



**LIBRARY HANDBOOK  
SESSION 2021/2022  
FOR UNDERGRADUATE AND  
POSTGRADUATE PROGRAMMES**



**PLH**

**LAMAN HIKMAH LIBRARY  
UNIVERSITI TEKNIKAL MALAYSIA MELAKA**



# LIBRARY HANDBOOK SESSION 2021/2022

FOR UNDERGRADUATE AND  
POSTGRADUATE PROGRAMMES



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LAMAN HIKMAH LIBRARY  
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

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### EDITORIAL TEAM

#### Advisor

Azman Hj. Ayup

#### Co-Advisor

Siti Saluwa Jamal

#### Chief Editor

Mohd Mawardi Badruddin

#### Editor

Norshahila Che Din

#### Writers

Fauziah Hassan  
Harulrizam Mohamed @ Ghazali  
Mahadir Che Ali  
Nor Ilyah Othman  
Suhadawati Ahmad

#### Photographer

Mohd Siddiq Azizi Jais

#### Designer (Penerbit UTeM Press)

Nazirul Termizi  
A.Saufie Jaffar

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UTeM TOP MANAGEMENT



**PROF. DR. GHAZALI BIN OMAR**

Acting Vice Chancellor



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Deputy Vice Chancellor  
(Academic & International)



**PROF. DR. GHAZALI BIN OMAR**

Deputy Vice Chancellor  
(Research & Innovation)



**ASSOC. PROF. DR. NURULFAJAR BIN ABD MANAP**

Deputy Vice Chancellor  
(Student Affairs)



**ASSOC. PROF. IR. DR. MD NAZRI BIN OTHMAN**

Assistant Vice Chancellor  
(Industry & Community)



**ASSOC. PROF. Ts. MOHD RAHIMI BIN YUSOFF**

Assistant Vice Chancellor  
(Development & Facility Management)



**MR. MASDZARIF BIN MAHAT**

Chief Operating Officer



**MR. KHAIRUL BIN TAIB**

Bursar



**MR. MOHD ISA BIN MOHD DOM**

Chief Information Officer



**DATUK AZHAR BIN MOHAMED**

Legal Advisor

## BACKGROUND

### ABOUT UTeM

Established on 1st December 2000 as the 1st Technical Public University in Malaysia, UTeM is located at the UNESCO world heritage city of Melaka, which is set within 766 acres of lush verdant landscape boasting state-of-the art facilities in all its seven faculties.

As a focused university, UTeM boasts strengths in technical fields – namely Engineering, IT, and Management Technology. UTeM has cemented a reputation of being a source of high-quality engineering graduates with the capability of meeting the requirements of high-tech industries. UTeM also has research competencies in areas that it has identified as being keys to enhancing the University's unique proposition and also contributing to the nation such as Green Technology, Systems Engineering, Human-Technology Interaction, and Emerging Technology.

UTeM admits not only local but also international students and this includes students from Indonesia, Saudi Arabia, Chad, Syria, Pakistan, Cameroon, Bangladesh, Tanzania, India, Somalia, Singapore, Qatar, Palestine, Libya, Iraq, Iran, Ghana, France, Yemen, Nigeria and Jordan.

### UNIVERSITI TEKNIKAL MALAYSIA MELAKA FACULTIES

- Faculty of Electronics and Computer Engineering
- Faculty of Electrical Engineering
- Faculty of Mechanical Engineering
- Faculty of Manufacturing Engineering
- Faculty of Information and Communication Technology
- Faculty of Technology Management and Technopreneurship
- Faculty of Electrical and Electronic Engineering Technology
- Faculty of Mechanical and Manufacturing Engineering Technology
- Centre for Language Learning
- Institute of Technology Management and Entrepreneurship

**VISION**

To Be One of the World's Leading Innovative and Creative Technical Universities

**MISSION**

UTeM is determined to lead and contribute to the wellbeing of the country and the world by:

1. Promoting knowledge through innovative teaching & learning, research and technical scholarship;
2. Developing professional leaders with impeccable moral values;
3. Generating sustainable development through smart partnership with the community and industry.

**MOTTO**

Excellence Through Competency

**GENERAL EDUCATIONAL GOALS**

1. To conduct academic and professional programmes based on relevant needs of the industries.
2. To produce graduates with relevant knowledge, technical competency, soft skills, social responsibility and accountability.
3. To cultivate scientific method, critical thinking, creative and innovative problem solving and autonomy in decision making amongst graduates.
4. To foster development and innovation activities in collaboration with industries for the prosperity of the Nation.
5. To equip graduates with leadership and teamwork skills as well as develop communication and life-long learning skills.
6. To develop technopreneurship and managerial skills amongst graduates.
7. To instill an appreciation of the arts and cultural values and awareness of healthy life styles. amongst graduates.



