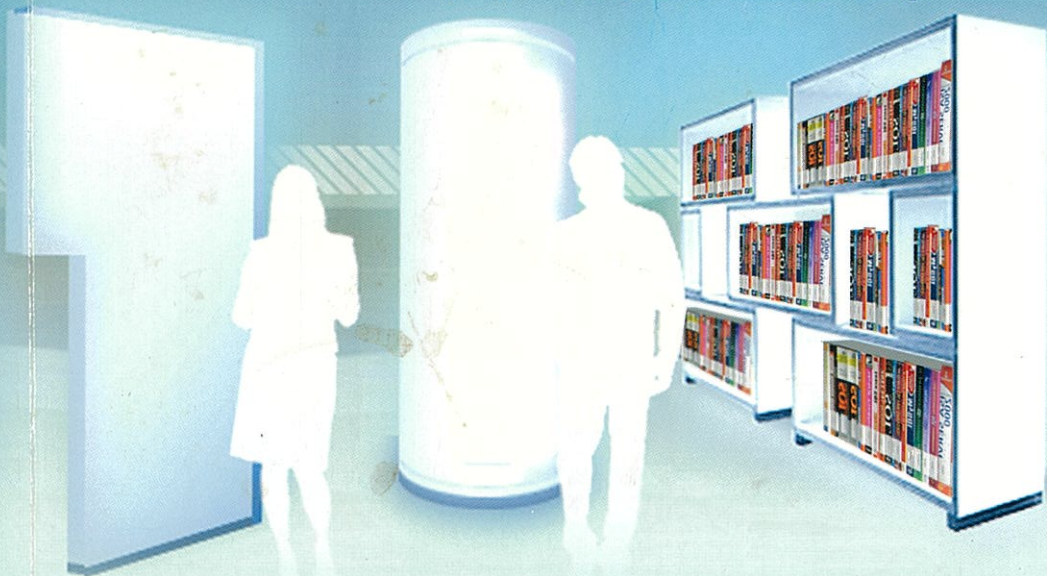


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**UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

**2008/2009**





**UTeM**

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

*Dengan Ingatan Tulus Ikhlas*

Kepada

**Muhammed Rashid Mat Derus**

Daripada

**Perpustakaan**

**Universiti Teknikal Malaysia Melaka**

Hang Tuah Jaya

76100 Durian Tunggal, Melaka

Malaysia

Tel: 06-331 6822 Fax: 06-331 6811

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(UTeM)

اونيورسي تيكنيكل مليسيا ملاك

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

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# UTeM

اونيورسي تيكنيكل مليسيا ملاك

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

PERPUSTAKAAN Universiti Teknikal Malaysia Melaka	
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Tarikh 29 SEP 2017	

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## Pengenalan

Universiti Teknikal Malaysia Melaka (UTeM) ditubuhkan selaras dengan penjenamaan semula daripada Kolej Universiti Teknikal Kebangsaan Malaysia (KUTKM) di bawah Seksyen 8 Akta Universiti dan Kolej Universiti 1971 (Akta 30) menerusi Perintah Universiti Teknikal Malaysia Melaka (Pemerbadanan 2007) yang telah diwartakan sebagai P.U. (A) 45/2007 pada 1 Februari 2007.

Perpustakaan UTeM mula memberikan perkhidmatannya kepada masyarakat kampus pada 10 Jun 2001 bersempena dengan pendaftaran pelajar perintis seramai 348 orang di Kampus Sementara di Taman Tasik Utama, Ayer Keroh Melaka dan ia merupakan pusat kecemerlangan ilmu bagi warga UTeM.

Manakala Perpustakaan Cawangan Kampus Tetap pula menyediakan kapasiti 120 tempat duduk dalam satu - satu masa dengan keluasan ruang 432 meter persegi bagi menampung keperluan pengguna dari dua fakulti iaitu Fakulti Kejuruteraan Elektrik (FKE) dan Fakulti Kejuruteraan Elektronik & Kejuruteraan Komputer (FKEKK).

### UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Perpustakaan UTeM juga telah membuka cawangannya di Kampus Bandar, Jalan Hang Tuah, Melaka yang telah beroperasi pada 01 Oktober 2007 bagi menyediakan kemudahan rujukan untuk pelajar pasca siswazah yang mengikuti kursus di Institut Pengurusan Teknologi & Keusahawanan (IPTK) dan kursus-kursus jangka panjang / pendek Universiti. Perpustakaan cawangan ini boleh menampung kapasiti pengguna seramai 80 orang dalam satu-satu masa.

Sehingga April 2008, koleksi Perpustakaan telah mencecah hampir 55,000 naskah. Koleksi ini meliputi bidang teras UTeM iaitu Kejuruteraan Elektrik, Kejuruteraan Elektronik & Kejuruteraan Komputer, Kejuruteraan Mekanikal, Kejuruteraan Pembuatan, Kejuruteraan Teknologi Maklumat & Komunikasi. Di samping itu, terdapat juga koleksi di dalam bidang sains seperti fizik, kimia, matematik dan juga bacaan am. Perkembangan sumber ilmu ini mampu memenuhi keperluan pengajaran, pembelajaran, penyelidikan dan perundingan kepada warga universiti.

Perpustakaan menggunakan Integrated Library Management Utility (ILMU) sebagai sistem pengkomputeran melalui WebOPAC bagi memudahkan pengguna mengakses maklumat bahan / koleksi Perpustakaan dengan mudah, cepat dan efisien. Sistem ini bukan hanya boleh diakses di sekitar kampus sahaja malah di mana-mana sahaja melalui laman web <http://library.utm.edu.my>

Perpustakaan UTeM akan terus berusaha dengan lebih gigih untuk memberikan mutu perkhidmatan yang terbaik selaras dengan wawasan universiti untuk menjadi universiti teknikal yang kreatif dan inovatif terkemuka di dunia.



## Visi, Misi, Piagam Pelanggan & Objektif

### VISI PERPUSTAKAAN

*M*enjadi pusat maklumat yang terunggul, komprehensif dan kompetitif dalam bidang teknikal.

### MISI PERPUSTAKAAN

*M*enyediakan sumber maklumat dan rujukan yang terbaik serta perkhidmatan berkualiti melalui penggunaan teknologi terkini dalam menyokong Visi dan Misi Universiti.

### PIAGAM PELANGGAN

*K*ami warga Perpustakaan UTeM berjanji dan beriltizam untuk memberikan perkhidmatan yang cekap, tepat dan berkualiti dengan mengutamakan kepuasan pelanggan.

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

### OBJEKTIF PERPUSTAKAAN

- *M*emenuhi keperluan maklumat Universiti dengan menyediakan sumber yang menepati keperluan pengajaran, pembelajaran, penyelidikan dan perundingan.
- *M*enyedia dan mempromosi perkhidmatan maklumat kepada pelanggan.
- *M*eningkatkan kecekapan penyebaran ilmu dan maklumat kepada pelanggan.
- *M*emupuk budaya ilmu di kalangan warga UTeM dan luar UTeM sebagai masyarakat berpengetahuan.
- *M*embentuk warga Universiti berfikiran kreatif dan inovatif dalam melahirkan ahli profesional yang berketrampilan seiring dengan misi UTeM.



## Waktu Perkhidmatan

### Perpustakaan Kampus Industri, Ayer Keroh

Hari	Sepanjang Semester	2 Minggu Sebelum & Sepanjang Minggu Peperiksaan	Cuti Semester
Isnin - Khamis	8.00 pg - 11.00 mlm	8.00 pg - 11.00 mlm	8.00 pg - 5.00 ptg
Jumaat	8.00 pg - 12.15 t/h 2.45 ptg - 11.00 mlm	2.45 ptg - 11.00 mlm 8.00 pg - 12.15 t/h	8.00 pg - 12.15 t/h 2.45 ptg - 5.00 ptg
Sabtu & Ahad	8.00 pg - 5.00 ptg	8.00 pg - 11.00 mlm	Tutup
Cuti Umum	Tutup	8.00 pg - 11.00 mlm	Tutup

### Perpustakaan Cawangan Kampus Induk, Durian Tunggal

&

### Perpustakaan Cawangan Kampus Bandar, Jalan Hang Tuah

Hari	Sepanjang Semester	2 Minggu Sebelum & Sepanjang Minggu	Cuti Semester
Isnin - Khamis	8.00 pg - 5.00 ptg	8.00 pg - 5.00 ptg	8.00 pg - 5.00 ptg
Jumaat	8.00 pg - 12.15 t/h 2.45 ptg - 5.00 ptg	2.45 ptg - 5.00 ptg 8.00 pg - 12.15 t/h	8.00 pg - 12.15 t/h 2.45 ptg - 5.00 ptg
Sabtu, Ahad & Cuti Umum	Tutup	Tutup	Tutup

#### Maklumat :

- i. Perpustakaan ditutup pada hari cuti kelepasan am Persekutuan dan juga Negeri Melaka.
- ii. Pengguna diminta keluar 15 minit lebih awal sebelum Perpustakaan ditutup.

## Perkhidmatan

### Pinjaman

- Hanya ahli yang berdaftar diberi kemudahan pinjaman. Pinjaman boleh dilakukan di Kaunter Sirkulasi atau di Sistem Pinjaman Layan Diri (Kampus Industri sahaja). Peminjam akan diberi resit Pinjaman bahan untuk semakan tarikh pulang. Pengguna digalakkan menyemak pinjaman secara on-line.
- Kelayakan dan tempoh pinjaman adalah mengikut kategori pengguna.
- Pengguna adalah bertanggungjawab sepenuhnya ke atas bahan yang dipinjam.
- Bahan yang hilang hendaklah dilaporkan segera di Kaunter Sirkulasi. Pengguna diberi tempoh 2 minggu untuk mencari/ menggantikan bahan yang hilang.
- Bahan pinjaman yang dibawa keluar mestilah melalui pinjaman secara sah.



### Pemulangan

Pemulangan bahan hendaklah dilakukan di Kaunter Sirkulasi.

- Bahan yang dipinjam mesti dipulangkan pada atau sebelum tarikh yang ditetapkan untuk memberi peluang kepada pengguna lain merujuk atau meminjam bahan tersebut. Denda akan dikenakan kepada pengguna yang lewat memulangkan bahan.
- Notis peringatan lewat hanya akan dihantar kepada staf.
  1. Notis peringatan tamat tempoh akan dihantar kepada staf 1 minggu sebelum tarikh pulang.
  2. Notis peringatan pertama akan menyusul 1 minggu kemudian dari notis peringatan akan tamat tempoh dan diberi 1 minggu grace period dari tarikh notis dan denda tidak diambil kira.
  3. Notis kedua akan dihantar selepas 1 minggu dari notis pertama, dan denda akan dikira.
  4. Notis peringatan terakhir (ketiga) akan menyusuli 2 minggu selepas notis kedua dan denda dikira berterusan.
- Pelajar tidak dihantar sebarang peringatan dan denda lewat dikira 1 hari selepas tamat tempoh.



- Pelajar hendaklah memulangkan semua bahan Perpustakaan apabila menarik diri, berhenti, menangguh atau tamat pengajian.

### **Pembaharuan Tarikh Pemulangan Bahan**

- Pembaharuan tarikh pemulangan bahan hanya boleh dilakukan sebanyak 2 kali sahaja. Pembaharuan boleh dilakukan di Kaunter Sirkulasi atau secara online dan dibuat sebelum tarikh pemulangan bahan berkenaan.
- Pengguna hanya dibenar memperbaharui tarikh pemulangan bahan dengan syarat tiada tempahan dari pengguna lain, bahan belum lewat dari tarikh pemulangan dan tiada denda tertunggak.

### **Tempahan Bahan**

- Hanya buku dalam pinjaman peminjam lain boleh ditempah.
- Pengguna tidak dibenarkan menempah buku yang sedang dipinjam sendiri.
- Tempahan boleh dibuat secara online atau di Kaunter Sirkulasi.
- Notis makluman bahan tempahan akan ditampal di papan kenyataan di ruang tayangan televisyen.
- Bahan tempahan akan disimpan selama 1 minggu sahaja dan akan disusun semula di rak jika penempah tidak meminjam bahan tersebut.

### **Gantian Bahan Hilang atau Rosak**

- Laporkan dengan kadar segera sekiranya bahan yang dipinjam hilang atau rosak kepada Pegawai di Unit Sirkulasi.
- Pengguna diberi tempoh dua (2) minggu untuk mencari bahan yang hilang. Setelah tempoh tersebut tamat dan pengguna gagal mencari bahan tersebut, pengguna hendaklah menggantikan bahan tersebut dengan tiga (3) cara besertakan bayaran denda lewat (jika ada) iaitu :
  - i. Bahan tersebut perlu diganti semula (edisi terkini); atau
  - ii. membayar kos semasa bahan tersebut berserta dengan kos perkhidmatan sebanyak RM25.00; atau
  - iii. sekiranya bahan lama yang tidak dapat dikesan harganya, bahan terbitan tempatan dibayar RM40.00 manakala terbitan luar negara RM150.00 termasuk kos perkhidmatan.

