



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Perpustakaan  
UTM

# LIBRARY HANDBOOK



# - Editorial -



## **PATRON**

Noraziah Sharuddin

## **PHOTOGRAPHER**

Wan Jamal Mohd Ariff  
Abd Halim Hassan

## **EDITOR – IN – CHIEF**

Zaleha Atan  
Khairulbahiyah Yaakub

## **GRAPHIC DESIGNER**

Muhammad Hazim Yusof

## **EDITOR**

Liza Porijo

## **CIRCULATION**

Suraya Jaapa  
Sapiah Abd Rahiman  
Faizal Fadzil

## **EDITORIAL TEAM**

Nor Asikin Mohamad  
Kamariah Mohamed Jong  
Haslina Othman  
Haslina Nasir  
Zafarina Dol  
Norazila Safri  
Sharifah Radhiah Syed Azman



Tel: 07-5531140



Email: liza@utm.my



Portal: library.utm.my

## **PROOFREADER**

Syahrana A. Raqi

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# ~ From the Chief Librarian ~

CHIEF LIBRARIAN  
UTM LIBRARY  
NORAZIAH SHARUDDIN



Assalamualaikum w.b.t dan Salam Sejahtera and Good day,

Universiti Teknologi Malaysia (UTM) Library is proud to assume the role as a center of knowledge that fulfills the needs and requirements of the University's teaching, learning, research, consultation and publication activities. Provision of high quality service to our customers – students, researchers and staff alike, has become the primary focus for UTM Library. Thus, enabling UTM to produce highly qualified and skilled graduates that contribute to the transformation of the country.

Eventually, the role of UTM Library extend to community building and connecting people through collaborative network and synergy with various stakeholders. This has further strengthen the Library information delivery system. Emboldened by this new dimension, we are more determined than ever to make consistency of service a primary attribute of excellence.

Since 2018, after Kuala Lumpur has been named World Book Capital for the year 2020 by the United Nations Educational, Scientific and Cultural Organisation (UNESCO), YBhg. Dr. Maszlee Malek expressed his aspiration for Malaysia to be a reading nation by 2030. This has prompted the Department of Higher Education to launch Read@Uni program. The program, with its tag line "With Knowledge We Lead" is an initiative to foster reading culture in public universities. Thus, UTM Library supports this initiative by organizing various reading programs designed to inculcate positive reading habits and lifelong learning among UTM students and staff.

Through our continuous endeavor in delivering world-renowned service, UTM Library is committed in providing support towards achieving UTM's established vision to be recognized as a word class University.

# ~ 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 key components in supporting the learning, teaching and research process at UTM. The development of the library collection and its services is to meet the science, technology and engineering information needs that are the core of UTM as well as the social and human sciences. In addition, the Library is always proactive in diversifying electronic information resources such as databases and e-books that provide 24/7 access at the 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 the 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.

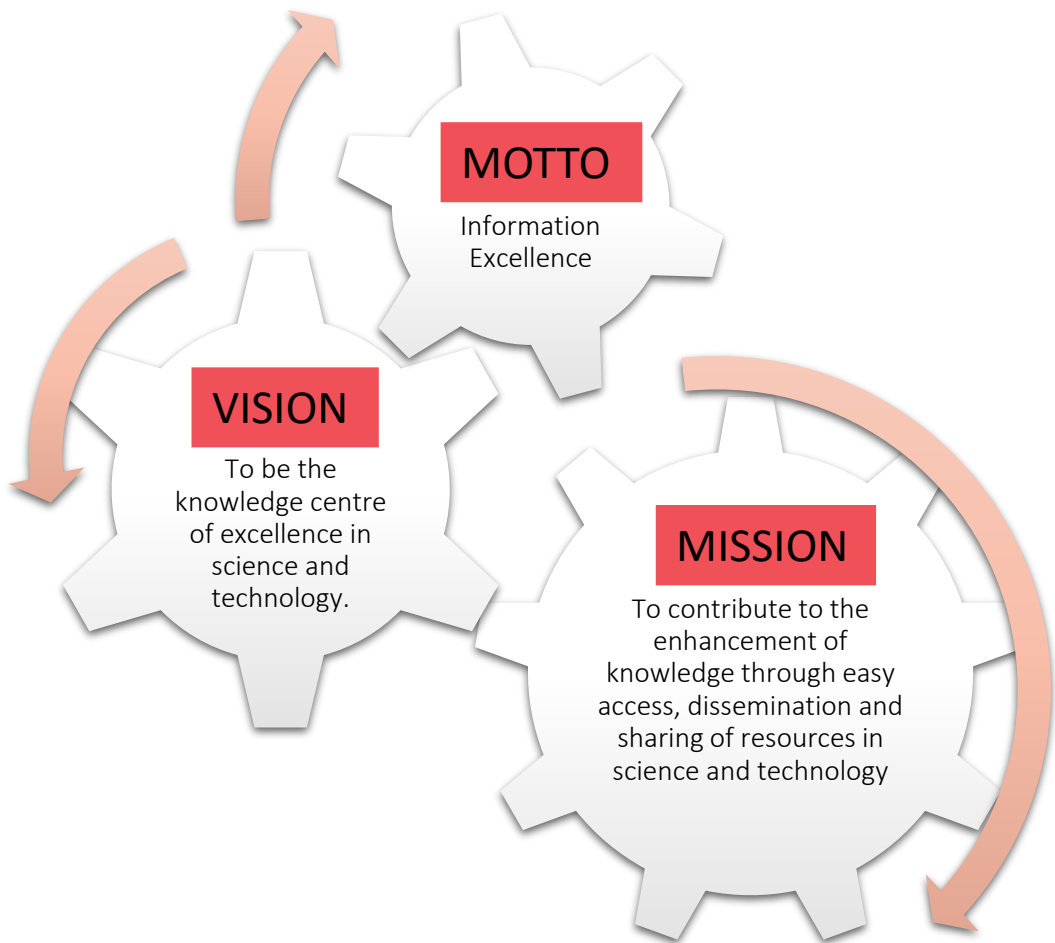
With the help of professional Librarian's, users are given the guidance to pursue information searching through LESTARI as well as other electronic resources, collections and services which are provided specifically for users.

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.



