

**LIBRARY GUIDE**  
**National University of Malaysia**  
**Session 2007-2008**



### **Management Officers UKM Library**

**Stand from left to right:** Mr. Wan Suhaimi Ariffin (Deputy Chief Librarian), Mrs. Noraini Omar (Head of Law Library), Mrs. Lela Ruzma Mohd Shaari (Head of Journal Management and Binding Department), Mrs. Aripah Mohamed (Head of Malay World and Civilisation Library), En. Tusiman Mingun (Head of Customer Service Department)

**Sit from left to right:** Mrs Hafsah Mohd (Senior Deputy Chief Librarian), Mrs. Maimunah Kadir (Head of UKM Hospital Library), Mr. Abu Bakar Maidin (Chief Librarian), Mrs. Faizah Md. Zam (Head of Dr. Abdul Latiff Library)

# LIBRARY GUIDE

## National University of Malaysia

### Session 2007-2008

Library  
National University of Malaysia  
Bangi i 2007  
<http://www.ukm.my/library>

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43600 UKM Bangi, Selangor D.E., Malaysia

Further information, please contact:

Chief Librarian

Telephone: 03-8921 5031/ 03-89213446

Fax: 03-8925 6067

E-mail: [kpustaka@pkrisc.cc.ukm.my](mailto:kpustaka@pkrisc.cc.ukm.my)

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## **The Emblem**

This emblem, originally designed by Mohd. Aris bin Atan, and first approved by the Rt.Hon.Tun Abdul Razak, the University's first Chancellor, who was also the then Prime Minister of Malaysia, has been used by Universiti Kebangsaan Malaysia since 1973.

The new streamlined emblem was redesigned to take into account current global trends and was officially launched by DYMM Tuanku Jaiafar Ibni Al-Marhum Tuanku Abdul Rahman, Yang Di-Pertuan Besar Negeri Sembilan Darul Khusus, Chancellor of UKM on the 29th of July, 2000.

## **The Philosophy**

A combination of faith in Allah and beneficial knowledge and of theory and practice as the basis for the advancement of knowledge, the education of society and the development of the University.

## **The Vision**

UKM is committed to be a leading university that pioneers innovation in the construction of knowledge to achieve the aspiration of producing a society imbued with dynamic, learned and civic leadership.

## **The Mission**

UKM is the National University that safeguards the sovereignty of the Malay language while globalizing knowledge in the context of local culture

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## Welcoming Words

Assalamualaikum wbt. / salam sejahtera

My heartiest congratulations and best wishes to all of you, who are selected to pursue your Bachelor degrees at Universiti Kebangsaan Malaysia (UKM). On behalf of all at UKM, I welcomed you to UKM campus and hope you will take all opportunities to venture into acquiring as much knowledge as possible in your fields both within and outside lecture halls. UKM aspires to groom and produce an all-rounded graduates having excelled not only academically but also to acquire positive traits in communication and leadership skills- added value qualities, in preparation to face the stiff competition and complex world. Hence, in line with this aspiration, the University via its various Faculties, Students Affairs Dept, Students Advancement Centre, residential colleges and Student Associations have organised various programmes to mould its students to be responsible citizens, as well as expose students to new skills and experiences which will be handy in future undertakings.

To assist students to achieve a sound education objectives, UKM is committed and constantly geared towards increasing and updating its support facilities and infrastructure, these include library, laboratories, residential colleges, sports and recreation complexes, transport systems, banking, internet, health and medical, as well as counseling services. It is hoped that these facilities and services will contribute and enhance further life in campus ; a well-balanced, complete and enjoyable experience indeed.

Now, as citizens of the University, students should strive in line with UKM's philosophy, missions and visions as well as constantly uphold the University's image. I also hope that you all will make UKM as a platform to venture successfully in all aspects of your future undertakings.

Sincerely

A handwritten signature in black ink, reading "Sharifah Hapsah Syed Hasan Shahabudin". The signature is written in a cursive style.

**Prof. Dato' Dr. Sharifah Hapsah Syed Hasan Shahabudin**

Vice Chancellor

National University of Malaysia



## Welcoming Words

Assalamualaikum Warahmatullahi Wabaraktuh / Salam Sejahtera

On behalf of the library staff, I welcomed you to Universiti Kebangsaan Malaysia (UKM), either in your status as students or as staff of the University, automatically registering you as members of UKM Library. As members of the Library, one is eligible to utilize all services and facilities offered by the Main

Law Library (PUU), Dr. Abdul Latiff Library (PDAL) and Universiti Kebangsaan Malaysia Hospital Library (PHUKM). UKM Library endeavors to provide a wide range of services and facilities to its patrons to fulfill its role of supporting the University's learning, teaching, researches and consultancy activities.

UKM Library is likened as a treasure of information which provides a range of references in all disciplines of knowledge and formats – printed, digitized and others. In its digitized collection, the Library currently subscribes to a number of electronic databases which provide access to about 10,000 journal titles – full text. These are accessible via the internet network.

Patrons are highly encouraged to attend to the various classes conducted in-house, on Information Skills, which are tailored and geared at all levels of know-how – at pre-graduate as well as post-graduate levels. Purpose of conducting such classes, is to mould patrons to acquire the skills and confidence of doing extensive reference searches in all disciplines from all resources available – possessing adequate skills and confidence will result to effective searches for researches, teaching and learning activities – a lifelong investment!

As an academic library with strong commitments and visions, we, the library staff, endeavor to provide the best services to its patrons. Patrons' satisfaction is our objective, hence our slogan, 'Library, the Centre for Knowledge Generation'.

A handwritten signature in black ink, appearing to read 'A. Bakar Maidin', with a horizontal line underneath.

**Abu Bakar Maidin**

Chief Librarian

National University of Malaysia Library

*e-mail: kputaka@ukm.my*

## Introduction

Universiti Kebangsaan Malaysia Library (UKM) was established simultaneously with the establishment of Universiti Kebangsaan Malaysia on 1970, at Lembah Pantai, Kuala Lumpur. It comprises the main library and its four branches. The main library, named as Tun Seri Lanang Library is situated at the main campus grounds at Bangi, while the four branches libraries are namely, the Malay World & Civilization Library (Bangi), Law Library (Bangi), Dr. Abdul Latiff Medical Library (Kuala Lumpur) and the Universiti Kebangsaan Malaysia Hospital Library (Cheras).

Tun Seri Lanang Library has a floor area of 220,000 sq. feet, the Malay World & Civilization Library, 10,000 sq. feet, Law Library, 24,600 sq. feet, Dr. Abdul Latiff Medical Library, 40,000 sq. feet and the HUKM Library having 20,000 sq. feet. As of 31 December 2006, the total collection at UKM Library stands at 1,346,021 copies which comprises of books, bound journals and media items. Of these, 657,292 are books and bound journals housed at Tun Seri Lanang Library, 47,906 at Malay World & Civilization Library, 58,339 at the Law Library, 119,988 at Dr. Abdul Latiff Medical Library and 54,080 housed at HUKM Library. The overall media collection is 408,416 copies.

Beginning 1991, UKM Library started using its Integrated Library Systems via DOBIS / LIBIS. To accommodate the rather rapid expansion of its databases, the Library migrated later in mid-1999 to the Integrated Library Systems VIRTUA. As of January 2003, UKM Digital Collection begins its era of indexing and creation of full text database using the Content Manager software.

