UTM LIBRARY

LIBRARY HANDBOOK

ACADEMIC SESSION

2018/2019

- *Editorial* -

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- From the Chief Librarian -

CHIEF LIBRARIAN
UTM LIBRARY
NORAZIAH SHARUDDIN

Assalamu'alaikum w.b.t. and Good day,

UTM Library strives in supporting the tradition of knowledge by preserving and enriching the various collections that can be accessed from anywhere and at any time. This effort is to support the University's goal of becoming a world-class academic and technological centre by producing outstanding and distinguished graduates. Users' needs are the priority of UTM Library through excellent service delivery. Through the expertise of professional librarians, improvements in the work processes are carried out continuously by taking into account of users' feedback in order to support the teaching and learning activities. The development of sustainable collection is strongly emphasized as well as providing convenient and practical facilities to users. Libraries are the cornerstone of knowledge enrichment activities through the organisation of strategic partnership programs with government bodies, NGOs, faculties and publishers. Among the programs held are K-Sharing, Book Reviews, Information & Research Skills Workshops, Information Literacy Classes, exhibitions and carnivals. UTM Library is committed to the community by implementing its corporate social responsibility (CSR) program which indirectly favours the culture of knowledge to the community and the environment in value. Thus, UTM Library is ready to mobilise and take responsibility for the continuity of the University in the name of UTM to the world.

~ At a Glance ~

UTM Library is located at the heart of Universiti Teknologi Malaysia (UTM) Johor Bahru campus and has several branches including the Perpustakaan Sultanah Zanariah Kuala Lumpur, Perpustakaan Raja Zarith Sofiah, Perpustakaan Menara Razak Kuala Lumpur, Malaysia-Japan International Institute of Technology Library Kuala Lumpur, Institute of Bio product Development (IBD Johor Bahru), UTM Pagoh Higher Education Hub Library and 11 faculty libraries.

The library is one of the major components in supporting teaching, learning and research activities in UTM. The development of the library collection and its services is to meet the needs of science, technology and engineering fields that are the core of UTM as well as social and human sciences fields. In addition, the Library is effectively managing the various electronic information resources such as databases and e-books that can be accessed 24/7 at your fingertips.

The Computerized Library System was first developed in 1986, until Digital Library was successfully developed from 2001 to present. All library processes such as material procurement, indexing, circulation and information retrieval are supported by the Library Management System (Sirsidynix Symphony). The library collection information can be accessed online through the Library Electronic System & Research Information (LESTARI) either from within or outside the campus. The Library also offers corporate membership to t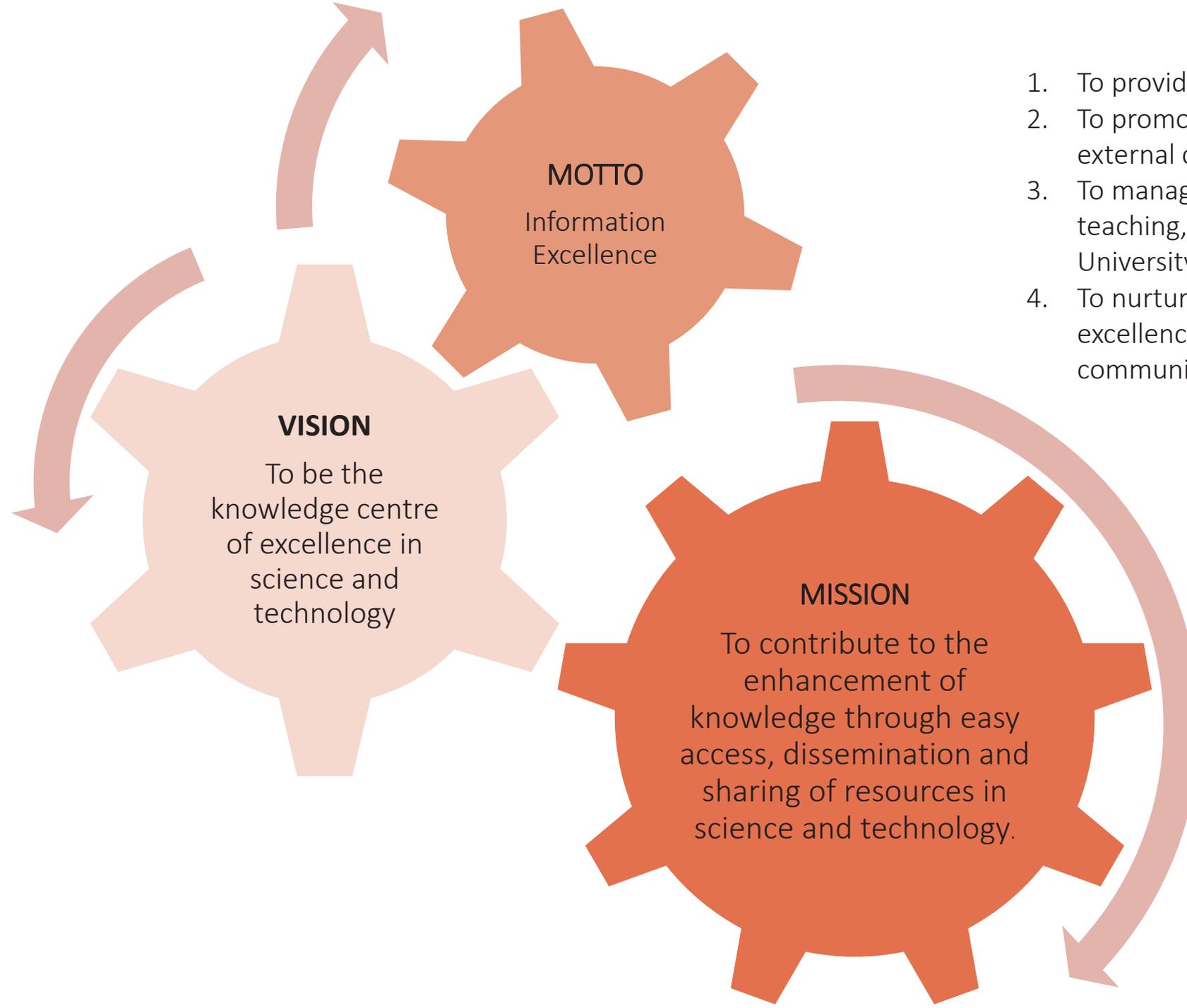he industrial or private sector by providing information, facilities and services that can support research and development (R & D) needs by the sector.

Apart from searching for printed material information, electronic information searching facilities through online databases are also among the services provided to users. Now with the development of Internet technology, the Library also provides the facilities through a number of personal computers placed in the library's reference room. The library also provides multimedia facilities to all users in the teaching and learning processes in UTM.

With the help of professional Librarian's, users are given the guidance to pursue information searching through LESTARI as well as other electronic resources, collections and services which are provided specifically for users.

Library services efficiency and quality are recognized when the Library was awarded the MS ISO 9002 Quality Award by SIRIM in May 1998 confirming that the Library complied with the systems and processes towards quality service. In 2010, the Library has been certified with MS ISO 9001: 2000 and followed by MS ISO 9001: 2008. Subsequently, in 2016, the Library received the MS ISO 9001: 2015 certification rating.

MOTTO
Information Excellence

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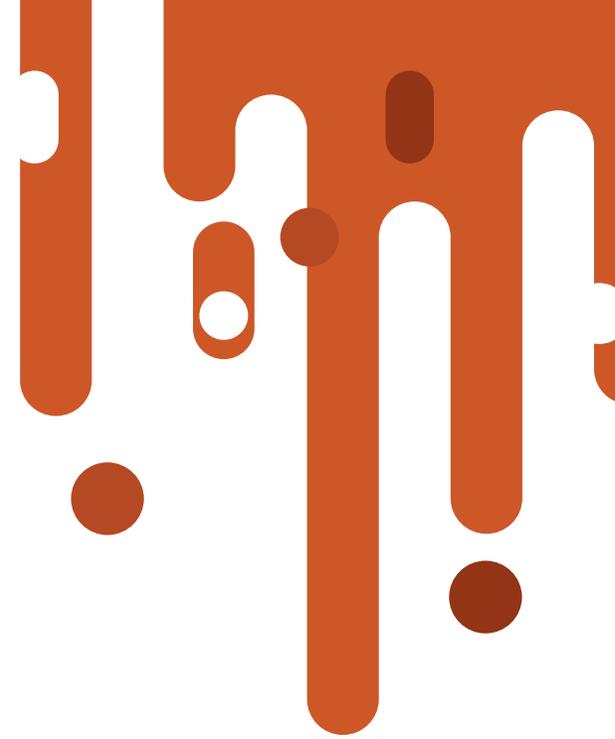
OBJECTIVES
1. To provide information based services for its users.
2. To promote information services to UTM's internal, and external community.
3. To manage information in-line with the learning, teaching, research, consultancy, and publication of the University.
4. To nurture a knowledge-based culture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

