LIBRARY GUIDE
The National University of Malaysia
Session 2012 - 2013
Management Officers UKM Library

Standing from left to right: Mrs. Lela Ruzma Mohd Shaari (Head of Information Service Division), Mrs. Rosnah Mohd Yusof (Head of Journal Management & Binding Division), Mrs. Aripah Mohammed (Head of ATMA Library), Mr. Hazmir Hj Zainal (Head of System & Information Technology Division), Mr. Wan Suhaimi Ariffin (Deputy Chief Librarian, UKMMC Library), Mrs. Azmah Ishak (Head of Customer Service Division), Mrs. Anna Kustyana Mukandar (Head of Law Library), Mrs. Zaidah Sulaiman (Head of 2nd Cluster Library)

Sit from left to right: Ms. Rohaya Umar (Senior Deputy Chief Librarian), Mrs. Hafsa Mohamed (Senior Deputy Chief Librarian), Mr. Abu Bakar Maidin (Chief Librarian), Mrs. Noraini Omar (Senior Deputy Chief Librarian), Mrs. Rosnah Suliman (Senior Deputy Chief Librarian)
LIBRARY GUIDE
The National University of Malaysia
Session 2012 - 2013
Printing

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The UKM Library has strived to ensure that this guidebook is correct at time of printing. This book is to be used as guidance for the students/customers on services and facilities available at the Library.

Published in Malaysia by
PERPUSTAKAAN
Universiti Kebangsaan Malaysia
43600 UKM Bangi
Selangor Darul Ehsan

Printed in Malaysia by
USAHA KEKAL ENTERPRISE
No. 5, Paras 4, Bangunan Pusanika UKM
43600 UKM Bangi
Selangor Darul Ehsan

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Faks: 03-8925 6067
e-mail: kpustaka@ukm.my
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Welcoming Note of UKM Chief Librarian

Assalamualaikum Warahmatullahi Wabarakatuh and Salam Sejahtera.

My heartiest congratulations is dedicated to patrons who are successful to be the UKM citizen as well as the UKM Library member. The UKM Library knowledge warehouse consists of three libraries at the main campus of Bangi, namely Tun Seri Lanang Library as the main library, Law Library and the Malay World and Civilization Library. Other UKM Library and branches are Dr. Abdul Latiff Library at Kuala Lumpur Campus and UKM Medical Centre Library at Cheras Campus, Kuala Lumpur. UKM Library provides various high standard facilities and quality services for the needs of learning, teaching, research and consultation.

Patrons have golden opportunity to gain access to among the Malaysia’s largest and most authorized information and knowledge resources in multi disciplines of studies and in various forms, from manuscripts to digital forms such as online databases that make available the access to more than 15,000 titles of electronic journals.

Besides, UKM Library also provides all kinds of services, including conducive reading and reference space, discussion rooms, computer facilities, Wi-FI, counsel service and other services. All these services are specially provided for presenting comfortable learning opportunity in UKM to patrons that will certainly become unforgotten reminiscence.

As one of the most authorized and specialized academic libraries, we are committed to present the best services to our patrons. “Customer satisfaction” is our objective and hence our slogan.

Abu Bakar Maidin
Chief Librarian
UKM Library
kpustaka@ukm.my
Introduction

The Universiti Kebangsaan Malaysia (UKM) Library was established simultaneously with the establishment of Universiti Kebangsaan Malaysia in 1970 at Lembah Pantai, Kuala Lumpur. It comprises of the main library and its four branches. The main library is named as Tun Seri Lanang Library which is situated at the main campus grounds at Bangi, while the other four branches are The Malay World & Civilization Library (Bangi), Law Library (Bangi), Dr. Abdul Latiff Library (Kuala Lumpur) and UKM Medical Centre Library (Cheras)

Tun Seri Lanang Library has a floor area of 220,000 sq. feet, The Malay World & Civilization Library has 10,000 sq. feet, Law Library has 24,600 sq. feet, Dr. Abdul Latiff Library has 40,000 sq. feet and UKM Medical Centre Library has 20,000 sq. feet.

The total of collection at UKM Library until 31st December 2011 is 2,037,601 copies which comprises of books, bound journals, media items, e-books and e-journals. Out of these, 751,596 books and journals are located at Tun Seri Lanang Library, 54,790 at The Malay World & Civilization Library, 84,831 at Law Library, 133,561 at Dr. Abdul Latiff Library and 74,424 at UKM Medical Centre Library. The library have 392,326 copies of media collection. While, the overall copies of e-book is 520,766 and e-journal is 25,307.

Beginning 1991, UKM Library started using its Integrated Library Systems via DOBIS/LIBIS. To accommodate the rather rapid expansion of its databases, the library later migrated in mid 1999 to the Integrated Library System VIRTUA. As of January 2003, UKM Digital Collection began its era of indexing and creation of full text databases using the Content Manager software.
Library Committee

Chairman
Abu Bakar Maidin
Chief Librarian

Members (Senate and Faculty Representatives)

Centre for Graduate Studies
Y.Bhg. Prof. Dr. Aini Hussain

Faculty of Law
Prof. Dr. Aishah Bidin

Institute for Environment and Development (LESTARI)
Y.Bhg. Prof. Dr. Mazlin Mokhtar

Faculty of Allied Health Centre
Rep., Dr. Ahmad Zorin Sahalan

Faculty of Engineering and Built Environment
Rep., Prof. Madya Dr. Nurina Anuar

Faculty of Economics and Business
Rep., Dr. Norsiah Hj. Aminudin

Faculty of Social Science and Humanities
Rep., Dr. Nasruddin Subhi

Faculty of Information Science and Technology
Rep., Puan Zuraidah Abdullah

Faculty of Dentistry
Rep., Dr. Norziha Yahaya

Faculty of Medicine
Rep., Dr. Tzar Mohd Nizam Khaithir

Faculty of Science and Technology
Rep., Dr. Roslinda Shamsudin
Faculty of Islamic and Studies  
Rep., Mr. Mohd Shukari Hj. Hamzah

Faculty of Education  
Y.Bhg. Prof. Dr. Lilia Halim

Solar Energy Research Institute (SERI)  
Dr. Chan Hoy Yen

Institute for Malaysian and International Studies (IKMAS)  
Y.Bhg. Prof. K.S. Nathan

Institute of Occidental Studies (IKON)  
Rep., Mr. Mohd Nazlie Syahzeer Salleh

Southeast Asean Disaster Prevention Research Institute (SEADPRI-UKM)  
Rep., Mr. Mohd Khairul Zain Ismail

Bursary  
Mrs. Khalijah Abu Bakar

Secretary  
Mrs. Wan Nor Kamariah bt. Shikh Yusof  
Tun Seri Lanang Library
Professional Officers

Chief Librarian
Mr. Abu Bakar Maidin
MS (UPM), Postgrad. Dip. Lib & Information Science (ITM), Sm.Sn (UKM), Dip. P.Islam (UKM)

