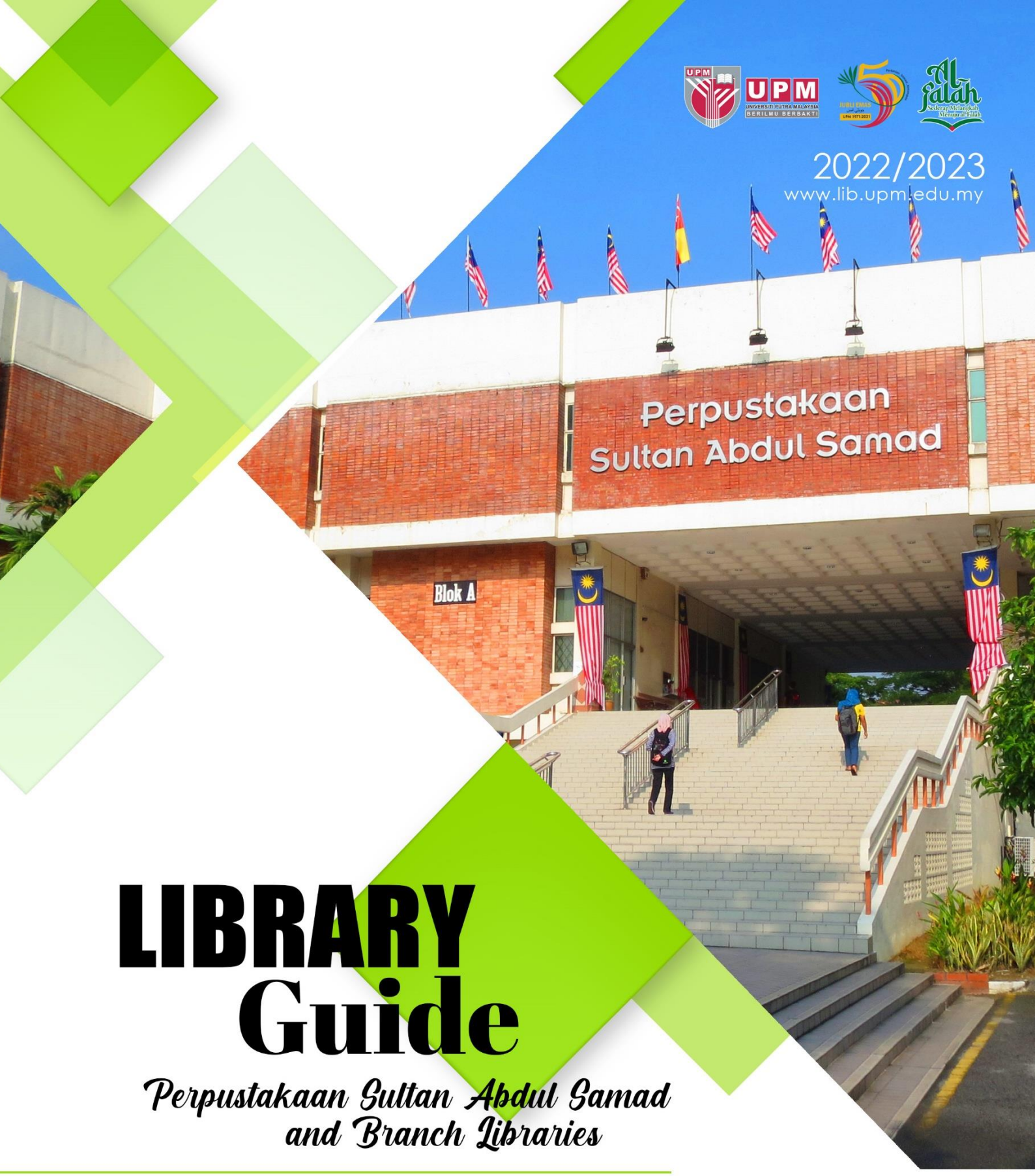
2022/2023

www.lib.upm.edu.my




# LIBRARY Guide

## *Perpustakaan Sultan Abdul Samad and Branch Libraries*

AGRICULTURE . INNOVATION . LIFE

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

# LIBRARY Guide

*Perpustakaan Sultan Abdul Samad dan Branch Libraries*

# FOREWORD FROM THE CHIEF LIBRARIAN

Assalamualaikum Warahmatullahi Wabarakatuh, Greetings

On behalf of all Library staff, I would like to congratulate and welcome you as part of UPM family and a member of the UPM Library.

Consumer needs are our top priority and we aim to fulfill them through excellent service delivery. Therefore, we always take into consideration all the users feedback and continue to improve our services and work processes in order to support the needs of teaching, learning as well as research activities. Various knowledge cultivating programs in the forms of training, courses, seminars and workshops such as Knowledge Sharing, Workshops and Seminars on Information Skills & Research, Information Literacy Programs and others are also organized by the Library as to strengthen the knowledge and skills among UPM community.

Looking ahead, the Library will work towards the implementation of End-to-End (E2E) digitization of services to increase the use of online services as outlined in the Public Sector Digitization Strategic Plan (PSPSA) 2021-2025 to support the Sustainable Development Goals 2030 (SDG 2030), Vision for Shared Prosperity 2030 (WKB 2030) and the 12th Malaysia Plan (RMKe-12) which will provide a whole new experiences to consumers.

With the transformation of Library space and ICT facilities upgrade, several portals and systems have been developed which include *FRSB Repository Portal, Datuk Seri AR Lim Chong Keat Gallery Portal*, *Bachelor of Medicine e-Project Portal, AGRIS Portal* and also the *Archive Management System (AMS)*. We hope that this will help us to achieve our users satisfaction while at same time, support the UPM's Smart Campus initiative where one of the eleven (11) aspirations in the Vice Chancellor's Narrative 2022 is to remain relevant to the current needs.

Finally, I hope the Library services can be a catalyst towards building first-class minds and producing students with good citizenship as well as to ensure that university's goals are achieved while moving towards the "Star Library".

"GATEWAY TO KNOWLEDGE ACROSS THE WORLD"

Muzaffar Shah Kassim
Chief Librarian
Perpustakaan Sultan Abdul Samad
Universiti Putra Malaysia

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# INTRODUCTION

Universiti Putra Malaysia has 5 Libraries. The Main Library, Perpustakaan Sultan Abdul Samad (PSAS) and four (4) branch libraries namely Medicine and Health Sciences Library (PPSK), Veterinary Medicine Library (PPV), Engineering and Architecture Library (PKSB), and the Bintulu Sarawak Campus Library (PKBS). The Main Library comprises of two (2) blocks with a total floor area of approximately 19,007 square meters and it can accommodate about 2,000 users at one time. This building is equipped with Wi-Fi facility. A designated area for the postgraduates, which is known as the 'Graduate Wing' are located in the B Block. PSAS currently holds a collection of printed, media and online materials. The Library also subscribes to online databases, full text electronic journals as well as e-books in various subject disciplines. Users can access the library collections within and outside campus through the library website.

