LUMS

A Not-for-Profit University

LIBRARY HAND BOOK

GAD AND BIRGIT RAUSING LIBRARY

The Gad and Birgit Rausing Library at LUMS serves as a centre for information and knowledge for the faculty, researchers, and students through its wide range of collections, competent staff, high-quality infrastructure, and innovative services. Currently, the library has a collection of over

276,000 books and documents, 180,000 online books, subscriptions to 320 print journals, 2500 audio visual files, documentaries, CD ROM databases, CDs & DVDs, and campus-wide as well as off-campus access to over 35,000 full-text online journals both latest ones and ones that date back to the 1800s.

The Library also maintains press clippings from leading national newspapers on 51 broad subject areas related to Pakistan's business and economy. The Library also indexes more than 25 primary Pakistani business and social science periodicals in the Pakistan Periodicals Index database.

ORGANISATION OF COLLECTIONS

The Library comprises of two floors. The ground floor houses collections on business, sciences and engineering-related areas, popular books, popular magazines, Iqbaliyat, the Intezar Hussain Collection, Faculty Publications, readers services department, thesis and projects by LUMS students, multimedia, course reserves, photocopiers, self-check machines, e-kiosk, digital scanner, digital access centre, finishing corners, bookshop and circulation counter. Right after the Bodla Art Gallery, situated on the stairs between the ground and first floor, the Khalid Ishaque Wing (First floor) houses books related to economics, humanities, and social sciences, law, politics, history, languages and literature, rare books, newspapers and journals archive, depository collection and oriental collection. It also has three scholar's commons, learning commons, research and scholar commons, reading lounge, digital scanner, photocopier and finishing corner.

LIBRARY RELATIONSHIP AND CIRCULATION

Every faculty member joining the University becomes an ex-officio member of the Library. They only need to deposit a filled-in relationship form at the circulation desk. The Library relationship form is provided by the HR Department upon hiring. It is also available online at **https://hr.lums.edu.pk/forms-and-policies**

The LUMS smart card enables you to carry out circulation transactions (issue/return of books). A Windows login and password are used to access the Library portal (http://libraryportal.lums.edu.pk) that allows users to renew online book, place book purchase requests, reserve any particular item which is currently issued to another Library member and detailed information of a person's Library account.

Faculty can borrow a maximum of 30 books for a semester. Books not reserved by another user can be renewed online, through a self-check machine, or through presenting them at the circulation desk or even by dropping an email to **circulation@lums.edu.pk.** In case a book is lost, the faculty member can replace the same within 15 days or pay three times the current price.

BOOK PURCHASES AND SUBSCRIPTIONS

The LUMS bookshop purchases books and subscribes to print journals and e-databases directly from the publishers, through online bookstores, and through the local booksellers. The faculty can order book(s) by sending an email to **bookshop@lums.edu.pk** or through the Library portal account. Similarly, journals subscription requests can be made to **library@lums.edu.pk**

LIBRARY SERVICES

The library offers a variety of services to assist the faculty in their teaching and research. These include but are not limited to:

- **Subject Guides:** Library has developed these guides on all subject areas using a state-of–the-art content management system LibGuides. Library users will be able to find their required content on specific subject areas through a customised interface. Guides on all subject areas and their relevant courses have been developed and regularly updated by the appropriate library staff.
- **Self-Check Service:** Self-check kiosk enables users to checkout/check-in and renew Library material without any intervention from the Library staff. This service is efficient and saves the users time.
- **Digital Scanning Service:** The Library has provided two digital scanners on both its floors. Users can

digitise their required content (within copyright limits) saving time and paper.

- **Book and Article Alerts:** Alerts are sent to the concerned faculty according to their interest areas determined by the librarians during Library orientation and through circulating the list of subscribed journals. Lists of fresh arrivals are circulated to users and posted on the Library portal at **http://library.lums.edu.pk/book-list**

- **Document Delivery Service:** If an article or a particular document is not available in the Library, arrangements are made to acquire it from other libraries through an interlibrary loan and international document delivery services.

- Virtual Private Network (VPN): VPN provides off-campus access to the library's full-text resources and can be accessed here: **https://vpn.lums.edu.pk**

- **Teaching Resources Center:** Teaching Resources and Circulation (circulation@lums.edu.pk) helps in getting instructor manuals, tutorials, PowerPoint presentations, test banks, course outlines of other universities, student handouts, and solution manuals.

- **Reference & Research Support Services:** Specialised help desks have been set up to provide in-depth reference and research support. Users can visit these help desks or seek assistance through telephone, fax, e-mail and can also have a live chat with library professionals through a web chat facility at **http://lums.edu.pk/library/page. php/live-chat-library**. The Library also facilitates its patrons in searching for relevant literature in order to support their academic and research endeavours.

- **SMS Alerts:** The Library has an SMS alert service

for its users. Now the users will receive SMS alerts from the Library two days before the due date of issued items.

- **Plagiarism Detection Support:** The Library facilitates LUMS faculty's access to online plagiarism detection software Turnitin. The Library also provides training to use this tool and help faculty member in interpreting similarity reports of the publications scanned through Turnitin. Mr. Muhammad Safdar **(muhammad_safdar@lums.edu.pk)** can be contacted for any assistance in this regard.

- **Multimedia Services:** These services provide access to audiovisual material, DVDs, CD-ROMs, and videos for borrowers as well as in-house facilities to watch. The section is equipped with Cable TV, VCR, and CD/DVD players as well as Virtual University Lectures.

- **Wireless LAN:** The Library is a WiFi-enabled area that provides internet connectivity to its users' smartphones, notebooks, iPads and laptops.

- Lecture Video Server: This server is used to provide access to video lectures, research documentaries, academic events, convocation and graduate night videos etc. These videos can be accessed at **http:// panopto.lums.edu.pk/Panopto/Pages/Default. aspx.** The IST department has a video recording facility for faculty and visiting dignitaries.

- **Electronic Resources:** The Library's electronic resources are growing at a fast speed. It has access to a wide range of electronic resources including e-databases, e-journals and e-books accessible through the Internet, campus-wide network and from the Library terminals at **https://library.lums. edu.pk/electronic-databases-a-z-library**

INFORMATION RETRIEVAL SYSTEM

The Library is continuously introducing user-focused innovative information access and retrieval systems. The Library is using state-of-the-art integrated Library System VIRTUA, which provides remote and free access to its library catalog, secure access to user accounts, and other personalised services. Multiple access points are available for users to search and download full-text resources. They are:

- The Library Website provides a comprehensive gateway to a wide range of library materials, both online and in print. It is a primary source for information about the Library's collections, services, and facilities. User self-sufficiency and ease of access are promoted by designing a single, coherent, remotely accessible service.
 URL: http://lums.edu.pk/library/

- CHAMO Library Portal provides access to the library catalog and secure access to patron accounts. Users can carry out many transactions like online renewals, reservation of checked out

items, viewing fine details, initiating the book purchase request, exporting bibliographic records, reviewing, ranking, and tagging of library items. The patron can save a search query for future retrieval, set alerts by email and use RSS for books and journals of their interest.
 URL: http://libraryportal.lums.edu.pk/

- Web Discovery Service helps users search seamlessly across a wide range of local and online resources, including the library catalog, online journals, e-books, and other content through one window interface.
 URL: http://search.ebscohost.com

- Subject Guides allow users to find their required content on specific subject areas through a customised interface. Guides on all disciplines and their relevant courses offered at LUMS have been developed and are regularly updated by the appropriate library staff.
 URL: http://libguides.lums.edu.pk/

- Full Text Linking from SCOPUS and Google Scholar enables full text linking of subscribed content from the world's most popular search engine Google Scholar and the largest peer-reviewed indexing source SCOPUS. Users can get required full text while searching from these sources.

GENERAL POLICY

Users are expected to observe the following rules while using the Library's services; any violation of these rules will incur appropriate disciplinary action.

