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not hard



June 2004

Newsletter of Temasek Polytechnic Library

Quarterly



Noteworthy: Tips on Note-taking

Podium
Happenings

Videos
Online

Librarians—
What Are
They?

**FREE
DISPLAY
SPACE**

PODIUM events

The next time you hang out at Level 3 Lifestyle section, you may get to enjoy more than soothing piped-in music, comfy sofas and nice ambience. Get ready for some action and loads of fun. Starting from July to December 2004, we will be bringing in acts and other events to add zing to your lunch hour.

Finding Love, Lust & Infatuation @ the Library

Love is in the air. Sample the powerful cocktail of emotions and experience with three teenage protagonists as they wrestle with real-life situations of love, lust and infatuation. Presented by local performance company, TheatreWorks, this 30-minute play will be staged twice on 6 July during lunchtime at the Library Podium. Watch out for the witty dialogue and innovative sets.

Admission is free. Look out for more details!

Lunchtime Screenings

Sink into comfy sofas and watch a film on a big screen with full-bodied sound effects from multiple overhead speakers. You may be excused if you think of cinemas. With a specially designed mini-stage complete with theatre-style projection, the Library is the furthest you have to go in search of a great viewing experience.

The Learning Resource Centre (LRC) serves up weekly screenings of information-packed videos, documentaries and films. You may be treated to some of the most stunning and creative animation clips, learn how they were done or pick up some power skating techniques.

Show time starts at 12.30 pm on every Wednesday. Admission is free. Just turn up and be counted!



Watch Out for Digital Media Repository



TP Annual Report 1994/95, one of the publications found in the DMR

Imagine, for a moment:

Video, audio, text and images all found in one place. You can do a search for any of these materials. Best of all, you can view or listen to the content from your own desktop.

All these are possible with the Library's Digital Media Repository (DMR). This online storage space comprises TP publications, examination papers, FYP and SIP reports, newsletters, photographs, student and staff projects.

How Does It Work?

"Raw materials" such as newsletters, reports and photographs are carefully scanned and stored online. To find any material, you can either browse the hierarchical categories or do a simple search. Keywords from titles can be used and you can even limit the search by material format. For example, you can limit your search to all newsletters, black and white photographs or only SIP reports. Once you find the material, just click to download the file and — viola! — you can read the newsletter or abstract of the SIP report online.

Pluses

The biggest plus point for using the DMR is accessibility. Previously inaccessible materials such as photographs and old issues of newsletters can now be viewed online.

24/7

Since the materials are online, you can access them anytime, anywhere — regardless of the Library hours or location. All you need to do is sign-in to access them.

Archive

Content on fragile media such as film, tape or paper can be preserved through digitisation. So, years from now, you will still be able to access the content.

Growing Collection

The DMR is a growing collection with new content added constantly. For now, you can look forward to accessing the past examination papers here. This access will also replace the PEPO (Past Exam Papers Online) system that you have been using. No more registration to get the password to access the examination papers!

SIP/FYP reports

Not sure if the Library has the report you are looking for? Just login to DMR and view abstracts and table of contents. This way, you can decide if the report is relevant to your topic of interest before making a trip to the Library to borrow it.

Watch this space for more updates!

USE THE RIGHT KEY

Absolutely sure that the password you typed is correct and yet confronted by stubborn "Invalid login" messages? Next time, look closer at where you are logging on to. Are you using the right password on the wrong system?

Below are three common systems where logins are required:

1 EPOLY SIGN-IN

This is the most familiar and frequently used sign-in. It can be found on the Polytechnic homepage as well as on the Digital Library Portal.

ID: Your admission number
Password: TP email password

You may access a wide range of services using this sign-in:

- Your TP email account
- Check your time table
- Access your examination results
- Book a Study / Project Room in the Library
- Access your Library account
- Access your online storage space via iFolder among others

2 LIBRARY PC BOOKING PASSWORD

This password is used for the booking and logging in of Library PCs. This is created by you the first time you log into the system.