Senior Deputy Chief Librarian
Mrs. Hafsah Mohd
MLS (Louisiana), B.Sc (Northern Illinois), Dip. P. Islam (UKM)

Senior Deputy Chief Librarian
Mrs. Noraini Omar
Postgrad. Dip. Lib. & Information Science (ITM), B.Econs. (Hons.) (UM)

Mrs. Rosnah Suliman
Postgrad. Dip. Lib & Information Science (ITM), B. Sc. Botany (Hons.) (UM)

Ms. Rohaya Umar
MS (UPM), Postgrad. Dip. Lib & Information Science (ITM), Sm.PI (UKM)

Administration & Quality Division
Head
Mrs. Asmany Aza Ahmad
M.A. Librarianship (University of Sheffield), B.Sc. (Hons), Information Studies (UiTM)

Assistant Registrar
Mrs. Wan Nor Kamariah bt. Shikh Yusof

Resource Development Programme
Head
Mrs. Hafsaah Mohd
MLS (Louisiana), B.Sc (Northern Illinois), Dip. P. Islam (UKM)

Acquisition Division
Head
Mrs. Hamidah Erman
Postgrad. Dip. Lib & Information Science (ITM), B.Sc. Economic Resources (UPM)

Librarian
Mr. Jamain Manap
B.Sc. (Hons.) Information Studies (UiTM)
Mr. Abdul Muhaimin Sabron  
B. Sc. (Hons.) Information Studies (UiTM)

**Catalogue Division**

**Head**  
Ms. Hayatul Azlah Ghazali  
B.Sc. (Hons.) Library Science (UiTM)

**Librarian**

Mrs. Norbaizura Malek  
MLIS (VUW, NZ), B.Sc. (Hons) Information Studies (UiTM)

Ms. Hendon Abdullah  
B.Sc. (Hons.) Information and Library Management (UiTM)

Mrs. Maslia Manshor  
MLIS (IIUM), B.A. (Hons) Islamic Revealed Knowledge & Human Sciences (IIUM)

Ms. Athirah Omar  
M.Sc. Info. Mgt (UiTM), B.Sc. (Hons.) Information Studies (UiTM)

**Journal Management & Binding Division**

**Head/ Deputy Chief Librarian**  
Mrs. Rosnah Yusof  
Postgrad. Dip. Lib & Information Science (ITM), Sm. Sn (UKM)

**Librarian**

Cik Ruzita Kamis  
MLIS (UM), Sm. PI (UKM)

**System & Information Technology Division**

**Head/ Deputy Chief Librarian**  
Mr. Hazmir Hj Zainal  
MLIS (UM), B. Sc (Hons) Library Science (UiTM)

**Librarian**

Encik Md. Hafiz Ahmad Zulkifli  
B.Sc. (Hons.) Information Studies (UiTM)
Service Management Programme

Head
Puan Noraini Omar
Postgrad. Dip. Lib. & Information Science (ITM), B.Econs. (Hons.) (UM)

Customer Service Division

Head/ Deputy Chief Librarian
Mrs. Azmah Ishak
Postgrad. Dip. Lib & Information Science (ITM), B.Sc. Agriculture (UPM)

Librarian
Mr. Mohd Syamrooz Kamal Mhd. Redza
B.Sc (Hons.) Information Studies (UiTM)

Research Service Division

Head
Mr. Shamsudin Ibrahim
B.Sc. (Hons.) Information Studies (UiTM)

Librarian
Mrs. Rohalia Mohd Rohani
B.Sc. (Hons.) Information Studies (UiTM)

Ms. Nor Hamsiah Ahmad Hosaini
MLIS (UM), B. Information Technology (UM)

Mrs. Mariatul Qibtiah Isa
B.Sc. (Hons.) Information Studies (UiTM) Record Management

Information Service Division

Head/ Deputy Chief Librarian
Mrs. Lela Ruzma Mohd Shaari
Postgrad. Dip. Lib & Information Science, B.A. (Hons) (UM)

Librarian
Mrs. Shaizimah Badzri
MLIS (UM), B. Sc. (Hons.) Library Science (UiTM)

Mrs. Fatimah Kamilah Awang
B. Sc. (Hons.) Informations Studies (UiTM)
Media Collection Division

Head
Mrs. Rohana Mahmood
*B.A. (Hons) Library Science (U.Indonesia)*

Librarian
Mrs. Rosmarlidaini Mah Hasan
*B.Sc. (Hons.) Information Studies (UiTM)*

Southeast Asean & Document Collection Division

Head
Mr. Shahruddin Shafri
*Postgrad. Dip. Lib. & Information Science (ITM), B.Soc.Sc (Hons.) (USM)*

Librarian
Mrs. Noraashikin Mohd Yusop
*B.Sc (Hons.) Information Studies (UiTM)*
Mrs. Siti Wahida Amanullah
*B.Sc. (Hons.) Information Studies (UiTM)*

Arabic & Islamic Civilization Division

Head
Mrs. Nik Salimah Nik Abdullah
*MLIS (IIUM), B. HSc. in Arabic Language & Literature (IIUM)*

Librarian
Mrs. Nik Zaleha Nik Mustapha
*MLIS (IIUM), B.A (Hons.) Islamic Revealed Knowledge & Heritage (IIUM)*

Archive & Special Collection

Head
Mr. Harith Faruqi Sidek
*MARM (University Liverpool), B. Sc. (Hons.) Information Studies (UiTM)*

Librarian
Ms. Noor Farhana Mohd Saleh
*MLIS (IIUM), B.A. (Hons.) Islamic Revealed Knowledge & Heritage (IIUM)*
Mrs. Rusiah Hussin
*MLIS (UM), B.A. (Hons.) Communication & Malay Literature (UKM)*
The Malay World & Civilization Library

Head
Mrs. Aripah Mohamed

Librarian
Mrs. Nur Asyikin Lut Ahmad
MLIS (IIUM), B.A. (Hons.) Islamic Revealed Knowledge & Human Sciences (IIUM)

Law Library

Head
Mrs. Anna Kustyana Mukandar
Postgrad. Dip. Lib & Information Science (ITM), Sm.Sn. (Kep) (UKM)

Librarian
Mrs. Norliah Sukarno
B. Sc. (Hons.) Information Studies ( UiTM)

Mr. Mohd Adnan Baharom
B.Sc. (Hons.) Information Studies (UiTM)

UKM Medical Centre Library

Head
Mrs. Rosnah Suliman
Postgrad. Dip. Lib & Information Science (ITM), B. Sc. Botany (Hons.) (UM)

Deputy Chief Librarian
Mr. Wan Suhaimi Ariffin
MLS (Syracuse), Dip. Lib. Sc. (ITM)

Senior Librarian
Mr. Azman Idris
M.Sc. (UKM), B.A. Lib. Sc. (UiTM)

Librarian
Mr. Azlan Mohamad Hamzah
MLIS (UM), Sm. PI (UKM)

Ms. Noraini Mat Ali
MLIS (UM), Sm. PI (UKM)

