



# Library Orientation

By Ms. Chhor Sivleng  
CKS Head Librarian

09 February 2022

# LIBRARY OPERATION



*Library is open to the public and free of charge.*

We are located at Wat Damnak, Siem Reap, Cambodia.

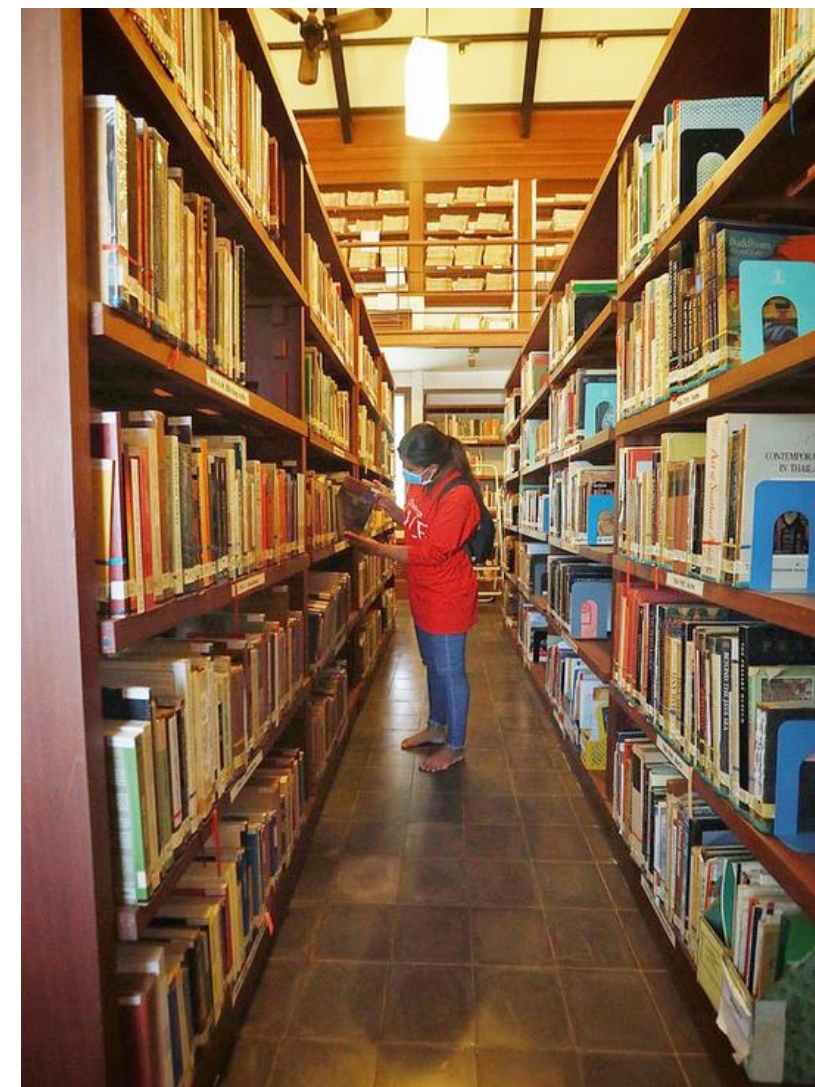
**Monday to Saturday**

**8.00 am – 12.00 pm**

**1.30 pm – 5.20 pm**



# READING ROOM & RESEARCH LIBRARY





# WHAT CAN I FIND IN THE LIBRARY?

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Printed materials



Newspapers



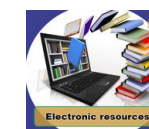
Maps



Digital resources



Media resources



Electronic resources

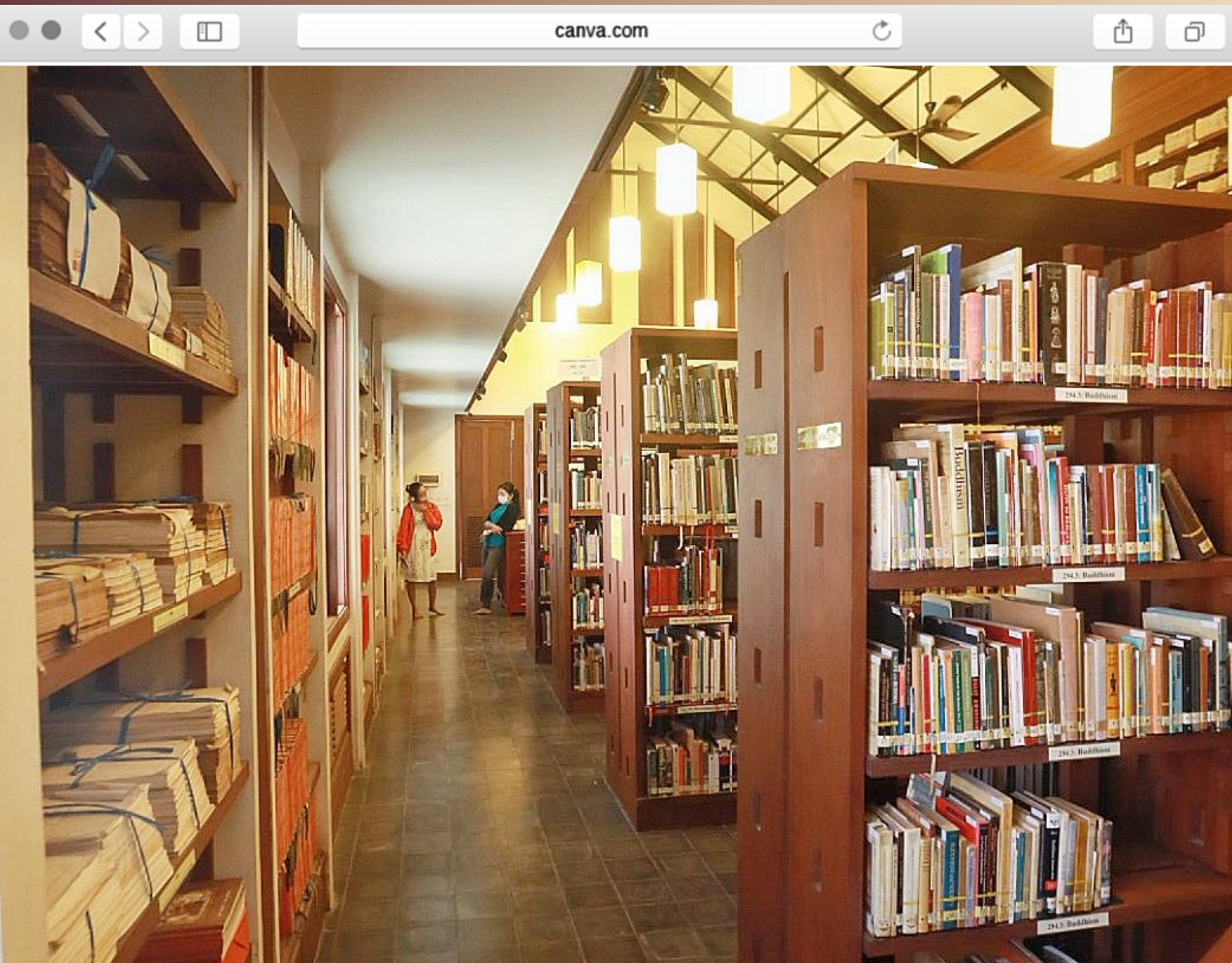
*WHAT CAN I FIND IN THE LIBRARY?*

*ON-SITE ACCESS*

## PRINTED MATERIALS

**Over 20,000 printed materials specializing in Southeast Asian history, social science, art, linguistics, and other subjects.**

This includes Books, Research journals/magazines, Ph.D. dissertations, M.A theses, and research papers from CKS fellows, affiliates, and other scholars.





*WHAT CAN I FIND IN THE LIBRARY?*



*ON-SITE ACCESS*

## **NEWSPAPERS**

local newspapers in Khmer, English, and French and collection of clipping newspapers on Cambodia and Southeast Asia



# WHAT CAN I FIND IN THE LIBRARY?

ON-SITE ACCESS

## MAPS

More than 100 sheets of maps  
relevant to Southeast Asia  
geography, administration,  
archaeology, etc.



