The Periodical and Multimedia collections are located on Level 2 of the Library Main Building and in the BizIT Library.

**PERIODICAL COLLECTION**
The Library currently has many print and electronic periodical titles. The subject emphasis is on engineering, technology, computing, business and management. Other general topics are also covered.

**Organization**
Periodicals in the Main Library are organised according to these broad subject areas:

**Academic Subjects:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE</td>
<td>Built Environment – includes architecture, civil engineering, interior design, landscape architecture, property development and facilities management</td>
</tr>
<tr>
<td>CLS</td>
<td>Chemical &amp; Life Sciences – includes biomedical science, chemical engineering, chemical process technology, biotechnology, optometry</td>
</tr>
<tr>
<td>DES</td>
<td>Design – includes creativity, innovation</td>
</tr>
<tr>
<td>EEE</td>
<td>Electrical and Electronic Engineering – includes aerospace electronics, computers &amp; networks, wireless technology</td>
</tr>
<tr>
<td>EDU</td>
<td>Education &amp; Training – includes educational technology, teaching &amp; learning</td>
</tr>
<tr>
<td>MIT</td>
<td>Media &amp; Info-Communications Technology – includes computer animation &amp; graphics, design, multimedia</td>
</tr>
<tr>
<td>MM</td>
<td>Mechanical and Manufacturing Engineering – includes aeronautical engineering, mechatronics</td>
</tr>
<tr>
<td>SB</td>
<td>Business &amp; Management – includes banking, economics, entrepreneurship, human resource management, retailing, tourism</td>
</tr>
</tbody>
</table>

**SMA** Maritime Studies – includes marine engineering, maritime transportation, nautical studies, shipping

**Others:**

| GEN | General – Includes news & current affairs, productivity, quality, science |
| Colours (located at Level 1) | Includes sports and recreation, health & wellness, travel, photography, art, hobbies and other lifestyle topics |

The latest 2 issues of periodicals are displayed on the periodical display shelves. Back issues are available on the corresponding lower shelves. Bound periodicals are housed on Level 5 and shelved in LCC (Library of Congress Classification) order.

In the BizIT Library, the collection comprises mainly business, management, computing and IT titles.

**Newspapers**
Local and selected foreign newspapers are also available at the Periodical and Multimedia Section. Local newspapers like *The Straits Times* and *The Business Times* are received daily. Foreign newspapers include *The International Herald Tribune*, *The Asian Wall Street Journal*, and *The Times*. All newspapers should be read within the area.

**Locating Periodicals in the Library Catalogue**
Periodical titles, both current and past, together with the most up-to-date holdings, are listed in the library catalogue.

To find a periodical title,
- Do a title search.
- The full record of the title will show you the location of the periodical (Main Library or BizIT Library), the latest issue received, and the bound volumes (consisting of back issues which have been bound).
- If the electronic version of the periodical is available on the Internet, a hyperlink to the website will be available in the full record.
  Click on the hyperlink to see the electronic version. Examples of periodicals with electronic versions are: *The Economist*, *Fortune*, *Time*, *Newsweek*.

To find periodicals on a topic of your interest,
- Type in the word(s) or the topic to search for.
- Click on the “Modify Search” button.
- Select “Periodical” from the criteria list for “Material Type.”
- Click on the “Submit” button.

**Electronic Journals**
The Library provides access to over 3,000 full-text electronic journals through ELISER. To view the e-journals, go to ELISER -> E-Resources -> E-Journals. Search for a journal by typing in keywords from the title or browse from a list of subjects.

**MULTIMEDIA COLLECTION**

**CD-ROM COLLECTION**
The large collection of multimedia CD-ROMs covers course-related and general interest subjects. Some of these CD-ROMs are developed by the Singapore Polytechnic.

The CD-ROMs are arranged in the following categories: computers and multimedia, engineering and technology, life sciences, physical/chemical sciences, arts, country information, medicine and health, personal development, business administration, and general.

PCs are provided in the section for users to preview the CD-ROMs.
Locating CD-ROMs in the Library Catalogue
All CD-ROM titles are listed in the Library Catalogue.
To find a CD-ROM title,
- **do a title search.**
- the full record of the title will show you the location of the CD-ROM (Main Library or BizIT Library), the item call no., the number of copies available and whether there is an accompanying guide.

The **item call no.** comprises a prefix indicating the material type followed by a number. The prefixes used for CD-ROMs are:

- **CF** = Computer based learning courseware (CBL), CD-ROMs and VCDs produced by other institutions.
- **CFS** = CBL and CD-ROMs developed by Singapore Polytechnic.

To find CD-ROMs on a topic of interest,
- Type in the word(s) or the topic to search for.
- Click on the “Modify Search” button.
- Select “CD-ROM/CBL” from the criteria list for “Material Type.”
- Click on the “Submit” button.

**VIDEO/DVD/MCD/SCD COLLECTION**
The collection of videos, DVDs, Music CDs (MCD) and Sound CDs (SCD) covers course-related and general interest subjects. The item call number prefixes used are:

- **VC** = videocassettes
- **DV** = DVDs
- **MCD** = Music CDs
- **SCD** = Sound CDs

To find and retrieve videos/DVDs/MCDs/SCDs on a topic of interest,
- Type in the word(s) or the topic to search for.
- Click on the “Modify Search” button.

**LOAN OF MATERIALS**

**Periodicals**
As periodical articles contain the most up-to-date information in various fields, the latest issue is for consultation in the Library only.

Full-time Singapore Polytechnic staff may borrow 10 back issues for 7 days. Students may borrow 5 back issues for 7 days. Staff may borrow bound periodicals for the same period as Lending books.

**CD-ROMs & Videos**
Students may borrow 3 CD-ROMs (Lending) or videos (Colours@SP) for 21 days and 7 days respectively. Full-time staff may borrow 7 CD-ROMs (Lending) or videos for 21 days and 7 days respectively.

**DVDs/Music CDs/Sound CDs**
Students and full-time staff may borrow up to 2 DVDs, Music CDs or Sound CDs for 7 days.

Please see **ELISER** (eliser.lib.sp.edu.sg) for full details. Look under Using the Library -> Loans Privileges.

**Telephone Enquiries**
Main Library Information Counter Tel: 6772 1516
BizIT Library Information Counter Tel: 6772 1823
Library Home Page (ELISER)
http://eliser.lib.sp.edu.sg

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