## Kelayakan dan Tempoh Pinjaman

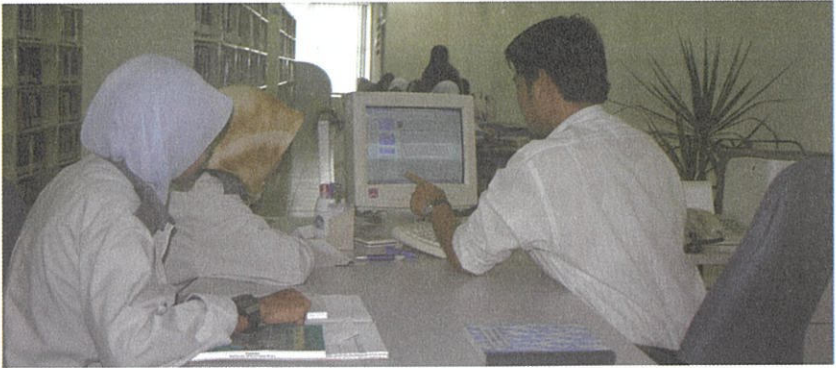
Kategori Pengguna	Koleksi Rak Terbuka	Koleksi Jurnal Berjilid	Koleksi Media	Koleksi Tanda Merah
Pegawai Kanan Universiti/ Pensyarah	20 naskah/60 hari	3 hari	3 hari	1 hari
Jurutera Pengajar	10 naskah/60 hari	3 hari	3 hari	1 hari
Tutor/Guru Bahasa	10 naskah/30 hari	3 hari	3 hari	2 jam/semalaman
Staf Pentadbiran	7 naskah/14 hari	Semalaman	-	2 jam/semalaman
Pegawai Penyelidik	10 naskah/14 hari	3 hari	3 hari	1 hari
Pembantu Penyelidik	10 naskah/14 hari	3 hari	3 hari	1 hari
Pelajar Pasca Ijazah (Doktor Falsafah/Sarjana)	15 naskah/30 hari	3 hari	3 hari	1 hari
Pelajar Sarjana Muda	10 naskah/14 hari	Semalaman	-	2 jam/semalaman
Pelajar Diploma	7 naskah/14 hari	Semalaman	-	2 jam/semalaman

### # Pinjaman Semalaman :

Bermula jam 10.00 malam sekiranya Perpustakaan dibuka hingga 11.00 malam dan 4.00 petang sekiranya Perpustakaan dibuka hingga 5.00 petang. Pinjaman semalaman mesti dipulangkan sebelum atau pada pukul 9.00 pagi keesokan harinya.

### Kadar Denda Lewat

Bil.	Jenis Koleksi	Kadar Denda
1.	Bahan Pinjaman Rak Terbuka	RM 0.20 sehari
2.	Bahan Buku Tanda Merah (Redspot)	RM 0.20 sejam
3.	Bahan Pinjaman Semalaman	RM 0.50 sejam
4.	Bahan Media	RM 0.20 sehari



### **Perkhidmatan Rujukan dan Khidmat Nasihat**

- Pengguna yang memerlukan bantuan boleh berjumpa dengan Pustakawan yang bertugas di Meja Penasihat Pengguna untuk mendapatkan khidmat nasihat dengan mengisi borang yang telah disediakan.
- Perkhidmatan ini disediakan untuk membantu pengguna menggunakan Perpustakaan secara lebih berkesan. Ianya juga bertujuan untuk mengatasi masalah pencarian maklumat atau bahan-bahan yang diperlukan, memberi tunjuk ajar cara mengguna katalog atas talian (WebOpac) dan bahan rujukan serta menjawab segala pertanyaan.

### **Kelas Kemahiran Maklumat**

- Kelas Kemahiran Maklumat merupakan usaha Perpustakaan untuk memberikan maklumat berkualiti dan terkini kepada pengguna dalam usaha menyokong proses pengajaran, pembelajaran, penyelidikan dan perundingan.
- Kelas ini dijalankan secara berjadual dan atas permintaan untuk mendidik pengguna supaya dapat menggunakan Perpustakaan dengan lebih berkesan.

## Pinjaman Antara Perpustakaan

- Perkhidmatan ini juga dikenali sebagai Sistem Pembekalan Penerbitan (SPP).
- Perkhidmatan ini disediakan bagi mendapatkan bahan yang tiada dalam koleksi Perpustakaan UTeM tetapi ada dalam koleksi perpustakaan lain.
- Perkhidmatan ini diberikan kepada semua pengguna perpustakaan.
- Borang permohonan Pinjaman Antara Perpustakaan (PAP) boleh didapati di Meja Penasihat Pengguna / Kaunter Sirkulasi.
- Bayaran kos salinan bahan dan perkhidmatan hanya dikenakan jika perpustakaan / institusi pembekal mengenakan bayaran ke atas bahan diminta.
- Status permohonan akan dimaklumkan melalui e-mel atau telefon.

## Perkhidmatan Komputer Tugasan

- Perkhidmatan Komputer Tugasan hanya untuk membuat assignment atau kerja-kerja yang berkaitan dengan pelajaran dan tidak termasuk mengakses internet dan pangkalan data.
- Panduan penggunaan perkhidmatan ini boleh dirujuk melalui Panduan Penggunaan ICT di muka surat 27.

## Perkhidmatan Internet

- Perkhidmatan Internet disediakan untuk mengakses internet yang berkaitan dengan pelajaran sahaja dan penggunaan untuk tujuan lain adalah dilarang sama sekali.
- Panduan penggunaan perkhidmatan ini boleh dirujuk melalui Panduan Penggunaan ICT di muka surat 27.



## Perkhidmatan Pangkalan Data

- Perkhidmatan ini boleh diakses melalui komputer yang disediakan khas untuk mengaksesnya sahaja.
- Terdapat dua (2) jenis pangkalan data iaitu:-

### *I. Pangkalan Data Atas Talian*

#### Pangkalan Data Tempatan

- ♦ MASTIClink
- ♦ NSTP e-Media
- ♦ Sirimlink
- ♦ LawNet
- ♦ Bernama Library & Infolink Services

#### Pangkalan Data Luar

- ♦ Engineering Village 2
- ♦ IEEE Xplore
- ♦ IOP Science
- ♦ Emerald Management Xtra
- ♦ ACM Digital Library
- ♦ ASME Online Journals
- ♦ Ebrary Academic Complete
- ♦ ScienceDirect
- ♦ Scopus
- ♦ Knovel Essentials
- ♦ ENGnetBase
- ♦ H.W. Wilson General Science Abstract Full Text
- ♦ H.W. Wilson Applied Science & Technology Full Text
- ♦ ProQuest Dissertation & Theses

### *II. Pangkalan Data Dalaman*

- ♦ Kertas soalan peperiksaan
- ♦ Keratan akhbar mengikut bidang teras UTeM dan umum
- ♦ Kertas kerja seminar/persidangan
- ♦ Halaman kandungan jurnal

- Panduan perkhidmatan ini boleh dirujuk melalui Panduan Penggunaan ICT di muka surat 27.

Pangkalan data ini boleh terus diakses melalui laman web Perpustakaan di <http://library.utm.edu.my>



### Keratan Akhbar Harian Terkini

- Keratan akhbar harian terkini ditampal di papan kenyataan Perpustakaan untuk rujukan / maklumi pengguna.

### Pameran Semasa

- Pameran bertujuan memberikan penambahan pengetahuan di samping mewujudkan kesedaran tentang keperluan maklumat terkini dari masa ke semasa.
- Ruang pameran ini juga boleh digunakan oleh Persatuan Pelajar yang berminat untuk mengadakan pameran namun perlu mendapat kelulusan Pejabat Hal Ehwal Pelajar terlebih dahulu.
- Tempahan ruang pameran mesti dibuat sekurang-kurangnya 2 minggu sebelum tarikh pameran diadakan.

### Halaman Kandungan

- Halaman kandungan jurnal yang terpilih dan sesuai dengan aktiviti Pengajaran dan Pembelajaran boleh diakses secara online.

### Sudut Pameran Bahan Baru

- Pameran bahan baru diadakan secara berterusan dan bahan boleh dipinjam terus melalui proses peminjaman bahan yang telah ditetapkan
- Sinopsis setiap bahan baru akan dipamerkan di papan kenyataan Perpustakaan.

### Fotokopi

- Perkhidmatan ini disediakan secara layan diri. Kad fotokopi boleh didapati di Kaunter Sirkulasi dengan harga RM10.00 sekeping.
- Pengguna bertanggungjawab ke atas perkara berkaitan dengan Akta Hakcipta 1987.



### Aktiviti Tayangan

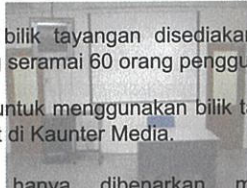
- Tayangan yang berbentuk akademik, dokumentari dan berita yang dibenarkan.
- Aktiviti ini meliputi tayangan televisyen, saluran Astro dan video.
- Tayangan video merupakan tayangan umum bulanan dan pengguna boleh mendapatkan jadual tayangan dan tajuk di Perpustakaan



## Kemudahan

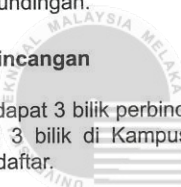
### Bilik Tayangan

- Terdapat 2 bilik tayangan disediakan di Kampus Industri dan boleh menampung seramai 60 orang pengguna setiap bilik.
- Tempahan untuk menggunakan bilik tayangan boleh dibuat di Kaunter Media.
- Pengguna hanya dibenarkan menonton program yang berkaitan dengan bidang pengajaran, pembelajaran, penyelidikan dan perundingan.



### Bilik Perbincangan

- Terdapat 3 bilik perbincangan di Kampus Industri, 3 bilik di Kampus Tetap dan 3 bilik di Kampus Bandar yang disediakan untuk pengguna yang berdaftar.
- Urusan tempahan boleh dibuat di Kaunter Sirkulasi setiap Perpustakaan.
- Penggunaan bilik perbincangan dihadkan kepada 2 jam sahaja. Bilangan pengguna ialah seramai 3 orang ke 6 orang sahaja.
- Pengguna bertanggungjawab untuk memastikan bilik dalam keadaan kemas dan suis elektrik dipadamkan setelah menggunakannya.



### Loker

- Sebanyak 182 unit loker berkunci disediakan di Kampus Industri dan 36 unit di Kampus Bandar. Permohonan penyewaan boleh dibuat di Kaunter Sirkulasi setiap Perpustakaan.
- Kadar sewa adalah seperti berikut :-  
I. Besar : RM5.00/semester II. Kecil : RM3.00/semester
- Denda lewat memulangkan semula kunci akan dikenakan bayaran RM0.20/sehari, RM1.00 penanda kunci hilang dan RM10.00 jika kunci hilang.



### Karel Terbuka

- Terdapat 12 karel terbuka disediakan untuk pengguna di Kampus Industri, 18 karel terbuka di Kampus Induk dan 7 karel terbuka di Kampus Bandar.

### Komputer Riba

- Penggunaan komputer riba di Perpustakaan adalah dibenarkan dan dengan menggunakan bateri sendiri sahaja.
- Lokasi khas disediakan jika pengguna ingin menggunakan kuasa elektrik.
- Keselamatan komputer riba adalah tanggungjawab pengguna sendiri di sepanjang masa.

### Akses WiFi

- Akses kepada WiFi boleh dicapai di seluruh Perpustakaan dan ianya adalah percuma.
- Pengguna boleh mengakses WiFi melalui komputer riba yang dibawa oleh pengguna sendiri.



## Koleksi Perpustakaan

### 1. Koleksi Rak Terbuka

Koleksi ini meliputi pelbagai bidang dan boleh dipinjam keluar oleh pengguna mengikut kategori dan kelayakan masing-masing.

### 2. Koleksi Rujukan

Koleksi ini terdiri daripada Kamus, Ensiklopedia, Direktori, Biografi, Manual, Bibliografi, Buku Istilah, Statistik, Indeks, Abstraks, Almanak, Atlas, Laporan Tahunan dan Buku Tahunan. Buku-buku rujukan ini tidak boleh dipinjam keluar sebaliknya hanya boleh dirujuk di dalam Perpustakaan sahaja.

### 3. Koleksi Buku Tanda Merah (Redspot)

Bahan di dalam koleksi ini merupakan bahan bacaan utama/wajib yang disyorkan oleh pensyarah. Buku Tanda Merah boleh dipinjam untuk tempoh 2 jam atau Pinjaman Semalaman.

### 4. Koleksi Piawai

Koleksi ini terdiri daripada Malaysian Standard, British Standard, American National Standard dan sebagainya. Bahan ini hanya boleh dirujuk di dalam perpustakaan sahaja.

### 5. Koleksi Media

Koleksi ini terdiri daripada bahan bukan bercetak seperti kaset video, kaset audio, slaid dan bahan digital seperti video CD, CD-ROM, disket.

### 6. Koleksi Jurnal

Terdiri daripada bahan-bahan yang diterbitkan secara berkala. Ia meliputi jurnal, majalah dan surat berita yang terkini (isu tahun semasa) dan berjilid (isu tahun kebelakangan).

### 7. Koleksi Khas Kertas Peperiksaan

Koleksi ini dalam bentuk bercetak dan diletakkan di rak terbuka dan hanya boleh dirujuk di dalam Perpustakaan sahaja. Selain itu, ia boleh juga diakses dalam bentuk digital melalui portal Perpustakaan.



## 8. Koleksi Projek Sarjana Muda & Tesis

Koleksi ini terdiri daripada Projek Sarjana Muda, Tesis Sarjana dan Doktor Falsafah yang dihasilkan oleh pelajar dan staf UTeM sahaja. Koleksi ini ditempatkan di Bilik Koleksi Khas. Permohonan untuk merujuk hendaklah dibuat di Meja Penasihat Pengguna. Salinan fotokopi adalah tidak dibenarkan sama sekali. Selain itu, ia juga boleh diakses dalam bentuk digital melalui portal Perpustakaan dalam bentuk abstrak sahaja.

## 9. Koleksi Arkib UTeM

Terdiri daripada bahan bercetak, bahan media serta bahan khas lain yang dihasilkan oleh pelajar, pensyarah, staf fakulti/jabatan di UTeM dan juga penerbitan mengenai UTeM dari sumber luar.

## 10. Koleksi Bacaan Ringan

Koleksi ini mengandungi bahan-bahan bacaan ringan, umum dan popular yang kebanyakannya berbentuk buletin, surat berita, pamflet, flyers dan sebagainya yang sesuai dibaca oleh semua golongan atau peringkat. Koleksi ini disediakan untuk memenuhi keperluan bacaan rekreasi dan pengetahuan am. Bahan ini untuk bacaan di dalam Perpustakaan sahaja.

## 11. Koleksi Fiksyen

Koleksi ini terdiri daripada novel dalam Bahasa Inggeris dan Bahasa Melayu, dan koleksi ini boleh dipinjam keluar.