UTM LIBRARY

UTM Library
(Perpustakaan Sultanah Zanariah)
Universiti Teknologi Malaysia
81310 UTM
Johor Darul Takzim
Tel : 07-5530188   Fax : 07-5572555
Website : www.library.utm.my   Email : lib-enquiryjb@utm.my

UTM Library
(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

UTM Library
(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

UTM Pagoh Higher Education Hub Library
Universiti Teknologi Malaysia
84600 Pagoh, Johor
Tel. No (Circulation): 06-9742842
Tel. No (Librarian): 06-9742834

Menara Razak Library
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

Malaysia-Japan International Institute of Technology Kuala Lumpur Library
First Level, UTM Kuala Lumpur
Jalan Sultan Yahya Petra
54100 Kuala Lumpur
Tel. : -   Fax : 03-22031266
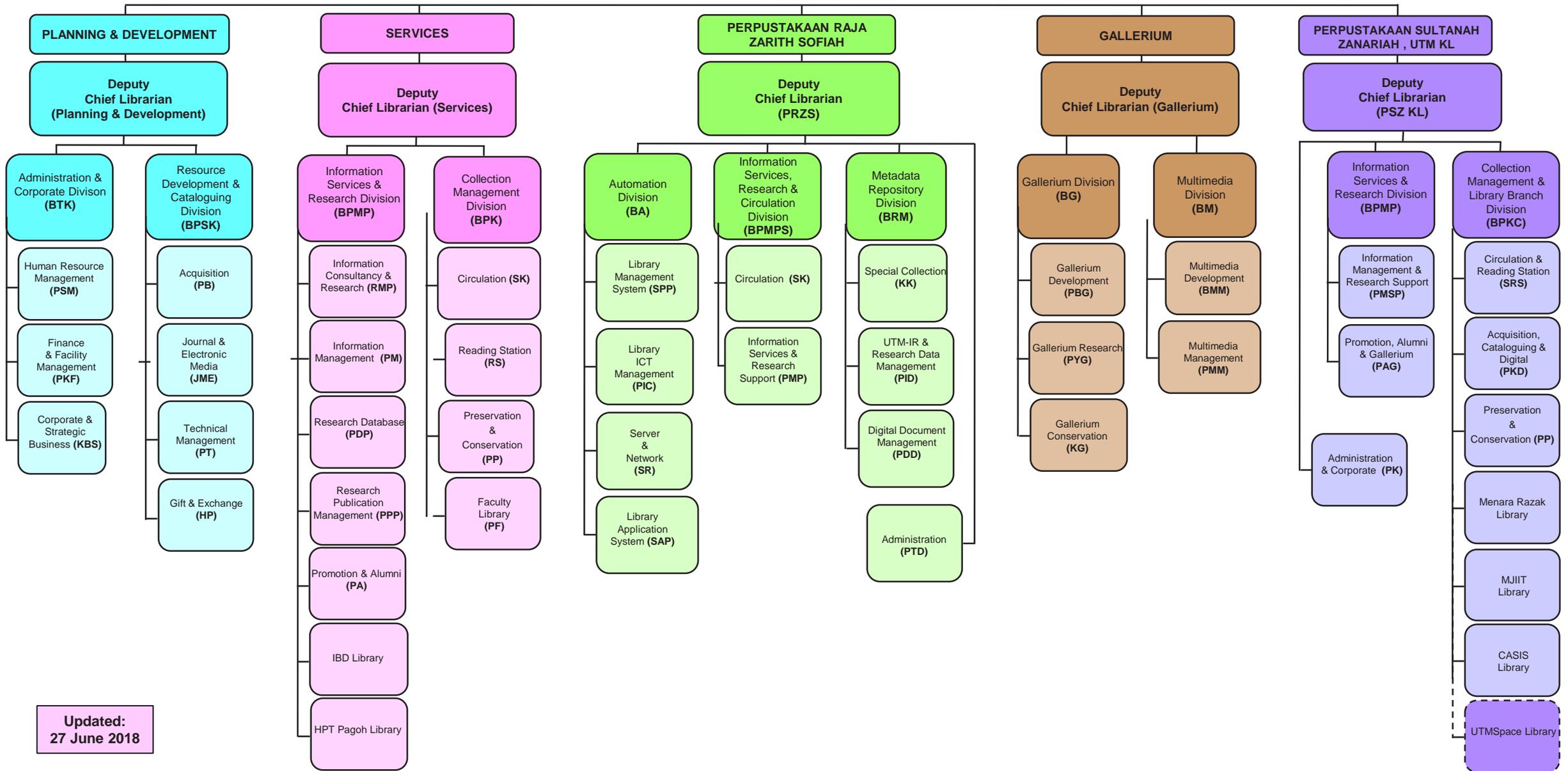Website : www.library.utm.my
Email : lib-enquirykl@utm.my

Institute of Bioproduct Development Institute (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

Organisational Chart
UTM Library 2018

11 Divisions
42 Units

CHIEF LIBRARIAN

PLANNING & DEVELOPMENT

Deputy Chief Librarian (Planning & Development)

- **Administration & Corporate Divison (BTK)**
  - Human Resource Management (PSM)
  - Finance & Facility Management (PKF)
  - Corporate & Strategic Business (KBS)
- **Resource Development & Cataloguing Division (BPSK)**
  - Acquisition (PB)
  - Journal & Electronic Media (JME)
  - Technical Management (PT)
  - Gift & Exchange (HP)

SERVICES

Deputy Chief Librarian (Services)

- **Information Services & Research Division (BPMP)**
  - Information Consultancy & Research (RMP)
  - Information Management (PM)
  - Research Database (PDP)
  - Research Publication Management (PPP)
  - Promotion & Alumni (PA)
  - IBD Library
  - HPT Pagoh Library
- **Collection Management Division (BPK)**
  - Circulation (SK)
  - Reading Station (RS)
  - Preservation & Conservation (PP)
  - Faculty Library (PF)

PERPUSTAKAAN RAJA ZARITH SOFIAH

Deputy Chief Librarian (PRZS)

- **Automation Division (BA)**
  - Library Management System (SPP)
  - Library ICT Management (PIC)
  - Server & Network (SR)
  - Library Application System (SAP)
- **Information Services, Research & Circulation Division (BPMPS)**
  - Circulation (SK)
  - Information Services & Research Support (PMP)
- **Metadata Repository Division (BRM)**
  - Special Collection (KK)
  - UTM-IR & Research Data Management (PID)
  - Digital Document Management (PDD)
  - Administration (PTD)

GALLERIUM

Deputy Chief Librarian (Gallerium)

- **Gallerium Division (BG)**
  - Gallerium Development (PBG)
  - Gallerium Research (PYG)
  - Gallerium Conservation (KG)
- **Multimedia Division (BM)**
  - Multimedia Development (BMM)
  - Multimedia Management (PMM)

PERPUSTAKAAN SULTANAH ZANARIAH , UTM KL

Deputy Chief Librarian (PSZ KL)

- **Information Services & Research Division (BPMP)**
  - Information Management & Research Support (PMSP)
  - Promotion, Alumni & Gallerium (PAG)
  - Administration & Corporate (PK)
- **Collection Management & Library Branch Division (BPKC)**
  - Circulation & Reading Station (SRS)
  - Acquisition, Cataloguing & Digital (PKD)
  - Preservation & Conservation (PP)
  - Menara Razak Library
  - MJIIT Library
  - CASIS Library
  - UTMSpace Library

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LIBRARY OPENING HOURS

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	8.00 AM – 10.30 PM	8.00 AM – 10.30 PM
Friday & 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

LIBRARY OPENING HOURS

Perpustakaan Raja Zarith Sofiah UTM Johor Bahru
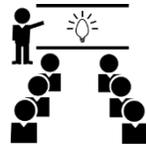
Days	During Semester	2 Weeks Before & During Examination	Semester Break
Sunday - Thursday	8.00 AM– 8.00 PM	8.00 AM – 8.00 PM	8.00 AM – 8.00 PM
Friday & Saturday	8.00 AM– 5.00 PM	8.00 AM – 8.00 PM	8.00 AM– 5.00 PM
Public Holiday	CLOSED	8.00 AM– 8.00 PM	CLOSED

LIBRARY OPENING HOURS

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 – 5.00 PM	8.00 AM – 10.15 PM	8.00 AM– 5.00 PM
Public Holiday	CLOSED	8.00 AM – 10.15 PM	CLOSED
Holiday Replacement*	CLOSED	8.00 AM – 10.15 PM	CLOSED

*If a public holiday falls on a Sunday, then a replacement will be given on the next day (Monday).

