WELCOME NEW STUDENT

Greetings newcomers, get ready to widen your perspective in the library and gain a diverse range of knowledge as you explore!

1. **Student ID card** – A useful tool for students, without it, borrowing privileges will be relinquished and you may not able enter the library.

2. Locate the books and multimedia that you're looking for by using the **Taylor's Catalogue** and search for the entire Library collection at **MulT-Search.**

3. The library holds not just printed books and multimedia, it includes resources on the virtual library on the **Resources** Main Menu tab in Taylor's Library Website.

4. Aid yourself in searching for specific subject resources by using the Subject Guides, go for Program Guides if you need some guidance for your program. Click on the ('BY GROUP') TAB.

5. Want to learn more on e-resources? Select a module at Information Literacy and book a class with the Librarians to learn how to use:
   - ✓ Databases and advanced research skills
   - ✓ Plagiarism and referencing style
   - ✓ Tools to search library resources

6. Borrow Books with ease by using the Self Service Loans and returning it with Book Returns.

7. Refer to the e-orientation Library Briefing if you still feel a bit lost. Don't forget to check out the online tutorials to further guide you.

8. Liaison Librarian - Seek for your liaison librarian to get some guidance for your research and assignment.

9. Look into '**MY LIBRARY ACCOUNT**' to check for
   - ✓ Check books out on loan and their due dates
   - ✓ Request books and check the status of your request
   - ✓ Renew checked out books and view outstanding fines (if any)

10. Check for the opening hours of the Library, Taylor's provides the best facilities which are available for use, click on the **Facilities** Main Menu tab in Taylor's Library Website.

11. Want a better experience? Give us your Feedbacks and suggestions if you think we can improve!

Undergraduate   Postgraduate