## WELCOME NOTE



Assalamualaikum warahmatullahi wabarakatuh and Salam Sejahtera.

The availability of library at higher education institutions in the 21<sup>st</sup> century is no longer functioning generally as the repository for reading materials and references alone. With the existence of various types of libraries and resource centres that are served as one of the primary entities in the university, libraries also have special functions in providing reference and referral services in line with the strategic vision and mission of the institution.

In some countries, university libraries also provide services to the surrounding community. Correspondingly, the library is an important channel that can enhance public knowledge and thinking through reading to understand knowledge towards producing qualified human capitals who are knowledgeable, creative, innovative, and competitive, with noble values and ethics. This is because the human standard of a civilised nation is measured through the knowledge that they have.

In the Malaysian context, the university libraries function in accordance with the policies adopted by their respective institutions. Meanwhile, in the global context, the function of a university library is to support the Information for All Programme (IFAP) manifesto declared by UNESCO which aims to expand the access of network information “public domain” through the organisation, digitisation and preservation of information resources across global boundaries by emphasising the importance of information literacy skills to all communities.

It is our aim that the university library can spur a surge and a new paradigm shift towards achieving a knowledgeable society through Lifelong Learning supported by library services and information that are innovative, effective and dynamic.

Mr. Mohd Isa bin Mohd Dom  
Chief Information Officer  
Universiti Teknikal Malaysia Melaka

## INTRODUCTION TO LAMAN HIKMAH LIBRARY

Laman Hikmah Library, formerly known as UTeM Library has been rebranded since November 2017. The library has a total collection of more than 130,000 titles including 8 subscribed database titles which cover engineering materials related to the core areas of Electrical Engineering, Electronics and Computer Engineering, Mechanical Engineering, Manufacturing Engineering, Engineering Technology, Information & Communication Technology and Technology Management & Technopreneurship. In addition, there are also collections of other scientific fields such as Physics, Chemistry and Mathematics, as well as general readings.

In order to suit the users' needs, the library also offers services such as Online Renewal, Inter Library Loan, Information Literacy Programme, Library Exhibition, Ask a Librarian, Order n Collect and many more. In addition, in supporting research activities, Information Package and Research Consultation services are provided to serve the university. Other than services, students and staff are equipped with many facilities such as discussion rooms, viewing rooms, carrel rooms, lockers, hover board, One Stop Centre (OSC) and others. Rental areas are also offered to the university and public for event purposes.

In consideration of the Millennials and Y Generations, the new concept is used which promotes more leisure, interactive and conducive environment for users to optimise the use of the library as both a meeting point and a second home. On 17<sup>th</sup> May 2019, Laman Hikmah Library has launched the 24 hours operation time to users at Level 1.



## VISION, MISSION, CLIENT CHARTER & OBJECTIVES

### VISION

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

### MISSION

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

### CLIENT CHARTER

We, the staff of Laman Hikmah Library, pledge to deliver efficient, accurate and quality services by putting emphasis on client satisfaction.

### OBJECTIVES

- To cater for 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 accordance with the mission of UTeM.

**OPENING HOURS**

**Main Campus**

Day	Semester	Study & Exam Weeks	Semester Breaks
Monday – 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	10.00 am – 10.00 pm	Closed
Public Holidays	Closed	10.00 am – 3.00 pm	Closed

**Technology Campus**

Day	Semester	Study & Exam Weeks	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	8.00 am – 12.15 pm	8.00 am – 12.15 pm
	CLOSED: 12.15 pm – 2.45 pm	CLOSED: 12.15 pm – 2.45 pm	CLOSED: 12.15 pm – 2.45 pm
	2.45 pm – 7.00 pm	2.45 pm – 7.00 pm	2.45 pm – 5.00 pm
Saturday & Sunday	10.00 am – 3.00 pm	8.00 am – 5.00 pm	Closed
Public Holidays	Closed	10.00 am – 3.00 pm	Closed

**Notes:**

- i. 24-hour service begins right after the counter services end and is only available at Level 1, Main Campus.
- ii. Library is closed on National and State Holidays except during Study & Exam Weeks.
- iii. Users are requested to leave the library 15 minutes before the closing time.

