UTeM

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UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Academic Handbook

SESSION 2015/2016

LIBRARY

Academic
Handbook

LIBRARY

SESSION 2015/2016

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

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ACKNOWLEDGEMENTS

Assalamualaikum warahmatullahi wabarakatuh and Salam Sejahtera.

Alhamdulillah, I wish to express my gratitude and praise to Allah s.w.t., for all that He has blessed us with and peace and blessings be upon Prophet Muhammad s.a.w., his family and his companions.

On behalf of the Library, I would like to congratulate and welcome both students and staff to the UTeM family and as registered members of UTeM Library. As a member, you are most welcome to utilize all the services and facilities provided at the libraries of all three UTeM campuses: the Main Campus, the City Campus, and the Technology Campus.

This is a great opportunity for our patrons to take full advantage of all facilities at the library to improve the quality of teaching, learning and research at UTeM.

The UTeM Library aspires to remain relevant and competitive as an Academic Library and we strive to respond to the current needs in continuing to serve as the central repository of knowledge of the University. We aim to provide a wide range of reference materials related to various disciplines in both printed and digital form.

With the rapid technology development in the delivery of information, UTeM Library provides digital information services in the core areas of the university by subscribing to extensive electronic databases and e-books which can be accessed in full texts, abstracts and indexes.

Users are encouraged to attend the User Education Program (UEP), which are designed for all levels of users (Academic & Administrative staff, Undergraduate, Postgraduate Students, and Research Assistants). The purpose of this training is to build skills and confidence in searching for and obtaining information from the various resources available in the UTeM libraries. In this class users will learn methods of seeking information from various sources across the materials, the disciplines of studies, and methods of access. Consequently, it is hoped that users will be more confident and excited to continue with their teaching, learning and research activities.

UTeM Library is committed to providing our patrons with efficient, accurate, and high quality services. We look forward to your visit to the library soon and we will be at your service.

Hopefully, this guidebook will assist students, lecturers, researchers, and university staff that interested to make use of the facilities and services available at our library. We will try our best to make it better and we sincerely welcome comments from users.

Finally, thanks to all who involved in preparing this handbook. We also like to express our gratitude to the university and all the staff who give us the opportunity and trust to serve and help you. Hopefully you will reap the benefits beside the opportunity to enrich the experience of life.

All the best.

Hjh. Faridah Hj. Md. Amin
Chief Librarian
UTeM Library

LIBRARY MANAGEMENT

MAIN CAMPUS LIBRARY

Name	Telephone/e-mail
CHIEF LIBRARIAN Hjh Faridah bt. Hj. Md Amin	06-3316800 faridah@utem.edu.my

DEPARTMENT OF ADMINISTRATION & FINANCE

ADMINISTRATION DIVISION

Arman b. Mohammad Senior Librarian	06-3316805 arman@utem.edu.my
Nurul Syuhada' bt.Haron Assistant Registrar	06-3316804 nurulsyuhada@utem.edu.my
Mez Zelina bt.Yusof Librarian	06-3316802 zelina@utem.edu.my

AUTOMATION UNIT

Mahadir b. Che Ali Senior Librarian	06-3316806 mahadir@utem.edu.my
Nurul Akmar bt. Mehat Librarian	06-3316808 akmar@utem.edu.my

DEPARTMENT OF MANAGEMENT AND INFORMATION SERVICE

REFERENCE DIVISION

Siti Saluwa bt. Jamal Senior Librarian	06-3316828 saluwa@utem.edu.my
Norshahila bt. Che Din Librarian	06-3316834 norshahila@utem.edu.my
Mohamad Rashid b. Jantan Librarian	06-3316832 mohamadrashid@utem.edu.my

RESEARCH SUPPORT UNIT

Rasida bt. Abu Bakar Senior Librarian	06-3316810 rasida@utem.edu.my
Wizana bt. Abd Jalil Librarian	06-3316833 wizana@utem.edu.my

CIRCULATION DIVISION

Mohd Razif b. Dzulkipli Librarian	06-3316827 mohdrazif@utem.edu.my

DEPARTMENT OF DEVELOPMENT AND INFORMATION RESOURCE MANAGEMENT

ACQUISITION DIVISION

BOOK & JOURNAL UNIT

Zaidi b. Saad
Librarian

06-3316855
zaidisaad@utem.edu.my

UTeM COLLECTION, GIFT & EXCHANGE UNIT

Mohd Mawardi b. Badruddin
Librarian

06-3316873
mawardi@utem.edu.my

INDEXING DIVISION

Azman b. Hj. Ayup
Senior Librarian

06-3316862
azman@utem.edu.my

Noraini bt. Mohd Noor
Librarian

06-3316863
noraini_mn@utem.edu.my

Harulrizam b. Mohamed
Librarian

06-3316849
harulrizam@utem.edu.my

Hasliza bt. Mohamad
Librarian

06-3316864
hasliza@utem.edu.my

MAIN CAMPUS LIBRARY

Library office
Circulation Counter
Reference & Advisory Desk
Fax
E-mail
Library Portal

06-3316819
06-3316830/06-3316831
06-3316829
06-3316811
library@utem.edu.my
http://library.utem.edu.my

TECHNOLOGY CAMPUS LIBRARY

Name	Telephone/e-mail
Muhammad Rashid b. Mat Derus Senior Library Assistant	06-2346842 rashid@utem.edu.my
Circulation Counter E-mail Library Portal	06-2836843 library@utem.edu.my http://library.utem.edu.my

CITY CAMPUS LIBRARY

Name	Telephone/e-mail
Fauziah Binti Hassan Senior Librarian	06-2833519 fauziahhassan@utem.edu.my
Circulation Counter E-mail Library Portal	06-2833546 library@utem.edu.my http://library.utem.edu.my

VISION & MISSION

Vision

To be a renowned, comprehensive and competitive centre for information in technical fields.

Mission

To provide excellent information resources and references, as well as to deliver quality services using the latest technology in tandem with the vision and mission of the university.

CLIENT'S CHARTER

Client's Charter

We, the staff of UTeM Library, pledge to deliver efficient, accurate and quality services by putting emphasis on the cilent's satisfaction.

OBJECTIVES

Objectives

To cater to the information needs of the University by providing resources which fulfill the teaching, learning, research and consultancy requirements.

To deliver and promote information services to the clients.

To enhance the efficiency of knowledge and information sharing with the clients.

To inculcate the culture of knowledge in UTeM, as well as in its community in order to reflect a knowledgeable community.

To develop creative and innovative professionals with integrity in tandem with the mission of UTeM.