## 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](http://www.library.utm.my)  
Email : [lib-enquiryjb@utm.my](mailto:lib-enquiryjb@utm.my)

UTM Library  
(Perpustakaan Raja Zarith Sofiah)  
Universiti Teknologi Malaysia  
81310 UTM  
Johor Darul Takzim  
Tel : 07-5610302  
Fax : 07-5610009  
Website : [www.library.utm.my](http://www.library.utm.my)  
Email : [lib-enquiryjb@utm.my](mailto: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](http://www.library.utm.my)  
Email : [lib-enquirykl@utm.my](mailto: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](http://www.library.utm.my)  
Email : [lib-enquirykl@utm.my](mailto: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](http://www.library.utm.my)  
Email : [lib-enquirykl@utm.my](mailto:lib-enquirykl@utm.my)

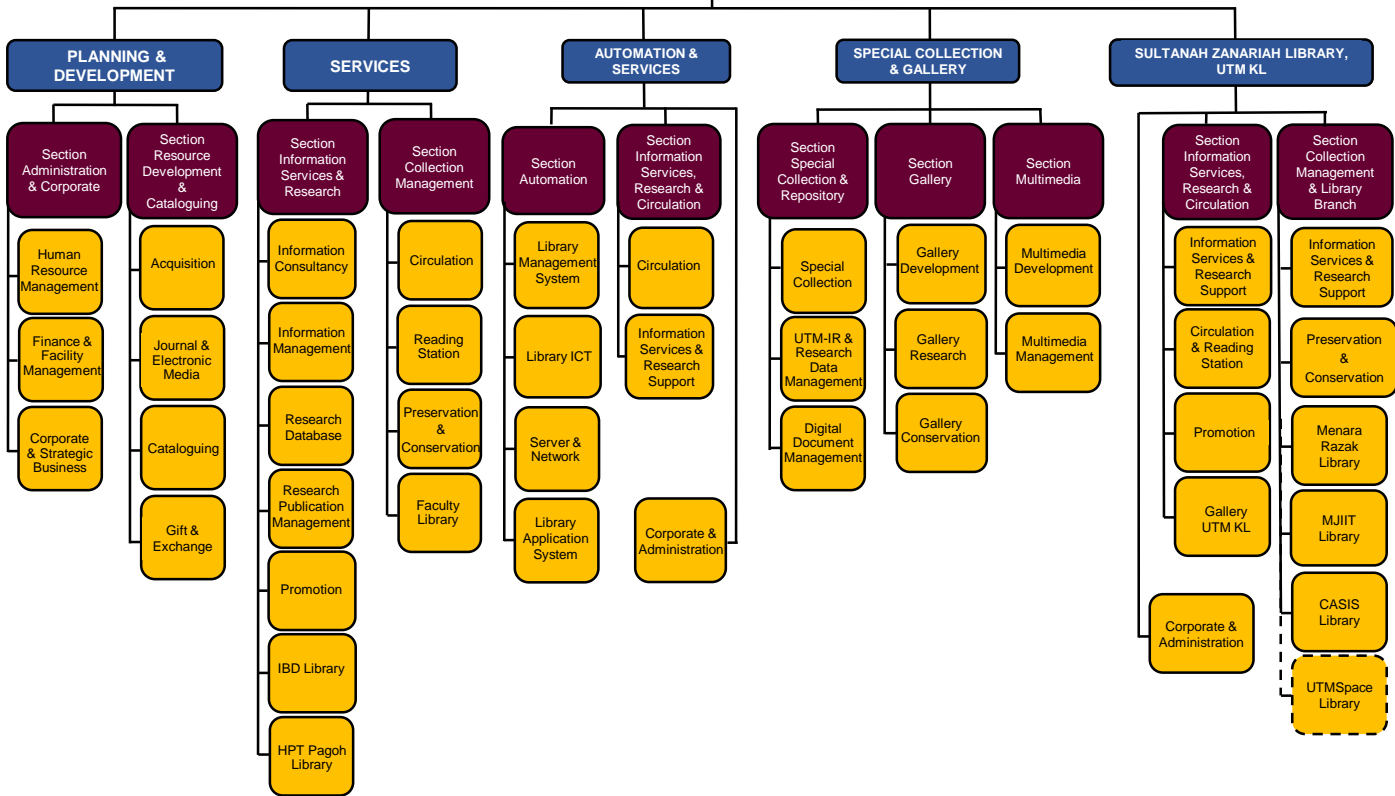
Institute of Bioproduct  
Development Institute (IBD)  
Universiti Teknologi Malaysia  
81310 UTM  
Johor Darul Takzim  
Tel : 07-5530188  
Fax : 07-5572555  
Website : [www.library.utm.my](http://www.library.utm.my)  
Email : [lib-enquiryjb@utm.my](mailto:lib-enquiryjb@utm.my)





## ORGANISATIONAL CHART UTM LIBRARY

**UTM LIBRARY**  
Puan Noraziah binti Sharuddin  
CHIEF LIBRARIAN (VU7)







Updated:  
27 July 2020

# 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 – 6.00 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

## 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 – 6.00 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).

## 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



### 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





## Menara Razak Library UTM Kuala Lumpur

Days	Morning	Lunch Hour Break	Evening
Monday - Thursday	8.00 am – 1.00 pm	8.00 am – 1.00 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

## Malaysia-Japan International Institute of Technology Library Kuala Lumpur

Days	Morning	Lunch Hour Break	Evening
Monday - Thursday	8.00 am – 1.00 pm	8.00 am – 1.00 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



# BORROWING & RETURNING

## PSZ JB

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 – 10.15 pm		8.00 am – 5.45 pm
	Friday Saturday	8.00 am – 4.45 pm	8.00 am – 9.45 pm	8.00 am – 4.45 pm
	Public Holiday	CLOSED		CLOSED
Overnight Borrowing of Current Journals, Reference, Audio-Visuals	Sunday - Thursday	9.30 pm - 10.15 pm		5.00 pm - 5.45 pm
	Friday Saturday	4.00 pm - 4.45 pm	9.00 pm – 9.45 pm	4.00 pm – 4.45 pm
	Public Holiday	CLOSED		CLOSED

## PRZS JB

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 – 5.45 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 – 5.45 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

## 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 – 4.45 pm	8.30 pm – 10.00 pm	3.30 pm – 4.45 pm
	Public Holiday	CLOSED	8.30 pm – 10.00 pm	CLOSED

## PAGOH UTM HIGHER EDUCATION HUB

Items	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

### 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**.
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.



# RULES & REGULATIONS

**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.**

**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.**

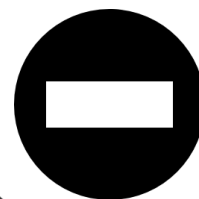
**18. Students who postpone, withdraw, quit** or have completed courses at the University **must return all borrowed materials to the library.**