## LIBRARY RULES & REGULATIONS

**All users must abide by the Rules and Regulations of Laman Hikmah Library when using the services and facilities. Users also are considered to have read, understood and agreed to the rules and regulations.**

### General Rules

1. Permanent members must display their matrix card or staff card issued by the UTeM Registrar Office and 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 to be taken out of the library.
4. Eating and drinking are allowed at certain areas with the librarian permission.
5. Littering and smoking are strictly prohibited in the library.
6. Users are prohibited from bringing in bags, helmets, umbrellas, raincoats and packages. These items must be stored in the designated storage area.
7. Library users who photocopy materials are fully responsible for any action which is liable and contravening of the COPYRIGHT ACT 1987.
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 use of all spaces and rooms needs to get the permission from the library and users have to adhere to the rules.
11. The library staff reserves the rights to ask anyone causing disturbance to leave the library.
12. Children are not allowed in the reading area.
13. Users are prohibited from bringing pets into the library.
14. Users are prohibited from damaging and destroying library properties.
15. Users are prohibited from any disrespectful behaviour and should maintain the morality and decency when in the library.
16. The library will not be responsible for the lost or damage of personal items.
17. The staff on duty reserves the right to check users' personal belongings for prohibited materials.
18. The library reserves the rights to amend these rules from time to time.

19. All users are required to be properly and decently attired as defined by the *University Dress Code*.
- i. The library reserves the right to ask users who are not suitably dressed to leave.
  - ii. Users who fail to comply with the dress code shall be prohibited from entering the library.



20. Violation of these regulations could result in the following actions:
- i. Being asked to leave the library immediately.
  - ii. Having no clearance to enter and use the library facilities.
  - iii. Being referred to the Disciplinary Board (Students and Alumni Affairs Office).
21. The library reserves the right to make a report to the university authority against any violation of the Laman Hikmah Library regulations.

PLH STANDARD OPERATIONAL PROCEDURE IN NEW NORMS



1. The number of students and staff using PLH services is limited to:
  - i. Main Campus Library - 304 people only
  - ii. Technology Campus Library - 181 people only
2. Visits of any contractors/suppliers/visitors to the library premises are based on application and approval of appointments in the UTeM e-TAP system.
3. Any changes in library service hours/ rules are subject to UTeM circulars and Malaysian government instructions from time to time.



**EXTERNAL MEMBERSHIP & REGISTRATION**

Membership

- i. External Membership
  - a. External members are **NOT** permanent members.
  - b. Membership and fees are on yearly basis.
  - c. External membership is divided into 2 categories;
    - o **Reference:** A membership allows members to refer to printed materials and media collections.
    - o **Reference & Borrowing:** A membership allows members to refer and borrow printed materials. Media collections and UTeM collections are for limited access in the library only. Access to online database is allowed on-campus and off-campus. Members will also get some other additional membership services.
  - d. Membership fees:

**Annual Fee (Non-refundable)**

Categories	Types of Membership	
	Reference (RM)	Reference & Borrowing (RM)
<b>PERPUN Members (Public/Private universities)</b>	Free	200.00
<b>Private Universities/Colleges</b>	20.00	200.00
<b>Individual</b>	20.00	200.00
<b>Government Institution (3-6 persons)</b>	50.00	200.00/ person
<b>Corporate Institution (3-6 persons)</b>	300.00	200.00/ person
<b>Alumni/UTeM Retirees</b>	10.00	200.00
<b>School Students</b>	Approval Letter from School with school stamp	



### Eligibility & Penalty

Item	Eligibility & Penalty
Number of Books	2 titles
Borrowing Eligibility	14 days
Fine	<i>Please refer to fine rates on page 18</i>
Loss of Borrowed Items	<ol style="list-style-type: none"> <li>1. Replace with the latest edition of the book and the RM25.00 processing fee will be exempted; or</li> <li>2. Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or</li> <li>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.</li> </ol>

SERVICES

**1. Borrowing**

- Borrowing can be made at the One-Stop-Centre Counter or through Self-Check Machines.
- Borrowers may view their transactions history and perform online renewal through User Accounts (portal).



One-Stop Centre Counter



Self- Check Machine

**2. Returning**

- Library items are to be returned at the One-Stop Centre Counter or Book Drop Machine on or before the due date. Fines will be imposed for overdue items.
- Receipts should be kept as proof that checked out items have been returned.
- Students must return all library materials borrowed when they withdraw, discontinue, defer or graduate from the university.

### 3. Fine rates

No	Collection Types	Rate of Fines
1.	Open Shelf	RM 0.50/day
2.	Journal	RM 0.50/day
3.	Archives Collections	RM 0.50/hour
4.	Reference	RM 1.00/day
5.	Novel	RM 0.50/day
6.	Media	RM 1.00/day
7.	Locker	RM 0.50/ day
8.	Electronic Games	RM 2.00/hour

### 4. Reservation

- Only books with 'Circulated' status can be reserved. Reservations can be made through User Account only.
- Reserved item(s) will only be kept for seven (7) days.
- Books can 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

### 5. Renewal

- Renewals will not be accepted if: -
  - i. Item has been reserved by another user
  - ii. Item is overdue

## 6. Lost or Damaged Items

- Immediate report should be made to staff at the One-Stop Centre Counter.
- Borrowers will be given two (2) weeks to search for the items. If the items are still missing, the borrowers have three (3) options as follows:
  - Replace with the latest edition of the book (consult the Librarian) and the RM25.00 processing fee will be exempted; or
  - Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or
  - 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.
- The notice will be sent as follows:

## 7. Reminder/Overdue Notice

- A reminder will be sent to users via their UTeM's email accounts.  
(Eg: Students: B123456789@student.utem.edu.my, Staff:staffname@utem.edu.my)

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

- A reminder notice is library initiative to remind users of loan items. Users are subject to the actual date as stated in the receipt and advised to keep the receipt as a proof.