LIBRARY OPENING HOURS

UTM Pagoh Higher Education Hub Library

Days	During Semester	2 Weeks Before & During Examination	Semester Break
Sunday - Wednesday	8.00 AM – 5.00 PM	8.00 AM – 5.00 PM	8.00 AM – 5.00 PM
Thursday	8.00 AM – 3.30 PM	8.00 AM – 3.30 PM	8.00 AM – 3.30 PM
Friday, Saturday & Public Holiday	CLOSED	CLOSED	CLOSED
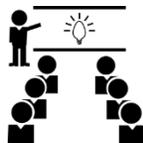
LIBRARY OPENING HOURS 🕐

Institute of Bioproduct Development (IBD) Johor Bahru Library

Days	Morning	Lunch Hour 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

LIBRARY OPENING HOURS

UTM Johor Bahru Faculty Libraries

Days	Morning	Lunch Hour 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

LIBRARY OPENING HOURS

Perpustakaan Menara Razak UTM Kuala Lumpur

Days	Morning	Lunch Hour Break	Evening
Monday - Thursday	8.00 AM – 1.00 PM	1.00 PM – 2.00 PM	8.00 AM – 5.00 PM
Friday	8.00 AM – 12.15 NOON	12.15 NOON – 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

LIBRARY OPENING HOURS

Malaysia-Japan International Institute of Technology Library Kuala Lumpur

Days	Morning	Lunch Hour 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 NOON	12.15 NOON – 2.45 PM	2.45 PM – 5.00 PM
Saturday, Sunday & Public Holiday	CLOSED	CLOSED	CLOSED

BORROWING & RETURNING

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	8.00 am – 9.45 pm		
	Friday Saturday	3.30 pm – 4.30 pm	8.00 am – 9.45 pm	3.30 pm – 4.30 pm
	Public Holiday	CLOSED		CLOSED

BORROWING & RETURNING

PSZ KL

Items	Days	During Semester	2 Weeks Before & During Examination	Semester Break
Open Access, Closed Access, Bound Journals and Audio-Visuals	Monday - Friday	8.00 am – 10.00 pm	8.00 am – 10.00 pm	8.00 am – 10.00 pm
	Saturday Sunday	8.00 am – 4.45 pm	8.00 am – 10.00 pm	8.00 am – 4.45 pm
	Public Holiday	CLOSED	8.00 am – 10.00 pm	CLOSED
Overnight Borrowing of Current Journals, Reference, Audio-Visuals	Monday - Friday	8.30 pm – 10.00 pm	8.30 pm – 10.00 pm	8.30 pm – 10.00 pm
	Saturday Sunday	3.30 pm – 4.45pm	8.30 pm – 10.00 pm	3.30 pm – 4.45pm
	Public Holiday	CLOSED	8.30 pm – 10.00 pm	CLOSED

BORROWING & RETURNING

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 – 4.45 pm	8.00 am – 7.45 pm	8.00 am – 4.45 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

BORROWING & RETURNING

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

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LIBRARY CLOSING BELL

1. The first warning bell will be rung 30 minutes before the closing time.

2. The second warning bell will be rung 15 minutes before the closing time.

3. The last warning bell will be rung 5 minutes before the closing time, in order to alert users to be ready to leave the library.
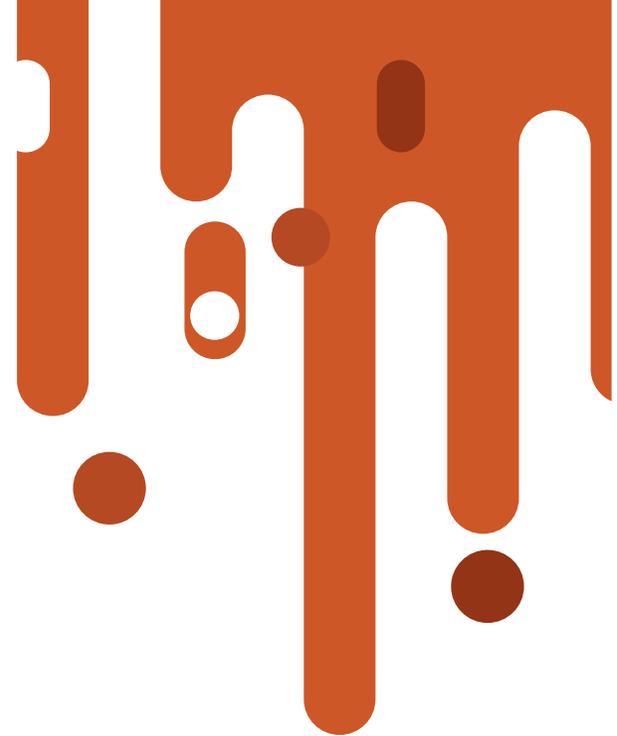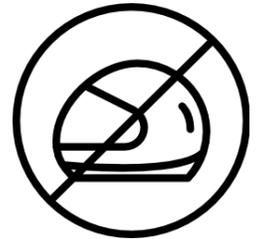
RULES & REGULATIONS

RULES & REGULATIONS

1. All users **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 that will be taken out from 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 being taken out of the library.

7. **Eating, drinking** (except for plain drinking water) **and smoking are strictly prohibited in the** library.

RULES & REGULATIONS

8. Bags are allowed in the Library. However, 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 photocopied materials are **fully responsible for any action liable and contravening with the COPYRIGHT ACT.**

10. **Reservation of 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 appropriately dressed to leave the library.

13. **The library has the right to ask users** whose behavior may be deemed as disturbing the peace of the library **to leave the building.**
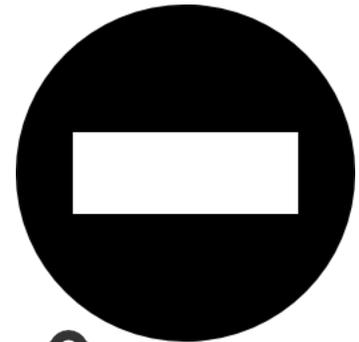
RULES & REGULATIONS

14. Children are not allowed in the reading area except in the lobby and library foyer.

15. **All games are not allowed in the library** except for those being provided at 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 upon completion of their courses will have their UTM transcript suspended.

20. **Use of mobile phones are restricted in silent mode** and at the designated mobile phones area only.
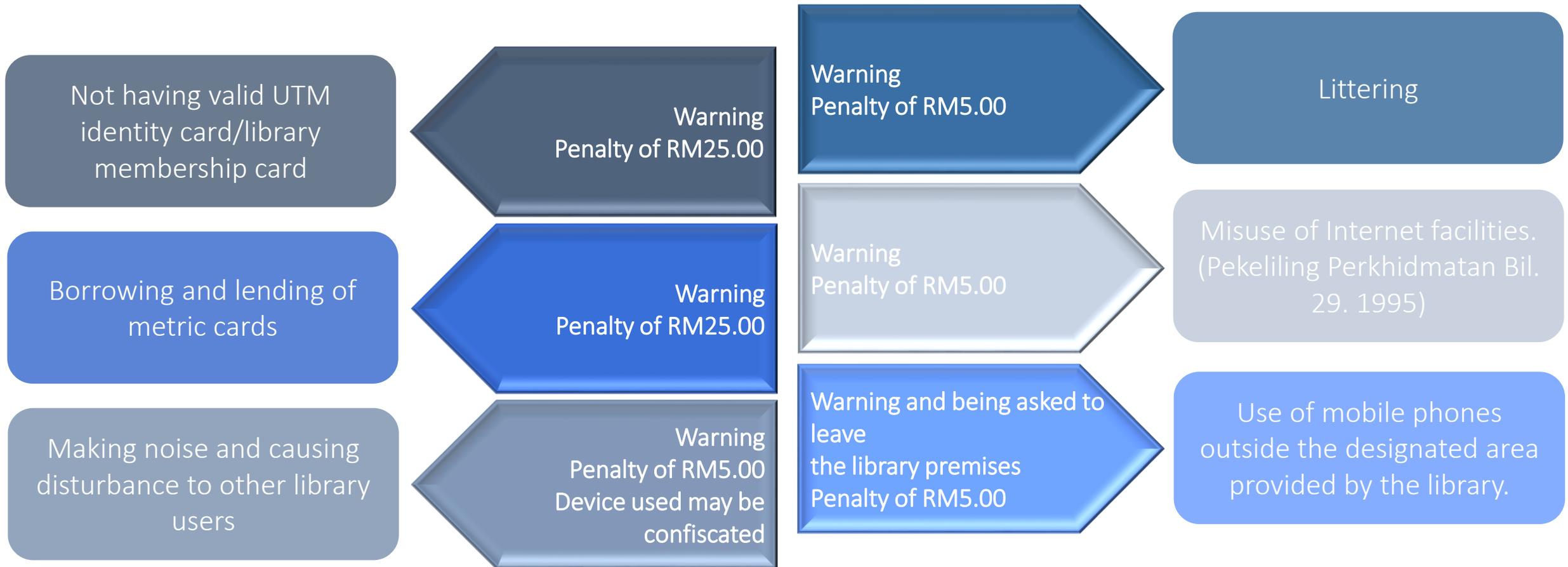
RULES & REGULATIONS

22. Personal belongings should not be left unattended in the Library at any time. The **library will not be responsible for any loss, stolen or 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 the members :

   ➢ Being asked to leave the library

   ➢ Being suspended of borrowing eligibilities

   ➢ Being suspended of exam results

   ➢ Being referred to the Disciplinary Board

   ➢ Not being allowed to enter and use the library facilities

25. Users shall adopt an **attitude of respect** and courteous among users and library staff. Any breach of rules or harassing misconducts will be reported to the responsible parties (UTM Security or other parties concerned).