# VISION

*To become a university of international repute.*

# MISSION

*To make meaningful contributions towards wealths, creation, nation building and universal human advancement through the exploration and dissemination of knowledge.*

# QUALITY POLICY

*The staff of Universiti Putra Malaysia are committed to accomplishing our mission for excellence through the implementation of a quality culture for teaching, learning, research and support services in line with the strategic plan goals of the university. The staff are also duly obliged to take fully responsibility to observe, achieve and review the specified quality objectives that are aligned to UPM's vision, missions and goals.*

## SERVICE HOURS

| DAY | SEMESTER | SEMESTER BREAK |
|---|---|---|
| Monday – Friday | 8.30 am – 10.45 pm | 8.30 am – 6.45 pm |
| Saturday<br>(2nd and 4th week) | 8.30 am – 3.45 pm | 8.30 am – 3.45 pm |
| Sunday | 8.30 am – 3.45 pm | Closed |
| Public Holiday | Closed | Closed |

- Service counter for all libraries will be closed during break hours.
- Service hours are subject to change and any notice of changes will be displayed on the library website and notice board at the library entrance.

## MEMBERSHIP

| STUDENT | LOAN ELIGIBILITY / PERIOD |
|---|---|
| Foundation Program / Diploma Student | 6 books / 14 days |
| Bachelor Student | 10 books / 14 days |
| Bachelor Student (Distance Learning Program) | 10 books / 30 days |
| Clinical / Veterinary Student | 10 books / 30 days |
| Post Graduate Student | 20 books / 30 days |
| Non-Degree Student | 4 books / 14 days |
| Special Course (Short Term Course) | 2 books / 14 days |
| **STAFF** | **LOAN ELIGIBILITY / PERIOD** |
| Management and Professional (Permanent) | 30 books / 60 days |
| Academic Staff: Lecturer (Permanent) | 30 books / 60 days |
| Support Staff | 6 books / 14 days |
| Contract Lecturer / Tutor | 10 books / 30 days |
| Part-time Lecturer, Contract Officer, Contract Support Staff, Research Assistant | 4 books / 14 days |

*All UPM staff and students are automatically registered as Library members.

| EXTERNAL MEMBERSHIP | | | |
|---|---|---|---|
| **External Members** | **Loan Eligibility** | **Membership Fee** | **Other Requirements** |
| UA Officer / UA Student / Government Officer / Statutory Bodies / UPM Alumni | 2 books / 14 days | Yearly Fee = RM100.00<br>Registration + Card = RM10.00 | • 1 photo<br>• Staff card / student / Confirmation by Dean / Head Department<br>• Alumni Membership Card / Letter from UPM Alumni |
| IPTS Officer / IPTS Student | 2 books / 14 days | Yearly Fee = RM300.00<br>Registration + Card = RM30.00 | • 1 photo<br>• Staff card / student<br>• Confirmation by Dean / Head Department |
| Private Sector Officer / Corporate Officer | 2 books / 14 days | Yearly Fee = RM500.00<br>Registration + Card = RM30.00 | |
| Family Members of UPM Staff | 2 books / 14 days | • Free<br>• No Membership Renewal | • 1 photo<br>• Confirmation by Dean / Head Department |
| UPM Pensioners | 4 books / 14 days | | |
| Daily Member | - | Yearly Fee = NO<br>Registration + Card = RM20.00 / day | ** Register at Circulation Counter |

**A. Notes on Services and Facilities Eligibility for External Members:**

1. Access to computer facilities and online databases available in the Electronic Reference Room for 2 hours.
2. Access to all Printed Collections *(except embargo Theses collection).
3. Wireless internet service (WiFi) and Document Delivery Services (ILL) NOT ELIGIBLE to all External Members and Visitors.

**B. Note to Daily Member:**

Students or external officers who are not registered as annual membership need to register and pay a daily member fee to access the printed theses collections (for private officers/IPTS officers and students only) and the Electronic Reference Room facilities every time coming to the library.

## RULES AND REGULATIONS

1. Fines for overdue books
    - RM0.20 cents for each day of late return.
    - All fines can be paid at the Main Library and Branch Libraries Circulation Counters.
    - Users who have not cleared their fines will be barred from all lending and renewal services.
    - Fines not cleared within 2 months:
        - Students - the amount due will be transferred to the Students Debtors Ledger.
        - Staff - the amount due will be deducted from their salary.

2. Loss of books/damped/damaged book
    - Before borrowing, users are advised to check the physical conditions of the book. If the books are found to be not in good conditions, users are required to have the book stamped “Bahan Telah Rosak” at the Circulation Counter.
    - Loss of books must be reported immediately at the Main Library and Branch Libraries Circulation Counters. Penalties are as below:
        - Replace the missing books + service charge + fines, or
        - Pay amount in accordance to the price of the books + service charge + fines
    - If the books are found damped/damaged during returning, users are also responsible to replace/pay the fines.

3. Fines will be imposed on users who are found stealing or damaging library materials.
4. Any form of duplicating or copying of information using electronic devices is entirely prohibited.
5. Users are not allowed to reserve seats in the Library.
6. Children below 10 years old are not allowed to enter the Library.
7. The prayer room must be use strictly for prayers only. Sleeping, eating and studying are not allowed.
8. You are prohibited from making noise whilst in the library.
9. The Chief Librarian has the rights to amend the Library Rules and Regulations as and when necessary.

## DRESS CODE

Students must always adhere to the Student Appearance Ethics set by the University. The Library reserves the right to take action if students do not adhere to the established ethics.

## LOCATION OF THE COLLECTIONS

| | A BLOCK | B BLOCK |
|---|---|---|
| **Location** | **Collection** | **Collection** |
| **Ground Level** | • Archives Collection<br>• Audio Visual Collection<br>• Maps Collection | • Serials Collection (Bound Journal) |
| **Level 1** | • Bibliography Collection<br>• Fiction Collection<br>• Reference Collection | |
| **Level 2** | • Foreign Language Collection<br>• General Collection | • Company Reports Collection<br>• Distance Learning Education Collection<br>• Malaysian Agricultural Collection<br>• Prof. Chin's Collection<br>• Project Paper Collection<br>• Red Spot Collection<br>• Restricted Collection<br>• Theses Collection<br>• UPM Staff Publication Collection |

# CLASSIFICATION OF LIBRARY MATERIALS

All library materials are arranged according to the Library of Congress Classification Scheme. This is to facilitate users to search materials on the shelves.