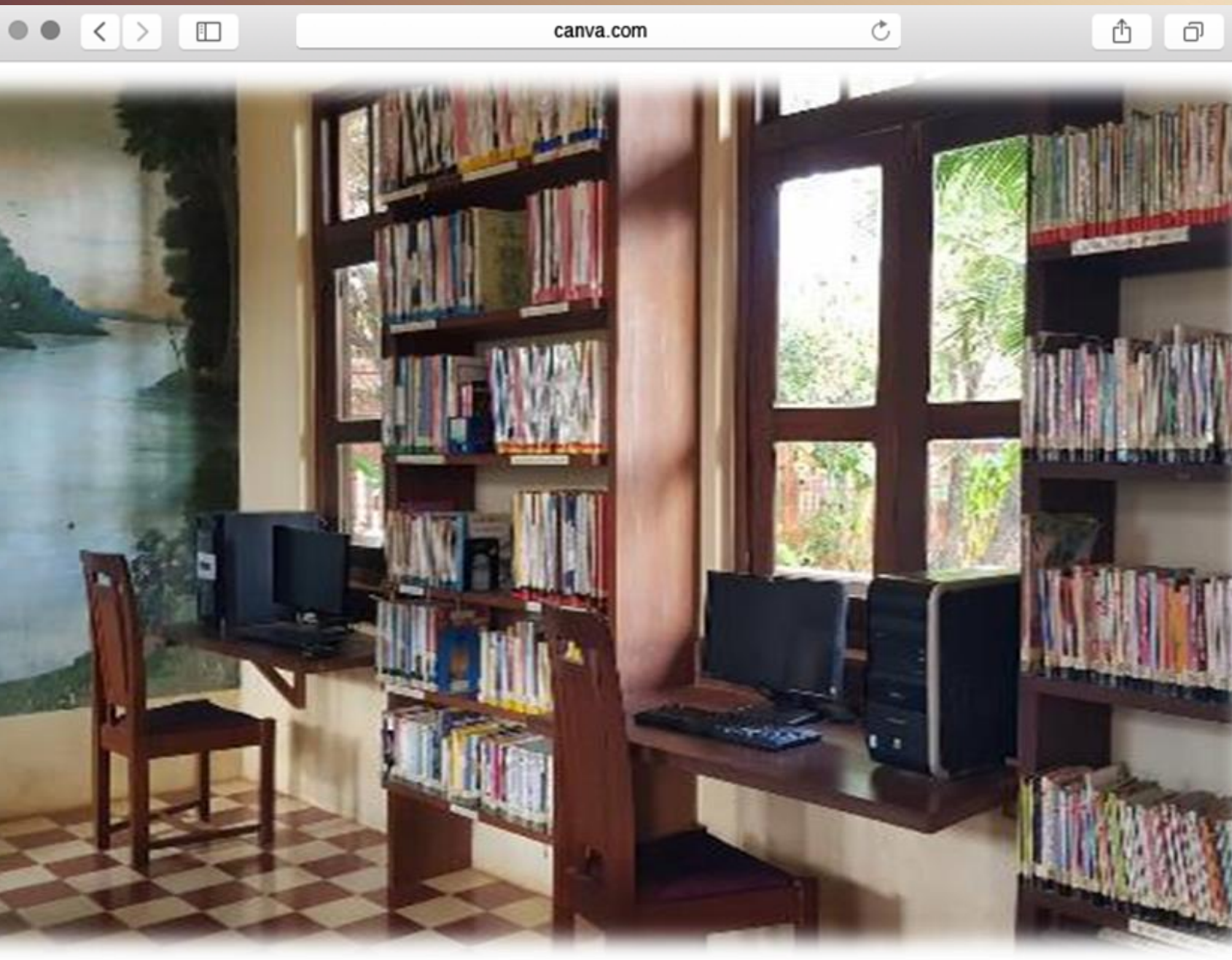
## DIGITAL RESOURCES

- Almost 1,000 digital items from the John M. Echol collection, Cornell University
- Over 300 dissertations and theses from overseas universities





*WHAT CAN I FIND IN THE LIBRARY?*



*ON-SITE ACCESS*

## DIGITAL RESOURCES

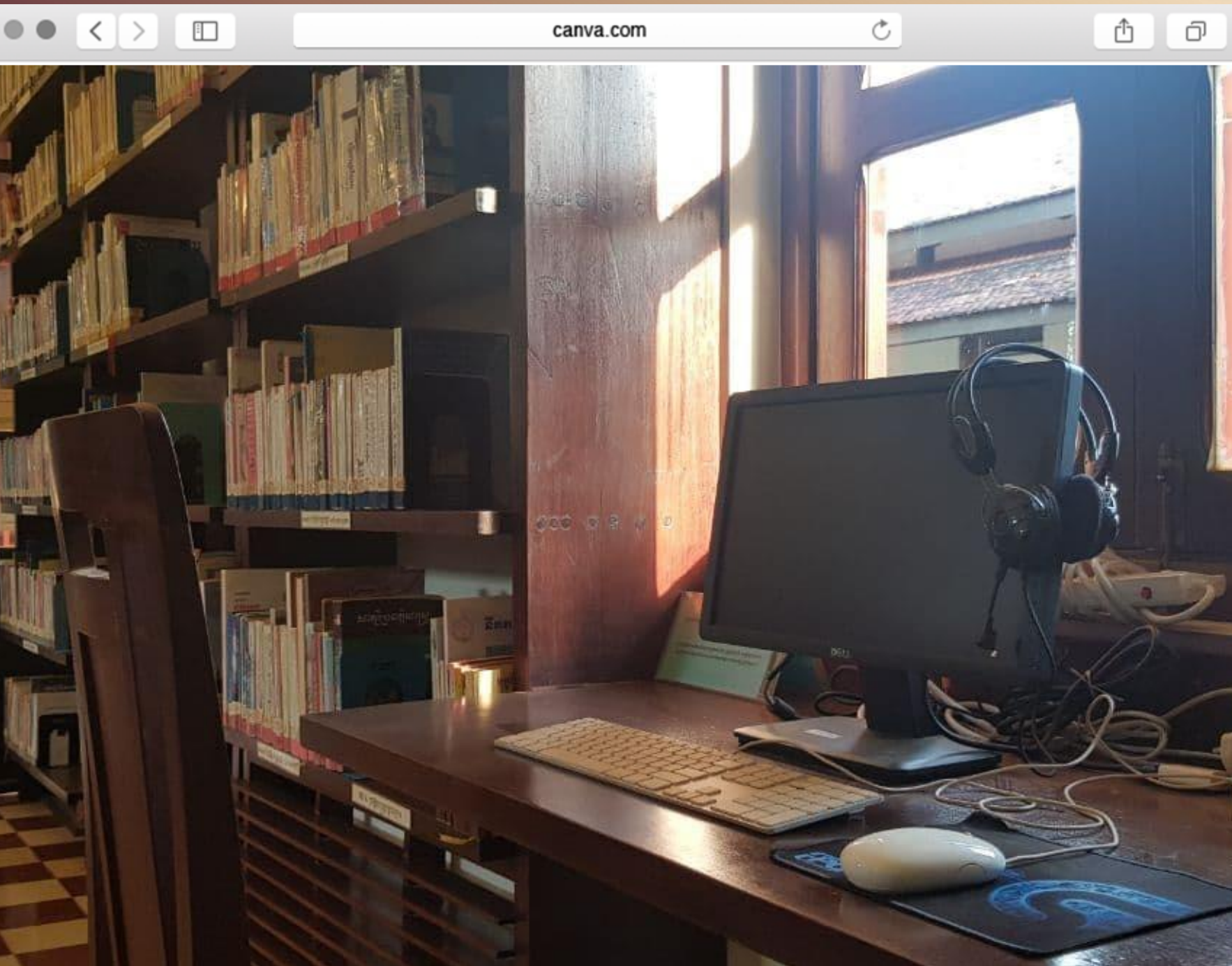
- Digitized photos of the UNTAC period in Cambodia in the special collection of the late Dr. Benny Widyono, CKS Board Member and Trustee.
- Hundreds of research papers from CKS Research fellows.

