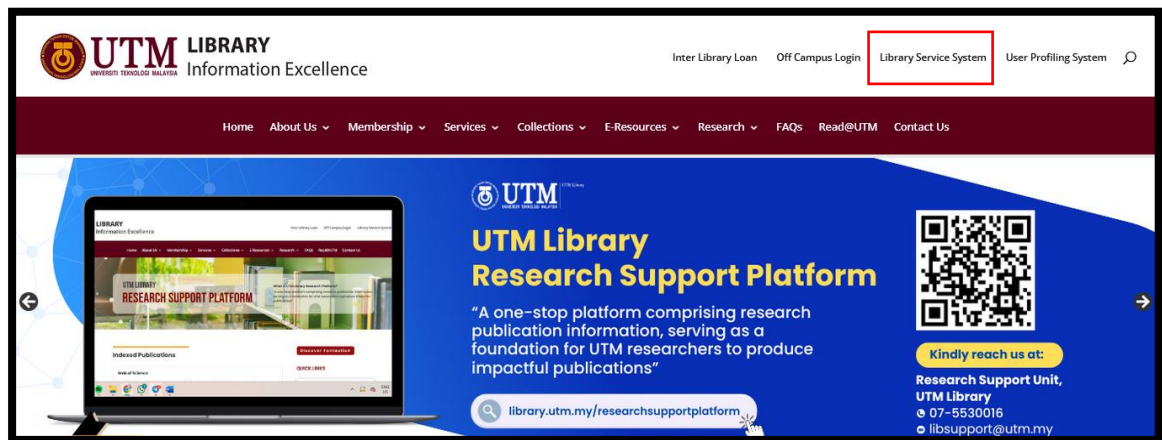
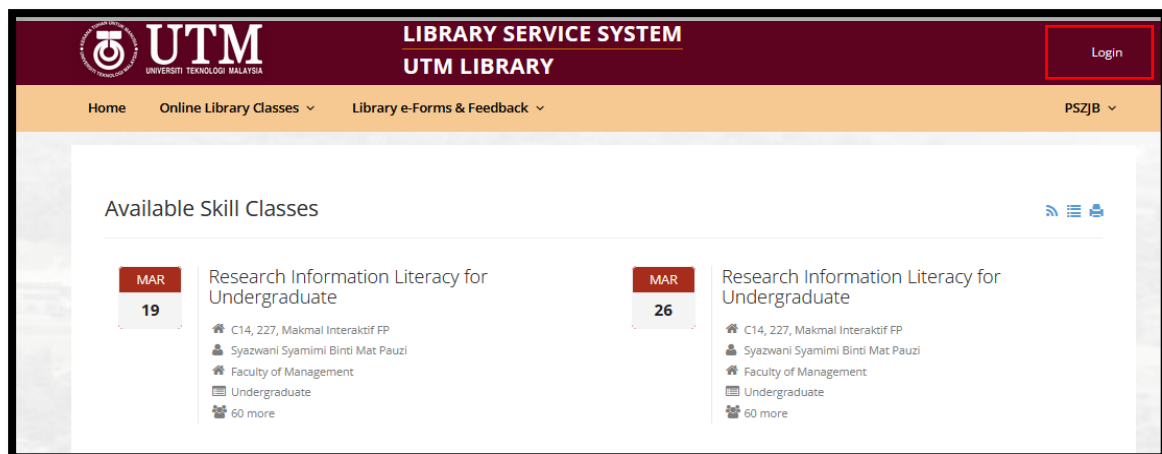


HOW TO APPLY FOR (ITEM REQUEST/REFERENCE INQUIRY)

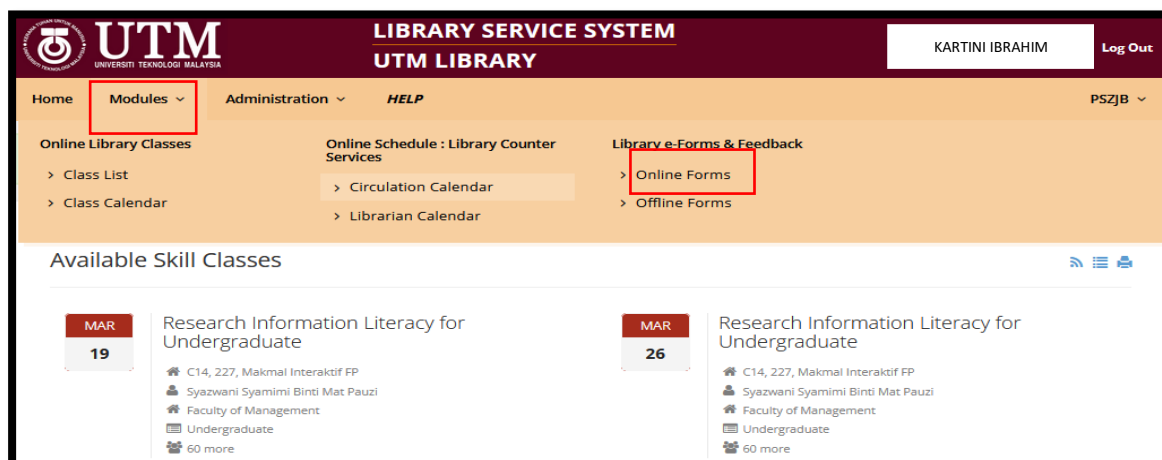
- 1) Visit UTM Library website (library.utm.my)
- 2) Click Library Service System (at the top right corner)



