



# RAMKHAMHAENG UNIVERSITY CENTRAL LIBRARY GUIDE



*"Ramkhamhaeng University Central Library is the lifelong learning center through digital information for people development towards sustainable development of the country"*

## LIBRARY OPENING HOURS

Mon - Fri • 08:30 a.m. - 07:30 p.m.

Sat • 08:30 a.m. - 04:30 p.m.

Sun & Official Holidays • Closed



[www.lib.ru.ac.th](http://www.lib.ru.ac.th)



Ramkhamhaeng University Library



@rulibrary



ref@rumail.ru.ac.th



0-2310-8646



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# History

Ramkhamhaeng University  
Central Library

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Ramkhamhaeng University Central Library was founded in 1971. The library on Huamak campus is open to all university students, faculty, staff, community members, and members of the general public and provides information resources and services to support learning, teaching and researching.

The library's three buildings, with a combined service area of 13,600 square meters, house over 400,000 books, 100 printed journals, and 30 databases. The library is completely computerized and runs on an integrated library system called Sierra through the Online Public Catalog, which also connects the university's databases to those of other libraries worldwide and in Thailand.



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In line with our vision, the Ramkhamhaeng University Central Library has been awarded the ISO9001:2015 Quality System Standard and has successfully improved its great services.



# Entering and exiting the library

## Ramkhamhaeng University students, lecturers, and staff

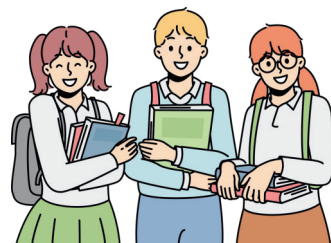
Scanning the barcode with a **student ID card** or an **employee ID card** to enter and exit the library.

Scanning the barcode with **virtual student ID card** via the RU Connex app (Android and iOS) to enter and exit the library.



## Ramkhamhaeng University demonstration school pupils

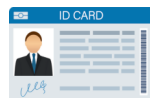
Contact the information counter to register for a **student ID card** for entering and exiting the library.



## General Public

Contact the information counter to register a citizen **ID card** or **virtual ID card** via ThaiID app or **government-issued document** in order to obtain a temporary day pass.

(A temporary day pass is valid for one day only)







# Apply for a library membership

Documents required for a membership application.

## Lecturer and staff

- Employee ID Card
- Confirmation letter from Dean or Director of the relevant faculty

## RU Student & RU demonstration school pupils

- Student ID card / Student card
- Passport or citizen ID card
- Current tuition fee receipt



## How to become a member

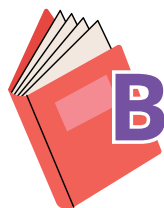
1. **Contact the circulation counter** on the first floor of Building 1.
2. **Complete the Membership Registration Form** at <https://bit.ly/3T1L5Gw> or go to <https://bit.ly/3fRqcKw> for further information.



**Library Membership  
Registration Form**



**REGISTER  
NOW!**



# Borrowing Privileges

The library members are eligible to borrow books according to their privileges.

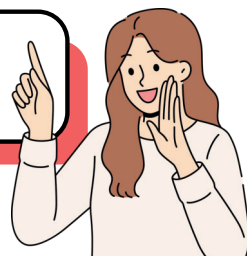
Type of member	General books (Item/day)	Reference Material (Item/day)
Lecture and University Council Committee	30 / 60	10 / 15
RU staff	20 / 30	10 / 15
Ph.D. student	20 / 30	10 / 15
Graduate student	15 / 30	10 / 15
Undergraduate student	10 / 15	10 / 15
RU demonstration school pupil	10 / 15	10 / 15
Interlibrary Loan	30 / 30	30 / 30

**Note:**

Reference Material are RU Textbooks, Theses, Dissertation, Festschrifts, Government Publications, Ramkhamhaeng University Publications and ASEAN Publications

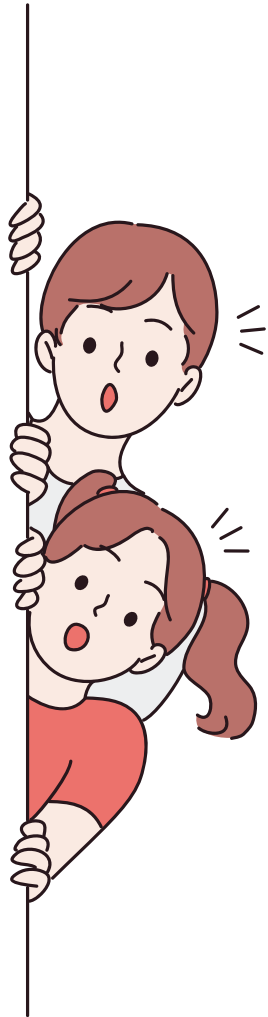


**OVERDUE CHARGES OF  
3 BAHT/DAY/ITEM**





# Library Resources



## **BUILDING 1**

RU Textbooks, and  
General Books A-Z

## **BUILDING 2**

Periodicals, Newspapers,  
and Pamphlets

## **BUILDING 3**

Theses, Dissertations,  
and Reference Materials

# BUILDING 1



## 1<sup>st</sup> floor

- Book Borrowing and Returning Service
- Membership Registration Service
- Self-Checkout Machine
- Training Room
- Book Return Machine
- Computer for searching library resources (WebPAC)