Mrs. Nona Zurena Masenwat
MLIS (UM), B.A. (Hons.) Human Development (UPM)
Dr. Abdul Latiff Library

Head
Ms. Rohaya Umar
MS (UPM), Postgrad. Dip. Lib. & Information Science (ITM), Sm.PI (UKM)

Senior Librarian
Ms. Mariati Embong
M.Sc. in Information Management (UiTM), B.Sc. (Hons.) Library Science (UiTM)

Librarian
Mr. Azhari Sahamir
B.Sc. (Hons.) Information Studies (UiTM)

Mr. Mohd Rajak Telimik
B.Sc. (Hons.) Information Studies (UiTM)

2nd Cluster Library

Head/ Deputy Chief Librarian
Mrs. Zaidah Sulaiman
Postgrad. Dip. Lib & Information Science (UiTM), B.Sc. Food Technology (UPM)

On Study Leave
Mrs. Mazni Hj. Md. Yusof
M.A. Information & Management (University of Loughborough), B.A. (Hons.), Library Science (U.Indonesia)

Mrs. Nor Asiah Mohamad
B. Sc. (Hons.) Information Studies (UiTM)
Mission, Quality, Policy and Client’s Charter

Mission
UKM Library is committed to be an advanced university library that connects the information network with clients for fulfilling the requirements of learning, teaching and research.

Quality Policy
All citizens of UKM Library are committed to provide the quality library services and implement the continuous improvement towards fulfilling the clients’s requirement in accordance with Quality System MS ISO 9001:2008.

Objective
• To develop, document and maintain the information sources for the requirements of university’s learning, teaching and research in various forms.
• To provide and manage the quality information services and library facilities.
• To create the quality infrastructure and physical environment and the latest information and communication technology.
• To be the effective repository institution for the university’s publication and its citizen.

Client’s Charter
• To provide and manage the quality and latest information sources in various fields of teaching.
• To provide the variety of latest information technology facilities that suit with the client’s requirement.
• To prioritize the client by providing the efficient, accurate and friendly services.
• To assist the client in detecting, accessing and acquiring the relevant information.
• To provide the efficient and user friendly counter service.
Library Catalogue

The library catalogue is used to locate the books, serials and other materials owned by the library.

GEMILANG is the name given to the Library Online Catalogue, updated daily accessible from any network computer. It is a state of the art system developed by VTLS. Bibliography information of the library’s materials can be accessed by:

- Author, Editor, etc.
- Title
- Subject
- Publisher
- Call Number

It also provides patron’s record via user ID and password. GEMILANG can be accessed via the web gateway at the following URL:

http://gemilang.ukm.my
Location Guide

The library uses prefixes before the class number to indicate types of collection. The prefixes are as follows:

2  Law Library
3  Second Cluster Library
8  The Malay World & Civilization Library
9  Dr. Abdul Latiff Library
41 Special Collection (Schacht Collection)
42 Special Collection (Rare Books)
43 Special Collection (Indonesian-Chinese Peranakan Literature)
49 Banned Collection
arkib  UKM Archive Collection
e-ReP  UKM Institutional Repository
HUKM  UKM Medical Centre Library
kat  Southeast Asean Collection
ki  Arabic & Islamic Civilization Collection
media  Media Collection
pasca  Postgraduate Collection
ruj  Reference Collection
sem  Seminar Paper Collection
siri  Journal Collection
sbr  Light Reading Collection
tesis  Postgraduate Thesis
M  Document Collection
MK  Malaysian Government Collection
zz  Abstract, Index and Bibliography Collection

Location Guide in GEMILANG

P. Tun Seri Lanang library

ARKIB  Level 6 (Archive Collection)
DOKUMEN  Level 5 (Document Collection)
HARAM  Level 4 (Customer Service Division’s Counter)
HILANG  Missing Materials
IKON  Level 5 (IKON Collection)
ISLAM  Level 4 (Arabic & Islamic Civilization Collection)
JILID  Binding Process
JURNAL  Level 3 (Journal Collection)
JURNAL POPULAR  Level 3 (Popular Journal Area)
JURNAL SIMPAN  Level 3 (Please refer to the Journal Division’s Counter)
KHAS  Level 6 (Special Collection)
KOLEKSI AM Level 5 (General Collection)
MEDIA Level 2 (Media Collection)
PAMERAN Level 4 (Display Book Shelves)
PASCA Level 5 (Postgraduate Collection)
PROJEK Digitization or Micro Process
ROSAK Binding Process
RUJUKAN Level 4 (Reference Collection)
SBR Level 4 (Light Reading Collection)
SEMINAR Level 5 (Southeast Asian Collection)
SIMPAN Please refer to Customer Service Division’s Counter
SUKMANITA SUKMANITA Children Library
TANDA MERAH Level 4 (Customer Service Division’s Counter)
TESIS Level 5 (Southeast Asian Collection)

Branch/ Faculty/ Institute Library

IKMAS Institute of Malaysia and International Studies (Reference Only)
P. Alam dan Tamadun Melayu The Malay World and Civilization Library
P. Pusat Perubatan UKM UKM Medical Centre Library
P. Dr. Abdul Latiff Dr. Abdul Latiff Library
PS FPI Resource Centre, Faculty of Islamic Studies
P. Undang-Undang Law Library
P. Lingkungan Ke-2 Second Cluster Library
Library Regulation

1. Library clients are compulsory to use library membership/ visitor/ campus card when in the library.
2. Library clients must present good manner and be well behaved.
3. Library clients are compulsory to obey the Dress Code of The National University of Malaysia.
4. In the library, clients are prohibited to:
   • Smudge/ tear/ damage/ bring out books, journals and other library materials without permission.
   • Damage the media equipments/ materials.
   • Bring in foods and flavoured beverages into the library.
   • Smoke and eat.
   • Disturb other users by talking loudly.
   • Move library materials from one level/ collection to other level/ collection.
   • Scatter/ leave library books on tables/ shelves.
   • Move/ misuse/ abuse/ vandalize the library’s furniture.
   • Throw the rubbish through in the library’s area.
   • Wear slippers/ sandals when entering and to be in the library.
   • Litter around drinks glasses/ bottles and rubbish at 24-Hours Reading Area as well as inside the library.
   • Indecently behave/ indincet actions.
   • Misuse the commercial online databases and Internet facilities.
   • Use mobile phones at reading areas, book shelves, GEMILANG catalog terminals, Light Reading Corner and Borrowing Counter. Otherwise, RM10 will be fined.
5. Clients must place library books that have been used at Temporary Shelves.
6. Library clients who make photocopies are completely responsible on any related matters/ subjects with Copyright Act.
7. Clients are not permitted to borrow library books/ materials by using other client’s cards. Clients are not permitted to bring out library books borrowed by other clients. Otherwise, those library books/ materials will be detained until they are claimed by the real borrower.
8. Children are not permitted to enter the library collections/ reading areas.
9. Booking for seats is not permitted.
10. Library clients are responsible on their own belongings. The library is not responsible on their loss.
11. Academic staff on study leave/ sabatical overseas are COMPULSORY to return books/ materials borrowed from the library.
12. UKM students on extended period of studies or have been terminated by The National University of Malaysia are COMPULSORY to return books/ materials borrowed from the Library.
13. UKM students after completion of their studies but still owing to the Library shall not receive their certificates/ transcripts from the Division of Academic
Management and Centre for Graduate Management.
14. Library staff have the right to check all client’s bags when entering and leaving especially when the security gate shows the signal.
Libraries are not made; they grow -
Augustine Birrel
(English Politician, Barrister, Academic and Author)
Introduction

This library was officially opened on the 20th July 1980 by the Second UKM Chancellor DYMM Almarhum Tuanku Jaafar Ibni Almarhum Tuanku Abdul Rahman. PTSL provides the materials and information for learning, teaching and research to the faculty/centre/ institute in Bangi Campus.

