UTM | Perpustakaan UTM
UNIVERSITI TEKNOLOGI MALAYSIA

LIBRARY
HANDBOOK

ACADEMIC SESSION
2017/ 2018

Information Excellence

LIBRARY HANDBOOK | *Editorial*

Contents:

Welcoming Address

CHIEF LIBRARIAN
UTM LIBRARY

DR. HJH. KAMARIAH BINTI NOR MOHD DESA

Assalamualaiklum wbt. wbr.

U TM Library remains committed in the realization of Universiti Teknologi Malaysia (UTM) aspirations in continuing to create excellence and uphold UTM at the higher levels.

Therefore, the enhancement of information delivery system quality has always been the focus of UTM Library to meet the needs and satisfaction of the library customers. UTM Library constantly updates the services delivery quality to its customers by providing up-to-date information that meets the requirements of learning, teaching, research, consultancy, and publication of the university to remain competitive globally.

The development and growth of UTM Library collection is increasing and sustainable in accordance with efforts to contribute to the enhancement of knowledge through the provision of easy access, dissemination and distribution of science and technology information. Currently, UTM Library collection has more than four million materials in a variety of formats including monographs, serials, electronic media, audio visual, cartographic materials, databases and many more.

UTM Library does not only provide information-based services to the customers, but also upholds responsibility to nurture a knowledge-based culture and towards excellence mindset amongst UTM's internal and external community

Finally, UTM Library strives to be a catalyst towards first class mentality and thus produce more scholars who are able to contribute to the transformation of the country's development.

At a Glance

UTM LIBRARY

UTM Library occupies a central location at Universiti Teknologi Malaysia (UTM) main campus in UTM Johor Bahru. It has a branch at Perpustakaan Raja Zarith Sofiah UTM Johor Bahru, Perpustakaan Sultanah Zanariah UTM Kuala Lumpur, Menara Razak Library UTM Kuala Lumpur, Malaysia-Japan International Institute of Technology Library UTM Kuala Lumpur, Perpustakaan Hub Pendidikan Tinggi UTM Pagoh and also 12 Faculty Libraries.

As an integral component of the academic programme, the library supports the University's teaching, learning and research activities in the fields of Science and Technology. UTM Libraries services and collection development activities are geared towards fulfilling the need for materials and information in both areas. Library has a strong collection in these fields and is currently building up its Social Sciences and Humanities collection.

Library automation started in 1986 and up to date most of the library's   operations and services are handled by the Computerized Library Integrated System. Information can be accessed through the Online Public Access Catalogue (OPAC) at terminals located in the library building or via networking.

The library offers information searching through a wide range of international and local databases that can be accessed online in the fields of science, technology and the social sciences. With development in global information, the library also provides facilities to explore the World Wide Web via a number of PCs located in the library.

In addition to the many books and journals in the library's collection, library also plays an important role as an information provider and disseminator to support the research and

development activities of the industrial sector. With the assistance of professional library staff, we encourage all users to become familiar with the Computerized Library System and also explore the wealth of materials available in the library collection.

In May 1998, UTM Libraries was awarded MS ISO 9002 Quality Award by SIRIM as recognition to its initiative in delivering quality services. In 2010, UTM Library has upgraded its MS ISO 9001:2000 to MS ISO 9001:2008. In 2016, UTM Libraries were awarded with the most recent MS certification of MS ISO 9001:2015.

UTM Libraries has created history when it has won the very first UTM Vice Chancellor's Quality Award for the year 1999, and again in 2008. The award was given as recognition for excellence in management and services. Library was also the winner of PPM/Access Dunia Excellent Library Award 2005 for its excellence in academic library services and management, and for its active contribution in user education programme as well as participation in the community services.

The excellence achieved by UTM Libraries was further exemplified by its second place win in the Best Counter Service in December 2006 and later, won first place in 2007. Further success was achieved when it won second place in the Malaysia Service Excellence Conference & Focus Learning Service Excellence Awards in November 2007. It is thus evident that PSZ continues to maintain its ability to provide excellent service that meets customer satisfaction.

In 2009, UTM Libraries expand its services by opening 12 branches in the faculties, learning centres and Centres of Excellence. Among the services provided by the Faculty Libraries are consultation, information and material searching via OPAC, database usage, reference material, and borrowing and returning.

MISSION

To be the knowledge centre of excellence in science and technology.

MISSION

To contribute to the enhancement of knowledge through easy access, dissemination and sharing of resources in science and technology.

MOTTO

Information Excellence

LIBRARY OBJECTIVES

1. To provide information based services for its users.
2. To manage information in-line with the learning, teaching, research, consultancy, and publication of the University.
3. To promote information services to UTM's internal, and external community.
4. To nurture a knowledge-based culture and towards excellence mindset amongst UTM's internal, and external community.

UTM LIBRARIES

Perpustakaan UTM Johor Bahru **Universiti Teknologi Malaysia** *81310 UTM* *Johor Darul Takzim* **Tel** *: 07-5530188* **Fax** *: 07-5572555* **Website** *: www.library.utm.my* **Email** *: lib-enquiryjb@utm.my*	*Perpustakaan UTM* *(Bangunan Perpustakaan Sultanah* *Zanariah UTM Kuala Lumpur)* *Jalan Sultan Yahya Petra* *54100 Kuala Lumpur* *Tel. : 03-26154301* *Fax : 03-26922186* *Website : www.library.utm.my* *Email : lib-enquirykl@utm.my*
Perpustakaan Raja Zarith Sofiah **Universiti Teknologi Malaysia** *81310 UTM* *Johor Darul Takzim* **Tel** *: 07-5610302* **Fax** *: 07-5572555* **Website** *: www.library.utm.my* **Email** *: lib-enquiryjb@utm.my*	**Perpustakaan Institut Pembangunan** **Bioproduk (IBD)** **Universiti Teknologi Malaysia** *81310 UTM* *Johor Darul Takzim* **Tel** *: 07-5530188* **Fax** *: 07-5572555* **Website** *: www.library.utm.my* **Email** *: lib-enquiryjb@utm.my*
Perpustakaan Menara Razak *UTM Kuala Lumpur* *Jalan Sultan Yahya Petra* *54100 Kuala Lumpur* *Tel. : 03-21805756* *Fax : 03-26922186* *Website : www.library.utm.my* *Email : lib-enquirykl@utm.my*	*Perpustakaan Malaysia-Japan* *International Institute of Technology* *Aras 1, UTM Kuala Lumpur* *Jalan Sultan Yahya Petra* *54100 Kuala Lumpur* *Tel. : 03-22031510* *Fax : 03-22031266* *Website : www.library.utm.my* *Email : lib-enquirykl@utm.my*
Perpustakaan Hub Pendidikan Tinggi UTM **Pagoh** *Universiti Teknologi Malaysia* *84600 Pagoh, Johor* **No. Tel (Sirkulasi):** 06-9742842 **No. Tel (Pustakawan):** 06-9742834	

Organizational Chart
UTM Library 2017

UTM — UNIVERSITI TEKNOLOGI MALAYSIA

12 Divison
42 Unit

CHIEF LIBRARIAN

DEPUTY CHIEF LIBRARIAN (PLANNING & DEVELOPMENT)

- **Administration & Finance Division (BTK)**
  - Human Resource Management Unit (UPSM)
  - Finance Management Unit (UPK)
  - Building Management Unit (UPB)
- **Resource Development Division (BPS)**
  - Acquisition Unit (UPB)
  - Journal & Electronic Media Unit (UJME)
- **Cataloging, Gift & Exchange Division (BKHP)**
  - Technical Processing Unit (UPT)
  - Gift & Exchange Unit (UHP)

DEPUTY CHIEF LIBRARIAN (GALERIUM)

- **Galerium Development Division (BPG)**
  - Galerium Management Unit (UG)
  - Galerium Research Unit (UPG)
  - Galerium Conservation Unit (UKG)
- **Multimedia Development & Research Data Division (BPMDP)**
  - Multimedia Management & Development Unit (UPPM)
  - Research Data Management Unit (UPD)