- Submit any book or object for inspection when requested by the library staff
- Do not write, underline, or mark any book. Library books are carefully examined on return, and the

borrower will be held responsible for any damage
- After reading, leave books on the table or on the book trolley. Please do not shelve books
- Complete silence should be observed except for brief and subdued talk with the library staff
- Drinks and eatables are not allowed in the Library
- Keep your mobiles off within the Library premises
- The Smart Card is needed to check out library material; without a Smart Card, you will not be able to check out library materials
- Tail entrance is not allowed
- Short pants are strictly prohibited inside the Library
- Report lost books or other materials to the Library immediately at the above-mentioned email addresses or personally at the circulation desk to stop overdue fines
- In case of lost Smart Card, please immediately report it to the circulation staff so that your membership is temporarily blocked in order to prevent misuse of the Smart Card. Once you get a replacement, please inform the circulation staff so that your membership can be re-activated
- In case of the loss of a library book or any other material, the patron will be charged three times the current price of the item plus processing charges
- Make sure that you know the due date when you check out any material. It will help you in renewing your book(s) online in a timely fashion and avoid overdue fines if it is not requested by any other member
- While returning library books or other materials at the circulation desk, please ensure that the circulation staff has returned the book(s)
- Don't give your Smart card or checked out materials to others to avoid hefty overdue fines,

especially in case of course reserves
- The Library is not responsible for any losses; please do not leave your belongings unattended

DISCIPLINARY FINE

The Library has effectively put into practice a fine for those students who violate the Library code of conduct for maintaining silence and discipline in the Library. PKR 500/- are charged on first time violation and PKR 1,000/- on second time violation. If a patron continues the violation, the case can be referred to the Value and Ethics Committee.

Note: System generated overdue and fine notices will be sent at the patrons' official email account. All Library fines are only paid at the MCB booth at LUMS. The Library account will be blocked if the fine exceeds PKR 5,000/-. Overdue fines will not be charged towards faculty and staff.

LIBRARY FINES

To encourage the timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines will be charged from the first overdue day, at the following rates:

- Overdue General Books: PKR 10/- per book per day
- Lost Books: In case of loss or damage, the student will be charged three times the current price of the item
- Course Reserves are issued for three hours only. If the material is not returned within the allocated time, a fine of PKR 50/- for each hour will be charged

PAYMENT OF FINES OR BOOK LOSS CHARGES

The payment of fines and other Library charges is simple. All types of fines can be paid at the MCB booth at LUMS. You must present the receipt of the paid fine or charge to the circulation staff in the office adjacent to the circulation section so that your library fines are updated accordingly. Fine vouchers can be obtain from reader services or the department head.

LIBRARY MEMBERSHIP

Students, staff, faculty, RAs, TAs, and researchers are entitled to the Library membership. Besides that, the Library also provides access to people from outside the University community through its external membership services. The faculty and staff are required to fill a library membership form and submit it at the circulation desk in the Library. All students registered for the fall semester are automatically given the membership. They will be provided filled membership forms at the time of their library orientation session. All students are required to verify their particulars and suggest amendments accordingly.

LIBRARY CARD

For faculty, staff, and students, the Smart Card serves as the library card. To prevent fraudulent use, lost or stolen cards should be reported immediately to the library circulation desk or through email at **circulation@lums.edu.pk**. Your Library account will be blocked to prevent misuse of the lost card by others. You can activate your account as soon as you get your new Smart Card.

YOUR LIBRARY ACCOUNT

The Gad and Birgit Rausing Library provides you the facility of checking your Library account online through the Library portal: **http://libraryportal.lums.edu.pk/**
While you are logged in, you can perform a variety of tasks through the Library portal such as check the items you have checked out, the items that are overdue, books you have renewed, books reserved and account status. You can even modify your personal information (login/password) through the portal.

YOUR LOGIN ID FOR LIBRARY IPORTAL

You will be required to use your patron ID and password to be able to use the Library iPortal. Students can use their login and password from ZAMBEEL and LUMS faculty, staff, RA, TA, and administrative staff can use their Windows login credentials. You can get your patron ID and password

from the Library circulation desk or email at **circulation@lums.edu.pk**.

HOW TO SEARCH THE LIBRARY IPORTAL

- Click on the Library iPortal box on the main Library website
- Use Quick Search, Browse, and Advance Search options to search for books and other material from the Library
- Enter your search term in the search box
- When you find the relevant result write down the call # (see the location of the book in the library)
- Retrieve the book from the stack(s)
- Present your valid Smart Card at the circulation desk along with the book(s)
- Get the book(s) issued

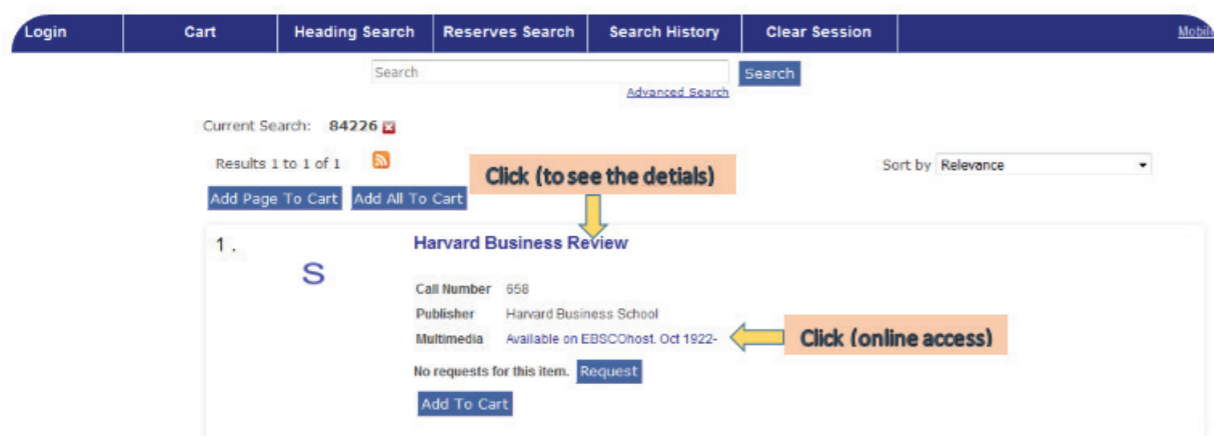## SEARCHING JOURNALS THROUGH IPORTAL (QUICK SEARCH)

- Two search options; Quick Search and Heading Search, are available for searching print and electronic journals
- In the Heading Search option, just type the title of

the journal, select the Periodicals option by clicking on the checkbox, and press Enter
- It will fetch the results from the Library's print and electronic journals collection
- Just write the search terms and select Journal Title from the drop-down list and click search

Click on heading search

Select the search term from the dropdown menu
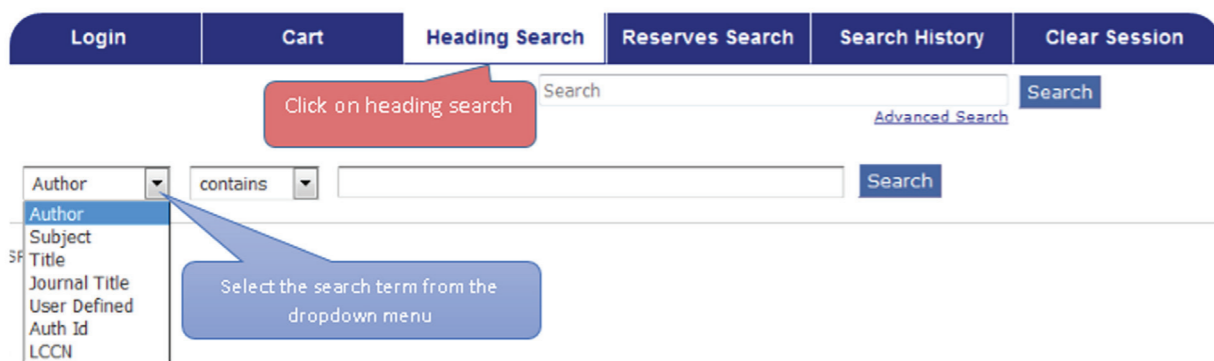
- Journals available electronically are mentioned with an electronic resource or online in search results.
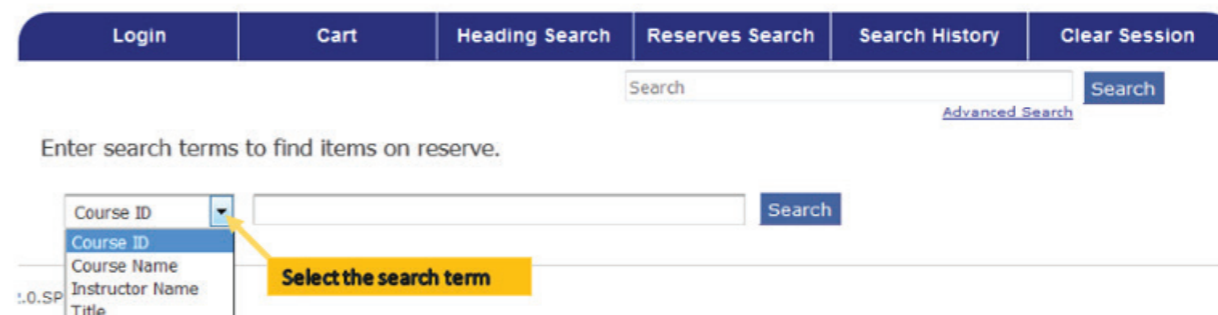