## M floor

- Priority Reading Zone for Priest

## 2<sup>nd</sup> floor

- Ramkhamhaeng University Textbooks, Fictions, and Novels

## 3<sup>rd</sup> floor

- General Book **A – H**  
(History, Business Administration, Humanities, Human Resource Development, and Economics)

## 4<sup>th</sup> floor

- General Book **J – P**  
(Political Science, Laws, Education, Fine Arts, Mass Communication, and Philology and Literature)

## 5<sup>th</sup> floor

- General Book **Q – Z**  
(Science, Medicine, Public Health, Engineering, and Technology)



# BUILDING 2

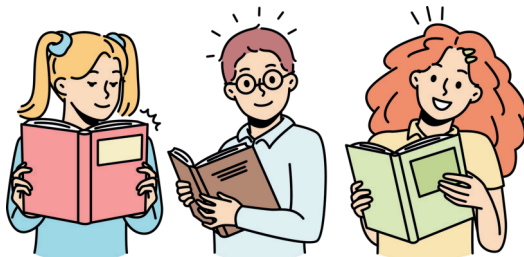


## <sup>st</sup> 1 floor

- Current bound and back issues of Foreign periodicals
- Ramkhamhaeng Academic Journals
- Current issues and 3 months back issues of newspapers
- Capital Market Knowledge (SET corner)
- Group Study Room

## <sup>nd</sup> 2 floor

- Current bound and back issues of Thai periodicals
- Pamphlets
- Current Awareness Information



# BUILDING 3



## 1<sup>st</sup> floor

- Theses
- Dissertations
- Festschrifts
- Multimedia Service
- Board Game Room
- Group Study Room
- Study Room for Graduate Student

## M floor

- Interlibrary Loan Service
- Library Customer Service
- Ph.D. Service

## 2<sup>nd</sup> floor

- Government Publications
- Ramkhamhaeng University Publications
- ASEAN Publications

## 3<sup>rd</sup> floor

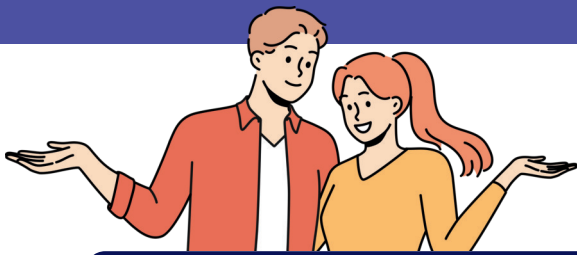
- Reference Books
- Rare Books
- Room for Information Retrieval Service

## 4<sup>th</sup> floor

- Exhibition Room

A word cloud graphic featuring the words 'Library' and 'Services' in large, bold, blue and yellow fonts respectively. Surrounding them are various library-related terms in smaller, grey, sans-serif fonts, including 'research', 'information', 'public', 'digital', 'collection', 'materials', 'archives', 'access', 'books', 'study', 'sources', and 'ational'. The words are arranged in a dynamic, overlapping layout.

ational  
digital  
collection  
sources  
books  
study  
materials  
research  
public  
information  
**Library**  
**Services**  
archives  
access



# Library

## Book Borrowing and Returning Service

Members of the library can borrow and return books using circulation counter, self-checkout machines, and book return machines. Members can renew books or view their overdue charges online at <https://library.lib.ru.ac.th/patroninfo>



## Self-Checkout Service



To save time and avoid lines, library members can check out materials on the first floor of Building 1 using self-checkout machines. (Only offered for books that have RFID tags)

## Book Return Service

The book return machine located in front of the library is accessible 24 hours a day, seven day a week, even when the library is closed.