**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.

**21. A fine of RM30.00** will be imposed on users who **lost or damaged 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 or damages of personal belongings.**



# RULES & REGULATIONS

**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 has the right to ask users whose behavior 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. 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:

Bil	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	Making noise and causing disturbance to other library users	1. Warning 2. Penalty of RM5.00 3. Device used may be confiscated
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 outside the designated area provided by the library.	1. Warning and being asked to leave the library premises 2. Penalty of RM5.00

**MEMBERSHIP**



# MEMBERSHIP

## UTM Student Membership

Users	Payments	Services	Notes
<ol style="list-style-type: none"><li>All registered UTM full time students<ol style="list-style-type: none"><li>Degree</li><li>Post Graduate</li></ol></li><li>All registered UTM SPACE part time students<ol style="list-style-type: none"><li>Diploma</li><li>Degree (Part Time Program)</li><li>Basic Science</li></ol></li></ol>	<ul style="list-style-type: none"><li>✓ Refer university fees rate</li><li>✓ Refer UTM SPACE fees rate</li></ul>	<ol style="list-style-type: none"><li>10 books / 2 weeks (2 times renewal eligibility)</li><li>20 books / 1 month (2 times renewal eligibility)</li><li>10 books / 2 weeks (2 times renewal eligibility)</li><li>10 books / 2 weeks (2 times renewal eligibility)</li><li>10 books / 2 weeks (2 times renewal eligibility)</li></ol>	

## UTM Staff Membership

Users	Payments	Services	Notes
<ol style="list-style-type: none"><li>UTM Non-Academic Staff<ol style="list-style-type: none"><li>Permanent staff</li><li>UTM Honorary Member(Chancellor, Pro Chancellor, University Management Board (LPU), Senate, UTM Senior Officer)</li><li>Contract Staff</li><li>Research Officer / RO</li><li>Assistant Research Officer / RA</li></ol></li></ol>	<ul style="list-style-type: none"><li>✓ Free</li></ul>	<ol style="list-style-type: none"><li>15 books / 1 month (2 times renewal eligibility)</li><li>30 books / 3 months (2 times renewal eligibility)</li><li>5 books / 2 weeks (no renewal eligibility)</li><li>20 books / 1 month (2 times renewal eligibility)</li><li>20 books / 1 month (2 times renewal eligibility)</li></ol>	<ul style="list-style-type: none"><li>✓ For user category 1.3 until 1.5, an appointment letter must be included at the time of registration for the purpose of establishing a valid membership period</li></ul>

# MEMBERSHIP

## UTM Staff Membership

Users	Payments	Services	Notes
<ul style="list-style-type: none"><li>2. UTM academic staff<ul style="list-style-type: none"><li>2.1 Permanent staff</li><li>2.2 Academic Staff</li><li>2.3 Academic Staff (part-time) and (temporary)</li><li>2.4 Emeritus Professor / King Professor / Honorary Professor / Senior Professor / Adjunct</li><li>2.5 Professor / Guest Employer Visiting Professor</li><li>2.6 Professor Fellowship</li></ul></li></ul>	<ul style="list-style-type: none"><li>✓ Free</li></ul>	<ul style="list-style-type: none"><li>i. 30 books / 3 months (2 times renewal eligibility)</li><li>ii. 10 books / 1 month (2 times renewal eligibility)</li><li>iii. 5 books / 2 weeks (no renewal eligibility)</li><li>iv. 30 books / 3 months (2 times renewal eligibility)</li><li>v. 10 books / 1 month (2 times renewal eligibility)</li><li>vi. 10 books / 1 month (2 times renewal eligibility)</li></ul>	<ul style="list-style-type: none"><li>✓ For user category 2.3, 2.5 &amp; 2.6, an appointment letter must be included at the time of registration for the purpose of establishing a valid membership period</li></ul>

## Reference Membership

Users	Payments	Services	Notes
<ul style="list-style-type: none"><li>1. Reference Membership<ul style="list-style-type: none"><li>1.1 Government servants and statutory bodies</li><li>1.2 Private sector staff/ citizen</li></ul></li></ul>	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM100.00</li><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM150.00</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited visits and references for open-service collections</li><li>✓ Unlimited visits and references for open access collections</li></ul>	<ul style="list-style-type: none"><li>✓ Need to bring a letter from the department or a university matric card</li><li>✓ Need to bring a letter from a corporate organization</li></ul>

# MEMBERSHIP

## Reference Membership

Users	Payments	Services	Notes
1.3 Students of higher education institutions in government, Polytechnic, Community College, Matriculation College (KPM) and Teacher Education Institute (IPG) under the Ministry of Education Malaysia.	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM50.00</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited visits and references for open-service collections</li></ul>	<ul style="list-style-type: none"><li>✓ Need to bring valid university's matric card/ confirmation letter from university</li></ul>
1.4 College and institutional students, private higher education (IPTS)	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM100.00</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited visits and references for open-service collections</li></ul>	<ul style="list-style-type: none"><li>✓ Need to bring valid university's matric card/ confirmation letter from university</li></ul>
1.5 13 years old school students and above (except UTM staff children)	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM10.00</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited visits and references for open-service collections</li></ul>	<ul style="list-style-type: none"><li>✓ Staff's children is entitled to become a borrowing member</li></ul>
1.6 Daily user	<ul style="list-style-type: none"><li>✓ RM 10.00/per day</li></ul>	<ul style="list-style-type: none"><li>✓ Visits are limited to the date of registration only and reference only for open service collections.</li></ul>	<ul style="list-style-type: none"><li>✓ Need to bring identification card</li></ul>

# MEMBERSHIP

## Reference Membership

Users	Payments	Services	Notes
1.7 Corporate membership (within the country)	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM300.00</li></ul>	<ul style="list-style-type: none"><li>i. Unlimited visits and references for open-service collections</li><li>ii. Access to the PUTM subscription database</li><li>iii. Each organisation may induct 1-2 people to become library members (Membership transfer fee is charged at RM50.00)</li></ul>	<ul style="list-style-type: none"><li>✓ Access to UTM subscription database is only allowed in the UTM library building according to the operating hours of the library.</li></ul>
1.8 Corporate membership (outside the country)	<ul style="list-style-type: none"><li>✓ Registration – USD10.00</li><li>✓ Annual fee – USD300.00</li></ul>	<ul style="list-style-type: none"><li>i. Unlimited visits and references for open-service collections</li><li>ii. Access to the PUTM subscription database</li><li>iii. Each organisation may induct 1-2 people to become library members (Membership transfer fee is charged at USD50.00)</li></ul>	<ul style="list-style-type: none"><li>✓ Access to UTM subscription database is only allowed in the UTM library building according to the operating hours of the library.</li></ul>