Click (to see the detials)

Click (online access)

- To see the Library holding of print journals, please click the specific journal-title. It will show the detailed record of that title mentioning volumes numbers and issues, etc.
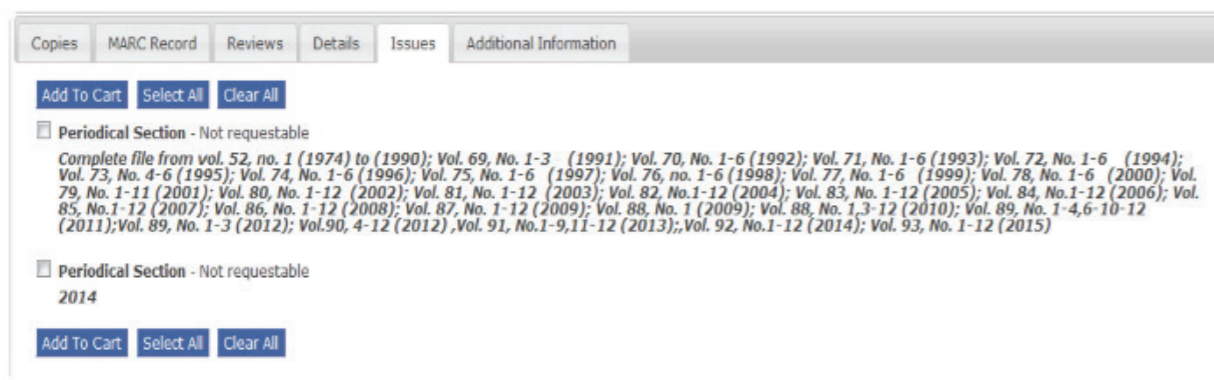

SEARCHING COURSE RESERVE THROUGH IPORTAL

- Click on the Reserves Search option given in the Library portal
- A Reserves Search lets you search for items on reserve by either the instructor's name, the course number or title
- Type as much of the instructor's name (last name first), course number or title as you know and click the search button

Select the search term

- Click Reserve Detail option to view the detailed information of the course reserve.

Enter the search term and click search button

Click the relevant course for details
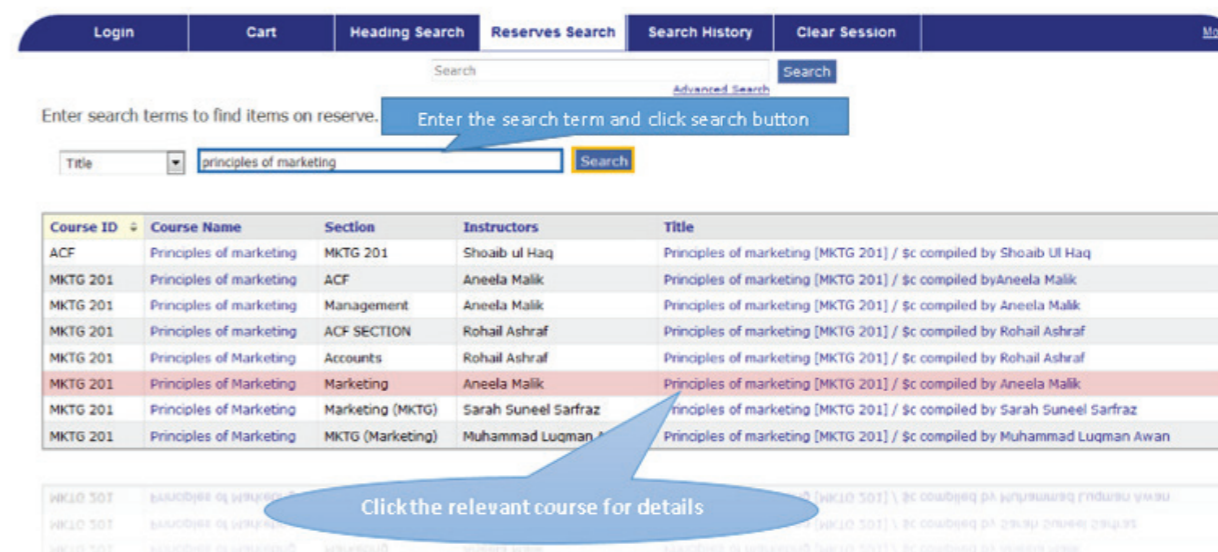
- Check the status, whether On Reserve or Checkout
- If the status is Checked Out, ask for another copy from the circulation desk
- For passive reserves, note down the call number and locate the reserve from the Passive Reserve Room adjacent to the Circulation Desk

Location

Course status

Call number

Course title
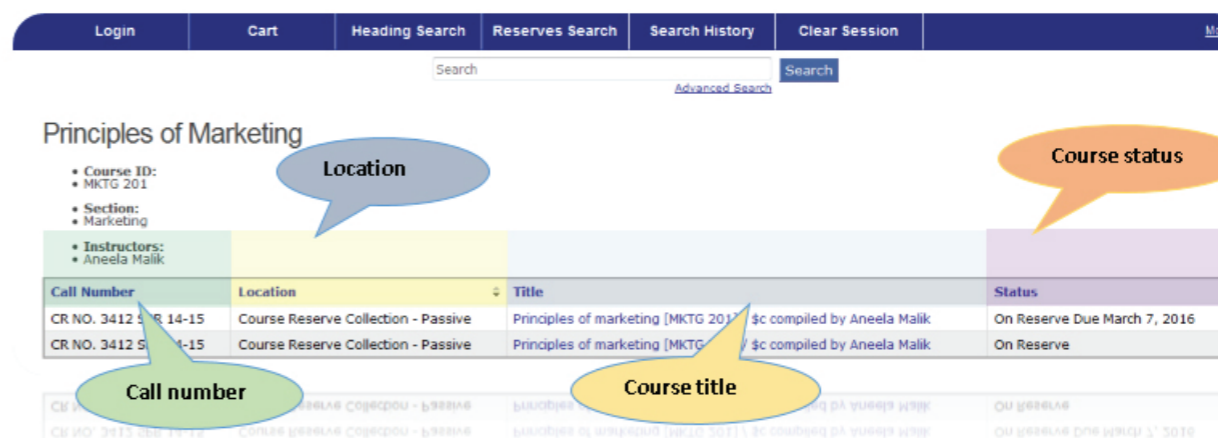
HOW TO LOGIN YOUR IPORTAL ACCOUNT