## **Library Committee**

### **Chairman**

**Y.Bhg. Prof. Datuk Dr. Sukiman Sarmani**  
**Deputy VC Academic & International Affairs**

### **Members (Senate Representative and Faculty Representative)**

#### **Faculty of Law**

Prof. Dr. Kamal Halili Hassan

#### **Faculty of Economics and Businesses**

Dr. Noor Azuddin Yakop

#### **Faculty of Islamic Studies**

Prof. Madya Dr. Siti Rogayah Hj. Tibek

#### **Centre for Graduate Studies**

Prof. Dr. Fauzias Mat Nor

#### **Faculty of Allied Health Sciences**

Prof. Dr. Norhani Mohidin

#### **Faculty of Engineering**

Dr. Nurina Anuar

#### **Faculty of Social Sciences and Humanities**

Dr. Tang Siew Mun

#### **Faculty of Education**

Miss Hajjah Halimah Haron

#### **Faculty of Medicine**

Prof. Madya Dr. Marlyn Mohammad

#### **Faculty of Dentistry**

Prof Madya Dr. Roslan Abd. Rahman

#### **Faculty of Science and Technology**

Prof. Dr. Wickneswari Ratnam

**Faculty of Information Science and Technology**

Mr Mohd. Hazali Mohd. Halip

**Institute for Environment and Development (LESTARI)**

Prof. Dr. Mazlin Mokhtar

**Institute of The Malay World and Civilisation (ATMA)**

Prof. Madya Dr. Noriah @ Jariah Mohamed

**Institute for Malaysian and International Studies (IKMAS)**

Mr Mohd. Nazlie Syahzeer Salleh

**Bursary**

Puan Rabaiah Hj. Arham

**UKM Hospital**

Mrs Lim Ai Loon

**Secretary**

**Chief Librarian**

Mr Abu Bakar Maidin

## Professional Officer

### Chief Librarian's Office

#### Chief Librarian

Mr Abu Bakar Maidin

*MS (UPM), B.Sc. (UKM), Postgrad. Dip. Lib. & Information Science (ITM),  
Diploma in Islamic Studies (UKM)*

#### Senior Deputy Chief Librarian

Mrs Hafsa Mohd

*MLS (Louisiana), B.Sc. (Northern Illinois), Diploma in Islamic Studies(UKM)*

### Administration & Quality Department

#### Head

Mrs Zaidah Sulaiman

*Postgrad. Dip.Lib. & Information Science (ITM), B.Sc. Food Technology (UPM)*

#### Assistant Registrar

Mr Kamaruddin Abdollah

*Sarjana Peningkatan Kualiti & Produktiviti (UKM), Sarjana Muda Komunikasi  
& Persuratan Melayu (UKM)*

### Customer Service Department

#### Head

Mr Tusiman Mingun

*Postgrad. Dip.Lib. & Information Science (ITM), B.A.(Hons.) (UM)*

#### Librarian

Mrs Asmany Aza Ahmad

*M.A. Librarianship (University of Sheffield), B.Sc. (Hons.) Information Studies  
(UiTM)*

### Research Service Department

#### Head

Mrs Mazni Hj. Md. Yusof

*M.A. Information & Management (University of Loughborough), B.A.(Hons.),  
Library Science (U.Indonesia)*

**Librarian**

Mr Shamsudin Ibrahim

*B.Sc. (Hons.) Information Studies (UiTM)*

Mrs Rohalia Mohd Rohani

*B.Sc.(Hons.) Information Studies (UiTM)*

**Information Service Department**

**Head**

Mrs Azmah Ishak

*Postgrad. Dip. Lib. & Information Science (ITM), B.Sc.Agriculture (UPM)*

**Librarian**

Mrs Shaizimah Badzri

*B.Sc.(Hons.) Library Science (UiTM)*

**System and Information Technology Department**

**Head**

Miss Rohaya Umar

*MS (UPM), Postgrad. Dip.Lib. & Info. Science (ITM), B.A.Islamic Studies (UKM)*

**Librarian**

Mr Azman Idris

*B.Sc. (UKM), Dip.Lib.Sc. (ITM)*

**Catalog Department**

**Head**

Mrs Anna Kustyana Mukandar

*Postgrad. Dip. Lib. & Information Science (ITM), B.Sc.(Hons.) (UKM)*

**Librarian**

Miss Noraliah Mohamad Yassin

*M.Sc. in Library Science (Case Western Reserve, Ohio), Dip. Lib. Sc. (ITM)*

Miss Hayatul-Azlah Ghazali

*B.Sc.(Hons.) Library Science (UiTM)*

Mrs Fatimah Kamilah Awang

*B.Sc.(Hons.) Information Studies (UiTM)*

Miss Ruzita Kamis

*MLIS (UM), B.A. Islamic Studies (UKM)*

Mr Jamain Manap  
*B.Sc. (Hons.) Information Studies (UiTM)*

Mr Md Hafiz Ahmad Zulkifli  
*B.Sc. (Hons.) Information Studies (UiTM)*

Mr Azhari Sahamir  
*B.Sc. (Hons.) Information Studies (UiTM)*

### **Acquisition Department**

#### **Head**

Mrs Rosnah Yusof  
*Postgrad. Dip. Lib. & Information Science (ITM), B.Sc. (UKM)*

#### **Librarian**

Mrs Norbaizura Malek  
*B.Sc. (Hons.) Information Studies (UiTM)*

Mrs Rohana Mahmood  
*B.A.(Hons.) Library Science (U. Indonesia)*

### **Journal Management and Binding Department**

#### **Head**

Mrs Lela Ruzma Mohd Shaari  
*Postgrad. Dip. Lib. & Information Science (ITM), B.A.(Hons.) (UM)*

#### **Librarian**

Mr. Abdul Muhaimin Sabron  
*B.Sc.(Hons.) Information Studies (UiTM)*

### **Southeast Asia and Document Collection Department**

#### **Head**

Mrs Rosnah Suliman  
*Postgrad. Dip.Lib. & Information Science (ITM), B. Sc. Botany (Hons.) (UM)*

#### **Senior Librarian**

Mr Shahrudin Shafri  
*Postgrad. Dip.Lib. & Information Science (ITM), B.Soc.Sc. (Hons.) (USM)*

### **Arabic and Islamic Civilisation Collection Department**

#### **Head**

Mrs Nik Salimah Nik Abdullah  
*MLIS (UIAM), B. HSc. in Arabic Language & Literature (UIAM)*

**Librarian**

Mrs Nik Zaleha Nik Mustapha

*Master of Library & Information Science (IIUM), B.A (Hons.) Islamic Revealed Knowledge & Heritage (IIUM)*

**Media Collection Department**

**Head**

Mrs Hamidah Erman

*Postgrad. Dip. Lib. & Information Science (ITM), B.Sc. Economic Resources (UPM)*

**Librarian**

Miss Rosmarlidaini Mah Hasan

*B.Sc. (Hons.) Information Studies (UiTM)*

**Archive Collection and Gallery Department**

**Librarian**

Mr Harith Faruqi Sidek

*B.Sc. (Hons.) Information Studies (UiTM)*

**Malay World and Civilisation Library**

**Head**

Mrs Aripah Mohamed

*Postgrad. Dip. Lib. & Information Science (ITM), Dip. Sc. (ITM), B.Sc. Botany (Hons.) (UM)*

**Librarian**

Mrs Nor Asiah Mohamad

*B.Sc. (Hons.) Information Studies (UiTM)*

**Law Library**

**Head**

Mrs Noraini Omar

*Postgrad. Dip. Lib. & Information Science (ITM), B.Econs. (Hons.) (UM)*

**Librarian**

Mrs Norliah Sukarno

*B.Sc. (Hons.) Information Studies (UiTM)*

Mr Mohd Adnan Baharom

*B.Sc. (Hons.) Information Studies (UiTM)*

## **Hospital UKM Library**

### **Head**

Mrs Maimunah Kadir

*MLS (University of Loughborough), Dip.Lib.Sc. (ITM), Dip.Lib. & Information Science (University of Loughborough)*

### **Deputy Chief Librarian**

Mr Wan Suhaimi Ariffin

*MLS (Syracuse), Dip.Lib. Science (ITM)*

### **Librarian**

Mr Azlan Mohamad Hamzah

*B.Sc. (Hons.) Information Studies (UiTM)*

Miss Mariati Embong

*M. Sc. Information Management (UiTM), B.Sc. (Hons) Library Science (UiTM)*

## **Dr. Abdul Latiff Library**

### **Head**

Mrs Faizah Mohd Zain

*MLS (Syracuse), Postgrad. Dip.Lib. (Polytechnic North London), B.A.(Hons.) (UM)*

### **Librarian**

Mrs Wan Meriam Wan Ibrahim

*Postgrad. Dip.Lib. (London), B.A.(Hons.) (UM)*

Mrs Noraashikin Mohd Yusop

*B.Sc. (Hons.) Information Studies (UiTM)*

### **Study Leave**

Mr Hazmir Hj. Zainal

*B.Sc.(Hons.) Lib. Science (UiTM)*

## **Mission**

The Library is committed in becoming a library that will set the trends in providing a range of services and technologies which facilitate access, retrieval and interpretation of knowledge irrespective of the nature or location of the information sources.

## **Objectives**

- To acquire, document and manage information sources in all subjects and forms be it in printed, multimedia or electronic.
- To provide library services, document delivery and to disseminate current and comprehensive information
- To preserve and manage local information sources including theses and publications of the University and its academic staff.
- To create a learning environment which will ensure the sensitization to and acquisition of information skill for life long learning.
- To promote an information rich society.

## **Library Catalog**

The catalogue is used to locate books, serials and other materials owned by the library.