26. **The library** reserves the **right to amend these rules** from time to time.

RULES & REGULATIONS

28. Effective **from 1st February 2000**, the delegation of powers under Section 16B of the Universities and University Colleges Act 1971 stipulates an offense in the jurisdiction, **certain disciplinary action** will be imposed by the Chief Librarian against University students as stated below:

Not having valid UTM identity card/library membership card	Warning Penalty of RM25.00	Warning Penalty of RM5.00	Littering
Borrowing and lending of metric cards	Warning Penalty of RM25.00	Warning Penalty of RM5.00	Misuse of Internet facilities. (Pekeliling Perkhidmatan Bil. 29. 1995)
Making noise and causing disturbance to other library users	Warning Penalty of RM5.00 Device used may be confiscated	Warning and being asked to leave the library premises Penalty of RM5.00	Use of mobile phones outside the designated area provided by the library.

MEMBERSHIP

MEMBERSHIP

Ordinary Member

- [ ] All registered UTM full time/part time students

- [ ] UTM academic staff (including UTM contract, part time, and temporary lecturers)

- [ ] UTM non-academic staff (including UTM contract, part time, and temporary staff)

- [ ] UTM Honorary Member (Minister, Chancellor, Pro Chancellor, Former Chief Librarian, Honorary Degree and other recognition by UTM

Course Participants Under Faculty/Department

- [ ] Overseas IPTA/IPTS/IPT students for Research/Collaboration/Attachment/Student Exchange/Practical training or short term courses organised by any PTJ in UTM

- [ ] Government/ private agency staff within and outside the country for research/ Collaboration/ Attachment Program with UTM or who are in short term courses organised by any PTJ in UTM or who undergoes professional development courses / programs in UTM

UTM Family Membership

- [ ] Membership of this category is based on the Senior Officer Bill Policy Membership Bill.1/03/04, Senate Standing Committee Meeting on Library

- [ ] UTM Senior Management, academic staff and non-academic who have retired from UTM

- [ ] Husband/ wife/ children of UTM staff (children of 13 years old and above and not more than 25 years old are allowed to become members

MEMBERSHIP

Corporate Membership

Corporate Membership is open to industry and private sector

Organisations that wish to become Corporate Members is required to fill up the form provided

Any organisation that enrolled as Corporate Members will be charged:

Registration - RM10.00

Annual Fee Reference/Renewal - RM300.00 or

Annual Fee Borrowing/Renewal – RM600.00

Each organisation may induct 1-2 people to become library members

Membership transfer fee is charged at RM50.00

Corporate Membership borrowing eligibility is 2 books for the period of 2 weeks for each loan

The following publication will be circulated to Corporate Members: Library Handbook, Library Bulletin
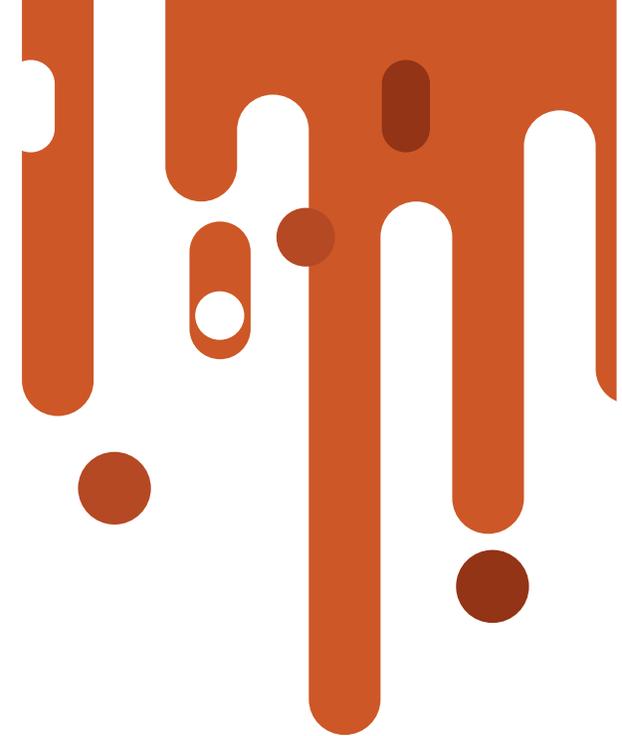
MEMBERSHIP

External Members

- [ ] Reference Members - Individuals who are allowed reference facilities only

- [ ] Borrowing Members - Individuals who are allowed both reference and borrowing facilities

Open to:

- [ ] Government servants and statutory bodies, staff from the private sector and other professionals.

- [ ] Students from private sectors and government sponsored higher institutions of learning

- [ ] UTM Alumni

- [ ] Corporate Membership

- [ ] Daily users

- [ ] Officers who participate in professional advanced courses conducted by UTM.

- [ ] 13 years old school students and above (except UTM staff children)

LIBRARY CHARGES

Reference Membership
Government servants and statutory bodies
(RM10.00 - Registration)
RM100.00 – Annual Fee/ Renewal

External Reference Membership
Private sector staff, students of government sponsored
(RM10.00 Registration)
RM150.00 – Annual fee/ Renewal

External Reference Membership
UTM Alumni (Non-Malaysian Residents - must be registered with UTM ALUMNI before being enrolled with UTM Library)
RM10.00 - Registration
RM10.00 – Annual Fee/ Renewal

External Reference Membership
13 years old school students and above (except UTM staff children)
RM10.00 - Registration
RM10.00 – Annual Fee/ Renewal

Usage time is during library opening hours only

LIBRARY CHARGES

Reference & Borrowing External Membership

(RM10.00 - Registration)

RM300.00 – Annual Fee/ Renewal

(2 books for every borrowing & fee is not refundable)

Borrowing membership

UTM Alumni (Malaysian Residents – must be registered with UTM ALUMNI before being enrolled with UTM Library)

RM10.00 - Registration

RM10.00 – Annual Fee/ Renewal

UTM Family Members

Husband/wife/children

RM10.00 - Registration

RM10.00 – Annual Fee/ Renewal

Usage time is during library opening hours only

LIBRARY CHARGES

UTM Family Members

Retired UTM Senior Officers

Life membership

Retired academic and non-academic staff

RM10.00 (One time only)

Government servants/ private agencies within and outside the country participating in Research/ Attachment Program with UTM or short term courses organised by any PTJ in UTM or who undergoes professional development courses/ programs in UTM

RM10.00 - Registration

Annual Fee - No

Usage time is during library opening hours only

REGISTRATION

STUDENTS & STAFF

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

REGISTRATION HOURS

i. Registration can be made from 8.00 am to 5.00 pm
ii. UTM Alumni who wish to become External Reference Member / Borrowing needs to register with Alumni Office, before library membership is accepted.

EXTERNAL MEMBER

1 passport size photo

UTM Alumni is required to provide 2 passport size photographs

or come down to PSZ UTM JB & PSZ UTM KL for photograph shooting session

RENEWAL OF MEMBERSHIP CARD

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

REPLACEMENT OF MEMBERSHIP CARD

i. Lost of matrix cards must be reported IMMEDIATELY to the Circulation Counter and UTM Security Unit to prevent any misuse of the card.
ii. Replacement of membership cards will be charged RM10.00
iii. Membership card are non-transferrable

COLLECTION & MATERIALS LOCATION

COLLECTION & MATERIALS LOCATION

Types	Descriptions	Locations			Symbols/ Call Numbers
Open Shelf Books	Books covering all disciplines. These are arranged according to their call numbers.	PSZ JB	PSZ KL	PRZS	Has no symbol on call no. except the 'f' symbol at the call no. for a high-volume book
		A - QC classes Level 4	A - Z classes Level 3	Level 4	
	Books with a height of 27cm or more are categorized as folio with the symbol 'f' & are arranged on a special shelf * Please check the signage and make sure you refer to the correct shelf.	QD - Z classes Level 5	N/A	The book with symbol 'f' are arranged on the same shelf with books without any symbol.	