ACADEMIC CALENDAR 2015/2016 UNIVERSITI TEKNIKAL MALAYSIA MELAKA (DIPLOMA AND BACHELOR PROGRAMME)

DATE	DETAILS
INITIAL SPECIAL SEMESTER FOR NEW DIPLOMA STUDENTS (8 Weeks)	
31 May 2015 (Sunday)	Registration Day for New Diploma Students 2015/2016
01 June 2015 (Monday)	Orientation Session for New Diploma Students 2015/2016
01 June 2015 (Monday) - 31 July 2015 (Friday)	Instructional Session & Examination (8 Weeks)
06 June 2015 (Saturday)	Birthday of DYMM SPB Yang Di-Pertuan Agong
18 June 2015 (Thursday)	*First Day of Ramadhan
17 July 2015 (Friday) - 18 July 2015 (Saturday)	*Eidul Fitri
19 July 2015 (Sunday) - 26 July 2015 (Sunday)	Eidul Fitri Special Break (1 Week)
01 August 2015 (Saturday) - 31 August 2015 (Monday)	Initial Special Semester Break (4 Weeks)
31 August 2015 (Monday)	National Day
19 August 2015 (Wednesday)	Senate Standing Committee on Examination/Examination Result Meeting (Special Examination for Semester II 2014/2015, Mobility Outbound Semester II 2014/2015 & Initial Special Semester 2015/2016)
26 August 2015 (Wednesday)	Senate Meeting
SEMESTER I (24 Weeks)	
01 September 2015 (Tuesday)	Residential College Registration for New Diploma Students 2015/2016
	Registration Day for New Bachelor Students 2015/2016
01 September 2015 (Tuesday) - 06 September 2015 (Sunday)	Orientation Week & Subject Registration for New Diploma & Bachelor Students 2015/2016
07 September 2015 (Monday) - 06 November 2015 (Friday)	Instructional Session Part I (9 Weeks)
07 September 2015 (Monday) - 18 September 2015 (Friday)	Late Subject Registration Period with Penalty for Senior Students Semester I 2015/2016
07 September 2015 (Monday) - 19 February 2016 (Friday)	Industrial Training for Bachelor of Science Computer Programme (24 Weeks)
16 September 2015 (Wednesday)	Malaysia Day
22 September 2015 (Tuesday)	Senate Standing Committee on Examination/Examination Result Meeting (Special Semester 2014/2015, Industrial Training for Bachelor of Technology Management & Technopreneurship Programme and Industrial Training for Bachelor of Engineering Technology Programme)
24 September 2015 (Thursday)	*Eidul Adha
28 September 2015 (Monday)	Senate Meeting
09 October 2015 (Friday)	Birthday of TYT Yang Di-Pertua Negeri Melaka
14 October 2015 (Wednesday)	Awal Muharram
19 October 2015 (Monday) - 30 October 2015 (Friday)	Mid Semester Test for Bachelor of Engineering Programme (2 Weeks)
21 October 2015 (Wednesday)	Senate Meeting
07 November 2015 (Saturday) - 15 November 2015 (Sunday)	Mid Semester Break (1 Weeks)
10 November 2015 (Tuesday)	Deepavali
16 November 2015 (Monday) - 18 December 2015 (Friday)	Instructional Session Part II (5 Weeks)
25 November 2015 (Wednesday)	Senate Meeting
30 November 2015 (Monday) - 18 December 2015 (Friday)	Subject Registration Period for Semester II 2015/2016
19 December 2015 (Saturday) - 27 December 2015 (Sunday)	Revision Week (1 Week)
23 December 2015 (Wednesday)	Senate Meeting
24 December 2015 (Thursday)	Prophet Muhammad's Birthday
25 December 2015 (Friday)	Christmas Day
28 December 2015 (Monday) - 10 January 2016 (Sunday)	Final Examination for Semester I 2015/2016 (2 Weeks)
01 January 2016 (Friday)	New Year 2016
11 January 2016 (Monday) - 21 February 2016 (Sunday)	Semester Break (6 Weeks)
27 January 2016 (Wednesday)	Senate Meeting
29 January 2016 (Friday)	Student Disciplinary Committee Meeting
03 February 2016 (Wednesday) - 04 February 2016 (Thursday)	Senate Standing Committee on Examination/Examination Result Meeting for Semester I 2015/2016

Date	Event
22 February 2016 (Monday) - 08 April 2016 (Friday)	Instructional Session Part I (7 Weeks)
22 February 2016 (Monday) - 04 March 2016 (Friday)	Late Subject Registration Period with Penalty for Semester II 2015/2016
22 February 2016 (Monday) - 26 February 2016 (Friday)	Special Examination for Semester I 2015/2016
22 February 2016 (Monday) - 05 August 2016 (Friday)	Industrial Training for Bachelor of Technology Management & Technopreneurship (24 Weeks)
	Industrial Training for Bachelor of Engineering Technology (24 Weeks)
24 February 2016 (Wednesday)	Senate Meeting
16 March 2016 (Wednesday)	Senate Standing Committee Meeting on Examination/Examination Result for I (Special Examination for Semester I 2015/2016, Industrial Training for Bachelor of Computer Science Programme & Mobility Outbound for Semester I 2015/2016)
23 March 2016 (Wednesday)	Senate Meeting
04 April 2016 (Monday) - 08 April 2016 (Friday)	Mid Semester Test for Bachelor of Engineering Programme (2 Weeks)
18 April 2016 (Monday) - 22 April 2016 (Friday)	Mid Semester Break (1 Week)
09 April 2016 (Saturday) - 17 April 2016 (Sunday)	Proclamation of Melaka as Historical City
18 April 2016 (Monday) - 03 June 2016 (Friday)	Instructional Session Part II (7 Weeks)
27 April 2016 (Wednesday)	Senate Meeting
01 May 2016 (Sunday)	Labour Day
21 May 2016 (Saturday)	*Wesak Day
16 May 2016 (Monday) - 03 June 2016 (Friday)	Subject Registration Period for Semester I 2016/2017
	Subject Registration Period for Special Semester 2015/2016
25 May 2016 (Wednesday)	Senate Meeting
04 June 2016 (Saturday)	Birthday of DYMM SPB Yang Di-Pertuan Agong
04 June 2016 (Saturday) - 12 June 2016 (Sunday)	Revision Week (1 Week)
07 June 2016 (Tuesday)	*First Day of Ramadhan
13 June 2016 (Monday) - 26 June 2016 (Sunday)	Final Examination for Semester II 2015/2016 (2 Weeks)
22 June 2016 (Wednesday)	Senate Meeting
27 June 2016 (Monday) - 04 September 2016 (Sunday)	Academic Year Break (10 Weeks)
27 June 2016 (Monday) - 02 September 2016 (Friday)	Engineering Practice for Bachelor of Engineering Programme (10 Weeks)
	Industrial Training for Bachelor of Engineering Programme (10 Weeks)
	Industrial Training for Diploma Programme (10 Weeks)
19 July 2016 (Tuesday) - 20 July 2016 (Wednesday)	Senate Standing Committee on Examination/Examination Result Meeting for Semester II 2015/2016
20 July 2016 (Wednesday)	Student Disciplinary Committee Meeting
27 July 2016 (Wednesday)	Senate Meeting
01 August 2016 (Monday) - 05 August 2016 (Friday)	Special Examination for Semester II 2015/2016
19 August 2016 (Friday)	Student Disciplinary Appeal Committee Meeting
24 August 2016 (Wednesday)	Senate Standing Committee on Examination/Examination Result Meeting (Special Examination Semester II 2015/2016, Mobility Outbound for Semester II 2015/2016, Industrial Training for Technology Management & Technopreneurship Programme and Industrial Training for Engineering Technology Programme)
30 August 2016 (Tuesday)	Senate Meeting
31 August 2016 (Wednesday)	National Day
SEMESTER I 2016/2017 (14 WEEKS)	
27 June 2016 (Monday) - 01 July 2016 (Friday)	Instructional Session (1 Week)
02 July 2016 (Saturday) - 10 July 2016 (Sunday)	Eidul Fitri Special Break (1 Week)
07 July 2016 (Thursday) - 08 July 2016 (Friday)	*Eidul Fitri
11 July 2016 (Monday) - 26 August 2016 (Friday)	Instructional Session & Special Semester Examination (7 Weeks)
14 September 2016 (Wednesday)	Senate Standing Committee on Examination/Examination Result Meeting for Special Semester 2015/2016
29 May 2016 (Sunday)	*Registration Day for New Diploma Students 2016/2017
28 August 2016 (Sunday)	*Registration Day for Bachelor Students 2016/2017
29 August 2016 (Monday) - 04 September 2016 (Sunday)	*Orientation Week & Subject Registration for New Diploma & Bachelor Students 2016/2017
05 September 2016 (Monday) - 16 September 2016 (Friday)	*Late Subject Registration Period with Penalty for Senior Students Semester I 2016/2017
16 September 2016 (Friday)	Malaysia Day