**GEMILANG** is the name given to the Library's Online Catalogue, updated daily and accessible from any networked microcomputer. It is a state of the art system developed by VTLS. Bibliographic information of the library's materials can be accessed by

- Author
- Editor
- Title
- Subject
- Call number

It also provides patron's record via user ID and password. Web-based **GEMILANG** is accessed via web gateway at the following URL:

*<http://gemilang.ukm.my>*

## Reference Location

To indicate types of collection, the library uses prefixes before the class number expect for the General Collection. The prefixes as follows:

<u>Prefix</u>	<u>Types of Collection</u>
2	Law Library
3	Engineering
8	Malay World and Civilisation Library
9	Dr. Abd. Latiff Library
41	Special Collection (Schacht's Collection)
42	Special Collection (Rare Books)
43	Special Collection (Indonesian & Chinese Peranakan Literature)
49	Banned Books
arkib	Archive UKM Collection
HUKM	HUKM Library
kat	Southeast Asia Collection
ki	Arabic & Islamic Civilisation Collection
media	Media Collection
pasca	Postgraduate Collection
ruj	Reference Collection
sem	Seminar Papers Collection
siri	Journal Collection
sbr	Light Reading Collection
tesis	Theses Masters and Ph.D
M	Document Collection
MK	Government Collection Malaysia
zz	Abstract, Index and Bibliography Collection

## Reference Location in GEMILANG

PTSL	Perpustakaan Tun Seri Lanang
PUU	Law Library
PATMA	Malay World and Civilisation Library
PP	Dr. Abd. Latiff Library
PHUKM	Hospital UKM Library

## **Library Regulations**

1. Valid library membership or campus card must be presented each time a user enters the Library.
2. No bags, parcels, files, jackets or umbrellas may be brought into the Library. Adequate storage facilities such as pigeon-holes and lockers are provided at the entrance to the Library. However, it is not safe to leave valuable items in the pigeon-holes and users are advised to rent the lockers that are provided by the Library.
3. Users must be decently attired according to the rules of the Library. No slippers are allowed.
4. Smoking, drinking and eating are prohibited in the Library.
5. Silence must be observed at all times in the Library. Users who wish to hold discussions may do so in the lobby or in one of the discussion rooms on Level 3 of the Library.
6. Users are not allowed to move library materials from one floor to another or from one collection to another.
7. All library books that have been used within the Library must be placed on the special shelves painted maroon.
8. Users are not allowed to move, abuse or vandalize library furniture.
9. Littering is prohibited. Rubbish must be thrown in the waste paper baskets that are provided at all floors.
10. Taking library materials without checking out is considered a theft. Users leaving the Library must have their books and other items examined at the check-out counter and walk through an electronic detector system.
11. Users are subjected to the Copyright Act 1987 for any photocopies made.
12. Use of cellular phone is prohibited.
13. The library reserves the right to reprimand or refuse to grant access and borrowing privileges to any person who fails to abide the Library Regulations.



# Perpustakaan Tun Seri Lanang



## Introduction

The Library was incepted concurrently with the establishment of Universiti Kebangsaan Malaysia in 1970. The Library comprises the Main Library and four branch libraries, namely the Malay World and Civilization Library, Law Library, Dr. Abdul Latiff Library and UKM Hospital Library. The Main Library was officially named Perpustakaan Tun Seri Lanang on the 20th of July 1980, after a prominent figure of the Johore Sultanates, in recognition of his immense contributions to the Malay world.

## Opening Hours

### Semester Session

Monday ñ Thursday	8.00 am ñ 10.30 pm
Friday	8.00 am ñ 12.15 pm
	2.45 pm ñ 10.30 pm
Saturday - Sunday	10.00 am ñ 5.00 pm

### Inter-Semester Break

Monday ñ Thursday	8.00 am ñ 6.00 pm
Friday	8.00 am ñ 12.15 pm
	2.45 pm ñ 7.00 pm
Saturday	10.00 am ñ 5.00 pm
1 <sup>st</sup> Saturday	CLOSED
Sunday	10.00 am ñ 5.00 pm

## Loan Hours

### Semester Session

Monday ñ Thursday	8.30 am ñ 9.45 pm
Friday	8.30 am - 12.00 pm
	2.45 pm - 9.45 pm
Saturday	8.30 am ñ 4.00 pm
Sunday	10.30 am ñ 4.00 pm

### Inter-Semester Break

Monday ñ Thursday	8.30 am ñ 6.00 pm
Friday	8.30 am ñ 12.00 pm
	2.45 pm ñ 6.00 pm
Saturday - Sunday	10.30 am ñ 4.00 pm

### Overnight Loan (Red Spot Collection)

Monday ñ Friday	4.00 pm ñ 9.45 pm
Saturday ñ Sunday	2.00 pm ñ 4.00 pm

*Two weeks prior to examination week the library services will be extended to 11.00 pm including Saturdays and Sundays. The library will be closed on the State and Federal Public Holidays.*

## Membership

Student and Staff of UKM

No.	Category	Annual Fee (RM)		Loan Facilities (No. of Books)	
		Reference	Loan	General Collection	Red Spot Collection
1.	Undergraduates, Diploma	Free	100.00	7 books/ 14 days	1 book/ 2 hours/overnight
2.	Postgraduates, Advanced Diploma	Free	200.00	20 books/ 40 days	1 book / 1 week
3.	Overseas Undergraduates	Free	200.00	7 books/ 14 days	1 book / 2 hours
4.	Overseas Postgraduates	Free	400.00	20 books/ 40 days	1 book/ 1 week
5.	Academic/ Professional/ Administrative Staff, Tutors	Free	Free	25 books/ 60 days	1 book/ 2 weeks
6.	General Staff	Free	Free	5 books/ 14 days	1 book/ 2 hours
7.	Alumni UKM	50.00	100.00	2 books/ 14 days	-
8.	Allied Membership*	-	50.00	2 books/ 14 days	-
9.	Distance Learning Undergraduates/ Postgraduates	Free	40.00- 80.00	3 books/ 1 month	1 book/ 2 hours
10.	Part-time Lectures/ Tutors	Free	-	10 books/ 1 month	1 book/ 2 weeks
11.	Visiting Professors	Free	-	10 books/ 1 month	-
12.	Corporate members	Free	-	15 books/ 90 days	1 book/ 2 weeks

*\*The allied membership must be retired from UKM with minimum 15 years in service.*

## External Membership

No.	Category	Annual Fee (RM)		Loan Facilities (No. of Books)	
		Reference	Loan	General Collection	Red Spot Collection
1	Students of Institution of Higher Learning (Public)	50.00	100.00	5 books/ 14 days	-
2.	Government Staff	50.00	100.00	5 books/ 14 days	-
3.	Students of Institution of Higher Learning (Private)	100.00	50.00	5 books/ 14 days	-
4.	Overseas students	200.00	200.00	5 books/ 14 days	-
5.	Institution Corporate Members (max of 10)	2,000.00	4,000.00	5 books/ 14 days	-
6.	Individual	200.00	400.00	5 books/ 14 days	-
7.	Daily Members	20.00	-	-	-

## Membership Registration

- ∑ Applicants must register in person at the general office of the Customer Service Division during office hours.
- ∑ A valid identification card showing the application's affiliation.
- ∑ Recommendation letter from the respective authority.
- ∑ Membership is not transferable and is valid for one year.
- ∑ Fees vary according to the category of the membership and privileges.
- ∑ Applicants should consult the above table and register for the appropriate category.

## Loss of Library Cards

Loss of the library cards must be reported to the General Office of the Customer Service Division at level 4 of the Main Library. The replacement card will be fined RM10.00 and issued in two weeks.

## **Services**

In effort to provide the quality services, the library offers various services such as:

### **Loans**

Students, academic and non-academic staff of UKM and all registered members of the library are eligible to use all library facilities.

### **Loan procedures**

Library members are to produce their campus card (for UKM students or staff) or library card (for external members) when borrowing library materials. Campus cards and library cards are non-transferable.

### **General Collection**

The location code for this collection in **GEMILANG** (UKM's Online Public Access Catalogue) is **PTSL ñ KOLEKSIAM**

- i. Bring the book(s) you have chosen to the Borrowing and Returning Counter at level 4.
- ii. Produce your campus/library card for scanning purpose by the counter staff.
- iii. The book(s) will be given to you once it is charged out.

### **Red Spot Collection**

The location code for this collection in **GEMILANG** is **PTSL ñ TANDA MERAH**

- i. Write down the call number of the book and give it to the counter staff together with your card campus/library card.
- ii. The book(s) will be given to you once it is charged out.