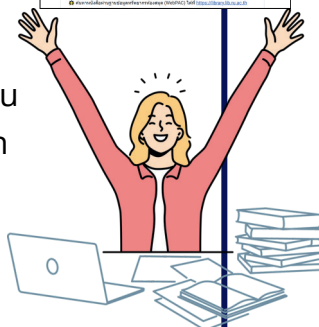
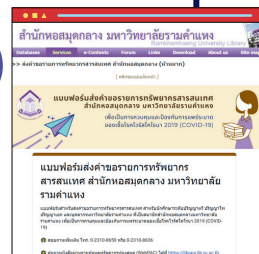


# Services



## Book Request Form Service

The library's online book borrowing service can be accessed at <https://www.lib.ru.ac.th/services/bookrequest-form.php> Members of the library can submit the online book request form in advanced. Our staff will arrange the pick-up date and send you an e-mail notification. Please contact the Circulation Service at 0-2310-8636 for more information.



## Intercampus Loan Service

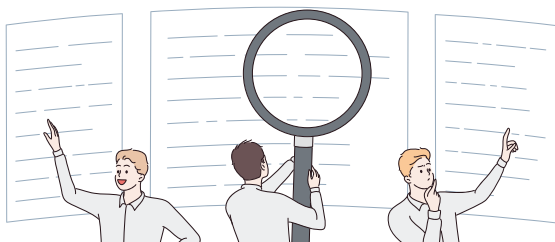
Intercampus Loan is a service provided by the library that enables library members to access information resources from all Ramkhamhaeng University campus libraries. Members of the library can borrow and return books at the library, where the circulation of borrowed materials is tracked. The material may be borrowed in accordance with their library's borrowing privileges. Pleases contact the Circulation Service at 0-2310-8636 for more information.





## Book Reservation Hotline

Members of the library can reserve any book or item from the collection. All items are searchable through the library's databases at <https://library.lib.ru.ac.th/> (WebPAC) and can be requested by calling 0-2310-8636. After 10 minutes, library members may retrieve the book from the circulation counter on the first floor of Building 1 of the Ramkhamhaeng University Central Library.



## Citations Consultation Service



Our library provides the Citations Consultation Service to assist you with reviewing your reference list or bibliography for research or academic papers. Consult the QR code or visit <https://bit.ly/rulibrary-biblio-consult> to request this service. Please contact the Serials Service Unit at 0-2310-4302 or [rujournalsservices@gmail.com](mailto:rujournalsservices@gmail.com) for more information.

Citations Consultation Service





## Group Study Room Service

The group study room is located on the first floor of Building 2 and Building 3. The group study room is available to Ramkhamhaeng University students, lecturers, and staff in groups of 5 or more.



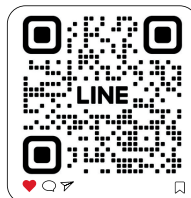
Find us on  
**Facebook**

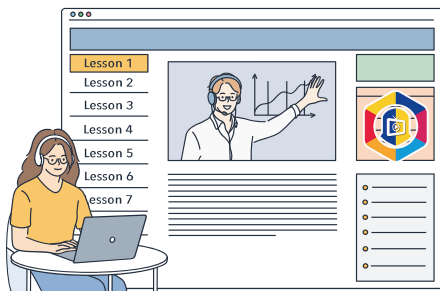
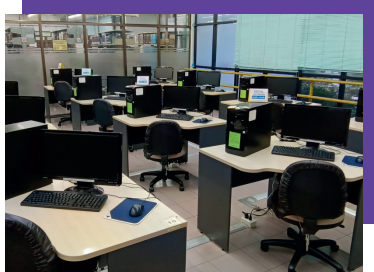


## Reference Service

The Reference Service provides support for research and education to Ramkhamhaeng University students, lecturers, and staff. Contact Ramkhamhaeng University Central Library at

-  0-2310-8646
-  @063sqrqe
-  @rulibrary
-  ramlibservice
-  ref@rumail.ru.ac.th





## Room for Information Retrieval Service

The library's website provides access to computers for conducting online database searches, reading e-books, and attending e-cyber classrooms. To utilize this service, please contact the reference counter on the third floor of Building 3 in order to register.



## Interlibrary Loan Service

This service assists university lecturers and students in obtaining materials from other libraries that are unavailable in the university library, such as books, journal articles, theses, dissertations, and non-printed media. Please contact our staff on the M floor of Building 3 during business hours or via email at [sansita@lib.ru.ac.th](mailto:sansita@lib.ru.ac.th) for more information.







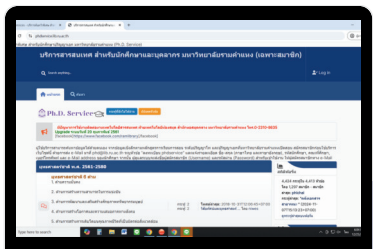
## Multimedia Service

Through the library's Multimedia Service, members have access to DVDs, CD-ROMs, MV, and online platforms that contain audiovisual content. For assistance with Multimedia Services, please visit the reference counter on the first floor of Building 3.