Subject to change

INTRODUCTION TO UTeM LIBRARY

Universiti Teknikal Malaysia Melaka (UTeM) was established with the rebranding of Kolej Universiti Teknikal Kebangsaan Malaysia (KUTKM) under Section 8 of the Universities and University Colleges Act 1971 (Act 30) by the Universiti Teknikal Malaysia Melaka (Incorporation) Order 2007, which was gazetted as P.U. (A) 45/2007 on 1 February 2007.

The UTeM Library has been in operation since 10 June 2001, serving the 348 pioneer students at the Temporary Campus in Taman Tasik Utama, Ayer Keroh, Melaka.

On 5 September 2005, the Library was relocated to the Industrial Campus and began its operation on 12 September 2005. With an area of 2,229 square meters, the Library accommodated approximately 400 users.

The Main Library, with the area of 432 square meters, provided a seating capacity for 120 users catering to the needs of students of the Faculty of Electrical Engineering (FKE) and the Faculty of Electronics and Computer Engineering (FKEKK).

The Library also opened a branch at the City Campus, Jalan Hang Tuah, Melaka, on 1 October 2007, to provide resources to the Faculty of Technology Management and Technopreneurship (FPTT) students as well as for those undergoing short and long term courses at the University. The Library could accommodate approximately 101 users at one time.

On 8 July 2009, the UTeM Library moved to a new building at the Main Campus, Durian Tunggal. It began operations on 29 September 2009.The Library at the Main Campus (10,063.68 square meters) provides a seating capacity of 500 users at one time. The Industrial Campus Library ceased operations on 3 September 2009.

On 21 April 2011, the Library at the Industrial Campus, Hang Tuah Jaya, Melaka resumed its operations to provide reference facilities for students from the Faculty of Mechanical (FKM) and Faculty of Technology Engineering (FTK). Since April 2014, the Industrial Campus Branch Library is known as the Technology Campus Branch Library in conjunction with the change of the university campus name.

At the end of September 2015, the Library had a total collection of 104,256 printed titles including 29 database titles. The collection includes engineering materials related to the core areas of Electrical Engineering, Electronics and Computer Engineering, Mechanical Engineering, Manufacturing Engineering and Information & Communication Technology and Engineering. In addition, there are also collections of other scientific fields such as Physics, Chemistry and Mathematics, as well as general readings.

The Library adopts the Integrated Library Management Utility (ILMU) program to manage its activities. This system enables users to gain a convenient and quick access to the information of the facilities or collections available at the Library. The search for the Library collection is available by accessing WebOPAC.

Information on services, collection and facilities offered in the library can be obtained by browsing the library portal at http://library.utem.edu.my

The UTeM Library will continue its effort to provide quality and professional services in suport of the vision of the university to be one of the world's innovative and creative technical universities.

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OPENING HOURS

Main Campus

Day	Semester	2 Weeks Before & During Exam Period	Semester Breaks
Monday - Thursday	8.00 am - 10.00 pm	8.00 am – 10.00 pm	8.00 am – 5.00 pm
Friday	8.00 am - 10.00 pm	8.00 am - 10.00 pm	8.00 am - 5.00 pm
Saturday & Sunday	10.00 am – 3.00 pm	9.00 am – 10.00 pm	Closed
Public Holidays	Closed	Closed	Closed

City Campus Branch, Jalan Hang Tuah

Day	Semester	2 Weeks Before & During Exam Period	Semester Breaks
Monday - Thursday	8.00 am – 7.00 pm	8.00 am – 7.00 pm	8.00 am – 5.00 pm
Friday	8.00 am - 12.15 pm 12.15 pm - 2.45 pm **(Closed)** 2.45 pm - 7.00 pm	8.00 am - 12.15 pm 12.15 pm - 2.45 pm **(Closed)** 2.45 pm - 7.00 pm	8.00 am - 12.15 pm 12.15 pm - 2.45 pm **(Closed)** 2.45 pm - 5.00 pm
Saturday, Sunday & Public Holidays	Closed	Closed	Closed

Technology Campus Branch, Taman Tasek Utama, Ayer Keroh

Day	Semester	2 Weeks Before & During Exam Period	Semester Breaks
Monday - Thursday	8.00 am – 7.00 pm	8.00 am – 7.00 pm	8.00 am – 5.00 pm
Friday	8.00 am - 12.15 pm 12.15 pm - 2.45 pm **(Closed)** 2.45 pm - 7.00 pm	8.00 am - 12.15 pm 12.15 pm - 2.45 pm **(Closed)** 2.45 pm - 7.00 pm	8.00 am - 12.15 pm 12.15 pm - 2.45 pm **(Closed)** 2.45 pm - 5.00 pm
Saturday & Sunday	10.00 am – 3.00 pm	8.00 am – 5.00 pm	Closed
Public Holidays	Closed	Closed	Closed

Notes:

i.   Library is closed on National and State Holidays.

ii.   Users are requested to leave the library 15 minutes before the closing time.

SERVICES

Borrowing

- o For registered members only and can be made at the Circulation Counter or Self Check Machines.

Circulation Counter

Self Check Machine

- o Borrowers may view their transactions history via their User Accounts. Loan eligibility and duration vary according to membership category.