Available on public computers in the  
Reading Room



*WHAT CAN I FIND IN THE LIBRARY?*

*ON-SITE ACCESS*



# MEDIA RESOURCES

## Cambodian Living Arts Collection

- Nearly 100 videos
- 300+ audio recordings
- 2,000+ digitized photos relating to Cambodian traditional music

Available on media station in the  
Reading Room



*WHAT CAN I FIND IN THE LIBRARY?*



Available on tablets in the Reading Room

*ON-SITE ACCESS*

## **MEDIA RESOURCES**

### **Bophana Khmer Rouge History App**

Video, audio, and photos including survivor testimonies, archival footage, music, and more.



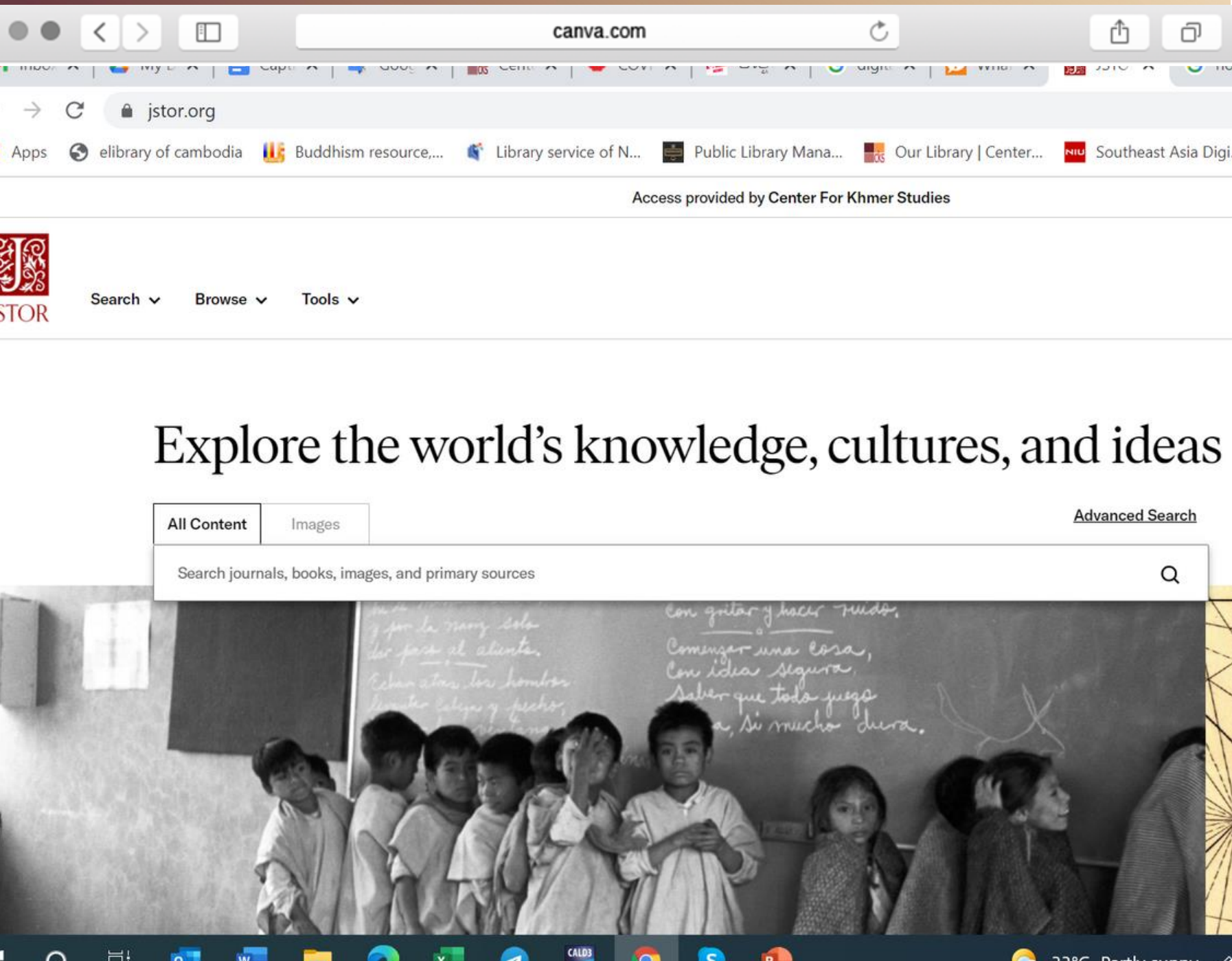
# WHAT CAN I FIND IN THE LIBRARY?

