

26. Representation of Authority Under Section 16B, University and College University Acts, 1971. Violations within the authority delegated to the Chief Librarian and related disciplinary actions are as follows :-

VIOLATIONS	DISCIPLINARY ACTION/S
Not having valid UTM identity card/library membership card.	1. Warning 2. Penalty of RM25.00
Borrowing and lending of metric cards.	1. Warning 2. Penalty of RM25.00
Noise and causing disturbance to other library users.	1. Warning 2. Penalty of RM5.00 3. Device used may be confiscated
Littering.	1. Warning 2. Penalty of RM5.00
Misuse of Internet facilities.	1. Warning 2. Penalty of RM5.00
Use of mobile phones in the library not in designated area.	1. Warning and being asked to leave the library premises 2. Penalty of RM5.00

Need Help?

For further information, please contact:
Perpustakaan Sultanah Zanariah
UTM Johor Bahru
Phone: 07 553 1137
Fax: 07 557 2555

Perpustakaan Sultanah Zanariah
UTM Kuala Lumpur
Phone: 03 2615 4301
Fax: 03 2692 2186

Email: PSZ-LIB-OPAC@GROUPS.UTM.MY
Website: ent.library.utm.my

LIBRARY REGULATIONS



General Regulations

1. Ordinary members and external member must show prominently on themselves their UTM Identification card or library membership their Library membership card upon entering the Library.
2. Membership cards are non-transferable.
3. Loss of UTM identification cards should reported to the library immediately. Failure to do so will lead to users being held responsible for loans made via the self check-out systems by others.
4. All Library materials to be taken out of the library must be charged out at the circulation counter or Self Check-Out System.
5. Silence will be strictly observed at various sections of the library.
6. Library staffs on duty have the right to check books, files and other materials which are taken out of the library.
7. Eating, drinking (except for plain drinking water) and smoking is strictly prohibited in the library.
8. Helmets, umbrellas, raincoats and packages are not allowed in the library.
9. Library users, who photocopy materials are fully responsible for any action liable and contravening the COPYRIGHT ACT.

10. Reservation of a seat is not permitted. Other users have the right to have the seat if it is left vacant for more than 20 minutes.
11. Users are not allowed to remove library furniture and equipment from their original place.
12. All users are required to be suitably attired as specified by the University. The library reserves the right to ask users who are not suitably dressed to leave.
13. The library has the right to ask users whose behaviour may be deemed as disturbing the peace of the Library, to leave the building.
14. Children are not allowed in the reading area.
15. All games are not allowed in the library, except for those provided in the library.
16. Pets are not allowed in the library.
17. Academic staff on study or sabbatical leave outside the country are required to return all materials borrowed from the library.
18. Students who postpone, withdraw, quit or have completed courses at the University must return all borrowed materials to the library.
19. Final year students who fail to clear any fines or return materials borrowed from the library on completion of their courses will have their UTM transcript suspended.

20. Use of handphone are restricted silent mode and in designated areas only.
21. A fine of RM15.00 will be imposed on users who lose or damage any library room.
22. Personal belongings should not be left unattended in the Library at any time. The library will not be responsible for any loss, stolen, damages of personal belongings.
23. Any requests to retrieve personal belongings after Library closing hours will not be entertained.
24. Violation of these regulations could result in the members:
 - i. Being asked to leave the library.
 - ii. Not being allowed to enter and use the library facilities.
 - iii. Being suspended of their borrowing eligibilities.
 - iv. Being suspended of their exam results.
 - v. Being referred to the Disciplinary Board.
25. The Library reserves the right to amend these rules from time to time.