COLLECTION & MATERIALS LOCATION

Types	Descriptions	Locations			Symbols/ Call Numbers
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)	PSZ JB	PSZ KL	PRZS	r, rf
		A - QC classes Level 4 QD - Z classes Level 5	A - QC classes Level 3	A - QC classes Level 4	rd rm re ray wr
					wr raf
	Other reference materials located: · UTM prospectus/UTM calendars · Calendars/prospectus of local higher institutions of learning · Overseas universities prospectus and calendars	A-Z classes Level 4	A - Z classes Level 4 (Compactus Room)		Rab rb

COLLECTION & MATERIALS LOCATION

Types	Descriptions	Locations		
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 Enquiry & Media Counter.	**PSZ JB** Enquiry & Media Counter, Level 3	**PSZ KL** Circulation Counter, Level 2	**PRZS** Circulation Counter, Level 1
Sources to Information	Print Format : · Indexes · Abstracts	Level 2	Level 4	Online Access Level 2
	Electronic Format : Accessible in CD-ROMs format and online databases.	Information services & Research Division, Internet PC, level 3		

COLLECTION & MATERIALS LOCATION

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

COLLECTION & MATERIALS LOCATION

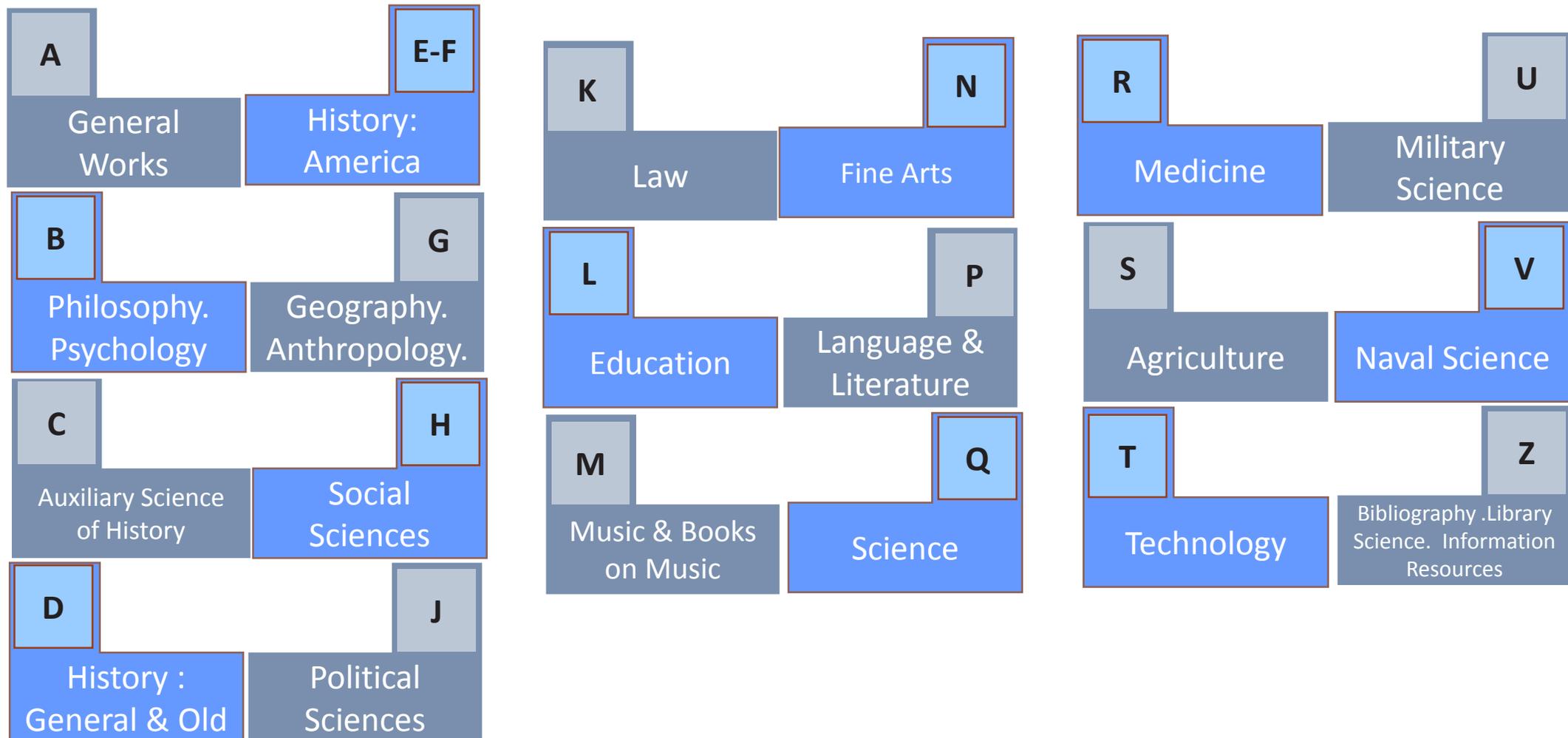| Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ JB	PSZ KL	PRZS	
UTM Theses	Writing and research conducted by UTM students or staff at bachelor's degree, master's and doctorate level	N/A	Please refer to Research Support Consultant & Circulation Counter	Level 3	Symbol used: raf – hardcopy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

COLLECTION & MATERIALS LOCATION

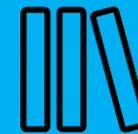| Types	Descriptions	Locations			Symbols/ Call Numbers
Creative Collection	Consists of fiction collection in Malay, English, Chinese and Tamil.	PSZ JB Level 2	PSZ KL Level 4	PRZS Level 4	Call number with 'kreatif' wording
Chancellor Collection	Collection of books donated by UTM Chancellor, DYMM Raja Zarith Sofiah Ibni Almarhum Sultan Idris Shah	N/A		Raja Zarith Sofiah Gallery, Level 2	
High school Reference Collection	Reference collection for PT3, SPM & STPM examination	Level 3	N/A		Call no. with symbols 'rs'

CLASSIFICATION SYSTEM
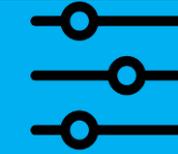
The materials on the shelf are arranged according to the Library of Congress Classification Scheme to facilitate users in their search. The classification scheme used is as below:

Library of Congress Classification Scheme

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

Part of the Library materials are structured separately from the main collection and are represented by the following symbols:

Num.	Symbol	Collection
1	a	General archives
2	b	Prospectus
3	d	Dictionary
4	e	Encyclopedia
5	f	Folio is 27 cm and above
6	ff	Double folio is 39 cm and more
7	h	Collection of illicit books
8	j	Journal
9	k	booklet size less than 10 cm x 15 cm
10	m	Atlas
11	P	Costly collection - RM2,500 and above for each copy
12	r	References

Num.	Symbol	Collection
13	ray	UTM examination paper
14	rab	UTM Prospectus
15	aj	UTM Journals
16	wr	Government publication
17	w	Collection of government or semi-government publications
18	x	Index and abstract
19	s	School book
20	green dot sticker	Confidential Collection
21	blue dot sticker	Restricted Collection
22	red dot sticker	Closed Access Collection
23	blue rectangle sticker	Chancellor Collection (PRZS)
24	orange dot sticker	Koleksi Khazanah Intelektual Johor

Notes :-

1. The use of combination symbols is justified.
2. The process of pasting the colored stickers on the bones is 7 cm from the base of the book.

SERVICES

BORROWING

Borrowing of library materials can be done at the Circulation Counter or by Self Checkout Machine. A receipt will be issued for each borrowing transaction. Users are advised to check the due date on the receipt or through the loan record in their library account in order to avoid late fines.

Returning of library materials can also be made at Circulation Counter. A receipt will be issued for each borrowing transaction. Users are advised to keep the slip as a proof of materials return.

RETURNING

Materials can be borrowed or returned at UTM Library Johor Bahru , UTM Library Kuala Lumpur and UTM Pagoh Higher Education Hub Library.

LOAN ELIGIBILITY

LOAN ELIGIBILITY

UNDERGRADUATE STUDENT

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

LOAN ELIGIBILITY

POST-GRADUATE STUDENT

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

LOAN ELIGIBILITY

ACADEMIC STAFF

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

LOAN ELIGIBILITY

NON ACADEMIC STAFF

Collection Category		Non-Academic Staff	Senior Staff	Part-time / Temporary / Contract Staff	Research Officer	Assistant Research Officer
Open Access	Maximum number	15	30	5	20	20
	Loan period	1 month	3 months	2 weeks	1 months	1 month
Closed Access	Maximum number	1	1	1	1	1
	Loan period	2 hours	7 days	2 hours	2 hours	2 hours
Bound Journals	Maximum number	1	4	1	1	1
	Loan period	3 days	3 days	3 days	3 days	3 days
Current Journals	Maximum number	1	4	1	1	1
	Loan period	Overnight	Overnight	Overnight	Overnight	Overnight
Reference Books	Maximum number	3	3	1	1	1
	Loan period	3 days	3 days	Overnight	Overnight	Overnight
Audio-Visual Materials	Maximum 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	Maximum number	-	20	-	-	-
	Loan period	-	1 month	-	-	-

FINES

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 for every succeeding hour
Bound Journals	RM0.20 per due day
Audio Visual Materials (Internal borrowing)	RM0.50 per hour
Audio Visual Materials (External borrowing)	RM0.50 for the first day / RM1.00 for every succeeding day