# MEMBERSHIP

## Reference Membership

Users	Payments	Services	Notes
1.9 UTM ALUMNI (Malaysia non citizen)	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM10.00</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited visits and references for open-service collections</li></ul>	<ul style="list-style-type: none"><li>✓ Need to registered with Alumni UTM units first before receiving registration with PUTM.</li></ul>

## Borrowing Membership

Users	Payments	Services	Notes
1. Borrowing Membership 1.1 Individual membership 1.1.1 Government servants and statutory bodies 1.1.2 Private sector staff 1.1.3 College students and private higher learning institutions (IPTS) 1.1.4 Students of higher education institutions in government, Polytechnic, Community College, Matriculation College (KPM) and Teacher Education Institute (IPG) under the Ministry of Education Malaysia.	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM300.00</li> <li>✓ Registration – RM10.00</li><li>✓ Annual fee – RM200.00</li></ul>	<ul style="list-style-type: none"><li>✓ 2 open access books/2 weeks (No renewal qualification)</li></ul>	

## Borrowing Membership

Users	Payments	Services	Notes
2. Corporate membership (within the country)	<ul style="list-style-type: none"> <li>✓ Registration – RM10.00</li> <li>✓ Annual fee – RM600.00</li> </ul>	<ul style="list-style-type: none"> <li>i. 2 open access books/2 weeks</li> <li>ii. 1 times renewal eligibility</li> <li>iii. Unlimited visits and references for open-service collections</li> <li>iv. Access to the PUTM subscription database</li> </ul> <p>(Each organisation may induct 1-2 people to become library members)</p> <p>Membership transfer fee is charged at RM50.00</p>	<ul style="list-style-type: none"> <li>✓ Access to UTM subscription database is only allowed in the UTM library building according to the operating hours of the library.</li> </ul>
3. UTM Family Member 3.1 Husband/ wife/ children of UTM staff	<ul style="list-style-type: none"> <li>✓ Registration – RM10.00</li> <li>✓ Annual fee – RM10.00</li> </ul>	2 open access books/2 weeks  (No renewal qualification)	<ul style="list-style-type: none"> <li>✓ children of 13 years old and above and not more than 25 years old.</li> </ul>
3.2 Academic staff and non-academic who have retired from UTM	<ul style="list-style-type: none"> <li>✓ Registration – RM10.00</li> <li>✓ Annual fee – Free</li> </ul>		<ul style="list-style-type: none"> <li>✓ Lifetime membership.</li> </ul>
3.3 UTM Senior Management, who have retired from UTM			

# MEMBERSHIP

## Borrowing Membership

Users	Payments	Services	Notes
4. UTM ALUMNI (Malaysia citizen)	✓ Registration – RM10.00 ✓ Annual fee – RM10.00	2 open access books/ 1 month  (No renewal qualification)	✓ Need to registered with Alumni UTM units first before receiving registration with PUTM.
5. UTM SPACE Staff 5.1 Non academic UTM SPACE	✓ Registration – RM10.00 ✓ Annual fee – RM50.00	5 open access books/2 weeks  (No renewal qualification)	i. Registration must be made at the circulation counter by bringing staff cards and completing the membership registration form. ii. The appointment letter must be included at the time of registration for the purpose of establishing a valid membership period
5.2 Academic UTM SPACE	✓ Registration – RM10.00 ✓ Annual fee – Free	20 open access books / 1 month  (1 times renewal eligibility)	



## Course Participants Under UTM

Users	Payments	Services	Notes
<p>1. Course Participants</p> <p>1.1 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.</p>	<ul style="list-style-type: none"><li>✓ Registration – RM10.00</li><li>✓ Annual fee – Free</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited visits and referrals for open access collections during the course period only.</li><li>✓ (No qualifying borrowing.)</li></ul>	<ul style="list-style-type: none"><li>✓ Letter of Confirmation (formally) or other official supporting documents of participants under this programme from the PTJ/faculty/COE/R A to the UTM library. The participant details and duration of the programme must be specified in the letter for the purpose of setting the membership validity period.</li><li>✓ Registration must be made at the circulation counter by bringing the matric card and completing the Membership registration form.</li></ul>

## Course Participants Under UTM

Users

Payments

Services

Notes

- 1.2 Course Participants Overseas IPTA/IPTS/IPT students for Research/ Collaboration/ Attachment/ Student Exchange/ Practical training or short term courses organised by any PTJ in UTM.
  - Diploma
  - Degree
  - Postgraduate

## Students/Staff Members Of The University Librarian Conference & The State

Users

Payments

Services

Notes

- 1. Students from PERPUN

✓ Free (Reciprocal)

- i. Unlimited visits and references for open access collections
- ii. Only "UTM Thesis Collection" status allowed for reference at PRZS

# 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.

## External Member



- Users need to register with the Library (Circulation Unit and Reading Station) in order to use the Library facilities.
- Users are required to bring a passport-sized photo (except UTM Alumni membership is required to carry two (2) photo retention) or to the UTM Library (UTM JB PSZ Building and PSZ UTM KL) for the shooting process.
- Membership cards will be issued by the UTM Library. Membership must be renewed annually except for UTM Alumni.