## Board Game Service

Board games are modern learning tools that help develop various skills such as analytical thinking, teamwork, creativity, time management, strategic planning and rational decision-making. They also enhance problem-solving skills, emotional intelligence and communication skills through the use of game boards, pawns, cards and other equipment. For assistance with Board Game Service, please visit the reference counter on the first floor of Building 3.

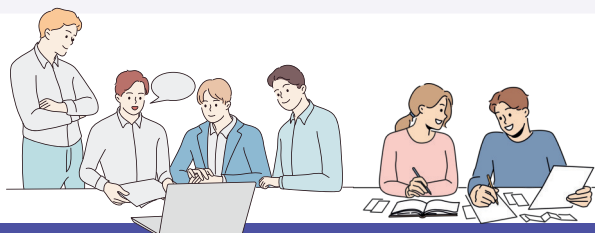


## Ph.D. Service

The library offers Ph.D. students instruction and training in the use of online databases in support of their dissertations and other academic work.

Please contact us at

-  0-2310-8646
-  @063sqrqe
-  ramlibservice
-  phd@lib.ru.ac.th
-  <https://phdservice.lib.ru.ac.th>



## Study Room for Graduate Student Service






Students at the graduate level can utilize study rooms to collaborate on projects or study with other students. For additional information, please contact the reference counter on the first floor of Building 3.



## Databases Instructional Service

The library offers training and guidance on how to use online databases such as Business Source Complete, Communication & Mass Media Complete, Emerald Management, MEDLINE with Full Text, ScienceDirect, Legal Source and Political Science Complete to locate information. To request the service, please fill out the form at

 [forms.gle/Bf2ApWgoPDrkkCPK9](https://forms.gle/Bf2ApWgoPDrkkCPK9)  
 0-2310-8646  
 @063sqrqe



Databases  
Instructional  
Service

แบบลงทะเบียน  
อบรมฐานข้อมูลอิเล็กทรอนิกส์  
"Database Instructional Service" แบบ  
"Self-Registration and Online Training"

แบบลงทะเบียนเข้าร่วมฝึกอบรมการสืบค้นฐานข้อมูลอิเล็กทรอนิกส์ สำนักหอสมุดกลาง มหาวิทยาลัยรามคำแหง

โดย หน่วยบริการสารสนเทศอิเล็กทรอนิกส์ สำนักหอสมุดกลาง มหาวิทยาลัยรามคำแหง  
 \* โปรดเลือกรับอบรมล่วงหน้าอย่างน้อย 1 สัปดาห์ \*

สอบถามเพิ่มเติมได้ที่  
 E-mail : [ref@rumail.ru.ac.th](mailto:ref@rumail.ru.ac.th)  
 Tel. 02-310-8646 (ในวันและเวลาราชการ)  
 Line RefService RULibrary  
<https://lin.ee/oFskTYF>



## Library Customer Service



The Library Customer Service provides introductions to all library buildings, facilities, services, and resources, as well as introductions how to conduct an internal search for information. Please contact Customer Service on the M floor Building 3 during business hours, by email: [intern@rumail.ru.ac.th](mailto:intern@rumail.ru.ac.th) or calling 0-2310-8646



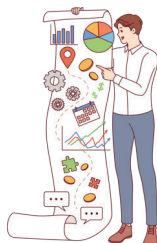
# Online Databases

## e-Journals Databases



1

### Humanities, Education, Psychology, and Social Sciences



User Manual



Website



### Business Source Complete [BSC]

This database compiles academic information in business administration, accounting, finance, banking, economics, etc., from leading business journals worldwide. It includes conference proceedings, seminars, full-text reports, and analyses from over 3,000 leading companies globally, along with SWOT analyses and more than 50 seminar videos from Harvard Business School.



User Manual

### Communication & Mass Media Complete [CMMC]

This database gathers research information and academic journal articles in journalism, communication arts, mass media, and linguistics. It provides full-text articles from over 500 journal titles, covering indexes and abstracts of more than 850 journal titles, and allows historical data retrieval back to 1915.



Website



# Services



User Manual



Website

## **EBSCO Discovery Service (EDS)**

This is a Discovery Tool system that allows simultaneous searching of multiple databases from the Ramkhamhaeng University Central Library, including over 98,000 publisher databases worldwide. It can locate electronic documents compiled by EBSCO across all disciplines. A single click can display comprehensive results for all resource types.



## **Emerald Management**

This database provides full-text journal articles from 1994 to the present , covering 9 subject areas.