REPLACEMENT OF LOST/ DAMAGED MATERIALS

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

	Books	UTM Theses	Measured Drawings	Audio Visuals (Original)	Audio Visuals(Special Collection copy): Recording Cassette Video Cassette	Journal Article	Journals/ Magazines	Maps / Aerial Photographs	Books/ Without price	Rare Materials
Replacement of Materials	Same edition/ latest	RM350 – First degree RM450-Masters degree RM550-PhD		Same edition/ latest	Same edition/ latest	Same Title	Title/ Same edition			Twice the price of materials plus RM25.00 processing fee
Replacement by Value of Materials	Price of book plus RM25.00 processing fee	RM25.00 processing fee	RM500.00 plus RM25.00 processing fee	Price of materials plus RM25.00 processing fee	Price of materials plus RM25.00 processing fee	RM75 (maximum BLDSC charges) plus RM25.00 processing fee	Journal price plus RM25.00 processing fee	Price of materials plus RM25.00 processing fee	International Edition RM300.00 plus RM25.00 processing fee Local Edition RM150.00 plus RM25.00 processing fee	

REMINDER/OVERDUE NOTICE

A courtesy reminder for late materials will be e-mailed to academic and non academic staff 2 days before the due date. The first overdue notice (1) is sent 1 day after the expiry date of the loan. The second overdue notice (2) follows after 14 days from the expiry date of the loan. The third (3) or final notice is issued 28 days from the expiry date of the loan. The final notice is the 'Notice of Outstanding Fines'. This notice will record the amount of the outstanding fine.

RENEWAL

Renewal can be done online through the library's User Account. Users can only renew twice. Renewal is not permitted if other users had made reservation for the same items. Online renewal can only be done before the due date.
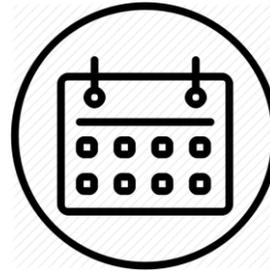
RESERVATION

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 placed at 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 relocated to 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.

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SERVICES TO ORDINARY MEMBERS

SERVICES

Reference & Research Support Consultant

Assist users in reference & information searching, library system usage and reference materials.

Contact:
PSZ UTM Johor Bahru
Tel: 07-5530023
PRZS UTM Johor Bahru
Tel: 07-5610325
PSZ UTM Kuala Lumpur
Tel: 03- 26154517

User Education Programme

i.   Research Methodology Workshop
ii.   Endnote and Turnitin Workshop
iii.   Library Information Orientation
iv.   Research Information Literacy for Undergraduate
v.   UKQR 2132 : Information Exploration Course

Contact:
PSZ UTM Johor Bahru
Tel: 07-5530027
PRZS UTM Johor Bahru
Tel: 07-5610325
PSZ UTM Kuala Lumpur
Tel: 03- 26154567

Electronic databases

Services that provide detailed guidance in the information retrieval method for researchers registered with the library.

Contact:
PSZ UTM Johor Bahru
Tel: 07-5530027
PRZS UTM Johor Bahru
Tel: 07-5610325
PSZ UTM Kuala Lumpur
Tel: 03- 26154567
Pagoh UTM Higher Education Hub ibrary
Tel: 06-9742842/06-9742834

SERVICES

Research Support Services

i. Verification of research publication in RADIS.

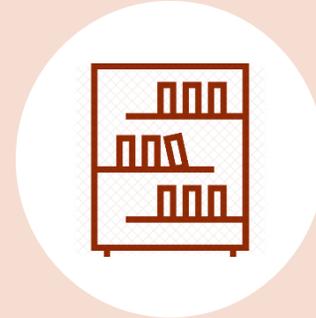ii. Approval of incentives claim applications of publication in RADIS.

Contact:
PSZ UTM Johor Bahru
Tel : 07-5530280/5530029
Pagoh UTM Higher Education Hub ibrary
Tel: 06-9742842/06-9742834

New Item Corner

Display of selected open access books.

Contact:
PSZ UTM Johor Bahru - Level 3,4 & 5
Tel: 07-5530136/5530457/5530044/5530147
PRZS UTM Johor Bahru – Level 1
Tel: 07-5610302/10309/10306/10305
PSZ UTM Kuala Lumpur - Level 2
Tel: 03-26154301

Inter Library Loan

To obtain materials required by user from other libraries/institutions inside or outside the country through ILL facilities.

Contact:
PSZ UTM Johor Bahru
Tel: 07-5530023
PRZS UTM Johor Bahru
Tel: 07-5610325
PSZ UTM Kuala Lumpur
Tel: 03- 26154810
Pagoh UTM Higher Education Hub ibrary
Tel: 06-9742842/06-9742834

SERVICES

Media Services

Use of Media Collection such as microfilm, videocassette, Multimedia CD-ROM can be used in the library or borrowed according to users eligibility.

Contact:
PSZ UTM Johor Bahru
Tel: 07-5530137
PRZS UTM Johor Bahru
Tel: 07-5610302
PSZ UTM Kuala Lumpur
Tel : 03- 26154301

Duplicating of Materials (photocopy service) Manage by private company

Service Hours:
a.   PSZ UTM JB 9.00 am – 5.00 pm
b.   PSZ UTM KL 8.00 am and closed 30 minutes before the library closes.

Contact:
PSZ UTM Johor Bahru - Level 5
Tel: 012-7538964
PSZ UTM Kuala Lumpur - Level 2
Tel: 03-26154301

Computer Usage

Internet access and PC for assignment.

Contact:
PSZ UTM Johor Bahru
Tel : 07-5530195
PSZ UTM Kuala Lumpur
Tel : 03- 26154301

SERVICES

Occasional Exhibition

i) Exhibitions can be held in 2 places:
 a. Lobby area (inside PSZ)
 b. Foyer area (outside PSZ)
 ii) The exhibition space can be booked by individual/group one month before the exhibition date
iii) For students, approvals must be obtained from the Student Affairs Secretariat prior to the exhibition.

Contact:
PSZ UTM Johor Bahru
Tel : 07-5531140/5530138/5530044/5530136/5530457/5530147
PRZS UTM Johor Bahru
Tel. 07-5610325
PSZ UTM Kuala Lumpur
Tel: 03- 26154301

Information Package

Publishing of bibliographies and the dissemination of selected information based on subject or faculty.

The list of intermediaries can be accessed via the library portal.

Other Services

Press articles

Digital collection of selected local newspaper clippings according to selected subject or related topics on UTM.

Document Management System
http://library.utm.my/digitalresources- 2 / dms /

Promotion

Management of faculty libraries, reading stations and knowledge culture activities as well as library publications.

Contact:
PSZ UTM Johor Bahru
Tel: 07-5530017/31140

SUBSCRIBE ONLINE DATABASES

UTM subscribes to several online databases that can be accessed via the Internet from within and off campus. Browse the Library portal and access via EZproxy. Enter your Academic Computing ID (ACID) account username and password. Here is a list of UTM Library's online databases subscription:

American Society of Mechanical Engineers Digital Library	Association of Computing Machinery Digital Library	Emerald	Reaxys
Engineering and Applied Science	IEEEXplore Digital Library	JSTOR	Lexis Malaysia
OnePetro	ScienceDirect	SpringerLink	Web of Science

ELECTRONIC BOOKS

The library subscribes to several electronic book databases.

American Society of Civil Engineers Library

Info Sci Books

Cambridge Books Online

ICE Virtual Library

IG Publishing

IET Digital Library

American Society of Mechanical Engineers Digital Library

World Scientific Book

American Institute of Aeronautics & Astronautics

Science Direct

Wiley Online Library

Trans Tech eBooks
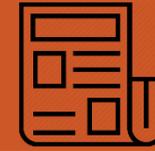
Taylor & Francis Ebooks