### **Other Collections**

For the loan procedures of other collections (Southeast Asia Collection, Document, Media), please refer to the respective sections.

### **Circulations of Material on Loan**

Library materials borrowed must be returned on or before the due date to avoid fines. For overdue materials, reminders will be sent. Renewal of materials is allowed only if they have not been reserved by another user.

### **Fines for Overdue Materials**

Overdue books are subjected to fines at the following rates:

General Collections	RM0.20 per book per day
Red Spot Collection	RM0.50 per hour (undergraduate) RM0.50 per day (academic/professional/administrative staff, postgraduates, part-time lecturers/tutors and visiting Professors)

*Fines are including holidays*

### **Fines for Loss of Materials**

Users are subjected to the following procedures:

- The membership is immediately suspended until the fine is paid.
- Replace the book with either the same or a new edition plus a processing fee of RM50.00 **or**
- Pay 3 times of the current price of the book plus a processing fee of RM50.00 **or**
- Penalty of RM1,000.00 per book for out of print title.

### **Online Renewal through GEMILANG**

- Renewal of borrowed material must be done before due date.
- Renewal of material via online is only allowed for a maximum of 3 times.
- No outstanding fine.
- The material has not been booked by other user.

### **Reservation of Material**

Clients are not allowed to reserve the book which they are still holding. The reservations made will be cancelled.

Reservation of materials on display or on loan can be made through **GEMILANG**. The books will be kept for seven days after which reservation will either be cancelled or kept for the next user. Clients are able to check the availability of the reserved materials through their patron record in **GEMILANG**.

The reserve material is available at Borrowing and Returning Counter at level 4, Customer Service Division.

## Document Supply Services

This service is extended to all academic / professional / administrative staff, postgraduates and final year students of the University. Undergraduate students of the University may be considered for the service if the required items are available only in libraries where they are denied library membership. A request must have full details of the materials on the request form. The forms can be obtained at the Readers Advisory Desk or at the Customer Services Division. The response time for requested items within Malaysia takes 1-3 weeks while overseas requests take 2-8 weeks. Those interested in using the service should contact the Customer Service Division at level 4, of the Main Library. Clients are billed for the cost of materials and a service charge determined by the participating libraries.

## Reference and Advisory Services

This service is to assist clients to use the library effectively and also to answer specific requests for information such as finding the source of a particular quotation or tracing a difficult reference. The staff at the Readers Advisory Desk will provide assistance to all enquiries about the library and its collections, such as the use of the library online catalogue, various reference books, indexes, abstracts and others. These services are available at the Information Services Division at level 4 of the Main Library.

## Electronic Information Searching

The electronic information resources available in the Main Library are:

### Online Public Access Catalogue (GEMILANG)

GEMILANG is the name given to the library's online catalogue, updated daily and accessible via internet. It is a state of the art system developed by Virginia Technology Library System (VTLS). The functions are:

- Searching
- Reservation
- Patron record
- Online renewal

Bibliographic information of the library's materials can be accessed by:

- Author / Editor
- Title
- Subject
- Call Number

Computers for accessing the online catalogue are available at every level.

**GEMILANG** is accessed via web gateway at the following URL:

***<http://gemilang.ukm.my>***

### **Library Home Page**

This is the main channel where Perpustakaan Tun Seri Lanang is connected to the world of INTERNET. It is within the concept of borderless library. All information regarding the facilities and services provided by the library are available.

It also includes information about the new books, special collections (for example, the manuscripts and the Schacht Collection), UKM theses, journals and online catalogue (**GEMILANG**). It also links to the various information providers in and outside of the country through **PTSL Net Services**.

You can use UKM Library Home Page to find out latest information, facilities and services offered by the library from time to time. The Library Home Page address is: <http://www.ukm.my/library>

### **CD-ROM**

The service is available at Research Service Division. The library has 22 titles such as EconLit, GeoRef, MLA International Bibliography and Water Resource Abstract.

### **Digital Collection UKM**

This is an in-house database developed by the Library consisting of selected library materials which have been digitized. The databases includes *Latihan Ilmiah* (Undergraduates Projects / Exercises), *Indeks Jurnal UKM* (UKM Journal Index), *Kertas Kerja Seminar* (Seminar Papers / Proceedings), *Laporan Penyelidikan* (Research Reports), *Tesis* (Theses / Dissertations at Master and Ph.D level) and *Pangkalan Data Undang-Undang* (Law Databases).

Client can access the URL at: <http://ptsldigital.ukm.my>

### **Subscribed Online Databases**

The library subscribed 49 databases with 11,000 full text journals which are accessible via internet. Among the databases are:

- Science Direct
- IEE
- The Link

These databases are accessible from internal or external networking. In the library the service is available at siber@ptsl, Research Service Division.

### **E-Journal Portal**

The e-Journal Portal of the UKM Library provides comprehensive access to full text e-journals available at the library. The portal allows you to search for e-journals by titles or browse titles by subjects. The e-journal portal provides both on-campus and off-campus access to the library e-journals.

### **Internet**

In the era of information technology, internet is one of the important resources to get the latest information through search engine such as Yahoo, Alta Vista etc. The services is available at siber@ptsl, Research Service Division.

### **Client Education and Information Literacy**

Talks, videos and guided tours are arranged for new clients to familiarize themselves with the library services and facilities. For clients interested in further library instructions, the programs/classes are available at level 4, Information Service Division.

### **Media Services**

All registered clients as the Library members qualify to use the provided facilities and services at Media Collection Division. Clients can also make reservations and utilize the theatre rooms and the multipurpose room which can accommodate 150 clients. This area is for watching TV, the preview area for academicians and the video / music room for small group.

### **VCD Services**

All registered clients as KPI (Kelab Pencinta Ilmu) member are able to book the Video/ Music/ VCD Room to utilize the VCD Service. It can be booked by individuals or groups. The service will commence from 8.30 am. to 6.00 pm. and from 8.00 pm. to 9.00 pm.

### **Library Publication**

In effort for the Library to deliver the latest information, several publications have been initiated, namely:

- **Library Bulletin**

It is an official column of the Library contains news and information about the Library. It is also treated as a platform of writing skill by the Librarians to produce quality articles.

- **Pamphlet**

Relate to services, facilities and also collections provided from time to time. These pamphlets can be obtained at Reader Advisory Desk at level 4 of the Main Library. These pamphlets assist the Library clients to closely know about the services, facilities and collections available in the Library.

### **Exhibition**

The library holds exhibition in promoting library services and disseminating current information to the client. It includes the regular exhibition such as new books, audio visual materials and academic exhibition. During convocation and orientation week the Library also held the exhibition related to the events of the University.

### **Display New Books**

New books will be placed on display for duration of 1 month at level 4, Information Service Division. Clients can reserve the book through **GEMILANG** and it can be borrowed after the display.

## **Collection**

The Library's collections encompass more than 550,000 volumes of books and government documents, about 3000 titles of journals apart from microforms and media in various formats. This section of the library's homepage lists the main collections of the library. Books are classified using the Library of Congress (LC) Classification Scheme and they are arranged on the shelves according to the classified order.

### **General Collection**

This collection consists of books on all subjects and is located at level 5 of the Main Library. Its location code in **GEMILANG** (Online Public Access Catalogue) is **KOLEKSIAM**. All books in this collection can be borrowed.

### **Arabic and Islamic Civilization Collection**

This is a collection of books and reference materials pertaining to Arabic Studies and Islamic Civilization, and journals in the Arabic language. It is located at level 4 of the Main Library. The holdings of this collection are accessible through **GEMILANG** (Online Public Access Catalogue), and are assigned the location code **KOLEKSI ISLAM**. All books in this collection may be borrowed except for the reference books with call numbers preceded by **ruj** or **zz**.

### **Southeast Asian Collection**

The Southeast Asian Collection is situated at level 5 of the Main Library. It is a closed access collection consisting of the following materials on an array of subjects pertaining to Southeast Asian countries such as Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam. These materials are catalogued according to the Library of Congress Classification Scheme. Bibliographic information of these materials may be obtained from **GEMILANG** (Online Public Access Catalogue).

### **Documents Collection**

Government documents are important sources for statistics, government policies and current or historical events. They are housed at level 5 of the Main Library. The documents in this collection are published by the following bodies: Government of Malaysia (ministerial/department level), State governments of Malaysia, Statutory bodies in Malaysia, United Nations and its agencies, Foreign governments (selective), OECD (Organization for Economic Corporation and Development), Intergovernmental bodies, Rand Corporation - a private institution which publishes reports, papers, notes, etc. for research.