## 12. Pangkalan Data Atas Talian

Perpustakaan melanggan Pangkalan Data dalam pelbagai bidang untuk menyokong proses pengajaran, pembelajaran, penyelidikan dan perundingan yang terdiri daripada :

- i. Pangkalan Data Tempatan
- ii. Pangkalan Data Luar

## 13. Pangkalan Data Dalam

Pangkalan Data ini dibangunkan secara in-house bagi menampung keperluan maklumat di kalangan pengguna. Di antaranya ialah:

- Kertas Soalan Peperiksaan
- Keratan Akhbar (tajuk terpilih)
- Persidangan, Kursus dan Bengkel
- Halaman Kandungan Jurna

## Pangkalan Data

Bagi memastikan pengguna sentiasa disokong dengan informasi dan maklumat terkini, Perpustakaan UTeM telah melanggan Pangkalan Data seperti berikut :

### **PANGKALAN DATA TEMPATAN (LANGGANAN)**

#### **NSTP e-Media**

- Menyediakan berita atas talian bagi berita terbitan kumpulan NSTP yang telah diarkibkan sejak tahun 1991. Untuk mendapatkan berita penuh, pengguna terlebih dahulu perlulah mendapatkan user ID dan password dari Perpustakaan. Caj perkhidmatan akan dikenakan berdasarkan kategori maklumat : Newsbase, Factfiles dan InfoMy.

#### **Sirimlink**

- Menyediakan akses kepada maklumat teknikal dari SIRIM Berhad.
- Maklumat meliputi subjek seperti piawaian, paten, abstrak dari artikel, direktori pakar dalam bidang Sains dan Teknologi di Malaysia.

#### **LawNet**

- Menyediakan maklumat mengenai Undang-undang Malaysia. Ia sesuai bagi peguam, penasihat undang-undang, ahli akademik, pelajar undang-undang dan sesiapa sahaja yang ingin merujuk undang-undang Malaysia. Akses terhad kepada seorang pengguna sahaja pada satu-satu masa tertentu. Pengguna dinasihatkan supaya logout setelah tamat setiap sesi carian.

### **PANGKALAN DATA LUAR (LANGGANAN)**

#### **Engineering Village 2** (Abstrak)

- Menyediakan maklumat dalam bidang Sains Gunaan dan Kejuruteraan.

#### **IEEE Xplore** (Abstrak & Teks Penuh)

- Merangkumi penerbitan dalam bidang Kejuruteraan dari Institute of Electrical & Electronic Engineer (IEEE) dan Institute of Electrical Engineer (IEE).

#### **IOP Science** (Abstrak & Teks Penuh)

- Mempunyai pengkhususan dalam bidang Fizik dan penyelidikan dalam bidang Sains.

### Scopus (Abstrak)

- Sumber terbesar menempatkan abstrak dan petikan hasil daripada penyelidikan yang diperlukan oleh saintis.

### Emerald Management Xtra (Abstrak & Teks Penuh)

- Meliputi bidang Pemasaran, Pengurusan, Pengurusan Sumber Manusia, Pengurusan Perpustakaan dan Maklumat, Kejuruteraan, Sains, Sains Gunaan dan Teknologi.

### ACM Digital Library (Abstrak & Teks Penuh)

- Merupakan satu pangkalan data yang membolehkan akses kepada teks penuh artikel-artikel dari jurnal, newsletter dan prosiding yang diterbitkan oleh Association for Computing Machinery (ACM). Ia meliputi bidang Komputer dan Sains Komputer.

### ASME Online Journals (Abstrak & Teks Penuh)

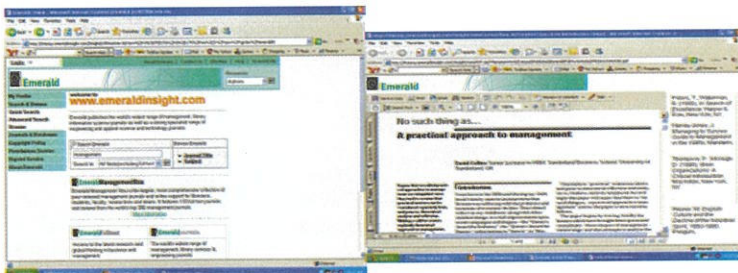
- ASME merupakan institusi profesional fokus dalam bidang pendidikan Teknikal & penyelidikan Kejuruteraan Mekanikal dan pelbagai disiplin Kejuruteraan.

### Ebrary Academic Complete (Abstrak & Teks Penuh)

- Ebrary meliputi bidang akademik yang komprehensif termasuk Kejuruteraan & Teknologi, Komputer & Teknologi Maklumat, Sains, Sains Sosial, Pendidikan, Pengurusan, Pemasaran, Ekonomi dan lain-lain.

### ScienceDirect (Abstrak & Teks Penuh)

- Meliputi bidang perkara Computer Science, Engineering, Materials Science. Membolehkan penyelidik mengakses 1,700 judul jurnal atas talian dan 3.4 juta teks penuh teks penuh artikel.



### ENGnetBASE (Abstrak & Teks Penuh)

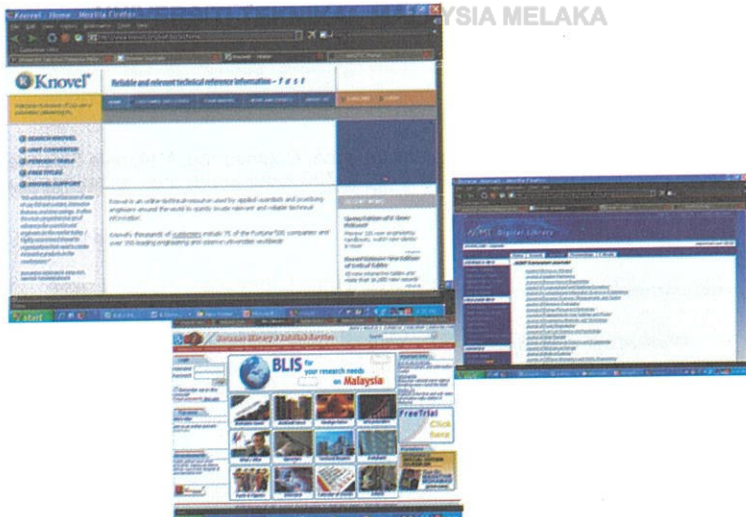
- Merupakan Handbooks Online dalam bidang Kejuruteraan dengan menyediakan lebih dari 700 handbook yang popular yang diterbitkan oleh CRC Press, salah satu penerbit terkemuka di dunia dalam bidang Kejuruteraan.

### H.W. Wilson General Science Abstract Full Text (Database) (Abstrak & Teks Penuh)

- Pangkalan Data yang meliputi bidang Astronomy, Atmospheric Science, Biologi, Botani, Chemistry, Mathematics dan lain-lain lagi.

### H.W. Wilson Applied Science & Technology Full Text (Database) (Abstrak & Teks Penuh)

- Salah satu Pangkalan Data yang meliputi bidang Applied Mathematics, Automatic Control, Civil Engineering, Communication & Information Technology, Electrical & Electronic engineering, Computer Database & Software dan sebagainya.



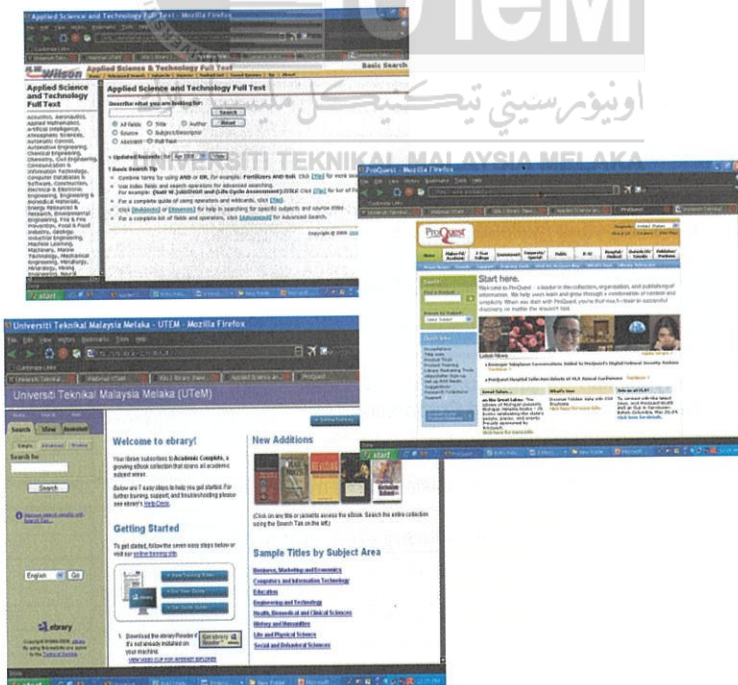
## PANGKALAN DATA YANG DIBIYAI OLEH KEMENTERIAN PENGAJIAN TINGGI (KPT)

### Bernama Library & Infolink Services (BLIS) (Pangkalan Data Tempatan)

- Ber bentuk Perpustakaan Berelektronik yang menyediakan maklumat dan berita mengenai Malaysia. Maklumat tersebut merangkumi Berita Benama, Berita Arkib, Berita Luar, Syarahan, Data Bank, Fakta, Perancangan Kerajaan dan sebagainya.

### ProQuest Dissertation & Theses (Pangkalan Data Luar)

- Merupakan Pangkalan Data yang merangkumi lebih dari 2.3 juta disertasi dan tesis seluruh dunia. Disertasi ini ada yang telah diterbitkan semenjak Julai 1980 manakalan tesis semenjak 1988. Bibliographic citation disediakan dan lebih dari 60,000 citation baru ditambah setiap tahun.





## **PANGKALAN DATA YANG DIBANGUNKAN OLEH PERSIDANGAN PERPUSTAKAAN- PERPUSTAKAAN UNIVERSITI DAN NEGARA (PERPUN)**

### **Malaysian Theses Online (MYTO)**

- Merupakan senarai tesis yang dikumpulkan dari seluruh universiti awam dan universiti swasta seperti UNITEN, UTP, MMU dan OUM yang meliputi dari pelbagai bidang perkara. Pangkalan data ini boleh diakses dari dalam dan luar UTeM.

### **Malaysian Universities Repository Collection (MURC)**

- Merupakan senarai maklumat bahan rujukan yang dikumpulkan hasil daripada pemilihan pustakawan, ilmuan dari seluruh universiti awam dan universiti swasta seperti MMU dan OUM. Ianya meliputi pelbagai bidang perkara yang terdiri daripada bahan seperti buku, artikel jurnal, kertas persidangan dan seminar, majalah dan sebagainya.

### **Malaysian Union List of Serials (MyULIS)**

- Merupakan senarai jurnal, majalah dan pangkalan data atas talian yang dilanggan seluruh perpustakaan akademik di Malaysia.

## **LAIN-LAIN PANGKALAN DATA**

### **MASTIClink**

- Pangkalan Data dari Pusat Maklumat Sains dan Teknologi Malaysia (MASTIC) yang meliputi bidang Sains dan Teknologi.
- Disediakan oleh Pusat Maklumat Sains dan Teknologi Malaysia (MASTIC)

### **Knovel Essentials (Teks Penuh)**

- Menyediakan 14 judul jurnal dalam bidang Sains dan Kejuruteraan yang dikumpulkan oleh Knovel Corporation.

Pangkalan Data tersebut boleh diakses terus melalui laman web :

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

## Koleksi Perpustakaan

*K* Koleksi Perpustakaan dikelaskan mengikut Sistem Pengelasan Library of Congress. Ringkasan pengelasan adalah seperti berikut :

A	- Am (General Works)
B	- Falsafah dan Agama (Philosophy , Psychology Religion)
BP	- Agama Islam (Islam)
CDEF	- Sejarah (History)
G	- Geografi, Peta, Antropologi, Rekreasi (Geography , Map, Anthropology , Recreation)

H	- Sains Kemasyarakatan (Social Sciences)
HA	- Statistik (Statistics)
HB-HC	- Ekonomi (Economic Theory , Demography )
HD	- Pengurusan (Economic History and Conditions)
HE	- Pengangkutan dan Perhubungan (Transportation and Communication)
HF	- Perdagangan (Commerce)
HG	- Kewangan (Finance)
HM-HX	- Sosiologi (Sociology)
HQ	- Keluarga, Perkahwinan, Wanita (The Family, Marriage, Women)
HT	- Komuniti, Kumpulan, Kaum (Communities, Classes, Races)

J	- Sains Politik (Political Sciences)
K	- Undang-Undang (Law)
L	- Pendidikan (Education)
LA	- Sejarah Pendidikan (History of Education)
LB	- Teori dan Praktik Pendidikan (Theory and Practice of Education)
LC	- Aspek Khusus Pendidikan (Special Aspects of Education)
LF	- Institusi Individu - Eropah (Individual Institutional -Europe)
LG	- Institusi Individu - Asia, Afrika, Australia, New Zealand, Kepulauan Pasifik (Individual Institutional - Asia, Africa, Australia, New Zealand, Pacific Islands)

M	- Muzik (Music)
N	- Seni Halus (Fine Arts)
NA	- Seni Bina (Architecture)
NC	- Lukisan, Rekaan, Ilustrasi (Drawing, Design, Illustration)
NK	- Seni Hiasan (Decorative Arts)

P-PZ	- Bahasa & Kesusasteraan (Languages and Literature)
PE	- Bahasa Inggeris (English)
PL	- Bahasa & Kesusasteraan Asia Timur, Afrika, Oceania (Languages & Literature of Eastern Asia, Africa, Oceania)
PR	- Kesusasteraan Inggeris (English Literature)
PS	- Kesusasteraan Amerika (American Literature)

Q	- Sains (Science)
QA	- Matematik (Mathematics)
QB	- Astronomi (Astronomy)
QC	- Fizik (Physics)
QD	- Kimia (Chemistry)
QE	- Kajibumi (Geology)
QH	- Sejarah Alamsekitar (Natural History, Biology)
QK	- Botani (Botany)
QL	- Zoologi (Zoology)
QM	- Anatomi (Human Anatomy)
QP	- Fiziologi (Physiology)
QR	- Mikrobiologi (Microbiology)
R	- Perubatan (Medicine)
S	- Pertanian (Agriculture)