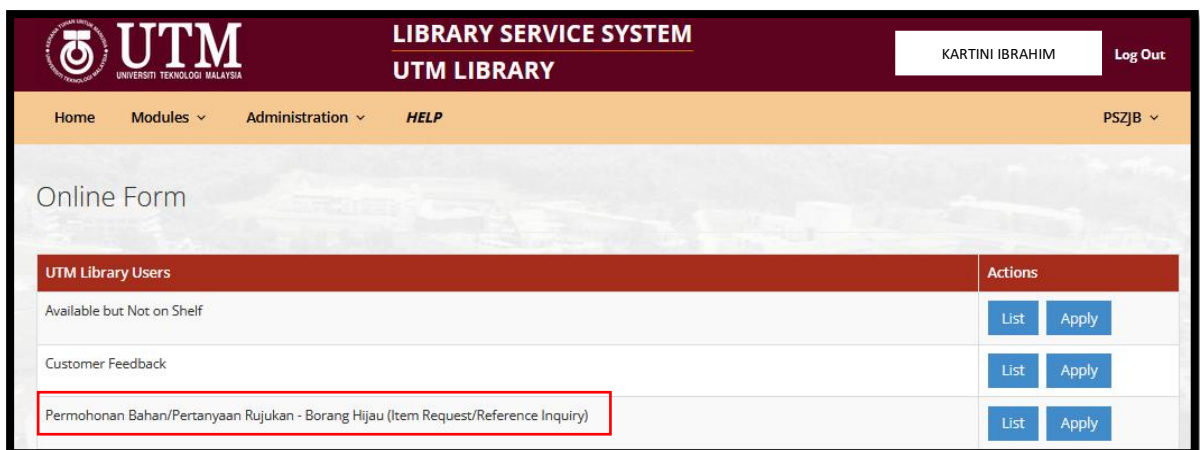
- 3) Login your **UTMID** (at the top right corner)



- 3) On Application tab, click Module and click Online Forms



4) Click Item (Request/Reference Inquiry) and click apply

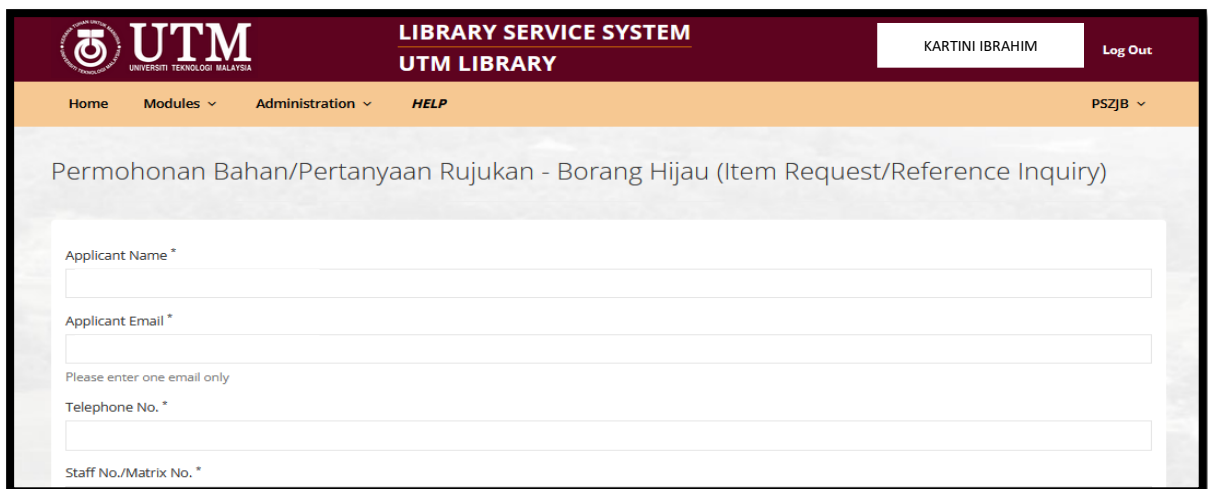


The screenshot shows the UTM Library Service System interface. The header includes the UTM logo, the text 'LIBRARY SERVICE SYSTEM UTM LIBRARY', and a user profile for 'KARTINI IBRAHIM' with a 'Log Out' button. A navigation bar contains 'Home', 'Modules', 'Administration', and 'HELP'. The main content area is titled 'Online Form' and displays a table with the following items:

UTM Library Users	Actions
Available but Not on Shelf	List Apply
Customer Feedback	List Apply
Permohonan Bahan/Pertanyaan Rujukan - Borang Hijau (Item Request/Reference Inquiry)	List Apply

5) Fill up the form and click button submit

* is a mandatory field



The screenshot shows the 'Permohonan Bahan/Pertanyaan Rujukan - Borang Hijau (Item Request/Reference Inquiry)' form. The form fields are:

- Applicant Name *
- Applicant Email *
Please enter one email only
- Telephone No. *
- Staff No./Matrix No. *

6) Check your email after submitted the form



The screenshot shows an email notification from 'UTMLSS <lss@library.utm.my>' with the subject 'LSS-Mailer : Permohonan Bahan/Pertanyaan Rujukan (Item Request/Reference Inquiry)'. The email content is as follows:

Dear ,

Your form is complete and has been successfully submitted as below :-

Ticket No. : SHPX7S
Category : Others
Material Type : Book
Material Category : None
Title: MALAYSIA Negara Kita
Author :Mohamed Musaddik Abdul Majid
Call No. :
Item Barocode : 30000010391358

Link to Library Service System : <http://lss.library.utm.my>

