

LIBRARY

We seek to build a library that provides adequate, well-selected and well-organized collection of materials to support the programmes at EAST.

The library is fully air-conditioned and computerized. Local area network and wireless internet access are freely available.

The library is located on level three of Christ Church's Parish Hall block. At present, the library has about 14,000 titles and about 65 periodical titles.

MEMBERSHIP

The library is open to all registered programme and visiting students. Membership is free. Please produce your EAST identification card when borrowing books.

ORGANIZATION OF MATERIALS

The books in the library are arranged according to the Library of Congress Classification (LCC) scheme. This is a system wherein the field of knowledge is divided into 21 classes, basically by subject. The entire field is divided into main classes corresponding to major academic subjects (e.g., B—Philosophy, Psychology, Religion; and H—Social Sciences). The EAST Library uses Vlib WebOPAC. This allows on-line enquiry regarding a book through your own computer or library computer terminals. Users can look up materials by author, subject, title, or keywords.

CATEGORIES OF LIBRARY MATERIALS

REFERENCE COLLECTION (RED SPOT): reference books which include dictionaries, encyclopaedias, directories, bibliographies, and indices. These may be read only in the library and cannot be taken out.

CIRCULATED BOOKS (LENDING COLLECTION):

books that are in the circulation section that may be borrowed out. A maximum of eight books may be borrowed for two weeks with the privilege of a one-time renewal. A fine of S\$0.10 per day will be imposed for late return.

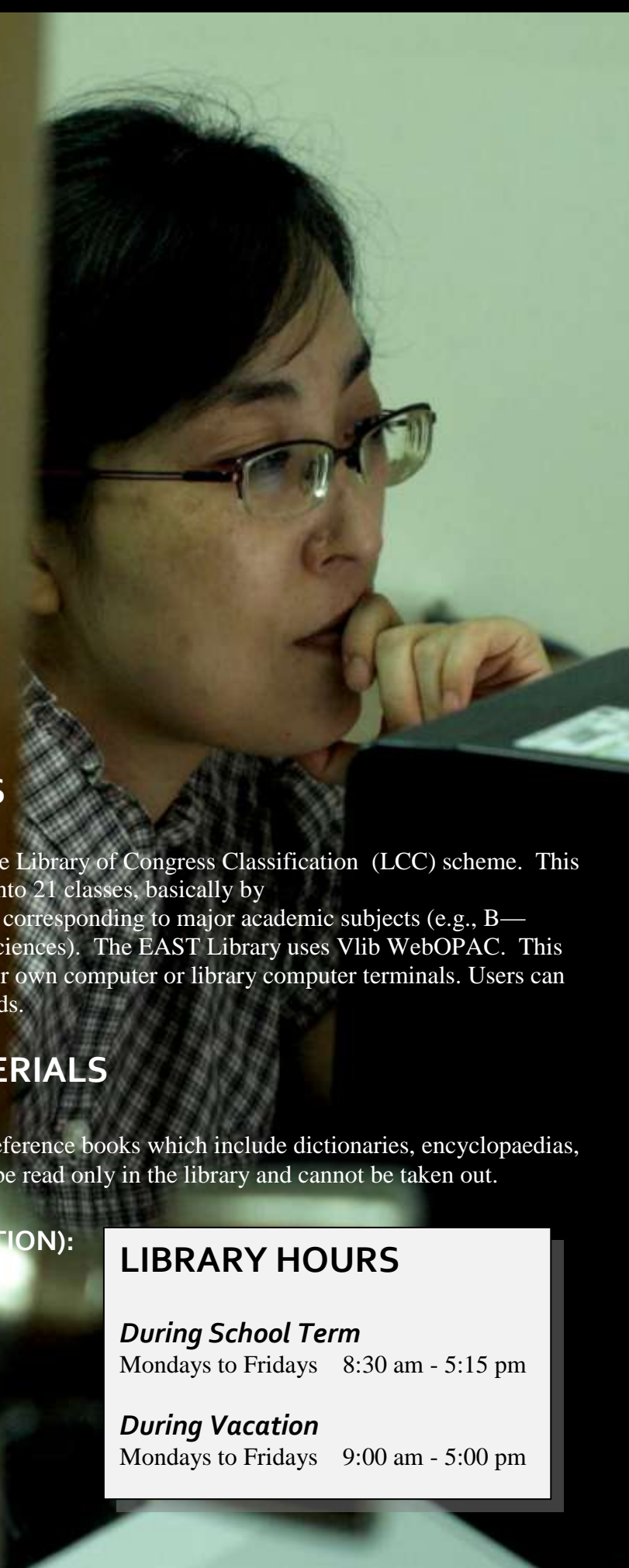
LIBRARY HOURS

During School Term

Mondays to Fridays 8:30 am - 5:15 pm

During Vacation

Mondays to Fridays 9:00 am - 5:00 pm



RE-SHELVING

Re-shelving of books is done by the library staff. Do not shelve the books after browsing. Instead, put them on the RETURNED bookshelf. It is, however, much appreciated if you return periodicals (magazines, journals) and reference books back to their shelves.