## Registration Hours



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

## 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



- Lost of matrix cards must be reported IMMEDIATELY to the Circulation Counter and UTM Security Unit to prevent any misuse of the card.
- Replacement of membership cards will be charged RM10.00
- 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 for high size book.
		A-QC classes Level 4	A-Z classes Level 3	A-Z classes 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	<p>Reference materials are shelved at level 3, 4 or 5 according to their respective call numbers:</p> <ul style="list-style-type: none"> <li>· Annual Reports</li> <li>· Almanacs</li> <li>· Statistics</li> <li>· Dictionaries</li> <li>· Atlases</li> <li>· Encyclopedias</li> <li>· UTM's examination papers</li> <li>· (level 4) external - ry</li> <li>· Government/semi-government publications</li> <li>· Government acts</li> <li>· UTM theses 1984 and before (2<sup>nd</sup> copy/some titles only)</li> </ul>	PSZ JB	PSZ KL	PRZS	r rf
		A - QC classes Level 4	A - QC classes Level 3	A - Z classes Level 4	rd rm re ray wr
	<p>Other reference materials located:</p> <ul style="list-style-type: none"> <li>· UTM prospectus/UTM calendars</li> <li>· Calendars/prospectus of local higher institutions of learning</li> <li>· Overseas universities prospectus and calendars</li> </ul>	A-Z classes Level 4	A - Z classes Level 4		wr raf
					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.	PSZ JB	PSZ KL	PRZS
		Enquiry & Media Counter, Level 3	Circulation Counter, Level 2	N/A
Sources to Information	Print Format : · Indexes · Abstracts	Level 2	Level 4	Online Access
	Electronic Format : i. CD-ROMs ii. online databases.	i. Enquiry & Media Counter, Level 3 ii. Research Consultant Desk, Level 3		



## COLLECTION & MATERIALS LOCATION

Types	Descriptions	Locations			Symbols/ Call Numbers
		PSZ JB	PSZ KL	PRZS	
Journals	Printed Format : Current and back issues. Electronic Format : Accessible in CD-ROMs format and online databases.	PSZ JB	PSZ KL	PRZS	N/A
		Printed format: Level 2 PSZ UTM JB Electronic Format : Accessible via online databases.			
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	Circulation counter Level 1	Abbreviation of each Media Collection (e.g. MFL – microfilm)

# COLLECTION & MATERIALS LOCATION

Types	Descriptions	Locations			Symbols/ Call Numbers
UTM Theses	Writing and research conducted by UTM students or staff at bachelor's degree, master's and doctorate level	PSZ JB	PSZ KL	PRZS	Symbol used: raf – hardcopy
		N/A	Please refer to Research Support Consultant & Circulation Counter	Level 3 (Special Collection Room)	
Maps/Aerial Photographs	Serial, maps, Malaysian maps, and general maps	Level 3			Level 4 (PSM year 1999 and below)
			N/A		
Measured Drawings	Measured Drawings (FKA/FKM)	N/A		Level 3 (Special Collection Room)	
Newspaper Articles	Digital collection of selected local newspaper articles according to certain subject areas and UTM related topics	Document Management System <a href="http://library.utm.my/digital-resources-2/dms">http://library.utm.my/digital-resources-2/dms</a>			

# COLLECTION & MATERIALS LOCATION

Types	Descriptions	Locations			Symbols/ Call Numbers
<b>Creative Collection</b>	Consists of fiction collection in Malay, English, Chinese and Tamil.	PSZ JB	PSZ KL	PRZS	Call number with 'kreatif' wording
		Level 2	Level 4	Level 4	
<b>Chancellor Collection</b>	Collection of books donated by UTM Chancellor, DYMM Raja Zarith Sofiah Ibni Almarhum Sultan Idris Shah	N/A		Raja Zarith Sofiah Gallery Level 2	Call no. with symbols 'rs'
<b>High school Reference Collection</b>	Reference collection for PT3, SPM & STPM examination	Level 3	N/A		
<b>Khazanah Intelektual Johor Collection</b>	A collection of books and manuscripts on the development and research in the State of Johor.	Level 4 & 5	N/A	Level 1 & Level 4	

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



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.



**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

## 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)
Open Access	Maximum number	30	10	5	5
	Loan period	3 months	1 month	2 weeks	2 weeks
Closed Access	Maximum number	1	1	1	1
	Loan period	7 days	2 hours	2 hours	2 hours
Bound Journals	Maximum number	4	1	1	1
	Loan period	3 days	3 days	3 days	3 days
Current Journals	Maximum number	4	1	1	1
	Loan period	3 days	3 days	Overnight	Overnight
Reference Books	Maximum Number	3	1	1	1
	Loan period	3 days	Overnight	Overnight	3 days
Audio- Visual Materials	Maximum number	3	1	1	1
	Loan period	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight	2 hours/ Overnight
Serial Maps	Maximum number	20	-	-	-
	Maximum number	30	10	5	5

## 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

Collection Types	Fines
	Materials without been hold
Open Access	RM0.20 / due day
Closed Access	RM0.50 / due hour
Reference	RM0.20 / due hour
<b>Bound Journals</b>	RM0.20 / due day
<b>Current Journals</b>	RM0.20 / due hour
Audio Visual Materials (Internal borrowing)	RM0.50 / due 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.

Materials	Replacements/Fines	
	Replacement of Materials	Replacement by Value of Materials
Books	Same edition/ Latest + RM25.00 processing fee	Price of book plus RM25.00 processing fee
UTM Theses		RM350 – First degree RM450- Masters degree RM550- PhD + RM25.00 processing fee
Measured Drawings		RM500.00 plus RM25.00 processing fee
Audio Visuals (Original)	Same edition/latest + RM25.00 processing fee	Price of materials plus RM25.00 processing fee
Audio Visuals(Special Collection copy): Recording Cassette Video Cassette	Same edition/latest + RM25.00 processing fee	Price of materials plus M25.00 processing fee
Journal Article	Same Title + RM25.00 processing fee	RM75 (maximum BLDSC charges) plus RM25.00 processing fee
Journals/ Magazines	Title/Same edition + RM25.00 processing fee	Journal price plus RM25.00 processing fee
Maps /Aerial Photographs		Price of materials plus RM25.00 processing fee
Books/ Without price	Same edition/ Latest + RM25.00 processing fee	International Edition RM300.00 plus RM25.00 processing fee Local Edition RM150.00 plus RM25.00 processing fee
Rare Materials		Double price of materials 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.

# SERVICES TO ORDINARY MEMBERS



## 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: 07-5530027/07-5531140

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 library

Tel: 06-9742842/06-9742834



## 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 : 07-5530280/07-5530016  
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: 07-5530136/07-5530044  
PRZS UTM Johor Bahru-Level 1  
Tel: 07-5610326  
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: 07-5530136/07-5530044  
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 8.00 am – 5.00 pm, 1.00 pm – 2.00 pm (lunch hour break)
- 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 : 07-5530136/07-5530044  
PSZ UTM Kuala Lumpur  
Tel : 03- 26154301



### 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 : 07-530637/5530044  
PRZS UTM Johor Bahru  
Tel : 07-5610325  
PSZ UTM Kuala Lumpur  
Tel: 03- 26154301



### Information Package

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

#### Contact:

PSZ UTM Johor Bahru  
Tel: 07-5530017/31140



## 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 /](http://library.utm.my/digitalresources-2/dms/)



## Promotion

Pengurusan perpustakaan fakulti, stesyen membaca dan aktiviti budaya ilmu serta penerbitan perpustakaan.