T	- Teknologi (Technology)
TA	- Kejuruteraan Am, Awam (Engineering (General) Civil Engineering)
TC	- Kejuruteraan Hidraulik (Hydraulic Engineering, Ocean Engineering)
TD	- Kejuruteraan Persekitaran dan Kesihatan (Environmental Technology Sanitary Engineering)
TE	- Kejuruteraan Lebuhraya (Highway Engineering, Roads and Pavements)
TF	- Kejuruteraan Keretapi (Railroad Engineering and Operation)
TG	- Kejuruteraan Jambatan (Bridge Engineering)
TH	- Binaan Bangunan (Building Construction)
TJ	- Kejuruteraan Mekanikal (Mechanical Engineering & Machinery)
TK	- Kejuruteraan Elektrik, Elektronik, Kejuruteraan Nuklear (Electrical Engineering, Electronics, Nuclear Engineering)
TL	- Kejuruteraan Bermotor, Kajiterbang (Motor Vehicle, Aeronautics, Astronautics)
TN	- Kejuruteraan Perlombongan dan Perusahaan Galian (Mining Engineering, Metallurgy)
TP	- Teknologi Kimia (Chemical Technology)
TR	- Senifoto (Photography)
TS	- Pembuatan (Manufactures)
TT	- Perusahaan dan Kerajinan Tangan (Handicrafts, Arts and Crafts)
TX	- Ekonomi Rumahtangga (Home Economics)

U	- Sains Tentera (Military Science)
V	- Sains Kejuruteraan Laut (Naval Science)
Z	- Bibliografi dan Sains Perpustakaan (Bibliography, Library Science, Information Resources (General))
ZA	- Sumber Kepada Maklumat (Information Resources)

## Simbol Koleksi

*M* Merupakan maklumat abjad mewakili sesuatu jenis bahan yang terdapat dalam koleksi Perpustakaan. Simbol ini boleh dilihat pada nombor panggilan yang ditampilkan pada bahan Perpustakaan.

SIMBOL	MAKSUD
<b>a</b>	Archives (arkib)
<b>af</b>	Archives folio (arkib folio)
<b>bj</b>	Bound journal (jurnal berjilid)
<b>ja</b>	Journal archives (arkib jurnal)
<b>ma</b>	Magazines archives (arkib majalah)
<b>mao</b>	Media archives - original (arkib media - original)
<b>mea</b>	Media archives (arkib media)
<b>med</b>	Media collection (koleksi media)
<b>meo</b>	Media collection - original (koleksi media- original)
<b>n</b>	Novel (novel)
<b>oaf</b>	Open shelf archives folio (rak terbuka arkib folio)
<b>os</b>	Open shelf (rak terbuka)
<b>osa</b>	Open shelf archive (rak terbuka arkib)
<b>osf</b>	Open shelf folio (rak terbuka folio)
<b>oss</b>	Open shelf small (rak terbuka kecil)
<b>r</b>	Reference (rujukan am)
<b>ra</b>	Reference archives (rujukan arkib)
<b>raf</b>	Reference archives folio (rujukan arkib folio)
<b>rap</b>	Reference archives prospectus (rujukan arkib prospektus)
<b>raq</b>	Reference archives examination papers (rujukan arkib kertas peperiksaan)
<b>rd</b>	Reference dictionary (rujukan kamus)
<b>re</b>	Reference encyclopedia (rujukan ensiklopedia)
<b>rf</b>	Reference folio (rujukan folio)
<b>rgp</b>	Reference government publication (rujukan penerbitan kerajaan)

## Nombor Panggilan

samb. SIMBOL KOLEKSI

SIMBOL	MAKSUD
rm	Reference map (rujukan peta/atlas)
rp	Reference prospectus (rujukan prospektus)
rs	Red spot (tanda merah)
rsm	Reference small (rujukan kecil)
rx	Reference index/abstract (rujukan indeks/abstrak)
std	Standards (piawai)

### NOMBOR PANGGILAN

Bahan-bahan di dalam Perpustakaan mempunyai Nombor Panggilan. Nombor Panggilan adalah seperti alamat; ia memberitahu pengguna di mana bahan tersebut berada di dalam Perpustakaan. Kebiasaannya ditampal pada tulang buku.

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

TK  
454  
.R62  
2004  
osf  
n2

← Nombor Panggilan

TK = Pengkelasan Bidang Perkara  
454 = Nombor Pengkelasan  
.R62 = Nombor Penanggungjawab  
2004 = Tahun Bahan Diterbitkan  
osf = Koleksi Bahan  
n2 = Naskah Kedua

### KOD LOKASI

AKRH = Ayer Keroh  
DRTG = Durian Tunggal  
MEDI = Media Library  
KBDR = Kampus Bandar

## Keahlian & Pendaftaran

### KEAHLIAN

Keahlian Perpustakaan UTeM terbuka kepada 2 kategori seperti berikut :

1. Ahli Tetap
2. Ahli Luar

### PENDAFTARAN

#### **AHLI TETAP (PELAJAR & STAF)**

Ahli Tetap terdiri daripada pelajar dan staf UTeM. Setiap pelajar dan staf UTeM secara automatik diberi kelayakan sebagai ahli.

#### **AHLI LUAR (ORANG AWAM)**

Pemohon dikehendaki mengisi borang pendaftaran keahlian Perpustakaan dan sekeping gambar warna berukuran pasport berserta yuran.

Keahlian kepada ahli luar terbahagi kepada 2 kategori iaitu :

##### **1. Keahlian Merujuk**

Merupakan satu bentuk keahlian Perpustakaan di mana seseorang individu itu hanya dibenarkan membuat rujukan sahaja.

##### **2. Keahlian Meminjam**

Merupakan satu bentuk keahlian Perpustakaan di mana seseorang individu dibenarkan membuat rujukan dan pinjaman bahan.

Segala pertanyaan mengenai keahlian luar boleh dirujuk di Meja Penasihat Pengguna (MPP) atau membuat pendaftaran terus di Kaunter Sirkulasi.



## Yuran Keahlian Luar

### Pendaftaran & Keahlian

Pendaftaran & Kad Keahlian	Jenis Keahlian	
	Merujuk sahaja (RM)	Merujuk & Meminjam (RM)
	10.00	10.00

### Yuran Tahunan

Kategori	Jenis Keahlian	
	Merujuk Sahaja (RM)	Merujuk & Meminjam (RM)
Pelajar IPTA/IPTS	30.00	200.00 + (Yuran Tahunan Merujuk Sahaja)
Kakitangan Kerajaan	50.00	
Institusi Kerajaan (3 orang)	30.00	
Institusi Korporat (3 orang)	100.00	
Orang Perseorangan	30.00	
Alumni	50.00	
Pelajar Sekolah	Surat pengesahan dan Pengetua sekolah	

\* Yuran tahunan akan dikembalikan

### Kelayakan & Penalti

Perkara	Kelayakan & Penalti
Bilangan Buku Boleh Dipinjam	2 naskah
Tempoh Pinjaman	14 hari
Kadar Denda	RM 0.50 sen sehari
Kehilangan Bahan Pinjaman	<ol style="list-style-type: none"> <li>Ganti buku edisi terkini atau;</li> <li>Bayar harga buku edisi terkini dan Bayaran proses RM 25.00 serta denda lewat (jika ada) atau;</li> <li>Sekiranya bahan lama yang tidak dapat di kesan harganya, bahan terbitan tempatan dibayar RM40 manakala terbitan luar negara RM150 termasuk kos perkhidmatan.</li> </ol>

## Panduan Penggunaan ICT

### PANDUAN AM

1. Penggunaan bilik ICT di Perpustakaan adalah **percuma**.
2. Untuk penggunaan bilik ICT, pengguna **perlu mendaftar** di dalam buku pendaftaran yang disediakan.
3. Pengguna juga perlu **meninggalkan kad matrik staf/pelajar** dalam kotak yang disediakan.
4. Penggunaan komputer bilik ICT tertakluk kepada **tempoh masa 1 jam sahaja** dan boleh dilanjutkan jika tiada tempahan daripada pengguna lain.
5. Pengguna adalah **dilarang sama sekali** membuat perubahan pada menu, program dan lain-lain perisian yang terdapat pada komputer.
6. Pengguna **dilarang membawa keluar** apa jua peralatan dan perkakasan komputer dari Perpustakaan melainkan mendapat kebenaran khas daripada pihak Perpustakaan.
7. Sebuah komputer hanya untuk **seorang pengguna sahaja** pada satu-satu masa.
8. Pengguna **tidak dibenarkan** memasukkan program-program atau lain-lain data ke dalam komputer yang digunakan sama ada melalui downloading disket, CD atau lain-lain media storan elektronik.
9. Pengguna juga **dilarang** menggunakan komputer untuk tujuan chatting.
10. Pengguna **dilarang memadamkan (off) komputer** selepas menggunakannya.
11. Pengguna adalah **tertakluk dengan peraturan Perpustakaan** semasa di dalam bilik ICT seperti makan, minum dan penggunaan telefon bimbit.
12. **Mengakses, downloading/uploading bahan pornografi adalah tidak dibenarkan.**
13. Pengguna tertakluk kepada **Akta Jenayah Komputer 1997** dan dinasihatkan tidak melayari laman web berunsur lucah, ganas dan anti-kerajaan serta tidak menjalankan aktiviti-aktiviti yang bertentangan dengan akta tersebut.
14. Pihak Perpustakaan berhak **mengambil tindakan** terhadap penyalahgunaan kemudahan komputer atau melanggar Peraturan Penggunaan Bilik ICT.



## Peraturan Perpustakaan

### PERATURAN AM

1. Ahli Tetap mestilah **memakai kad matrik (bagi pelajar) & kad staf (bagi staf)** yang dikeluarkan oleh Pejabat Pendaftar, UTeM. Ahli luar hendaklah memakai kad keahlian Perpustakaan apabila memasuki Perpustakaan.
2. Pengguna mestilah patuh kepada peraturan **senyap** di Perpustakaan.
3. Pengguna mestilah **membenarkan pegawai bertugas memeriksa buku, fail dan lain-lain** yang dibawa keluar dari Perpustakaan.
4. **Makan, minum dan membuat sampah** adalah dilarang di dalam perpustakaan. Merokok tidak dibenarkan di dalam Perpustakaan.
5. **Beg, topi keledar, payung, baju hujan dan bungkusan** tidak dibenarkan dibawa masuk ke dalam Perpustakaan. Barang-barang ini mestilah disimpan/ditempatkan di bilik yang dikhaskan di luar bangunan.
6. Pengguna Perpustakaan yang membuat salinan fotokopi adalah bertanggungjawab sepenuhnya ke atas apa-apa perkara yang bersabit dan bertentangan dengan **AKTA HAKCIPTA 1987**.
7. Pengguna tidak dibenarkan mengguna **telefon bimbit** di dalam Perpustakaan.
8. **Tempahan tempat duduk** adalah tidak dibenarkan. Pengguna lain boleh mengambil tempat duduk yang kosong lebih daripada 20 minit.
9. **Peralatan dan perabot** tidak dibenarkan dialih daripada tempat yang ditetapkan.
10. Pengguna mestilah **berpakaian kemas** seperti yang ditetapkan oleh pihak Universiti. Pihak Perpustakaan berhak meminta pengguna yang tidak berpakaian kemas meninggalkan Perpustakaan. T-shirt tidak berkolur dilarang sama sekali. Begitu juga dengan penggunaan selipar jepun.
11. Pihak Perpustakaan berhak meminta pengguna yang dianggap **berkelakuan sumbang / salah laku dan mengganggu ketenteraman** perpustakaan supaya beredar dari Perpustakaan.
12. **Kanak-kanak** tidak dibenarkan masuk ke ruang bacaan.
13. Semua jenis **mainan** tidak dibenarkan di ruang am Perpustakaan.
14. Pengguna tidak dibenarkan membawa masuk apa jenis binatang ke dalam Perpustakaan.
15. Pengguna tidak dibenarkan sama sekali **merosak/mengoyak** buku dan lain-lain harta Perpustakaan.
16. Pengguna yang engkar mematuhi peraturan-peraturan Perpustakaan tidak dibenar menggunakan kemudahan dan perkhidmatan Perpustakaan.
17. Pihak Perpustakaan tidak bertanggungjawab ke atas **kehilangan harta (pengguna)**.
18. Pihak Perpustakaan berhak meminda peraturan Perpustakaan dari masa ke semasa.
19. Pelanggaran peraturan-peraturan boleh mengakibatkan pengguna dikenakan tindakan seperti di bawah :
  - a) Diminta keluar dari Perpustakaan.
  - b) Tidak dibenarkan masuk dan menggunakan kemudahan Perpustakaan.
  - c) Dirujuk kepada Jawatankuasa Tatatertib.

## PERATURAN BERPAKAIAN

1. Pengguna mestilah **berpakaian kemas** seperti yang ditetapkan oleh pihak Universiti. Pihak Perpustakaan berhak meminta pengguna yang tidak berpakaian kemas meninggalkan Perpustakaan. **T-shirt tidak berkolar** dilarang sama sekali. Begitu juga dengan penggunaan **selipar jepun**.
2. Pengguna tidak dibenarkan memakai **baju tanpa lengan, berseluar pendek atau berskirt pendek** semasa berada di dalam Perpustakaan.
3. Pengguna tidak dibenarkan memakai **pakaian purdah**, menutup muka.
4. Pengguna tidak dibenarkan memakai **seluar ketat atau bertampal**.
5. **Rambut** hendaklah dipotong pendek bagi pelajar lelaki dan kelihatan kemas. Bagi pelajar perempuan yang tidak bertudung pula rambut hendaklah disikat kemas atau diikat rapi.