**Library of Congress Classification Scheme (LC)**

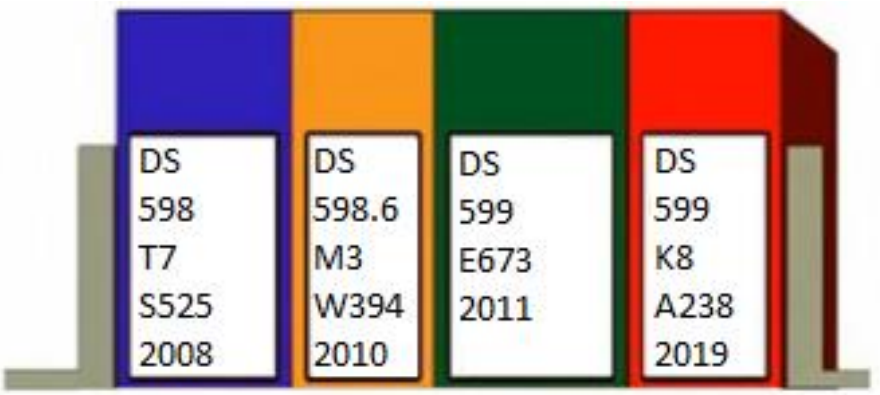
| Class | Subject | Class | Subject |
|---|---|---|---|
| **A** | General Books | **QA** | Mathematics |
| **B** | Philosophy, Psychology and Religion | **QB** | Astronomy |
| **BP** | Islam | **QC** | Physics |
| **C, D, E, F** | History | **QD** | Chemistry |
| **G** | Geography, Anthropology, Recreation | **QE** | Geo |
| **H** | Social Science | **QH** | Natural History |
| **HA** | Statistics | **QK** | Botany |
| **HB** | Economic Theory | **QL** | Zoology |
| **HE** | Transportation and Communication | **QM** | Human Anatomy |
| **HF** | Commerce | **QP** | Physiology |
| **HG** | Finance | **QR** | Microbiology |
| **HM** | Sociology | **R** | Medicine |
| **HN** | History and Social Conditions | **S** | Agriculture |
| **HQ** | Family, Marriage, Women | **SB** | Plant Culture |
| **HS** | Societies | **SD** | Forestry |
| **HT** | Communities, Class, Race | **SF** | Animal Science |
| **HV** | Social Pathology | **SH** | Aquaculture, Fisheries |
| **J** | Political Science | **SK** | Hunting Sports |
| **K** | Law | **T** | Technology |
| **L** | Education | **TT** | Handicrafts |
| **M** | Music | **TX** | Home Economics |
| **N** | Fine Arts | **U** | Military Science |
| **P** | Languages and Literature | **V** | Naval Science |
| **Q** | Science | **Z** | Library Science |

## CALL NUMBER AND MATERIAL ARRANGEMENT ON THE SHELVES

Each material in the library is given a call number. The call number indicates the location of the material on the shelf.

Example: DS599 K8A238

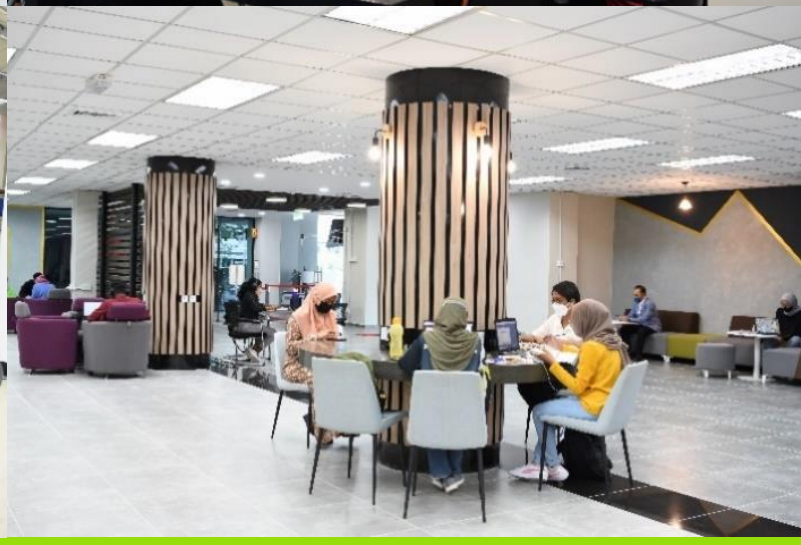
**DS** Subject (History)
**599** Subject classification (Malaysian History)
**K8** Classification number by area (Kuala Lumpur)
**A238** Author's entry number
**2007** Year of Publication




Materials are arranged alphabetically by the call number

## LIBRARY FACILITIES

- Graduate Wing
- Auditorium
- Carrels
- Training Room
- Audio visual rooms
- Phone use room
- Discussion room
- Braille service room
- Electronic Reference Room
- Wireless internet
- JomPrint@Lib
- Facilities for persons with disabilities
- Book drop
- Lockers
- Self-check machine
- Student pantry
- Water purifier
- Prayer room
- WebOPAC QR code



## LIBRARY SERVICES

### 1. REFERENCE SERVICES

Reference Service is an advisory and guidance type of service offered to all PSAS users from within and outside UPM. This service covers enquiries on the use of the Library Catalogue (OPAC), online journals/databases, outside resources/reference materials, quick references, directions and etc. acquired by individual or group either walk in, by phone, email, letter, facsimile or online chat.

This service is divided into three categories:

**a) Reader's Advisory Desk**

Users can consult the Librarian or Librarian Assistant on duty at the Reader's Advisory Desk for a quick reference.

**b) In the Office**

Users can get personal assistance from the Liaison Librarian and Research Librarian at the Reference Division, Branch Libraries and Research & Information Services Division.

**c) Online Reference Service**

Users can communicate with librarians through WhatsApp application and telephone to get instant feedback on the library facilities and services and also guidance in searching from the library resources.

## 2. CIRCULATION SERVICES

The circulation services (borrowing, returning, renewal and reservation of library materials) are provided to all UPM students, staff and registered members. Loan eligibility is according to the types of users. Users may borrow via self-check machine, while returning of books is via the book drop at the PSAS foyer. You can also go to the Circulation Counters for any circulation transaction.

## 3. DOCUMENT DELIVERY SERVICES

The Document Delivery Services (DDS) enables users to borrow materials not available at PSAS from other libraries, both local and abroad, subject to terms and conditions. Requests are restricted to materials required for study, teaching or research purposes only. All requests must comply with the Copyright Law.
Users need to fill-in the form available via EZaccess.

## 4. LITERATURE SEARCH SERVICES

This service provides assistance/advice to all students and staff in information search for their research projects, working papers and coursework. The librarian and librarian assistant will perform literature search on the requested topic using the relevant databases and will provide a list of references. This is a chargeable service offered by the Reference Division.

List of Literature Search Services charging rates

For any enquiries, please contact:
Mrs. Norazira Mohamed
Tel: 03-9769 1577
Email: norazira@upm.edu.my

## 5. INFORMATION LITERACY PROGRAMME

The Information Literacy Programme aims to teach and assist users to effectively utilize all facilities, services and information sources offered by the library. This programme is divided into 3 categories:

**a) Library Orientation Sessions**
This session is for new students and conducted at the beginning of the first semester of new intake. The topics include a brief introduction on the facilities, services and collections available and a hands-on session on the use of the Library WebOPAC.

**b) Scheduled Classes**
Scheduled classes are continuously offered to staff and students. This class is conducted by the Liaison Librarians. The schedules of the programme will be posted at the Library website and UPM Bulletin. Classes consist of the following modules:

- Introduction to the Library
- Information Search Strategy
- Library Catalogue (WebOPAC)
- Library Information Skills on online database / e-journals / e-books
- Reference Management - Mendeley
- Turnitin (Student & Instructor)
- Publishing in Citation Indexed Journal

**c) Request Class**

UPM staff and students can request classes for specific module through the Liaison Librarians according to the arranged time.