Hubungi:

PSZ UTM Johor Bahru

Tel: 07-5530017/31140

PSZ UTM Kuala Lumpur

Tel: 03-26154567

## SUBSCRIBE ONLINE DATABASES

UTM subscribes to several online database titles accessible via EZproxy on and off campus. Users simply need to access the UTM Library portal and start the search by entering the username and password in the Academic Computing ID (ACID) for access to the database. The following is a list of the Library's online database subscriptions:

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

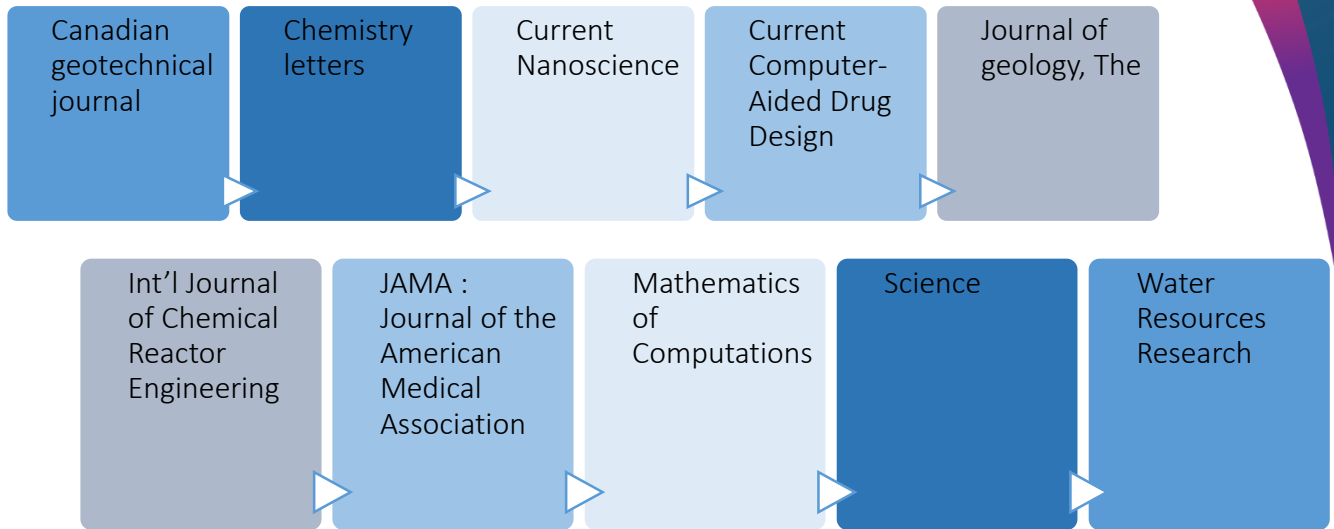
# ELECTRONIC BOOKS

The library also subscribes to several electronic book databases.

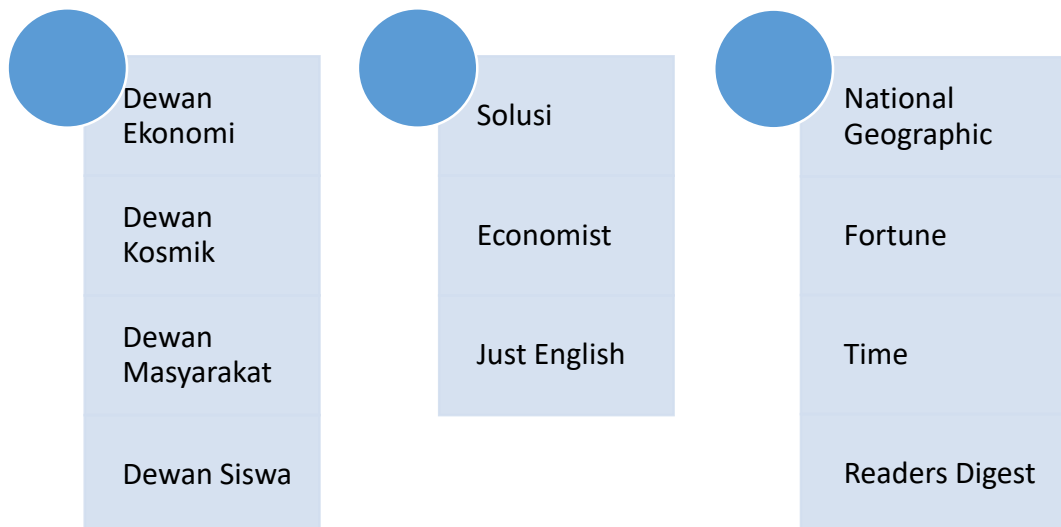
American Society of Civil Engineers Library	Info Sci Books	Cambridge Books Online	ENGnetBASE (via CRCnetBASE)
World Scientific Book	American Institute of Aeronautics & Astronautics	American Society of Mechanical Engineers Digital Library	Taylor & Francis Ebooks
	EBSCOhost eBook Collection	Emerald	
ICE Virtual Library	IG Publishing	IET Digital Library	Science Direct
Wiley Online Library	Trans Tech eBooks	IOS Ebooks	Gale Virtual Reference Library
	McGraw Hill Ebooks	Palgrave Connect	

## LIBRARY JOURNALS

There are 10 individual electronic journal titles that are individually subscribed.