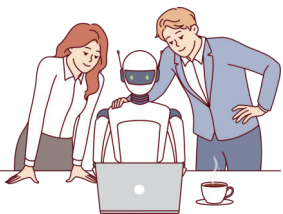
- 1.Accounting, Finance & Economics
- 2.Business, Management & Strategy
- 3.Tourism & Hospitality Management
- 4.HR, Learning & Organization Studies
- 5.Information & Knowledge Management
- 6.Marketing
- 7.Property Management & Built Environment
- 8.Public Policy & Environmental Management
- 9.Operations, Logistics & Quality



User Manual



Website



## Gale OneFile: Educator's Reference Complete



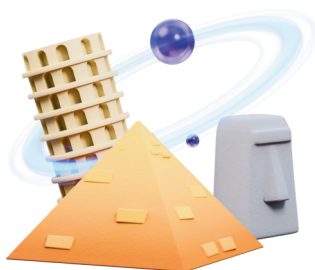
This education database offers in-depth information on educational policy, administration, funding and other education-related topics. Users can access over 1,300 academic journal titles.



User Manual



Website



## JSTOR



This database provides full-text journal articles covering various disciplines, including Area Studies, Arts, Business & Economics, History, Humanities, Law, Medicine & Allied Health, Science & Mathematics, and Social Sciences. The database includes over 2,000 academic journal titles from multiple sources, with historical retrieval back to the first issue ever published.



User Manual



Website





## Political Science Complete [PSC]

This database focuses on global politics and governance, covering political theory, political philosophy, political behavior, public administration, comparative government, international relations, and more. It includes 446 full-text journals, conference papers, and provides indexing and abstracts for 1,800 active titles, with 1,711 peer-reviewed items.



User Manual



Website

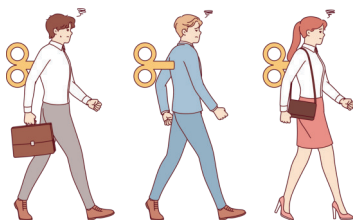
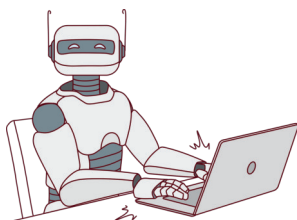
2

## Science, Technology, Agricultural, and Engineering



### ACM Digital Library

This database in computer and information technology is organized by the ACM (Association for Computing Machinery). Its content includes important information such as bibliographies, abstracts, article reviews, and full-text articles, with data available from 1985 to the present.



User Manual



Website



User Manual



## American Chemical Society Journal [ACS]



This database compiles articles and research from chemistry journals and related fields, including both print and electronic journals. Search results provide full-text documents and images, with historical data available from 1996



Website

## CINAHL Complete

This database covers nursing, allied health, and public health. It allows searching for over 1,300 full-text journal titles and provides historical data back to 1937. It is considered a highly reliable database and is particularly suitable as a research aid for institutions specializing in nursing, allied health, and public health education.



Website



User Manual

## Engineering Source



This database contains extensive content related to various engineering fields, such as aerospace, electrical, civil, mechanical, environmental, and software engineering. It comprises over 1,600 full-text publications and indexes and abstracts for over 3,000 academic magazines, journals, and publications.



Website



## Gale OneFile: Environmental Studies and Policy



User Manual



Website

This digital resource answers questions about environmental issues, covering over 5.4 million articles from more than 300 journals, including content from Delmar reference books such as soil management, soil science and management, introduction to agriculture, food, crops, and environment, basic soil science, and more.



## Gale OneFile: Science

This resource helps researchers stay updated on the latest scientific advancements in various fields, including particle physics, advanced mathematics, nanotechnology, and geology, along with hundreds of other disciplines. It features over 350 full-text journals with no access restrictions, updated daily, and includes over 1.6 million articles to answer almost any scientific question. Key covered fields include biological sciences, computing, engineering, and technology.



User Manual



Website

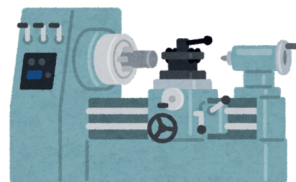


User Manual



Website

## IEEE / IET Electronic Library (IEL)



This database compiles information from two sources: The Institute of Electrical and Electronics Engineers (IEEE) and The Institution of Engineering and Technology (IET). IEL contains over 4.6 million full-text documents from more than 12,000 publications.



## MEDLINE with Full Text

This medical database includes over 600 full-text journal titles in medical sciences, health sciences, nursing, and public health, with historical retrieval back to 1950.



User Manual



Website



User Manual



## ScienceDirect



This database provides full-text articles from no less than 700 journal titles, covering four subject areas: Agricultural and Biological Sciences, Engineering, Computer Science, and Social Sciences. It allows historical data retrieval from 2010 to the present.



Website





## SpringerLink–Journal

This database of electronic journals covers science, technology, and health sciences, comprising 1,130 full-text journal titles. It allows historical data retrieval from 1997 to the present.