DEPUTY CHIEF LIBRARIAN (PRZS)

- **Automation Divison (BA)**
  - Library Management System Unit (USPP)
  - Computer Acquisition & Maintenance Unit (UPPK)
  - Server & Computer Network Unit (USRK)
  - Library Application System Unit (USA)
- **Information Services, Research & Circulation Division (BPMPS)**
  - Circulation Unit (USK)
  - Information Services & Research Support Unit (UPMSP)
- **Metadata Repository Division (BRM)**
  - Special Collection Unit (UKK)
  - UTM-IR Management Unit (UPIR)
  - Digital Document Management Unit (UPDD)
  - Administration Unit (UT)

DEPUTY CHIEF LIBRARIAN (PSZ KL)

- **Information Services & Research Division (BPMP)**
  - Consultancy & Management Information Unit (UPPM)
  - Research Support & Consultancy Information Unit (USPPM)
  - Administration Unit (UT)
- **Collection Management & Library Branch Division (BPKPC)**
  - Menara Razak Library & Document Digital Management
  - MJIIT Library & Publication Management
  - Circulation & Reading Station Unit (USRS)
  - Preservation & Conservation Unit (UPP)
  - Acquisition & Bibliographic Unit (UPB)
  - CASIS Library & Promotion
  - SPACE Library

DEPUTY CHIEF LIBRARIAN (SERVICES)

- **Information Services & Research Division (BPMP)**
  - Information Consultancy & Research Unit (URMP)
  - Information Management & Research Unit (UPMP)
  - Database & Research Unit (UPDP)
  - Research Publication Management Unit (UPPP)
  - Promotion & Alumni Unit (UPA)
  - IBD Library
  - Pagoh Library
- **Collection Management Division (BPK)**
  - Circulation & Reading Station Unit (USRS)
  - Preservation & Conservation Unit (UPP)
  - Faculty Library Unit (UPF)

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LIBRARY OPENING HOURS

Perpustakaan Sultanah Zanariah UTM Johor Bahru

Days	During Semester	2 Weeks Before & During Examination	Semester Break
Sunday-Thursday	8.00 am-10.30 pm		
Friday	8.00 am – 5.00 pm	8.00 am – 10.00 pm	8.00 am – 5.00 pm
Saturday	8.00 am – 5.00 pm	8.00 am – 10.00 pm	8.00 am – 5.00 pm
Public Holiday	Closed	8.00 am – 10.00 pm	Closed

Perpustakaan Sultanah Zanariah UTM Kuala Lumpur

Days	During Semester	2 Weeks Before & During Examination	Semester Break
Monday - Friday	8.00 am-10.15 pm	8.00 am - 10.15 pm	8.00 am – 10.15 pm
Saturday & Sunday	8.00 am-10.15 pm	8.00 am - 10.15 pm	8.00 am – 10.15 pm
Public Holiday	Closed	8.00 am - 10.15pm	Closed
Replacement Holiday*	8.00 am – 5.00 pm	8.00 am – 10.15 pm	8.00 am – 5.00 pm

*If a public holiday falls on a Sunday, then a replacement is given the next day, on Monday.

Perpustakaan Raja Zarith Sofiah UTM Johor Bahru

Days	During Semester	2 Weeks Before & During Examination	Semester Break
Sunday-Thursday	8.00 am – 8.00 pm	8.00apm – 8.00 pm	8.00 am – 8.00 pm
Friday- Saturday	8.00 am – 5.00 pm	8.00 am – 8.00 pm	2.00 pm – 5.00 pm
Public Holiday	Closed	8.00 am – 8.00 pm	Closed

Perpustakaan Institut Pembangunan Bioproduk (IBD) UTM Johor Bahru

Days	Morning	Break	Evening
Sunday-Wednesday	8.00 am – 1.00 pm	1.00 pm – 2.00 pm	2.00 pm – 5.00 pm
Thursday	8.00 am – 1.00 pm	1.00 pm – 2.00 pm	2.00 pm – 3.30 pm
Friday, Saturday & Public Holiday	Closed	Closed	Closed

Faculty Library UTM Johor Bahru

Days	Morning	Break	Evening
Sunday-Wednesday	8.00 am – 1.00 pm	1.00 pm – 2.00 pm	2.00 pm – 5.00 pm
Thursday	8.00 am – 1.00 pm	1.00 pm – 2.00 pm	2.00 pm – 3.30 pm
Friday, Saturday & Public Holiday	Closed	Closed	Closed

Perpustakaan Menara Razak UTM Kuala Lumpur

Days	Morning	Break	Evening
Monday-Thursday	8.00 am– 5.00 pm		
Friday	8.00 am – 12.15 pm	12.15 pm – 2.45 pm	2.45 pm – 5.00 pm
Saturday	8.00 am – 1.00 pm	1.00 pm – 2.00 pm	2.00 pm – 5.00 pm
Sunday & Public Holiday	Closed	Closed	Closed

Perpustakaan Malaysia-Japan International Institute of Technology (MJIIT) UTM Kuala Lumpur

Days	Morning	Break	Evening
Monday-Thursday	8.00 am – 1.00 pm	1.00 pm – 2.00 pm	2.00 pm – 5.00 pm
Friday	8.00 am – 12.15 pm	12.15 noon – 2.45 pm	2.45 pm – 5.00 pm
Saturday, Sunday & Public Holiday	Closed	Closed	Closed

Perpustakaan Hub Pendidikan Tinggi UTM Pagoh

Days	Morning	Break	Evening
Monday-Wednesday	8.00 am – 5.00 pm		
Thursday	8.00 am - 3.30 pm		
Saturday, Sunday & Public Holiday	Closed	Closed	Closed

BORROWING AND RETURNING HOURS

Perpustakaan Sultanah Zanariah UTM Johor Bahru

Items	Days	During Semester	2 Weeks Before & During Examination	Semester Break
Open Access, Closed Access, Bound Journals and Audio-Visuals	Sunday - Thursday	8.00 am – 9.45 pm		
	Friday Saturday	8.00 am – 4.30 pm	8.00 am – 9.45 pm	8.00 am – 4.30 pm
	Public Holiday	CLOSED		CLOSED
Overnight Borrowing of Current Journals, Reference, Audio-Visuals	Sunday - Thursday	8.30 pm – 9.45 pm		
	Friday Saturday	3.30 pm – 4.30 pm	8.30 pm – 9.45 pm	3.30 pm – 4.30 pm
	Public Holiday	CLOSED		CLOSED

Perpustakaan Sultanah Zanariah UTM Kuala Lumpur

Items	Days	During Semester	2 Weeks Before & During Examination	Semester Break
Open Access, Closed Access, Journals and Audio-Visuals	Monday – Friday	8.00 am - 10.00 pm	8.00 am - 10.00 pm	8.00 am - 10.00 pm
	Public Holiday	CLOSED	8.00 am- 10.00 pm	CLOSED
Overnight Borrowing of Closed Access, Current Journals, Reference, Audio-Visuals	Monday – Friday	8.00 am - 10.00 pm	8.00 am - 10.00 pm	8.00 am - 10.00 pm
	Public Holiday	CLOSED	8.00 am- 10.00 pm	CLOSED

Perpustakaan Raja Zarith Sofiah UTM Johor Bahru

Items	Days	During Semester	2 Weeks Before & During Examination	Semester Break
Open Access	Sunday - Thursday	8.00 am – 7.45 pm	8.00 am – 7.45 pm	8.00 am – 7.45 pm
	Friday Saturday	8.00 am 4.45 pm	8.00 am –7.45 pm	8.00 am – 4.45 pm
	Public Holiday	CLOSED	8.00 am –7.45 pm	CLOSED
Theses	Sunday - Thursday	8.00 am – 7.45 pm .	8.00 am – 7.45 pm	8.00 am – 7.45 pm
	Friday Saturday	8.00 am – 4.45 pm	8.00 am – 7.45 pm	8.00 am – 4.45 pm
	Public Holiday	CLOSED	8.00 am –7.45 pm	CLOSED

LIBRARY CLOSING BELL

1. Three warning bells are rung each day to indicate that the Library will be closing soon.
2. The first warning bell is rung 30 minutes before the closing time.
3. The second warning bell is rung 15 minutes before closing time.
4. The last warning bell is rung 5 minutes before closing time. This is to alert users to be ready to leave the library.

