Standards Searching: Learn Effective Skills

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Outline

A. Introduction

B. The five big sets of standards

C. How to get e-standards that we subscribe

D. How to check for Singapore Standards/Codes of Practice

E. What if NUS Libraries does not have standard you need?
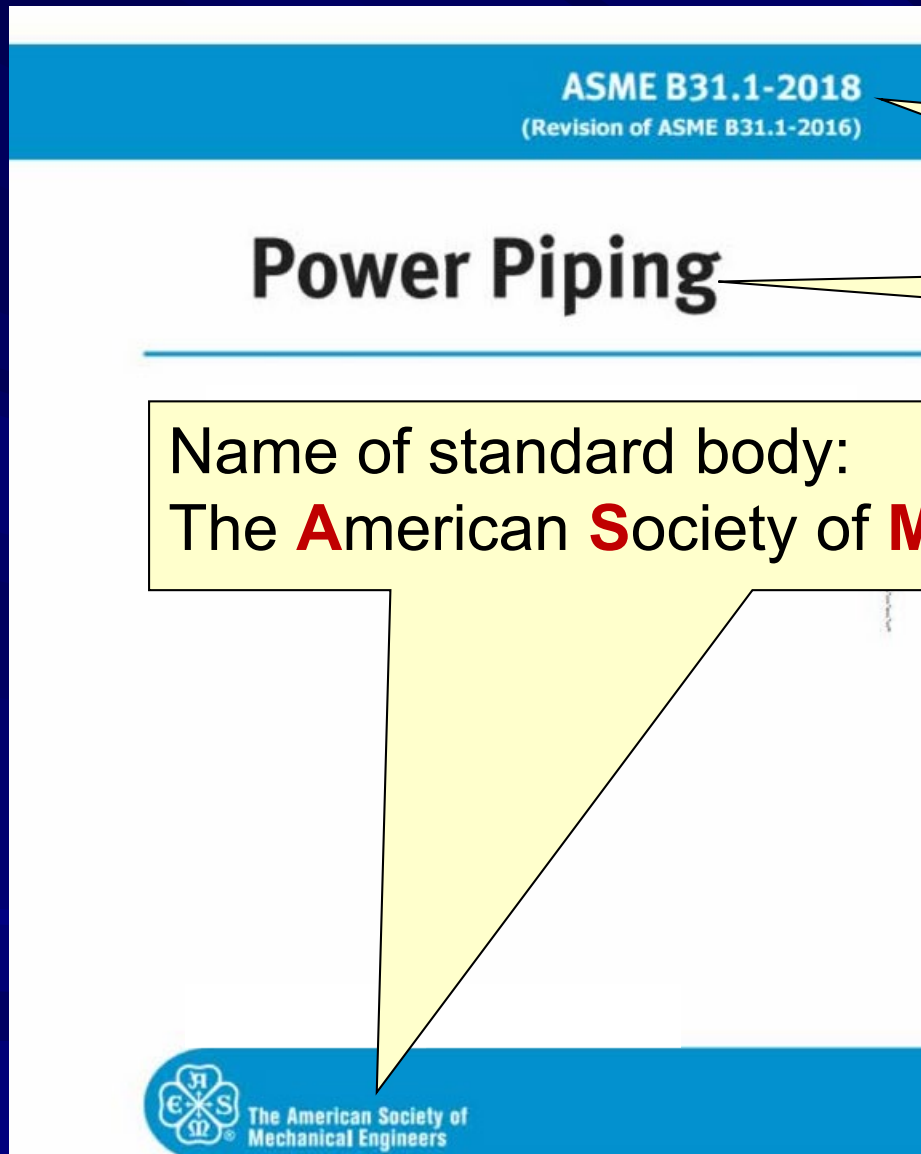
F. Subject Guide for standards collection

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

Cover of Typical Standard

ASME B31.1-2018

Title of standard

Name of standard body:
The **A**merican **S**ociety of **M**echanical **E**ngineers