Opening Hours

<table>
<thead>
<tr>
<th>Semester Session</th>
<th>8:00 am - 10:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Break</th>
<th>8:00 am - 7:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 am - 12:15 noon</td>
</tr>
<tr>
<td>Friday</td>
<td>2:45 pm - 7:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Loan Return Hours (Counter)

<table>
<thead>
<tr>
<th>Semester Session</th>
<th>8:00 am - 9:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:30 am - 12:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>2:45 pm - 9:45 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:30 am - 4:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 am - 4:00 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Break</th>
<th>8:00 am - 6:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:30 am - 12:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>2:45 pm - 6:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:30 am - 4:00 pm</td>
</tr>
</tbody>
</table>

Overnight Loan (Red Spot)

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>4:00 pm - 9:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday - Sunday</td>
<td>2:00 pm - 4:00 pm</td>
</tr>
</tbody>
</table>

Two weeks prior to examination week, the library services will be extended to 11.00pm including Saturday and Sunday. The library will be closed on the State and Federal Public Holidays.
## Library Membership

Divided into two categories:
- UKM students and staff membership
- External membership

### UKM Student and Staff Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Category</th>
<th>Annual Fee (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
</tr>
<tr>
<td>1</td>
<td>Undergraduate</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Post-Graduate</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Overseas Undergraduate</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Overseas Post-Graduate</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Centre of Educational Extension Undergraduate</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Centre of Educational Extension Post-Graduate</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Academic Staff (include Contract Academic Staff)</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>Academic Staff/Tutor/Fellow* (Part-time/Visitor)</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Professional Administrative Staff</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>General Staff</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Permata Pintar</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>Asasi Pintar</td>
<td>-</td>
</tr>
</tbody>
</table>

*Should bring confirmation letter from University or Faculty/Centre/Institute
## External Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual fee (RM)</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Student of Institution of Higher Learning (Public/Private) (PERPUN Members)</td>
<td>Free</td>
<td>100.00</td>
</tr>
<tr>
<td>2</td>
<td>Academic/ Student of Institution of Higher Learning (Public/Private) (Non PERPUN Members)</td>
<td>100.00</td>
<td>200.00</td>
</tr>
<tr>
<td>3</td>
<td>Overseas Student*</td>
<td>200.00</td>
<td>400.00</td>
</tr>
<tr>
<td>4</td>
<td>Government Staff *</td>
<td>Free</td>
<td>100.00</td>
</tr>
<tr>
<td>5</td>
<td>Institution Corporate Member (max of 10)</td>
<td>2,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>6</td>
<td>UKM Retiree (retired from UKM with minimum 10 years in service)</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>

*Please bring matrix card/ confirmation letter from your library/institution*
## External Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
</tr>
<tr>
<td>7</td>
<td>Privilege Member [donation RM6,000 (UKM Staff) or donation RM10,000 (external member) or donation 500 books to UKM library]</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>8</td>
<td>UKM Alumni</td>
<td>Free</td>
<td>100.00</td>
</tr>
<tr>
<td>9</td>
<td>Individual</td>
<td>200.00</td>
<td>400.00</td>
</tr>
<tr>
<td>10</td>
<td>Family of UKM Staff</td>
<td>-</td>
<td>10.00</td>
</tr>
<tr>
<td>11</td>
<td>Daily Members</td>
<td>20.00/daily</td>
<td>-</td>
</tr>
</tbody>
</table>
Membership Registration

1. The applicant must register in person at the General Office of Customer Service Division during office hours.
2. The applicant must fill in the membership form and provide two (2) photos (passport size)
3. Recommendation letter from the respective authority.
4. The applicant will be given the membership card and the library guide.
5. Membership is not transferable and is valid for one (1) year.
6. Loss of the library card must be reported to the General Office of the Customer Service Division. Fine of RM10.00 will be imposed and the replacement card will be issued within one (1) day.

Services

Loan
All registered clients as UKM Library member are qualified to borrow materials from the General Collection, Arabic and Islamic Civilization Collection and Red Spot Collection based on respective client categories. Library clients can also make reference at Southeast Asean Collection, Document Collection, Journal Collection and Media Collection as well as using available facilities at siber@ptsl. Library clients are requested to show their membership/campus card to duty staff when borrowing library materials or using available facilities. Library clients can also borrow books through Self-Borrowing Machine.

Returning of Materials
Borrowing materials must be returned on/before the fixed returning date. Library clients can return books at Service Counter, Level 4, but are encouraged to use Self-Returning Machine.
## Loan Privilege

### UKM Students and Staff

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Loan Facilities (Loan Limit/ Loan Period)</th>
<th>General Collection</th>
<th>Red Spot Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Undergraduate</td>
<td>7 books/ 14 days</td>
<td></td>
<td>1 book/ 2 hours/overnight</td>
</tr>
<tr>
<td>2</td>
<td>Post-Graduate</td>
<td>20 books/ 40 days</td>
<td></td>
<td>1 book / 7 days</td>
</tr>
<tr>
<td>3</td>
<td>Academic Staff (include Contract Academic Staff)</td>
<td>25 books / 60 days</td>
<td></td>
<td>1 book/ 14 days</td>
</tr>
<tr>
<td>4</td>
<td>Academic Staff/Tutor/Fellow (Part-time/ Visitor)</td>
<td>10 books/ 30 days</td>
<td></td>
<td>1 book/ 14 days</td>
</tr>
<tr>
<td>5</td>
<td>Professional Administrative Staff</td>
<td>25 books / 60 days</td>
<td></td>
<td>1 book/ 14 days</td>
</tr>
<tr>
<td>6</td>
<td>General Staff</td>
<td>5 books / 14 days</td>
<td></td>
<td>1 book / 14 days</td>
</tr>
<tr>
<td>7</td>
<td>Centre of Educational Extension Undergraduate</td>
<td>3 books / 30 days</td>
<td></td>
<td>1 book / 2 hours/overnight</td>
</tr>
<tr>
<td>8</td>
<td>Centre of Educational Extension Post-Graduate</td>
<td>15 books / 30 days</td>
<td></td>
<td>1 book / 14 days</td>
</tr>
<tr>
<td>9</td>
<td>Privilege Member [donation RM6,000 (UKM Staff) or donation RM10,000 (external member) or donation 500 books to UKM library]</td>
<td>15 books/ 90 days</td>
<td></td>
<td>1 book / 14 days</td>
</tr>
<tr>
<td>10</td>
<td>Permata Pintar</td>
<td>3 books / 14 days</td>
<td></td>
<td>1 book / 2 hours/overnight</td>
</tr>
<tr>
<td>11</td>
<td>Asasi Pintar</td>
<td>5 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