Perpustakaan Hub Pendidikan Tinggi UTM Pagoh

Items	Days	During Semester	2 Weeks Before & During Examination	Semester Break
Online Databases	Sunday-Wednesday	8.00 am - 5.00 pm		
	Thursday	8.00 am – 3.30 pm		
	Saturday, Sunday & Public Holiday	Closed		

RULES AND REGULATION

1. Ordinary Members and External Members must show prominently on themselves their UTM identification card or library membership card upon entering the Library.
2. Membership cards are non-transferrable.
3. Loss of UTM identification cards / membership cards should be reported to the Library immediately. Failing to do so will lead to users being held responsible for loans made via the Self-Check-Out System by others.
4. All library materials to be taken out of the library must be properly 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 are strictly prohibited in the library.
8. Bags are allowed in the Library. Items such as helmets, umbrellas and raincoats are not allowed in the Library. The Library will not be responsible for any loss, stolen and damages of personal belongings.
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 properly 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 except the lobby and library foyer.
15. All games are not allowed in the library except for those being provided in level 3.
16. Pets are not allowed in the library.
17. Academic staff on study or sabbatical leave outside the country is 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 hand phone is restricted in silent mode only and can only be used at the designated headphone area.

No.	Violations	Disciplinary Action/s
1.	Not having valid UTM identity card/library membership card.	1. Warning 2. Penalty of RM25.00
2.	Borrowing and lending of metric cards.	1. Warning 2. Penalty of RM25.00
3.	Noise and causing disturbance to other library users.	1. Warning 2. Penalty of RM5.00 3. Device used may beco nfiscated
4.	Littering.	1. Warning 2. Penalty of RM5.00
5.	Misuse of Internet facilities. (Pekeliling Perkhidmatan Bil. 29. 1995)	1. Warning 2. Penalty of RM5.00
6.	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

21. A fine of RM15.00 will be imposed on users who lose or damage the library room's keys. The keys must not be taken out of the library.
22. Personal belongings should not be left unattended in the Library at any time. The library will not be responsible for any loss, stolen, dam ages 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. Being suspended their borrowing eligibilities
    iii. Being suspended their exam results
    iv. Being referred to the Disciplinary Board
    v. Not being allowed to enter and use the library facilities
25. Users shall adopt an attitude of respect and courteous as users and towards library staff. Any breach of rules or conduct that is deemed harassing will be reported to the responsible parties (UTM Security or other parties concerned).
26. The library has the right to ask users whose behaviour may be deemed as disturbing the peace of the library to leave the building.
27. The library reserves the right to amend these rules from time to time.
28. 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 :

MEMBERSHIP

ORDINARY MEMBER

1. All registered UTM full time/part time students.
2. UTM academic staff (including UTM contract, part time, and temporary lecturers).
3. UTM non-academic staff (including UTM contract, part time, and temporary staff).
4. UTM Honorary Member (Minister, Chancellor, Pro Chancellor, Former Chief Librarian, Honorary Degree and other recognition by UTM.

COURSE PARTICIPANTS UNDER FACULTY / DEPARTMENT

1. Participant of UTM-government agencies joint-ventures courses.
2. Participants of course conducted by UTM.
3. Courses that is not awarded by UTM
4. Course conducted by UTM Innovation and Commersialisation Centre (ICC).
5. Course organized by Faculty
6. Officers who participate in professional advanced courses conducted by UTM.

UTM FAMILY MEMBERSHIP

Membership in this category is based on Kertas Kerja Dasar Keahlian Pegawai Kanan Bil. 1/03/04, Senate Meeting (Jawatankuasa Tetap Senat Mengenai Perpustakaan).

UTM Family Membership is open to:-
1. Spouse or children of UTM staff (only children in form 3 and above but not exceeding 25 years old are allowed to be members).
2. Retired Senior UTM officials, academic and non-academic staff.

CORPORATE MEMBERSHIP

1. Corporate Membership is open to industry and the private sector.
2. Organizations that want to become experts Corporate Expertise desired filling Form provided.
3. Any organization that enrolled as Corporate Member will be charged a fee:
   Corporate experts namely: -
   i. RM300.00 - annual fee
   ii. RM10.00 – registration (one time only)
   Each organization may induct 1-2 people to become library membership.
4. Corporate membership renewal is RM300.00.
5. Membership transfer fee is charged RM50.00.
6. Eligibility Expert Corporate borrowing is by 2 pieces of books for the entire period 2 weeks of each loan.
7. Following publication will be circulated Corporate Member: -
   i. Library Handbook
   ii. Library Bulletin

INSTITUTE OF ENGINEERS MALAYSIA (IEM) MEMBERS

1. Users of IEM can be UTM External Library Members
2. The following publications will be distributed to members of IEM
    i.   Library Handbook
    ii.   Library Bulletin
3. The membership fee is RM200 per year
4. The names of IEM will be submitted to Promotion and Alumni Unit Librarian for transmission purposes of the publishing materials.

EXTERNAL MEMBERSHIP

There are two categories of External Membership:

1. Reference Members -Individuals who are allowed reference facilities only.
2. Borrowing Members - Individuals who are allowed both reference and borrowing facilities.

External Membership is open to:-

1. Staff of government and statutory bodies, lecturers from local universities, staff from the private sector and other professionals.
2. Students from government sponsored higher institutions of learning.
3. UTM Alumni
4. Corporate Membership
5. IEM (Institute of Engineers Malaysia)
6. Officers who participate in professional advanced courses conducted by UTM.
7. Pupils form 3 and above from government schools with letters of confirmation from their school principals (Johor Bahru campus only).

LIBRARY CHARGES
AND
SERVICE HOURS

Users	Payments	Service Hours
Reference Membership		
Staff of government and statutory bodies, lecturers of government sponsored universities/higher institutions of learning/colleges	(RM10.00 - Registration) RM50.00 – Annual Fee	Library Hours
External Reference Member		
Private sector staff, students of government sponsored universities/higher institutions of learning/colleges	(RM10.00 Registration) RM150.00 – Annual fee	Library Hours
UTM Alumni (non-residence)	RM10.00 (One time only)	Library Hours
Pupils (government and government-aided school)	Free registration RM10.00 - Annual Fee	Library Hours

Users	Payments	Service Hours
Borrowing Membership		
External Reference and Borrowing Member	(RM10.00 - Registration) RM300.00 (2 books for every RM300.00 & fee is not refundable) RM300.00 - Annual Fee	Library Hours
IEM Member	RM10.00 - Registration RM 200.00 - Annual Fee	Library Hours
Alumni UTM (Permanent Residence)	RM10.00 (One time only)	Library Hours
UTM Family Member		
Husband/wife/children	RM10.00 (One time only)	Library Hours
Retired academic and non-academic staff	RM10.00 (One time only)	Library Hours
Retired UTM Senior Officer	(Life membership)	

Users	Payments	Service Hours
Officer (local and foreign) undergoing professional enhancement programs at UTM	RM120/1-6 month of part of or RM200/1-12 month of part of	Library Hours
Corporate Member	(RM10.00 – Registration) RM300.00 – Annual Fee (1 - 2 member) Membership transferable RM50.00 Given access to library database Additional: RM300.00 – 2 books per loan per year RM600.00 – 4 books per loan per year RM900.00 – 6 books per loan per year	Library Hours

REGISTRATION

STUDENTS AND STAFFS

Every new full-time/part-time off campus students and permanent staff members of UTM is issued a UTM identification card when they first register with the University.

EXTERNAL MEMBERS

No matric card allocated to part-time staff and external members. So, they are required to bring two (2) passport-size photographs to the library and registration can be made at the Circulation Unit during office hours.

They are required to bring one passport sized photograph for membership registration except Alumni UTM is required to bring two (2) photos or to the Library for the shooting session. Membership card will be issued by the UTM Library.