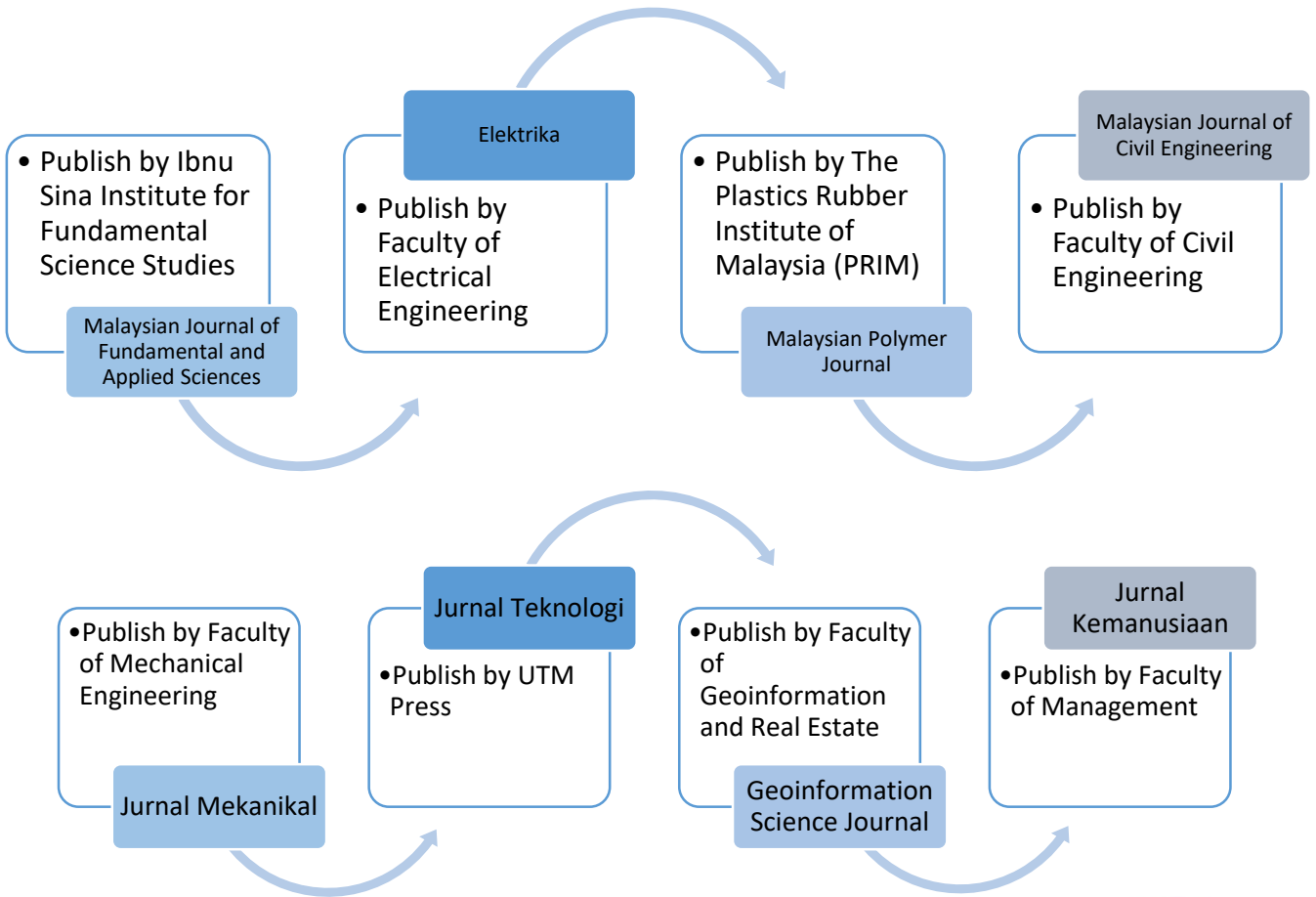


The library subscribes to 11 printed journals or magazines located at Level 2 PSZ UTM Johor Bahru.



# UTM OPEN ACCESS ELECTRONIC JOURNALS

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



**FACILITIES**





## 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 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.



## 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 UTM Identification (UTM ID) accounts provided for UTM staff and students.



## 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



## 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](http://library.utm.my)



# 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	250	400	800
Viewing Room (Level 3)	60	200	300	500
Discussion Room (Level 2)	8	50	100	200
Executive Meeting Room (Level 3)	20	100	200	300
Meeting Room 2 (Level 3)	20	100	200	300
Banquet Room (Level 2)	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) (Level 3)	18	400	900	1080
Information Search Lab 2 (MPM2) (Level 3)	19	400	950	1140

### 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 (Level 2)	20	100	200	300
Main Meeting Room (Level 1)	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) (Level 2)	30	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  
(Special Collecton & Gallery)  
Haslina Othman  
Tel : 07-5610319  
Email: haslinao@utm.my



Deputy Chief Librarian  
(Automation & Services)  
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 Collection Management  
Section  
Mohd Nasir Ibrahim  
Tel: 07-5530138  
Email: nasiribrahim@utm.my



Head of Resource Development &  
Cataloging Section  
Haslina Nasir  
Tel: 07-5530107  
Email: nhaslina@utm.my



Head of Information Services, Research  
& Circulation Section  
Zafarina Dol  
Tel: 07-5610324  
Email: zafarina@utm.my



Head of Information Services &  
Research Section  
Khairulbahiyah Yaakub  
Tel: 07-5530199  
Email: kbahiyah@utm.my



Head of Automation Section  
Md Razib Karno  
Tel: 07-5610318  
Email: mdrazib@utm.my



Head of Gallery & Multimedia Section  
Mohd Fuad Mohamed Yusof  
Tel: 07-5530301  
Email: mfuad@utm.my



## ADMINISTRATION & CORPORATE SECTION



Human Resource Management Unit  
Ganesan AL Andimuthu  
Tel: 07-5530175  
Email: ganesan@utm.my



Corporate & Strategic Business Unit  
Mohamad Syafiq Salamat  
Tel: 07-5530131  
Email: msyafiqs@utm.my



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

## RESOURCE DEVELOPMENT & CATALOGING SECTION



Head of Resource Development &  
Cataloguing Division  
Haslina Nasir  
Tel: 07-5530107  
Email: nhaslina@utm.my

Gift & Exchange Unit  
Tel: 07-5530133  
Email:



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



Acquisition Unit  
Muzaimah Mohd Yunus  
Tel: 07-5530095  
Email: muzaimah@utm.my



Journal & Electronic Media Unit  
Zurina Rosmani  
Tel: 07-5530026  
Email: zurina@utm.my

## COLLECTION MANAGEMENT SECTION



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



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



Reading Station , Faculty  
Library, Preservation & Conservation Unit  
Hamizah Sumin  
Tel: 07-5530017  
Email: hamizahs@utm.my



Circulation Unit  
Siti Zaleha Hj Samad  
Tel. 07-5530044  
Email: sitizaleha@utm.my



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



Circulation unit  
Nor Azhar Nasrudin  
Tel: 07-5530136  
Email: norazhar@utm.my



Circulation Unit  
Mohd. Azmi Jufri  
Tel: 07-5530136  
Email: azmijufri@utm.my

## INFORMATION SERVICES & RESEARCH SECTION



Head of Information Services & Research  
Section  
Khairulbahiyah Yaakub  
Tel: 07-5530199  
Email: kbahiyah@utm.my