ID: Barcode number on your matriculation card
Password: You will be prompted to create a password.



FORGOT YOUR PASSWORD?

Full-time students can visit Cyber Centre during office hours. Your password will be reset for a fee.

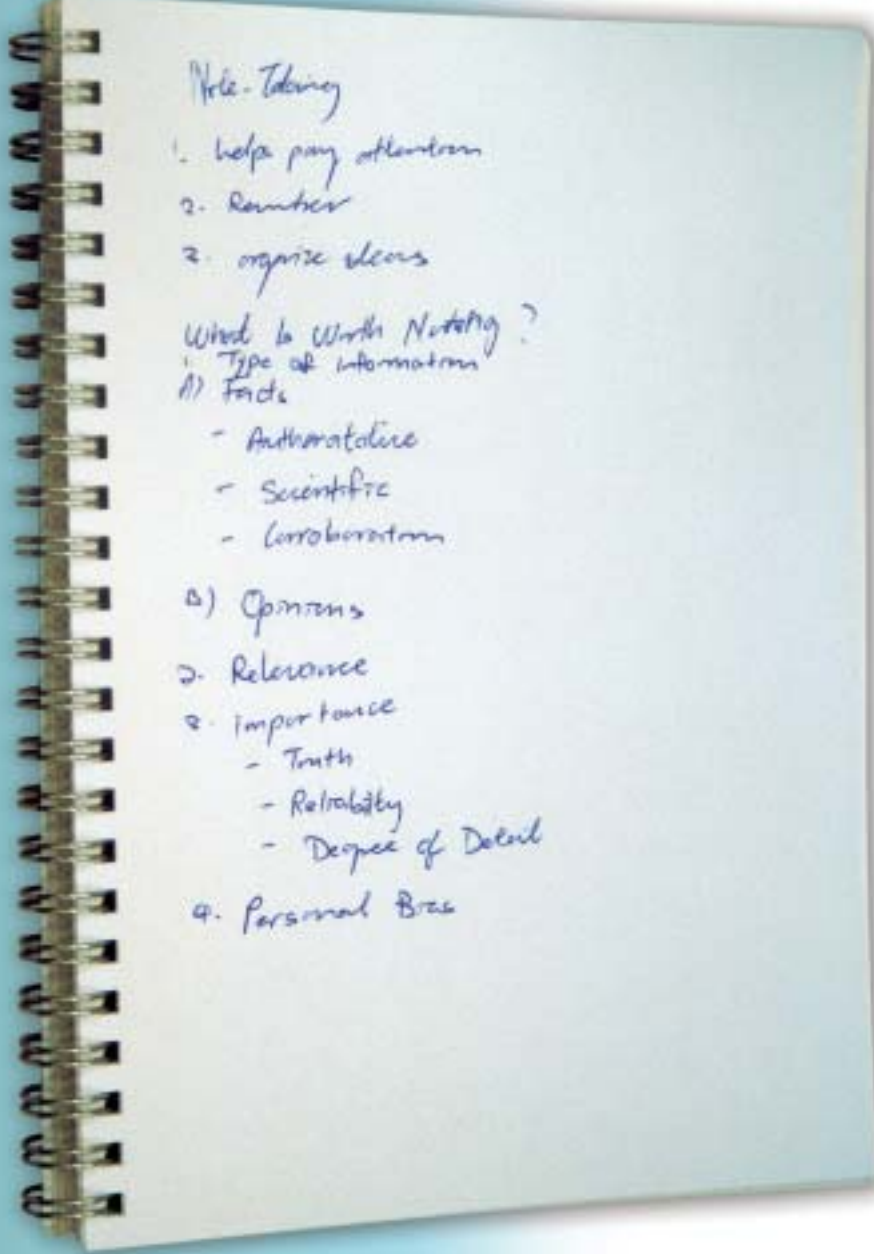
Part-time students and Library external members may ask for assistance at the Library Customer Service counter.