An example of a relatively small body

Standard Bodies

National

- **SS** SPRING Singapore
- **BSI** British Standards Institution

SS 570

BS 4678-4

Regional

- **CEN** European Committee for Standardization (French name: Comite **E**uropeen de **N**ormalisation)

EN 3-10

Standard Bodies

International

ISO 9001

- **ISO** International Organization for Standardization

  -all subject areas except electrical and electro technical matters. These are handled by the

- **IEC** International Electrotechnical Commission

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)**

Yes

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

Section B

The Five Big Sets

FIVE Important Sets of Standards

1a) Singapore standards (Prefix **SS**)   *ASTM, BS, EN, ISO*

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

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FIVE Important Sets of Standards

2) British Standards Online (BSOL)

Prefix: **BS**   *EN, IEC, ISO*

3) IHS Standards expert. IEC (aka IEC Standards)

Prefix: **IEC**   *ISO*

For both:

- Online

- We 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

National Electrical Safety Code

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

R/N	Prefix	Title of Set/Database which Has the Set	Format	Location	Remarks
1a	SS	Singapore Standards	Hard copies	#Closed Stacks	Complete set. ##Some with prefixes ASTM, BS, EN, ISO can be found
1b	CP	Singapore Standard[s] [Code of Practice]	Hard copies	#Closed Stacks	Complete set
2	BS	British Standards Online (BSOL)	Online		Selected ones only. ##Some with prefixes EN, IEC, ISO can be found
3	IEC	IHS Standards Expert. IEC	Online		Selected ones only. ##Has ISO ones on electrical engineering
4	IEEE	IEEE Xplore	Online		Complete, but excludes draft ones. ##Has selected ANSI, IEC or ISO ones on electrical and computing engineering
5	ASTM	ASTM Compass	Online		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.

Complete

Has some ASTM, BS, EN, ISO ones

Complete, excludes draft

Has some ANSI, ISO ones

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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

DEMO
Slides based on demo available online

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

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?

Write-up on how to use IEEE Xplore available online

Section D

Singapore Standards/Codes of Practice

Singapore Standards/Codes of Practice

❑ We have the full set (hard copy only). Singapore adopts ASTM, EN, ISO and BS standards

❑ All are kept in Closed Stacks

❑ Closed Stacks is a locked room accessible only to Library staff

❑ If you need an item there, you need to make an online request

❑ For procedure to make an online request, please see http://libfaq.nus.edu.sg/a.php?qid=10029

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)**

SEARCH LIBRARY

ALL   BOOKS & MEDIA

LIBRARY INTEGRATED CATALOGUE (LINC)

Search library catalogue   →

By Keyword   ⌄   All locations   ⌄

c) Key in **SS 34** and **paint** and **gloss**. When choosing keywords from title avoid words like *specification* or *standard*

How to Confirm if Library has Specific Singapore Standard

Standard is in CL Singapore-Malaysia Collection. Items in this collection have been relocated to the CL Closed Stacks until October 2019

Spec...t paint for gloss enamel
Sing... and Standards Board.
Sing...pore Productivity and Standards Board, 1998.

1998 is latest

1998

REQUEST

LOCATION	CALL #	STACK#	STATUS
Central Library Singapore-Malaysia Collection (Use in Library)	T59.212 SS 34		REQUEST ITEM

Specification for Undercoat paint for gloss enamel.
Singapore Productivity and Standards Board.
Singapore : Singapore Productivity and Standards Board, 1971.