For any enquiries, please contact:
Mrs. Rusniah Sayuti
Tel: 03-9769 8625
Email: rusniah@upm.edu.my

## 6. DISTANCE EDUCATION

This service is provided to students of Distance Education (PJJ) to meet their learning and research information needs. Services offered are:

- Loan Services
- Book Reservation
- Loan Renewals
- Literature Search Services
- Letter of Referral
- Document Delivery Services
- Information Literacy Programme
- Individual Consultancy

For any enquiries, please contact:
Mrs. Najah Mohd Ali
Tel: 03-9769 7945
Email: najah@upm.edu.my

## 7. JOURNAL STATUS VERIFICATION SERVICE

The service aims to help UPM students and staff in selecting suitable academic journals for publication. The librarians will verify whether the journal is indexed in Scopus, Journal Citation Report (JCR) or Excellence in Research for Australia (ERA). The verification is important to ensure that high impact journals are chosen in publishing an academic article.

The Journal Status Verification Service is managed by the Research Librarians at Research and Information Services Division. Users need to fill-in the form available from the following URL: https://lib.upm.edu.my/faildokumen

For any enquiries, please contact:
Mrs. Liza Ab Llah
Tel: 03-9769 8655
Email: psas_sp@upm.edu.my

## 8. DRIVE-THRU AND BOOK DELIVERY SERVICES

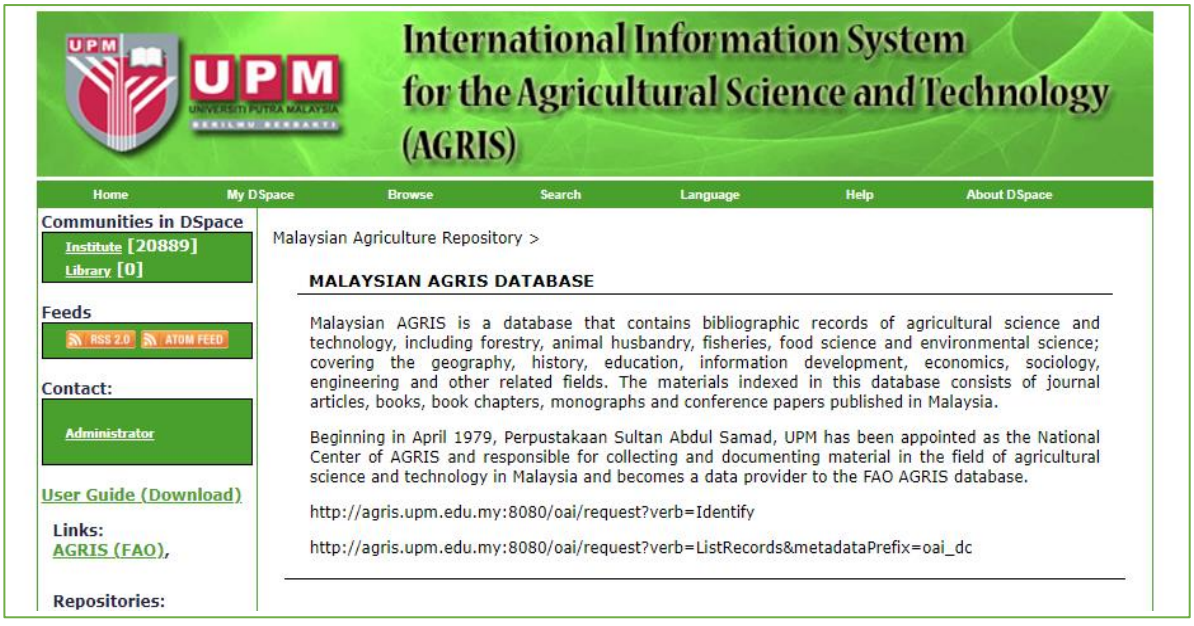
The service is open to all UPM staff and students with Active status. Subject to loan eligibility and limited to Main Library Open Shelves Collection. Browse and place your request via KOHA Library WebOPAC http://www.elib.upm.edu.my/

All request will be processed within 2 working days. [If the request is made before 2.00 pm, it will be processed the same day. If the request is made after 2.00 pm, it will be processed on the next working day]. Users will be notified via email for successful/ unsuccessful request.

**Drive-thru** : Pick up your book at Post Graduate Wing Counter (Ground Floor, Block B).
**Book Delivery** : Book delivered by thru e-Hailing services (Charges will be borne by the requestor).

Any questions or further information, please call 03-9769 8635 or email to psasrequest@upm.edu.my

## ELECTRONIC INFORMATION SEARCH PORTAL

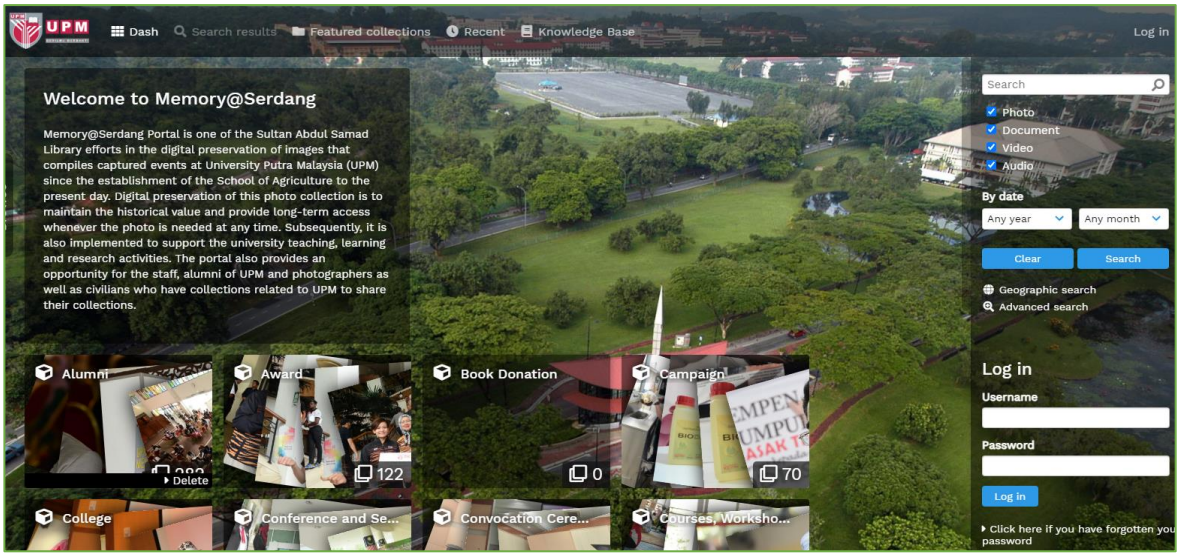



Malaysian **AGRIS** is a database that contains bibliographic records of agricultural science and technology, including forestry, fisheries, food science, etc. The materials indexed in this database consist of journal articles, books, book chapters, monographs and conference papers published in Malaysia.

url: http://www.agris.upm.edu.my:8080/dspace/

**MyAgric** is a portal that contains information of Malaysian agricultural science and technology, including forestry, animal husbandry, fisheries, food science, environmental science and natural resources. This portal is a web site and union catalogues that serve as gateway to Malaysian agriculture information.

url: http://myagric.upm.edu.my/




**Memory@Serdang**: UPM Digital Archives comprise of collections of images, videos and audios that have academic and historical values to Universiti Putra Malaysia (UPM), the collections started since the establishment of the School of Agriculture until current.