3 SELF-CHECK PIN CODE

This PIN code is a unique password that is activated by you. It is used solely for borrowing books through the Library self-check machines. Consisting of minimum two digits, this password can be activated using the Library catalogue (refer to the user guides near OPAC PCs in the Library).



NOTE-TAKING: A POLY SURVIVAL SKILL



Lectures are boring and best used to catch up on sleep. That's the feeling most of us get at least once in a while.

Ironically, the key to fighting this tempting oblivion is active note-taking in class. Now, why's that?

Higher Concentration

Thoughts of that cute guy at the canteen or this afternoon's soccer match are less likely to pop into your head when you are focused on listening to the lecture. Good note-taking requires that you actively listen and try to process what you have heard.

Better Recall

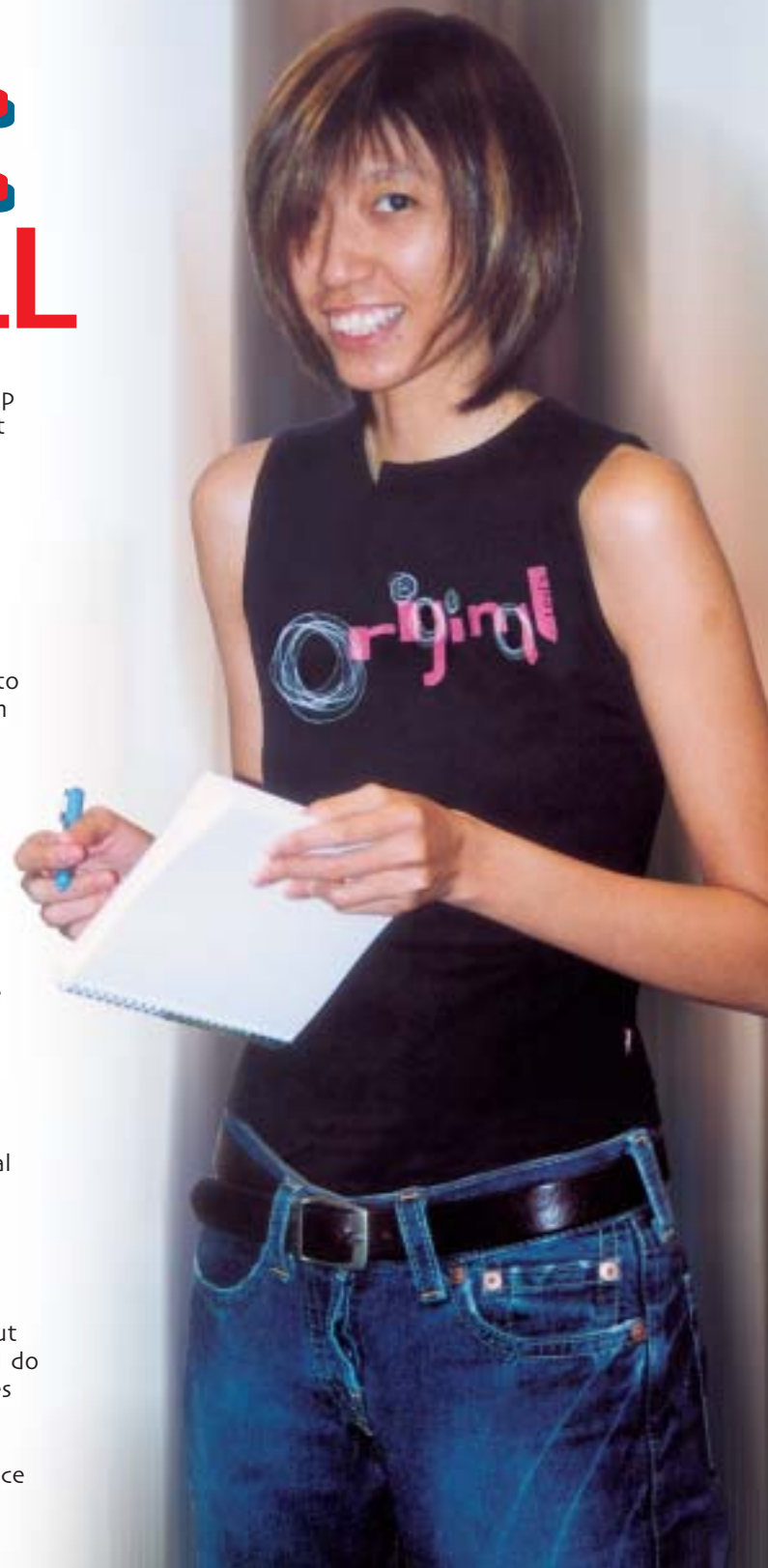
We remember better when we use more of our senses. We tend to quickly forget what we hear. But if we write down that information, we are engaging our muscles as well as our sense of hearing to record the information. Chances are, we will remember it better.