ON-SITE ACCESS

## ONLINE RESOURCES

[https://www.jstor.org/?utm\\_source=canva&utm\\_medium=iframe](https://www.jstor.org/?utm_source=canva&utm_medium=iframe)

Public access to [JSTOR](#) through  
CKS library computers and  
Virtual access for CKS affiliates,  
fellows, and partners.





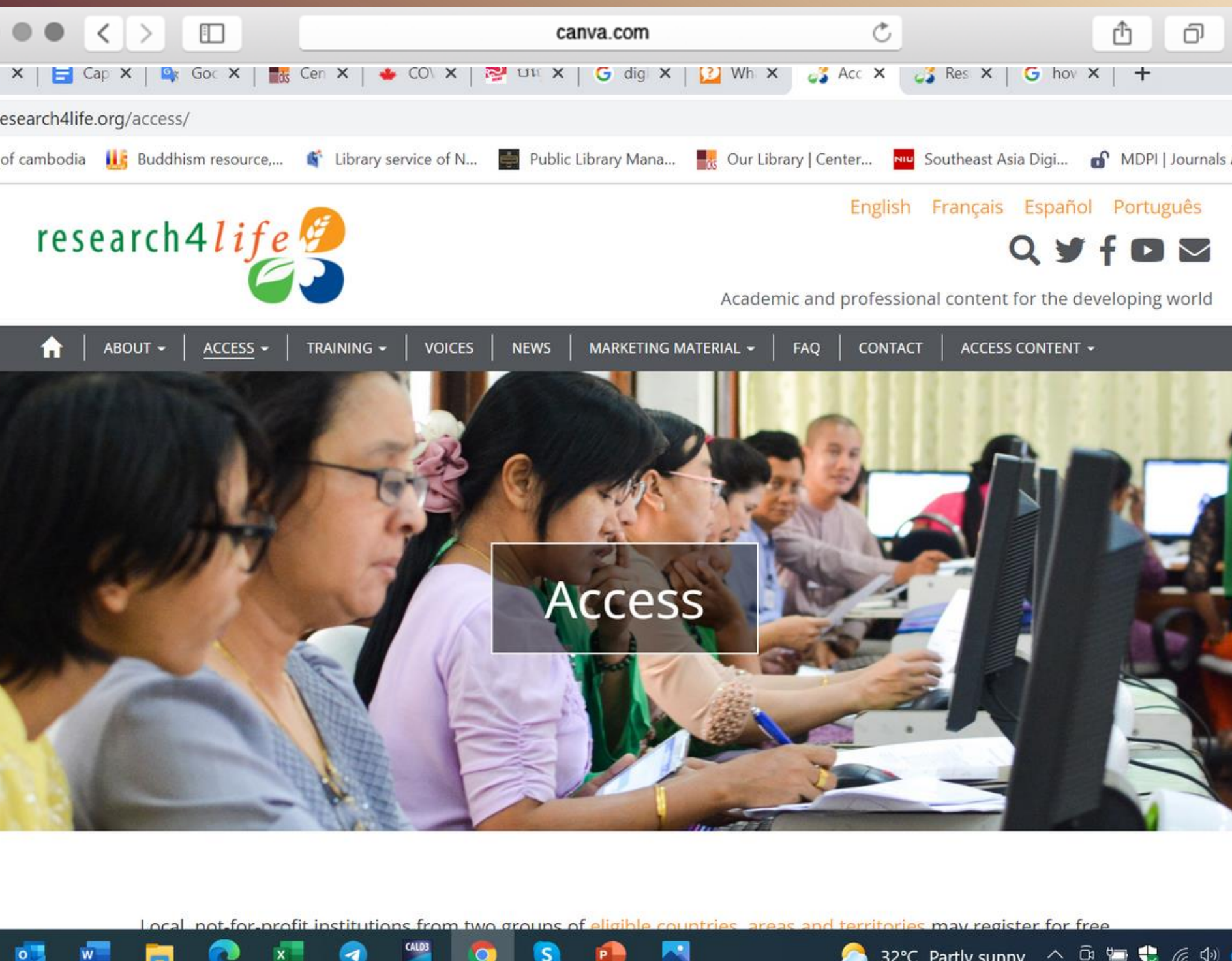
# WHAT CAN I FIND IN THE LIBRARY?