## UKM Archives Collection

The UKM Archives Collection is located at level 6 of the Main Library. It consists of materials related to the history and development of UKM including the official publications and records of the University, publications by the academics, the UKM publisher and others.

The UKM Archive Collection also serves as the corporate memory of the University, not only for preservation but also to fulfill the reference and research needs of the clients. Several in-house database are developed for the library clients and are accessible at <http://ptsldigital.ukm.my>. Some databases such as the research reports and newspaper articles (about UKM) contain digitized information. This is a close collection and need to be used within office hours.

## Special Collection

This is a rich and diverse research collection. Within this collection are the library's oldest, most beautiful and most fragile works. It is actually a collection of small special collection. Through the astute acquisition of collection and with donations from private collectors, this special collection of international significance has attracted many overseas researchers.

The following are the special collections within this collection with each having its own significance and uniqueness:

- The Schacht Collection
- The Rare Book Collection
- Indonesian-Chinese Peranakan Literature
- Harun Aminurrashid Collection
- The Manuscript Collection

## Reference Collection

This collection has a location code **ruj** in **GEMILANG** and is located at level 4 of the Main Library. The materials can be used within this collection only. The items consists of all discipline except the Arabic and Islamic Studies. The reference collection comprises reference books such as encyclopedias, dictionaries, almanacs, guide books, yearbooks, etc. Faculty examination papers of previous years are also included here.

## Red Spot Collection

This collection is located behind the Borrowing and Returning Counter at level 4 of the Main Library. The titles are mainly recommended by lecturer and they serve as compulsory reading materials. Clients should use **GEMILANG** to ensure that the materials are located at the Red Spot Collection. The location code of this collection in **GEMILANG** is **TM**.

## Light Reading Collection

This collection is situated at level 4 of the Main Library (in front of the Borrowing and Returning Counter). The collection comprises light reading materials, general and popular in nature, suitable for all users. Reading and browsing are restricted to the corner provided. Borrowing procedures for materials from this collection are similar to that of the General Collection. Its location code in **GEMILANG** is **sbr**.

## Banned Collection

The banned collection which is located at level 4 of the Main Library, consists of materials that are banned by the Malaysia government. The collection is for reference only. To have access to the materials, users must have a commendation letter from their Heads of Department and permission from the Head of the Customer Service Division. Materials in this collection are given the location code **Haram** in **GEMILANG** and prefix **49** before the call number.

## Journal Collection

Located at level 3 of the Main Library, this collection consists of approximately 4,004 titles of both current and bound journals, covering subjects ranging from religion, economics, social sciences, science to technology. The subscribed journals include both scholarly as well as the peripheral titles. Journals are only for reference purposes. Self-service photocopying facilities, in accordance with the Copyright Act 1987, are available to those who wish to make copies of journals articles. All back issues of journal titles on microfilms and microfiches are also available here.

There are several services in the Journal Section, namely:

### i. Popular Journal

Consists of current and back issues of important journals for course reference and journals considered popular among the clients. These journals are strictly for reference within this area.

## **ii. Newspaper**

This unit provides current English and local vernacular language daily papers, such as the New Strait Times, Utusan Malaysia, Nanyang Siang Pau and the Tamil Nesan.

## **iii. Microform**

All back issues of journal titles on microfilms and microfiches are also available here. Clients can request for these items from staff on duty.

## **Postgraduate Collection**

Encompasses books in various fields proposed by the academicians for student readings among masters and doctorates.

These particular books have **Pasca** location in **GEMILANG** and the prefix **Pasca** at the preceding call number. These books are placed at level 5 of the Main Library and can be borrowed.

## **Media Collection**

This collection comprises materials such as microfiches, microfilms, video U-matic, film strips, audio-cassettes, slide, kits, compact disc, laser disc, maps, film loops. The collection is situated at level 2 of the Main Library.

## Classification of library Materials

Library materials are classified according to subject using the Library of Congress Classification System which uses a combination of alphabets and numerals. A summary of the classification scheme is as follow:-

A	GENERAL WORKS
B	PHILOSOPHY AND RELIGION
B-BD	Philosophy
BF	Psychology
BH	Aesthetics
BJ	Ethic
BL-BX	Religion
BP	Islam
BR-BX	Christianity
C	AUXILIARY SCIENCES OF HISTORY
D	HISTORY (GENERAL)
DA	Britain
DB-DR	European Countries
DS1-35	Asia (General)
DS36-498	Middle East, Central and South Asia
DS501-689	Southeast Asia
DS701-93	East Asia
DT	Africa
DU	Oceanic (including Australia, New Zealand)
E-F	HISTORY OF AMERICA
G	GEOGRAPHY, ANTHROPOLOGY RECREATION
H	SOCIAL SCIENCES
HA	Statistics
HB-HJ	Economics
HM-HX	Sociology
J	POLITICAL SCIENCE
K	LAW
L	EDUCATION
M	MUSIC
N	FINE ARTS
P	LANGUAGE AND LITERATURE

PJ6001-7842	Arabic Languages and Literature
PL5021-5484	Malay, Indonesian Languages and Literature
PN	Literature (General)
Q	SCIENCE
QA	Mathematics
QE	Geology
QH-QR	Biology
R	MEDICINE
S	AGRICULTURE
T	TECHNOLOGY
U-V	MILITARY SCIENCES
Z	LIBRARY SCIENCE

## **FACILITIES**

### **Reading Area**

The library provides reading area accommodates 1,400 clients at one time.

### **Theatrette Rooms**

There are six theatrette rooms in Media Collection Division provided for the library clients. It just likes a mini studio or mini cinema suitable for watching movies and others. Those who want to use this facility are able to make reservations at the Borrowing and Returning Counter of Media Collection Division.

### **Carrels and Discussion Rooms**

These facilities are located at level 3. Except for the discussion rooms, usage of carrels will be charged at the rate of RM10.00 per month. Deposit of RM5.00 is required and this is refundable. Request for the use of carrels can be made at the General Office of the Customer Service Division at Level 4 of the Main Library during office hours. Request for the discussion room is available at the Popular Journal Unit, level 3.

### **Photocopying Services**

This service is privatized and all users are charged RM0.05 per page. Photocopying cards are available at level 5 (Monday ñ Friday : 9.00 am ñ 10.00 pm: Saturday / Sunday: 10.00 am ñ 5.00pm). Clients who use this service fully responsible to all matters relating to the Copyright Act 1987.

### **Microform Reprint**

The service is available at level 2, Media Collection Division. Clients are able to reprint materials for microfiche and microfilm with the cost of RM0.50 per page. Theses and Undergraduates projects/exercises cannot be reprint.

### **siber@ptsl**

The premise offers facilities of 125 computers with printers and scanner. The clients can access the internet and the extended services of email, scanning and printing. Typing facilities are also provided at the premise. E-journals, CD-ROMs are provided for clients with no charges and flexible time of accessing.

### **Lockers**

800 lockers are available for rent at the rate of RM3.00 per month. Deposit of RM5.00 is required and this is refundable. Rentals can be made at the General Office of the Customer Service Division at level 4 of the Main Library during office hours.

### **Foyer Perpustakaan Tun Seri Lanang**

This area provides wide reading facilities, light refreshment machine added with WiFi (Internet wireless) for the clients. Public telephone facilities are also available.



**Malay World and  
Civilisation Library**



## Introduction

Perpustakaan Alam dan Tamadun Melayu (PATMA) is a research library catering for fields related to the study of Malay world and civilization. First established in 1982, it is located at levels 2 and 3 of the Institut Alam dan Tamadun Melayu (ATMA), Universiti Kebangsaan Malaysia .

The Library is founded on the following main objectives: to assist the Institute in its research works by collecting and continuously expanding its collection of library materials that are related to Malay world and civilization. Nowadays in parallel with the expansion of Institute research field, PATMA also expands its acquisition policy by collecting materials in all fields related to Malay world and civilization such as communication, life science and engineering.