Go to the Library
Website: **https://library.lums.edu.pk/**
Click on Library iPortal
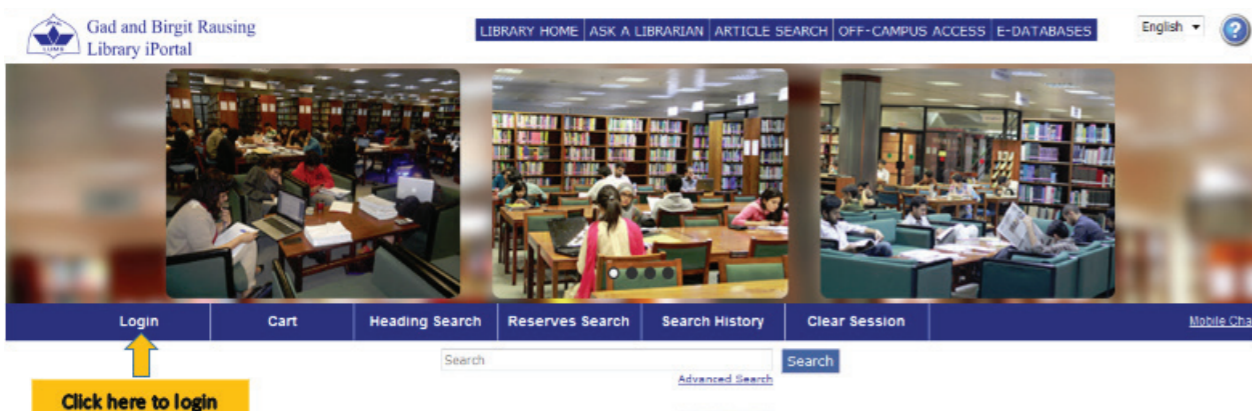
## LOGIN WITH YOUR WINDOWS LOGIN CREDENTIALS

ONLINE RENEWALS

There are three ways to renew your books timely to avoid fines, which are given below:

- Online Renewal through Library Portal
- Present your books physically at the circulation desk
- Send an email at **circulation@lums.edu.pk**
- To renew your books online, you have to follow a simple procedure.
  - Enter your valid Patron ID and Password to

renew your book(s) for login in Login Tab

- Books with the following statuses may not be renewed:
  - Current Course reserve
  - Over Due
  - On Hold
  - Recalled
  - Special loans

You will not be able to renew your books online if you have accumulated a fine of more than P**KR 5000/-**
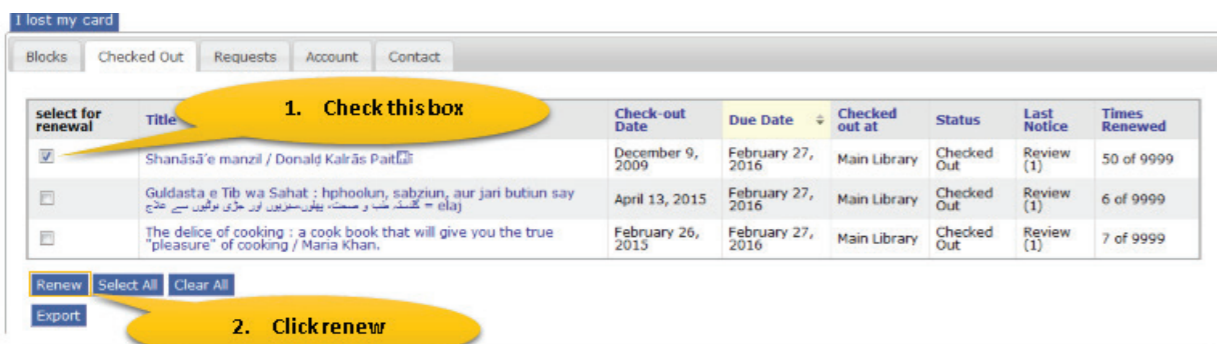
ONLINE HOLDS

If your desired item is checked out by any other member, you can place a Hold Request so that when this book is returned by the patron, someone else doesn't get this book issued. You will also be notified by a system-generated email to pick the item from the Library.

- Enter your valid Patron ID and Password to request for hold(s)
- Check if the book is already issued to any other member
- Press the request button to place the item on hold
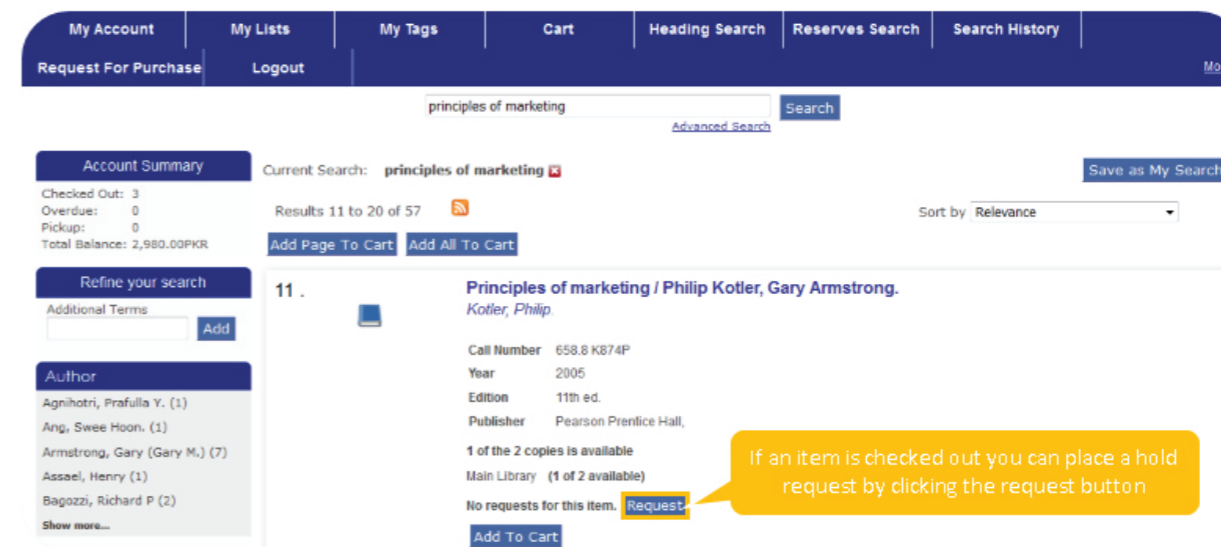
ACCESS TO MATERIALS

Most library materials are available for browsing and loans. All members are free to use these materials. However, selected materials are not available for borrowing, and are only restricted for use within the Library premises such as thesis and projects and reference materials. Reference material, CD-ROMs, not-to-be-issued copy of course reserve, annual reports, pamphlets, current and bound periodicals, EIP (Economic and Industrial Publications) reports, newspapers, and other non-circulating items cannot be checked-out.

BORROWING PRIVILEGES & LOAN PERIODS

LIBRARY BOOK-DROP UNIT

Library materials can be returned physically at the circulation desk. A book-drop unit is also placed at the entrance of the Library, which enables the Library patron to return Library material while the Library is closed.

Membership Category	Borrowing Privileges		Loan Period
Graduate and Postgraduate Students (LLB, MBA, MS, PhD)	15 Books	4 packages*	14 Days
Undergraduate Students (BSc)	08 Books	4 packages*	14 Days
Research Associates	15 Books	–	14 Days
Teaching Assistants	08 Books	–	14 Days
Staff	04 Books	–	14 Days
Corporate Members	04 Books	–	14 Days
Faculty	30 Books	–	90 Days

LIBRARY NOTICES

System-generated notices are sent to your email address as a courtesy to provide you with up-to-date information from the Library. Four type of notices are sent to your email address, given below:

- Review Notices: These are sent to remind you of due dates for your checked out items so that you can renew those items online or physically at the circulation desk.
- Overdue Notices: Overdue notices are sent to you through SMS or email to remind you that the items you have checked out have become overdue.
- Pickup Notices: Pickup notices are sent to let you know that your requested book has been returned to the Library and is ready to be picked up.
- Fine Notices: Fines notices are sent to let you know the details of the fines which have accumulated in your account.

In case you change your email address, please notify the circulation department so that your email is changed in the system as well.

OPENING HOURS

MONDAY TO FRIDAY
8:30 am - 2:00 am
The Library remains closed during Jumma break
SATURDAY
10:00 am - 10:00 pm
SUNDAY
10:00 am -10:00 pm

- The Library remains open around the clock during exam season
- The Library Help Desk at both floors provides services from 8:30 am to 8:00 pm
- The Library remains closed (not more than two days) on public holidays

Note: Library opening hours may be subject to change—contact the Library for exact hours

FREQUENTLY ASKED QUESTIONS

How Do I Get a Library Card?