EBSCOhost eBook Collection

Emerald

IOS Ebooks

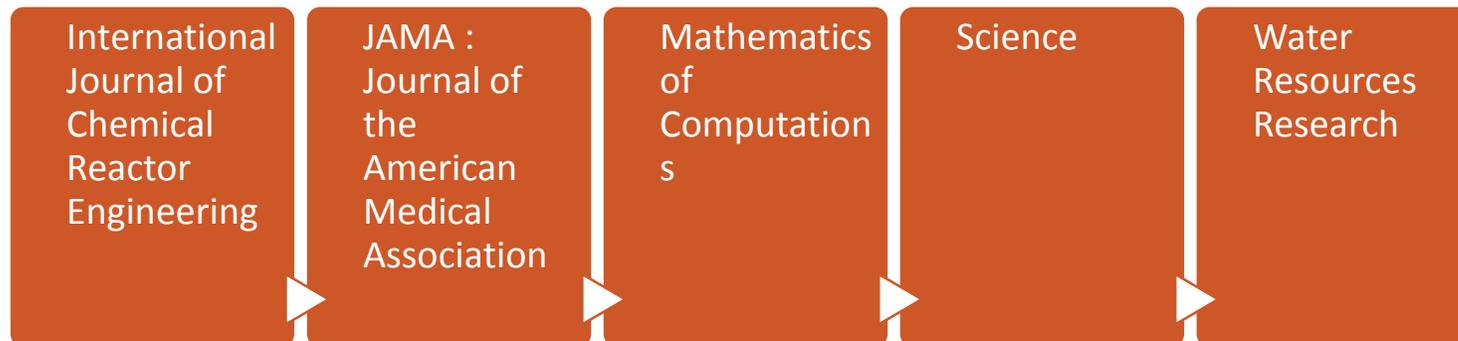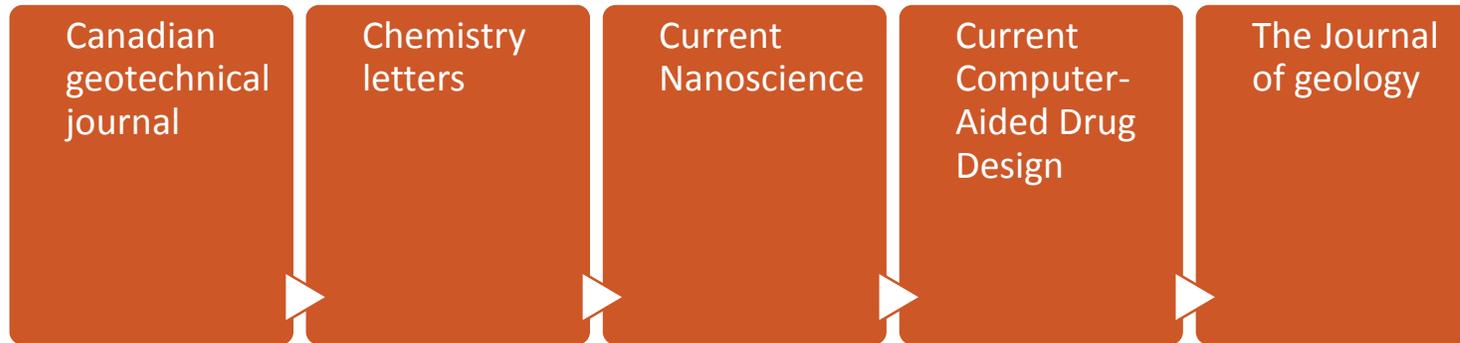Gale Virtual Reference Library

McGraw Hill Ebooks

ENGnetBASE (via CRCnetBASE)

Palgrave Connect

ELECTRONIC JOURNALS

There are 10 electronic journals subscribe individually.

Canadian geotechnical journal	Chemistry letters	Current Nanoscience	Current Computer-Aided Drug Design	The Journal of geology

International Journal of Chemical Reactor Engineering	JAMA : Journal of the American Medical Association	Mathematics of Computations	Science	Water Resources Research

JOURNALS/PRINTED MAGAZINES

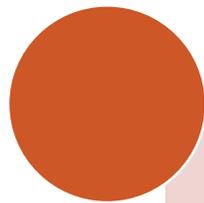The library subscribes to 11 printed journals or magazines located at Level 2 PSZ UTM Johor Bahru.
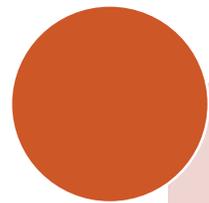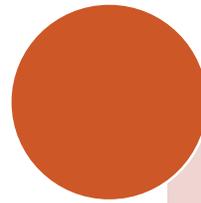
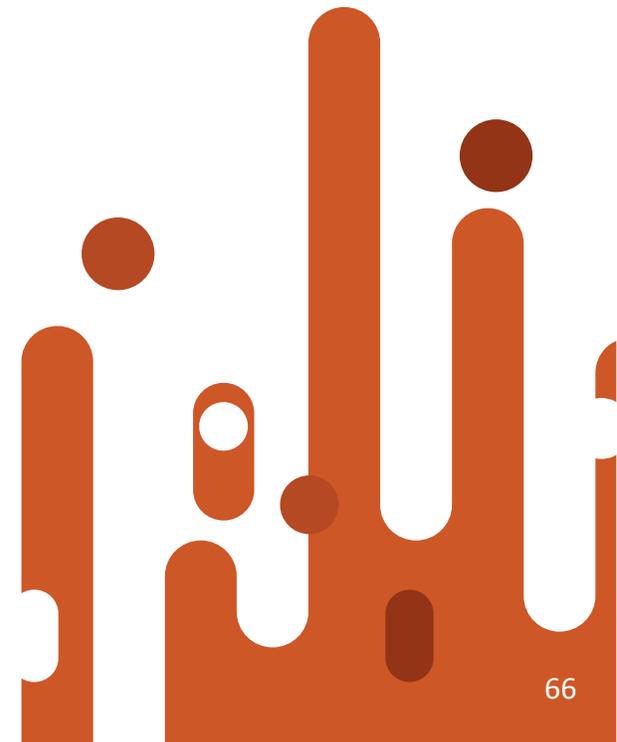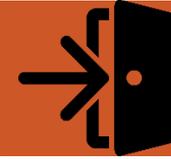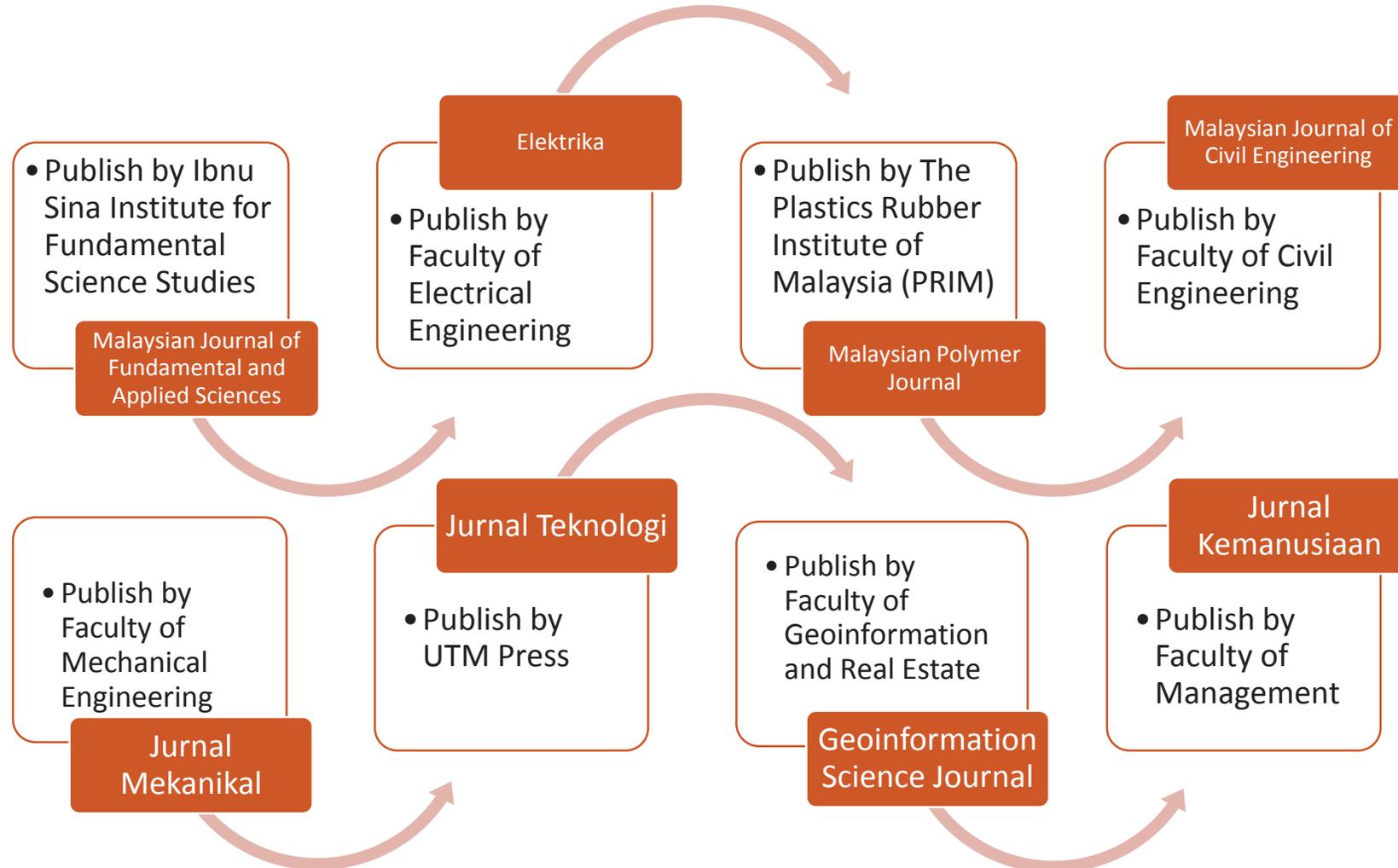|		
Dewan Ekonomi	Solusi	National Geographic
Dewan Kosmik	Al-Islam	Fortune
Dewan Masyarakat	Economist	Time
Dewan Siswa	Just English	Readers Digest

UTM OPEN ACCESS ELECTRONIC JOURNALS

Electronic journals published by UTM can be retrieved via open access platform through the Library portal.