### External Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Loan Facilities (Loan Limit/ Loan Period)</th>
<th>General Collection</th>
<th>Red Spot Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic/ Student of Institution of Higher Learning (Public/Private) (PERPUN Members)</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Academic/ Student of Institution of Higher Learning (Public/Private) (Non PERPUN Members)</td>
<td>2 books/ 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Overseas Student</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Government Staff</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Institution Corporate Member (max of 10)</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Individual</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>UKM Retiree (retired from UKM with minimum 10 years in service)</td>
<td>2 books/ 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>UKM Alumni</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Family of UKM Staff</td>
<td>2 books / 14 days</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>Daily Member</td>
<td>Reference Only</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>
Fines for Overdue Materials

Overdue books are subjected to fines at the following rates:
• General Collection 20 cent per book per day
• Red Spot Collection 50 cent 1 hour (loan by hour)
  50 cent 1 day (loan by day)

Fines do not include holidays (library closed)

Fines for Loss of Materials
Clients are subjected to the following procedures:
• The membership is immediately suspended until the fine is paid.
• Replace the book with the same or a new edition plus a processing fee of RM50.00
  OR replace the book with the same subject plus a processing fee of RM50.00 OR
  pay the current price of the book plus a processing fee of RM50.00.

Online renewal via GEMILANG
• Renewal of borrowed materials must be made before due date.
• Renewals of materials via online is only allowed for a maximum of 3 times.
• No outstanding fine.
• No reservation made by other user.
• No borrowed books met the due date/ No overdue book.

Reservation of Materials
Reservation of materials on loan can be made via GEMILANG. The books will be kept
for seven days after reservation. After seven days, the book will either be cancelled or
kept for the next library client. Library clients are able to check the availability of the
reserved materials through their patron record in GEMILANG. The reserve material is
available at the Customer Service Counter at Level 4.

Document Delivery Services
The service is extended to all academic/ professional/ administrative staff, postgraduates
and final year students of the university. Applicants must register and fill in the request
form at the e-KLIK system through: http://www.e-klik.ukm.my/klik/.
Those interested in using the service should contact the Customer Service Division at
Level 4, of the main library. Library clients are billed for the cost of materials and a
service charge made by the supplying library.
Reference and Advisory Services
The service is to assist clients to use the library effectively and also to answer special request for information such as finding the source of a particular quotation or tracing a difficult reference. The Reader’s Advisor will provide assistance to all enquiries about the library and its collections such as the use of the library online catalogue, various reference books, indexes, abstracts and others. These services are available at the Information Service Division at Level 4 of the main library.

Electronic Information Searching
The electronic information resources available in the main library are:

- **Online Public Access Catalogue (GEMILANG)**
  GEMILANG is the name given to the library online catalogue, updated daily and accessible via Internet. It is a state of the art system developed by the Virginia Technology Library System (VTLS). The functions are for:
  - Searching
  - Reservation
  - View patron record
  - Online renewal

  Bibliographic information of the library’s material can be accessed by:
  - Author, editor, etc
  - Title
  - Subject
  - Publisher
  - Call Number

  The computers for accessing the online catalogue are available at every level of the library. Library clients must write the correct call number to get the materials at the shelves.

- **Library Home Page**
  This is the main channel where Tun Seri Lanang library is connected to the world or internet. It is within the concept of borderless library. All information regarding the facilities and services provided by the library are covered here. It also includes information about the information searching, library guide and collection. It also links to the various information providers in and outside of the country through PTSL Net Services. You can use UKM Library Home Page to find out latest information, facilities and services offered by the library from time to time. The library home page address is [http://www.ukm.my/library](http://www.ukm.my/library).

- **Online Database/ Electronic Journal**
  The library subscribed to 80 databases with 520,766 e-books/ e-theses and 25,307 e-journals which are accessible via Internet. Among the databases are:
• Emerald Fulltext
• Journal Citation Reports
• JSTOR
• ProQuest
• ScienceDirect
• SCOPUS
• Springer Link
• ISI Web of Science

The databases are accessible from the internal or external networking via:

• **e-Journal Portal** using the patron **ID** and **password**. (http://www.ezplib.ukm.my)

• **Database/ e-journal** can be accessed **without patron ID and password** in UKM campus only (http://www.ukm.my/library/elektronik.htm)

Library clients can also access the databases/ e-Journals at siber@ptsl.

• **Open Access Journal**
Open Access Journal are electronic journals that can be accessed for free. Most of the materials are academic journals and peer-reviewed scientific journals which are published not based on profit. The Open Access Journals can be accessed via http://pkukmweb.ukm.my/~library/oaj_bi.htm?id=3352. Among the Open Access Journals are:
  • ANSI Journal
  • arXiv.org
  • Directory of Open Access Journals (DOAJ)
  • Electronic Journal Library
  • HighWire Press
  • Open J-Gate
  • Registry of Open Access Repositories (ROAR)

• **e-Journal Portal**
e-Journal Portal is a facility to access the online databases or electronic journals subscribed by UKM Library. e-Journal Portal can be accessed via:

  http://www.ezplib.ukm.my

UKM students and staff must register with the library system to access e-journal portal. Library clients must enter their user ID and password before login. The same user ID and password can be used to access the GEMILANG and self check out machine.
• Internet
In the era of information technology, internet is one of the important resources to get to the latest information through the search engines such as Yahoo, Google, Alta Vista etc. This service is available at siber@pts1.

• UKM Institutional Repository (e-ReP)
UKM Institutional Repository (e-ReP) functions as an institution repository for academic members to input bibliographic information and soft copies of their scholarly works. It was developed on June 2007 and handed over to the Library on April 2008. This systems uses Informix database and administered by Center for Information Technology (PTM), UKM and UKM Library.

e-ReP can be accessed through special link at UKM website and Tun Seri Lanang Library website. Public searching has been provided for the UKM citizen and external users. It can only be accessed through URL address http://www.ukm.my/erep. UKM citizen can access the full text using inputing the identification code (ID) and password which is the same as accessing e-Warga. For external users, they can only acquire bibliographic information and abstract. For information that cannot be accessed its full text, its physical material can be acquired at Division of Archive and Special Collection, Level 6, Tun Seri Lanang Library or at branch libraries.