LOAN ELIGIBILITY

CATEGORIES	USER TYPE	TOTAL MAXIMUM LOAN ELIGIBILITY (item Combination)	OPEN COLLECTION (Number of Items)	JOURNAL COLLECTION (Bound Journal)	JOURNAL COLLECTION (Retrospective Issue in Current Year)	MEDIA COLLECTION	RED SPOT ITEMS	REFERENCE COLLECTION (r-rf-rgp-rx- rp-rsm)
UNDERGRADUATE	Diploma	10 items	10 items/14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
	Degree	15 items	15 items/14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
POSTGRADUATE	Master	15 items	15 items/30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	PHD	15 items	15 items/30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
ACADEMIC STAFF	Academic Staff	30 items	30 items/90 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	Tutor	15 items	15 items/30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	Teaching Engineer	15 items	15 items/60 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
NON ACADEMIC STAFF	Senior Officer	20 items	20 items/60 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	Admin Staff	10 items	10 items/14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
	Research Officer	15 items	15 items/14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
	Research Officer Assistant	15 items	15 items/14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
ALUMNI	Alumni	5 items	5 items/14 days	-	-	-	-	-
EXTERNAL MEMBERSHIP	External Member (Borrowing)	2 items	2 items/14 days	-	-	-	-	-

Returning

o Library materials are to be returned at the Circulation Counter or Book Drop machine on or before the due date. Fines will be imposed for overdue items.

Book Drop

o Receipts should be kept as proof that checked out items has been returned.

o Students must return all library materials when they withdraw, discontinue, defer or graduate from the university.

Fines rate

No	Collection Types	Rate of Fines
1.	Open Shelf Collection	RM 0.20 per day
2.	Red Spot Book	RM 0.50 per day
3.	Journal (Bound/ Retrospective Issue)	RM 0.50 per day
3.	Media Collection	RM 0.50 per day
4.	Reference Collection	RM 0.50 per day

Renewal

o Books may only be renewed two (2) times. Renewals can be done before or on the due date at:

  i. Circulation Counter
  ii. Library portal via User Account

o Renewals will not be accepted if:-

  i. Item has been reserved by another user
  ii. Item is overdue or bears a fine.

Reservation

- o Only books that are out on loan can be reserved. Reservations can be made at :

  i. Circulation Counter
  iii. Library portal via User Account

- o Reserved item(s) will only be kept for one (1) week.

Lost or Damaged Items

- o An immediate report should be made to staff at the Circulation Division.
- o Borrowers will be given two (2) weeks to search for the items. If the items are still missing, the borrower has three (3) options:
- o Replace with the latest edition of the book and the RM25.00 processing fee will be exempted; or
- o Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or
- o If the price of an old library collection material is unavailable, locally published materials will be charged RM40.00 while internationally published materials will be charged RM150.00 and the processing fee.

Reminder/Overdue Notice

- o A reminder will be sent to users via their UTeM email accounts. (Students: B123456789@student.utem.edu.my / Staff: 00001@utem.edu.my)
- o The notice will be sent as follows:

Notice	Time
First reminder	1 week before the due date
Second reminder	List of items from the first reminder that have not been returned - after the due date
Third reminder	List of items from the second reminder that have not been returned - one week after the due date
Fourth reminder	Notice will be sent to user's residential address

- o A reminder notice is not a compulsory document to be sent to the user; it just serves as the library initiative.
- o Users are advised to be mindful of the due date as stated on the receipt of borrowing material and to keep the return receipt as proof that the recall was done.

User Advisory Desk

o   Librarians on duty will assist users with information search, access to WebOpac and reference materials as well as to respond to any enquiries.

User Education Programme

UEP are divided into two classes:
o   GRA/SRA/RA Class

Compulsory to all new registered Graduate Research Assistant/ Student Research Assistant/Research Assistant.

o   General Class – open to all users

Consists of 4 modules:
   i)   Online database
   ii) Library Catalogue (WebOPAC) & User Account
   iii) Turnitin (Plagiarism Software)
   iv) Library Portal, Facilities & Services

Application for UEP can be made through the User Advisory Desk/Email/ telephone. Please check the class schedule at library portal for further information.

Inter-Library Loan Service (ILL Service)

o   This refers to application for reference material that is not available in UTeM's library collection from 24 IPTA/IPTS.

o   Request can be made by filling out a form at the User Advisory Desk or Library portal or email to spp@utem.edu.my

Online Database Room

o   Provide information search services using subscribed online databases.

Internet /Assignment Area

o An area equipped with internet connection is available for users.

Online Databases Service

o Various databases both local and international can be accessed via:

I. Online Databases

Local
- Malaysian Standards Online
- MasticLink
- NSTP e-Media
- SIRIMLink
- Bernama Library & Infolink Service (BLIS)

External
- ACM Digital Library
- ASME Online Journals
- ASTM Standards & Engineering Digital Library
- Begell House
- Directory of Open Access Journals
- Ebrary
- EBSCOHost
- Emerald
- Engineering Village
- EngNetbase
- IEEE Xplore
- IOP Electronic Journals
- Key-to-Metal Steel
- Knovel Essentials
- Access Engineering
- NetLibrary
- Morgan & Claypool
- Proquest Dissertation &These (After Morgan)
- ScienceDirect
- Scopus
- SIAM Journals Online
- Turnitin
- Wilson Web

II. Internal Resources

- Exam Papers
- Newspaper Cutting
- Seminar Papers
- Vice Chancellor's Speeches

o All the databases above can be accessed by library users through the library website at **http://library.utem.edu.my**

Daily Newspaper Cutting

o Press clippings on recent issues can be accessed through WebInfoline.

Exhibition

o The exhibits aim to disseminate knowledge and inculcate awareness on current issues.

New Materials Corner

o New materials will be exhibited on a continuous basis and the materials can be borrowed via the standard borrowing process. The cover page of each new material will be displayed on the library notice board.

New Arrivals Items

Viewing Activities
o These include Astro channels and educational videos, documentaries and news programmes.

FACILITIES

Viewing Room

o The Viewing room can accommodate 80 users at one time. Reservations can be made at the Media Counter.

Discussion Room

o The Discussion Room can accommodate 5-8 users in one room for no more than 2 hours per use.

Locker

o The rental rates are as follows:-

i.	Big	: RM5.00/semester
ii.	Small	: RM3.00/semester

o Fines will be imposed at 20 cents per day for the late return of keys, RM1 for the loss of keychain and RM10 for the loss of key. Requests for rental can be made at the Circulation Counter.

Open Carrel and Carrel Room

o The Open carrel can be accessed anytime during the library's opening hours. Requests for the carrel room can be made at the Circulation Counter, Main Library.

Photocopying and Printing Services

o Two types of photocopying services are provided for library users:

i.	Coin-operated photocopier machine
ii.	Copy Card System (Absec Card) valued at RM10/card

WiFi Access

o Access is available at all levels at the Main Library, City Campus and Technology Campus.

Audio Visual Room

o Available for users to access media materials borrowed from the Circulation Counter, Main Library.

Seminar Room

o Can accommodate 30 users at one time. Reservations can be made at the Circulation Counter, Main Campus Library.

Self-Check Machine

o It is for users to borrow materials without having any transaction at the Circulation Counter, Main Campus Library and branch Campus.

Scanner

o Scanners are placed at the Internet and Assignment Area at the Main Library and at the Database Room at the City Campus.

Book Drop

o The book drop is available for users to return books and it is open 24 hours a day, 7 days a week. Please use the Book Drop to return books when the library is closed.