## Opening Hours

<b>Semester Session</b>	
Monday ñ Thursday	8.00am -7.00pm
Friday	8.00am -12.15pm 2.45pm-7.00pm
Saturday	9.00am -1.00pm
Sunday	9.00am -1.00pm
1st & 3 <sup>rd</sup> Saturday - Sunday	CLOSED
State and Federal Public Holidays	CLOSED
<b>Inter Semester Break</b>	
Monday - Thursday	8.00am - 5.00pm
Friday	8.00am -12.15pm 2.45pm - 5.00pm
Saturday / Sunday / Public Holiday	CLOSED

## Library Catalog

The information about PATMA materials can be obtained through Online Public Access Catalog **GEMILANG** by utilizing the computer provided in the Main and the Branch Libraries. This catalog can also be accessed through internet by surfing the website :

<http://gemilang.ukm.my>

## MEMBERSHIP

Membership of PATMA is open to:

- i. Academicians, researchers, tutors and all the teaching staff of Universiti Kebangsaan Malaysia.
- ii. The administrative and professional officers of the University.
- iii. Other supporting staff of the University.
- iv. Post-graduate students and final year students of Universiti Kebangsaan Malaysia.
- v. Researchers from other institutions, Alumni and corporate members: retirees from UKM and individuals who are registered members with the Main Library

## SERVICES

### Loans

i. **General Collections**

Books from this collection may be taken out on loan by producing your campus card or your library membership card. Loan can be made at the counters during library hours appropriate.

ii. a) **Loan eligibility**

Category	No. of Books	Period of Loan
Academicians/ Professionals/ Postgraduate	5	14 days
Undergraduate	3	7 days

b) **Service fee**

On registrations, each member is required to pay an annual fee of RM5.00

### iii. Reference Services

Those who would like to make use of the reference services but are not eligible to become a member of PATMA, may do so under the following conditions:

Category	Fee
a) UKM 1 <sup>st</sup> and 2 <sup>nd</sup> Year Student	RM1.00 per day
b) Other IPTA Students	RM5.00 per day
c) Students From Other Institutions	RM20.00 per day <b>or</b> RM20.00 per annum

### i. Reservations

Request for the reservation of items may be made through the computerized system **GEMILANG**

## Other Services

### i. Photocopying Services

For the above service (provided by a private company), a user first needs to get a special card from the Loan Counter. It is a self-service facility.

### ii. Information Services

a) The Library Acquisitions List (books) may be browsed through the PATMA homepage:-

<http://www.ukm.my/patma>

a) New books will be placed on display for duration of 1 month at level 2. clients can reserve the book through **GEMILANG** and it can be borrowed after the display. Monthly exhibition based on current issues will be placed on display for duration 1 month at level 2.

## Collection

### General Collection

The Library has a collection of about 37,000 books and journals in the fields of Malay language, literature and Malay civilization. This includes a collection on Polynesian-Malay, namely, Surinam Malays, and Malays of Sri Lanka, South Africa, West Australia and Taiwan. This collection is situated at level 2. All books in this collection can be borrowed.

## Reference Collection

This collection is situated at level 3 and comprises dictionaries, encyclopedias, directories, bibliographies, indexes, abstract and guide books.

## Periodicals

Journals ñ current and back issues ñ are housed in the same section as the Library's rare and special, collections. Journals are treated as reference materials and hence not for loan.

## Media Collection

This collection comprise materials such as slide, microfilms and microfiche. Videotape, audio, multimedia and CD-ROM. This collection is situated at level 3.

## Thesis and Scholarly papers collection

This collection is situated at level 3 and places all theses in various fields from local and overseas universities as well as undergraduates scholarly papers in various paper fields including in Malay art literature from Department of Malay Literature, UKM. The title list collection can also be accessed through PATMA website.

## Special Collection

PATMA's special collection places more than 18,000 materials of N. A. Halim collection which comprises 7,736 photographs, 7,983 slides, 600 pieces of maps and plans, and 2,000 copies of books and journals, approximately 5,400 copies of rare books related to Malay World and Civilization Studies, approximately 3,000 copies of books in Sunda literature, 873 compact discs and books in Saed Shukri collection. All materials are placed in special collection at level 3. The list of each collection is provided for clients' reference.

## Newspaper Cuttings

The Library keeps a collection of newspaper cuttings on articles regarding the **Malay** that appear in the dailies *Berita Harian* and *Utusan Malaysia* dated back from 1986 to 2000. Newspaper cuttings in the form microfilm are jointly placed with other Malay collections.



## Law Library



## Introduction

The Law Library is one of the four special libraries within the Tun Seri Lanang Library system. It was set up in 1985 as part of the Main Library collection to support a newly established four year law degree course. It moved to its new premise at the Faculty of Law in June 1996.

Basically, the Law Library has four types of materials namely statutes, law reports, journals and textbooks. The Law Library also houses the Hooker's Collection, dissertations by law students and audio-visual materials.

In line with the technological development, the Law Library provides some in-house database ie. Index to court cases, index to periodicals articles and index to Malaysian law. The Library also subscribes to an on-line database and CD-ROM database.

<b>Semester Session</b>			
Monday ñ Thursday	8.00 am	-	10.00 pm
Friday	8.00 am	-	12.15 pm
	2.45 pm	-	10.00 pm
Saturday - Sunday	10.00 am	-	5.00 pm
<b>Inter Semester Break</b>			
Monday ñ Thursday	8.00 am	-	5.00 pm
Friday	8.00 am	-	12.15 pm
	2.45 pm	-	5.00 pm
Saturday - Sunday	CLOSED		

*The Library will be closed on the State and Federal Public Holidays*

## Services

### Memberships

Registered members of the library are eligible to use all library facilities. UKM students and staff will use the campus card to enter the library. External members will use the library card to get the benefit of the services and facilities of the library.

Categories of Membership:

- i Students and staff of UKM
- ii External

## Loans

Students, academic and non-academic staff of UKM and all registered members of the library are eligible to borrow library materials. Only law textbooks could be checked out. Other materials are for reference only.

### Red Spot Loan

Red-spot books may be borrowed for two hours, renewals are allowed if there is no booking had been made for the book. Overnight loans are permitted at these hours.

Users are fully responsible for the books loan out to them. Returning them to the library on or before the stamped due date at the due date slip. Fine RM0.20 per day will be imposed for the late return books and a penalty will be given on a basis of RM10.00 per week or part of it. Users are encouraged to renew their books online and this is only allowed for 3 times. RM0.50 fine is applied for the red spot collection for an hour late or part of it.

Loan privileges:

Category	No. of Books	Loan Period
Academic / Admin.staff / Tutors	25	1 month
Part-time Lectures / Part-time Tutors /	10	1 month
Temporary Employees / Research Assistants / Demonstrators	3	2 weeks
Postgraduate Students	5	2 weeks
Undergraduate Students	3	1 week
General Staff	2	1 week
Corporate Members (maximum of 10 Persons)	2	3 weeks
External Members /Students	2	1 week

### Self check machine

The Libraries provide self-checkout machines which enable user to borrow books without having to queue at the borrowing counter. Manual of usage is provided nearby.

## **Reference and advisory services**

This service is to assist clients to use the library effectively and also to answer specific requests for information such as finding the source of a particular quotation or tracing a difficult reference. The staff at the Readers Advisory Desk will provide assistance to all enquiries about the library and its collections, such as the use of the library online catalogue, various reference books, indexes, abstracts and others. These services are available at Reference Desk, level 2.

## **Information retrieval services**

For this service, the Law Library has developed and subscribes these databases:

- **Digital Library collection:**
  - Federal act
  - Malaysian Law Articles
  - States Enactments
  - Malaysian courts cases
  - State Subsidiary Legislation
  - Federal subsidiary Legislation
  - Bills of the Parliament

UKM Digital Library can be access from this address <http://ptsldigital.ukm.my>

## **List of new books**

The Law Library produce a acquisition list once a year for the convenience of our user consists of list of books acquire, acts, reprint act and journals. A copy of this listing can be found at the borrowing counter at level 1.

## **Client Education and Information Literacy**

LS581: Law Information Literacy class ñ Electronic Resources

LS582: Law Information Literacy class-Print Resources

## **Document Supply Services**

Inter library loan service is offered to assist library users in obtaining materials which are not available in the collection. Through this service the library will supply photocopies of articles or cases to the requestor. Request can be made by filling up inter library loan form available at the Circulation Counter. Charges will be incurred according to the rate determined by the supplying library.

## **Others services**

Services such as WiFi connection on both level in the library and photocopying services at level 2 are among other services available in the library. Other services are computers and printers for typing purposes.

## **Collection**

General books are shelve at the open shelve in level 1 with initial **C**. There are also non law books in the library which were shelve together with the general book with initial **21**

## **Text Books**

Text book are books which can be found in the subject syllabus offered by the Faculties. Shelve at the reference section with a green dot. It can only be use within the library.