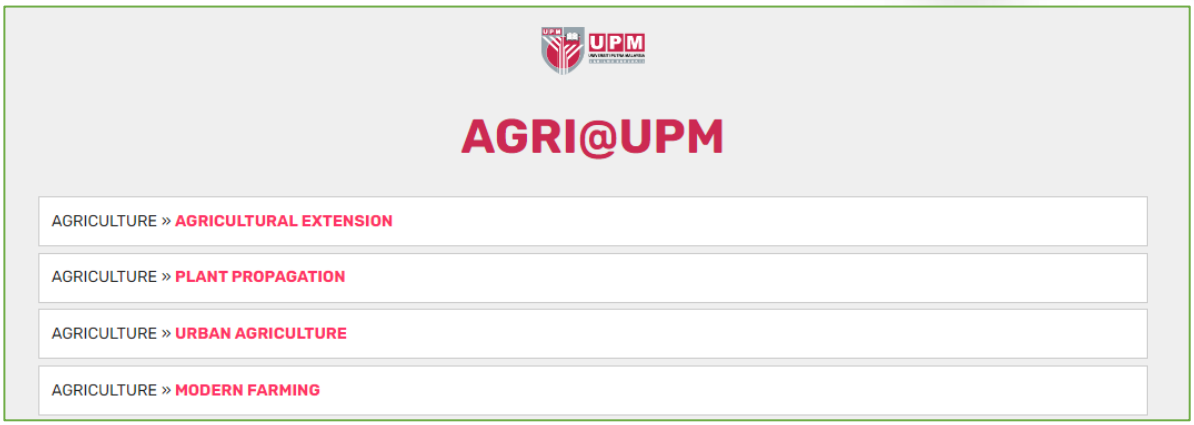
url: http://serdangmemory.upm.edu.my/resourcespace/pages/home.php

**KOHA WebOPAC** is an online library catalogue that is used to search materials from the library collections. Information such as call numbers, location and item status will be provided in locating materials available on the shelve.

url: http://www.elib.upm.edu.my/

**Universiti Putra Malaysia Institutional Repository (UPMIR)** is an online digital archive that serves as a central collection and storage of scientific information and research at the Universiti Putra Malaysia. The collections deposited in UPMIR consist of journal articles, theses, conference papers, books, book chapters, newspaper articles etc.

url: http://www.psasir.upm.edu.my/

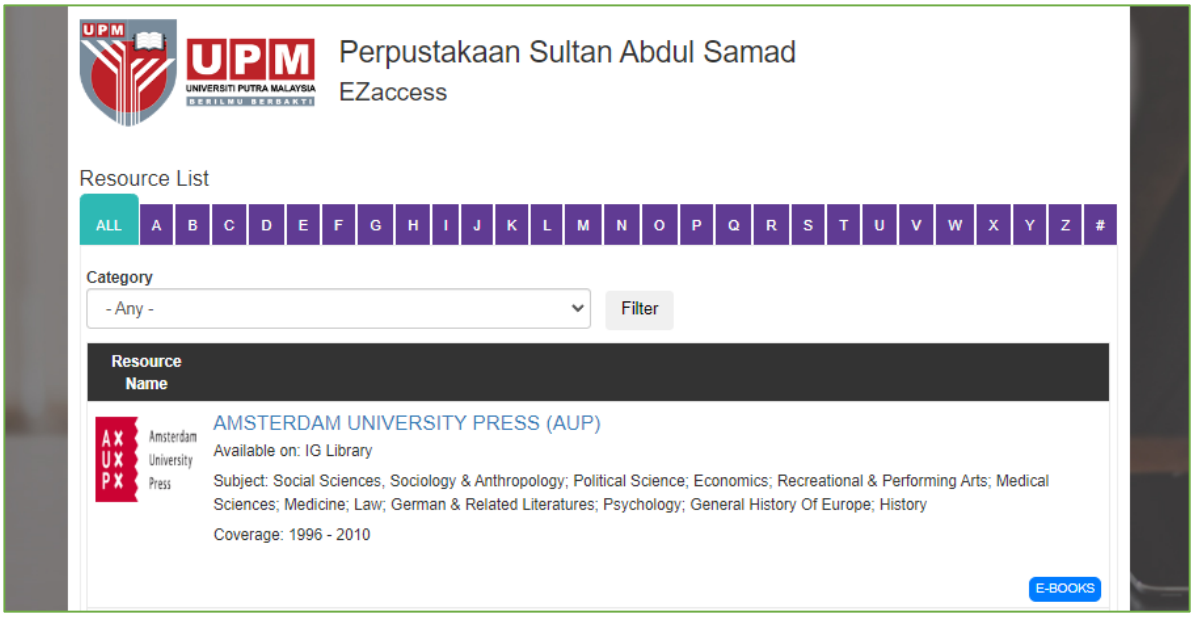



**Agri@UPM Portal** contains agricultural information sources according to topics/subjects specified. The development of this portal is to support the visibility of agricultural information in UPM. The content of this portal consists of list of UPM lecturers/researchers, list of Malaysian reference materials by field, list of UPM experts in the field, news, tutorials, PSAS reference material by field and Responsibility Centre involved by topic/subject specified.

url: https://upm.edu.my/agri/

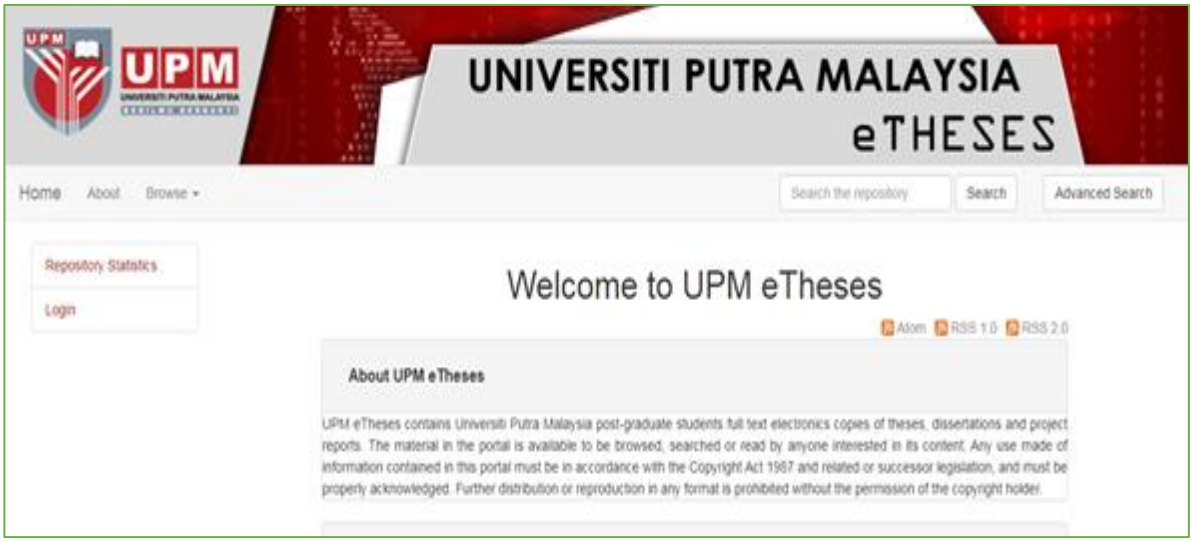
**Discovery@Lib** is a portal designed to facilitate library users to search information from the library collections such as books, theses, articles, conference papers and more. This portal indexed 5 PSAS major application systems (KOHA WebOPAC, UPMIR, UPM eTheses, MyAgric and AGRIS) and 5 subscribed e-books databases.