BOOK RECALL

The librarian may recall books from the borrower when the library needs them.

DAMAGED OR LOST BOOKS

Damaged or lost book(s) should be reported to the librarian. The borrower is responsible to replace or pay for the book replacement. The charge for lost books is as follow:

Replacement costs, including the *current* price of the book plus shipping and postage fees.

For out-of-print books, the replacement cost will be \$20 plus the current price of the book, shipping and postage fees.

PHOTOCOPYING FACILITIES

Photocopies may be made but users must comply with the Copyright Act 1999 revised edition and the rules set out by the library. You will be given a personal code. The charge is S\$0.10 per copy and will be charged to your photocopier account.

COPYRIGHT

Copyright is reserved on all items of the library materials. Users must not infringe this or engage in any act of piracy of materials borrowed. See the *Copyright Act 1999 revised edition*, page 37.





USING THE LIBRARY

- The library operates an on-line circulation control system for the loan of books. Each book has a barcode label with an identification number; and every borrower has an identification card with another bar-coded number. The bar-codes of the borrower and book(s) are scanned to record the loans on the computer database, and for cancelling the loan records.
- Please present your EAST identification card when borrowing books. If you do not have one, inform the admin office to have yours processed.
- As the library is carpeted, please take great care to not spill any beverages. No food is allowed into the library.
- *Silence* must be observed in the library.
- Do not adjust the thermostats of the air conditioners.
- The library will not be held responsible for any loss of personal belongings of users.
- The library operates on the honour system. Users are advised to adhere to all library regulations, especially with respect to circulation policies.
- Borrowers are responsible for all loans in their names.
- All library materials on loan are not transferable.
- Borrowers must return or renew their loans when due. The date due is stamped on the date-due slips in the books. A fine of S\$0.10 per day will be imposed for late return.
- A book may be renewed once online unless another borrower has reserved it.
- Borrowers may not remove books from the library unless they are duly issued on loan to them.

FACILITIES & SERVICES

COMPUTERS

1. There are six computers with free INTERNET access for your use in the Library.
2. Do not load in any personal software.
3. Keep your usage time to one hour or less per use.
4. Save your documents and files onto your personal USB or thumb drives and not onto the hard disk, which may be erased without prior notice.
5. The charge for every laser printed copy is S\$0.05 per copy (draft or otherwise). Place your money in the box next to the printer.
6. Should you encounter any computer system failure, please notify the admin office. Do not rectify the problem by yourself. Our school system is networked to one main server; you may cause the malfunction of the main server and affect the entire school.





PHOTOCOPYING

Students are discouraged from using the photocopier in the Administrative Office as it is mainly for faculty and administrative staff use.

If you must use the copier (with permission from the admin staff), do not use it 15 minutes before the hour (this is so that teachers could have access to the copier before their classes).

The photocopier in the Library is designated for the student's use.



FORMS

Students may obtain the various school forms, schedules, etc., in the Students' Forms Tray in the admin office.

LOCKERS

Lockers are available for rent at S\$11 per academic year, subject to availability. A refundable deposit of S\$5 is required.

Please fill in the application form for lockers from the Students' Forms Tray in the administrative office (level 2). Submit the form to the Accounts Executive. When a locker is available, you will be notified and be given the locker key upon payment. You are, however, advised not to store valuable or perishable items in your locker. The deposit of S\$5 will be forfeited if you lose your locker key.



MAILBOXES

Each student will be assigned one of the mailboxes on the level 3 corridor. The mailbox is for the faculty to return assignments to you and for the admin staff to put in important notices. Please empty your mailboxes upon graduation.



FAX SERVICES

Incoming faxes may be used by students only for official EAST business or for emergency purposes. A charge will be imposed for using the fax machine for non-official business.

CAR PARK

Faculty, administrative staff, and students need to display an official EAST car-park disc to park within the compound of Christ Church. Please obtain the application form from the Students' Forms Tray in the admin office (level 2) and submit it to the Office Support Executive.



USE OF CLASSROOMS

Please help maintain the tidiness and cleanliness of the classrooms.

Do not bring open cup drink (such as coffee cups) into the classrooms. It is costly to replace the carpet or remove stains from spills.

The temperature for air-conditioners should be set no lower than 23⁰C. Setting the temperature below 23⁰C will *not* cool down the room more quickly.

Switch off lights and air conditioners if you are the last to leave the room. When you switch off the remote control unit, make sure you register the “off” signal on the wall unit. When in doubt, press the “off” button again.

Classrooms may be used before or after class for projects, discussions, or group study. Students are required to book the classroom for such purposes and fill in the booking form in the admin office.

USE OF CHRIST CHURCH FACILITIES

We have leased only the 2nd to 4th floors of the four-storey school building and the 3rd floor of Christ Church’s admin block for our Library. If you need to use the canteen or other Christ Church’s facilities for school-wide activities, you will need to seek permission from Christ Church.

EAST EXPRESS

At the end of each week, important announcements and information about school activities, schedule, etc., are included in the EAST EXPRESS, which will be sent to your email address. Be sure to read it every week.