

Loan Duration

Loan duration will depend on the type of material borrowed and your membership eligibilities. Red Spot Books may be borrowed within the Library premise only :

Diploma, Undergraduate and Other Member Categories - 2 hours

Post-graduate Students - 4 hours

Diploma, Undergraduate and Post-graduate students are allowed to borrow out the material overnight. Loans can be made at 9.30 pm and must be returned by 9.00 am the following morning. Fines will be imposed for late returns.

Researchers and Senior Officers are allowed to borrow from this collection for a period of seven (7) days only.

Reservations

Reservations can be made at the Circulation Counter. Books reserved will be kept for half an hour after which it will be given to the next person in the reserve queue.

Contact

Contact the Library at:

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



OPEN & CLOSED ACCESS COLLECTION



OPEN ACCESS COLLECTION

DEFINITION

The Open Access Collection consists of books that can be borrowed out of the library by library users depending on their membership eligibility.

All books in the Open Access Collection are arranged according to the Call/Class Numbers in the Library of Congress Classification Scheme.

LOCATION

The Open Access Collection is located on LEVEL 4 and 5 according to call/class numbers as follows :

- A - QC Classes : Level 4
- QD - Z Classes : Level 5

OVERSIZED BOOKS

All large sized books are given the f (folio) symbol at the end of the call/class number and are shelved separately from the normal sized books. These books are located on LEVEL 4 or 5, PSZ UTM Johor Bahru according to their class numbers on shelves labeled folio.

Please ensure that you get the complete call/class number from LESTARI before searching for particular titles on the shelves.

BORROWING PROCEDURES

Borrowing should be done at the Self-Check Out System. Follow the step by step borrowing instructions on the computer screen of the Self-Check Out machines or you may also refer to the guide located next to those machines.

LOAN DURATION & FINES

Loan duration will depend on your membership eligibilities. Fines will be imposed for late returns. Users who do not settle their fines will have their borrowing privileges suspended.

RENEWALS AND RESERVATIONS

Renewals

Renewals can be made for books not requested by other users via the Self-Check Out machines or Online via LESTARI.

Only TWO renewals are allowed. A third renewal can be considered if the material is really needed, for example to complete a project or thesis.

Renewals by phone can only be made by academic staff, general staff of UTM and post-graduate students.

Reservations

Online Reservation at LESTARI can be made for those books which are out on loan with other users. Books reserved will be kept for a week only after which the book will be given to the next person in the reserve queue or returned to the respective shelf.

CLOSED ACCESS COLLECTION

DEFINITION

Closed Access Collection include the Red Spot Collection. Those are books that have heavy usage but only a limited number of copies are available in the Library. Besides the Red Spot Collection, they also include Standards, Journal Articles, Overseas Theses and expensive books.

LOCATION

All Closed Access Collection are located at the Circulation Counter, LEVEL 3 PSZ Johor Bharu or LEVEL 2, PSZ Kuala Lumpur.

BORROWING PROCEDURES

Users may request to borrow items from this collection at the Circulation Counter. Please check LESTARI for the call/class number of the items you wish to borrow.