There are over 300 self-access SPICE PCs on Level 4A and more than 140 at the BizIT Library for use by students and staff. These give access to campus software applications, Library electronic resources, e-learning modules, printing, e-mail and the Internet.

Students may do a current or advance booking using the iKiosks on Levels 2 and 4A or from any iKiosk on campus. You will need your student card to make bookings.

Printers (black and white, and colour) and scanners are available. For printing charges, please refer to the notices in the Library. Payment is via Topup Kiosk outside the Main Library entrance.

### Availability of self-access PCs in the Library

**Main Library**

**During Term**

Mon - Fri: 8.30am to 8:45pm  
Sat: 8.30am to 12:15pm

**During Vacation**

Mon - Fri: 8.30am to 5:45pm

**BizIT Library (PC Zone 1)**

**During Term**

Mon & Thurs: 8:30am to 7:45pm  
Tues, Wed & Fri: 8:30am to 5:45pm

**During Vacation**

Mon - Fri: 8:30am to 5:45pm

**BizIT Library (PC Zone 2)**

**During Term**

Mon & Thurs: 8:30am to 8:00pm  
Tues, Wed & Fri: 8:30am to 6:00pm

**During Vacation**

Mon - Fri: 8:30am to 6:00pm

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### Guidelines on the use of Project Rooms

- To renew, please scan the same student cards at the iKiosk no earlier than 10 minutes before the due time. Renewal is subject to availability of rooms.
- Users of Project Rooms should:
  - Keep the room clean and tidy
  - Take care of equipment in room
  - Keep noise level low as rooms are not sound-proof.

### Guidelines on the use of PCs in Project Rooms

- Users who have scanned their student cards are allowed to use the PC by logging into their SPICE account.
- Users may renew their booking for the project rooms from the PC, provided that there is no advanced booking for the room.

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### Group Viewing Room

This room on Level 2A may be used by lecturers to screen videos, CD-ROMs, VCDs and DVDs to groups of 20-30 students. It is also equipped with a SPICE PC. Contact the Information Counter (Tel: 6772 1516) to make advance bookings.

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### Media Viewing Zone

This Zone on Level 3 contains media facilities that can be used by staff & students to view library videos, CD-ROMs, VCDs and DVDs. Cable TV channels like CNN, Bloomberg, Discovery, BBC & CNBC are also available for viewing.

You may borrow an access card at the Loans Counter to access the zone.

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### GEMs Space

Lecturers and student clubs may book this space at Level 1, Main Library, for informal workshops, events, talks or other learning activities.

Contact the Reference Counter (6772-1516) for advance booking. Please let us know if you need equipment like projector or PC and this may be set up easily.
**Library Rules**

All library staff are empowered to enforce library rules and to ensure a reasonable code of conduct among users within the Library. Users who fail to observe the rules are liable to be suspended from using the Library and may face disciplinary action.

1. Silence must be observed in the reading areas for the benefit of all users.
2. Members who behave in an abusive, disorderly, disruptive, indecent, offensive, or unreasonable manner will be asked to leave the Library. Offenders will be reported to the Registrar and their Directors.
3. Members must abide by the campus rules on proper attire. Anyone wearing improper attire (singlets, shorts, any form of dress, including T-shirts with slogans, that may be offensive) will not be allowed to enter the Library.
4. Members are required to carry their staff/student/library cards at all times and must show them at the request of the Library staff.
5. Mutilation of library materials and damage to library property are serious offences which will be severely dealt with.
6. All library materials must be borrowed out before leaving the Library. Items that are not borrowed and are taken beyond the electronic gate are considered stolen. Offenders are liable for suspension and stern disciplinary action.
7. When requested, all library materials, folders, files, and bags must be presented to the Library staff for inspection.
8. Seats may not be reserved. When there is a demand for seats, Library staff may remove unattended articles from the tables.
9. Chairs and study tables should not be moved around.
10. All litter must be removed and placed in the bins provided when users vacate their seats.
11. Smoking is banned. Disciplinary action will be taken against members who flout this campus rule. Repeat offenders will be reported to the authorities.
12. Drinks and food must not be brought into the Library. Eating and drinking are prohibited unless otherwise specified.
13. Handphones should be switched off or put on silent/vibration mode.
14. All games are prohibited.
15. Photography, filming, videotaping, and audiotaping are not allowed without the permission of the Librarian.
16. Anything of value should not be left unattended in the Library. The Library is not responsible for the loss of personal items.
17. Use of Library’s multimedia facilities are strictly meant for playing SP Library owned multimedia materials. Reservation of the terminals are not allowed.

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**Meeting Room**

This room on Level 4A seats up to 20 persons and may be booked by staff or students for meetings. It is equipped with a SPICE PC, projector, whiteboard and video player.

Contact the Information Counter (Tel: 6772 1516) to make advance bookings.

**Study Rooms**

There are 3 study rooms which staff and students may use for private study and research. Bookings may be made at the Information Counter.

**Photocopying & Printing**

Photocopying services (black & white and colour) are available in the Library. Readers may use the operator-assisted service (located at Level 1) or self-service machines (located at Levels 1, 2A and BizIT Library) which work with CashCards.

Users are required to comply with The Copyright Act and Regulations of Singapore.

Photocopying on transparencies and CashCard sale/top-up services are also available.