The LUMS Smart Card is your Library card. You can borrow Library material by presenting your Smart Card.

How Do I Borrow Books?

Once you are registered, you may check out Library books while presenting your valid LUMS Smart Card at the circulation desk.

What Should I Do If I Lose My Smart Card?

If your card is lost or stolen, be sure to let us know immediately, send an email at circulation@lums.edu.pk You will be held responsible for any items checked out on your card if you do not inform us that it is missing. Also, report the loss to the Student Affairs Department and get a duplicate card.

How Many Books Can I Borrow?

It varies for each category. See Borrowing Privileges for this.

For How Long May I Keep a Book?

The Borrowing Privileges section will provide information on borrowing periods. All books are subject to recall, which may shorten loan periods. For Course Reserve borrowing, please see Course Reserves.

Can I Renew My Books?

Yes, you can renew a book for a further loan period, if someone has not reserved the same. You can renew the book(s) online as well.

How Do I Renew My Books?

To keep a book for another borrowing period, visit the library circulation desk along with the book to be renewed. The staff on duty will re-issue the book to you if another user has not reserved it. Overdue books will not be renewed. To get the books renewed remotely, see Online Renewal.

How Can I Know About The Due Date?

On each checked out material, you will find a due date stamped on its date slip. If you renew the book online, you can see the due date on the activity menu at iPortal.

Can Someone Else Check Out Books For Me?

No. No one can check out books on someone else's behalf.

How Can I Find Out What I Have Checked Out?

You can know about your Library activity and your Library account through iPortal. Or you can come to the Library and ask the circulation staff about the item(s) checked out by you.

How Can I Get a Book That Someone Else has Checked Out?

Books already checked-out by some other user can be reserved. You can get them reserved online through the iPortal. See Online Renewal for details. You can also place a request for a checked-out item by visiting the Library.

What Happens When Someone Wants a Book I Have?

If a hold has been placed on one of your books, you may not renew it. Please return it by the due date. The Library may recall any material issued to you. You must return the book by the shortened due date in order to avoid fines.

Is It Necessary to Show a Smart Card While Returning The Books?

No, you can return the library materials without showing the Smart Card.

Can Someone Else Return My Books For Me?

Yes, books can be returned by anyone.

What Happens If I Return A Book Late?

A fine begins accruing as soon as the book is overdue. If you do not return a RECALLED book by the date requested, your borrowing privileges can be suspended.

What Happens If I Lose A Book?

Report it immediately in black and white at the circulation desk so that your overdue fine can be stopped. Then you will be charged three times the current price of the book.

What Happens If I Damage Library Materials?

In case you damage Library material, the policy for "Book Loss" will be implemented.

I Like To Use Highlighters And Pencils For Notation. Is This Considered Damage?

Yes, it is. We understand the temptation to mark books in order to aid your studying or research, but keep in mind what might help you will most certainly make it more difficult for someone else to use the book. You will most definitely be fined a replacement charge for any books, which have been damaged by underlining or highlighting.

How Much Fine Do I Have To Pay On An Overdue Item?

PKR 10/- per book per day. On Course Reserve, PKR 50/- per each extra hour.

How Do I Pay Fines?

All Library fines are handled by the LUMS Accounts Office. You will receive the fine notice through email. Take this notice to the Accounts Office and pay the fine. The Accounts Office will issue you a receipt of paid fines. You have to submit this receipt to the circulation desk for fine clearance.

What Happens If I Don't Pay My Fines?

Your Library account will be terminated if the fine exceeds PKR 10000/-

What Are Course Reserves?

Course Reserve refers to the Reserve Collection. This collection contains material chiefly intended for

undergraduate students. The books are selected from those most essential for undergraduate study, and many are provided in multiple copies according to anticipated demand. Some lecture slides/files designated for specific class assignments by the faculty are also available in the Course Reserve collection. Most materials in the Reserve Collection change from quarter to quarter based on class requirements.

Where Are They Located?

Course reserves are housed in the circulation desk area.

How Do I Check Them Out?

Simply come to the Library circulation desk, ask for the specific course reserve, show your ID card, and get your course reserve material.

For How Long Can They Be Checked Out?

To ensure that as many readers as possible have the chance to use these high-demand books, they are issued for specific periods of 3-hours and overnight.

Can I Get Course Reserves Issued For Overnight?

Yes, you can get it for overnight, usually after 6:00 pm. Check the circulation desk for exact timings.

Are Fines For Course Reserves Different From Fines For General Books?

Yes. Fines for course reserve material accrue at the rate of PKR 50/- per each extra hour. So pay careful attention to the loan period for the course reserve materials you borrow.

Can I Renew Reserve Books?

You can't renew the same book. If another copy of the same course reserve is available, you can check it out.

Can I Reserve The Course Reserve Materials?

No you cannot.

What Should I Do If I Need A Reading Package Of The Previous Quarter?

You can make a request by filling in the PASSIVE COURSE RESERVE FORM available at the circulation desk.

How Do I Cite Sources?

Use the Citation Tools option mentioned in the Research Tools link.

How Do I Compare Citation Tools?

Use the Compare Citation Tools option mentioned in the Research Tools link.

What Is VPN?

VPN stands for Virtual Private Network. VPN allows you to make a secure, encrypted connection to the University network. When you have started the VPN client, a secure connection is created between your computer and the University network. Although they often use public networks, VPNs inherit the characteristics of a private network, thus the "Virtual" Private Network.

Why Should I Use VPN?

The most common reasons to use a VPN are:

- It gives you a secure interface to access the Library e-resources while off-campus.
- You don't need to visit the Library. Just log on to https://vpn.lums.edu.pk using your campus ID/password and start using full-text resources.

How Does It Work?

VPNs create "virtual" point-to-point connections using a technique called tunneling. As the name suggests, tunneling acts like a "pipe" which penetrates through a network to connect two points. Normally activated by remote users, tunneling encrypts data into standard TCP/IP packets and encapsulates it for safe transmission across the Internet.

VPN ensures the confidentiality and integrity of information as it travels over the public internet because it requires:

- Remote user identity authentication
- Secure private transmission of data (no unauthorized listeners)
- Verification of unadulterated data transmission
- The VPN connection works like this:
  - You connect to the Internet in the normal manner, through your ISP
  - The VPN client software on your computer initiates a connection with the VPN server
  - The VPN server encrypts the data on the connection so it cannot be read by others while it is in transit
  - The VPN server decrypts the data and passes it on to other servers and resources

How Do I Change My VPN Password

Use the User Changeable Password Interface to change your VPN password online.
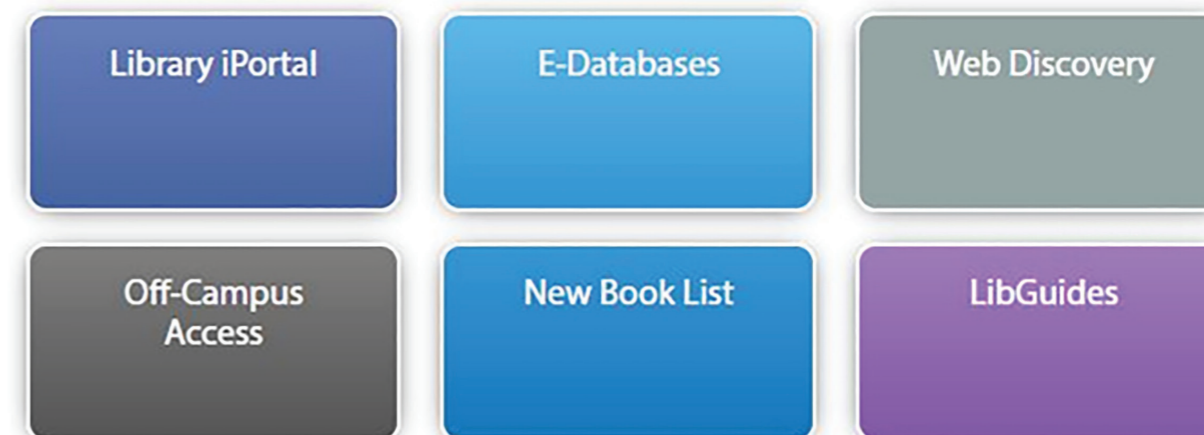
How Do I Pay The Library Dues Online