User Manual



Website

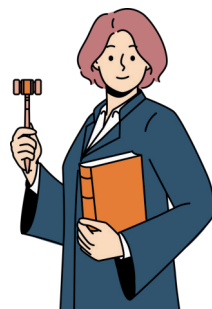
### 3 Legal



User Manual

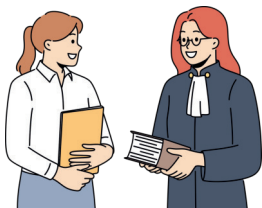


Website



## GALE OneFile: Criminal Justice

This database assists research for those studying law, law enforcement, or terrorism, as well as training for paralegal services, preparation for careers in homeland security, forensic science studies, crime scene investigation, policy development, court appearances, social science report writing, and much more.



## Legal Source



User Manual



Website

This global legal database provides full-text information related to the application of law, such as criminal justice, international law, medical law, resource law, labor and human rights law, ethics law, environmental law, and much more. It offers access to academic seminar articles, jurisdictional surveys, court decisions, legal provisions, books, and international journals from the USA, Canada, UK, Ireland, Australia, and New Zealand.

# e-Journals Databases



## Thai Journals Online THAIJO

The centralized electronic journal database system of Thailand provides full-text electronic access to academic journals produced in Thailand. It covers all disciplines, such as science, technology, humanities, and social sciences.

# e-News Databases



**Nikkei Asia**



This resource provides news and analysis on business, political situations, technological growth, economic movements, and market trends in both regional and global markets from an Asian perspective. It includes in-depth analysis from an Asian viewpoint, covering business, marketing, economics, society, and politics. It also presents the Asia300 index, offering important financial and investment news and movements of 300 influential Asian companies such as Alibaba Group Holding, Samsung Electronics, CPAll, PTT, Kasikornbank, etc. This database also offers news in English, available online and in weekly print magazine format.

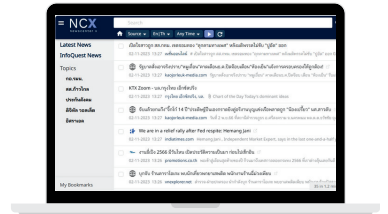


User Manual



Website

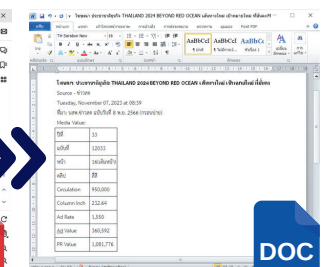
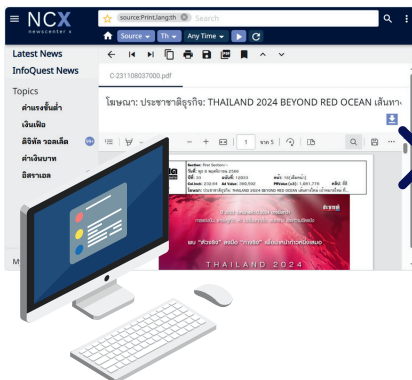




## NewsCenterX [NCX]

**NCX** or **NewsCenter X** is a real-time media monitoring program designed to facilitate the comprehensive tracking of news across diverse media platforms, encompassing social media, digital platforms, mainstream media, and supplementary content emanating from financial institutions, government organizations, and state enterprises. It meticulously tracks references across various media formats, including social, online media, and print media, providing comprehensive statistics on the dissemination of information related to companies and social media trends. Its user-friendly interface organizes results into categorized formats and offers easily interpretable charts and graphs.

NCX archives data spanning over 20 years, accommodating multiple document types such as MS Word, MS Excel, PDF, images, and animations.



# e-Theses Databases



Website



## ThaiLIS Digital Collection [TDC]

This is a database that provides access to full-text electronic format of dissertations, theses, journal articles and rare books from the university/ institution libraries which are ThaiLIS (Thai Library Integrated System) members. TDC aims to promote full-text electronic information for education & research as well as to publish research works of both university researchers, lecturers, students and independent researchers.



Website

## ProQuest Dissertation & Theses Global

This database compiles Master's and Ph.D. theses from over 1,700 prestigious educational institutions in the United States and Canada, as well as some institutions from Europe, Australia, Asia and Africa. It contains over 2.7 million thesis titles, with more than 1.4 million available in full-text format and provides historical data from 1997 to the present.

# e-Books Databases



Website

## Business Expert Press (BEP)



This e-book service covers fields related to internal organizational communication, accounting, finance, and human resource management. It gathers insights from global experts through their writings, journal articles, publications, textbooks, or specific magazine articles, such as those found in the Harvard Business Review.



