Library and Information Center
National Institute of Development Administration
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History

The Library and Information Center was established at the same time as the National Institute of Development Administration in 1966. The early library development was financially and technically supported by the Ford Foundation and Midwest Universities Consortium for International Activities (MUCIA), providing substantial funds for developing information resources, acquiring necessary equipments and teaching materials, and financing study trips for library personnel.

The library was firstly housed in the Institute’s Building 1 until the relocation to the library building (present location of The Honourable Hall of His Majesty’s Sixth Cycle Birthday Anniversary) in 1970. The library was eventually moved to its present location in Anek Prasong Building (presently named Bunchana Atthakor Building) in October 1998. Throughout the years, the library has constantly been upgraded from being a small and manual system library to a medium and computer-assisted system library. The library is now equipped with automated system and has become a complete digital library. Thanks to the generous allocation from the Institute, in 2010 the library was able to improve and modernise its physical space for the convenience of library users.
Having been a central library for the National Institute of Development Administration, the Library and Information Center maintains its roles in procuring, collecting, servicing and distributing information materials in order to promote and facilitate teaching and learning activities, research, training and academic related services to lecturers, staff and students of the Institute. The Library and Information Center currently houses an extensive collection of books and learning materials, covering 9 main subjects, namely public administration, business administration, development economics, applied statistics (including demographic and computer studies), social and environmental development, language and communication, human resources development, law, tourism management and other areas of social sciences. In relation to the Institute’s departments, programs of study and activities of schools/ centers/ offices/ programs, the center also provides information services to local communities as well as guidelines for establishing community libraries and information services centers for public and private sectors.

In addition of its role as being a research library for the Institute, the Library and Information Center also serves as a depository library for the World Bank and a coordinating center for information in social sciences. Having maintained its membership of Thailand library network, the center is working with domestic and international libraries.
At the professional level, the Library and Information Center is an active member of the International Federation of Library Associations (IFLA), and American Library Association. The center has also forged cooperation with other higher educational institutions in information resources services as the center’s staff are often invited as guest lecturers and thesis supervisors for students of other educational institutions. The center also offers internship opportunities for students of various institutions.

**Vision**

The Library and Information Center is a library for research in the field of development administration and aims to become a predominant digital library.

**Mission**

The Library and Information Center aims to fulfil following obligations:

1. Provides user-orientated services in order to respond to users’ requirements;

2. Acquires and operates information resources in relation to its development towards a digital library system to provide services to users and to strengthen its information resources in the field of development administration;

3. Promotes lifelong learning;

4. Supports the domestic, regional and international sharing of information resources.
Slogan
Modern resources and quick responses for users’ satisfaction

Organizational Structure
The Library and Information Center is organised by separating professional workloads of librarians and academic officers from those of library operating services staff. Therefore, the center is divided into 2 sections:
1) Library Operating Services Staff are library’s main services staff, comprised of technician division, services division and archival division;
2) Secretariat Office Staff are supporting personnel to library main services, comprised of management and administrative division, finance and supply division and organisational plan and development division.

Opening Hours
Monday – Friday
Open from 8.00 a.m. until 7.30 p.m.
Saturday – Sunday and Substitute Holidays
Open from 10.00 a.m. until 8.00 p.m.
The library closes on public/festive holidays.
The library holidays will be announced in advance. Users can check these dates on the library web site.

Library Membership
There are two categories of library membership:
1) Internal membership includes students and the Institute’s staff;
2) External membership includes general public and the Institute’s alumni.
* Enquiries regarding library membership can be made by telephone: +66(0) 2727 3737 and e-mail: services@nida.ac.th.

Using the Library Resources
Books on library shelves are alphabetically ordered in accordance with the Library of Congress Classification. Users can search the library catalog for book location and can also access it through the library website. After locating the wanted books on the catalog, please check that they are not out on loan and make a note of the call numbers. Using the call numbers, users can retrieve books from the shelves and read them anywhere in the library. Please return them at the return points for shelving after reading them. Books can be issued on loan and returned on the second floor of the library. If the books are already out on loan, users may be able to reserve them. Users will be notified by e-mail once the reserved books are returned and ready for collection.
Borrowing Information and Fines

There are conditions regarding borrowing information and fines as follows:

<table>
<thead>
<tr>
<th>User Category</th>
<th>Books and Documents</th>
<th>Theses/ Dissertations/ References (more than 1 copy available)</th>
<th>Reserved Books/ Theses (only 1 copy available)</th>
<th>Dissertations (only 1 copy available)</th>
<th>CD-Rom(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No./ Day</td>
<td>Fine/ Day</td>
<td>No./ Day</td>
<td>Fine/ Day</td>
<td>No./ Day</td>
</tr>
<tr>
<td>Lecturers/Researchers/ Librarians/Documentalists</td>
<td>50/60</td>
<td>5</td>
<td>5/7</td>
<td>5</td>
<td>3/1</td>
</tr>
<tr>
<td>Ph.D. Students</td>
<td>20/28</td>
<td>5</td>
<td>5/7</td>
<td>5</td>
<td>3/1</td>
</tr>
<tr>
<td>Masters and Diploma Students</td>
<td>14/14</td>
<td>5</td>
<td>3/7</td>
<td>5</td>
<td>3/1</td>
</tr>
<tr>
<td>Institute’s Staff</td>
<td>14/14</td>
<td>5</td>
<td>3/7</td>
<td>5</td>
<td>3/1</td>
</tr>
<tr>
<td>Training Program Participants</td>
<td>5/14</td>
<td>5</td>
<td>3/7</td>
<td>5</td>
<td>3/1</td>
</tr>
<tr>
<td>Visitors</td>
<td>3/14</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interlibrary Loans</td>
<td>20/14</td>
<td>5</td>
<td>20/7</td>
<td>5</td>
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Using Study Rooms

Study rooms are reserved for the Institute’s students. Please contact staff at the service point on the third floor and show your membership card/ student identification card.

There are in total 75 study rooms:

- Masters’ students are allocated 43 study rooms on the third floor and allowed to use them up to 2 hours per session. These rooms are also different in size: 21 rooms catered for 2 to 4 students, 15 rooms suitable for 6 students, 2 rooms for 7 students and 5 rooms for 10 students, respectively;
- Ph.D. students are allocated 32 rooms for individual usage on the fourth floor for 1 day per session.

Guidelines for Using Study Rooms

1. To extend the use of study rooms, Masters’ students must apply for an extension with the staff at the service point on the third floor at least 5 minutes before the finishing time.

2. Masters’ students may request Ph.D. study rooms and vice versa, providing that they surrender the rooms if eligible students require them.

3. Before leaving the study room, students must lock the door and return the key to the staff. If the key is not returned to the staff or is lost, fines will be imposed: 50 baht per day for not returning the key and 1,000 baht for the loss of the key.
Service Areas

The library is located in Bunchana Atthakor Building between the second and fourth floor. There are approximately 9,125 square meters of service areas.

Second Floor

Service Point for Borrowing and Returning Information Resources

New Books and Journals Corner

World Bank Collection

Archives

Chakri Dynasty Collection
Library Services

Database Search

The library is responsible for providing the databases covering all subject areas being taught at the Institute. Library users can access the online database through library computers and personal computers at home or work places, providing that their computers, notebooks, e-book readers or smart phones are enabled to access the Internet. Library users can also use their electronic equipment to connect to the Institute’s Wireless Internet System anywhere in the library where the sign ‘Wi-Fi’ is displayed.

Full-text documents from the database can also be downloaded, providing that they are accessed through the campus network. Off-campus connection provides partial access. To enable the full-text download, Institute’s e-mail username and password are required for the off-campus access. Information regarding setting up off-campus connection is available on the library web page at http://library.nida.ac.th under the heading menu ‘off-campus search SSL VPN’ or https://vpn.nida.ac.th.

Available electronic databases can be categorised as follows:

1. 4 Library Databases -organised and developed by the library:
   1) Online Public Access Catalogue Database (OPAC)
   2) Thai Journal Index Database (Social Science)
   3) Clipping Database
   4) Sufficiency Economy Database

2. 20 Electronic Journal Databases:
   1) A to Z
   2) ABI/INFORM Complete
   3) Academic Search Premier
   4) ACM Digital Library
   5) Business Source Complete
   6) Computers & Applied Science Complete
   7) EconLit with Full Text
   8) Education Research Complete
   9) Emerald Management Plus and Emerald Backfiles
   10) H.W. Wilson
   11) IEEE/IET Electronic Library (IEL)
12) IFS Online (International Financial Statistics)
13) ISI Web of Science
14) JSTOR Arts and Science I Collection
15) JSTOR Mathematics & Statistics Collection
16) Sage Journal Online: Social Science & Humanities
17) ScienceDirect
18) SpringerLink
19) Taylor & Francis (Informaworld)
20) Wiley – Blackwell

3. 4 Electronic Book Databases:
   1) NetLibrary eBook collection
   2) Emerald eBook Series Collection
   3) SpringerLink (Kluwer) eBook Collection
   4) World Bank Database