Loan eligibility and duration vary according to membership category:

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	-	-	-	-	-

## 8. Inter-Library Loan Service (ILL Service)

This refers to application for reference materials that are not available at Laman Hikmah Library collection:

- From UA/IPTS and other registered libraries (Free of charge).
- This service also provides ILL that requires payment process which involves oversea sources. Payment should be made by the requestor.
- Request can be made by filling out the **Online Application System (e-form) of Inter-library Loan (ILL) Services for Books and Articles Application** via link <http://bit.ly/2rjanBB>

## 9. Ask-A-Librarian

Ask-a-Librarian is a live chat reference service which allows users to ask questions in real time. This service is available within working hours.

## 10. Information Literacy Programme (ILP)

Open to all users. Consists of **7 modules**:

- i. Introduction to Library
- ii. Information Searching Skills
- iii. Turnitin (Plagiarism Detector Software)
- iv. Research Support for GRA/RA/SRA (Compulsory for all new registered Graduate Research Assistant/ Student Research Assistant/ Research Assistant.
- v. Literature Search
- vi. Mendeley
- vii. Open Access

Request for ILP can be made through the **Online Application System (e-form) of Information Literacy Programme: <http://bit.ly/2GuYPDH>**. Please check the class schedule at library portal for further information.

## 11. Information Package

- Information Package is a service provided by the Research Support Unit. The librarian will perform literature search for your research topic at the relevant databases and will provide list of references.
- Request can be made via e-form <https://bit.ly/2U9hahQ>

## 12. Research Consultation

- Research Consultation is a service provided by the Research Support Unit. This service is an extended opportunity to have specific research queries answered. Scheduling for an appointment should be made earlier with the librarian for a research consultation.
- Request can be made via e-form <https://bit.ly/2LPdnjX>

### 13. Room /Space Rental Service

## BILIK / RUANG UNTUK DISEWA

<http://library.utem.edu.my>

**KELAS / BENGKEL /  
KURSUS / LATIHAN /  
MESYUARAT**

**Masa Sewaan**  
8.00 pagi - 5.00 petang



**Kadar Sewaan**

Jenis Bilik	Kadar Caj			Kuantiti (org)
	Sistem Siaraya / Hari (RM)	Sewaan PC / Hari (RM)	Sewaan Ruang / Hari (RM)	
1. Bilik Pengkalan Data	—	45.00	600.00	48
2. Ruang 24 jam	—	—	—	80
3. Bilik Serbaguna	200.00	—	450.00	20
4. Bilik Tayangan		—		100
5. Bilik Tayangan (Kampus Teknologi)	—	—	—	60
6. Bilik Mesyuarat 2	—	—	150.00	20
7. Bilik Mesyuarat Utama	—	—	120.00	30
8. Bilik Mesyuarat Eksekutif	—	—	450.00	15
9. Bilik Seminar	—	—	—	32




**KEMUDAHAN BILIK**

- LCD Projektor / White Board
- Sistem Siaraya / Pendingin Hawa
- Rangkaian Internet / Layar Putih

Untuk maklumat lanjut sila hubungi :

 Pn. Suhadawati bt. Ahmad : 016-6657850 / 06-270 1248  
 suhadawati@utem.edu.my
 
 Pn. Norziyana bt. Hanipah : 012-2042930 / 06-270 1207  
 norziyana@utem.edu.my

- Laman Hikmah Library also provides room/space rental service to outsiders who are interested in conducting events such as course, class, meeting, training and etc.

#### 14. One-Stop Centre

One-Stop Centre is previously known as the Circulation Counter which expands the function of the counter. Instead of handling library transactions, it also offers a few services from other departments such as matrix card tagging, student confirmation letter, payment of hostel registration/fine payment and etc.

#### 15. Postal Book Loan

- Users can only request maximum 3 books per transaction.
- Only books (open shelf) with 'available' status can be loaned.
- Email to [bookrequest@utem.edu.my](mailto:bookrequest@utem.edu.my) (Title, Call Number and Author).
- Get an addition of 14days loan period from the user's original eligibility.
- Delivery of books will be handled by courier using cash- on- delivery (COD) method and payment should be made by the requestor.
- Books can only be posted locally (no overseas shipping).

