Surviving NUS
Practical and Assignment Essentials Must-Knows

students 2020
Access to all NUS Libraries and Yale-NUS Library
Take a tour of the libraries virtually!
The Guide is curated into two main parts that you should know:
- The Practical Stuff
- Getting Ready for your Assignments
Two Important Usernames

**NUSNET ID & Password**
To access all NUS online systems, including NUS Libraries e-Resources and Services e.g. e-Books, e-Journals, e-Newspapers
Library Services on Portal

* e.g. E0012345

**NUSnet ID + Password**

**Student ID + Library PIN**

**STUDENT ID**
a.k.a
*Matric No. & Library PIN*
reserve books
renew books
(basically anything to do with print books)

Check your student card
* e.g. A0012345X
Essentials : the Practical Stuff

- You will be issued a Student Card
- You will also need to set your Library PIN

You will need your Student Card to:

Enter the Library and other areas in NUS

Check your library account and Renew your books online

Borrow books from the self-check out machine

Request for books out on loan or from the Closed Stacks
NUS Libraries Reopening to Staff and Students: Monday, 3 August 2020
Weekdays: 9.00am – 6.00pm
Weekends and Public Holidays: Closed

• An NUSafe Green Pass (via uNivUS app) is required to be presented to staff before entering the library
• Use the library within your assigned zone only
• Wear a mask at all times
• Observe at least 1m safe distancing

Resumption of: Loan services, on-premise use of library collection and spaces (reduced seating capacity, entry is on first-come-first-serve basis)

Require resource from a library outside your zone? Submit request here.

Note: This information is correct as @02 August 2020. Please look out for the latest advisory in NUS Libraries portal
<table>
<thead>
<tr>
<th>ZONE</th>
<th>LIBRARY</th>
<th>CAPACITY (with safe distancing)</th>
<th>FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Music Library</td>
<td>20</td>
<td>FOE, YSTCM, SDE, Yale-NUS, UTown</td>
</tr>
<tr>
<td>B</td>
<td>Science Library, Medical Library</td>
<td>265, 106</td>
<td>FOS, YLLSOM, SSHSPH, FOD, NGS, NUHS</td>
</tr>
<tr>
<td>C</td>
<td>Central Library, Hon Sui Sen Memorial Library</td>
<td>200, 168</td>
<td>FASS, SOC, BIZ</td>
</tr>
<tr>
<td>D</td>
<td>Law Library</td>
<td>122</td>
<td><strong>BTC</strong>: LKYSSP, LAW, CIL, EAI</td>
</tr>
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</table>
If you require resources from a library in another zone or for home delivery if you do not have any on-campus day, you may submit a request through this e-form.

Retrieval of books from a library outside your zone or for home delivery

As per university zoning guidelines, staff and students may only visit the library in designated zone to use the collections or spaces and borrow directly from that library.

If the book(s) you need are in a library outside your zone, you may indicate where you would like to collect them from. E.g., If you are designated to be in Zone A, you can only visit the Music Library. So, if you need a book from the Central Library in Zone C, it will be sent to the Music Library OR the lockers at ES for your collection.

Zone A – Music Library OR Self-Pickup Lockers at Engineering ES
Zone B – Medical Library OR Science Library
Zone C – Central Library OR Hon Sui Sen Memorial Library
Zone D – C J Koh Law Library

Items indicated for collection at Central, Law, and Medical Libraries, will be placed for pick-up at the lockers outside these libraries. To view the process, please click https://www.youtube.com/watch?v=2r1a_b3NW5w&feature=youtu.be

Requests by Yale-NUS College staff and students will be sent to the Yale-NUS College Library.

Requests by Zone E (Duke-NUS) staff and students and for those with no on-campus day will be delivered to your home address.

A valid NUSafe Green Pass on your uNIVUS app is required for entry to the libraries.

RBR print items may not be transferred across zones. Please inform us if a copy is required at another zone library.

Students who are permitted to enter a zone library may consult and borrow the print RBR in that library.

Use this e-form to request for Closed Stacks items.
Accessing NUS Libraries

You may also indicate self-collection at the **BookStation lockers**.

**How to use the BookStation lockers**

1. Submit [online request](#) for urgent book retrieval
2. Wait for email notification
3. On receipt of email notification, go to the BookStation
4. Open assigned locker by
   - clicking on the link in your email or
   - scanning your barcode or
   - keying in your 5-digit PIN
5. Collect item(s)
Library Portal

New library search engine that filters results in four areas of library platform [books and e-resources, scholarbank, digital gems and yewno]

Library search engine: enter keywords and it will search everything that we subscribed to

Library catalogue, also known as LINC. If you know exactly what you are searching for, use this tab

Databases tab: access to a wide range of databases - use your NUSNET ID and password.

Scholarbank: Institutional repository for our research publications

Library guide by subjects. Also known as subject guides/libguides: [https://libguides.nus.edu.sg](https://libguides.nus.edu.sg)
Essentials : Starting your Research

**FINDMORE@NUSL**

Start your resource search using NUS Libraries’ search engine

**Google Scholar**

Stand on the shoulders of giants

[https://scholar.google.com/](https://scholar.google.com/)
FindMore

NUS Libraries' search engine

FindMore retrieves online and print collection

Just enter keyword(s) in search box
Using **FindMore**

1. Enter keywords in search box

2. In search results page, refine search by choosing the filter category(s) on left of page

3. Click the link of the publication you want.

For electronic resources, you will need to go through verification process (using your NUSNET ID and password)
Using **FindMore: Auto-generated citation**

1. In search results page, note the folder icon in each item
2. Click that folder icon to collate the publications you are using
3. Each time you click that icon, you’d notice that the number of items in the temporary folder, placed at the top right hand corner of the page, would also increase.
4. In this temporary folder, you can:
   - Choose citation style
   - Auto-generate the citation
   - Export, print or email the citation
Databases: Subject-specific, multi-disciplinary, newspapers
Databases and E-resources: access verification using NUSNET ID and password
Essentials: Starting your Research

How else to get full-text?
Setting up FindIt@NUSL in Google Scholar
Setting up and when to use Proxybookmarklet

Find it! @ NUS Libraries
on Google Scholar

to set up Findit!@NUS

ProxyBookmarklet
System checks if title is subscribed by the Library. If yes, it will provide full text options 😊

to set up ProxyBookmarklet

example: deep learning algorithm
Getting articles external of NUS Libraries:
Setting up FindIt@NUSL in GoogleScholar

• Before

• After
Setting up *FindIt@NUSL in GoogleScholar (GS)*

1. Prior to set-up, search results in GS will not show links to NUS Libraries even if we have subscription

2. To set it up
   - Go to GS’ *Settings*
   - Click *Library Links*
   - Key in NUS, click Enter, and tick checkbox for NUS
   - Click *Save*

3. Now start searching ...waalah 😊
   Click *Findit!@NUS Libraries* to access the article
Getting articles external of NUS Libraries:
Setting up and when to use Proxybookmarklet

Scenario you may encounter while browsing for articles on the web
Setting up and when to use Proxybookmarklet

1. Go to the library guide site for proxy bookmarklet: https://libguides.nus.edu.sg/findfulltext/proxybookmark

2. Follow the installation instruction for your browser

3. After installing the proxy bookmarklet, do not click it. Instead, go to the site of the article that requires you to pay.

4. Only then you click on the installed tool. *waalah* – now you may access – without paying 😊
Essentials:
Getting Ready for Class & Assignment - **What you must know about plagiarism**