4. 3 Electronic Thesis Databases:
   1) Proquest Dissertations & Theses Full Text
   2) Thai Digital Collection
   3) Thai Theses

5. 2 News Information Databases:
   1) NewsCenter
   2) iQNewsClip

6. 2 Intra-library Services Databases:
   1) Compustat RI Global
   2) Datastream
Book Request

Library users can request both ‘on shelf’ and ‘out on loan’ books through the automated library system on the library web site. After receiving book requests, library staff will bring the ‘on shelf’ books to the borrowing and return service point on the second floor. Requestors will then be contacted to collect the books with 5 days or the books will be returned to the shelves. If the requested books are ‘out on loan,’ requestors will be informed by e-mail once the requested books are returned and will be kept on hold for 5 days. If the books are not collected within 5 days, the system will automatically cancel the reservation.

Urgent Book Request

While searching the online library catalog, you might come across books labelled ‘In Cataloging’ or ‘In Process.’ These books are still in the administrative process and not on the shelves. If you require these books, you can click ‘Request Copy’ to request an urgent reservation on the OPAC database system or you can contact library staff in person at the information resources service point on the second floor. The library will urgently complete the technical process within 2 days and will then contact you to collect the books at the borrowing and return service point.

Book Delivery Service and Book Return Service

These services are designed to exclusively cater for the Institute’s lecturers, academic officers and personnel to facilitate and promote the efficient use of information resources. After choosing their wanted books, users may request the library to deliver their books to their office desks and may also request the library for the book return service at their office. The library operates book delivery and return services during official working days and hours, 4 rounds a day: 9.00 a.m., 11.00 a.m., 2.00 p.m. and 4.00 p.m.
**Interlibrary Loans**

This service enables library users to request books or photocopies of documents unavailable in the Library and Information Center from other libraries. To apply for this service, you can contact library staff in person on the second floor or by e-mails. There will be charges for delivery and administrative processes in relation to the rates prescribed by the concerning libraries.

**Reference Service**

The Center’s librarians and academic officers will answer all enquiries and provide recommendations on research, how to search information resources and how to use the library. Enquiries can be made in person or by telephone to the information resources service point on the second floor. Staff also reply to enquiries made on MSN, e-mails, Twitter, Facebook and library web site.

**Thesis Clinic**

This service is intended to assist students in conducting theses and dissertations. We aim to provide recommendations and guidelines on information research, printing formats, references and bibliography. Students can apply for the service at the service point on the second floor.

**Archives**

The library is responsible for maintaining the Institute’s archives in which all official documents as well as audio-visual materials are acquired, kept and put on display. This service is available on the second floor.

**Chakri Dynasty Collection**

This section displays a collection of books written by the royal family as well as books about the monarchy and the Chakri Dynasty. This service is available on the second floor.

**Sufficiency Economy and Nobel Prize Collection**

This section displays books about the philosophy of sufficiency economy and His Majesty’s Royal Initiative Projects. This section also contains books about Nobel Prize Laureates and their Nobel Prize awarded work in Economic Sciences. This service is available on the second floor.
E-Book Station

E-Book Station is a web based service point through which users can access electronic books or multi-media resources on the library database. With 21-inch touch screen monitors, users can search for electronic books by simply using key words. Search results will display a list of books with detailed information, cover page and full-text. Users can read electronic books at the station or record them as ‘bookmark’ and may order the print out of the documents. This service is available on the second floor.

Digital Bookshelves

Digital bookshelves service is a recent online innovation, allowing users to search for books in digital formats. Users can access library catalog database through touch screen monitors and may view book lists which will display book cover pages, table of content pages and the first 10 pages of the books. This service is available on the second, third and fourth floor.
Digital Memo Board

The digital memo board provides a channel of communication between the library and its members. Library users may post personal messages for their friends or may choose to share their information with general library users. The digital memo board is divided into two sections. The right side is allocated for the public use while library’s public relations news or announcements will be displayed on the left part of the board. Users can selectively view announcements and memo posts through the dual touch screen monitors located on the second floor.

Digital Information Noticeboard

This huge digital noticeboard consists of four 52-inch touch screen monitors, devoted to the public exhibition of the Institute’s information. One monitor is reserved for commanding menu selection while other three monitors display continuous images. The displayed information includes the information and map of the Institute and the library, rules and regulations of the Institute and the library, research information, Sufficiency Economy information etc. This service is available on the second floor.
Library Contacts

National Institute of Development Administration,
Library and Information Center

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MSN services.nida@gmail.com
Facebook http://www.facebook.com/NIDALIBRARY
Twitter http://twitter.com/NIDA_Library

Map