Membership must be renewed annually except for UTM Family and UTM Alumni membership.

REGISTRATION

1. Registration can be made from 8.00 am to 5.00 pm.
2. UTM Alumni who wish to become External Reference Member / Borrowing need to sign in before at Alumni Office, before library membership is accepted.

RENEWAL OF MEMBERSHIP CARD

Membership cards (Reference/Borrowing) must be renewed one month before or on the due date each year.

REPLACEMENT OF MEMBERSHIP CARDS

1. Loss of matrix cards must be reported IMMEDIATELY to the Circulation Counter and UTM Security Unit to prevent any misuse of the card.
2. Replacement of membership cards will be charged RM10.00
3. Membership card are non-transferrable

COLLECTION AND MATERIAL LOCATION

Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ Johor Bahru	PSZ Kuala Lumpur	PRZS	
Open Shelf Books	Books covering all disciplines. These are arranged according to their call numbers. Please take note that open shelf collection with the 'f' symbols are shelved in a separate location from those without it.	A - QC classes Level 4 QD - Z classes Level 5	A - Z classes Level 3	Level 4 The book that has the symbol 'f' are arranged on the same shelf with books without any symbol.	Open Shelf Books

Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ Johor Bahru	PSZ Kuala Lumpur	PRZS	
Reference materials	Reference materials are shelved at level 3, 4 or 5 according to their respective call numbers : · Annual Reports · Almanacs · Statistics · Dictionaries · Atlases · Encyclopedias · UTM's examination papers · (level 4) external - ry · Government/semi-government publications · Government acts · UTM theses 1984 and before (2nd copy/some titles only) Other reference materials located: · UTM prospectus/UTM calendars · Calendars/prospectus of local higher institutions of learning · Overseas universities prospectus and calendars	A - QC classes Level 4 QD - Z classes Level 5 A-Z classes Level 4	A - QC classes Level 3 A - Z classes Level 4 (Compactus Room)	A - QC classes Level 4	Reference materials r,rf rd rm re ray wr wr raf rab rb

Types	Descriptions	Locations		
		PSZ Johor Bahru	PSZ Kuala Lumpur	PRZS
Closed Access Collection	Closed Access Collection are titles of books that have been identified as titles that are heavily used by a large number of users but only a limited number of copies are available. Please indicate the call number from LESTARI and request the material from the Media Counter.	Media Counter, Level 3	Circulation Counter, Level 2	Circulation Counter, Level 1
Sources to Information	Print Format : · Indexes · Abstracts Electronic Format : Accessible via CD-ROMs and online databases.	Level 2 Information services & Research Division, Internet PC, level 3	Level 4	Online Acess Level 2

Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ Johor Bahru	PSZ Kuala Lumpur	PRZS	
Journals	Print Format : Current and back issues. Electronic Format : Accessible via CD-ROMs and online databases.	Print format: Level 2 PSZ UTM JB Electronic Format : Accessible online databases.			
Standards & Patents	Printed & Electronic Format : Consist of British Standards (BS), Malaysian Standards (MS), International Organization for Standardization (ISO), etc.	Media Counter, Level 3 & online	Online		PIA – Standards PAT – Patents (Followed by standard number)
Media Collection	Media Collection such as video-cassettes, microfilms, microfiches, multimedia CD-ROMs are available for reference or loan in the library.	Media Counter, Level 3	Circulation counter Level 2	Media Counter, Level 1	Abbreviation of each Media Collection (e.g. MFL – microfilm)

Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ Johor Bahru	PSZ Kuala Lumpur	PRZS	
UTM Theses	Writing and research conducted by UTM students or staff at bachelor's degree, master's and doctorate level		Please refer to Research Support Consultant	Level 1 & 4	Symbol used: raf – hardcopy MFL – microfilm
Maps/Aerial Photographs	Serial, maps, Malaysian maps, and general maps.	Level 3	Please refer to Research Support Consultant & Circulation Counter		Symbol used: PTA/FTU (followed by map/aerial photograph number)
Measured Drawings	Measured Drawings (FKA/FKM)			Level 3	Measured Drawings
Newspaper Articles	Digital collection of selected local newspaper articles according to certain matters and UTM related topics.	Library Management System http://library.utm.my/digital-resources-2/dms			

Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ Johor Bahru	PSZ Kuala Lumpur	PRZS	
Creative Collection	Consists of fiction collection in Malay, English, Chinese and Tamil.	Level 2	Level 4		Call number with 'kreatif' word
Advanced Management Collection	Collection of selected titles on Advance Management	Executive Room Level 3	A - Z classes Level 3		
Chancellor Collection	Collection of books donated from UTM Chancellor, DYMM Raja Zarith Sofiah Ibni Almarhum Sultan Idris Shah			Raja Zarith Sofiah Gallery, Level 2	

CLASSIFICATION OF LIBRARY MATERIALS

Materials on the shelves are arranged according to the Library of Congress Classification Scheme. This is to facilitate users in their search. A simplified classification scheme is provided below:

Library of Congress Classification Scheme

| Class	Subject
A	General Works
B	Philosophy. Psychology.
C	Auxiliary Science of History
D	History : General & Old
E - F	History: America
G	Geography. Anthropology.
H	Social Sciences
J	Political Sciences
K	Law
L	Education
M	Music & Books on Music
N	Fine Arts
P	Language & Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography .Library Science. Information Resources

COLLECTION SYMBOLS

Some of the materials in the library are arranged separately from the library's main collection and is represented by the following symbols:

Symbol	Collection
a	Special Collection Material
b	University Prospectus and Calendar
d	Dictionaries/Terminologies
e	Encyclopedias
f	Folio Book (measuring more than 27cm)
h	Banned Book
j	Journal
k	Small Book (measuring less than 10 cm x 15 cm)
m	Atlas
r	Reference Materials
rp	Expensive materials
w	Government Publication
x	Abstracts/Indexes
y	Examination Question Paper
Kreatif	Creative Collection (Novel)

✓PL5125 K359 1988 rd

✓AE5 A53 1995 re

✓HD9526 S65 1982 r

✓Kreatif PS 355 A43 1999

- Symbols are used to differentiate types of material.
- 2 format :
  a. Single
     - a , r , f and x
  b. Combination
     - re , rd , ry , etc.

NA680
G63
1999
rf → symbol
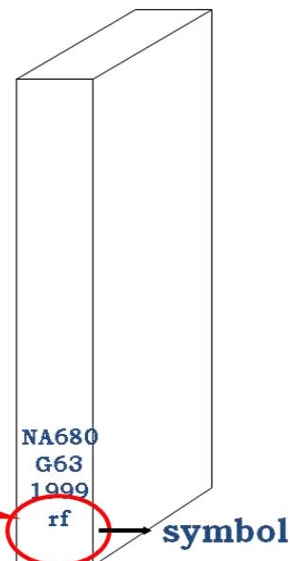
SERVICES

BORROWING AND RETURNING OF LIBRARY MATERIALS

Borrowing of library materials can be done at the Circulation Counter or by using the Self-Check-Out Machine or Auto Sorter Machine. Users will be given a borrowing slip for each transaction. Users are strongly advised to check the due date on the slip or check through the borrowing record in their library account in order to avoid fines for late returns of library materials.

Returning of library materials can be done at the Circulation Counter. Users will be given a returning slip for each transaction. Users are advised to keep the slip until they check the borrowing record in their library account to ensure that the record has been updated.

Materials can be borrowed or returned at both campuses (Kuala Lumpur and Johor Bahru).

LOAN ELIGIBILITY

Loan eligibility for each users are according to membership category.

