

About PSB Academy Library

The PSB Academy Library is located at the ground floor of Block E of the Delta Campus and 3rd floor of the Henderson Campus respectively. It is divided into 2 sections, namely The Library and Reading Room.

OPAC

To search for available titles of the library's collection, users can use the OPAC (Online Public Access Catalogue). OPAC also allows library members to check the status of a book on whether it is on the shelf or out on loan.

SERVICES

The following services are available in the library

- Loan
- Reservation of books
- Use of computer facilities
- Free wireless network
- Printing and photocopying with the use of Ez-link card
- Scanning
- Binding
- Inter-library loan (For PSB Academy Staff only)

Membership

The categories of membership are as follows:

Category	Entrance Fee	Annual Fee	Identification
Student	Free	Free	Membership Card
Associate	S\$85.60*	S\$80.25*	Membership Card

REPLACEMENT OF CARD is charged at S\$21.40
*The above fees are inclusive of prevailing GST rate

Membership application form is available at Library counter and downloads from the website (www.psb-academy.edu.sg).



Loans

1. Following are the loan entitlement and duration for the respective categories of members:

Membership	Books		Accompanying Material		Audio-Visuals (Teaching Resources)		Audio-Visuals (Reference Media)	
	Loan Limit	Duration	Loan Limit	Duration	Loan Limit	Duration	Loan Limit	Duration
Staff (General)	3	14 days	1	14 days	0	0	1	3 hrs
Staff (HOD, Lecturer, Consultant)	3	14 days	1	14 days	1	3 days	1	3 hrs
Student (enrolled in courses 6 months & above)	3	14 days	1	14 days	0	0	1	3 hrs
Associate	3	14 days	1	14 days	1	3 days	1	3 hrs

2. **Short-Term Loan** : This is a collection of high demand items. Members will need to approach staff at the library counter for this service.
3. **Loan of multiple copies of a book with same title, author and edition is not allowed.**
4. **Renewal**: Two (2) renewals allowed per member, subject to non-reservation of item by another member. Requests can be done personally at the counter during library's operating hours or via email to the following address :
 - library@psb-academy.edu.sg
 Quote your NRIC No. and full name as in your NRIC. in your email. NO RENEWALS via the phone is allowed. The **loan period** for renewed book is **7 days**.
5. **Reservation**: Reservation can be placed for lending materials already on loan. Each member is allowed to make a maximum of two (2) **reservations**. Book reservation can be done in person at the library counter or via email.
6. Members will be notified once the materials are ready for collection. The reserved items will be kept for **5 working days** after which the reservation will lapse, and the items will be shelved. Members must come personally to collect the reserved items.
7. **Recall** : Loan items may be recalled. Members should return the recalled item(s) within **7 working days from the day of notification** failing which borrowing privileges will be suspended. Continuation of existing loan privileges will be subject to member's response on the recalled item(s).

9. Members should return borrowed library materials:
 - via **Book Drop** next to the library entrance (except for overdue books, accompanying materials and audio-visual materials). **The Library does not accept any claims for books returned via the book drop.**
 - At the **library counter** (for overdue books, accompanying materials and audio-visual materials).

Library Fines

1. All overdue items are subject to library fines.

Books/Accompanying materials	S\$0.60 per day per item after the due date (maximum fines of S\$50.00 per item)
Audio-visuals (Teaching Resources)	S\$3.00 per day per item after the due date (maximum fines of S\$50.00 per audio visual)
Audio-visuals (Reference Media)	S\$1.00 per hour per item after the due hour (maximum fines of S\$50.00 per audio-visual)

2. Members will need to pay library fines in full before the next library transaction.
3. Library privileges will be suspended till all fines are paid in full.
4. Payment of library fines can be done at the library counter during the library's operating hours.