# UTeM



## Perpustakaan

### PERPUSTAKAAN KAMPUS INDUSTRI

<b>NAMA</b>	<b>TEL / E-MEL</b>
<b>KETUA PUSTAKAWAN</b> Puan Hj H Faridah Bt Hj Md Amin	06-2332280 faridah@utem.edu.my
<b><u>UNIT PENTADBIRAN AM &amp; LATIHAN</u></b> Encik Syamsul Ikkal B Hj Mohd Akin Penolong Pendaftar	06-2332314 syamsul@utem.edu.my
<b><u>UNIT PENTADBIRAN PERPUSTAKAAN &amp; KEWANGAN</u></b> Encik Arman B Mohammad Pustakawan	06-2332279 arman@utem.edu.my
<b><u>UNIT AUTOMASI</u></b> Encik Azman B Hj Ayup Pustakawan Kanan	06-2332289 azmanayup@utem.edu.my
<b><u>UNIT PEROLEHAN BUKU</u></b> Encik Mahadir B Che Ali Pustakawan	06-2332678 mahadir@utem.edu.my
Encik Shahrul Md. Rizal B Shamshuri Pustakawan	06-2332381
<b><u>UNIT PENGINDEKSAN</u></b> Puan Fauziah Bt Hassan Pustakawan	06-2332315 fauziahhasssan@utem.edu.my
Puan Nurul Akmar Bt Mehat Pustakawan	06-2332381 akmar@utem.edu.my
<b><u>UNIT PEROLEHAN JURNAL</u></b> Cik Rasida Bt Abu Bakar Pustakawan Kanan	06-2332301 rasida@utem.edu.my
Puan Wizana Bt Abd Jalil Pustakawan	06-2332381
<b><u>UNIT RUJUKAN</u></b> Encik Mohd Mawardi B Badruddin Pustakawan	06-2333433 mawardi@utem.edu.my
Cik Hasliza Bt Mohamed Pustakawan	06-2332381
<b><u>UNIT HADIAH &amp; PERTUKARAN</u></b> Cik Noraini Bt Mohd Noor Pustakawan	06-2332381
<b><u>UNIT SIRKULASI / MEDIA</u></b> Encik Harulrizam B Mohamed @ Ghazali Pustakawan	06-2332285
<b><u>PUSTAKAWAN DALAM 'ATTACHMENT'</u></b> Cik Norlian Bt Mohamed Najib Pustakawan	06-2332381
Mohamad Rashid B Jantan Pustakawan	06-2332381

**PERPUSTAKAAN KAMPUS INDUSTRI**

Pejabat Perpustakaan	06-2332294
Faks	06-2332284
Kaunter Sirkulasi	06-2332293
Kaunter Media	06-2332216
Meja Penasihat Pengguna (MPP)	06-2332114
E-mel	library@utem.edu.my
Laman Web	http://library.utem.edu.my

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**PERPUSTAKAAN KAMPUS TETAP**

**NAMA**

**TIMBALAN KETUA PUSTAKAWAN**  
Cik Siti Noor Kiah Bt Syed Abd Malek

Kaunter Sirkulasi  
E-mel  
Laman Web

**TEL / E-MEL**

06-5552124  
sitinoor@utem.edu.my

06-5552174  
library@utem.edu.my  
http://library.utem.edu.my



ازيوور تېكني چيكل ايليا ملوك

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

**PERPUSTAKAAN KAMPUS BANDAR**

**NAMA**

**Puan Siti Saluwa Bt Jamal**  
Pustakawan

Kaunter Sirkulasi  
E-mel  
Laman Web

**TEL / E-MEL**

06-2833519  
saluwa@utem.edu.my

06-2833519  
library@utem.edu.my  
http://library.utem.edu.my

## Kalendar Akademik Sesi 2008/2009

29 Jun 2008 - 6 Julai 2008  7 Julai 2008 - 18 Julai 2008	Minggu Haluan Siswa / Pendaftaran Kursus & Mata Pelajaran Pelajar Baru Pendaftaran Lewat Mata Pelajaran Berdenda Pelajar Lama Semester I Sesi 2008/2009
7 Julai 2008 - 28 Disember 2008 7 Julai 2008 - 17 Ogos 2008 9 Julai 2008 30 Julai 2008 6 Ogos 2008  25 Ogos 2008 - 26 September 2008 31 Ogos 2008 3 September 2008 1 September 2008 29 September 2008 - 17 Oktober 2008  6 Oktober 2008 - 26 Oktober 2008 1 Oktober 2008 - 2 Oktober 2008 14 Oktober 2008 15 Oktober 2008 27 Oktober 2008 - 2 November 2008 27 Oktober 2008 3 November 2008 - 23 November 2008 5 November 2008 24 November 2008 - 28 Disember 2008 6 Julai 2008 - 15 Januari 2009  1 Disember 2008 - 16 April 2009  8 Disember 2008 17 Disember 2008  24 Disember 2008 25 Disember 2008 29 Disember 2008	<b>SEMESTER I (25 Minggu)</b> Kuliah Semester I - Bahagian Pertama (6 Minggu) Mesyuarat Senat Mesyuarat Senat (Keputusan Peperiksaan Khas Sesi 2007/2008) Mesyuarat Senat  Kualiti Semester I - Bahagian Kedua (5 Minggu) Hari Kebangsaan Mesyuarat Senat * Awal Ramadhan Pendaftaran Wajib Mata Pelajaran Semester II Sesi 2008/2009 (3 Minggu)  Kuliah Semester I - Bahagian Ketiga (3 Minggu) * Hari Raya Aidil Fitri Hari Jadi Yang Di-Pertua Negeri Melaka Mesyuarat Senat Cuti Ulang kaji (1 Minggu) Hari Deepavali Peperiksaan Akhir Semester I (3 Minggu) Mesyuarat Senat Cuti Akhir Semester I (5 Minggu) Latihan Industri (Program Sarjana Muda Komputer Sains) (24 Minggu) Latihan Industri (Program Sarjana Muda Kejuruteraan) (24 Minggu) * Hari Raya Aidil Adha Mesyuarat Senat (Keputusan Peperiksaan Semester I Sesi 2007/2008) Mesyuarat Senat Hari Krismas Awal Muharam
30 Disember 2008 - 5 Julai 2009 30 Disember 2008 - 25 Januari 2009 30 Disember 2008 - 9 Januari 2009 1 Januari 2009 5 Januari 2009 - 9 Januari 2009 7 Januari 2009 26 Januari 2009 - 27 Januari 2009 26 Januari 2009 - 1 Februari 2009 28 Januari 2009  4 Februari 2009  2 Februari 2009 - 12 April 2009 4 Mac 2009	<b>SEMESTER II (27 Minggu)</b> Kuliah Semester II - Bahagian Pertama (4 Minggu) Pendaftaran Lewat Mata Pelajaran Semester II Sesi 2007/2008 Tahun Baru 2009 Peperiksaan Khas Semester I Mesyuarat Senat Tahun Baru Cina Cuti Pertengahan Semester II (1 Minggu) Mesyuarat Senat Keputusan Peperiksaan Khas Semester I Sesi 2007/2008 Mesyuarat Senat  Kuliah Semester II - Bahagian Kedua (10 Minggu) Mesyuarat Senat

<p>23 Mac 2009 -10 April 2009</p> <p>23 Mac 2009 -10 April 2009</p> <p>2 April 2009</p> <p>1 April 2009</p> <p>13 April 2009 -19 April 2009</p> <p>19 April 2009</p> <p>20 April 2009 -10 Mei 2009</p> <p>15 April 2009</p> <p>1 Mei 2009</p> <p>4 Mei 2009 - 3 Julai 2009</p> <p>7 Mei 2009</p> <p>11 Mei 2009 - 5 Julai 2009</p> <p>17 Jun 2009</p> <p>24 Jun 2009</p> <p>29 Jun 2009 - 3 Julai 2009</p> <p>22 Julai 2009</p> <p>29 Julai 2009</p>	<p>Pendaftaran Wajib Mata Pelajaran Semester I Sesi 2009/2010 (3 Minggu)</p> <p>Pendaftaran Mata Pelajaran Semester I Khas Sesi 2008/2009</p> <p>Mesyuarat Senat (Program Akademik Baru dan Penubuhan Fakulti / Pusat / Sekolah / Program / Institusi)</p> <p>Mesyuarat Senat</p> <p>Cuti Ulang Kaji ( 1 Minggu )</p> <p>Maulidur Rasul</p> <p>Peperiksaan Akhir Semester II (3 Minggu)</p> <p>Hari Pengisytiharan Melaka Sebagai Bandaraya Bersejarah</p> <p>Hari Pekerja</p> <p>Latihan Industri (Program Diploma) (10 Minggu)</p> <p>Mesyuarat Senat</p> <p>Cuti Panjang Akhir Semester ( 8 Minggu )</p> <p>Mesyuarat Senat Mengenai Keputusan Peperiksaan Semester II Sesi 2008/2009</p> <p>Mesyuarat Senat</p> <p>Peperiksaan Khas Semester II</p> <p>Mesyuarat Senat Keputusan Peperiksaan Khas Semester II Sesi 2008/2009</p> <p>Mesyuarat Senat</p>
<p>11 Mei 2009 - 3 Julai 2009</p> <p>11 Mei 2009 - 3 Julai 2009</p> <p>12 Ogos 2009</p>	<p><b>SEMESTER KHAS (8 Minggu)</b></p> <p>Kuliah Semester Khas - (8 Minggu)</p> <p>Mesyuarat Senat Mengenai Keputusan Peperiksaan Semester Khas Sesi 2008/2009</p>
<p>28 Jun 2009 - 5 Julai 2009</p> <p>6 Julai 2009 - 17 Julai 2009</p>	<p>Minggu Haluan Siswa / Pendaftaran Kursus &amp; Mata Pelajaran Pelajar Baru</p> <p>Pendaftaran Lewat Mata Pelajaran Berdenda Pelajar Lama Semester I Sesi 2008/2009</p>

\*Tertakluk kepada pindaan

CACATAN



**UTeM**

اونيورسيتي تيكنيكل مليسيا ملاك

UNIVERSITI TEKNIKAL MALAYSIA MELAKA



# LIBRARY GUIDE



UNIVERSITI TEKNIKAL MALAYSIA MELAKA  
(UTeM)

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



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## Introduction

Universiti Teknikal Malaysia Melaka (UTeM) was established as a result of the re-branding of Kolej Universiti Teknikal Kebangsaan Malaysia (KUTKM) under the Section 8 of University and College University Act 1971 (Act 30) by the Universiti Teknikal Malaysia Melaka Command (Incorporation 2007), which was gazetted as P.U. (A) 45/2007 on February 1, 2007.

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

On September 5, 2005, the Library was relocated from the Temporary Campus to the Industry Campus, which began its operation on September 12, 2005. With an area of 2,229 per square meter, the Library can accommodate approximately 400 users.

Moreover, the Main Library (432 per square meter), provides the seating capacity of 120 users which caters to the needs of students from both Faculty of Electrical Engineering (FKE) and Faculty of Electronics and Computer Engineering (FKEKK).

The Library has also opened up a branch in the City Campus, Jalan Hang Tuah, Melaka, on October 1, 2007, to provide reference facilities for the post graduates, who have enrolled for courses offered by the Institute of Technology Management and Entrepreneurship (IPTK) and the university as well.

Until April 2006, the Library had a total collection of almost 55,000 titles. The collection includes the engineering materials related to the area of the Electrical Engineering, Electronics and Computer Engineering, Mechanical Engineering, Manufacturing Engineering, Information & Communication Technology Engineering. In addition, there are also collections of other scientific fields such as physics, chemistry, mathematics and general readings. The expansion of this resource of knowledge has made it possible to enhance the features of the existing facilities to meet the research, teaching and learning needs.

The Library has adopted the Integrated Library Managements Utility (ILMU) to manage its computer system. This system enables the users to gain convenient and quick access to the information of the facilities or collections available in the Library. The search for the Library collection is available through accessing the WebOPAC. Information on services, collection and facilities offered in the Library can be obtained by browsing the website at <http://library.utm.edu.my>

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

### Industri Campus, Ayer Keroh



اونيورسيتي تيكنيكل مليسيا ملاك

### Main Campus, Durian Tunggal



### City Campus, Jalan Hang Tuah



## Mission, Client's Charter & Objectives

### 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



We, the staff of UTeM Library, pledge that we are to deliver efficient, accurate and quality services by putting emphasis on the clients' satisfaction

### OBJECTIVES

- To cater 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 neighbourhood, in order to reflect a knowledgeable community
- To develop creative and innovative professionals with integrity in tandem with the mission of UTeM

## Opening Hours

### Industry Campus, Ayer Keroh

Day	Semester	2 Weeks Before & During Exam Period	Semester Breaks
Monday - Thursday	8.00 am - 11.00 pm	8.00 am - 11.00 pm	8.00 am - 5.00 pm
Friday	8.00 am - 12.15 pm 2.45 pm - 11.00 pm	2.45 pm - 11.00 pm 8.00 pm - 12.15 pm	8.00 am - 12.15 pm 2.45 pm - 5.00 pm
Saturday & Sunday	8.00 am - 5.00 pm	8.00 am - 11.00 pm	Closed
Public Holiday	Closed	8.00 am - 11.00 pm	Closed

### Main Campus, Durian Tunggal

&

### City Campus, Jalan Hang Tuah

Day	Semester	2 Weeks Before & During Exam Period	Semester Breaks
Monday - Thursday	8.00 am - 5.00 pm	8.00 am - 5.00 pm	8.00 am - 5.00 pm
Friday	8.00 am - 12.15 pm 2.45 pm - 5.00 pm	2.45 pm - 5.00 pm 8.00 am - 12.15 pm	8.00 am - 12.15 pm 2.45 pm - 5.00 pm
Saturday, Sunday & Public Holiday	Closed	Closed	Closed

#### Notes:

- Library is closed on Saturday , Sunday and other National and State Holidays.
- Users are to leave the library 15 minutes before the closing time.