Undergraduate Student

Collection Category		Diploma Student / Bachelor Student
Open Access	Max. number	10
	Loan period	2 weeks
Closed Access	Max. number	1
	Loan period	2 hours
Bound Journals	Max. number	1
	Loan period	3 days
Current Journals	Max. number	1
	Loan period	Overnight
Reference Books	Max. number	1
	Loan period	Overnight
Audio-Visual Materials	Max. number	1
	Loan period	2 hours / Overnight

Post-graduate Student

Collection Category		Master & PhD Students
Open Access	Max. number	20
	Loan period	1 month
Closed Access	Max. number	1
	Loan period	4 hours
Bound Journals	Max. number	2
	Loan period	3 days
Current Journals	Max. number	1
	Loan period	Overnight
Reference Books	Max. number	1
	Loan period	Overnight
Audio-Visual Materials	Max. number	1
	Loan period	2 hours / Overnight

Academic Staff

Collection Category		Academic Staff	Academic Staff (Contract)	Academic Staff (Part-Time)	Academic Staff (Temporary)	Tutor
Open Access	Max. number	30	10	5	5	10
	Loan period	3 month	1 month	2 weeks	2 weeks	1 month
Closed Access	Max. number	1	1	1	1	1
	Loan period	7 days	2 hours	2 hours	2 hours	2 hours
Bound Journals	Max. number	4	1	1	1	1
	Loan period	3 days	3 days	3 days	3 days	3 days
Current Journals	Max. number	4	1	1	1	1
	Loan period	3 days	Overnight	Overnight	Overnight	Overnight
Reference Books	Max. number	3	1	1	1	1
	Loan period	3 days	Overnight	Overnight	Overnight	Overnight
Audio-Visual Materials	Max. number	3	1	1	1	1
	Loan period	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight
Serial Maps	Max. number	20	-	-	-	-
	Loan period	1 month	-	-	-	-

Non-Academic Staff

Collection Category		Non-Academic Staff	Senior Staff	Part-time / Temporary / Contract Staff	Research Officer	Assistant Research Office
Open Access	Max. number	15	25	5	20	20
	Loan period	1 month	3 month	2 weeks	2 month	2 month
Closed Access	Max. number	1	1	1	1	1
	Loan period	2 hours	7 days	2 hours	2 hours	2 hours
Bound Journals	Max. number	1	4	1	1	1
	Loan period	3 days	3 days	3 days	3 days	3 days
Current Journals	Max. number	1	4	1	1	1
	Loan period	Overnight	Overnight	Overnight	Overnight	Overnight
Reference Books	Max. number	3	3	1	1	1
	Loan period	3 days	3 days	Overnight	Overnight	Overnight
Audio-Visual Materials	Max. number	1	3	1	1	1
	Loan period	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight
Serial Maps	Max. number	-	20	-	-	-
	Loan period	-	1 month	-	-	-

FINES

Collection Types	Fines
Open Access	RM0.20 per due day
Closed Access	RM0.50 for the first hour and RM1.00 for every succeeding hour
Reference	RM0.20 per due day
Current Journals	RM0.20 per due day
Bound Journals	RM0.20 per due day
Audio Visual Materials (Internal borrowing)	RM0.50 per hours
Audio Visual Materials (External borrowing)	RM0.50 for the first day and RM1.00 for every succeeding day

REPLACEMENT OF LOST / DAMAGED MATERIALS

All materials which have been lost, damaged should be reported immediately to the Circulation Counter. Charges are subject for both the cost of a replacement copy *plus* processing costs and accumulated fines.

No.	Materials	Replacements/Fines	
		Replacement of Materials	Replacement by Value of Materials
1	Books	Same edition/latest	Price of book plus RM25.00 processing fee
2	UTM Theses		RM200.00 plus RM25.00 processing fee
3	Measured Drawings		RM250.00 plus RM25.00 processing fee
4	Audio Visuals (Original)	Same edition/latest	Price of materials plus RM25.00 processing fee
5	Audio Visuals (Special Collection copy): • Recording Cassette • Video Cassette	Same edition/latest	Price of materials plus RM25.00 processing fee
6	Journal Article	Same Title	RM75 (maximum BLDSC charges) RM25.00 processing fee
7	Journals/ Magazines	Title/ Same edition	Journal price plus RM25.00 processing fee
8	Maps / Aerial Photographs		Price of materials plus RM25.00 processing fee
9	Books/ Without price		**International Edition** RM300.00 plus RM25.00 processing fee **Local Edition** RM150.00 plus RM25.00 processing fee
10	Rare Materials		Twice the price of materials plus RM25.00 processing fee

REMINDER/OVERDUE NOTICE

Reminder/Overdue Notices are sent as a courtesy to the borrower. Reminder/Overdue Notices will be sent to users through e-mail 2 days before the due date. This is to inform users of the due date and to remind them for loan renewal.

Borrowed materials must be returned on or before the due date. Borrowers who fail to do so will be fined.

The 1st Overdue Notice will be sent 1 day after the due date. If users still fail to return it, the 2nd Overdue Notice will be sent 14 days after the due date. If users still fail to return, the 3rd Overdue Notice will be sent 28 days after the due date. Final Notice (Notice of Outstandings Fines) will be sent 35 days after the due date.

RENEWAL

Renewal can be done online through the library's User Account. Users can only renew twice. No renewal is allowed if other users had made reservations for the same items. Online renewal can be done before the due date.

RESERVATION OF LIBRARY MATERIALS

Library materials that have been borrowed by other users can be reserved at the Circulation Counter or through the Library Catalogue. The reserved materials will be located on the reservation shelf (Circulation Counter) for 7 days after the materials are returned by the borrower. If the user who had reserved the materials did not turn up to collect the reserved materials until the period ends, the reservation will be cancelled and the reserved materials will be located on the open shelf. Users are advised to check on the status of the materials that they had reserved through the reservation record in their Library Account.

SERVICES TO ORDINARY MEMBERS

Type of Services	Services	Location/Phone No.
Reference and Research Support Consultant	i. Assisting user in information and reference searching. ii. The use of library system and reference materials.	PSZ UTM Johor Bahru - Level 3 Tel: 07-5530023 PRZS – Level 4 Tel: 07-5610325 PSZ UTM Kuala Lumpur Tel: 03- 26154517 Perpustakaan Hub Pendidikan Tinggi UTM Pagoh Tel: 06-9742842/06-9742834
User Education Programme	i. Research Methodology Workshop ii. Library Skills Class for Postgraduates iii. Endnote Class iv. Basic Library Skills Class v. Advanced Library Skills Class vi. UKQD 1211: Information Searching Skills	PSZ UTM Johor Bahru - Level 3 Tel: 07-5530195 PRZS –Level 4 Tel. 07-5610325 PSZ UTM Kuala Lumpur Tel: 03- 26154567 Perpustakaan Hub Pendidikan Tinggi UTM Pagoh Tel: 06-9742842/06-9742834

Type of Services	Services	Location/Phone No.
Electronic Databases	Provide assistance in information searching to researchers registered with the library	PSZ UTM Johor Bahru - Level 3 Tel : 07-5530027 PRZS – Level 4 Tel: 07-5610325 PSZ UTM Kuala Lumpur Tel: 03- 26154567 Perpustakaan Hub Pendidikan Tinggi UTM Pagoh Tel: 06-9742842/06-9742834
Research Support Service	i. Research publication verification ii. Incentive claim application approval	PSZ UTM Johor Bahru - Level 3 Tel : 07-5530280/5530029

Type of Services	Services	Location/Phone No.
New Items Corner	Display of selected open access books.	PSZ UTM Johor Bahru - Level 3,4 & 5 Tel: 07-5530136/30457/30044/30147 PRZS – Level 1 Tel: 07-5610309/3066/305 PSZ UTM Kuala Lumpur - Level 2 Tel: 03- 26154301
Inter-Library Loan (ILL)	To obtain materials require by user from other libraries/institutions inside or outside the country through ILL facilities.	PSZ Johor Bahru - Level 3 Tel: 07-5530023 PRZS – Level 4 Tel: 07-5610325 PSZ UTM Kuala Lumpur - Level 2 Tel: 03-2614810/2614567 Perpustakaan Hub Pendidikan Tinggi UTM Pagoh Tel: 06-9742842/06-9742834

Media Services	i) TV Broadcasting : Monday - Friday
	a. TV3 Bulletin :
	   1.30pm - 2.00pm
	   8.00pm - 9.00pm
	b. Documentary (ASTRO channel) :
	   8.00am - 1.30pm
	   2.00pm - 4.30pm
	ii) Use of Media Collection such as microfilm, videocassette, Multimedia CD-ROM may be made in the library or borrowed according to users' eligibility.
		PSZ UTM Johor Bahru - level 3
		Tel: 07-5530137
		