Greater Understanding

You need to organise what you hear into main points, sub-points or examples. Personal notes in your own handwriting is easier to understand than printed textbook material.

Note-Taking is Not An Option

The steady diet of lectures and tutorials in poly life means that note-taking is a basic but essential skill. Much of the studying you will do should come from your notes, both the notes you took during class as well as those from books. A good set of notes will save your revision time and ultimately make a difference between a pass and fail!



We offer some tips on effective note-taking

Before the Lecture

Instead of catching up with your pals on last night's TV show while waiting for lectures to start, use the few minutes to quickly scan the notes on the previous lecture. This helps you orient your thoughts to the forthcoming lecture. It is especially useful if you have just come from another class on a different subject.

During the Lecture

Are you a 'scribbler'? Trying your best to copy as much as possible of what is being said or presented on the overhead? Or, do you sit back and relax because you already have the lecture handouts?

Step 1: ACTIVE LISTENING

The key to producing a good set of notes is active listening. Instead of a word-for-word reproduction, a good set of notes contains an outline of the main ideas and points. You need to listen carefully and understand what the lecturer is saying in order to do that.

Step 2: WRITE

Write down important ideas and facts. Your lecturers may give interesting examples to illustrate a point. You need not copy the examples. Write down some keywords from the examples to jog your memory and try to think of your own examples later.

Leave ample space for additional information from textbooks or other reading material.

Try to use your own words without changing the meaning (formulas, definitions and specific facts are exceptions).

Remember: never use sentences when you can use phrases. Never use phrases when you can use words. Be concise.

Use abbreviations and symbols.

If you missed a statement, write keywords and leave some space to get the information later.

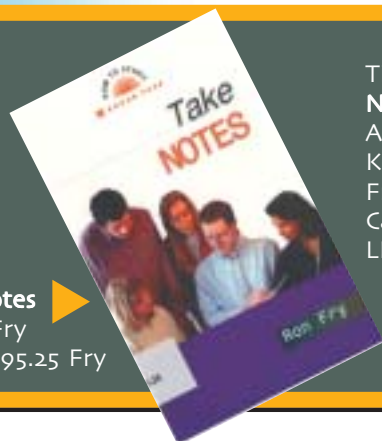
After the Lecture

Review your notes as soon as you can, preferably within 24 hours. This is because immediate review will help you remember better. Rewrite illegible words, check for errors and fill in additional details that you can recall from the lecture.

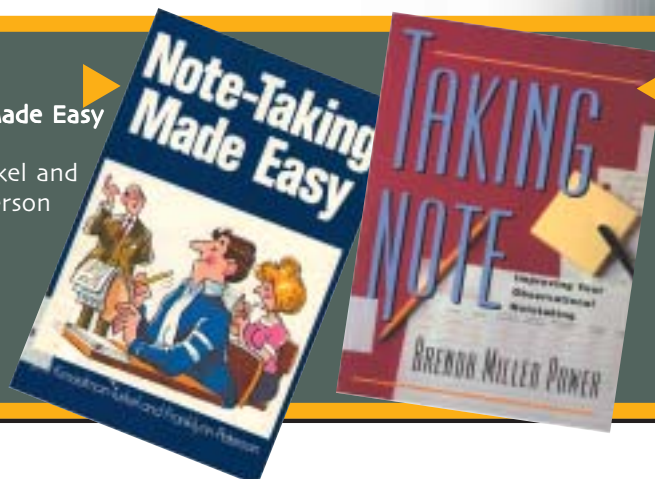
If you think your notes are incomplete or inaccurate, compare notes with friends. Better still, refer to textbooks or other reading material to get a better understanding of the key points and fill in the gaps to create more thorough notes.

