

Loan Periods

External User

1. You need to exchange your identification card and SIU visitor card prior to entering LIS at security guard counter.
2. Put your luggage into the box which in front of the library and keep your key. (if you lose a key that you must pay for 100 Baht).
3. Not allow for food and snack and take a photograph.
4. You need to contact LIS staff first to show SIU visitor card and pay LIS entrance fee at the following rates.



*Please show your student card before payment.

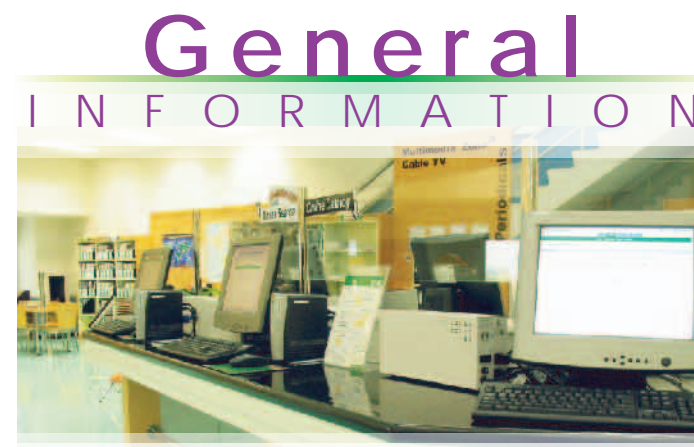
Your privilege covers
- Reading Service
- Information Services
- Documentation (Photocopying and Printing 3 Baht/Page).

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.



IS - Brochure 01
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Main LIS: 99 Moo 10, Bangtoey, Samkok, Pathumthani 12160 THAILAND
Tel. +66 2599 0000 Fax. +66 2599 3352
Information Counter Ext.1551-2
Circulation Counter Ext.1601-2

Graduate LIS: 1010 Shinawatra Tower III, 15-16th Flr., Viphavadi Rangsit Rd.,
Chatuchak, Chatuchak, Bangkok 10900 THAILAND
Tel. +66 2949 2420 Fax. +66 2949 2421

email: library@shinawatra.ac.th
Website: <http://library.shinawatra.ac.th>



Shinawatra University
Office of Library and Information Services



Digital Knowledge Focus

General Background

The Office of Library and Information Services (LIS) 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 any time.
- 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.

Library houses collections

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
- Study Room
- Reading Area Service
- Wireless Communication
- Internet and Audio-Visual Service
- Online Searching Service
- Library Instruction and Information Literacy Program

Library Hours



Final Examination Period

Main LIS
Monday - Friday 8:30am. - 9:00pm.
Saturday 8:30pm. - 5:30pm.
Sunday and Public holidays closed

Graduate LIS
Monday - Friday 8:30am. - 10:00pm.
Saturday 8:30am. - 5:30pm.
Sunday and Public holidays closed

During Semester Breaks (Both libraries)
Monday - Friday 8:30am. - 5:30pm.
Weekends and Public holidays closed

Library Collections

- Textbooks
- Reference Books
- Periodicals
 - + Journals
 - + Magazines
 - + Newspapers
- Fiction
- School Catalogs
- Clippings
- Audio-Visual Materials
- Online Databases
- Electronic Materials

Loan Periods

Undergraduate Student

	Period	Item(s)	Overdue Fine	Renew
TextBooks				
Main TextBooks	14 days		20 baht/item/day	14 days
General TextBooks	14 days	10 items	20 baht/item/day	14 days
Reserved Books				
Reserved Main TextBooks	1 night*		10 baht/item/hour**	-
Recommended TextBooks	7 days		20 baht/item/day	7 days
Fiction, Short Story, Juvenile	7 days	5 items	20 baht/item/day	7 days
CD-DVD	7 days	2 items	10 baht/item/day	7 days

Graduate Student

TextBooks				
Main TextBooks	21 days		20 baht/item/day	21 days
General TextBooks	21 days	10 items	20 baht/item/day	21 days
Reserved Books				
Reserved Main TextBooks	1 night*		10 baht/item/hour**	-
Recommended TextBooks	7 days		20 baht/item/day	7 days
Fiction, Short Story, Juvenile	7 days	5 items	20 baht/item/day	7 days
CD-DVD	7 days	2 items	10 baht/item/day	7 days

Academic Staff

TextBooks				
Main TextBooks	120 days		20 baht/item/day	120 days
General TextBooks	30 days	20 items	20 baht/item/day	30 days
Reserved Books				
Reserved Main TextBooks	1 night*		10 baht/item/hour**	-
Recommended TextBooks	7 days		20 baht/item/day	7 days
Fiction, Short Story, Juvenile	7 days	5 items	20 baht/item/day	7 days
CD-DVD	7 days	2 items	10 baht/item/day	7 days

Adjunct

TextBooks				
Main TextBooks	30 days		20 baht/item/day	30 days
General TextBooks	30 days	10 items	20 baht/item/day	30 days
Reserved Books				
Reserved Main TextBooks	1 night*		10 baht/item/hour**	-
Recommended TextBooks	7 days		20 baht/item/day	7 days
Fiction, Short Story, Juvenile	-	-	-	-
CD-DVD	-	-	-	-

Non-Academic Staff

TextBooks				
Main TextBooks	14 days		20 baht/item/day	14 days
General TextBooks	14 days	10 items	20 baht/item/day	14 days
Reserved Books				
Reserved Main TextBooks	1 night*		10 baht/item/hour**	-
Recommended TextBooks	7 days		20 baht/item/day	7 days
Fiction, Short Story, Juvenile	7 days	5 items	20 baht/item/day	7 days
CD-DVD	7 days	2 items	10 baht/item/day	7 days

Remark:

Users can renew the borrowing in case that there are no others in the waiting list. Serials, licensed audio-visual materials, archived and reference materials are to be used in the Library only.

* 24 hours since borrowing time

** But not more than 100 baht/day in total

Digital Knowledge Focus

EDUTAINMENT