User Manual



Website

This electronic book database offers over 220,000 academic titles, covering multidisciplinary fields including business, economics, education, linguistics, medicine, philosophy, political science, religion, social sciences, technology, and engineering. Data spans from 1900 onwards and supports usage via web browsers on computers, tablets, and smartphones. Content can be read in PDF and EPUB formats or downloaded as PDFs. It features automatic bibliography generation in MLA, APA, Chicago, and Harvard formats.



## Gale eBooks



User Manual

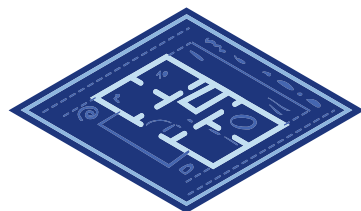


Website

This electronic book database offers over 1,300 academic titles, covering various disciplines such as Arts, Business, Law, History, Social Science, Technology, etc. It supports usage via web browsers on computers. Users can search for numerous e-books, read content in HTML format, or download as PDF files. It includes functions for Thai translation, note-taking and highlighting important content, automatic bibliography generation in MLA, APA, Chicago, and Harvard formats, and many other useful features.



## IG Library



This electronic book database compiles books from over 100 publishers worldwide, covering subjects such as science and technology, engineering, medicine, nursing, public health, architecture, economics, business administration, humanities and social sciences, fine arts, politics and governance, law, and non-textbook reading materials.



User Manual




Website




# e-Books Databases

**SE-ED E-Library / Hibrary / CU-eLibrary** are the professional e-library platform. Library members can access e-books from computer, tablet, or smartphone anytime and at any location using your organization email, which is @rumail.ru.ac.th or @ru.ac.th Boost the convenience through which you can read and manage books on your own shelf available on the App Store, Google Play Store, and website.



**Note:** SE-ED E-library/ CU e-Library/Hibrary does not support the  OpenAthens

## Accessing Ramkhamhaeng University Electronic Databases:

- 1 Usage within the University Network: via Ramkhamhaeng University's IP Address.
- 2 Usage outside the Network: via the  OpenAthens system, by logging in with a @rumail.ru.ac.th email, without needing to install a Proxy.

**All  
Databases**



# OpenAthens



OpenAthens: This authentication system uses Ramkhamhaeng University's email: @rumail.ru.ac.th to access electronic resources subscribed to/purchased by/accessible made available through the Ramkhamhaeng University Central Library, including electronic databases, e-journals, or e-books. It aims to provide easy, and convenient access to information resources, by reducing complexity.

## How to Use OpenAthens?

1. Access via the Ramkhamhaeng University Central Library website: [www.lib.ru.ac.th](http://www.lib.ru.ac.th) then select OpenAthens.
2. Select the institution you wish to use as "Ramkhamhaeng University" or "RU".
3. Log in with your Ramkhamhaeng University email: @rumail.ru.ac.th
4. After successfully logging in, a list of databases provided by the Central Library will appear, sorted alphabetically from A-Z.
5. Users can access the provided databases by searching by database name or by the first letter of the database name.
6. Once finished, log out of the system by clicking the icon displaying the first English letter of your first and last name in the upper right corner, then select "Sign out".

(Once login allows access for 8 hours, unless the browser is changed, cookies are cleared, or a new device is used to log in.)

**Note:** Users must have email: @rumail account to use the OpenAthens authentication system. If you do not have an email: @rumail account, you can register for one at <https://beta-e-service.ru.ac.th/rumail/index.php?r=register/create>



# Library Rules and Regulations

## DOES

Users are expected to dress appropriately and refrain from disturbing others. ✓

Present your student ID card/ citizen ID card/government-issued document to the library staff upon entering. ✓

Utilize the information resources in the designated area and adhere to the library's rules. ✓

Personal items should never be left unattended. ✓

The library administration is not responsible for the loss of personal property. ✓

Turn off mobile phones on refrain from having loud phone conversations while in the library. ✓

Battery charging, electronic devices, and communication equipment are available in specific areas. ✓

When leaving the library, the library reserves the right to inspect all of your belongings, including books and containers. ✓

