for Singapore Standards SS
Colour of label: Yellow

Prefix: SS
Standard’s # range

Call number
(not important for purpose of locating standard)
Singapore Standards

- Singapore adopts ASTM, BS, EN and ISO standards
- The SS EN (with light green labels) and the SS ISO (with orange labels) boxes are shelved after the regular SS boxes
- For ASTM and BS standards, check the online versions
- There are no boxes for them.
Boxes for Singapore Standards SS EN and SS ISO

Prefix: SS EN
Colour of label: light green

Prefix: SS ISO
Colour of label: orange
Box for Singapore Standards: Code of Practice CP
Colour of Label : Green

Call number (not important for purpose of locating standard)

CP’s # range
Confirm if Library has Specific Singapore Standard

E.g. **SS 34**
Specification for Undercoat paint for gloss enamel

a) At the Library portal, click the **BOOKS & MEDIA** tab

b) The search engine used is **LINC** (short for Library Integrated Catalogue)

c) Key in **SS 34** and **paint** and **gloss**. When choosing keywords from title avoid words like **specification** or **standard**
c) Go to website of Singapore Standards eShop
d) Key in just the standard number (*without keywords*) to check for *minor amendments to current version* if any

http://www.singaporestandardseshop.sg/Product/Home.aspx
Cheat Sheet on
How to Get Standard You Need

<table>
<thead>
<tr>
<th>Standard You Need</th>
<th>Sources to Check in Order of Importance: ALL tab, BSOL, IEEE Xplore(^+), IEC(^+), ASTM Compass, LINC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSI</td>
<td></td>
</tr>
<tr>
<td>ASTM</td>
<td></td>
</tr>
<tr>
<td>BS</td>
<td></td>
</tr>
<tr>
<td>ISO</td>
<td></td>
</tr>
<tr>
<td>SS/SS CP (including Eurocodes)</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

\(^+\) Only if subject is on electrical or electro technical matters
### Cheat Sheet on How to Get Standard You Need

<table>
<thead>
<tr>
<th>Standard You Need</th>
<th>Sources to Check in Order of Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSI</td>
<td>IEEE Xplore, LINC, ASTM Compass</td>
</tr>
<tr>
<td>ASTM</td>
<td>ASTM Compass, LINC</td>
</tr>
<tr>
<td>BS</td>
<td>LINC</td>
</tr>
<tr>
<td>IEEE (latest drafts)</td>
<td>IEEE Xplore, LINC, ASTM Compass</td>
</tr>
<tr>
<td>IS</td>
<td>ALL tab, BSOL, LINC, ASTM Compass, LINC</td>
</tr>
<tr>
<td>SS/SS CP (including Eurocodes)</td>
<td>LINC, for minor amendments of current version, check</td>
</tr>
<tr>
<td>Others</td>
<td>LINC</td>
</tr>
</tbody>
</table>

For minor amendments... [http://www.singaporestandardseshop.sg/Product/Home.aspx](http://www.singaporestandardseshop.sg/Product/Home.aspx)
Section E

What if 5 big sets do not have standard you need?
Source of Free Standards

Get free standards from European Telecommunications Standards Institute (ETSI) website

http://www.etsi.org/standards-search#Pre-defined Collections
For others, click **BOOKS & MEDIA** Tab of the Library Portal and check **LINC**

E.g. Required standard is **ACI 440.5-08** with title **Specification for construction with fiber-reinforced polymer reinforcing bars**

**DEMO**
Write-up based on demo available online
National Library Board’s Standards Collection

Check https://www.nlb.gov.sg/

Singapore Standards are up to date

Foreign standards are pre-2013
Standards not in NUS or NLB Libraries

Google it

- It might be available free
- You might find out that the standard, e.g. an ANSI standard is based on another standard, an ISO standard that NUS or NLB Library has
- This will not give you exactly what you need, but at least you get something similar.
If All Else Fails…

- Request NUS Libraries to purchase the standard
Section F

Subject Guide for standards collection

Demo

http://libguides.nus.edu.sg/standards
Anki (Study tool)
https://apps.ankiweb.net/

Powerful tool: decrease time needed for study

<table>
<thead>
<tr>
<th>Principle 1</th>
<th>What You Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>You remember better if you are being asked questions rather than the traditional highlighting and reading many times</td>
<td>Make electronic flashcards for yourself (you are asking yourself questions)</td>
</tr>
<tr>
<td>Principle 2</td>
<td>What You Do</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Time lapse</strong> taken to <strong>review</strong> what you have learned can be <strong>optimized</strong></td>
<td>Review the flashcards at <strong>efficient intervals</strong> set by the system</td>
</tr>
</tbody>
</table>

If you install in phone (need to pay) as well as PC (free) ...can revise while waiting for bus, etc
Thank You

Please help us improve
j.mp/RUfeedback