		PRZS – Level 1
		Tel: 07-5610302
		
		UTM Kuala Lumpur - Level 2
		Tel : 03- 26154301

Type of Services	Services	Location/Phone No.
Duplicating of Materials *(Photocopy service)* Privatized Management	Service hours : a. PSZ UTM Johor Bahru 9.00am - 9.30pm/during library opening hours. b. PSZ UTM Kuala Lumpur 8.00 am and closes 30 minutes before library closing time.	PSZ Johor Bahru - Level 5 PSZ UTM Kuala Lumpur - Level 2
Computer usage	Assignment PC and Internet access	PSZ UTM Johor Bahru - Level 3 Tel: 07-5530195 PRZS –Level 4 Tel: 07-5610325 PSZ UTM Kuala Lumpur Tel: 03-26154301
Occasional Exhibition	a. Exhibition can be done at 2 different places : a. Exhibition area - located inside PSZ Johor Bahru b. Library foyer - located outside PSZ Johor Bahru ii) Exhibition can be reserved by individuals/groups a month before the exhibition date. iii) For students, permission from Urusetia Hal Ehwal Pelajar is required before putting up their exhibition.	Exhibition area : PSZ UTM Johor Bahru - Level 3 Tel: 07-5531140 Library foyer : PSZ UTM Johor Bahru - Level 3 Tel: 07-5530138/30044/30136/30457/30147 PRZS – Level 4 Tel: 07-5610325 PSZ UTM Kuala Lumpur Tel : 03-26154301

Types of Services	Services	Location/Phone No.
Information Package	Publication of bibliographies, Selective Dissemination of Information, etc. based on fields or faculties.	List of PSZ-Faculty liaisons can be accessed online via library portal.
Other Services	Newspaper Articles	
	Digital collection of selected local newspaper articles according to certain matters and related topics to UTM.	Library Management System http://library.utm.my/digital-resources-2/dms/
	Management faculty library and reading stations, management, strengthening of library activities and library publication.	PSZ UTM Johor Bahru – Level 3 Tel: 07-5530017/31140
Promotion	i. Publish Library Bulletin, Library Handbook, Library portal, brochure, etc. ii. Promote library programme iii. Consultation on setting up the Resource Centre for UTM's faculties/departments and other institutions.	PSZ UTM Johor Bahru - Aras 2 Tel : 07-5530174/30195 PRZS – Aras 4 Tel: 07-5610325 PSZ UTM Kuala Lumpur Tel. 03- 26154207

SUBSCRIBED
ONLINE DATABASES

UTM subscribed to several online databases that can be accessed via the Internet from within and outside the campus. Browse Library portal and get access via Ezproxy. Please use Academic Computing ID (ACID) for a username and password.

- American Society of Mechanical Engineers Digital Library
- Association of Computing Machinery Digital Library
- British Standards Online
- Datastream
- ECRI Institute
- Engineering and Applied Science
- IEEEXplore Digital Library
- JSTOR

- Journal Citation Report
- Lexis Malaysia
- OnePetro
- SAGE Premier Journals
- ScienceDirect
- SciFinder
- SpringerLink
- Web of Science

ELECTRONIC BOOKS

The library subscribes to several of electronic books databases.

- American Institute Of Aeronautics & Astronautics
- American Society of Civil Engineers Library
- American Society of Mechanical Engineers Digital Library
- British Standards Institution eBooks
- Cambridge Books Online
- EBSCOhost eBook Collection
- Emerald
- CRCnetBASE (Biomedical SCIENCE netBase, EngnetBASE, ENVIROnetBASE, ACCUP-HEALTH and SAFETYnetBASE, WATERnetBASE)
- Gale Virtual Reference Library
- ICE Virtual Library
- IET Digital Library
- IG Publishing
- IGI Global
- McGraw-Hill eBook Library

- MyiLibrary
- Palgrave Connect
- Science Direct
- SPIE Digital Library eBooks
- Springer Link
- Trans Tech eBooks
- Water Intelligence Online
- Wiley Online Library
- World Scientific Book

ELECTRONIC JOURNALS

There are 42 electronic journals subscribed individually.

- Acta Geodaetica et Geophysica Hungaria / Acta Geodaetica Et Geophysica
- Annals of the Institute of statistical mathematics
- Australian Journal of Chemistry
- Avian disease
- Canadian geotechnical journal
- Chemistry letters
- Current Bioinformatics
- Current Computer-Aided Drug Design
- Current Medical Imaging Reviews
- Current Nanoscience
- Current Signal Transduction Therapy
- Educational and psychological measurement
- Expert Review of Medical Devices
- Food science and technology international
- Hydrology Research
- INFORMS: Journal on Computing
- Zeitschrift fur physikalische chemie

- International journal of chemical reactor engineering
- International journal of pattern recognition and artificial intelligence
- Journal of geology, The
- Journal of hydroinformatics
- Journal of telemedicine and telecare
- Journal of the American medical association : JAMA
- Journal of water & health
- Mathematics of computations
- Planta medica : journal of medicinal plant research
- Radiochimica acta
- Recent Patents on Nanotechnology
- Science
- Social studies of science
- Water policy
- Water resources research
- Zeitschrift fur kristallographie

JOURNALS /PRINTED MAGAZINES

The library subscribes to 12 print journals or magazines that are placed in Level 2, PSZ UTM Johor Bahru :

- Dewan Ekonomi
- Dewan Kosmik
- Dewan Masyarakat
- Dewan Siswa
- Solusi
- Al-Islam

- Economist
- National Geographic
- Fortune
- Time
- Readers Digest

UTM OPEN ACCESS ELECTRONIC JOURNALS

Electronic journal titles published by UTM are freely accessible via Library portal.

Title	Publisher
Malaysian Journal of Fundamental and Applied Sciences	Ibnu Sina Institute for Fundamental Science Studies
Elektrika	Faculty of of Electrical Engineering
Matematika	Faculty of Science
Malaysian Polymer Journal	The Plastics Rubber Institute of Malaysia (PRIM)
Malaysian Journal of Civil Engineering	Fakulti of Civil Engineering
Jurnal Mekanikal	Faculty of Mechanical Engineering
Jurnal Teknologi	Penerbit UTM Press
Geoinformation Science Journal	Faculty of Geoinformation and Real Estate
Jurnal Kemanusiaan	Faculty of Management

ELECTRONIC FACILITIES AND SERVICES

LESTARI (Library Electronic System & Research Information)

LESTARI is the web based online library catalogue which is the main source for searching Library collection. Users can access the library catalogue (LESTARI) through the library website using computers provided at each level. The LESTARI enables users to search the bibliographic record and the status of library materials.

Self-Check Out Machine

This is a self-service machine whereby users do not have to queue up at the Circulation Counter to borrow open access books. Thus, library users may borrow and renew library materials using Self-Check-Out Machines. The transactions for check-out can be done via self-check system during opening hours. Users need to follow the instructions on the screen to execute loans, renewals, and returning library materials.

DataStream Database

DataStream is a global and macroeconomic database covering equities, stock market indices, currencies, company financials and key economic indicators by country and sector.

The database is available for use on a single computer at these locations (during office hours only):

1. Research Support Division, PSZ UTM Johor Bahru
2. PSZ UTM Kuala Lumpur
3. Faculty of Geoformation & Real Estate Library
4. Faculty of Management Library

Document Management System (DMS)

DMS is an institutional repository that enables users to access UTM's theses, articles and other institutions related materials. This database is accessible to all users with UTM's Academic Identification Account (ACID).

Internet and Wi-Fi

There are Wi-Fi services and many computers located at for users who wish to navigate and find information from the Internet. The service is free for UTM's prime students and staffs. Pc for OPAC searching are also available at level 2, 3, 4 and 5.