## DON'T

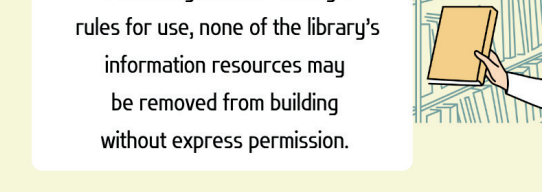
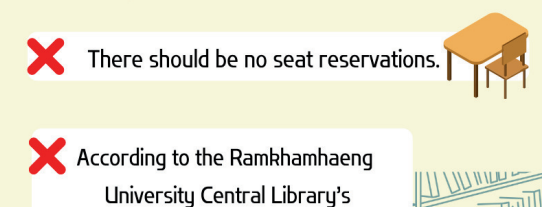
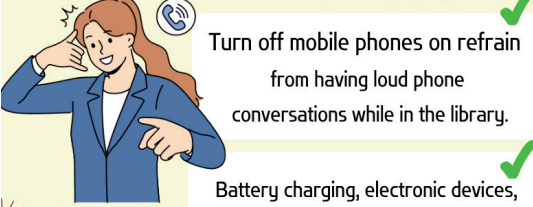
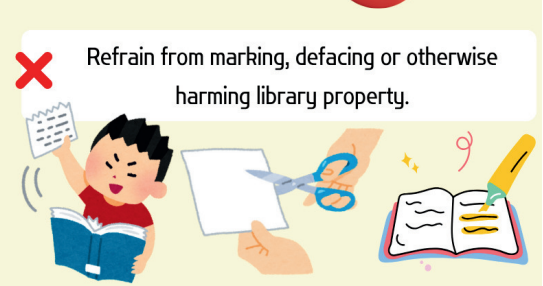
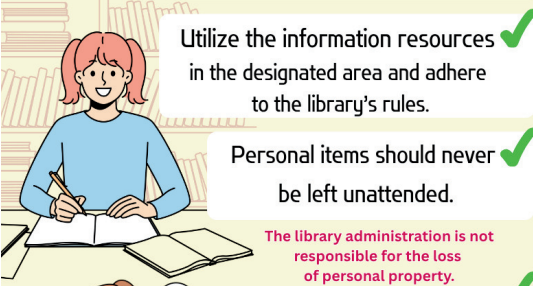
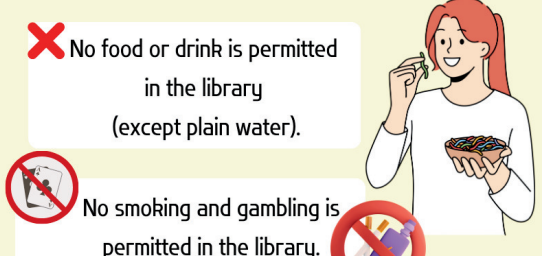
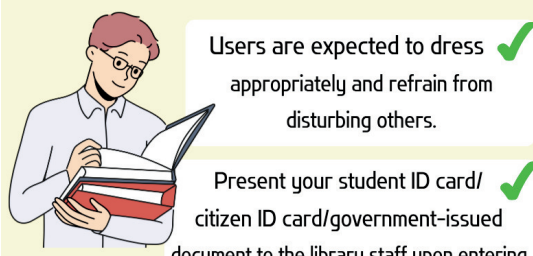
✗ No food or drink is permitted in the library (except plain water).

✗ No smoking and gambling is permitted in the library.

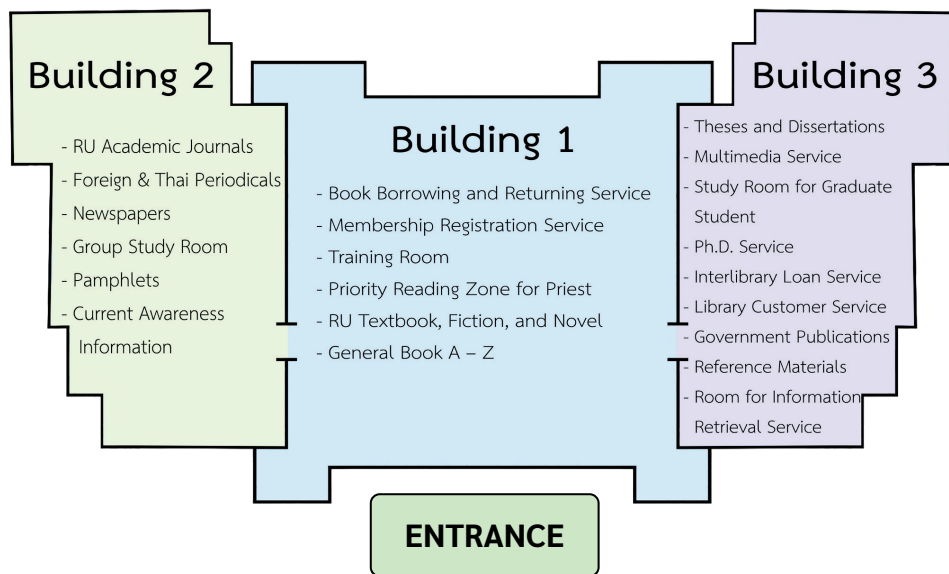
✗ Refrain from marking, defacing or otherwise harming library property.

✗ There should be no seat reservations.

✗ According to the Ramkhamhaeng University Central Library's rules for use, none of the library's information resources may be removed from building without express permission.



# LIBRARY FLOOR PLAN



**SCAN ME**