WebOPAC

o WebOpac terminals are provided for users to search for library collections .

Electronic Info-Board

o To provide updates on Library services and on-campus activities.

Gallery

o Users can obtain information on the Melaka State and UTeM collections.

24 Hour Reading Area

o A 24-hour reading area is available for users.

Lounge Area

o Users can use this space for quiet recreational activities.

COLLECTIONS

Open Shelf Collection

o   Consists of books from various fields and may be borrowed by users depending on their category and entitlement.

Reference Collection

o   The Reference collection available at the UTeM library may not be loaned out (except for these categories: r, rf, rgp, rx, rp & rsm).

Red Spot Collection

o   Consists of materials recommended by lecturers and can be borrowed for a period of 1 day per item.

Standard Collection

o   Consists of the Malaysian Standard, British Standard, American National Standard, etc. This material may only be consulted in the library.

Media Collection

o   Consists of non-printed and digital materials such as video cassettes, audio cassettes, slides, VCD, CD-ROM, diskettes, etc. These materials may only be borrowed for a period of 2 days.

Journal Collection

o   Consists of periodicals which include current and previous volumes of journals, magazines, bulletins, etc. These may be borrowed depending on user category and entitlement.

Examination Paper Collection

o   Consists of printed materials which are located at the open shelves and may be referred to only in the library.They are also available in digital format and may be accessed via the library's portal.

Under Graduate Project, Thesis & Short-term/Long-term Research Collection

o   Consists of work produced by UTeM staff and students. Requests for reference may be made at the User Advisory Desk.

UTeM Archive Collection

o   Consists of printed, non-printed and other special materials produced by UTeM students, academic and non academic staff. It also includes printed and non-printed publication about UTeM from outside sources.

Light Reading Collection

o   Consists of general and popular materials in the form of bulletins, newsletters, pamphlets, flyers, etc.

Fiction Collection
o   Consists of Malay and English novels.

Melaka State Collection
o   Consists of materials published on the history, personalities, intellectuals and others connected with the state of Melaka.

Baba Nyonya Collection
o   Consists of materials published on the Baba Nyonya community of Melaka.

Online Databases
o   Online databases on various fields are available to support the development of teaching, learning, research and consultancy. They include:

    i.   Internal Databases
    ii.   External Databases

Internal Database
o   This `in-house' database is created to provide more information on:
    i.   Examination papers
    ii.   Undergraduate Projects, Thesis & Short-Term/Long-Term Research Collection
    iii.   Newspaper articles
    iv.   Conferences, Seminars and Workshops
    v.   Vice Chancellors' Speeches

ONLINE DATABASE

Online databases are subscribed to support the development of learning and research.

Local Databases (Subscribed)

Databases	Scope	Access
Malaysian Standard Online	Information about National Standard in Malaysia published by SIRIM Berhad	Full Text
SIRIMLink	Technical information from SIRIM Berhad on various subjects on Standards, Quality, Patents and Trade related regulations	Full Text

External Databases (Subscribed)

Databases	Scope	Access
ACM Digital Library	Articles and conference proceedings published by the Association for Computing Machinery (ACM). It covers articles on Engineering and Information & Communication Technology	Abstract and Full Text
ASME Online Journals	Technical education & Mechanical Engineering research and various engineering disciplines produced by the American Society of Mechanical Engineers (ASME)	Abstract and Full Text
Begell House	Engineering Science	Abstract and Full Text
Ebrary	Engineering and Technology, Computer & Information Technology, Science, Social Science, Education, Economy, etc.	Abstract and Full Text
Emerald	Marketing, Human Resources Management, Library And Information Management, Engineering, Applied Science And Technology	Abstract and Full Text
Engineering Village	Applied Science and Engineering	Abstract Only
EngNetbase	Electrical Engineering from the Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Electrical Engineers (IEE)	Abstract and Full Text
IEEE Xplore	Electrical Engineering from the Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Electrical Engineers (IEE)	Abstract and Full Text
IOP Electronic Journals	Physics and Research in Science areas	Abstract and Full Text
Knovel	Science and Engineering	Full Text
Mc'Graw-Hill's Access Engineering	Engineering	Abstract and Full Text

Mc'Graw-Hill's eBook Library	Electric, Electronics and Manufacturing	Abstract and Full Text
Morgan & Claypool	Computer Engineering	Abstract and Full Text
SIAM Journals Online	Mathematics, Science and Technology published by Society for Industrial and Applied Mathematics (SIAM)	Abstract and Full Text
ScienceDirect	Computer Science, Engineering and Technology, Materials Science, Business, Management and Accounting	Abstract and Full Text
Turnitin	Prevention of plagiarism in conducting a research	Need to request User ID and password from Library
Wilson Web	General Science, Applied Science and Technology	Abstract and Full Text
ASTM Standards & Engineering Digital Library	Industrial Engineering, Chemical Engineering, Environmental Engineering, Health & Safety Engineering, Mechanical Engineering, Material Science Engineering	Abstract and Full Text

Online Databases from Ministry of Education Malaysia

Databases	Scope	Access
Bernama Library & Infolink Service (BLIS)	News and information on Malaysia	Full Text
EBSCOHost	Social Science, Science, General Science, Management, Economy and Education	Abstract and Full Text
NetLibrary	Social Science	Abstract and Full Text
Proquest Dissertation & Theses	Dissertations and theses from araound the world since 1980	Abstract Only
Scopus	Largest abstract and citation database of research literature	Abstract Only

Other Databases (Open Access/Free)

Databases	Scope	Access
MASTICLink	Science and Technology	Abstract and Full Text
Directory of Open Access Journals (DOAJ)	Research and Science	Abstract and Full Text
Academic Journal	Arts and Humanities, Engineering, Medical Science, Social Sciences, Biological Sciences, Physical Sciences and Agricultural Sciences	Full Text
SIRIMLink	Technical information from SIRIM Berhad on various subjects on Standards, Quality, Patents and Trade related regulations	Full Text

CLASSIFICATION OF LIBRARY COLLECTION

The library uses the Library of Congress to classify the library collection. The classification is as listed below:

A	-	General Works
B	-	Philosophy, Psychology Religion
BP	-	Islam
CDEF	-	History
G	-	Geography, Map, Anthropology, Recreation

H	-	Social Sciences
HA	-	Statistics
HB-HC	-	Economic Theory, Demography
HD	-	Economic History and Conditions
HE	-	Transportation and Communication
HF	-	Commerce
HG	-	Finance
HM-HX	-	Sociology
HQ	-	The Family. Marriage. Women
HT	-	Communities. Classes. Races

J	-	Political Sciences
K	-	Law
L	-	Education
LA	-	History of Education
LB	-	Theory and Practice of Education
LC	-	Special Aspects of Education
LF	-	Individual Institutional - Europe
LG	-	Individual Institutional - Asia, Africa, Australia, New Zealand, Pacific Islands

M	-	Music
N	-	Fine Arts
NA	-	Architecture
NC	-	Drawing. Design. Illustration
NK	-	Decorative Arts