Please go to http://pay.lums.edu.pk and use the Library Payments Options to pay Disciplinary/Over Due Fine, Text Book(s) Purchase from Bookshop, VPN/Smart Card Charges, New Membership Charges (For External Memebers), External Membership Renewal Charges and other charges through credit card.
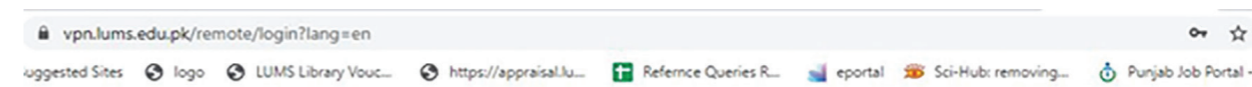
OFF-CAMPUS ACCESS

STEP-01

Open the library website **https://library.lums.edu.pk/** and click on off-Campus Access

GET STARTED

Library iPortal | E-Databases | Web Discovery
Off-Campus Access | New Book List | LibGuides

STEP-02

Step-02: Use LUMS login credentials

vpn.lums.edu.pk/remote/login?lang=en

uggested Sites logo LUMS Library Vouc... https://appraisal.lu... Refernce Queries R... eportal Sci-Hub: removing... Punjab Job Portal -...

Please Login

muhammad_zeeshan

•••••••••••

Login

Launch FortiClient

STEP-03: SELECT LIBRARY TAB

Welcome to LUMS

- [ ] Launch FortiClient
- [ ] Download FortiClient ▼

Bookmarks

Games	Admission	Phonelist	EPortal	Library

STEP-04: CLICK ON E-DATABASES TAB

GET STARTED

Library iPortal	E-Databases	Web Discovery
Off-Campus Access	New Book List	LibGuides

STEP-05: CLICK ON ELECTRONIC DATABASES A-Z TAB

Electronic Databases: A - Z ➔	Electronic Journals: A-Z ➔
Electronic Journals: Subject List ➔	Electronic Databases: IP Based ➔
Electronic Databases: Password Protected ➔	Electronic Databases: CD Server ➔

STEP-06: FIND YOUR REQUIRED DATABASE FROM THE LIST

ASTM CW VPN

Provides access to thirty magazines and journals in computing and IT, with complete archive reaching back to 1950's. It also includes the ACM Special Interest Group newsletters and conference proceedings, many with full archives in 34 distinct areas of information technology address your varied interests - Programming Languages, Graphics, and Mobile Communications etc. For further details click here

ANNUAL REVIEW(TRIAL) CW VPN

Annual Reviews has offered comprehensive, timely collections of critical reviews written by leading scientists. Annual Reviews volumes are published each year for 46 focused disciplines within the Biomedical, Life, Physical, and Social Sciences including Economics. Each year, Annual Reviews critically reviews the most significant primary research literature to guide researchers to the principal contributions of their field and help them keep up to date in their area of research.

ACM DIGITAL LIBRARY (ASSOCIATION OF COMPUTING MACHINERY) CW VPN

Provides access to thirty magazines and journals in computing and IT, with complete archive reaching back to 1950's. It also includes the ACM Special Interest Group newsletters and conference proceedings, many with full archives in 34 distinct areas of information technology address your varied interests - Programming Languages, Graphics, and Mobile Communications etc. For further details click here

AFRICAN JOURNALS ONLINE (AJOL) CW VPN

AJOL offers the tables of content and abstracts from over 170 journals in sciences, social sciences, arts, culture and literature from 2000 to onward. Free print copies of articles are available by airmail. For further details click here

GRAMMARLY SIGN-UP INSTRUCTIONS

STEP-01

Open the Grammarly website **https://www.grammarly.com/edu**
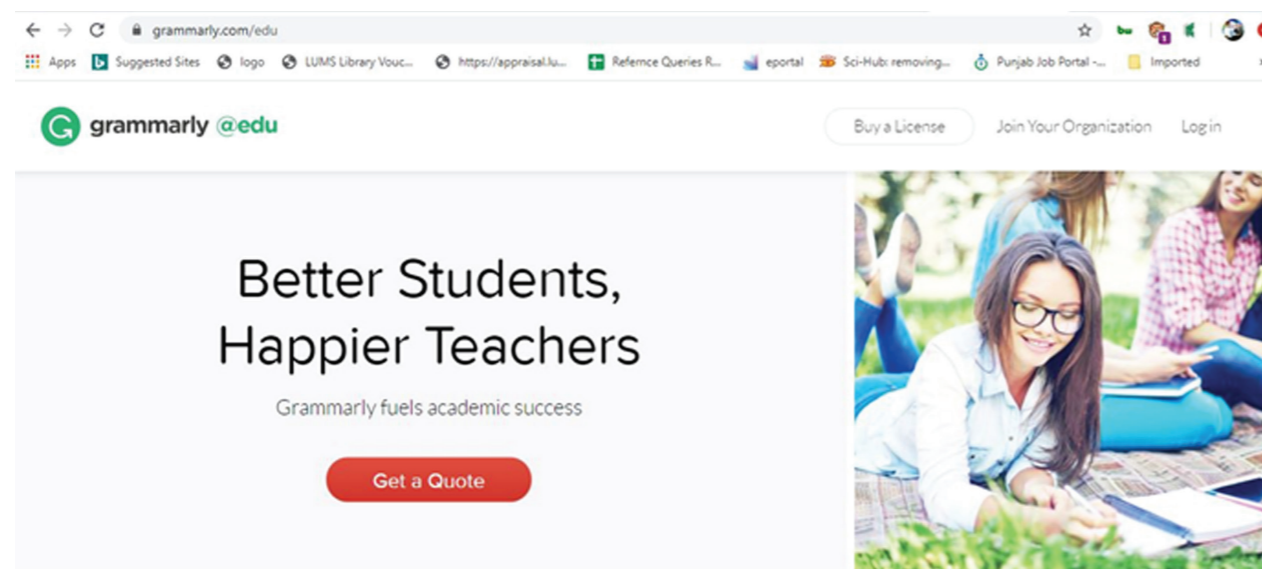
STEP-02

Click sing up with LUMS id to create the premium account

STEP-03

Once the account is created, you will receive an email to activate your account.

STEP-04

Grammarly Plugin in Microsoft Word and Outlook by signing in.
Download the Grammarly Plugin
1. Go to the Plugin download page.
2. If you already have a Grammarly account, click Log In at the bottom of the page. If you do not have a Grammarly account, sign up for one before continuing.

# GRAMMARLY PLUGIN FOR MICROSOFT WORD

OVERVIEW

This document details how to download and activate the Grammarly plugin for Microsoft Word. Currently, the plugin is only available for Windows computers.

REQUIREMENTS
- A Windows computer
- A Grammarly Account

GRAMMARLY PLUGIN IN MICROSOFT WORD
DOWNLOAD THE GRAMMARLY PLUGIN

1. Go to the Plugin download page.
2. If you already have a Grammarly account, click Log In at the bottom of the page. If you do not have a Grammarly account, sign up for one before continuing.