Library Portal

Consist more detail information on the library. Also included are online edition of Library Bulletin, online databases, digital newspapers as well as links to selected Internet sources pertaining to information and courses relevant to the University. The portal address is: **library.utm.my**

Astro Screening

UTM Libraries subscribes to the ASTRO channel service early 2002.

PSZ UTM Johor Bahru - 8.30 am - 10.15 pm - Level 3

PSZ UTM Kuala Lumpur—8.30 am –10.15 pm - Level 2

AREA FACILITIES

Bangunan Perpustakaan Sultanah Zanariah				
Room	Capacity	Rate (RM)/day		
		A	B	C
Seminar Room 1 (level 2)	30	RM100	RM200	RM300
Seminar Room 2 (level 2)	30	RM100	RM200	RM300
Seminar Room 3 (level 4)	120	RM200	RM300	RM500
Viewing Room (level 3)	60	RM100	RM200	RM400
Discussion Room (level 2)	8	RM50	RM100	RM200
Researcher's Discussion Room (level 4)	12	RM100	RM150	RM250
Executive Meeting Room (level 3)	20	RM100	RM200	RM300
Meeting Room 2 (level 3)	20	RM100	RM200	RM300
Banquet room	30	RM100	RM200	RM300
Lobby area (20 x 20) (excluding furniture)	-	RM100	RM200	RM400
Foyer Area (20 x 20) (excluding furniture)	-	RM100	RM200	RM400
Exhibition Area (10 x 10) and exhibition panel	-	RM50	RM100	RM200
Information Searching Laboratory 1 (MPM1)	18	RM200	RM300	RM500
Information Searching Laboratory 2 (MPM2)	19	RM200	RM300	RM500

Note:
A = UTM students in co-operation with external parties
B = Lecturers/UTM staff in co-operation with external parties
C = External parties
Rent rate is excluding 6% GST charges.

Bangunan Perpustakaan Raja Zarith Sofiah				
		Rate (RM)/day		
Room	Capacity	A	B	C
Seminar Room 1 (level 1)	16	RM100	RM250	RM300
Seminar Room 2 (level 1)	16	RM100	RM200	RM300
Executive Meeting Room	20	RM100	RM200	RM300
Main Meeting Room (level 2)	40	RM200	RM300	RM500
Student's Discussion Room 1 (level 2)	12	RM100	RM150	RM250
Student's Discussion Room 2 (level 3)	10	RM100	RM120	RM180
Information Searching Laboratory (level 4)	18	RM200	RM300	RM500
Online Databases Searching Lab (level 4)	18	RM200	RM300	RM500
Multimedia Viewing Room (level 4)	35	RM200	RM300	RM400
Researcher's Room (level 4)	4	RM100	RM150	RM200
Executive Room (level 4)	8	RM100	RM100	RM250
Researcher's Discussion Room (level 4)	18	RM100	RM200	RM300
Foyer Area	150	RM500	RM1,000	RM1,500

Note:
A = UTM students in co-operation with external parties
B = Lecturers/UTM staff in co-operation with external parties
C = External parties
Rent rate is excluding 6% GST charges.

Bangunan Perpustakaan UTMKL				
Room	Capacity	Rate (RM) Day		
		A	B	C
Seminar Room 1 (level 3)	40	RM100	RM200	RM300
Seminar Room 2 (level 3)	40	RM100	RM200	RM300
Seminar Room 3 (level 3)	24	RM100	RM200	RM300
Seminar Room 4 (level 4)	30	RM100	RM200	RM300
Meeting Room (level 2)	24	RM100	RM200	RM300
Information Searching Laboratory 1 (MPM1)	40	RM100	RM200	RM300

Note:
A = Staff, Student and UTM's Club
B = Government Agencies / Statutory Bodies
C = Others
Rent rate is excluding 6% GST charges.

LIBRARY MANAGEMENT
Directory

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CHIEF LIBRARIAN

Dr. Hjh. Kamariah Nor Mohd Desa
Tel: 07-5530101/07-5610300
Email: kamariahnor@utm.my

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Deputy Chief Librarian (Planning & Development)
Tel: 07-5530102

Deputy Chief Librarian (Services)
Noraziah Sharuddin
Tel: 07-5530104
Email: noraziah@utm.my

Deputy Chief Librarian (Perpustakaan Raja Zarith Sofiah)
Nor Asikin Mohamad
Tel: 07-5610304
Email: asikin@utm.my

Deputy Chief Librarian (Gallerium)
Haslina Othman
Tel : 07-5530302
Emel : haslinao@utm.my

Deputy Chief Librarian (Perpustakaan UTM Kuala Lumpur)
Nik Masriza Zakaria
Tel: 03-26154292
Email: nikmasriza.kl@utm.my

Head of Cataloging, Gift & Exchange Division
Badariah Borham
Tel: 07-5530107
Email: badariahborham@utm.my

Head of Information Services, Research & Circulation Division
Perpustakaan Raja Zarith Sofiah
Noraini Yahya
Tel: 07-5610324
Email: norainiyahya@utm.my

Head of Information Services & Research Division
Zaleha Atan
Tel: 07-5530199
Email: azaleha@utm.my

Head of Metadata Repository Division
Kamariah Mohamed Jong
Tel: 07-5610319
Email: kamariahmj@utm.my

Head of Collection Management Division
Mohd Nasir Ibrahim
Tel: 07-5530138
Email: nasiribrahim@utm.my

Head of Automation Division
Haslina Nasir
Tel: 07-5610318
Email: nhaslina@utm.my

Head of Administrative & Finance Division
Zafarina Dol
Tel: 07-5530131
Email: zafarina@utm.my

Head of Resource Development Division
Khairulbahiyah Yaakub
Tel: 07-5530026
Emel: kbahiyah@utm.my

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ADMINISTRATIVE & FINANCE DIVISION

Head of Administrative & Finance Division
Zafarina Dol
Tel: 07-5530131
Email: zafarina@utm.my

Building Management Unit
Norsyuhada Shafie
Tel: 07-5530024
Email: norsyuhadashafie@utm.my

Human Resource Management Unit
Hamidah Mat Arif
Tel: 07-5530175
Email: hamidah-ma@utm.my

Finance Management Unit
Mohd Alias Tohiran
Tel: 07-5530140
Email: aliastohiran@utm.my

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INFORMATION SERVICES & RESEARCH DIVISION

Head of Information Services & Research Division
Zaleha Atan
Tel: 07-5530023
Email: azaleha@utm.my

Information Consultancy & Research Unit
Salina Shamsuri
Tel: 07-5530023
Email: salinasham@utm.my

Information Management & Research Unit
Siti Nisrin Mohd Anis
Tel: 07-5531140
Email: nisrin@utm.my

Database & Research Support Unit
Syahranah A. Raqi
Tel: 07-5530027
Email: syahranah@utm.my

Research Publication Management Unit
Md Razib Karno
Tel: 07-5530280
Email: mdrazib@utm.my

Norashikin Johari
Tel: 07-5530029
Email: norashikinjohari@utm.my

Promotion & Alumni Unit
Syazwani Syamimi Mat Pauzi
Tel: 07-5530195
Email: syazwanisyamimi@utm.my

IBD Library
Abas Rahmat
Tel: 07-5531668
Email: abasrahmat@utm.my

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COLLECTION MANAGEMENT DIVISION

Head of Collection Management Division
Mohd Nasir Ibrahim
Tel: 07-5530138
Email: nasiribrahim@utm.my

Circulation & Reading Station Unit
Norazila Safri
Tel: 07-5530017
Email:norazila@utm.my

Rodzuan Mohd Yusoff
Tel: 07-5530044
Email: rodzuan@utm.my

Hasanul Manzar Ismail
Tel: 07-5530457
Email: hasanul@utm.my

Salihuddin Bakhri
Tel. 07-5530136
Email: salihhuddin@utm.my

Kamisah Yusoff
Tel. 07-5530044
Email: kamisahyusoff@utm.my

Faculty Library Unit
Hamizah Sumin
Tel: 07-5530751
Email: hamizah@utm.my

Preservation & Consevation Unit
Mohd Hanaffi Mohd Noor
Tel: 07-5530110/07-5530125
Email: hanaffi@utm.my