#### 16. Order and Collect Service

- This service is provided to ease users to get the books that they wish to borrow without having to search for them at the shelves as usual.
- Please use the library OPAC to check which books are available in the library holdings before requesting.
- Email to [bookrequest@utem.edu.my](mailto:bookrequest@utem.edu.my) (Title, Call Number and Author).
- Only books with 'Available' status can be requested.
- Library staff will contact you with a date and time to collect your books. Please remember to bring your student/staff card along with you.



## 17. Online Databases Service

Online databases are subscribed to support the development of learning and research. The library has subscribed several databases both local and international which are:



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

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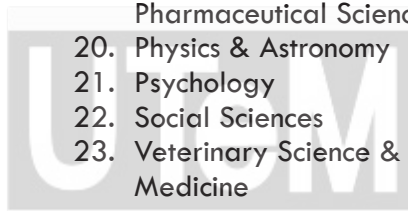
- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Aerospace & Defense     | 15. Information Technology      |
| 2. Artificial Intelligence | 16. Internet of Things (IoT)    |
| 3. Automotive Engineering  | 17. Medical Devices             |
| 4. Autonomous Vehicles     | 18. Nanotechnology              |
| 5. Biomedical Engineering  | 19. Optics                      |
| 6. Biometrics              | 20. Petroleum & Gas             |
| 7. Circuits & Systems      | 21. Power Systems               |
| 8. Communications          | 22. Robotics & Automation       |
| 9. Computer Software       | 23. Semiconductors              |
| 10. Cyber Security         | 24. Smart Grid                  |
| 11. Electronics            | 25. Sustainable Energy          |
| 12. Energy                 | 26. Wireless Broadband and many |
| 13. Engineering            | more.                           |
| 14. Imaging                |                                 |



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## ScienceDirect

1. Agricultural and Biological Sciences
2. Biochemistry, Genetics & Molecular Biology
3. Business, Management & Accounting
4. Chemical Engineering
5. Chemistry
6. Computer Science
7. Decision Sciences
8. Earth and Planetary Sciences
9. Economics, Econometrics & Finance
10. Energy
11. Engineering
12. Environmental Science
13. Health Sciences
14. Immunology & Microbiology
15. Materials Science
16. Mathematics
17. Neuroscience
18. Nursing & Health Professions
19. Pharmacology, Toxicology & Pharmaceutical Science
20. Physics & Astronomy
21. Psychology
22. Social Sciences
23. Veterinary Science & Veterinary Medicine



UNIVERSITI TEKNIKAL MALAYSIA MELAKA

### The Humanities and Social Sciences

1. Area, Ethnic & Gender Studies
2. Architecture
3. Business
4. Communications & Information Sciences
5. Education
6. Fine & Performing Arts
7. History
8. Language & Literature
9. Law & Legal Studies
10. Philosophy & Religion
11. Social Sciences



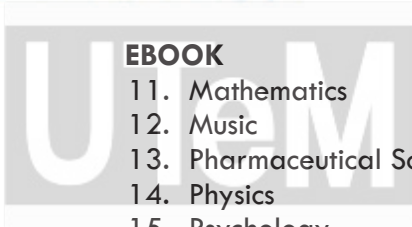
### Science and Technology

1. Agriculture
2. Behavioral Sciences
3. Biological Sciences
4. Ecosystem Sciences
5. Engineering
6. Environmental Sciences
7. Geosciences
8. Health & Medical Sciences
9. Interdisciplinary
10. Mathematical & Physical Sciences

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**EBOOK**

1. Astronomy
2. Biology
3. Chemistry
4. Engineering
5. Anthropology
6. Ethnic and Multicultural Studies
7. General science
8. Geography
9. Geology
10. Law

**EBOOK**

11. Mathematics
12. Music
13. Pharmaceutical Sciences
14. Physics
15. Psychology
16. Religion and Philosophy
17. Science and Technology
18. Veterinary Science
19. Women's Studies
20. Zoology

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Contain 36 title of eBooks subscribed by Ministry of Higher Education related to management, economic and leadership subject matter. All accessible eBooks list can be found in library portal.

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## FACILITIES

### 1. 24-hour Reading Area



- Spacious reading area is available for users all day.

### 2. Locker



- The rental rates are as follow:-
  - i. **Big** : RM10.00/semester
  - ii. **Small** : RM6.00/semester
- Fines will be imposed at 50sen per day for the late return of keys
- Loss of keychain: RM5.00
- Loss of key: RM15.00
- Request for rental can be made at the One-Stop Center Counter.