Books on effective note-taking:

Title: **Take Notes**
Author: Ron Fry
Call No.: LB2395.25 Fry



Title: **Note-Taking Made Easy**
Authors: Judi Kesselman-Turkel and Franklynn Peterson
Call No.: LB2395.25 Kes



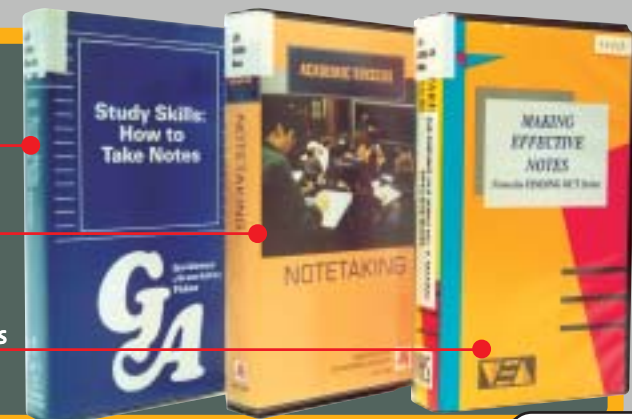
Title: **Taking Note: Improving Your Observational Notetaking**
Author: Brenda Miller Power
Call No.: LB3051 Pow

Videos:

Title: **Study Skills: How To Take Notes**
Call No.: LB1049 Stu.Ho

Title: **Notetaking**
Call No.: LB2395 Aca

Title: **The Finding Out Series No. 9, Making Effective Notes**
Call No.: LB2395.25 Mak



Do you want to know how to read someone's gestures and facial expressions? Need to give a speech but feel sick because of butterflies in your tummy? How to avoid wasting precious time in unproductive meetings?

All these and more can be found in the Digital Library Portal at <http://spark.tp.edu.sg>. A selection of videos has been digitised and is now accessible through any PC or laptop connected to the campus network.

No more coming to the Library to borrow or view these videos. Access to the video programmes is also not limited to the operating hours of the Library — you can access them anytime. Multiple users can view the videos at the same time with individual control — no more queuing for one video tape.

These popular and frequently used videos were selected based on recommendations made by Communications Skills lecturers. The titles include:

1. Reading People: the Unwritten Language of the Body
2. Say It Better: Fearless Public Speaking
3. Telephone Courtesy Pays
4. Be Prepared for Meetings: How to Lead Productive Business Meetings

— Ser Giok Eng

HOW TO ACCESS ONLINE VIDEOS

Go to the Digital Library Portal at <http://spark.tp.edu.sg>.

Click on 'Videos online' to access the page.



Click on the image to play the video.



Alternatively, you can search for the videos using the Library catalogue.



At the result display, click on the title of the video.



At the Full View of Record, click on the link 'view video online'.



More Loan HISTORY

Recap: Two issues ago we mentioned you could check your Loan History via the Library online catalogue and that the most recent 100 items you have borrowed would be displayed.

MORE GOOD NEWS

Based on feedback, the number of items displayed will be doubled. The latest 200 items you have borrowed can now be displayed.

Just follow these simple steps to access your Loan History:

Go to <http://spark.opac.tp.edu.sg>

'Sign-in' with your admission number and TP email password.

Click on 'User' at the top orange bar to access your Library account.

Click on 'Loan History' to access your loan information.



Details such as title, date due and returned date will be shown for every item.