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RESOURCE DEVELOPMENT DIVISION

Head of Resource Development Division
Khairulbahiyah Yaakub
Tel: 07-5530026
Emel: kbahiyah@utm.my

Acquisition Unit
Khairulbahiyah Yaakub
Tel: 07-5530026
Email: kbahiyah@utm.my

Journal & Electronic Media Unit
Yusrul Hisham Mohd Yusof
Tel: 07-5530302
Email: yusrul@utm.my

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GALLERIUM DIVISION

Head of Gallerium
Haslina Othman
Tel : 07-5530302
Emel : haslinao@utm.my

Multimedia Development & Management Unit
Mohd Fuad Mohamed Yusof
Tel: 07-5530105
Email: mfuad@utm.my

Gallerium Unit
Nor Hafiza Daud Kaiyin
Tel: 07-5531114
Email: norhafiza@utm.my

Fakhrul Zaman Sambas
Tel: 07-5530284
Email: fakhrulzaman@utm.my

Gallerium Research Unit
Nabilah Jamil
Tel: 07-5530174
Email: nabilah@utm.my

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CATALOGING, GIFT & EXCHANGE DIVISION

Head of Cataloging, Gift & Exchange Division
Badariah Borham
Tel: 07-5530107
Email: badariahborham@utm.my

Technical Management Unit
Haslina Hussin
Tel: 07-5530112
Email: haslinahussin@utm.my

Gift and Exchange Unit
Muzaimah Mohd Yunus
Tel: 07-5530133
Email: muzaimah@utm.my

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INFORMATION SERVICES, RESEARCH & CIRCULATION DIVISION

Head of Information Services, Research & Circulation Division
Noraini Yahya
Tel: 07-5610324
Email: norainiyahya@utm.my

Information Services & Research Support Unit
Liza Porijo
Tel: 07-5610325
Email: liza@utm.my

Circulation Unit
Zul Izuan Hanafiah
Tel: 07-5610309
Email: zulizuan@utm.my

Zalinda Shuratman
Tel: 07-5610306
Emel: zalinda@utm.my

Nor Azhar Nasarudin
Tel: 07-5610305
Emel: norazhar@utm.my

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AUTOMATION DIVISION

Head of Automation Division
Haslina Nasir
Tel: 07-5610318
Email: nhaslina@utm.my

Library Management System Unit
Norhafisah Zakaria
Tel. 07-5610312
Email: norhafisah@utm.my

Computer Acquisition & Maintenance Unit
Haslinda Sabari
Tel: 07-5610315
Email: haslindasabari@utm.my

Library Application System Unit
Mohamad Fahiezan Md. Zan
Tel: 07-5610316
Email: fahiezan@utm.my

Computer Server & Network Unit
Mohd Subha Salleh
Tel: 07-5610317
Email: subha@utm.my

....

METADATA REPOSITORY DIVISION

Head of Metadata Repository Division
Kamariah Mohamed Jong
Tel: 07-5610319
Email: kamariahmj@utm.my

Special Collection Unit
Nor Effendy Hamzah
Tel: 07-5610321
Email: effendy@utm.my

Junaidah Abdullah
Tel: 07-5610320
Email: ja@utm.my

UTM-IR Management Unit
Haliza Zainal
Tel: 07-5610311
Email: haliza@utm.my

Digital Document Management Unit
Haliza Zainal
Tel: 07-5610311
Email: haliza@utm.my

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INFORMATION SERVICES & RESEARCH DIVISION
PSZ UTM KUALA LUMPUR

Head of Information Services & Research Division
PSZ UTM Kuala Lumpur
Nik Masriza Zakaria
Tel: 03-26154292
Email: nikmasriza.kl@utm.my

Administrative Unit
Nurul Shimah bt Shumsudin
Tel: 03- 26154715
Emel: nurulshimah.kl@utm.my

Consultancy & Management Information
Sarasyima Md Salleh
Tel: 03- 26154810
Email: sarasyima.kl@utm.my

Research Support & Information Consultancy Unit
Noor Ayesha Mohd Ezanee
Tel: 03-26154567
Email: ayesha.kl@utm.my

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COLLECTION MANAGEMENT DIVISION & LIBRARY BRANCH

Menara Razak Library & Digital Document Management
Marlina Kasiman
Tel: 03-21805074
Email: marlina@utm.my

MJIIT Library & Publication Management
Sharifah Ezathul Imma Syed Zainal Abidin
Tel: 03-22031510
Emel: ezathulimma@utm.my

Circulation & Reading Station Unit
Sharifah Radhiah Syed Azman
Tel: 03- 26154599
Emel: shradhiah@utm.my

Acquisition & Bibliographic Unit
Khairun Nadzrah Khalid
Tel: 03- 26154876
Email: khairun.kl@utm.my

CASIS Library & Promotion
Nurrull Huda Abdul Wahid
Tel: 03-26154207
Email: nurull@utm.my

Preservation & Conservation Unit
Shaharudin Ali
Tel: 03-26154369
Email: shaharudin@utm.my

SPACE Library
Aznita Hazlina Mansor
Email: aznita@kolejspace.edu.my

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PERPUSTAKAAN HUB PENDIDIKAN TINGGI UTM PAGOH
Muhammad Hazim Yusof
Tel: 06-9742834
Emel: mhazim@utm.my

Contact Information

LIBRARY

	Johor Bahru	Kuala Lumpur	PRZS
Renewal & Reservation	07-5530188	03-261564301	07-5610302
Media Counter	07-5530137	03-26154301	07-5610302
Research Support Consultant	07-5531137	03-26154517	07-5610303
Collection Development (Book)	07-5531115	03-26154876	
Collection Development (Journal)	07-5530018		
Inter-Library Loan	07-5530023/ 07-5530128	03-26154810/ 03-26154567	07-5610325

Contact Information

LIBRARY

Location	Telephone No.
IBD Library UTM Johor Bahru	07-5531668
Perpustakaan Raja Zarith Sofiah UTM Johor Bahru	Circulation Counter 07-5610302
Menara Razak Library UTM Kuala Lumpur	Circulation Counter 03-21805756
Malaysia Japan International Institute of Technology (MJIIT) Library UTM Kuala Lumpur	Circulation Counter 03-22031510
Perpustakaan Hub Pendidikan Tinggi UTM Pagoh, Johor	Circulation Counter 06-9742842

Contact Information

FACULTY LIBRARIES

Faculty	Telephone No.
Faculty of Built Environment	07-5530717
Faculty of Civil Engineering	07-5532443
Faculty of Mechanical Engineering	07-5534710
Faculty of Electrical Engineering	07-5535433
Faculty of Chemical & Energy Engineering	07-5536379
Faculty of Geoformation & Real Estate	07-5530888
Faculty of Science	07-5534893 (Chemistry) 07-5534213 (Mathematic)
Faculty of Education	07-5534475
Faculty of Management	07-5610108
Faculty of Computing	07-5532698
Faculty of Biosciences and Medical Engineering	07-5558582
School of Graduate Studies	07-5537598

Contact Information

TELEFAX

Location	Fax No.
Perpustakaan Sultanah Zanariah UTM Johor Bahru	07-5572555
Perpustakaan Raja Zarith Sofiah UTM Johor Bahru	07-5610009
IBD Library UTM Johor Bahru	07-5569706
Perpustakaan Sultanah Zanariah UTM Kuala Lumpur	03-26922186
Menara Razak Library UTM Kuala Lumpur	03-26922186
Malaysia – Japan International Institue of Technology UTM Kuala Lumpur	03-22031266

Emergency Procedure

Please take note the location of emergency exits in the library:

In case of fire:

1. Alarm will ring.
2. Staff with hailer will be ready to assist users.
3. Be calm.
4. Leave all books on the table.
5. Carry only important documents.
6. Follow library staff to the emergency exits.
7. Descend the staircase in proper order.
8. Once outside, distance yourself from the building.

Notes

All information in this handbook is valid during printing. Library has the right to make any amendment whenever necessary without prior announcement. Please refer to library portal for the latest information at library.utm.my.