### 3. Chancellor Gallery



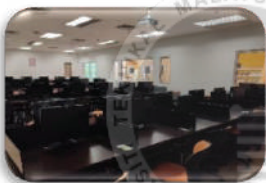
- Provides information regarding UTeM Chancellor

#### 4. Leisure Area



- Users can use this area for recreational activities.

#### 5. Training Room



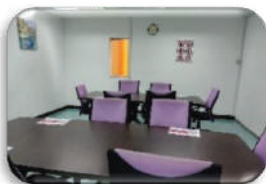
- Specific room for online database searching
- It is also used as a training room

#### 6. Viewing Room 1



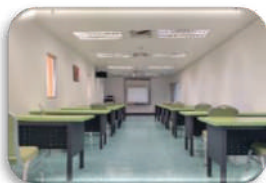
- Accommodates 40 users at one time.
- Reservation can be made through e-Calendar

#### 7. Discussion Room



- Accommodates 5-8 users in one room.
- 2 hours per use.

### 8. Seminar Room



- Accommodates 30 users at one time
- Reservation can be made through e-Calendar

### 9. Carrel Room



- Only available at Main Campus Library
- Request to use can be made at One-Stop Center Counter

### 10. Smart Room



- Accommodates 20 users at one time.
- Reservation can be made through e-Calendar
- For classes, trainings, courses etc.

### 11. Viewing Room 2



- Accommodates 80 users at one time.
- Reservation can be made through e-Calendar

### 12. Postgraduate Room



- This room is made available only for postgraduate students.
- Used as a discussion room.
- Maximum capacity: 5 Pax
- 2 hours per use.

### 13. Printing Area



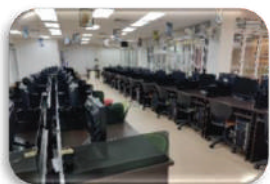
- Users need to reload their Cyber Printing Account at One Stop Center Counter
- Self service

### 14. Scanning Area



- Fujitsu provides scanning service at this corner.
- Service is free for library users.

### 15. ICT Zone



- All computers are equipped with internet connection for student use.



### 16. Ind-E-Zone



- The Industry Engagement Zone (Ind-E-Zone) is a zone within the campus solely dedicated at encouraging direct collaboration between university and the industry.

### 17. OPAC Area



- Web OPAC PCs are provided for users as a gateway to search the library collections.

### 18. Wi Fi Access



- Wi Fi access is available at all levels within the library.

### 19. Hover board



- Eases users' movement to explore the library in an interactive way.
- Leisure activity.

## 20. Magic whiteboard



- A space to express students' creativity and talent.
- Users are free to make creative arts/notes/simple presentations with whiteboard marker pen.

## 21. Games Zone



- 3 Playstation4 sets are available in Main Campus library.
- 2 Playstation4 sets are available in Technology Campus library.
- Rental rate for Playstation4 - RM4.00 per hour for two (2) sets of controllers
- The maximum use period per user is:
  - i. Monday to Friday - 2 hours
  - ii. Saturday to Sunday - 3 hours
- Users are allowed to bring their own CD games but must be checked by the staff on duty before use.
- Indoor games – Dartboard, Carom set, Chess, Cross Puzzle, Checkers, Snakes and Ladders are also available at no charge.

## COLLECTION

### 1. Open Shelf Collection

- This collection consists of books from various fields and can be borrowed by users depending on their category and entitlement.

### 2. Reference Collection

- The Reference collection available at the Laman Hikmah Library cannot be loaned out (except for these categories: r, rf, rgp, rx, rp & rsm).

### 3. Red Spot Collection

- This collection consists of materials recommended by lecturers and can be borrowed for a period of 1 day per item.

### 4. Media Collection

- This collection 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.

### 5. Serial Collection

- This collection consists of periodicals which include current volumes of magazines, bulletins, etc. These may be borrowed depending on user category and entitlement.

### 6. Examination Paper Collection

- This collection 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.

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

- This collection consists of work produced by UTeM staff and students. Requests for reference can be made at the Circulation Counter.

### 8. UTeM's Archive Collection

- This collection 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 publications about UTeM from outside sources.

### 9. Light Reading Collection

- This collection consists of general and popular materials in the form of bulletins, newsletters, pamphlets, flyers, etc.

### 10. Novel Collection

- This collection consists of novels in Malay and English languages.

