

Users' Responsibilities

- ▶ Users are responsible for all materials checked out and for any damages incurred.
- ▶ It is the user's responsibility to verify the accuracy of information in the Library.
- ▶ When a user finds mistakes in the library, please inform the Library staff immediately.
- ▶ Users should not lend any Library materials to any other person. Users are responsible for those materials until they are returned.
- ▶ Users who have not returned overdue material are not allowed to check out any additional material.
- ▶ Photocopying in the Library must be done strictly in accordance with the provisions of Copyright laws of Thailand.
- ▶ Any student caught mutilating or stealing library materials will be referred to the Disciplinary Committee.

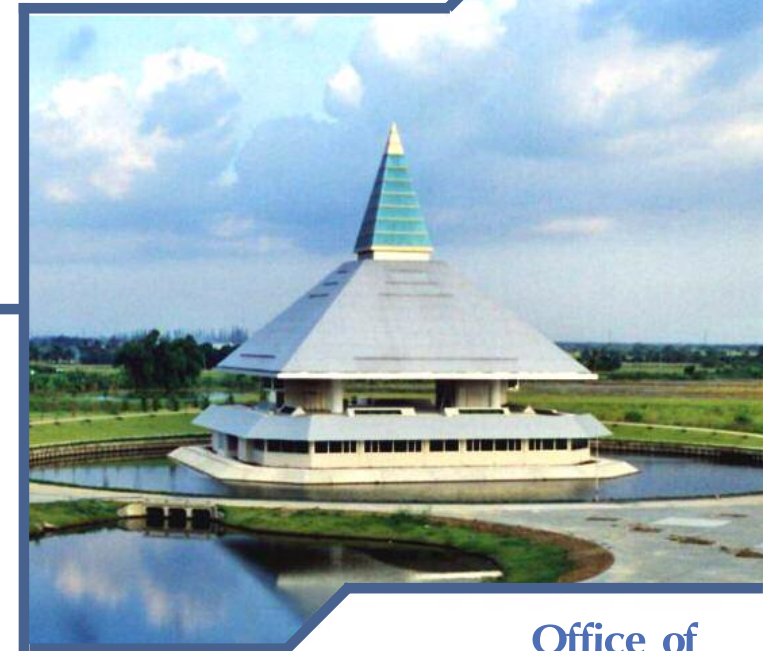


General Practice

- ▶ Appropriate dress
- ▶ A Shinawatra University identification card is required to enter the Library area.
- ▶ External users must inform the Library staff before entering the Library area.
- ▶ Lockers are provided at the Library main entrance. Bags must be left in the lockers. The Library is not responsible for any valuables in the lockers.
- ▶ All users are required to leave the Library at closing time. However, all service points close 30 minutes before closing time.
- ▶ Food and drink are not allowed in the Library.
- ▶ Mobile phones may not be used in the Library.
- ▶ Silence should be observed in the library.



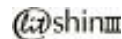
Shinawatra University



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General Background



The Office of Library and Information Technology (LIT) was founded in the year 2002 in order to provide information resources and services, and to organize information services in support of teaching, learning, research, lifelong learning and edutainment of the University members. The Library provides students with access to resources 24 hours a day from virtually anywhere.



Philosophy



We aim to develop culturally advanced individuals with a knowledge edge acquired through lifetime reading in order to cultivate the minds of users. Therefore, to bring about innovation which can enhance the tradition of knowledge.

Vision



The Library serves University users to meet their information needs regardless of location and time.

Mission



- ▶ To be an information service point using various media to support the University mission.
- ▶ To be a digital library providing electronic information service from anywhere and at anytime.
- ▶ To be a lifelong learning center of the University
- ▶ To be a community information source which encourages the "Thai-cultural" mind.
- ▶ To be an archive of the University.
- ▶ To be a reading support service center that feels like an edutainment center.

The Library houses collections of print and non-print materials which are strong in **telecommunications engineering, software engineering, computer science, built environment and business administration**. The Library collections are classified according to the **Library of Congress Classification Scheme (LC)**.



Services

- ▶ Circulation
- ▶ Reservation
- ▶ Information Desk
- ▶ Reading Area Service
- ▶ Wireless Communication
- ▶ Internet and Audio-Visual Service
- ▶ Online Searching Service
- ▶ Library Instruction and Information Literacy Program

Main Library

Monday - Friday	7:30am. - 9:30pm.
Saturday - Sunday	1:30pm. - 9:30pm.
Public holidays	closed

Branch Library (Shinawatra Tower III)

Monday - Friday	1:30pm. - 10:00pm.
Saturday	8:30am. - 5:00pm.
Sunday and public holidays	closed

During Semester Breaks (Both libraries)

Monday - Friday	8:30am. - 5:30pm.
Weekends and public holidays	closed

Library Hours

1. Textbooks
2. Reference Books
3. Periodicals
 - ▶ Journals
 - ▶ Magazines
 - ▶ Newspapers
4. Fictions
5. School Catalogs
6. Clippings
7. Audio-Visual Materials
8. Online Databases

Library Collections

Item Type	Quantity	Loan Period	Category
Textbooks	10 items	30 days	Undergraduate/ Graduate Students & Staff
Fictions	5 items	7 days	
CD-ROM	2 items	7 days	
Reserve materials	1 item	1 day (1:00pm - 12:00am)	Faculty Members & Guest Lecturers
Textbooks	20 items	1 semester	
Fictions	5 items	7 days	
CD-ROM	2 items	7 days	
Reserve materials	1 item	1 day (1:00pm - 12:00am)	

Loan Periods

Serials, licensed audio-visual materials, archived and reference materials are to be used in the Library only.