## Services

### Borrowing

- Only individuals registered with the Library may borrow books. Borrowing books can be made at the Circulation Counter or Self-check Machine (Industry Campus). All borrowers will be given a slip for reference. All borrowers are encouraged to view their borrowing transactions online.



- Loan eligibility/number of loans for each member is determined by his/her membership category (by item/collection type).
- Borrowers are responsible for all materials borrowed on their names.
- If any material is lost, an immediate report should be made to the Circulation Counter. By two week period, a fine will be imposed upon failure of returning the material.
- Borrowers will be held responsible for 'out on loan' materials.

### Returning

- Library materials borrowed must be returned to the Circulation Counter on or before the due date. Fines will be imposed for items that are overdue.

- Reminders will be sent for staff only.

⇒ Overdue reminder notice will be sent to staff one week before the due date.

⇒ After one week, the first reminder notice and 1 week of grace period will be given. Fines will not be imposed during this period.

⇒ The second reminder notice will be issued one week after the first notice, and fines will be imposed.

⇒ The last reminder notice (third) will be issued two weeks after the second notice, and fines will be calculated hence forth.



- Students will not be sent any reminders and late fines will be calculated one day after the due date.
- Students must return all library materials when they withdraw, discontinue, defer or graduate from the university programme.

### Renewal

- Books can be renewed two (2) times only. Renewal can be done at the Circulation Counter or through online and should be done before the due date.
- Library materials which have been borrowed may be renewed provided that they have not been reserved by another user and have not had any over due date or fines.

### Reservation

- Only on loan books may be reserved.
- Reservations can be made at the Circulation Counter or through online.
- Borrowers are not permitted to reserve the books that have been borrowed by them.
- Reservation notice will be posted on the notice board.
- Materials reserved will be kept for one week only. The failure to collect will result with the materials be rearranged on the rack.

### Lost or damaged Items

- If a material is lost or damaged, an immediate report should be made to the Circulation Counter to enable appropriate action to be taken.
- A grace period of two weeks will be given for borrowers to search/replace the materials. If the items are still missing, the borrower should replace the items through three (3) ways including overdue fines (if imposed).
  - ⇒ To replace the book: the latest edition; Or
  - ⇒ to pay the current cost together with RM25 service cost; Or
  - ⇒ if the cost of the old item could not be detected, locally published materials will be charged RM40 and imported materials RM150 including the service cost.

**Loan Periods / Eligibility**

Category of User	Open Shelf Collection	Bounded Journal Collection	Media Collection	Red Spot Book
Senior University Officer/ Lecturers	20 books/60 days	3 days	3 days	1 days
Teaching Engineer	10 books/60 days	3 days	3 days	1 days
Tutor/Language Teacher	10 books/30 days	3 days	3 days	2 hours/overnight
Admin Staff	7 books/14 days	Overnight	-	2 hours/overnight
Research Officer	10 books/14 days	3 days	3 days	1 days
Asst Research Officer	10 books/14 days	3 days	3 days	1 days
Postgraduate Student (Doctor of Philosophy/ Master)	15 books/30 days	3 days	3 days	1 days
Degree Student	10 books/14 days	Overnight	-	2 hours/overnight
Diploma Student	7 books/14 days	Overnight	-	2 hours/overnight

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

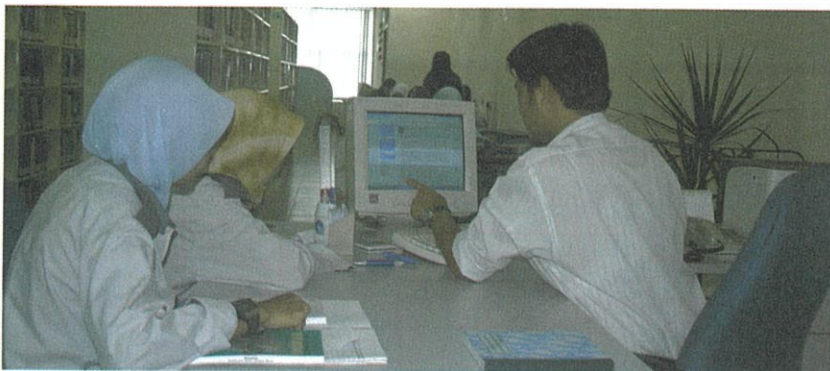
**# Overnight Loan :**

*Overnight loan collection can be borrowed after 10.00 pm (if library operating hours is until 11.00 pm or 4.00 pm. If the operating hours is until 5.00 pm materials must be returned by 9.00 am the following days.*

**Fines**

No.	Collection Type	Rates of Fines
1.	Open Shelf Collection	RM 0.20 per due day
2.	Red Spot Book	RM 0.20 per due hour
3.	Overnight Loan	RM 0.50 per due hour
4.	Media Collection	RM 0.20 per due day





### Reference and Reader Advisory Services

- A Librarian is available at the Reader Advisory Desk to answer queries about Library services and resources.
- Library users can also consult a librarian at the reference desk for any information. Using a structured reference interview, the librarian will help to clarify the information and determine what information sources needed.
- Librarians can briefly teach the user how to use the WebOPAC and how to use its advanced features, or recommend the proper subject words or terms that are used in the WebOPAC for the topic the user has in mind.

### User Education Class

- The objective of this program is to teach the library skills to users, and how to use the services provided by this library.
- This program is highly recommended for new and final year students.
- The class will be conducted by librarians by the fixed schedule or upon request from time to time.

## Inter-Library Loan Service (ILL Service)

- ILL service involves the request of material (principally books or copies of journal articles) that are not available in the Library collection.
- The ILL service is available to all staff and students of UTeM.
- In order to process the applications, users are required to fill in the form of the inter-library loan which is obtained from the reader advisory desk or circulation counter.
- Users will need to pay a service charge upon requests of the respective library.
- The status of the applications will be notified through e-mail or phone.

## Computer for work-related purposes

- This service is provided to all the Library users who are to do assignments or learning-based activities. Accessing the internet and online databases is prohibited.
- Further information can be accessed through the guideline of using ICT on page 27.

## Internet Services

- Every computer usage is limited for those who are to navigate and find information from the Internet only.
- Further information can be accessed through the guideline of using ICT on page 27.



## Online Databases Service

- Various databases either local or international can be accessed via:

### I. Online Databases

#### Local

- ♦ MASTIClink
- ♦ NSTP e-Media
- ♦ Sirimlink
- ♦ LawNet
- ♦ Bernama Library & Infolink Services

#### Oversea

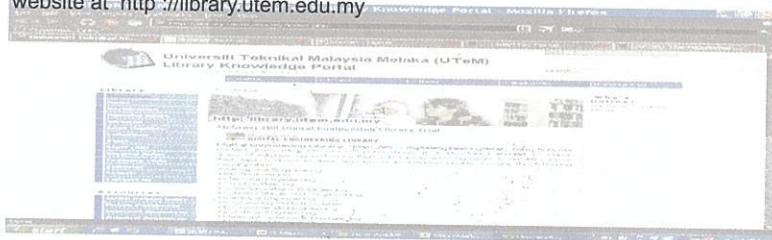
- ♦ Engineering Village 2
- ♦ IEEE Xplore
- ♦ IOP Science
- ♦ Emerald Management Xtra
- ♦ ACM Digital Library
- ♦ ASME Online Journals
- ♦ Ebrary Academic Complete
- ♦ ScienceDirect
- ♦ Scopus
- ♦ Knovel Essentials
- ♦ ENGnetBase
- ♦ H.W. Wilson General Science Abstract Full Text
- ♦ H.W. Wilson Applied Science & Technology Full Text
- ♦ ProQuest Dissertation & Theses

### II. Internal Resources

- ♦ Exam Papers
- ♦ Newspaper Cutting
- ♦ Seminar Papers
- ♦ Journal Content Pages

For the rules & regulations, please refer to page 27.

All the above databases can be accessed by library users through the library website at <http://library.utm.edu.my>



### Daily Newspaper Cutting

- Recent issues in newspapers are selected by librarians and exhibited on the library information board for users' pleasure reading.

### Exhibition on current information

- The exhibits aim to inculcate knowledge and awareness on the recent and updated information from time to time.
- The exhibition area can be used by any Students' societies to exhibit their information upon prior approval by the Department of Students' affairs and Alumni.

### Contents Page

- Selected journal contents page can be accessed through online at <http://library.utm.edu.my>

### New Material Corner

- New materials will be exhibited on a continuous basis and the materials can be borrowed through the standard practice of a borrowing process.
- A synopsis of each new material is to be exhibited on the library notice board.

### Photocopying Services

- The machine operates on a disposable Absec card and cards may be purchased at the Library Circulation Counter. Each disposable card costs RM10.00 worth 120 sheets for printing.
- It is the responsibility of individual users of the photocopy machine to observe the legal requirements of the Malaysian Copyright Act 1987.



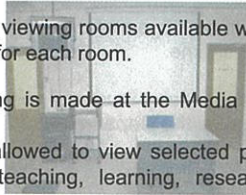
### Viewing Activities

- Only academics, documentaries programmes and news are allowed.
- This activity includes selected television programmes, Astro and multimedia materials available in the Library collection.
- Selected videos viewing are library's monthly programming. Lectures or student can request to view the programming schedule at the library.

## Facilities

### Viewing Room

- There are 2 viewing rooms available which can accommodate a maximum of 60 users for each room.
- Prior booking is made at the Media Counter.
- Users are allowed to view selected programs related to teaching, learning, research and consultation.



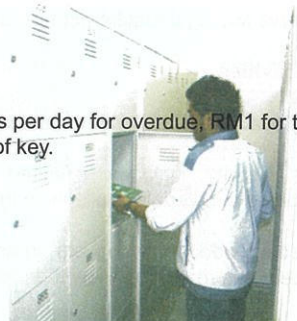
### Discussion Room

- These rooms can only be used by registered library members. Prior booking is made at the Circulation Counter.
- These rooms can only be used 2 hours (max) which can accommodate a maximum of 3 to 6 users.
- Users are responsible to ensure the room is neat and the electricity is turned off before leaving.



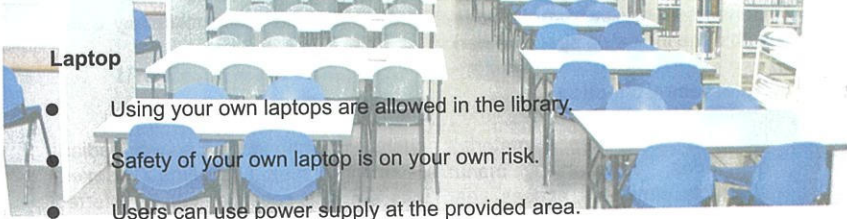
### Locker

- There are 182 units of locker available at the Industry Campus and 36 units at the City Campus. Request for rental are made at the Circulation Counter.
- The rental rate is as follows:-
  - ♦ Big : RM5.00/semester
  - ♦ Small : RM3.00/semester
- Fines will be imposed at 20 cents per day for overdue, RM1 for the lost of keychain and RM10 for the lost of key.



### Open Carrel

- There are 12 open carrels available for users at Industry Campus, 18 open carrels at the Main Campus Library and 7 open carrels at the City Campus



### Laptop

- Using your own laptops are allowed in the library.
- Safety of your own laptop is on your own risk.
- Users can use power supply at the provided area.
- For the rules & regulations, please refer to page 27.

### WiFi Access

- Users can have free access through WiFi at the library
- For the rules & regulations, please refer to page 27.



## Library Collection

### 1. Open Shelf Collection

Consists of books from all subject fields and could be borrowed by users within the indicated specified period.

### 2. Reference Collection

Consists of reference materials such as dictionaries, encyclopedias, directories, biographies, manuals, bibliographies, statistics, indexes, abstracts, almanacs, atlases, yearbooks, etc. This collection can be referred by users only in the library.

### 3. Red-Spot Collection

Consists of main sources requested by lecturers and can be borrowed by users for two hours or for overnight period.

### 4. Standard Collection

Consists of the Malaysian Standard, British Standard, American National Standard, etc. This collection can be referred by users only in the library

### 5. Media Collection

Consists of non-printed and digital materials such as video cassettes, audio cassettes, slides, VCD, CD-ROM, diskettes, etc.

### 6. Journal Collection

Consists of the periodical publication materials which are both current and previous volumes of journals, magazines, bulletins, etc.

### 7. Examination Paper Collection

Consists of printed and non-printed materials. Printed ones are located at the open shelf and can be referred only in the library . The non-printed materials can be accessed through the library's portal.



## 8. Under Graduate Project and Thesis Collection

Consists of under graduate projects and theses which were written by the staff and students of UTeM. The collection is located at the special collection room which can be referred through the helpdesk. Photocopying is not permitted. The abstracts can be accessed through the library's portal.

## 9. UTeM's Archive Collection

Consists of the works of students, academic and non academic staff, department/faculty members. It also includes the printed and non-printed publication from outside sources.

## 10. Light Reading Collection

Consists of materials like general and popular materials in bulletins, flyers, etc which are applicable to all level of users and can be referred only in the library.

## 11. Fiction Collection

Consists of Malay and English novels which can be borrowed by users.