### 11. Melaka State Collection

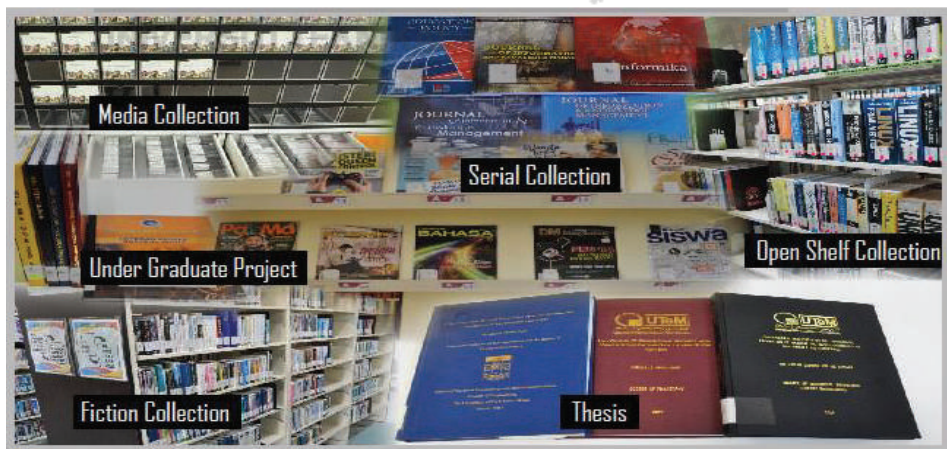
- This collection consists of materials published on the history, personalities, intellectuals, communities and other topics connected with the state of Melaka.

### 12. Bound Collection

- This collection consists of periodicals which include previous volumes of journals, magazines and exam papers.

### 13. Online Databases

- 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



### CLASSIFICATION OF LIBRARY COLLECTION

The Library of Congress Classification (LCC) is used to classify UTeM library collection. The classification is as listed below:

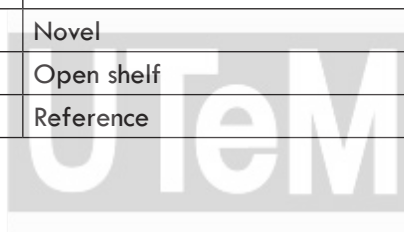
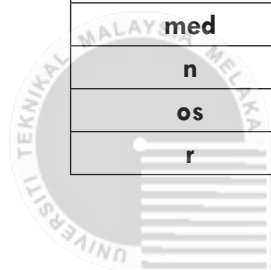
A	-	General Works
B	-	Philosophy, Psychology Religion
BP	-	Islam
CDEF	-	History
G	-	Geography, Map, Anthropology, Recreation
H	-	Social Sciences
HA		Statistics
H B - HC	-	Economic Theory, Demography
HD	-	Economic History and Conditions
HE	-	Transportation and Communication
HF	-	Commerce
HG	-	Finance
H M - 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

**SYMBOLS OF COLLECTION**

Symbol	Definition
<b>a</b>	Archives
<b>ban</b>	Banned Items
<b>ci</b>	Current Issue
<b>er</b>	Electronic Resource
<b>mea</b>	Media archives
<b>med</b>	Media collection
<b>n</b>	Novel
<b>os</b>	Open shelf
<b>r</b>	Reference

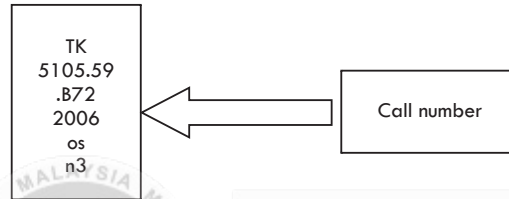


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## CALL NUMBER

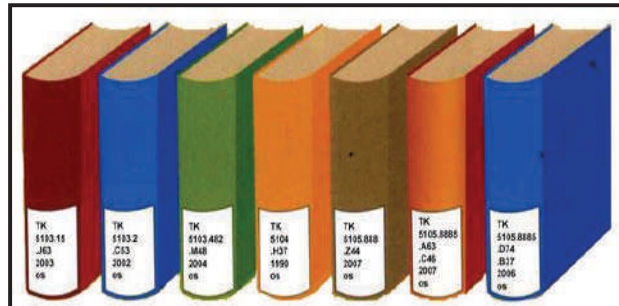
Each material in the library has a call number and it is usually found on the spine of the book. The call number acts like an address to inform users the whereabouts of the library material.