Elektrika
- Publish by Faculty of Electrical Engineering

- Publish by Ibnu Sina Institute for Fundamental Science Studies

Malaysian Journal of Fundamental and Applied Sciences

- Publish by The Plastics Rubber Institute of Malaysia (PRIM)

Malaysian Polymer Journal

Malaysian Journal of Civil Engineering
- Publish by Faculty of Civil Engineering

- Publish by Faculty of Mechanical Engineering

Jurnal Mekanikal

Jurnal Teknologi
- Publish by UTM Press

- Publish by Faculty of Geoinformation and Real Estate

Geoinformation Science Journal

Jurnal Kemanusiaan
- Publish by Faculty of Management

FACILITIES

ELECTRONIC FACILITIES & SERVICES

LESTARI (Library Electronic System & Research Information)

LESTARI is an online web-based catalog which is the main source to find the Library collection. Users can access the LESTARI through the library website and computer facility is provided at all levels. LESTARI allows users to search for library materials bibliographic records and status.

Self-check Out Machine

Library users can renew and borrow library materials through Self Check Out Machine and return at Auto Sorter Machine.

Users need to follow the on screen instruction to proceed with borrowing through the machine.

Datastream

Datastream is an economic-related database covering equities, stock market indexes, currencies, company finances and a key economic indicator of a country and sector. This database can be accessed at a designated computer terminal (office hours only).
1. Datastream Room (PSZ UTM Johor Bahru)
2. PSZ UTM Kuala Lumpur
3. Library of Faculty of Social Sciences and Humanities, UTM Johor Bahru

Document Management System (DMS)

Users can access UTM repository materials such as thesis, articles, examination papers and newspaper clippings via DMS. Users are required to login with Academic Identification (ACID) accounts provided for UTM staff and students.

ELECTRONIC FACILITIES & SERVICES

Internet and Wi-Fi facilities

The Library provides free internet and Wi-Fi facilities for all users.

Library Portal

The Library Portal provides comprehensive library information including library bulletin, digital newspapers, online databases and internet resources related to UTM academic fields.

The Library Portal can be accessed at: library.utm.my

astro

Astro Channel

The Library subscribes to ASTRO channel since early 2002. Although there are various plans, the Library only offers documentary program for users.

Broadcast time is from 8.00 am to 4.30 pm during office hours only.

AREA FACILITIES

Rental Rates

Perpustakaan Sultanah Zanariah				
Room	Capacity	Rates (RM)/ day		
		A	B	C
Seminar Room 1 (LEVEL 2)	30	100	200	300
Seminar Room 2 (LEVEL 2)	30	100	200	300
Seminar Room 3 (LEVEL 4)	120	200	300	500
Viewing Room (LEVEL 3)	60	100	200	400
Discussion Room (LEVEL 2)	8	50	100	200
Researcher's Discussion Room (LEVEL 4)	12	100	150	250
Executive Meeting Room (LEVEL 3)	20	100	200	300
Meeting Room 2 (LEVEL 3)	20	100	200	300
Banquet Room	30	100	200	300
Lobby Area (20 x 20) (EXCLUDING FURNITURE)	-	100	200	400
Foyer Area (20 x 20) (EXCLUDING FURNITURE)	-	100	200	400
Exhibition Hall (10 x 10) and Exhibition panel (Lobby & Foyer)	-	50	100	200
Information Search Lab 1 (MPM1)	18	200	300	500
Information Search Lab 2 (MPM2)	19	200	300	500

Note:
Category A = UTM students who engage with external parties
Category B = Lecturer/UTM Staff who engage with external parties
Category C = External parties

AREA FACILITIES

Rental Rates

Perpustakaan Raja Zarith Sofiah				
Room	Capacity	Rates (RM)/ day		
		A	B	C
Seminar Room 1 (level 1)	16	100	250	300
Seminar Room 2 (level 1)	16	100	200	300
Executive Meeting Room	20	100	200	300
Main Meeting Room (level 2)	40	200	300	500
Student Discussion Room 1 (level 2)	12	100	150	250
Student Discussion Room 2 (level 3)	10	100	120	180
Information Search Labs (level 4)	18	200	300	500
Online Database Reference Room (level 4)	18	200	300	500
Multimedia Viewing Room (Level 4)	35	200	300	400
Research Room (level 4)	4	100	150	200
Executive Room (level 4)	8	100	100	250
Researcher's Discussion Room (level 4)	18	100	200	300
Foyer Area	150	500	1,000	1,500

Note:
Category A = UTM students who engage with external parties
Category B = Lecturer/UTM Staff who engage with external parties
Category C = External parties

AREA FACILITIES

Rental Rates

Perpustakaan UTMKL				
Room	Capacity	Rates (RM)/ day		
		A	B	C
Seminar Room 1 (level 3)	40	100	200	300
Seminar Room 2 (level 3)	40	100	200	300
Seminar Room 3 (level 3)	24	100	200	300
Seminar Room 4 (level 4)	30	100	200	300
Meeting Room (level 2)	24	100	200	300
Information Search Lab 1 (MPM1)	40	100	200	300

Note:
Category A = UTM students who engage with external parties
Category B = Lecturer/UTM Staff who engage with external parties
Category C = External parties

LIBRARY DIRECTORY

LIBRARY MANAGEMENT DIRECTORY

CHIEF LIBRARIAN
Noraziah Sharuddin
Tel: 07-5530101/07-5610300
Email: noraziah@utm.my

Deputy Chief Librarian
(Planning & Development)
Nor Asikin Mohamad
Tel: 07-5530102
Email: asikin@utm.my

Deputy Chief Librarian
(Services)
Zaleha Atan
Tel: 07-5530104
Email: azaleha@utm.my

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

Deputy Chief Librarian
(Raja Zarith Sofiah)
Kamariah Mohamed Jong
Tel: 07-5610304
Email: kamariahmj@utm.my

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

LIBRARY MANAGEMENT DIRECTORY

Head of Information Services, Research &
Circulation Division
Raja Zarith Sofiah
Noraini Yahya
Tel: 07-5610324
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LIBRARY MANAGEMENT DIRECTORY

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& Research Data Management
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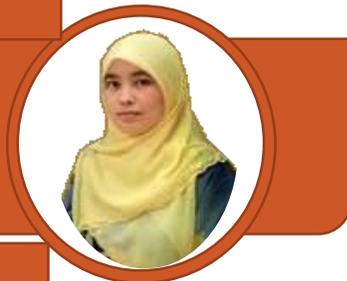Email: haslindasabari@utm.my

LIBRARY MANAGEMENT DIRECTORY

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LIBRARY GENERAL INFORMATION

GENERAL INFORMATION

	PSZ	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

GENERAL INFORMATION

Location

IBD Library UTM Johor Bahru

Perpustakaan Raja Zarith Sofiah UTM Johor Bahru

Menara Razak Library UTM Kuala Lumpur

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

UTM Pagoh Higher Education Hub Library, Johor

Telephone No.

07-5531668

Circulation Counter
07-5610302

Circulation Counter
03-21805756

Circulation Counter
03-22031510

Circulation Counter
06-9742842

GENERAL INFORMATION

Faculty Libraries

Location	Telephone No.
Faculty of Built Environment	07-5530751
Faculty of Civil Engineering	07-5532443
Faculty of Mechanical Engineering	07-5534710
Faculty of Electrical Engineering	07-5535433
Faculty of Chemical & Energy	07-5536379
Faculty of Science	07-5534893 (Chemistry)/ 07-5534265 (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

GENERAL INFORMATION

Telefax

Location	Fax No.
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PerpustakaanRaja Zarith Sofiah UTM Johor Bahru	07-5610009
IBD Library UTM Johor Bahru	07-5569706
PSZ UTM Kuala Lumpur	03-26922186
Menara Razak Library UTM Kuala Lumpur	03-26922186
Malaysia Japan International Institute of Technology (MJIIT) Library UTM Kuala Lumpur	03-22031266
UTM Pagoh Higher Education Hub Library	-

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

Please note the location of emergency doors at the main and branch libraries.

In case of fire:

1. The emergency alarm will be ringing.
2. The library staff with speakerphone will be available to assist users.
3. Remain calm.
4. Leave the library books on the table.
5. Take your documents, wallets and personal items.
6. Follow the library staff instruction to exit through emergency doors.
7. Go downstairs in order. Do not push others.
8. When outdoors, stay away from the library building.

Note:
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