OVERVIEW

The Business and Information Technology (BizIT) Library provides the latest information on business, computing and IT. The scope of its resources covers accounting, advertising, marketing, banking, business, management, and information technology materials on multimedia, networking, computer programming, electronic commerce, internet and much more.

The BizIT Library offers services that complement those available at the Main Library.

RESOURCES

Reference Collection
The Reference Collection consists of core reference titles including statistical publications, dictionaries, handbooks, yearbooks, directories, government reports, laws and statutes, etc.

Annual Reports
Annual reports of local and multinational companies are filed by name order and kept in the Annual Reports Section.

Periodicals and Newspapers
The Periodicals Collection consists of key business, management, computing, and graphic design journals.

Current and past issues are kept on the periodical shelves. Earlier issues of selected periodicals, which have been bound, are shelved together with the Reference publications. Electronic journals are available on ELISER terminals.


Lending Collection
Books in the textbook lists, those recommended as essential reading materials by lecturers from the Schools of Business and Media & Info-Communications Technology, as well as others related to the curriculum, are available for loan.

Colours Collection
This collection includes books and magazines related to GEMS modules. It covers multi-disciplinary subjects, including fiction, design, creativity & innovation, entrepreneurship, nature, health & wellness, comics & humour, music, travel, life stories, etc.

Green Spot Collection
These are for 4-hour loan. This collection includes the following materials:

- Textbooks
  In addition to the lending collection, one copy of the essential textbooks is available for 4-hour loan.
- Industry/Sector/Country Research Reports
  Research reports produced by securities firms and trade bodies are collected and filed by country.
- IPO Prospectuses
  A collection of IPO prospectuses of companies is available. These provide information about companies before they are to be listed on the Stock Exchange of Singapore.
- Multimedia CD-ROMs, Videos, Music CDs, Sound CDs & DVDs
  A collection of multimedia CD-ROMs, videos, music CDs, sound CDs and DVDs on subjects such as management, accounting, marketing, country information, computer graphics & special effects, information technology, general topics and music are available for viewing or loan.

ONLINE DATABASES (available from ELISER)

The following online databases offer quick access to the latest information on computing, business, management as well as news and current affairs.

BizNet
This offers access to information of Singapore registered companies and businesses, including Directory of Companies and Businesses, Instant Business Information, and Strategic Business Information.

Business Source Premier
This database offers articles and information in nearly all areas of business. It provides articles from over 7,600 top journals and magazines. Also includes country economic reports from the EIU and CountryWatch as well as 10,000 company profiles.

EIU Online
Contains articles on more than 25 Asia-Pacific countries such as Country Profiles, Country Reports, Business Asia and Country Forecast Asia. Covers topics on international trade, business, political, and economic conditions for each country.

Factiva
Factiva's news and business information provides news articles from over 9,000 news sources worldwide. These sources also provide market research and investment analyst reports, and stock quotes. Users may search for articles from Straits Times (past 20 years), Business Times, The New Paper, TODAY, ChannelNewsAsia and Lianhe Zaobao.

International Financial Statistics Online
Contains about 32,000 time series data on international and domestic finance covering more than 200 countries and areas.

LawNet
Offers access to the complete revised edition of the Singapore Statutes, the Acts and Subsidiary Legislation Supplements and parliamentary debates. It also contains cases from the Singapore Law Reports and Malayan Law Journal, a comprehensive index and other legal reports and publications.

Singapore Employer’s Handbook
A comprehensive guide to employment law in Singapore. It provides a balance of legal and practical information, covering employment-related legislation, case law, survey results, etc.

ELECTRONIC DATABASES

CD-ROM DATABASES
Users may request for CD-ROM database searching at the Information Counter. Titles include:

- APKOD Asia Pacific Kompass on Disc
  Present detailed profiles of over 280,000 companies in 12 countries. It also covers over 50,000 products and services.
- BERI Business Risk Service
  Provides risk assessment for 50 countries. Assessment based on Political Risk Index, Operations Risk Index and R Factor. Overall assessment is given as a Profit Opportunity Recommendation.
SingStat Time Series Online (STS)
Contains about 5,000 statistical time series on Singapore society and economy from several domains, including national accounts, balance of payments, investments, finance, trade, manufacturing, tourism and demography.

StatLink
Database of Singapore’s trade statistics. Includes annual, quarterly and monthly data for Imports, Exports, Re-Exports, Domestic Exports or Total Trade by country and product/commodity.

World Consumer Markets
Provides volume and value market size data for 330 consumer sectors, ranging from food to healthcare products, in 52 countries, over a six-year time series.

World Development Indicators Online
Presents statistical data for over 550 development indicators and time series data from 1960-2002 for over 200 countries and 18 country groups.

To access BizNet, LawNet, STS, or StatLink contact the BizIT Library or Reference Section (Main Library) for details. For the complete list of databases, please refer to the brochure Online and CD-ROM Databases.

SERVICES

Information Service
Library staff are available to answer enquiries, assist users in their search for information and conduct searches on databases.

Loans Service
Students may borrow up to 15 items from the BizIT Library, including books, 5 magazines, 3 CD-ROMs/Audio CDs or videos, and 2 DVDs or music CDs.

Reference books, research reports and newspapers are to be used in the BizIT Library only.

For more information on loan privileges, please see the brochure, Library Membership and Loans Privileges.

Project Advisory Service
Students who need help in doing their projects can make appointments with librarians for the following:
- Formulate effective search strategies
- Recommend useful databases & other materials
- Evaluate information resources
- Advice on report format
- Learn how to cite references.

User Instruction
Library instruction sessions on how to use resources and project-focused tutorials will be conducted on request. Please send request to the Manager, Reference Section.

FACILITIES

Quiet Zone
A Quiet Zone provides a conducive environment for study.

PC Zones
There are 141 self-access PCs at BizIT Library for use by students and staff. These PCs are on the SPICE network and give access to campus software applications, Library electronic resources, e-learning modules, e-mail and the Internet. Printing and scanning services are available.

Students may do a current or advance booking using the booking kiosks at BizIT or from any kiosk on campus.

DVD and Video Players
DVD and video players are available for viewing DVDs and videos.

Photocopying Service
Self-service photocopiers are available. These operate using Cashcards. A Cashcard top-up machine is provided.

Opening Hours

<table>
<thead>
<tr>
<th>Opening</th>
<th>Mon &amp; Thurs</th>
<th>Tues, Wed &amp; Fri</th>
<th>Sat, Sun &amp; Public Holidays</th>
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</thead>
<tbody>
<tr>
<td>During Term</td>
<td>8.30 am - 8.00 pm</td>
<td>8.30 am - 6.00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>During Vacation</td>
<td>8.30 am - 6.00 pm</td>
<td></td>
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Enquiries by E-mail
library@sp.edu.sg

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