1971 is out of date

1971

REQUEST

LOCATION	CALL #	STACK#	STATUS
Central Library Closed Stacks (Loans Desk)	T59.212 SS 34	A67941	REQUEST ITEM
Central Library Closed Stacks (Loans Desk)	T59.212 SS 34	A67942	REQUEST ITEM
Central Library Closed Stacks (Loans Desk)	T59.21...	A7170...	REQUEST ITEM

Standard is in CL Closed Stacks

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- **Minor amendments to current version are available online at the website of Singapore Standards eShop**

http://www.singaporestandardseshop.sg/Product/Home.aspx

Key in SS 34

Omit keywords

S/N	Product Title	Standard Number	Amendments/ Corrigendum	Name of Committee	Hardcopy	eCopy	CD-ROM
1	Undercoat paint for gloss enamel Status: Current	SS 34 : 1998	Amendment No. 1, March 2001 2014	CSC	**Unit Price:** $15.40 (price exclude GST) Availability: es, While Stocks Last	**Unit Price:** $15.40 (price exclude GST) Availability: Yes	**Unit Price:** $0.00 (price exclude GST) Availability: NA

Open amendment (if any)

Singapore Standard SS 34 : 1998

SPECIFICATION FOR UNDERCOAT PAINT FOR GLOSS ENAMEL

AMENDMENT NO. 1
March 2001

Some could be important, e.g. Replace '3 mm' from the third sentence and with '6 mm'.

1.

2. **Page 8, Subcla** bility

   Delete 'not more than '

3. **Page 8, Subclause 5.1.5, Fl** **d adhesion (Bend test)**

a) *Replace* 'dry film thickness of appr ely 50 microns' from the first sentence and with 'wet film thickness of 75   10 microns'.

b) *Replace* '3 mm' from the third sentence and with '6 mm'.

How to Confirm if Library has Specific Singapore Code of Practice

E.g. CP 52
Code of practice for automatic fire sprinkler system

SEARCH LIBRARY

ALL   BOOKS & MEDIA   DATABASES

LIBRARY INTEGRATED CATALOGUE (LINC)

Search library catalogue

By Keyword   All locations

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

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

c) Type in **CP 52** and **automatic** and **fire.** When choosing keywords from title of code of practice, avoid words like *code of practice.*

How to Confirm if Library has Specific Singapore Code of Practice

Item is in CL Singapore-Malaysia Collection. Items in this collection have been relocated to the CL Closed Stacks until October 2019

Code of prac ... **sprinkler system.**
Singapore Pr ...ards Board.
Singapore : S ...ctivity and Standards Board, 2004.

2004

2004 is latest

LOCATION	CALL #	STACK#	STATUS
Central Library Singapore-Malaysia Collection (Use in Library)	T59.212 SSC 52		REQUEST ITEM

Code of practice for automatic fire sprinkler system.
Singapore Productivity and Standards Board.
Singapore : Singapore Productivity and Standards Board, 1990.

1990

1990 is out of date

LOCATION	CALL #	STACK#	STATUS
Central Library Closed Stacks (Loans Desk)	T59.212 SSC 52	A71285	REQUEST ITEM

It is in CL Closed Stacks

REQUEST

REQUEST

c) Go to website of Singapore Standards eShop

d) Key in just the CP 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

Cheat Sheet on	How to Get Standard You Need
Standard You Need	
ANSI	
ASTM	
BS	
	ALL ta...
	IEC, IEEE... OL, LINC
	IEEE Xplore
ISO	ALL tab, BSOL, IEEE Xplore+, IEC,+ ASTM Compass, LINC
SS/SS CP (including Eurocodes)	LINC, for minor amendments of current version, check http://www.singaporestandardseshop.sg/Product/Home.aspx
Others	LINC

Sources to Check in Order of Importance: ALL tab, BSOL, IEEE Xplore+, IEC+, ASTM Compass, LINC

Standard you need ISO

+ Only if subject is on electrical or electro technical matters

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Cheat Sheet on
How to Get Standard You Need

Cheat Sheet on	How to Get Standard You Need
Standard You Need	**Sources to Check in Order of Importance**
ANSI	IEEE Xplore, LINC, ASTM Compass
ASTM	ASTM Compass, LINC
BS	ALL
IEEE (ot drafts)	IEEE
ISO	ALL tab, BSOL, LINC, ASTM Compass, LINC
SS/SS CP (including Eurocodes)	LINC, for minor amendments of current version, check http://www.singaporestandardseshop.sg/Product/Home.aspx
Others	LINC