P-PZ	-	Languages and Literature
PE	-	English
PL	-	Languages & Literature of Eastern Asia, Africa, Oceania
PR	-	English Literature
PS	-	American Literature

Q	-	Science
QA	-	Mathematics
QB	-	Astronomy
QC	-	Physics
QD	-	Chemistry
QE	-	Geology
QH	-	Natural History, Biology
QK	-	Botany
QL	-	Zoology
QM	-	Human Anatomy
QP	-	Physiology
QR	-	Microbiology
R	-	Medicine
S	-	Agriculture
T	-	Technology
TA	-	Engineering (General) Civil Engineering
TC	-	Hydraulic Engineering. Ocean Engineering
TD	-	Environmental Technology Sanitary Engineering
TE	-	Highway Engineering. Roads and Pavements
TF	-	Railroad Engineering and Operation
TG	-	Bridge Engineering
TH	-	Building Construction
TJ	-	Mechanical Engineering & Machinery
TK	-	Electrical Engineering, Electronics, Nuclear Engineering
TL	-	Motor Vehicle. Aeronautics. Astronautics
TN	-	Mining Engineering. Metallurgy
TP	-	Chemical Technology
TR	-	Photography
TS	-	Manufactures
TT	-	Handicrafts. Arts and Crafts
TX	-	Home Economics

| U	-	Military Science
V	-	Naval Science
Z	-	Bibliography. Library Science. Information Resources (General)
ZA	-	Information Resources

SYMBOL OF COLLECTION

The symbol refers to the letter that represents each item in the library's collection. This symbol appears on the call number of the library materials.

Symbol	Definition
a	Archives
af	Archives folio
bj	Bound journal
ja	Journal archives
ma	Magazines archives
mao	Media archives - original
mea	Media archives
med	Media collection
meo	Media collection - original
n	Novel
oaf	Open shelf archives folio
os	Open shelf
osa	Open shelf archive
osf	Open shelf folio
oss	Open shelf small
r	Reference
ra	Reference archives
raf	Reference archives folio
rap	Reference archives prospectus
raq	Reference archives examination papers
rd	Reference dictionary
re	Reference encyclopedia
rf	Reference folio
rgp	Reference government publication
rm	Reference map
rp	Reference prospectus
rs	Red spot
rsm	Reference small
rx	Reference index/abstract
std	Standards

CALL NUMBER

Each material in the library has a call number. The call number is like an address to inform users of the location of the library material. It is usually on the spine of the book.

```
TK
5105.59
.B72
2006
os
n3
```

⟵ Call number
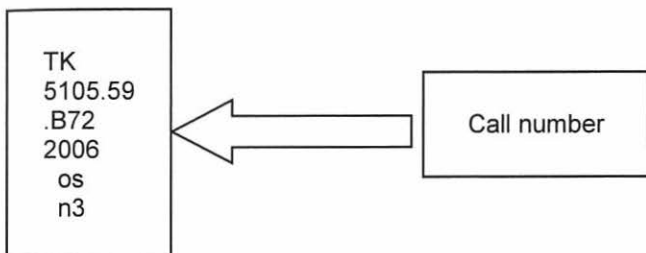
TK	=	Heading Classification
5105.59	=	Classification Number
.B72	=	Cutter Number
2006	=	Year of Publication
os	=	Category of Collection
n3	=	Third Cop

Arrangement of Materials on the Shelves

Materials are arranged alphabetically by the class number, A-Z.

| TK 5103.15 .J63 2003 os | TK 5103.2 .C53 2002 os | TK 5103.482 .M48 2004 os | TK 5104 .H37 1990 os | TK 5105.888 .Z44 2007 os | TK 5105.8885 .A63 .C46 2007 os | TK 5105.8885 .D74 .B37 2006 os |
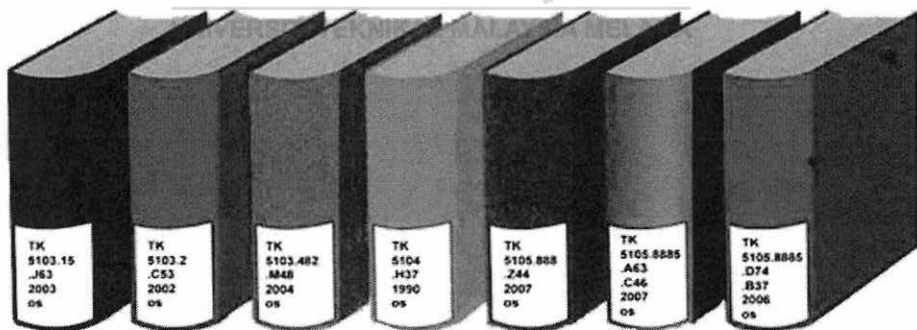
MEMBERSHIP & REGISTRATION

Membership

Membership is divided into two categories:

i. Permanent Membership
    a. All UTeM staff and students are library members.
    b. Members are advised to check the status of their membership at the library.

ii. External Membership
    a. External members are NOT permanent members.
    b. Membership and fees are on a yearly basis.
    c. External membership is divided into 2 categories;

        o   Reference Membership: Library membership which allows members o refer to printed materials and media collections.

        o   Borrowing Membership: Library membership which allows members to refer to printed materials, media collections and online databases in the library. Members are also allowed to borrow materials from the library collection except for materials from the reference collection.

    d. Membership fees:

Annual Fee (Non-refundable)

Categories	Types of Membership	
	Reference (RM)	Reference & Borrowing (RM)
PERPUN Member (IPTA)	Free	200.00
IPTS	20.00	200.00
Individual	20.00	200.00
Government Institution (3-6 person)	50.00	200.00/person
Corporate Institution (3-6 person)	300.00	200.00/person
Alumni/UTeM Retirees	10.00	200.00
Private School Students	15.00	100.00 for each book
School Students	Approval Letter from School	

Eligibility & Penalty

Item	Eligibility & Penalty
Number of Books	2 titles
Borrowing Eligibility	14 days
Fine	RM 0.50 cents per day
Loss of Borrowed Items	1. Replace with the latest edition of the book and the RM25.00 processing fee will be exempted; or 2. Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or 3. If the price of an old library collection material is unavailable, locally published materials will be charged RM40.00 while internationally published materials will be charged RM150.00 and the processing fee.

ICT GUIDELINES

General Guidelines

1. Internet use is free of charge in the library.

2. Library regulations (for example on eating, drinking and use of mobile phones) apply to the ICT area.

3. Users are prohibited from making any changes to the menus, programs and other software in the computers.

4. Installation and downloading are prohibited.

5. Users are prohibited from taking any equipment or computer accessories out of the library without prior permission from the librarian.

6. Users are prohibited from bringing and using equipment and computer accessories except for external hard disks, thumb drives or diskettes. All gadgets must be virus-free.