url: http://discoverylib.upm.edu.my/discovery/



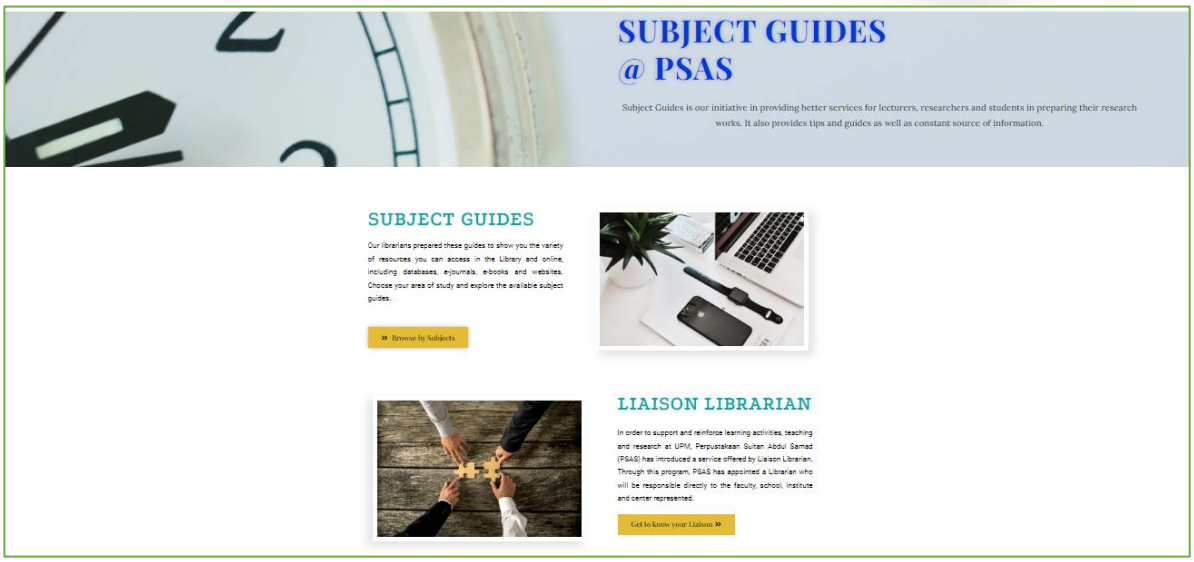

**EZaccess** is a web proxy server used by the Library to provide access from outside the library computer network to database sites and journals subscribed by PSAS. Users can log in using their UPM-ID.

url: https://ezaccess.upm.edu.my/




**UPM eTheses** contains Universiti Putra Malaysia postgraduate students' full text theses, dissertations and project reports.

url: https://ethesis.upm.edu.my




**Subject Guides** is the library initiative in providing better services for lecturers, researchers and students in preparing their research works. It also provides tips and guides as well as recommended sources of information by subject.

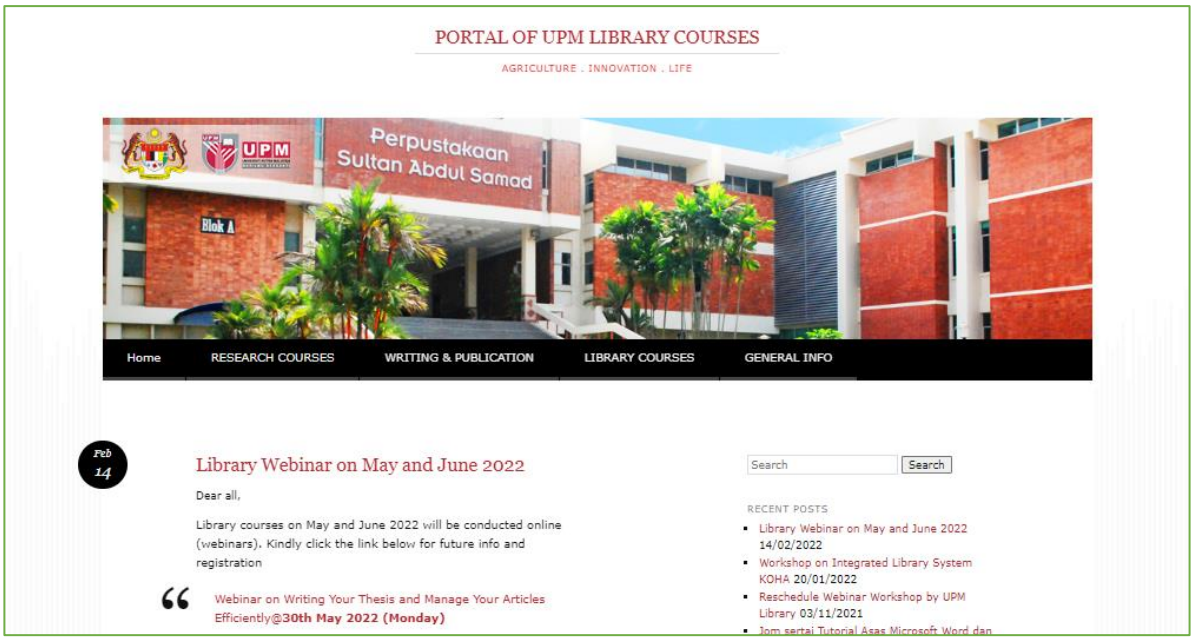
url: http://subjects.upm.edu.my/sg/

**UPM Data Bank** was established as a result of a Memorandum of Understanding (MoU) between the Department of Statistics Malaysia (JP) and Universiti Putra Malaysia (UPM). This MoU was made on 22nd February 2016 covering the field of cooperation in research and sharing of statistical knowledge.