User Education and Information Skill Courses
This service provides chances for library clients, especially new students, to clearly understand library functions as knowledge warehouse. Various programmes are arranged that comprises of guided tour, briefing session, video show and library information skill courses handled by librarians. Students are encouraged to join scheduled courses and workshops to know the best and efficient method in searching, accessing, evaluating and using the printed and electronic information. The library is always ready to give advice and guidance of managing resource centre at the Faculty.

Information Package Service
Information Package Service involves application to obtain information on a particular field of study/topic from a variety of sources printed, media or electronic. The information is given to UKM academicians, management officers and postgraduates student and it is free of charge. Applications can be made by completing an Information Package Service Form through e-Klik (online request) from the Library homepage or from the Reader’s Advisor, Level 4, Tun Seri Lanang Library and the form can be submitted by e-mail, post or fax. The applicants will be contacted within seven (7) working days by telephone or e-mail for further clarification or for the delivery of materials.

Media Service
All registered clients as UKM library member are qualified to use available services and facilities at Division of Media Collection, Level 2. Library clients can refer to materials
belong to this collection. Media materials that can be loan out of the library is only permitted to UKM clients. The loan privilege are as follows:

### For Loan

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Number of Material</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Undergraduate student</td>
<td>5</td>
<td>7 days</td>
</tr>
<tr>
<td>2</td>
<td>Postgraduate student</td>
<td>5</td>
<td>7 days</td>
</tr>
<tr>
<td>3</td>
<td>General Staff</td>
<td>5</td>
<td>7 days</td>
</tr>
<tr>
<td>4</td>
<td>Academic Staff</td>
<td>5</td>
<td>10 days</td>
</tr>
<tr>
<td>5</td>
<td>Professional Administrative Staff</td>
<td>5</td>
<td>10 days</td>
</tr>
</tbody>
</table>

### For Reference Only

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Number of Material</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All categories</td>
<td>1</td>
<td>3 hours or the time duration of the specified materials</td>
</tr>
</tbody>
</table>

### Library Publication

In the effort to deliver the latest information, several publications have been initiated namely:

- **Inspirasi Bulletin**
  It is an official column of the library that contains news and information about the library. It is also treated as a platform for the librarians to produce quality articles.

- **Pamphlet**
  Pamphlets related to services, facilities and collections are provided from time to time. These pamphlets can be obtained at the Reader Advisory Desk at level 4 of the main library. These pamphlets will assist the library clients to know more about the services, facilities and collection available in the library.

### Exhibition

The library holds exhibitions from time to time in attracting clients to visit library premises. Continuous exhibitions like New Books Exhibiton, Media Equipment and Material Exhibition, UKM Academic Member Works Exhibition, theme exhibitions and other types of exhibition give chances to library clients to know about the latest reference materials acquired by the library. Theme exhibitions are usually held in conjunction with special activities or events like welcoming the arrival of new students, UKM Library Knowledge Civilizing activity as well as commemorating public figures or great figures in education, national development, politics and various expertise field of study knowledge.
Collection

General Collection
This collection consists of books on all subjects and located at level 5 of the main library. Its collection code in GEMILANG (Online Public Access Catalog) in PTSL-KOLEKSI AM. All books in this collection can be borrowed.

Arabic and Islamic Civilization Collection
It is located at level 4 of the main library. This collection comprises of Islamic studies, history and civilization, the Arabic language and literature. The books are in multilingual; Arabics, English, Malay and Indonesian. The collection consists of General Collection (for loan) and Reference Collection (for reference only).

Southeast Asean Collection
The Southeast Asean Collection is situated at level 5 of the main library. It is a closed access collection consisting of materials on an array of subject pertaining to Southeast Asean countries such as Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam. The materials are catalogued according to the Library of Congress Classification Scheme. Bibliographic information of these materials can be obtained from GEMILANG.

Document Collection
Document Collection is a closed access collection which can be used within this collection only. The items consist of all Malaysian government documents (ministerial/department level), Malaysia State Government, publications of the United Nations and its agencies such as International Monetary Fund (IMF), International Labor Organization (ILO), foreign governments documents (selective), Organization for Economic Cooperation and Development (OECD), International Atomic Energy Agency (IAEA) and Rand Corporation. The Document Collection comprises of annual reports, government policies and plans, current and historical events, statistics, bulletins, brochures, speeches etc. This collection is housed at level 5 of the main library.

UKM Archive Collection
This collection accumulates materials on history and development of UKM that comprises of university records and official publications, works of academic members published by faculties/departments, UKM Press publications and other publications of UKM campus citizen. Archive Collection is an institutional memory collection existed for the purpose of material preservation as well as to fulfill the reference and research needs. Besides, publication materials of UKM citizen can also be accessed through publication UKM Institutional Repository (e-ReP) at http://www.ukm.my/erep. Archive Collection is a closed access collection and can only be referred during office hours at Level 6.
Special Collection
This is a rich and diverse research collection. Within this collection are the library rare, beautiful and fragile works. Through the active acquisition of collection and with donation from private collectors, this special collection of international significance has attracted many overseas researchers. The following are the special collection within this collection with each having its own significance and uniqueness:

- The Schacht Collection
- The Rare Book Collection
- Indonesia-Chinese Peranakan Literature
- Harun Aminurrashid Collection
- The Manuscript Collection

Reference Collection
This collection has a location code ruj in GEMILANG and is located at level 4 of the main library. The materials can be used within this collection only. The items consists of all disciplines except the Arabic and Islamic Studies. The references collection comprises of reference books such as encyclopedias, dictionaries, almanacs, guide books, year books, etc.

Red Spot Collection
This collection is located in the Customer Service Counter at level 4 of the main library. The titles are mainly recommended by lecturers and they serve as compulsory reading materials. The clients should use GEMILANG to ensure that the materials are located at the Red Spot Collection. The location code of this collection is P. Tun Seri Lanang-Tanda Merah.

Banned Collection
The banned collection which is located at level 4 of the main library consists of materials that are banned by the Malaysian Government. The collection is for reference only. To have access to the materials, users must have recommendation letter from their Head of Department. The materials in this collection are given the location code P. Tun Seri Lanang-HARAM in GEMILANG and prefix 49 before the call number.

Light Reading Collection
This collection is situated at level 4 of the main library (in the Customer Service Counter). The collection comprises of light reading materials, general and popular in nature, suitable for all users. Reading and browsing are restricted to the area provided. Borrowing procedures for materials in this collection are similar to that of the General Collection. Its location code in GEMILANG is P. Tun Seri Lanang-SBR.

Postgraduate Collection
The postgraduate collection encompasses books in various field proposed by the academicians for masters and PhD students. These particular books have P. Tun Seri Lanang-PASCA location in GEMILANG and the prefix pasca before the call number.
These books are placed at level 5 of the main library and can be borrowed.

**Journal Collection**

The collection places current and back issues journals in various fields of study. There are more than 140,000 copies of journal or almost 5,000 titles of journal to be in this collection, including 400 titles of current journal which are actively subscribed. Journal Collection consists of several small collections as follows:

1. **Popular Journal**
   It consists of both current and back issues (bound journals) in multidisciplines. The usage rate for this type of journal collection is very high. Therefore, it is considered as popular among the library clients. These journals are strictly for reference within the area provided.