## 12. Online Databases

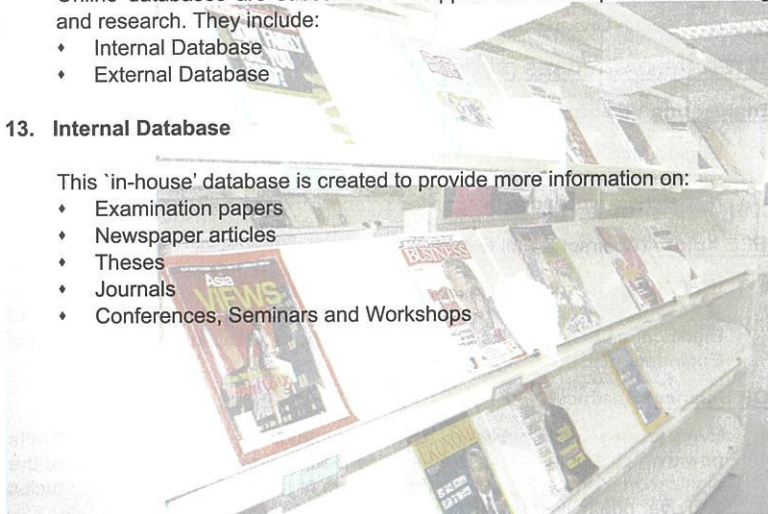
Online databases are subscribed to support the development of learning and research. They include:

- ♦ Internal Database
- ♦ External Database

## 13. Internal Database

This 'in-house' database is created to provide more information on:

- ♦ Examination papers
- ♦ Newspaper articles
- ♦ Theses
- ♦ Journals
- ♦ Conferences, Seminars and Workshops





## Online Databases

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

### LOCAL DATABASES (SUBSCRIBED)

#### NSTP e-Media

- This site provides an access to the news articles from The New Straits Times Press (Malaysia) Berhad (NSTP) group of publications (Newsbase) and information compiled by NSTP research team (Factfiles) on companies listed under Bursa Malaysia and Malaysian Personalities. They offer a subscription to News Archive Database with superior content as well as wider topics and subjects since 1991. Users can submit request for user id and password to access this service.

#### Sirimlink

- SIRIMLINK is an online database service created and hosted by SIRIM Berhad, the Malaysian most distinguished and diversified R&D institution. It provides instant access to SIRIM's information resources on various subjects on standards, quality, patents and trade related regulations

#### LawNet

- LawNet is a website of PNMB-LawNet that provides an Online Library of Malaysian Laws. It contains an online collection of the authoritative text of the Laws of Malaysia. LawNet consists of Law Library, e-Gazette, Judgments and "Istilah Undang-undang".

### EXTERNAL DATABASES (SUBSCRIBED)

#### Engineering Village 2 (Abstract)

- Engineering Village 2 is a Web-based information service that offers a wide range of quality resources for information specialists, professionals, and researchers working in the applied science and engineering fields

#### IEEE Xplore (Abstract & Full text)

- IEEE Xplore is a powerful electronic resource for accessing documents in the IEEE Xplore database, which includes publications from the Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Electrical Engineers (IEE).

#### IOP Science (Abstract & Full text)

- Every journal article published by the Institute of Physics (IOP) since 1874 is now available online. This is a significant achievement and has involved the digitization of more than 500 volume-years of journals, over 100,000 articles and over one million pages of scientific research.

**Scopus** (Abstract)

- Scopus is the largest abstract and citation database of research literature and quality web sources. It is designed to find the information that scientists and researchers need.

**Emerald Management Xtra** (Abstract & Full text)

- This database covers all major management disciplines from marketing, human resources management, library and information management and quality operations management and more.

**ACM Digital Library** (Abstract & Full text)

- This database provides both full text and citations for journal and newsletter articles and conference proceedings published by the Association for Computing Machinery (ACM). It covers Engineering and Information & Communication Technology

**ASME Online Journals** (Abstract & Full text)

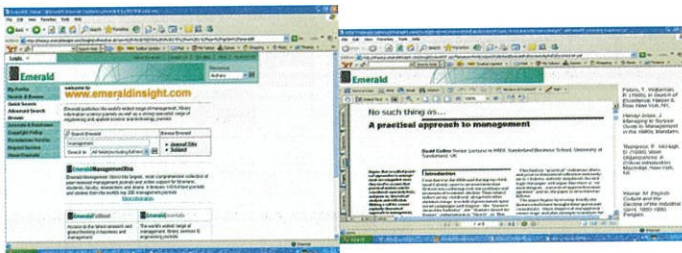
- Full-text of selected journals produced by the American Society of Mechanical Engineers.

**Ebrary Academic Complete** (Abstract & Full text)

- Ebrary Academic Complete is a highly interactive eBook database from ebrary that covers all academic subject areas. The collection currently includes more than 30,000 titles from more than 220 of the world's leading academic, STM and professional publishers

**ScienceDirect** (Abstract & Full text)

- ScienceDirect offers an online access to a selection of more than 1000 Elsevier Science journals



### ENGnetBASE (Abstract & Full text)

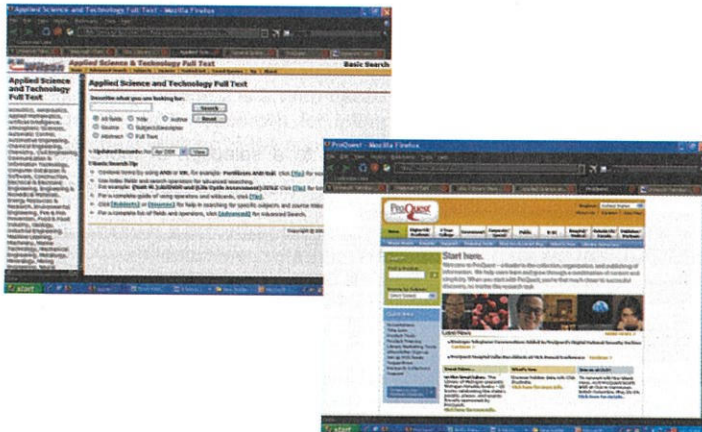
- ENGnetBASE is the Engineering Handbooks Online which is published by CRC Press, one of the world's leading publishers of Engineering Handbooks. Offering more than 700 of best selling handbooks and references, ENgnet BASE continues to provide all fields of engineering with access to essential formulas, updated codes and latest-breaking developments that are shaping the field

### H.W. Wilson General Science Abstract Full Text (Database) (Abstract & Full text)

- The database contains subject such as Astronomy, Atmospheric Science, Biology, Botany, Chemistry, Conservation, Earth Science, Environment, Food, Genetics, Health, Mathematics, Medicine, Microbiology, Nutrition, Oceanography, Physics and Physiology.

### H.W. Wilson Applied Science & Technology Full Text (Database) (Abstract & Full text)

- The database contains subject such as Acoustics, Aeronautics, Applied Mathematics, Artificial Intelligence, Atmospheric Sciences, Automatic Control, Automotive Engineering, Chemical Engineering, Chemistry, Civil Engineering, Engineering & Biomedical Materials, Energy Resources & Research, Environmental Engineering, Plastics, Robotics, Solid State Technology, Space Science, Textile Industry & Fabrics, Transportation and Waste Management.



## ONLINE DATABASES FROM MINISTRY OF HIGHER EDUCATION

### Bernama Library & Infolink Services (BLIS) (Local Database)

- BLIS is an electronic library providing news and information on Malaysia. The information in BLIS contained several modules such as Bernama News, Foreign News, Databank, Government Planner, Industry Report, Economic. Content is compiled from Bernama's wire services, international news services and government and research bodies.

### ProQuest Dissertation & Theses (External Database)

- The ProQuest Dissertations & Theses database (PQDT) is the world's most comprehensive collection of dissertations and theses. It is the database of record for graduate research, with over 2.3 million dissertations and theses included from around the world.



**ONLINE DATABASES PROVIDED BY PERSIDANGAN PERPUSTAKAAN-  
PERPUSTAKAAN UNIVERSITI DAN NEGARA (PERPUN)**

**Malaysian Theses Online (MYTO)**

- It lists the theses collection compiled from public universities and private university as well as four main selected such as UNITEN, OUM, UTP and MMU.

**Malaysian Universities Repository Collection (MURC)**

- It manages the university repositories which are selected by librarians, scholar and other subject specialists along with a wide range of criteria.

**Malaysian Union List of Serials (MyULIS)**

- MyULIS is a portal that lists the titles of all serial publications subscribed by all university libraries in Malaysia.

**OTHER DATABASES**

**MASTIClink**

- MASTICLink holds the largest single source of information available in the country on S&T human resource, research projects, and facilities and equipment. The information is provided by individuals and organizations from various government agencies, institutes of higher learning and research institutes in Malaysia .

Provided by Malaysia Information Centre of Science and Technology

**Knovel Essentials** (Teks Penuh)

- Knovel's Library product is the original product of Knovel Corporation. In totality, over 800 hand-picked books and databases are available in the Library Product.

All the databases can be accessed through the web portal:

**<http://library.utm.edu.my>**

## Classification of Library Collection

Library use Library of Congress as the Classification of Library Collection. The classification list as 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



Symbol refers to the Alphabet Information that represents each item in the library collection. This symbol appears on the call number which is labeled on the library materials.

SYMBOL	MEANING
<b>a</b>	Archives
<b>af</b>	Archives folio
<b>bj</b>	Bound journal
<b>ja</b>	Journal archives
<b>ma</b>	Magazines archives
<b>mao</b>	Media archives - original
<b>mea</b>	Media archives
<b>med</b>	Media collection
<b>meo</b>	Media collection - original
<b>n</b>	Novel
<b>oaf</b>	Open shelf archives folio
<b>os</b>	Open shelf
<b>osa</b>	Open shelf archive
<b>osf</b>	Open shelf folio
<b>oss</b>	Open shelf small
<b>r</b>	Reference
<b>ra</b>	Reference archives
<b>raf</b>	Reference archives folio
<b>rap</b>	Reference archives prospectus
<b>raq</b>	Reference archives examination papers
<b>rd</b>	Reference dictionary
<b>re</b>	Reference encyclopedia
<b>rf</b>	Reference folio
<b>rgp</b>	Reference government publication



## Call Number

*cont.* **SYMBOL OF COLLECTION**

SYMBOL	MEANING
<b>rm</b>	Reference map
<b>rp</b>	Reference prospectus
<b>rs</b>	Red spot
<b>rsm</b>	Reference small
<b>rx</b>	Reference index/abstract
<b>std</b>	Standards

### CALL NUMBER

Each material in the library has a call number. Call number is like an address; to inform user the location of the material in the library.



TK  
 454  
 .R62  
 2004  
 osf  
 n2

← Call Number

TK	=	Subject Headings Classifications
454	=	Classification Number
.R62	=	Responsibility Number
2004	=	Year of Publication
osf	=	Materials Collection
n2	=	Second Copy

### LOCATION CODES

AKRH	=	Ayer Keroh
DRTG	=	Durian Tunggal
MEDI	=	Media Library
KBDR	=	Kampus Bandar

## Membership & Registration

### MEMBERSHIP

UTeM library membership has two categories as stated below:

1. Permanent Members
2. External Members

### REGISTRATION

#### **PERMANENT MEMBER (STUDENT & STAFF)**

Every student and staff of UTeM is automatically a member.

#### **EXTERNAL MEMBER (PUBLIC)**

Outsiders who are interested in becoming members need to fill in the library membership registration form and attach a passport sized color photo and the fee.

External Membership has two categories:

- 1. Reference Membership**

Users are given access to make reference only

- 2. Borrowing Membership**

Users are given access to make reference and borrow item

Further enquiries on external membership can be directed to the person at the User Advisor Desk or the Circulation Counter.



## External Membership Fee

### Registration & Membership Card

Registration & Membership Card	Type of Membership	
	Reference Only (RM)	Reference & Borrowing (RM)
	10.00	10.00

### Annual Fee

Categories	Type of Membership	
	Reference Only (RM)	Reference & Borrowing (RM)
IPTA/IPTS Student	30.00	200.00 + (Reference Only Annual Fee)
Government Servant	50.00	
Government Institution (3 Persons)	30.00	
Corporate Institution (3 Persons)	100.00	
Individual	30.00	
Alumni	50.00	
Student School	Approval letter from School Head Master	

\* Annual Fee are not returnable

### Qualification & Penalty

Perkara	Qualification & Penalty
Number of Book	2 Titles
Borrowing Durability	14 Days
Fine Rate	50 Cents per day
Lost of Borrowed Item	<ol style="list-style-type: none"> <li>1. Replace new edition book;</li> <li>2. Pay new edition book price and process payment; RM25.00 and due fines charges (if available);</li> <li>3. If the cost of the old item could not be detected, locally published materials will be charged RM 40 and imported materials RM150 including the service cost.</li> </ol>

## ICT Guidelines

### General Guidelines

1. The usage of ICT room in the library is **free of charge**.
2. Prior to using the ICT room, users **must register** in the registration book provided.
3. Users must **leave their matrix card** in the box provided.
4. The usage of ICT room is subjected to the **period of one hour** and can be extended if the room is vacant.
5. Users are **prohibited** from making any changes to the menu, program and other software in the computer.
6. Users are **prohibited** from taking any components of computer out of the library unless a special permission is granted from the library.
7. Only **one computer** is allowed for a user.
8. Users are **not allowed** to install any programs or data inside the computer either through downloading diskette, CD or other electronic means.
9. Users are **prohibited** from chatting using the computer.
10. Users are **prohibited** from turning off the computer after every usage.
11. Users are **subjected to the library regulations** throughout in the ICT room like regulations pertaining to eating, drinking and using mobile-phone.
12. **Accessing, downloading and uploading pornographic** materials are prohibited.
13. Users are subjected to **Computer Crime Acts 1997** and are advised not to browse the websites that are anti-government, violent and pornographic in nature and not to do activities that are against the Acts.
14. The Library has **the right** to take action/s for every act that deviates from the Guidelines provided.

## Library Rules & Regulation

### GENERAL RULES

1. Upon entering the library, permanent members must **show metric card or staff card** issued by the UTeM Registrar Office and the External Members must produce library membership card.
2. **Silence** is to be strictly observed in the library.
3. Librarians on duty **have the right** to check books, files and other materials which are taken out of the library.
4. **Eating, drinking and littering** are strictly prohibited in the library.
5. **Smoking** is strictly prohibited.
6. **Bags, helmets, umbrellas, rain coats and packages** are not permitted in the library. The items should be kept in the baggage room.
7. Library users who photocopy materials are fully responsible for any action which is liable and contravening the **COPYRIGHT ACT 1987**.
8. Using **mobile phones** is strictly prohibited.
9. **Reservation of a seat** is not permitted. Other users have the right to have the seat if it is left vacant for more than 20 minutes.
10. Users are not allowed to **remove** library furniture and equipment from their original place.
11. All users are required to be **properly attired** as specified by the University. The library reserves the rights to ask users who are not suitably dressed to leave the library. Wearing round neck t-shirt and slippers are prohibited in the library.
12. The library has **the rights** to ask users whose behavior may be deemed as disturbing the peace of the library to leave the building.
13. **Children** are not allowed in the reading area.
14. **All games** are not allowed in the library.
15. **Pets** are not allowed in the library.
16. Users are **not allowed** to damage books and other library properties.
17. Users that **violate the library regulations** will not be allowed to enter and use library facilities and services.
18. The library is **not responsible** of lost or damaged personal belongings.
19. The library **reserves the rights** to amend these rules from time to time.
20. **Violation** of these regulations could result in the actions as follows:
  - 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.