ON-SITE ACCESS

## ONLINE RESOURCES

<https://login.research4life.org/tacgw/AppPortal/>

Public access [Research4life](https://login.research4life.org/tacgw/AppPortal/) through  
CKS library computers





# HOW TO ACCESS THE PHYSICAL LIBRARY?

- Present your library member card
- Check in your belonging at the front desk
- Sign in at the reference desk

*ON-SITE ACCESS*





# HOW TO FIND BOOKS IN THE LIBRARY?

01

USE ONLINE  
LIBRARY CATALOG

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To search for the  
book you want by  
title, author, subject  
and more

02

NOTE DOWN  
THE CALL NUMBER

---

Once you locate your  
search result, note  
down the call  
number

03

PICK UP THE BOOKS

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Go to the  
bookshelves to pick  
up the books

**Or Ask the librarian for assistance!**



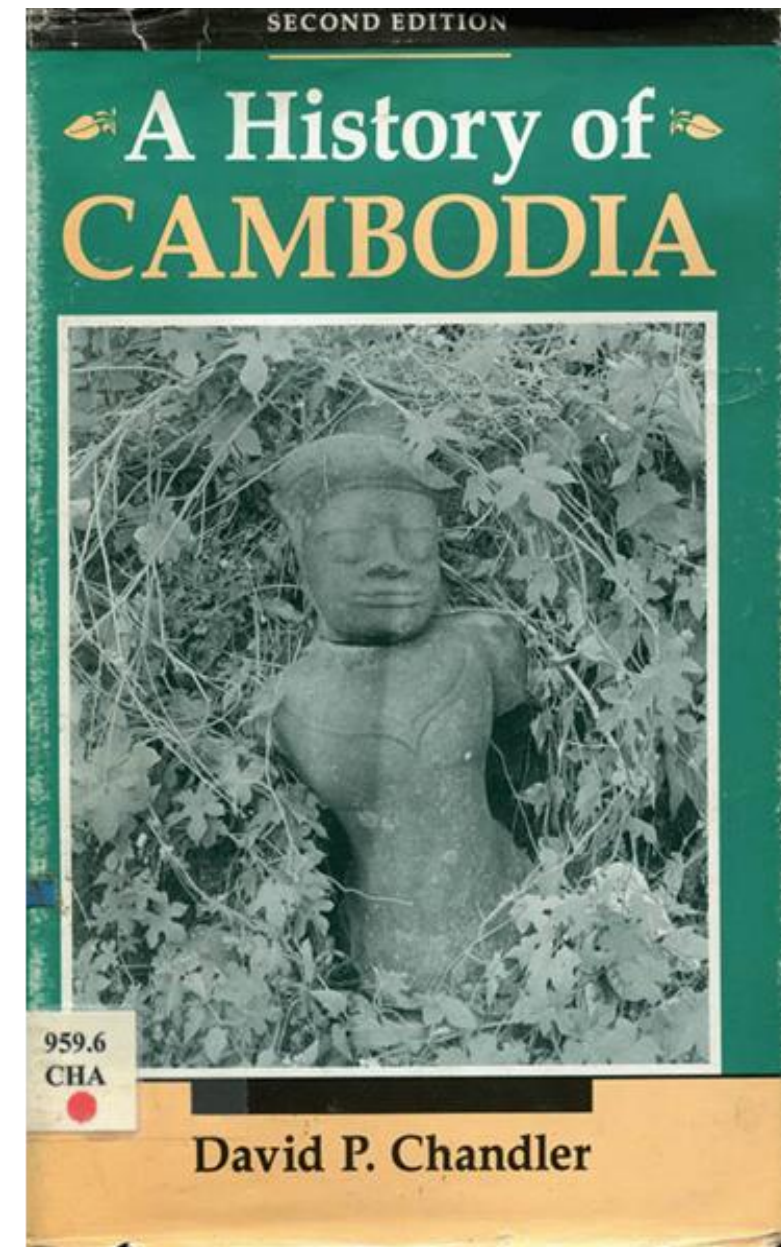
# HOW TO FIND BOOKS ON THE BOOKSHELVES?