Librarians — what are THEY?



ORANGUTAN

The ape from Terry Pratchett's Discworld novels.⁺ Huge, hairy and given to wearing an old green robe after bathing. He loves peanuts and beer, and really hates criminals, especially those who don't treat books with respect.

BATGIRL

The woman with the skintight rubber suit (don't forget the cape) and a black belt in Judo. Her genius with computers and her skill on the Batblade cycle make her hated by criminals everywhere.

So what do Batgirl and an Orangutan have in common? Apart from being fictional fantasy heroes, I mean. Believe it or not, they are both Librarians!

Gone are the days when libraries were run by those frumpy little old ladies in spectacles who went around telling everyone to be quiet. Umm, well, we still ask you to be quiet, but that's only because you asked us for a peaceful place to study.

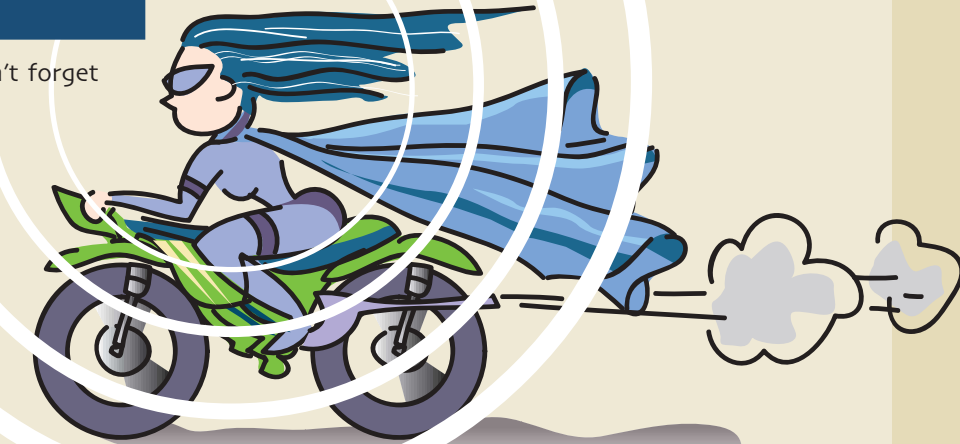
THE REAL SPECIES

When you step into TP Library, the first people you will see are those friendly and efficient staff behind the large red Customer Service counter. They are mostly Circulation staff, the people who make the borrowing rules. They show you how to use the self-check machines, and yes, they fine you when your books are not back on time.

But they aren't the only people who work in the Library. There is staff from Acquisitions — people who order and buy all the books, magazines and multimedia materials. Cataloguers and Shelters make sure these new stuff appear in the Library catalogue (OPAC), and that everything ends up on the correct shelves so you can find the information when you need it.

The Library also has computer geniuses who maintain the Library systems. They call themselves the Techno Rangers. The people who make sure you can watch movies and listen to your favourite music are your AV and multimedia crew from the Learning Resource Centre.

And last, but not least, the Library has people who show you how to find the information you need. Your Reference staff teach information retrieval and research skills in workshops, lectures or through online tutorials (see "Online Tutorials" on our Digital Library Portal @ <http://spark.tp.edu.sg>).



LIBRARIANS AS SUPERHEROES?

So if you need someone efficient, serious, intellectual and dependable, come to the Library and find a Librarian. After all, 'Librarians Rule' — along with other action heroes like the Terminator and Luke Skywalker. If you don't believe me, just check out the latest Librarian Action Figure at Archie McPhee Online (<http://www.mcphee.com/laf/>). With her mission to 'promote and celebrate the written word', this action hero figurine comes with a button you can push to see her 'shushing action'!

— Debby Wegener

⁺See our Lifestyle section on Level 3 under Call Number PRA.

FREE Display Space for You

Intricately sewn drawstring pouches and cushion covers designed by Consumer Science students. Sensuous earthen pots and mugs made by pottery hobbyist and Temasek Polytechnic staff member. Winning entries of the Pierre Cardin Awards 2004 competition. All these works have found their way into the Library's showcases at the main entrance.