2. **Current Journal**
   It consists of current journal in multidisciplines which are actively subscribed. There are also few titles of current journals (gift journals) which are actively bestowed by various local government agencies, corporate bodies, NGO’s and private agencies as well as from overseas.

3. **Back Issue Journal (Bound Journal)**
   It consists of back issues journals in multidisciplines which are bound.

4. **Reserve Journal**
   It consists of journals which have less than five (5) volumes and their subscriptions were terminated. It also locates the back issues of gift journals. Library clients must refer to the staff on duty at Journal Service Counter to use this collection.

5. **Journal in Compactus**
   Types of journals kept in the compactus are:
   i. Back issues journals which are published in the early 20th century.
   ii. Back issues journals in other foreign languages like French and German.
   iii. Back issue journals which their publications have been terminated.
   iv. Back issue journals which are less referred.
   v. Back issues journals which are of unusual sizes and very thick.
   Library clients must refer to the staff on duty at Journal Service Counter to use the journals.

6. **Microfiche/ Microfilm Journal**
   It consists of previous multidisciplinary journals on microfiche and microfilm and are placed at the Microfiche/ Microfilm room. Library clients must refer to the staff on duty at Journal Service Counter to use the journals. Library clients must use the Microfiche/ Microfilm Reader at the Media Collection, Level 2 to enable reading.
7. **Daily Newspaper**

Journal Collection also provides the facility of daily newspaper. Titles of daily newspaper subscribed by the library are made up of Berita Harian, Utusan Malaysia, New Straits Times, Sin Chew Jit Poh, Nanyang Siang Pau, Tamil Nesan, Tamil Nanban, Kosmo, Harian Metro, The Star, The Sun, Malay Mail and Sinar. Library clients are only permitted to read them at daily newspaper reading space. Back issues of daily newspapers are kept at Back Issue Newspaper Room for six (6) months. Library clients need to refer to Journal Service Counter for obtaining any back issue of daily newspapers. Back issues of daily newspapers can also be found in microfiche/ microfilm.

**Media Collection**

This collection comprises of materials such as microfiches, microfilms, videos, film strips, audio-cassettes, slides, kits, compact discs, laser discs, maps, film loops. This collection is situated at level 2 of the main library. Library clients can refer to these materials for 3 hours at the Media Division. The video, VCD, DVD, CD-ROM, CD-Audio and cassettes can be borrowed that is 5 materials for 7 days for students and 5 materials for 10 days for academics. The staff at Media Division will assists the clients using the media materials with the related readers.

**Reserve Collection**

This collection places books that were not borrowed for at least 10 years or more by library clients. These books are placed at special shelves. Clients who want to refer/borrow these books need make request at the Customer Service Division. Books of this collection can be borrowed similar to that of the General Collection.
### Classifications of Library Materials

Library materials are classified according to their subject headings and based on the Library of Congress Classification Scheme. The class number comprises of alpha numeric combination. Summary of the classification system is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL WORKS</td>
</tr>
<tr>
<td>B</td>
<td>PHILOSOPHY, PSYCHOLOGY, RELIGION</td>
</tr>
<tr>
<td>B-BD</td>
<td>Philosophy</td>
</tr>
<tr>
<td>BF</td>
<td>Psychology</td>
</tr>
<tr>
<td>BJ</td>
<td>Ethics</td>
</tr>
<tr>
<td>BH</td>
<td>Aesthetics</td>
</tr>
<tr>
<td>BL-BX</td>
<td>Religion</td>
</tr>
<tr>
<td>BP</td>
<td>Islam, Bahaism, Theosophy</td>
</tr>
<tr>
<td>BR-BX</td>
<td>Christianity</td>
</tr>
<tr>
<td>C</td>
<td>AUXILIARY SCIENCES OF HISTORY</td>
</tr>
<tr>
<td>D</td>
<td>HISTORY</td>
</tr>
<tr>
<td>DA</td>
<td>History of Great Britain</td>
</tr>
<tr>
<td>DB-DR</td>
<td>History (European Countries)</td>
</tr>
<tr>
<td>DS</td>
<td>Asia (General)</td>
</tr>
<tr>
<td>DT</td>
<td>Africa</td>
</tr>
<tr>
<td>DU</td>
<td>Oceania (South Seas)</td>
</tr>
<tr>
<td>E-F</td>
<td>HISTORY OF AMERICA</td>
</tr>
<tr>
<td>G</td>
<td>GEOGRAPHY, ANTHROPOLOGY, RECREATION</td>
</tr>
<tr>
<td>H</td>
<td>SOCIAL SCIENCE</td>
</tr>
<tr>
<td>HA</td>
<td>Statistic</td>
</tr>
<tr>
<td>HB-HJ</td>
<td>Economics</td>
</tr>
<tr>
<td>HM-HX</td>
<td>Sociology</td>
</tr>
<tr>
<td>J</td>
<td>POLITICAL SCIENCE</td>
</tr>
<tr>
<td>K</td>
<td>LAW</td>
</tr>
<tr>
<td>L</td>
<td>EDUCATION</td>
</tr>
<tr>
<td>M</td>
<td>MUSIC AND BOOKS ON MUSIC</td>
</tr>
<tr>
<td>N</td>
<td>FINE ARTS</td>
</tr>
<tr>
<td>P</td>
<td>LANGUAGE &amp; LITERATURE</td>
</tr>
<tr>
<td>PJ 6001-8517</td>
<td>Arabic Language &amp; Literature</td>
</tr>
<tr>
<td>PJ 5021-5271</td>
<td>Malay/Indonesian Language &amp; Literature</td>
</tr>
<tr>
<td>PN</td>
<td>Literature</td>
</tr>
<tr>
<td>Q</td>
<td>SCIENCE</td>
</tr>
<tr>
<td>QA</td>
<td>Mathematics</td>
</tr>
<tr>
<td>QB</td>
<td>Astronomy</td>
</tr>
<tr>
<td>QC</td>
<td>Physics</td>
</tr>
<tr>
<td>QD</td>
<td>Chemistry</td>
</tr>
<tr>
<td>QE</td>
<td>Geology</td>
</tr>
<tr>
<td>QH-QR</td>
<td>Biology</td>
</tr>
</tbody>
</table>
Call Number
Each of the library material has a call number. The call number represents the location of the material on the shelf. It comprises the following components:

- Subject
- Subject Subdivision
- Subject Subdivision by area, format, etc
- Number based on the main entry
- Publication date
- Copy Number

Example : DS598.P4T36 1995 n.1

DS The subject (history)
598 Subject subdivision (History of Malaysia)
.P4 Subject subdivision by area (State of Perak)
T36 Number of the main entry (author)
1995 Date of publication
n.1 1st copy
Facilities

Reading Area
The library provides reading area that can accommodate 1,633 clients at one time.