Research Database Unit  
Haliza Zainal  
Tel: -  
Email: haliza@utm.my



Research Publication Management Unit  
Syahranah A. Raqi  
Tel: 07-5530280  
Email: syahranah@utm.my



Promotion Unit  
Liza Porijo  
Tel: 07-5531140  
Email: liza@utm.my



Information Consultancy & Research Unit  
Syazwani Syamimi Mat Pauzi  
Tel: 07-5530023  
Email: syazwanisyamimi@utm.my



Research Publication Management Unit  
Norsyuhada Shafie  
Tel: 07-5530029  
Email: norsyuhadashafie@utm.my



Information Management Unit  
Norashikin Johari  
Tel: 07-5530023  
Email: norashikin johari@utm.my



UTM Pagoh Higher Education Hub Library  
Muhammad Hazim Yusof  
Tel: 06-9742834  
Email: mhazim@utm.my



Information Consultancy & Research Unit  
Nor Aishah P. Mosar  
Tel: 07-5531140  
Email: nor.aishah@utm.my

## MULTIMEDIA SECTION



Head of Multimedia Section  
Mohd Fuad Mohamed Yusof  
Tel: 07-5530301  
Email: mfuad@utm.my



Management & Multimedia  
Management Unit  
Mohd Zaidi Othman  
Tel: 07-5530105  
Email: zaidiothman@utm.my

## GALLERY SECTION



Head of Gallery & Multimedia Section  
Mohd Fuad Mohamed Yusof  
Tel: 07-5530301  
Email: mfuad@utm.my



Gallery Development Unit  
Nabilah Jamil  
Tel: 07-5530284  
Email: nabilah@utm.my



Gallerium Research Unit & Gallery  
Conservation  
Nazrinda A. Samah  
Tel: 07-5530302  
Emel: nazrinda@utm.my

## INFORMATION SERVICES, RESEARCH & CIRCULATION SECTION



Head of Information Services,  
Research & Circulation Section  
Zafarina Dol  
Tel: 07-5610324  
Emel: zafarina@utm.my



Information Services & Research  
Support Unit  
Nor Hafiza Daud Kaiyin  
Tel: 07-5610325  
Emel: norhafiza@utm.my



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



Circulation Unit  
Hasanul Manzar Ismail  
Tel: 07-5610305  
Email: hasanul@utm.my



Circulation Unit  
Zuraidah Aman  
Tel: 07-5610306  
Email: azuraidah@utm.my

## AUTOMATION SECTION



Head of Automation Section  
Mohd Razib Karno  
Tel: 07-5610318  
Email: mdrazib@utm.my



Library ICT Management Unit  
Yusrul Hisham Mohd Yusof  
Tel: 07-5610315  
Email: yusrul@utm.my



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



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



Server & Network Unit  
Sharul Ismail  
Tel: 07-5610317  
Email: sharul@utm.my

## SPECIAL COLLECTION & GALLERY SECTION



Head of Special Collection &  
Gallery Section  
Haslina Othman  
Tel : 07-5610319  
Emel : haslinao@utm.my



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



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



UTM-IR & Research Data Management Digital  
Document Management Unit  
Haslinda Sabari  
Tel: 07-5610311  
Email: haslindasabari@utm.my





Special Collection Unit  
Abas Rahmat  
Tel: 07-5610322  
Email: abasrahmat@utm.my

## PSZ UTM KUALA LUMPUR



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



MJIIT Library  
Sharifah Ezathul Imma Syed Zainal  
Abidin  
Tel: -  
Email: ezathulimma@utm.my



Promotion, Alumni & Gallerium Unit  
Nurrull Huda Abdul Wahid  
Tel: 03-26154567  
Email: nurrull@utm.my



Administration & Corporate Unit  
Sarasyima Md Salleh  
Tel: 03-26154207  
Email: sarasyima.kl@utm.my



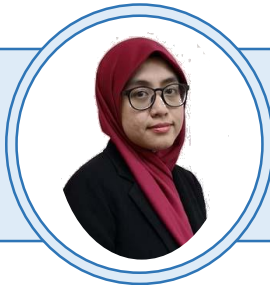
Information Management & Research  
Support Unit  
Marlina Kasiman  
Tel: 03-26154810  
Email: marlina@utm.my



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



Menara Razak Library  
Noor Ayesha Mohd Ezanee  
Tel: 03-22035074  
Email: ayesha.kl@utm.my



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



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

# LIBRARY GENERAL INFORMATION

## GENERAL INFORMATION

Library UTM			
	Johor Bahru	Kuala Lumpur	PRZS
Renewal & Reservation	07-5530044/ 07-5530136	03-261564301	07-5610302
Enquiry & Media Counter	07-5530044/ 07-5530136	03-26154301	07-5610302
Research Support Consultant	07-5530147	03-26154517	07-5610303
Collection Development (Book)	07-5530095	03-26154876	
Collection Development (Journal)	07-5530026		
Inter-Library Loan	07-5530023/ 07-5530128	03-26154810	07-5610325/ 07-5610326

## GENERAL INFORMATION

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 (MJIT) Library UTM Kuala Lumpur	ezathulimma@utm.my
UTM Pagoh Higher Education Hub Library, Johor	Circulation Counter 06-9742842

**Faculty Libraries**

Location	Telephone No.
Faculty of Built Environment & Surveying	07-5530751
School of Civil Engineering	07-5532443
School of Mechanical Engineering	07-5534710
School of Electrical Engineering	07-5535834
School of Chemical & Energy	07-5536021
Faculty of Science	07-5534893 (Chemistry)/ 07-5534265 (Mathematic)
School of Education	07-5534475
Azman Hashim International Business School (AHIBS)	07-5610108
School of Computing	07-5532698
School of Biosciences and Medical Engineering	07-5558582
School of Graduate Studies	07-5537598

### Telefax

Location	Fax No.
PSZ UTM Johor Bahru	07-5572555
Perpustakaan Raja 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

# 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:


All information in this book is true at the time it is printed and the Library reserves the right to make any changes as it deems necessary without making prior announcement. Please refer to the Library's website for updates.

## **UTM LIBRARY**

Information Services & Research Section

81310 UTM Johor Bahru

 Tel: +07 553 0147

 Fax: +07 557 2555

 Web: [library.utm.my](http://library.utm.my)