3. After you log in, the file should immediately download. Find and open the downloaded file in your Downloads Folder titled GrammarlyAddInSetUp.exe.
4. In the pop-up window, click Run.
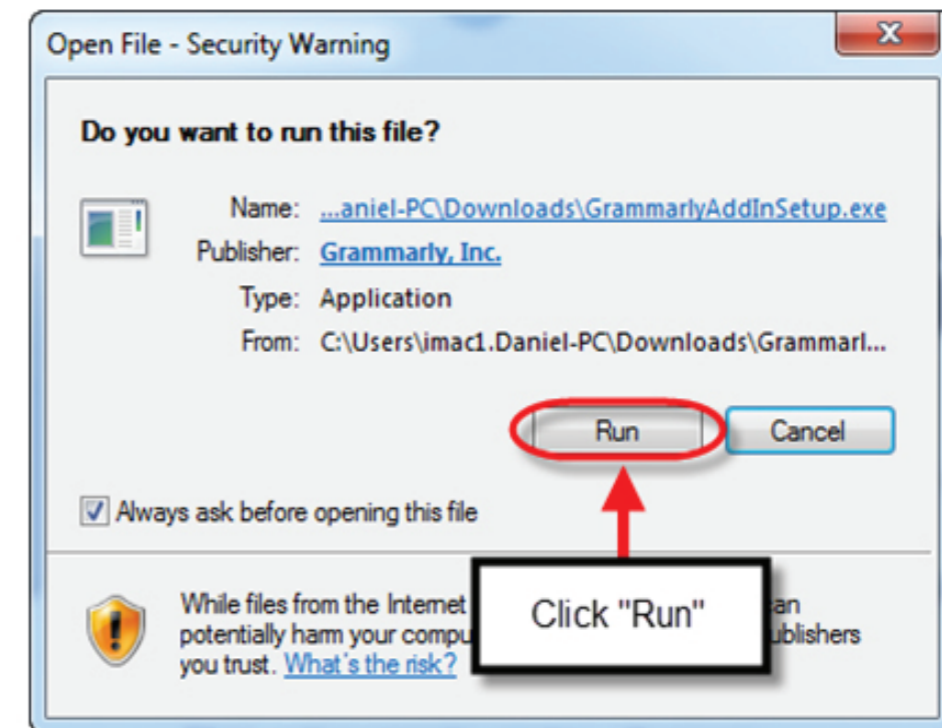
5. In the Grammarly for Microsoft Office Suite window, click Get Started.
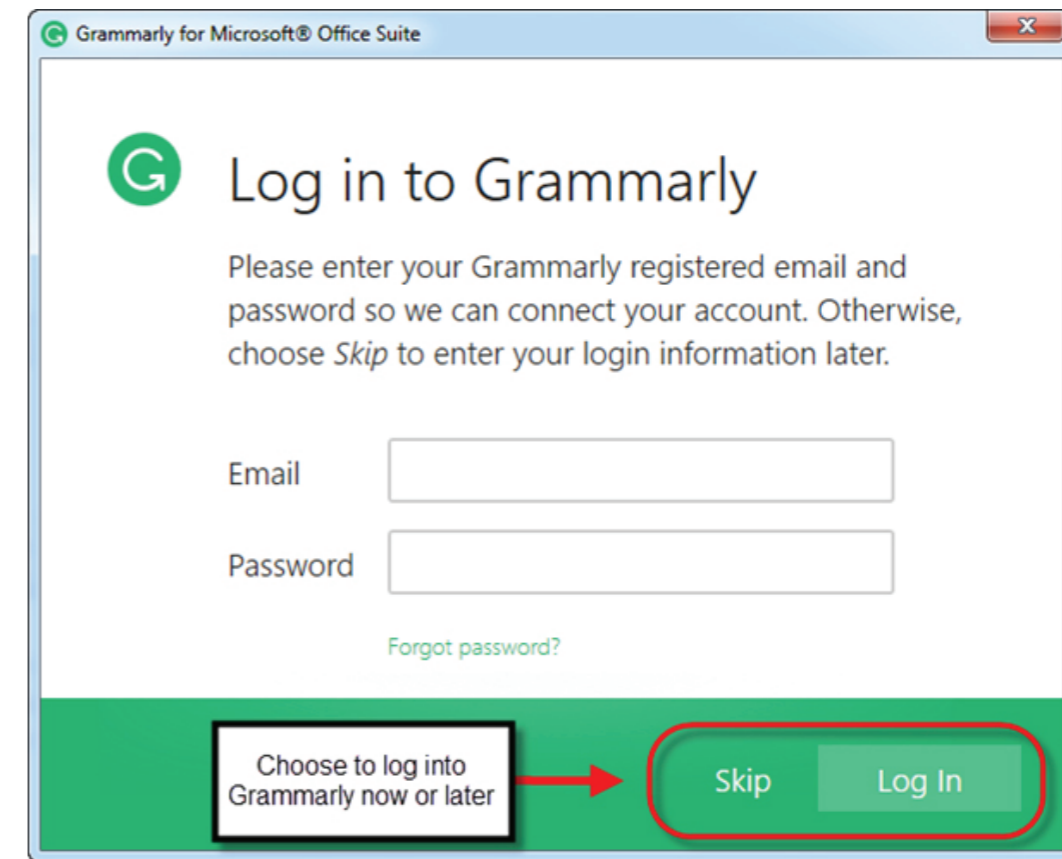
6.   Check the Grammarly for Word box and then click Install.
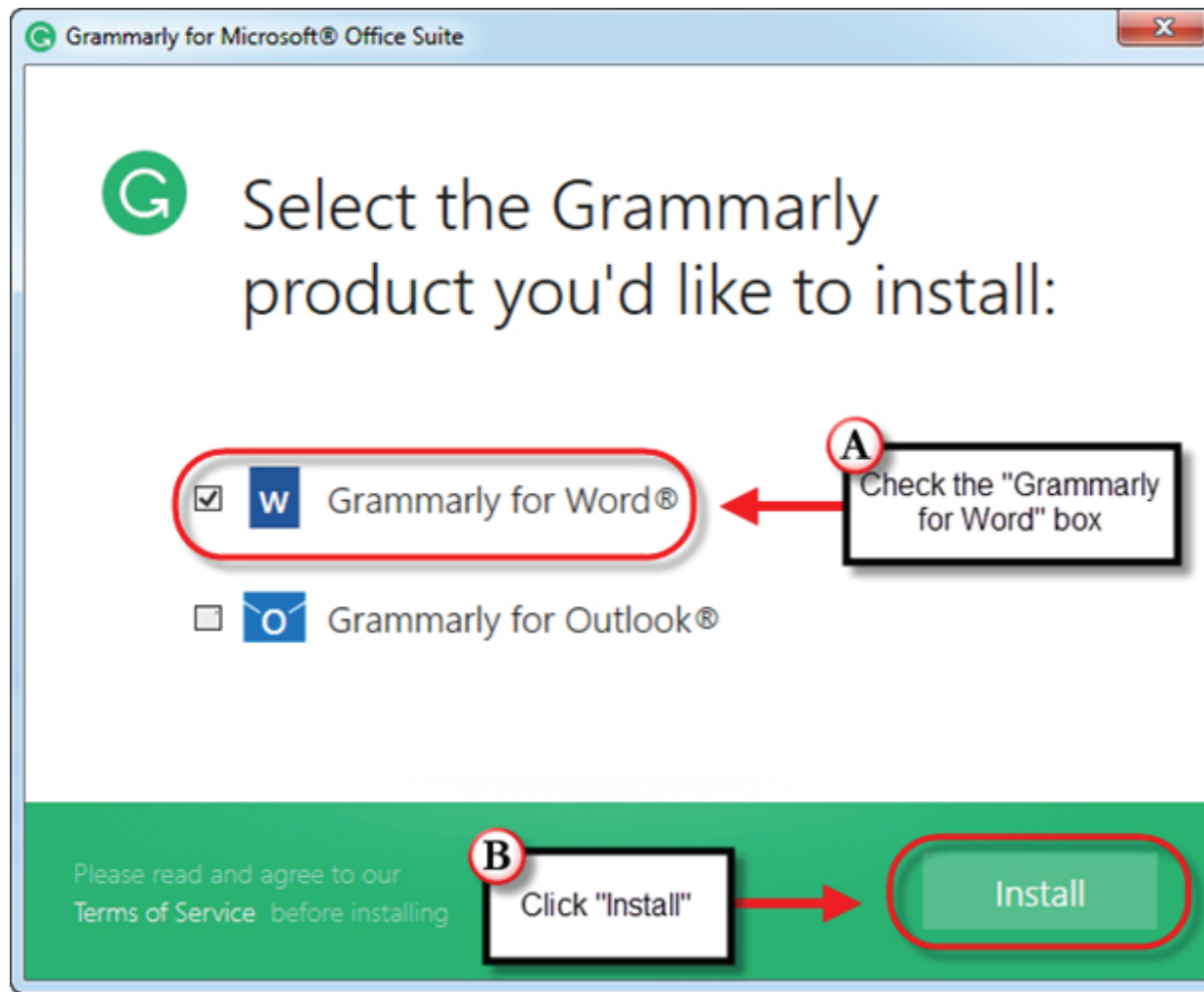
NOTE: If a Word is open during the installation, a pop-up window will appear alerting you to restart the program in order to use Grammarly. Click **Ok** to close.
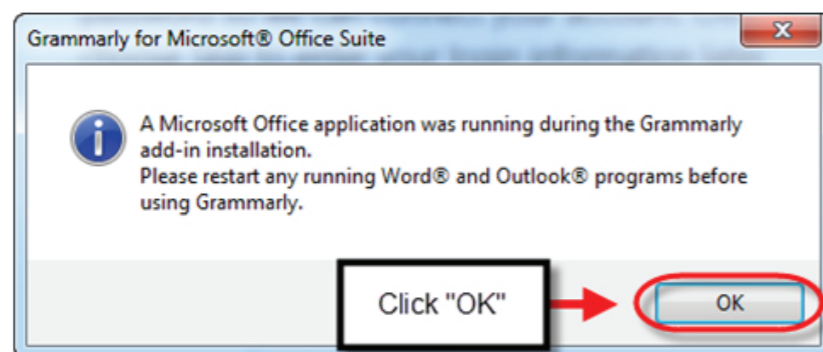
7.   In the next window, you can choose to log into Grammaryly now by entering your log in information and clicking **Log In** or click **Skip** to log in later.
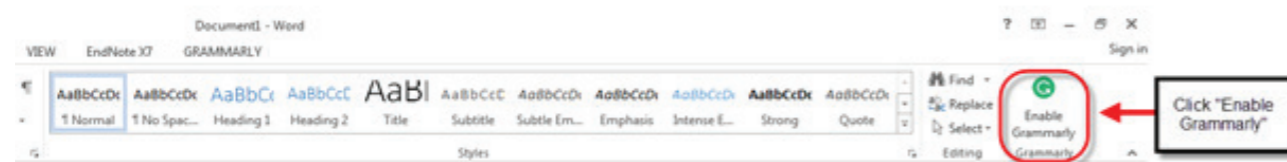