## DRESS CODE REGULATIONS

1. All users are required to be **properly attired** as specified by the University. The library reserves the rights to ask users who are not suitably dressed to leave the library. Wearing round neck t-shirt and slippers are prohibited in the library.
2. Users are **not allowed** to wear sleeveless shirt, short pants or short skirts whilst in the library.
3. Users are **not allowed** to put a veil, hiding their face.
4. Users are **not allowed** to wear tight or patch pants.
5. **Hair** must be cut short by the male student so that it looks neat. For the female student who are not using scarf, hair must be combed and tied up neatly.



## Directory Of Management

### INDUSTRY CAMPUS LIBRARY

NAME	TEL / E-MAIL
<b>CHIEF LIBRARIAN</b> Puan Hj/ Faridah Bt Hj Md Amin	06-2332280 faridah@utem.edu.my
<b><u>GENERAL ADMINISTRATION &amp; TRAINING UNIT</u></b> Encik Syamsul Ikbal B Hj Mohd Akin Assistant Register	06-2332314 syamsul@utem.edu.my
<b><u>LIBRARY ADMINISTRATION &amp; ACCOUNT UNIT</u></b> Encik Arman B Mohammad Librarian	06-2332279 arman@utem.edu.my
<b><u>AUTOMATION UNIT</u></b> Encik Azman B Hj Ayup Senior Librarian	06-2332289 azmanayup@utem.edu.my
<b><u>BOOK ACQUISITION UNIT</u></b> Encik Mahadir B Che Ali Librarian	06-2332678 mahadir@utem.edu.my
Encik Shahrul Md. Rizal B Shamshuri Librarian	06-2332381
<b><u>INDEXING UNIT</u></b> Puan Fauziah Bt Hassan Librarian	06-2332315 fauziahasssan@utem.edu.my
Puan Nurul Akmar Bt Mehat Librarian	06-2332381 akmar@utem.edu.my
<b><u>JOURNAL ACQUISITION UNIT</u></b> Cik Rasida Bt Abu Bakar Senior Librarian	06-2332301 rasida@utem.edu.my
Puan Wizana Bt Abd Jalil Librarian	06-2332381
<b><u>REFERENCE UNIT</u></b> Encik Mohd Mawardi B Badruddin Librarian	06-2333433 mawardi@utem.edu.my
Cik Hasliza Bt Mohamed Librarian	06-2332381
<b><u>GIFT &amp; EXCHANGE UNIT</u></b> Cik Noraini Bt Mohd Noor Librarian	06-2332381
<b><u>CIRCULATION/MEDIA UNIT</u></b> Encik Harulrizam B Mohamed @ Ghazali Librarian	06-2332285
<b><u>LIBRARIAN UNDER ATTACHMENT</u></b> Cik Norlian Bt Mohamed Najib Librarian	06-2332381
Mohamad Rashid B Jantan Librarian	06-2332381



Library Office  
Fax (Industry Campus Library)  
Circulation Counter (Industry Campus)  
Media Counter (Industry Campus)  
Reference Desk (MPP)  
E-Mail  
Home Page

06-2332294  
06-2332284  
06-2332293  
06-2332216  
06-2332114  
library@utem.edu.my  
<http://library.utem.edu.my>

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**MAIN CAMPUS LIBRARY**

ASSISTANT CHIEF LIBRARIAN  
Cik Siti Noor Kiah Bt Syed Abd Malek

06-5552124  
sitinoor@utem.edu.my

Circulation Counter  
E-Mail  
Home Page

06-5552174  
library@utem.edu.my  
<http://library.utem.edu.my>



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**CITY CAMPUS LIBRARY**

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Puan Siti Saluwa Bt Jamal  
Librarian

06-2833519  
saluwa@utem.edu.my

Circulation Counter (City Campus)  
E-Mail  
Home Page

06-2833519  
library@utem.edu.my  
<http://library.utem.edu.my>



## Academic Calendar 2008/2009 Session

<p>29 June 2008 - 6 July 2008</p> <p>7 July 2008 - 18 July 2008</p>	<p>Orientation Weeks / Course &amp; Subject Registration for New Students</p> <p>Semester I 2008/2009 Session. Penalty Period for Late Subject Registration for Senior Students</p>
<p><b>7 July 2008 - 28 December 2008</b></p> <p>7 July 2008 - 17 August 2008</p> <p>9 July 2008</p> <p>30 July 2008</p> <p>6 August 2008</p> <p>25 August 2008 - 26 September 2008</p> <p>31 August 2008</p> <p>3 September 2008</p> <p>1 September 2008</p> <p>29 September 2008 - 17 October 2008</p> <p>6 October 2008 - 26 October 2008</p> <p>1 October 2008 - 2 October 2008</p> <p>14 October 2008</p> <p>15 October 2008</p> <p>27 October 2008 - 2 November 2008</p> <p>27 October 2008</p> <p>3 November 2008 - 23 November 2008</p> <p>2008</p> <p>5 November 2008</p> <p>24 November 2008-28 December 2008</p> <p>6 July 2008 - 15 January 2009</p> <p>1 December 2008 - 16 April 2009</p> <p>8 December 2008</p> <p>17 December 2008</p> <p>24 December 2008</p> <p>25 December 2008</p> <p>29 December 2008</p>	<p><b>SEMESTER I (25 Weeks)</b></p> <p>Semester I Lecture Weeks (Part One - 6 Weeks)</p> <p>Senate Meeting</p> <p>Session 2007/2008 Senate Meeting (Special Exam Results)</p> <p>Senate Meeting</p> <p>Semester I Lecture Weeks (Part Two - 5 Weeks))</p> <p>Independence Day</p> <p>Senate Meeting</p> <p>* Early Ramadhan</p> <p>Semester II 2008/2009 Session. Core Subject Registration (3 Weeks)</p> <p>Semester I Lecture Weeks (Part Three - 3 Weeks)</p> <p>*Eid - ul Fitri</p> <p>Yang Di-Pertua Melaka Birthday</p> <p>Senate Meeting</p> <p>Study Leave(1 Week)</p> <p>Deepavali</p> <p>Semester I Examination Weeks (3 Weeks)</p> <p>Senate Meeting</p> <p>Semester I Study Breake (5 Weeks)</p> <p>Industrial Training (Degree Programme in Sc Computer) (24 Weeks)</p> <p>Industrial Training (Degree Programme in Engineering) (24 Weeks)</p> <p>* Eid - ul Adha</p> <p>Semester I 2008/2009 Session. Senate Meeting (Examination Results)</p> <p>Senate Meeting</p> <p>Christmas</p> <p>Awal Muharam</p>
<p><b>30 December 2008 - 5 July 2009</b></p> <p>30 December 2008 - 25 January 2009</p> <p>30 December 2008 - 9 January 2009</p> <p>1 January 2009</p> <p>5 January 2009 - 9 January 2009</p> <p>7 January 2009</p> <p>26 January 2009 - 27 January 2009</p> <p>26 January 2009 - 1 February 2009</p> <p>28 January 2009</p> <p>4 February 2009</p> <p>2 February 2009 - 12 April 2009</p> <p>4 March 2009</p>	<p><b>SEMESTER II (27 Weeks)</b></p> <p>Semester Lecture Weeks (Part One - 4 Weeks)</p> <p>Semester II 2007/2008 Session. Late Subject Registration</p> <p>New Year 2009</p> <p>Semester I Special Examination</p> <p>Senate Meeting</p> <p>Chinese New Year</p> <p>Semester II Mid Term Break (1 Week)</p> <p>Semester I 2007/2008 Session. Senate Meeting (Special Examination Results)</p> <p>Senate Meeting</p> <p>Semester II Lecture Weeks - Part Two - 10 Weeks)</p> <p>Senate Meeting</p>

<p>23 March 2009 -10 April 2009</p> <p>23 March 2009 -10 April 2009</p> <p>2 April 2009</p> <p>1 April 2009</p> <p>13 April 2009 -19 April 2009</p> <p>19 April 2009</p> <p>20 April 2009 -10 May 2009</p> <p>15 April 2009</p> <p>1 May 2009</p> <p>4 May 2009 - 3 July 2009</p> <p>7 May 2009</p> <p>11 May 2009 - 5 July 2009</p> <p>17 June 2009</p> <p>24 June 2009</p> <p>29 June 2009 - 3 July 2009</p> <p>22 July 2009</p> <p>29 July 2009</p>	<p>Semester I 2009/2010 Session. Core Subject Registration (3 Weeks)</p> <p>Special Semester I 2008/2009 Session. Subject Registration</p> <p>Senate Meeting (New Academic Programme / Faculty / Centre / School / Programme and Institute)</p> <p>Senate Meeting</p> <p>Study Leave ( 1 Week )</p> <p>Maulidur Rasul</p> <p>Semester II Examination Weeks (3 Weeks)</p> <p>Melaka Historical Days</p> <p>Labour Day</p> <p>Industrial Training (Diploma Programme) (10 Weeks)</p> <p>Senate Meeting</p> <p>Study Break ( 8 Weeks )</p> <p>Semester II 2008/2009 Session. Senate Meeting (Special Examination Results)</p> <p>Senate Meeting</p> <p>Semester II Special Examination</p> <p>Semester II 2008/2009 Session. Senate Meeting (Special Examination Results)</p> <p>Senate Meeting</p>
<p>11 May 2009 - 3 July 2009</p> <p>11 May 2009 - 3 July 2009</p> <p>12 August 2009</p>	<p><b>SPECIAL SEMESTER (8 WEEKS)</b></p> <p>Special Semester Lectures Period (8 Weeks)</p> <p>2008/2009 Session. Senate Meeting (Special Semester Examination Results)</p>
<p>28 June 2009 - 5 July 2009</p> <p>6 July 2009 - 17 July 2009</p>	<p>Orientation Weeks / Course &amp; Subject Registration for New Students</p> <p>Semester I 2009/2010 Session. Penalty Period for Late Subject Registration for Senior Students</p>

NOTES



اونيورسي تيكنيكل مليسيا ملاك

UNIVERSITI TEKNIKAL MALAYSIA MELAKA



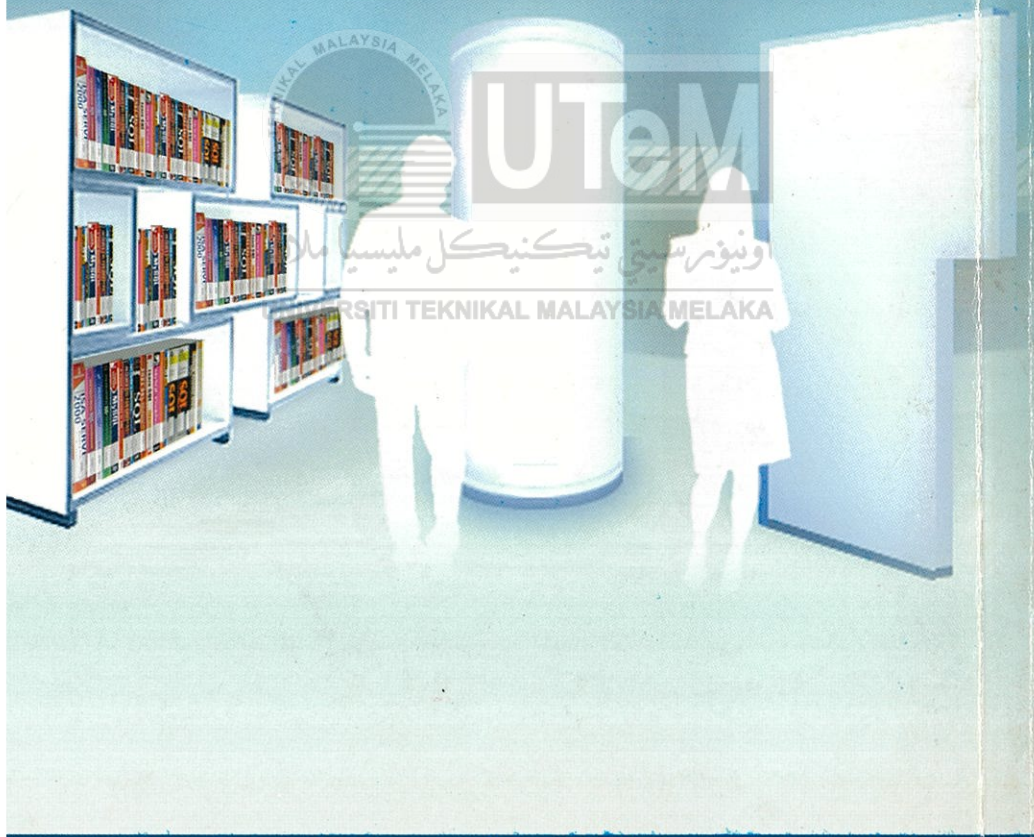
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

اونيورسيٲى بيٲكنيكل ماليسيا ملاك

## Perpustakaan

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Hubungi:  
Tel: 06-3316822 | Fax: 06-3316811  
<http://library.utm.edu.my>



UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM

ونیورسیتی تکنیکل ملیسیا ملا

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

PERPUSTAKAAN UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)  
TINGKAT 2, BANGUNAN AKADEMIK, KAMPUS INDUSTRI,  
RUNG BERKUNCI 1200, HANG TUAH JAYA, AYER KEROH, 75450, MELAKA  
Website: <http://library.utm.edu.my>