We classify our collection by Dewey Decimal Classification (DDC) and organize it alphabetically by author.

Ex. 959.6 CHA

First three letters of author's surname  
(CHANDLER, David)

History of Cambodia





# HOW TO FIND BOOKS ON THE BOOKSHELVES?

**000**    Generalities

**100**    Philosophy

**200**    Religion

**300**    Social sciences

**400**    Languages

**500**    Natural sciences

**600**    Technology

**700**    The Arts

**800**    Literature

**900**    History



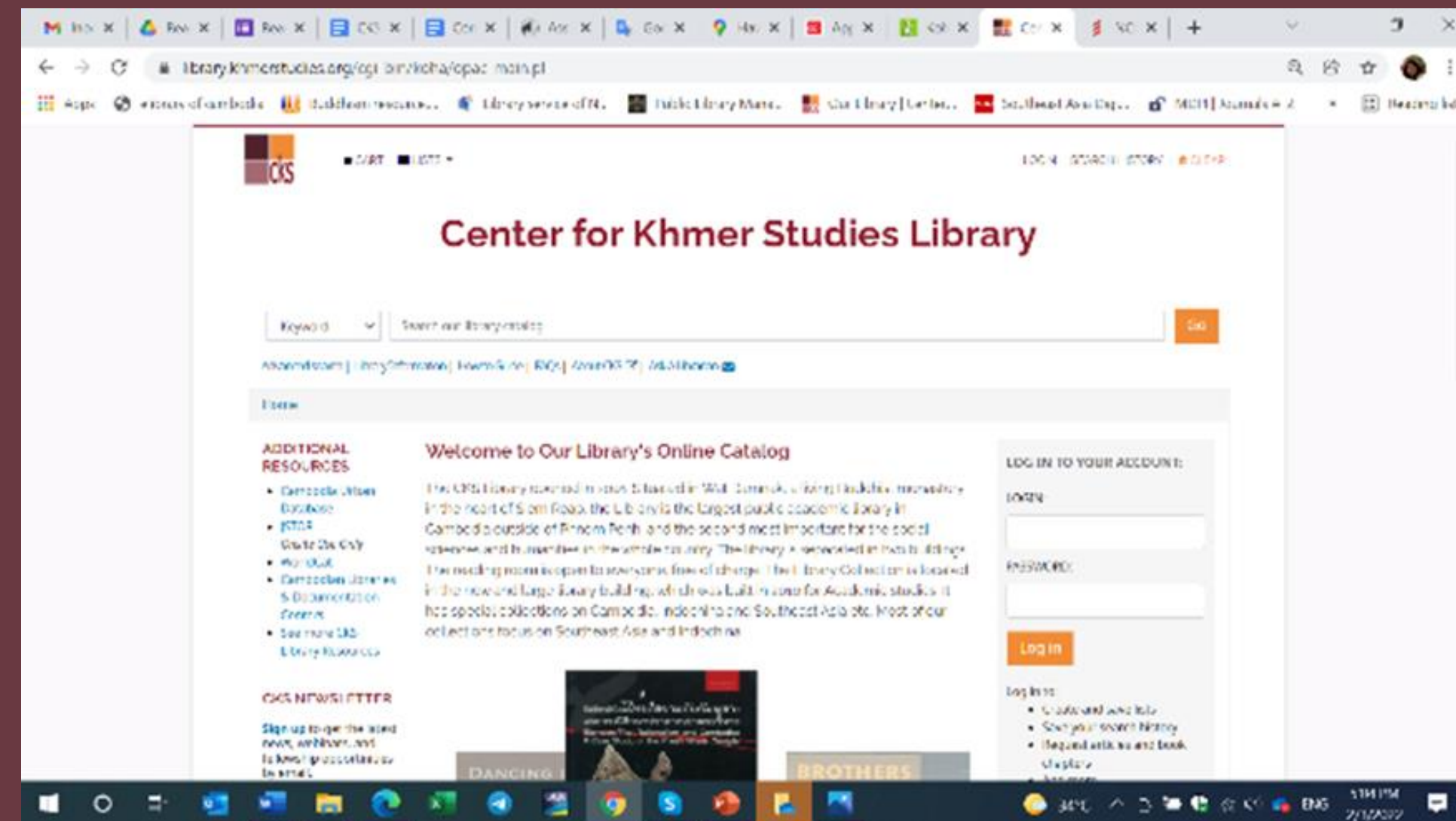
WHAT CAN I FIND IN THE LIBRARY?

OFF-SITE ACCESS

# WHAT IS AN ONLINE LIBRARY CATALOG?

24/7 access to a database of library materials, online resources and other additional resources through CKS online library catalogue.