## **Reference Collection**

This collection has a location code **ruj** in GEMILANG and is located at level 1 of the Law Library. The materials can be used within this collection only. The reference collection comprises reference books such as encyclopedias, dictionaries, almanacs, guide books, yearbooks and example of court forms.

## **Red Spot Collection**

Red spot book s are book which being used extensively and have limited copies, shelve at the Red Spot Collection. It can be borrow for two hours or overnight.

## **Statute**

Statute comprise of act, revised act, legislation, ordinance, enactment, gazette and parliamentary debates. All materials are at level 2 and with the initial **A**.

## **Law Reports**

Law reports are collection of reported or unreported court cases and digest. All materials are at level 2 and with the initial **B**.

### **Law Journals**

Journals are arranged according to title in alphabetical order. List of journals placed on each stack is posted on the front panel of the stack to assist in locating the materials.

### **Undergraduates Projects**

Dissertations are all in microfiche or microfilm format. To get the call number, users may refer to the catalogue of dissertations. Microfiche and microfilm readers are available in the computer room.

### **Post Graduate Thesis**

All materials are for reference purposes only and can be obtained from the circulation counter.

### **Seminar Papers**

Seminar paper is located at the References Collection.

### **Hooker Collection**

This is a close access collection located at the Hooker collection room at level 2. The collection was developed by M.B. Hooker who was an Orientalist. All materials are for reference purposes only and to be used inside the collection and with an initial **23**.

## **Facilities**

### **Discussion Rooms**

It has 3 discussion rooms and each is able to accommodate between 5-15 users. These facilities are located at level 3. Request for the discussion room is available at the main counter at level 1.

### **Light Reading Corner**

This collection is situated at level 1 (in front of the Borrowing and Returning Counter). The collection comprises light reading materials, general and popular in nature, suitable for all users. Reading and browsing are restricted to the corner provided.

### **Lockers**

Lockers are available for rent at the rate of RM3.00 per month. Deposit of RM5.00 is required and this is refundable. Rentals can be made at the General Office of the Customer Service Division at level 4 of the Main Library during office hours.



**Hospital UKM Library**



## Introduction

The Universiti Kebangsaan Malaysia's Hospital (HUKM) Library started its services in July 1997. The Library provides quality resources, facilities and services to support the learning, teaching and research activities of all the faculties within the Health Campus. The Library, situated on the 3rd floor of the Academic Building has a floor area of approximately 20,000 sq ft. which can accommodate about 200 readers.

## Mission

- ī To serve the learning, teaching and research needs of student, academicians and staff of HUKM.
- ī To provide information services to physicians and clinicians.
- ī To support a knowledge-based medical community.

## Opening Hours

Monday ñ Friday	8.00 am - 10.00 pm
Saturday	9.00 am - 2.00 pm
Sunday & Public Holiday	CLOSED

*Patrons are required to leave the Library as soon as the bell rings 15 minutes before closing time.*

## Membership

Membership is open to all UKM's students and staff. Patrons who have been registered as a member at Tun Seri Lanang Library and other branch libraries with the exception of Dr. Abdul Latiff Library, are required to register again as members of UKM Hospital Library.

## External Membership

Membership is also open to other individuals. Applicants must register in person at the Customer Service Counter during office hours. Fees vary according to membership category and type of privileges offered.

## Annual Membership Fees

Category	Reference	Borrowing
Students from Institution of Higher Learning (Public)*	RM50.00	RM100.00
Students from Institutions of Higher Learning (Private)	RM100.00	RM200.00
Individual	RM200.00	RM400.00
Government Staff*	RM50.00	RM100.00
UKM's Alumni	RM50.00	RM100.00
Daily User	RM20.00	-

\* *Students from Public Institution of Higher Learning and civil servant are required to show their student /staff card in order to use the library for reference only.*

## Resources

- **OPAC**  
Online Public Access Catalogue (OPAC) provides access to the Library's collection and accessible through <http://gemilang.ukm.my>. Registered patron needs an ID and password to make an online renewal and request.
- **Library's Portal**  
The Library's Portal provides access information to online subscribed databases and other library information. Patron needs to login using the ID and password given during registration through <http://lib.hukm.ukm.my> to access the portal.
- **Electronic Collection**  
The Library has 1,158 of e-journal titles and 172 titles of e-books.
- **Media Collection**  
This collection comprises audiovisual materials in various formats. Videos, cds and dvds must be viewed in the audiovisual room only. Please ask a staff member for assistance.

## Services

### Loans

Loan privileges for members vary depending on the status of the borrowers as shown in the table below:

Category	Loan Periods/Limit	
	Books	Media Items
Undergraduates/ Diploma Students	5 books / 2 weeks	-
Postgraduates / Advanced Diploma Students	10 books / 1 month	2 items / 1 week
Academicians / Professional / Administrative Staff	25 books / 1 month	2 items / 1 week
General Staff / Research Assistants	5 books / 2 weeks	-
Part-time Academicians/ Visiting Professors / Part-time Training Officers	10 books / 1 month	-

*Items can be renewed up to 3 times if no other patrons have placed a booking on them.*

### Information Skills

Academic staff and students will be given training on information searching and retrieval of resources such as OPAC search strategies and online searching.

### Internet Facilities

All workstations in the Library are provided with internet facilities. Wireless-based

### Multimedia Laboratory

HUKM Library has provided the Multimedia Laboratory with Internet and Multimedia Facilities for Information Searching of HUKM Library Portal, full text databases and other medical information resources. Patrons have to register at the Customer Service Counter in order to use the Multimedia Laboratory facilities.

## **24-hours Reading Area**

The Library has allocated an ample and spacious 24-hours reading area, suitable for group discussions for its patrons' convenience. Patrons are also able to connect to the network via WIFI within this area.

## **Shelf Checkout Machine**

The Shelf Checkout Machine allows patrons to borrow books using the machine provided.

## **Book Returning Unit**

Patrons can return their books using the Book Returning Unit after the library's closing time.

## **Photocopying and printing**

Photocopy and printing services are also available in the Library. Users will be charged RM0.10 per page for photocopy and RM0.20 per page for printing.

## **Theatrette**

Theatrette that can accommodate a maximum of 40 people is also available. Please contact the service counter staff for booking.



**Dr. Abdul Latiff Library**



## **Introduction**

Dr. Abdul Latiff Library UKM was established in 1974 in effort to serve for supporting the processes of teaching, learning and research in the Faculty of Medicine, Faculty of Allied Health Sciences (1991) and Faculty of Dentistry (1996). The library was known as Perpustakaan Perubatan since it was initially established and started from November 25, 2005, the library officially changed its name to Perpustakaan Dr. Abdul Latiff. The main objective of its establishment is to develop materials collection and give information services in Medicine, Health Sciences and Dentistry suitable with the purposes of teaching, learning and research in UKM (Kuala Lumpur Campus). The three-storeyed building of library with the width of 3,716 square meters provides approximately 400 reading places.

## **Membership**

1. Open to all UKM registered students and staff.
2. External individuals who are interested can register as member and annual fee payment is charged.
3. Registration can be done at Division of Information Services, level 2, Dr. Abdul Latiff Library.
4. Clients from Tun Seri Lanang Library and other branch libraries except from HUKM Library need to re-register as member of Dr. Abdul Latiff Library in order to utilize the services of library.
5. Clients of Dr. Abdul Latiff Library who wish to borrow at Tun Seri Lanang Library and other branch libraries except for HUKM Library need to register again as member of those related libraries.

## Categories of Membership

All UKM students and staff, and registered library members are qualified to utilize all library facilities.

### Students and Staff of UKM

No.	Category	Annual Fee (RM)		General Collection	Red Spot Collection
		Reference	Loan		
1.	Academic/Professional/Administrative Staff, Tutors	Free	Free	25 books / 30 days	1 book / 7 days
2.	General Staff	Free	Free	5 books / 14 days	1 book/ 2 hours/overnight
3.	Undergraduates, Diploma Distance Learning Undergraduates	Free	100.00/ Semester	5 books / 14 days	1 book/ 2 hours/overnight
4.	Postgraduates, Advanced Diploma Distance Learning Postgraduates	Free	200.00/ Semester	5 books / 14 days	1 book / 7 days
5.	Part-time Lecturers/ Visiting Professors	Free	-	10 books / 30 days	1 book / 14 days
6.	Research Assistants	Free	Free	5 books / 14 days	1 book/ 2 hours/overnight
7.	Alumni UKM	50.00	100.00/ Semester	2 books / 14 days	-
8.	Allied Membership*	50.00	100.00/ Semester	2 books / 14 days	-

\* The allied membership must be retired from UKM with minimum 15 years in service.