url: http://upmdatabank.upm.edu.my/upmdatabank/

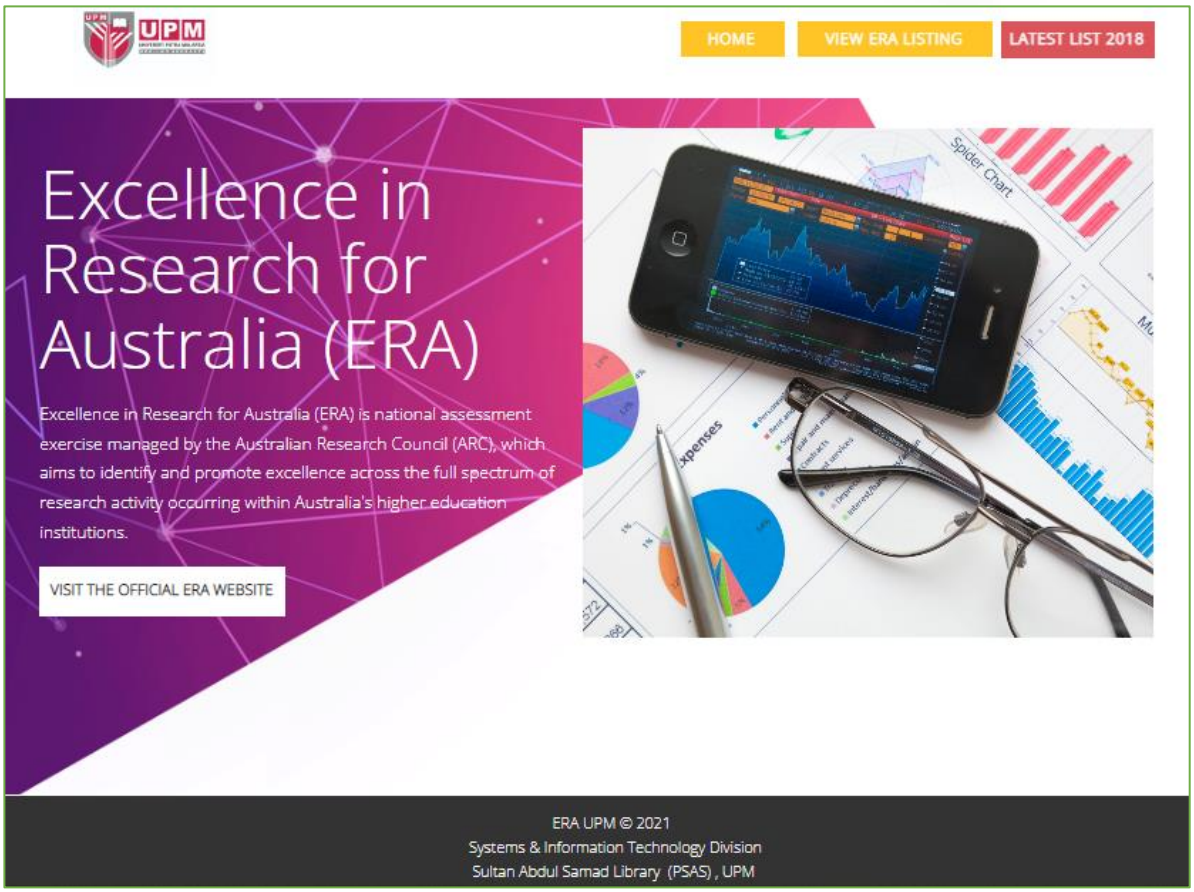
**PSAS Research Information Hub Portal** showcases the breadth and diversity of research information prepared or compiled by the Research and Information Services Division.

url: http://infohub.upm.edu.my




Perpustakaan Sultan Abdul Samad Course Portal contains information related to training courses organized by PSAS.

url: http://courseslib.upm.edu.my/courseslib/




Research and Information Services Division together with Information Systems and Technology Division of Perpustakaan Sultan Abdul Samad (PSAS) took the initiative by creating a platform that listed all journals by ERA from 2012 to 2018. The main purpose of the development of this platform is to help students, lecturers and researchers to obtain relevant lists to help them choose quality and high impact journals to be published, especially in the field of Social Sciences.

url: http://era.upm.edu.my/

## GUIDE FOR LIBRARY USERS

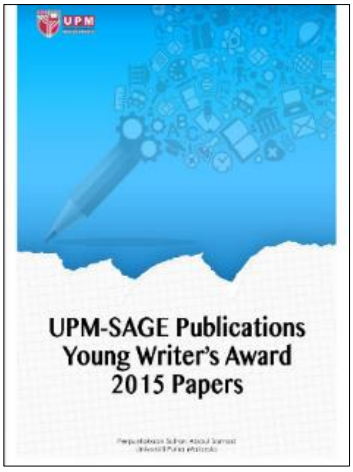
PSAS provides guides that can be accessed by users through the library website. These guides cover wide range of topics that can be used by users to enhance their skills in using the library.

Complete list of library guides can be referred **HERE**

# LIBRARY PUBLICATIONS

MyLibrary

PSASLib-Link




UPM-SAGE Publications Young Writer's Award 2015 Papers

UPM Publication Performance Statistics

UPM Officers Publications Performance Statistics in the Field of Agriculture

Library publications are published regularly and can be read **HERE**

# LIAISON LIBRARIANS

**AZANA ABD HADI [Room 4]**
**Tel : 03 9769 8622**
**Email : abazana@upm.edu.my**

- Faculty of Modern Languages and Communication (FBMK)
- Faculty of Educational Studies (FPP)
- Institute for Social Science Studies (IPSAS)
- Centre for the Advancement of Language Competence (CALC)
- Centre of Foundation Studies for Agricultural Science (ASPer)
- Reference Services Coordinator

**RUSNIAH SAYUTI [Room 5]**
**Tel : 03 9769 8625**
**Email : rusniah@upm.edu.my**

- Faculty of Food Science and Technology (FSTM)
- Faculty of Computer Science and Information Technology (FSKTM)
- Halal Product Research Institute (IPPH)
- School of Graduate Studies (SGS)
- Information Literacy Programme Coordinator

**NORAZIRA MOHAMED [Room 6]**
**Tel : 03 9769 1577**
**Email : norazira@upm.edu.my**

- Faculty of Science (FS)
- Faculty of Biotechnology and Biomolecular Sciences (FBSB)
- Institute of Bioscience (IBS)
- Institute for Mathematical Research (INSPEM)
- Literature Search Services and Promotion Coordinator

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# BRANCH LIBRARIES

## MEDICINEE AND HEALTH SCIENCES LIBRARY

Medicine and Health Sciences Library is located at the Faculty of Medicine and Health Science Complex, Universiti Putra Malaysia. The main function of this Library is to serve the students and members of the faculty. The collection is mainly focuses on subjects in the fields of Medicine, Health Science and other related disciplines. The seating capacity at one time is 150 seats.

**SERVICE HOURS**

| DAY | SERVICE HOUR |
|---|---|
| Monday – Friday | 8.30 am – 8.45 pm |
| Saturday | 8.30 am – 3.45 pm |
| Sunday and Public Holiday | Closed |

- Service counter for all libraries will be closed during break hours.
- Service hours are subject to change and any notice of changes will be displayed on the library website and notice board at the library entrance.

**CLASSIFICATION OF MEDICAL AND HEALTH SCIENCES LIBRARY MATERIALS**

The library is adapting 2 classification schemes, i.e. National Library of Medicine Classification Scheme (NLM) for materials in the field of Medicine and Health Sciences, and the Library of Congress Classification Scheme (LC) is use for materials in other fields.