With an average of over three thousand students, staff and visitors passing through the Library doors daily, the prominent display area serves as an excellent showcase. What's more, this space is for you!

Be it school projects, private collections, works, all are welcome.

For more details, call 6780 5776, email Asklib@tp.edu.sg or approach any staff at the counters.

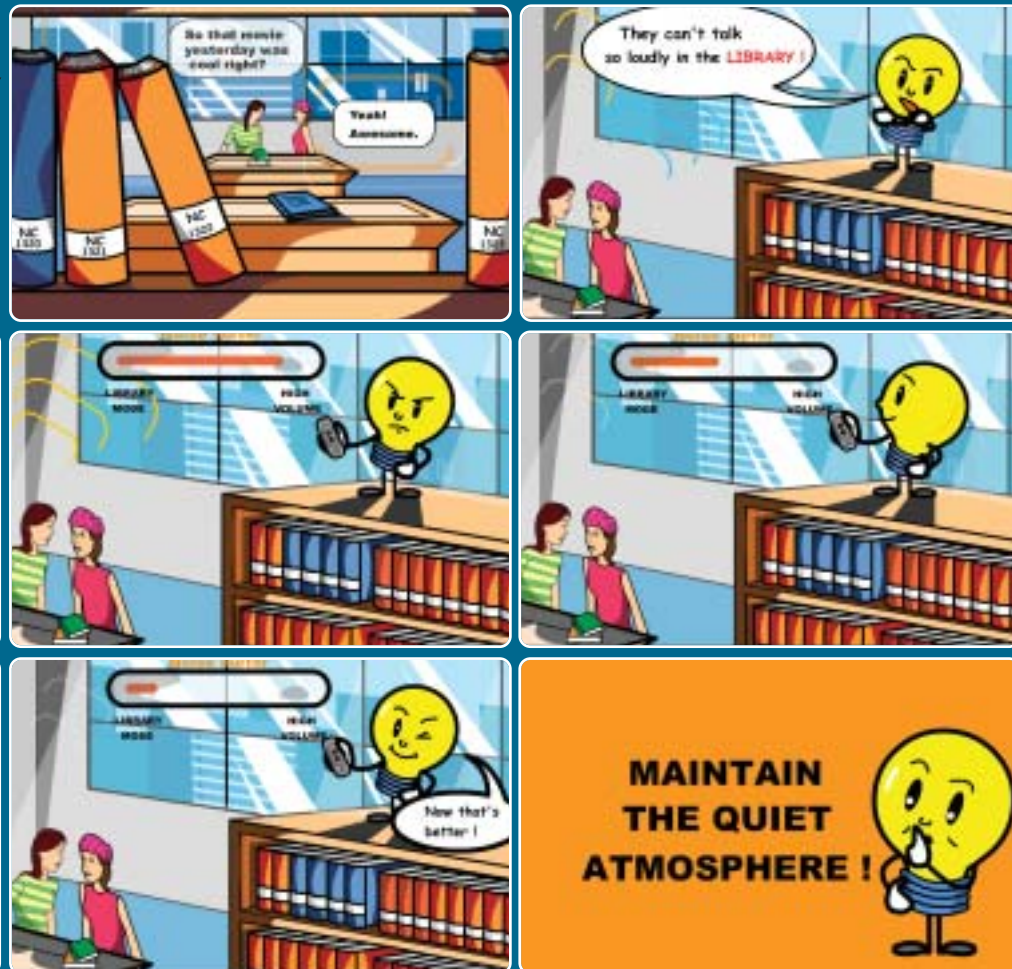


Textured pots and vases created by TP staff, Mr Ab Latip Bin Hussain on display during the vacation period in the Library



Winning entry of the Pierre Cardin Awards 2004 — Etoile, a starfruit-inspired handbag created by Apparel Design & Merchandising student, Foo Ai Wei

LIBRARY ETIQUETTE



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