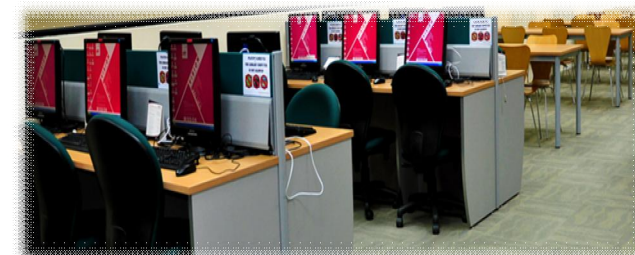
Payment of Lost Items

Members will need to pay for lost items. The costs incurred are as follows:

Books/ Accompanying Materials	Library Fines** + S\$25.00 per item (book/accompanying material) + cost of book /accompanying material
AV Items	Library Fines** + S\$50.00 per item (audio-visual) + cost of audio visual

**The fines chargeable will be from:

- Due date to the date when the item is reported lost; or
- Due date to the date the item is returned (if it is subsequently found).



Library Rules & Regulations

- Members must produce their membership cards when using the Library's facilities and services, or when requested by the Library Staff.
- NO RESERVATION of seats is allowed in the Library and Reading Room.
- Membership card is non-transferable.
- Members should update the library for any change of their particulars. This can be done via email or personally at the library counter.
- Loss of library membership card should be reported immediately. Member will still need to incur all loans charged to the card till the time the card is reported lost. Member can request for a replacement of lost card at a fee.
- Members need to report mutilated books before borrowing.
- Members are responsible for all loans charged to their accounts and materials must be returned in good condition.
- Mutilation and theft of library materials are offences and punishable by law. Appropriate action will be taken against such offenders. Disciplinary action may also be taken to members found committing such offence.
- Returned items which are mutilated or damaged, would have to be paid by the borrower.
- No loans will be allowed should members have outstanding fines and overdue books.
- Loan of library materials is not allowed during the last two weeks before the expiry of membership.
- Consumption of Food and Drink, other than bottled mineral water is NOT ALLOWED in the Library and Reading Room.
- There shall be NO SMOKING in the Library and Reading Room. Appropriate action will be taken against offenders.
- Loud conversation or other disturbances is forbidden in the Library.
- Mobile phones should be switched to vibration mode whenever in the Library. Members are to answer the phone outside the Library.
- Library staff has the right to ask any person to leave the Library if he/she does not comply with the PSB Academy Library Rules and Regulations.
- Library staff has the right to ask members to show all books and personal belongings at the exit if deemed required.
- The Library will not be held responsible for any loss of personal belongings. Library staff has the right to remove any item or personal belongings left in the Library premises if deemed necessary.
- All outstanding fines and overdue items must be paid or returned to the Library by the stipulated date.
- Overdue notice(s) sent by library only act as a reminder to members on the overdue items.
- Members will still need to pay the library fines for non-receipt of overdue notice(s) sent.
- No playing of games eg. cards, board games, etc in the Library and Reading Room.
- Playing of computer games using the Library and Reading Room PCs are prohibited.
- The Academy reserves the right to amend or change the Library Rules and Regulations, and terms and conditions of membership without prior notice or explanation.

Library Opening Hours (Delta & Henderson)

	Library	Reading Room	Discussion Room	Student Hub
Monday to Friday	Delta 8:30am - 8:00pm	8:30am - 10:00pm	10:00am - 5:00pm ¹ 9:00am - 10:00pm ²	10:00am - 10:00pm N/A
	Henderson 11:00am - 8:00pm *Closed 1:30pm - 2:30pm			
Saturday	Delta 9:00am - 2:00pm	9:00am - 5:00pm	N/A 10:00am - 5:00pm	10:00am - 5:00pm N/A
	Henderson			
Sunday & Public Holiday	Closed			

Note :

- Please refer to plasma screen or at library Notice Board for the room number.
- Room Reservation is at first-come-first serve basis. For booking of rooms please approach the Henderson's Reception.

Contact Us:

PSB Academy Library
(Henderson Campus)
2985 Jalan Bukit Merah
Singapore 159457

Email : library@psb-academy.edu.sg



Library