**External Membership**

No.	Category	Annual Fee (RM)		General Collection	Red Spot Collection
		Reference	Loan		
1.	Academicians of Institution of Higher Learning (Public)	50.00	100.00/ Semester	2 books/ 14 days	-
2.	Government Staff	50.00	100.00/ Semester	2 books/ 14 days	-
3.	Students of Institution of Higher Learning (Public)	50.00	100.00/ Semester	3 books/ 14 days	-
4.	Students of Institution of Higher Learning (Private)	100.00	200.00/ Semester	3 books/ 14 days	-
5.	Individual	200.00	400.00/ Semester	2 books/ 14 days	-
6.	Daily Members	20.00	-	-	-

*\*Academicians, IPTA students, students from selected IPTS and government servants are allowed to make reference by showing the confirmation letter/supporting documents from respective libraries or showing the respective institutions matrix card.*

**Opening Hours**

<b>SEMESTER SESSION</b>			
Monday - Friday	8.00 am	-	8.00 pm
Saturday	9.00 am	-	2.00 pm
1 <sup>st</sup> Saturday	CLOSED		
Sunday	CLOSED		
<b>INTER-SEMESTER BREAK</b>			
Monday - Friday	8.00 am	-	8.00 pm
Saturday	9.00 am	-	2.00 pm
1 <sup>st</sup> Saturday	CLOSED		
Sunday	CLOSED		

## Services

### Loan

All registered library members (based on categories) are qualified to borrow or refer to the materials in the library and to utilize all facilities available in the library. This service allows clients to borrow materials in a certain period of time based on the category qualification. Clients are requested to show the campus card/member card to the staff who is on duty every time they wish to borrow the library materials or to use the provided facilities.

### Document Supply Services (Inter Library Loan)

This service offers the materials borrowing and to get articles from other libraries for the unavailable materials in the library. This service can be done through online by surfing this particular URL address <http://lib.hukm.ukm.my> or can be obtained at Division of Information Services, level 2, Dr. Abdul Latiff Library. For the service of publication supply, the applicant will be charged RM 2.00 per article.

### Online Public Access Catalog (GEMILANG)

**GEMILANG** is the name given to the Library's Online Catalogue, updated daily and accessible via Internet. It is a state of the art system developed by Virginia Technology Library System (VTLS). The functions are searching, reservation, patron record and online renewal. Bibliographic information of the library's materials can be accessed by author, editor, title, subject and call number. Web-based **GEMILANG** is accessed via web gateway at the following URL: <http://gemilang.ukm.my>

### Reservation

Reservation of materials on display or on loan can be made through **GEMILANG** by surfing this particular URL address <http://gemilang.ukm.my>. The books will be kept for 7 days after which reservation will either be cancelled or kept for the next user. Clients are able to check the availability of the reserved materials.

### Online Renewal

Online Renewal can be done through **GEMILANG** before due date, renewal is only allowed for a maximum of 3 times, no outstanding fine and the material has not been booked by other user.

## Library Homepage

The Library Homepage can be accessed via URL: <http://www.medic.ukm.my/PDAL/>. It provides information on library facilities, resources and services. It also links to online databases subscribed by the UKM Library like HUKM Library Portal and E-Journal Portal.

## Information Searching

All registered clients as the Library Members qualify to use this service. It is to assist clients to get the latest information in Medicine, Health Sciences, and Dentistry through online. This service can be accessed via URL: <http://lib.hukm.ukm.my>. Clients need to register as portal member to access this service. It is available at Digital Laboratory, level 2, Dr. Abdul Latiff Library.

## Facilities

### Digital Laboratory

The clients can utilize the Digital Laboratory for accessing materials from internet including online databases for academic purpose. The clients can also use the Digital Laboratory to read the multimedia CD-ROMs which are obtained from the library. In utilizing this laboratory, the clients need to register in the provided Registration Book.

### Photocopying Services

Self-service photocopying facilities are available and it is privatized. It is available at level 1 and level 3 of library.

### Display New Books

New books will be placed on display for duration of 2 weeks at display new books corner, level 2, Dr. Abdul Latiff Library. The book cannot be borrowed during the display. Clients can reserve the book through **GEMILANG** and it can be borrowed after the display.

### Newspaper

Library subscribed daily newspaper as light reading material for clients. It provides English and vernacular language dailies, such as The New Straits Times, The Star, Berita Harian, Utusan Malaysia and Nanyang Siang Pau. It is located at level 2, Dr. Abdul Latiff Library. The clients are merely allowed to read the newspaper within the particular area.

## **Lockers**

Lockers are available for rent at the rate of RM5.00 per month. Deposit of RM5.00 is required and this is refundable. Rentals can be made at the General Office at level 2, Dr. Abdul Latiff Library during office hours.

## **Carrels**

The library provides carrels and discussion rooms at level 1 and level 2 of library. No fee will be charged for this facility.

## **Collection**

### **General Collection**

This open access collection comprises text books in Medicine, Health Sciences and Dentistry, besides books in general fields such as religion, information technology and others. The materials in this collection can be borrowed by the library member based on respective category qualification.

### **Reference Collection**

All materials in this collection have the code **ruj** prefixed to their call numbers. It is located at level 3, Dr. Abdul Latiff Library. The reference collection comprises reference books such as encyclopedias, dictionaries, almanacs, guide books, yearbooks, etc. These materials are not allowed for borrowing and strictly for reference only within the library.

### **Red Spot Collection**

This collection is located behind the Borrowing and Returning Counter at level 2, Dr. Abdul Latiff Library. The titles are mainly recommended by lecturer and they serve as compulsory reading materials. This collection can be borrowed by students only for 2 hours or overnight. Academicians are allowed to borrow this collection for a week. Renewal of borrowed material is allowed if the material has not been booked by other client.

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## **Journal Collection**

This collection consists of 2 categories, namely current journals and back issues journals. This collection contains journals in Medicine, Health Sciences, Dentistry and other related fields. The back issue journals are the complete set of journals and binded based on their issue and year of publication. While for the current journals, they are the latest issue journals or incompleted issue journals for binding. Both journals are placed at level 1, Dr. Abdul Latiff Library. These materials only for reference in the library. Popular journals are placed at Light Reading Collection, level 2, Dr. Abdul Latiff Library.

## **Light Reading Collection**

This collection is situated at level 2, Dr. Abdul Latiff Library. The collection comprises light reading materials, general and popular in nature, and suitable for all users. Reading and browsing are restricted to the corner provided. However, borrowing procedures for materials from this collection are similar to that of the General Collection.

## **Special, Archive and Document Collection**

This collection consists of document materials published by the government of Malaysia and its agencies, local governments, statutory bodies and foreign publications. This collection also places materials about history and UKM progress, including the works of academicians and students such as seminar, theses and project papers. It also contains annual reports and pamphlets.

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## Perpustakaan Tun Seri Lanang Directory

- Level 6** Acquisition Department  
Catalogue Department  
Archive, Gallery & Special Collection Department  
Special Collection  
Archive Collection
- Level 5** Administration and Quality Department  
Southeast Asian & Document Collection Department  
System & Information Technology Department  
General Collection  
Southeast Asian Collection  
Document Collection  
Post Graduate Collection
- Level 4** Customer Service Department  
Information Service Department  
Research Service Department  
Borrowing and Returning Counter  
Arab & Islamic Civilisation Collection  
Red Spot Collection  
Illegal Collection  
Reference Collection  
Light Reading Collection  
siber@ptsl
- Level 3** Journal Management & Binding Department  
Carrel Room  
Discussion Room  
Journal Collection  
Newspaper Corner
- Level 2** Media Collection Department  
Media Collection  
Map Collection  
Multipurpose Room  
Theatrette Room

**Publishing Committee**  
**Library Guide 2007-2008**

**Advisor**

Abu Abakar Maidin  
*Chief Librarian UKM*

Hafsah Mohd  
*Senior Deputy Chief Librarian*  
Information Resource Development Program

Tusiman Mingun  
*Head of Customer Service Department*

Lela Ruzma Mohd Shaari  
*Head of Journal Management & Binding Department*

Maimunah Kadir  
*Head of UKM Hospital Library*

Noraini Omar  
*Head of Law Library*

Faizah Mohd. Zain  
*Head of Dr. Abdul Latiff Library*

Aripah Mohamed  
*Head of Malay World and Civilisation Library*

Wan Suhaimi Ariffin  
*Deputy Chief Librarian*

*All Head of Departments*

**Layout and Photo**

Pusat Penerbitan dan Percetakan