<https://library.khmerstudies.org/cgi-bin/koha/opac-library.pl>





# WHAT CAN I DO WITH THE ONLINE CATALOGUE?

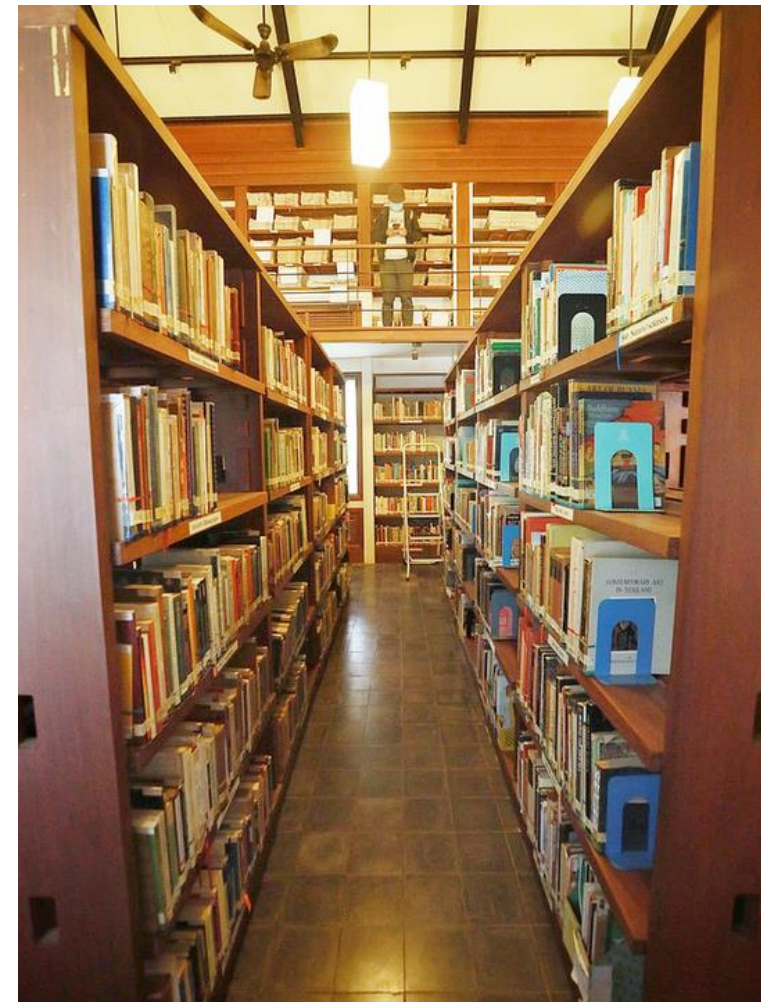
[Sign in](#) with your library  
account to get other  
features include the  
ability to

- Access to and download of e-materials from the catalogue
- Place items on hold
- Make new purchase suggestions
- Create and share book lists
- Report problems
- Request articles (Currently available for CKS fellows, affiliates, partners). For more information, contact the librarian



# WHAT ELES CAN I DO IN THE LIBRARY?

- Use the library resources for your study
- Use the library terrace to meet your group
- Doing your research on our public computer





# BOOK CIRCULATION AND OTHER SERVICES

Library Users	On-site check out	Off-site check out	Photocopy	Scan and deliver
General users	✓	✗	¼ of the books (max. 50 pages). 200 riels/page	✗
CKS Fellows/ Affiliates/ Partners	✓	✓ Two weeks	¼ of the books (max. 50 pages). 200 riels/page	1 article from a journal issue or 1 chapter or 20% of a book. Free
Inter-Library loan	✓	✓ Two weeks	¼ of the books (max. 50 pages). 200 riels/page	✗



# RESOURCE MOBILIZATION



- We fill in our library annually with the books/publications interested by our users based on our Library Survey's results;
- Our Wish List : book donation from donors  
[https://khmerstudies.org/donate/library-wish-list/?utm\\_source=canva&utm\\_medium=iframe](https://khmerstudies.org/donate/library-wish-list/?utm_source=canva&utm_medium=iframe)
- Financial donation to library

# CKS LIBRARY CONTEST

Read More, Know More

<https://khmerstudies.org/cks-library-contest-read-more-know-more/>

## WHO IS ELIGIBLE?

- Cambodian nationals only
- Must be between 15 and 22 years old

## CONTEST SUBMISSIONS

- Promoting CKS Library use: This should include the benefits of visiting the library in-person, online, or both; and accessing its resources and collections.
- Promoting good reading habits: The content may include tips on how to make reading more fun, enjoyable, etc.; or you can choose to share how reading benefits them.
- Promoting particular reading materials: such as a book, or set of magazines or journals available at the CKS Library that you love reading and want to recommend to others.



If you have any questions about our library's resources, please contact us at  
[library@khmerstudies.org](mailto:library@khmerstudies.org)

Or follow our latest  
activities on

- Facebook: Center for Khmer Studies
- Instagram: center\_for\_khmer\_studies
- Twitter: ckscambodia
- Website: [www.khmerstudies.org](http://www.khmerstudies.org)



Thank you very much