TK	=	Heading Classification
5105.59	=	Classification Number
.B72	=	Cutter Number
2006	=	Year of Publication
os	=	Category of Collection
n3	=	Third Copy (Copies of book)

## SHELVING ARRANGEMENT OF MATERIALS

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



**DIRECTORY OF LIBRARY MANAGEMENT**



**Mohd Isa Bin Mohd Dom**  
Chief Information Officer  
mohdisa9@utem.edu.my  
06-2701109



**Azman Bin Hj. Ayup**  
Senior Deputy Chief Librarian  
azmanayup@utem.edu.my  
06-2701183

**POLICY & ADMINISTRATION DIVISION**

**POLICY & QUALITY STRATEGIC MANAGEMENT SECTION**



**Mez Zelina Binti Yusof (Head)**  
Senior Librarian  
zelina@utem.edu.my  
06-2701235

**ADMINISTRATION & FINANCE SECTION**



**Administration Unit**  
**Suhadawati Binti Ahmad (Head)**  
Assistant Registrar  
suhadawati@utem.edu.my  
06-2701248

RESOURCE DEVELOPMENT DIVISION



**Arman Bin Mohammad**  
Deputy Chief Librarian  
arman@utem.edu.my  
06-2701182

MONOGRAPH SECTION



*UTeM's Collection, Gift & Exchange Unit*  
**Mahadir Bin Che Ali (Head)**  
Senior Librarian  
mahadir@utem.edu.my  
06-2701197



*Book Unit*  
**Mohd Razif Bin Dzulkipli**  
Senior Librarian  
mohdrazif@utem.edu.my  
06-2701234

**ELECTRONIC RESOURCE SECTION**



**Fauziah Binti Hassan (Head)**

Senior Librarian  
fauziah@utem.edu.my  
06-2701279



**Journal & Electronic Resource Unit**

**Norazizah Binti Md Tahir**

Librarian  
norazizah@utem.edu.my  
06-2701279



**Muhammad Hafeez Bin Zainuddin**

Assistant Librarian  
hafeez@utem.edu.my  
06-2701281

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

INFORMATION SERVICES DIVISION



**Siti Saluwa Binti Jamal**  
Deputy Chief Librarian  
saluwa@utem.edu.my  
06-2701179

REFERENCE SECTION



**Mohd Mawardi Bin Badruddin (Head)**  
Senior Librarian  
mawardi@utem.edu.my  
06-2701213



*Information & Promotion Unit*  
**Norshahila Binti Che Din**  
Senior Librarian  
norshahila@utem.edu.my  
06-2701199



*Research Support Unit*  
**Nor Ilyah Binti Othman**  
Librarian  
norilyah@utem.edu.my  
06-2701239



**Zuraidah Binti Amar**  
Assistant Librarian  
zuraidah.amar@utem.edu.my  
06-2701226

## CIRCULATION SECTION



**Facility Management Unit**  
**Harulrizam Bin Mohamed @ Ghazali (Head)**  
Senior Librarian  
harulrizam@utem.edu.my  
06-2701211



**Collection Services & User Unit**  
**Zaidi Bin Saad**  
Senior Librarian  
zaidisaad@utem.edu.my  
06-2701225



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UNIVERSITI TEKNIKAL MALAYSIA MELAKA

**DIGITAL SERVICES DIVISION**



**Rasida Binti Abu Bakar**

Senior Librarian  
rasida@utem.edu.my  
06-2701190

**AUTOMATION SECTION**



**Wizana Binti Abd Jalil (Head)**

Senior Librarian  
wizana@utem.edu.my  
06-2701217



*Web & Multimedia Unit*

**Noraini Binti Mohd Noor**

Senior Librarian  
noraini\_mn@utem.edu.my  
06-2701214



*Library System & Application Unit*

**Mohd Ikbar Bin Abdul Jabbar**

Assistant Engineer  
ikbar@utem.edu.my  
06-2701210

## REPOSITORY SECTION



**Corporate Memory Unit**  
**Nurul Akmar Binti Mehat (Head)**  
Senior Librarian  
akmar@utem.edu.my  
06-2701211



**Digital Unit**  
**Hasliza Binti Mohamed**  
Senior Librarian  
hasliza@utem.edu.my  
06-2701215



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CONTACT US

MAIN CAMPUS LIBRARY



**Circulation Counter** 06 2701 200  
**Fax** 06 2701 039  
**Email** lamanhikmah@utem.edu.my  
**Library Portal** <http://library.utem.edu.my>



TECHNOLOGY CAMPUS LIBRARY



**Circulation Counter** 06 2701 202  
**Email** lamanhikmah@utem.edu.my  
**Library Portal** <http://library.utem.edu.my>



## LAMAN HIKMAH LIBRARY

Universiti Teknikal Malaysia Melaka  
Hang Tuah Jaya, 76100 Durian Tunggal  
Melaka, Malaysia

Phone: +606-2701200

Fax: +606-2701039

Email: [lamanhikmah@utem.edu.my](mailto:lamanhikmah@utem.edu.my)

Website: <http://library.utem.edu.my>

Twitter/FB/IG/Wordpress/Youtube: Perpustakaan Laman Hikmah



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Kedai Buku Atas Talian : [utembooks.utem.edu.my](http://utembooks.utem.edu.my)

Emel : [penerbit@utem.edu.my](mailto:penerbit@utem.edu.my)