7. Users are prohibited from using the computers for instant messaging.

8. Action will be taken if students are caught viewing pornographic and offensive materials.

9. Users are prohibited from turning off the computers after use.

10. Users are prohibited from bringing in sharp objects.

11. Users are prohibited from rearranging the computers and library furniture.

12. Users can seek technical assistance from the librarian at the ICT area.
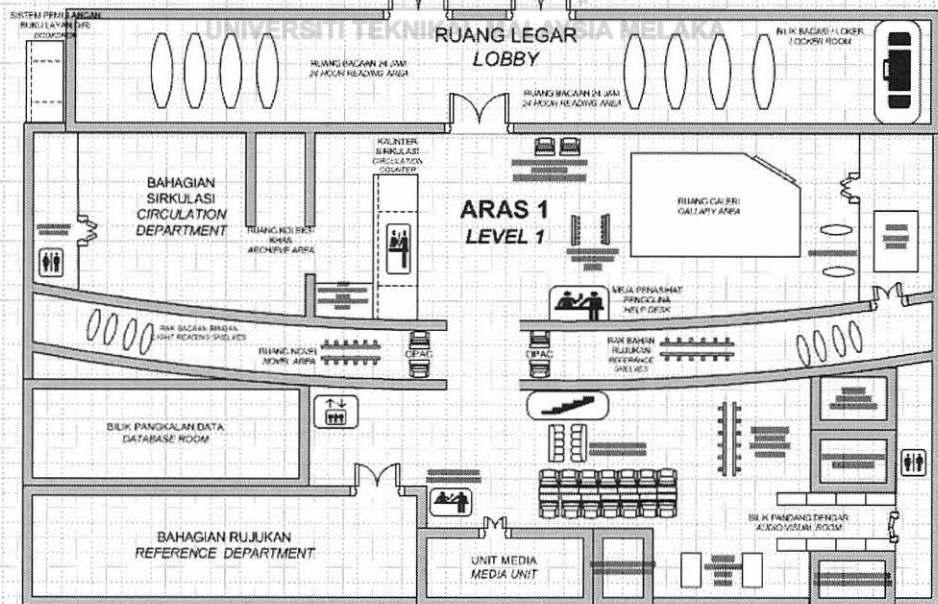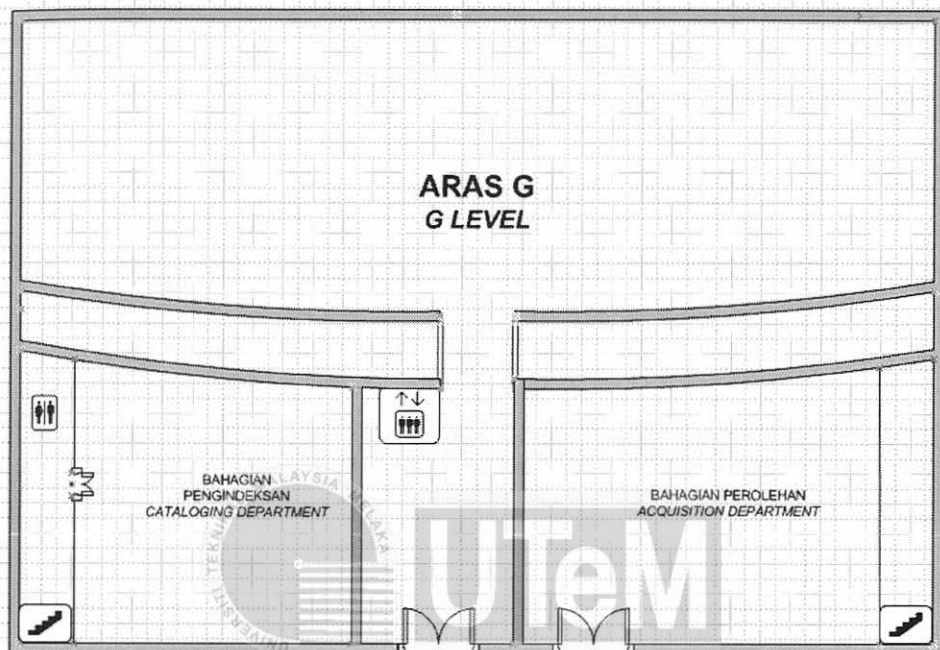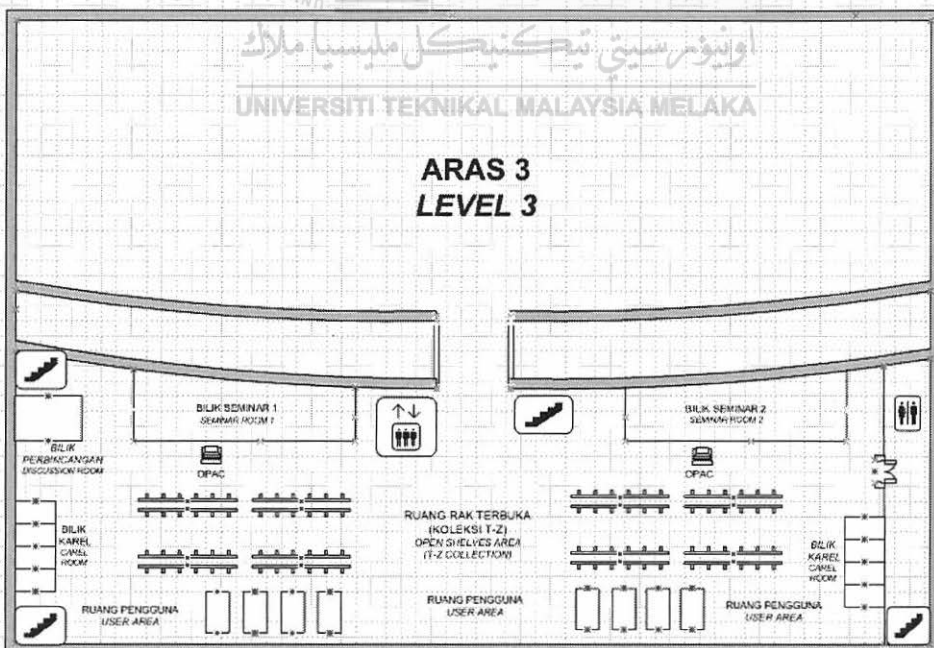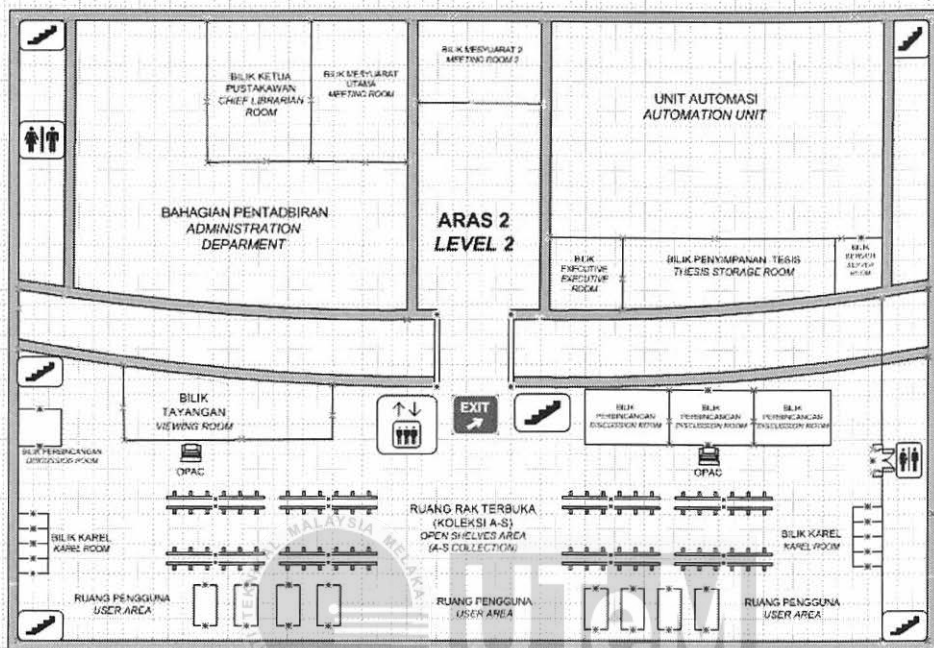
LIBRARY RULES & REGULATIONS