8.   Click Finish.
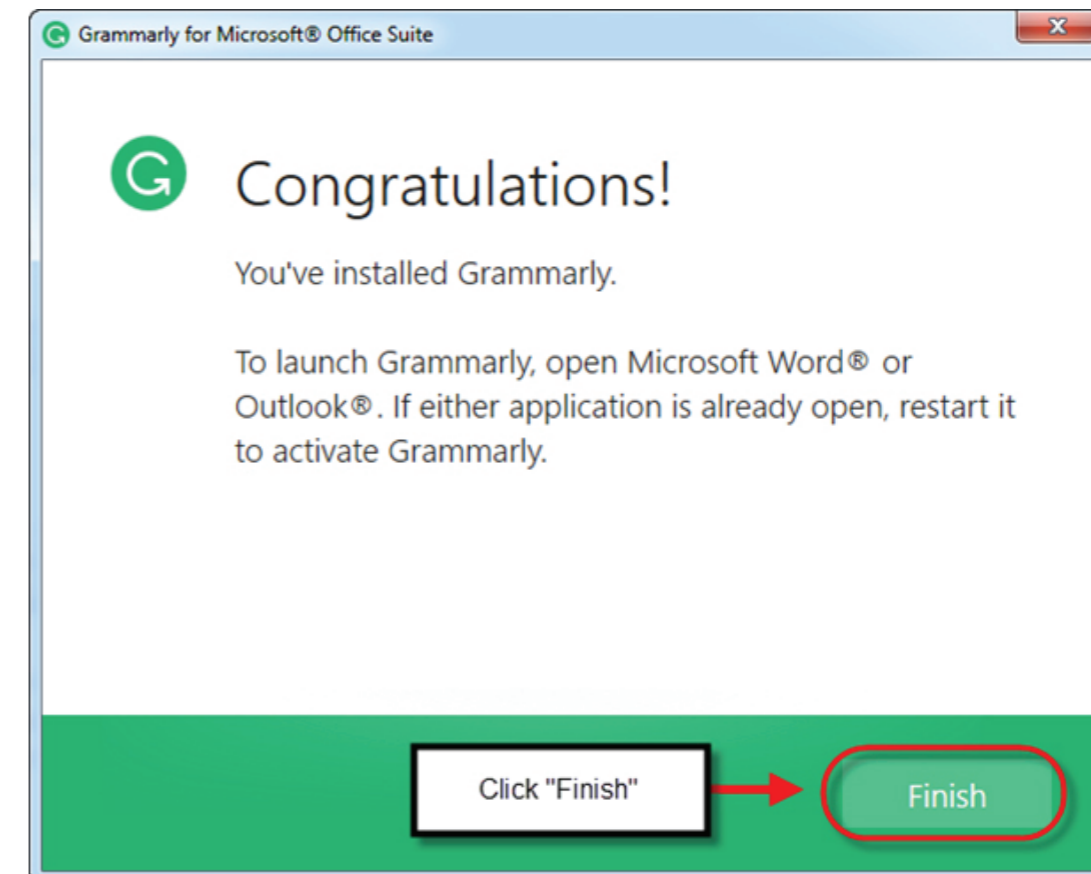
REMINDER: If Microsoft Word is running during the installation, restart the program to activate Grammarly.
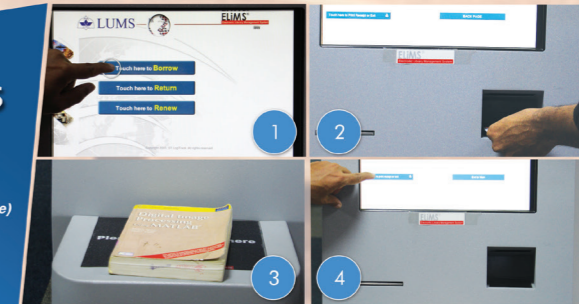
TURN ON GRAMMARLY IN WORD

1.   Open **Microsoft Word**.
2.   To the right of the menu bar, click **Enable Grammarly**

### Gad & Birgit Rausing Library

Self-Service Station Workflow

TO BORROW *the* **BOOKS**

1. Press the *(to borrow button)*
2. Scan your smart card
3. Place your books on the reader *(Max 3 books at a time)*
4. Print a receipt of your transaction
   **OR**
5. Press the main page button

TO RETURN *the* **BOOKS**

1. Press the *(to retun button)*
2. Place the books on the reader
3. Press to print a receipt of your transaction
   OR
4. Press the main page button
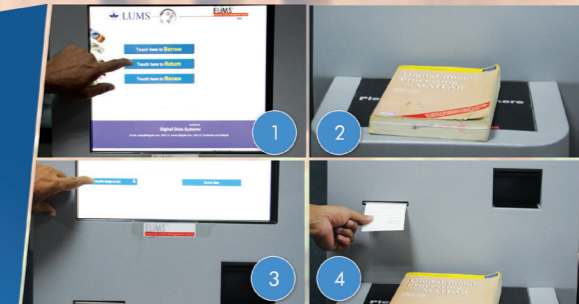
TO RENEW *the* **BOOKS**

1. Press the *(to renew button)*
2. Scan your smart card
3. Press the renew button
4. Print a receipt of your transaction
   OR
5. Press the main page button

Lahore University of Management Sciences
www.library.lums.edu.pk
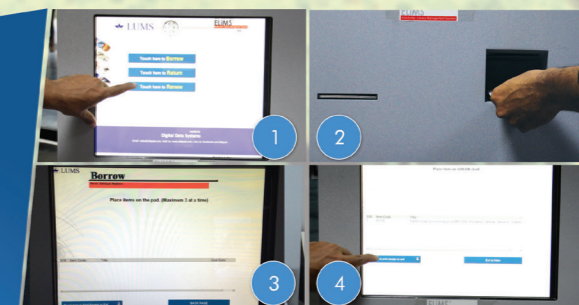
LUMS

DHA, LAHORE CANTT. 54792, LAHORE, PAKISTAN