Standard you need SS

For minor amendments…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
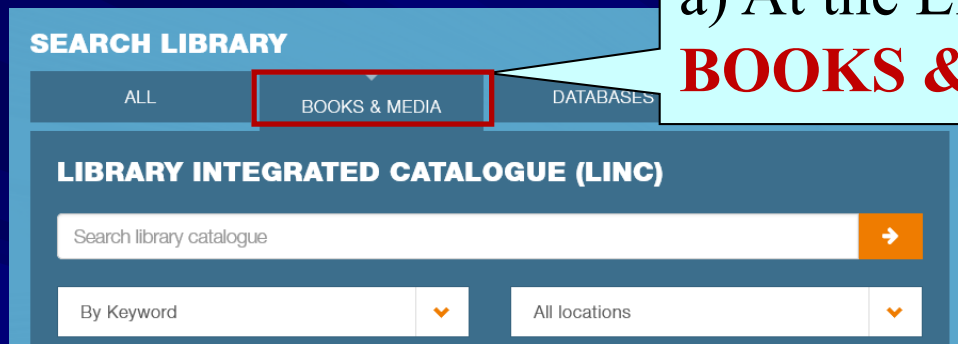
For others, click BOOKS & MEDIA Tab of the Library Portal and check LINC

E.g. Required standard is ACI 440.5-08 with title Specification for construction with fiber-reinforced polymer reinforcing bars
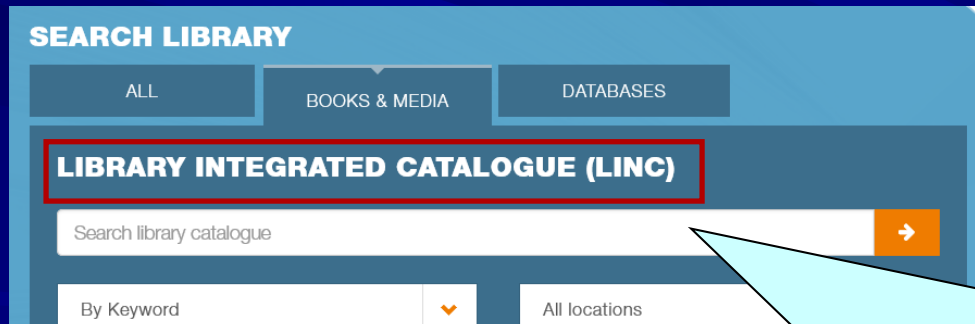
DEMO
Write-up based on demo available online

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

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

b) Type in **ACI 440.5-08** and keywords from title if necessary. Avoid words like *specification* or *standard* or *code of practice*

The standard would be in the Closed Stacks. Do an online request. For details, please see http://libfaq.nus.edu.sg/a.php?qid=10029

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

- For procedure, please see: http://libfaq.nus.edu.sg/a.php?qid=9924

Section F

Subject Guide for standards collection

Demo

http://libguides.nus.edu.sg/standards

Not Supported by Library

Anki **(Study tool)**
https://apps.ankiweb.net/
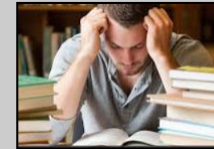
Powerful tool: decrease time needed for study

Principle 1	What You Do
You remember better if you are being asked questions rather than the traditional highlighting and reading many times	Make electronic flashcards for yourself (you are asking yourself questions)

Not Supported by Library

Anki **(Study tool)**
https://apps.ankiweb.net/

Principle 2	What You Do
Time lapse taken to review what you have learned can be optimized	Review the flashcards at efficient intervals set by the system

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

Thank You

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Please help us improve
j.mp/RUfeedback

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