General Rules

1. Permanent members must display their matric card or staff card issued by the UTeM Registrar Office and the External Members must produce their library membership cards.
2. Silence is to be strictly observed in the library.
3. Librarians on duty have the right to check the books, files and other materials which are to be taken out of the library.
4. Eating, drinking, littering and smoking are strictly prohibited in the library.
5. Users are prohibited from bringing in bags, helmets, umbrellas, rain coats and packages. These items must be stored in the designated storage area.
6. Library users who photocopy materials are fully responsible for any action which is liable and contravening of the COPYRIGHT ACT 1987.
7. Use of mobile phones is strictly prohibited.
8. Users are prohibited from reserving seats. Other users have the right to have the seat if it has been left vacant for more than 20 minutes.
9. Users are prohibited from rearranging library furniture and equipment.
10. The library staffs reserves the rights to ask anyone causing disturbance to leave the library.
11. Children are not allowed in the reading area.
12. Users are prohibited from bringing pets into the library.
13. Users are prohibited from damaging and destroying library properties.
14. Users who violate the library rules will not be allowed to enter and use the library facilities and services. (Students' names and matric numbers will be forwarded to the Students and Alumni Affairs Office for further action).
15. The library will not be responsible for the lost or damage of personal items.
16. The staffs on duty reserve the right to search users' personal belongings for prohibited materials.
17. The library reserves the rights to amend these rules from time to time.
18. Violation of these regulations could result in the following actions:
    a) Being asked to leave the library.
    b) Not being allowed to enter and use the library facilities.
    c) Being referred to the Disciplinary Board (Students and Alumni Affair Office).

Dress Code Regulations

1. The dress code in the library is in accordance with the university's dress code. Users who fail to comply with the dress code shall be prohibited from entering the library. Users are prohibited from wearing round neck t-shirts and slippers into the library.
2. Users are prohibited from wearing sleeveless shirts, short pants or short skirts whilst in the library.
3. Users are prohibited from wearing the purdah.
4. Users are prohibited from wearing tight or patched pants.
5. Male students should have short and neatly trimmed hair. Female students who do not wear headscarves should have neatly combed or tied hair.

MAIN LIBRARY FLOOR PLAN

ARAS G
G LEVEL

BAHAGIAN
PENGINDEKSAN
CATALOGING DEPARTMENT

BAHAGIAN PEROLEHAN
ACQUISITION DEPARTMENT

SISTEM PEMULANGAN
BUKU LAYAN DIRI
BOOKDROP

RUANG BACAAN 24 JAM
24 HOUR READING AREA

RUANG LEGAR
LOBBY

RUANG BACAAN 24 JAM
24 HOUR READING AREA

BILIK BAGASI/LOKER
LOCKER ROOM

BAHAGIAN
SIRKULASI
*CIRCULATION
DEPARTMENT*

RUANG KOLEKSI
KHAS
ARCHIVE AREA

KAUNTER
SIRKULASI
*CIRCULATION
COUNTER*

ARAS 1
LEVEL 1

RUANG GALERI
GALLERY AREA

MEJA PENASIHAT
PENGGUNA
HELP DESK

RAK BACAAN RINGAN
LIGHT READING SHELVES

RUANG NOVEL
NOVEL AREA

OPAC

OPAC

RAK BAHAN
RUJUKAN
*REFERENCE
SHELVES*

BILIK PANGKALAN DATA
DATABASE ROOM

BAHAGIAN RUJUKAN
REFERENCE DEPARTMENT

UNIT MEDIA
MEDIA UNIT

BILIK PANDANG DENGAR
AUDIO VISUAL ROOM

ARAS 2
LEVEL 2

- BILIK KETUA PUSTAKAWAN / CHIEF LIBRARIAN ROOM
- BILIK MESYUARAT UTAMA / MEETING ROOM
- BILIK MESYUARAT 2 / MEETING ROOM 2
- UNIT AUTOMASI / AUTOMATION UNIT
- BAHAGIAN PENTADBIRAN / ADMINISTRATION DEPARMENT
- BILIK EXECUTIVE / EXECUTIVE ROOM
- BILIK PENYIMPANAN TESIS / THESIS STORAGE ROOM
- BILIK TAYANGAN / VIEWING ROOM
- BILIK PERBINCANGAN / DISCUSSION ROOM
- OPAC
- BILIK KAREL / KAREL ROOM
- RUANG RAK TERBUKA (KOLEKSI A-S) / OPEN SHELVES AREA (A-S COLLECTION)
- RUANG PENGGUNA / USER AREA
- EXIT

ARAS 3
LEVEL 3

- BILIK PERBINCANGAN / DISCUSSION ROOM
- BILIK SEMINAR 1 / SEMINAR ROOM 1
- BILIK SEMINAR 2 / SEMINAR ROOM 2
- OPAC
- BILIK KAREL / KAREL ROOM
- RUANG RAK TERBUKA (KOLEKSI T-Z) / OPEN SHELVES AREA (T-Z COLLECTION)
- RUANG PENGGUNA / USER AREA

TECHNOLOGY CAMPUS FLOOR PLAN

CITY CAMPUS FLOOR PLAN

RUANG RAK TERBUKA
(KOLEKSI A-Z)

OPEN SHELVES
(A-Z COLLECTION)

RUANG BACAAN
READING AREA

BILIK PANGKALAN DATA
ONLINE DATABASE ROOM

O
P
A
C

KOMPUTER
CETAK
PRINTING
MACHINE

EXIT

KAUNTER SIRKULASI
CIRCULATION COUNTER

BILIK
PUSTAKAWAN
LIBRARIAN ROOM

BILIK STAF
STAFF ROOM

RAK JURNAL
JOURNAL SHELVES

BILIK PERBINCANGAN 1
DISCUSSION ROOM 1

RUANG BACAAN
24 JAM
24 HOUR READING
AREA

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EXIT

BILIK PERBINCANGAN 2
DISCUSSION ROOM 2

BILIK PERBINCANGAN 3
DISCUSSION ROOM 3

STOR
STORE