**National Library of Medicine Classification Scheme (NLM)**

| Class | Subject | Class | Subject |
|---|---|---|---|
| **QS** | Human Anatomy | **WE** | Musculoskeletal System |
| **QT** | Physiology | **WF** | Respiratory System |
| **QU** | Biochemistry | **WG** | Cardiovascular System |
| **QV** | Pharmacology | **WH** | Hemic and Lymphatic Systems |
| **QW** | Microbiology and Immunology | **WI** | Digestive System |
| **QX** | Parasitology | **WJ** | Urogenital System |
| **QY** | Clinical Pathology | **WK** | Endocrine System |
| **QZ** | Pathology | **WL** | Nervous System |
| **W** | Health Profession | **WM** | Psychiatry |
| **WA** | Public Health | **WN** | Radiology. Diagnostic Imaging |
| **WB** | Practice of Medicine | **WO** | Surgery |
| **WC** | Communicable Diseases | **WP** | Gynecology |
| **WD** | Disorders of Systemic, Metabolic, or Environmental Origin, etc. | **WQ** | Obstetrics |
| **WD 100** | Nutrition Disorders | **WR** | Dermatology |
| **WD 200** | Metabolic Diseases | **WT** | Geriatrics. Chronic Disease |
| **WD 300** | Immunologic Diseases | **WU** | Dentistry. Oral Surgery |
| **WD 400** | Animal Poisoning | **WV** | Otolaryngology |
| **WD 500** | Plant Poisoning | **WW** | Ophthalmology |
| **WD 600** | Disease and Injuries cause by Physical Agent | **WX** | Hospitals and Other Health Facilities |
| **WD 700** | Aviation and Space Medicine | **WY** | Nursing |
| **WD 800** | Naval Medicine | **WZ** | History of Medicine |

**LOCATION OF THE COLLECTIONS**

| Location | Collection |
|---|---|
| **Ground Level** | • Audio Visual Collection |
| **Level 1** | • Project Paper Collection<br>• Red Spot Collection<br>• Theses Collection |
| **Level 2** | • General Collection<br>• Reference Collection<br>• Serials Collection |

**FACILITIES**

- Auditorium
- Training room
- Discussion room
- Pigeon holes
- Wireless internet
- Carrels
- Self-check machine
- Water purifier
- Prayer room
- WebOPAC computer

**SERVICES**

- Printing and photocopy
- Reference Services
- Circulation Services
- Information Literacy Programme

VETERINARY MEDICINE LIBRARY

Veterinary Medicine Library was established on 29th November 1999 and located at the ground and Level 1 of the Faculty of Veterinary Medicine. This Library provides information services to the staff and students of the Faculty as to support the learning, teaching, and research activities. The Library has a collection of approximately 22, 197 copies of materials consists of books, journals, audio visual materials, theses and project papers. The collection is in the fields of veterinary medicine, animal science and other related subject fields.

**SERVICE HOURS**

| DAY | SEMESTER | SEMESTER BREAK |
|---|---|---|
| Monday – Friday | 8.30 am – 5.45 pm | 8.30 am – 5.45 pm |
| Saturday, Sunday and Public Holiday | Closed | Closed |

- Service counter for all libraries will be closed during break hours.
- Service hours are subject to change and any notice of changes will be displayed on the library website and notice board at the library entrance.

**LOCATION OF THE COLLECTIONS**

| Location | Collection |
|---|---|
| **Ground Level** | • Audio Visual Collection<br>• Fiction Collection<br>• Project Paper Collection<br>• Reference Collection<br>• Theses Collection |
| **Level 1** | • General Collection<br>• Serials Collection |

**FACILITIES**

- Wireless internet
- Carrels
- Lockers
- Self-check machine
- Water purifier
- WebOPAC computer

**SERVICES**

- Printing and photocopy
- Reference Services
- Circulation Services
- Information Literacy Programme

## ENGINEERING AND ARCHITECTURE LIBRARY

Engineering and Architecture Library began its operation in early July 2008 at the ground floor, administrative building of the Faculty of Engineering. The Library later moved to an additional complex of the Faculty of Engineering in November 2011 and it can accommodate about 150 users at one time. To date, the library's collection is over 39, 000 copies of textbooks, reference books, theses, project papers and journals in the field of engineering and architecture.

**SERVICE HOURS**

| DAY | DURING SEMESTER | SEMESTER BREAK |
|---|---|---|
| Monday – Friday | 8.30 am – 8.45 pm | 8.30 am – 4.45 pm |
| Saturday, Sunday and Public Holiday | Tutup | Tutup |

- Service counter for all libraries will be closed during break hours.
- Service hours are subject to change and any notice of changes will be displayed on the library website and notice board at the library entrance.

**LOCATION OF THE COLLECTIONS**

| Location | Collection |
|---|---|
| **Ground Level** | ● Audio Visual Collection<br>● General Collection<br>● Oversized Books Collection<br>● Project Paper Collection<br>● Reference Collection<br>● Serials Collection<br>● Theses Collection |

**FACILITIES**

- Discussion room
- Pigeon holes
- Wireless internet
- Carrels
- Book drop
- Self-check machine
- Water purifier
- Prayer room
- WebOPAC computer

**SERVICES**

- Printing and photocopy
- Reference Services
- Circulation Services
- Information Literacy Programme

BINTULU SARAWAK KAMPUS LIBRARY

Bintulu Sarawak Campus Library is one of the entities at the Universiti Putra Malaysia, Bintulu Campus, Sarawak (UPMKB). It serves two faculties at UPMKB namely Faculty of Agricultural Science and Forestry and Faculty of Humanities, Management and Science. The library was set up in 2001 and since then it has developed and has served the Campus community in their pursuit of knowledge and information. The Library has various collections such as Borneo Collections, General Collections and Red Spot Collections.

**SERVICE HOURS**

| DAY | DURING SEMESTER & SEMESTER | EXAM WEEK |
|---|---|---|
| Monday – Friday | 8.00 am – 5.00 pm | 8.00 am – 5.00 pm |
| Saturday | Closed | 9.00 am – 5.00 pm |
| Sunday & Public Holiday | Closed | Closed |

- Service counter for all libraries will be closed during break hours.
- Service hours are subject to change and any notice of changes will be displayed on the library website and notice board at the library entrance.

**LOCATION OF THE COLLECTIONS**

| Location | Collection |
|---|---|
| **Ground Level** | • Audio Visual Collection<br>• Borneo Collection<br>• Project Paper Collection<br>• Red Spot Collection<br>• Reference Collection<br>• Serials Collection<br>• Theses Collection |
| **Level 1** | • General Collection |

**FACILITIES**

- Auditorium
- Activity room
- Carrels
- Training room
- Post Graduate Room
- Discussion room
- Wireless internet
- Lockers
- Pigeon holes
- TV corner
- IT Corner
- Prayer room

**SERVICES**

- **Book Delivery**
- **Book Finding**
- Printing and photocopy
- Document Delivery Services
- Reference Services
- Circulation Services
- Information Literacy Programme

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03-9769 7025

**Circulation Counter (Loan & Return)**
03-9769 7942

**Media Counter**
03-9769 8627

**Document Delivery Service (Internal)**
03-9769 8448

**Medicine and Health Sciences Library**
03-9769 2312

**Engineering and Architecture Library**
03-9769 2305

**Telefax Services**
03-9769 4773

**Literature Search Services**
03-9769 8446

**Reader's Advisor Desk**
03-9769 8642

**Document Delivery Service (External)**
03-9769 4752

**Veterinary Medicine Library**
03-9769 3867

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