Multipurpose/ Theater Room
There are five (5) theater rooms and one (1) multipurpose room at Division of Media Collection that can accommodate 20 to 150 audiences. These facilities are provided for library clients and suitable for video show and lecture session. Its usage time is from 8:30 a.m to 10:00 p.m except Saturday, Sunday and public holidays. Library clients who want to make use of these facilities can make reservations at Division of Media Collection Counter, Level 2.

Carrel Rooms
Carrel rooms are located at Level 3. There are two (2) types of carrel room. First, the carrel room with daily-based usage and free of charge. Second, the carrel room to be rented for one (1) month period. Its rental rate is RM10.00 with deposit of RM5.00. The process of registration and renting out can be done at Journal Service Counter, Level 3.

Discussion Rooms
There are ten (10) discussion rooms available at Journal Collection, Level 3 and also at level 4. The use of discussion rooms is free of charge. The process of reservation for discussion rooms at Level 3 can be done at Journal Service Counter, Level 3, while for discussion rooms at Anjung Ilmu PTSL and at the Arabic and Islamic Collection located at Level 4 can be done at Library Entry Counter, Level 4.

Photocopying Service
This service is handled by a private company, it is self-serviced and located at level 3, 4 and 5. Photocopying cards are available at level 3 and 5.

Microform Reprint
This service is available at Division of Media Collection, Level 2. Library clients can make printed copies or scan the information from the microfilm and microfiche. The information that has been scanned can be directly printed or downloaded into client’s pendrive. Downloading is free of charge while 50 cents will be charged for printing a copy. Thesis and scholarly research/study cannot be photocopied or downloaded.

siber@ptsl
Library clients can access the internet and the extended services of e-mailing, scanning and printing. Typing facilities are also provided at the premise. E-journals and CD-ROMs are provided for clients with no charges and flexible time of accessing.
24 Hours Reading Area
This area is located at Tun Seri Lanang Lobby. Library clients can make discussion at this area. This area provides wide reading facilities, the public phone, the light refreshment machine and WiFi for the clients. It is opened 24 hours.

Anjung Ilmu PTSL
Anjung Ilmu PTSL is located at Tun Seri Lanang Lobby. The facilities at Anjung Ilmu PTSL are 2 discussion rooms for eight (8) people respectively, room for watching television and twelve (12) laptop tables for accessing Internet via WiFi.

Locker
The library provides three methods locker rental:
   i) Self-service lockers where customers can use it without payment.
   ii) Monthly locked lockers where customers must pay RM3.00 a month and a deposit of RM5.00
   iii) Daily locked locker is free and customers need to register at the Library Entry Counter, Level 4.

If the locker key is lost:
   i) For the monthly locked lockers key, deposit is not refundable.
   ii) For the daily unlocked lockers key, customers need to pay RM50.00

Shelf Checkout Machine
The library provides three (3) self checkout machines for the clients to borrow the books by themselves.

Book Returning Machine
Library clients are allowed to return books through the Book Returning Machine which is situated at level 4 (near the Customer Service Counter) and at level 3 (outside the library in front of the parking area). The book returning machine at level 3 is opened 24 hours.

Training Lab
The library provides a training lab which consists of 30 computers and located at level 4. The users education and information skill courses are carried out in this lab.

Sanggar Ilmu
This facility is used for library’s official functions and activities that involve staff and also library clients. This room can accommodate 150 peoples.

Room for the Disabled Students/ Clients.
It is located at Level 4 and near to Reader Advisory Desk. It provides basic facilities to disabled students especially the eyesight handicapped by providing a computer equipped with JAWS software.
Prayer Room
The prayer room is located near the Moot Court at level 3. This room is locked. Library clients should refer to the Journal Service Counter to use the room.

Trolley
The library provides eight (8) small trolleys for clients to bring the books for borrowing from level 5 to level 4. Library clients can get this facility from the Customer Service Counter, Level 4.

Water Dispenser Facilities
Water Dispenser facilities are provided at every level of the library near the elevator.

Vending Machine
The library also provides vending machine at the 24 hours Reading Area for refreshment.

WiFi Room
It is located at Information Service Division, Level 4. This room is very comfortable and relaxed.
"A library is not a luxury but one of the necessities of life"
- Henry Ward Beecher

(Congregationalist clergyman, social reformer, abolitionist and speaker)
Introduction

The Malay World and Civilization Library (ATMA Library) was established in 1974 and the purpose of its establishment is to support the studies and administration of Institute of The Malay World and Civilization (ATMA). The idea of its establishment was appeared from ‘Documentation and Research Program’ that was drafted by the first former Director of ATMA, Professor Dr. Syed Muhammad Naquib al-Attas. ATMA Library has taken the action by developing and enriching the library collection in the study area of The Malay World and Civilization from time to time.

ATMA Library formerly had 30,000 copies of material collection and the collection currently increased to at least 85,000 copies that include material purchase from local and foreign country. ATMA library has several material collections, namely General Collection, Reference Collection, Serial Collection, Special Collection, Rare Collection, Collection of N.A.Halim and Collection of Wiramanja.

ATMA Library is currently located at Level 2 and 3, ATMA Building, UKM. Since 2010, General Office of ATMA Library was placed at Level 1, whereas Material Returning and Borrowing Counter was placed at Level 3.
Opening Hours

<table>
<thead>
<tr>
<th>Semester Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 am - 10:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am - 12:15 pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday (2nd, 4th &amp; 5th Weeks)</td>
<td>2:45 pm - 7:00 pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday (1st &amp; 3rd Weeks)</td>
<td>9:00 am - 1:00 pm</td>
</tr>
<tr>
<td>Public Holiday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

| Semester Break                         |                      |
| Monday - Thursday                      | 8:00 am - 5:00 pm    |
| Friday                                 | 8:00 am - 12:15 noon |
| Saturday, Sunday & Public Holiday      | 2:45 pm - 5:00 pm    |

Membership

Students and staff of the university who has registered as members of The Malay World and Civilization Library are eligible to use all library facilities. Applicants must register in person at the Loan and Return Counter during office hours. Registration forms are available at the counter or the library’s homepage. Membership is also opened to other individuals. For external membership, must bring along a matriculation card/ validation letter/ identification card from their respective libraries/ departments/ institutions.

Membership for Students and Staff of UKM

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Number of Books/ Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
</tr>
<tr>
<td>1</td>
<td>Academic Staff/ Professional Administrative Staff/ Postgraduates</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>2</td>
<td>Final Year Undergraduate/ General Staff</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>3</td>
<td>Permata Pintar</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>4</td>
<td>Asasi Pintar</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>
External Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Number of Books/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Student of Institution of Higher Learning (Public/Private) (PERPUN Members)</td>
<td>5.00/ days</td>
<td>100.00/ year</td>
</tr>
<tr>
<td>2</td>
<td>Academic/ Student of Institution of Higher Learning (Public/Private) (Non PERPUN Members)</td>
<td>100.00/ year</td>
<td>200.00/ year</td>
</tr>
<tr>
<td>3</td>
<td>Overseas Student</td>
<td>200.00/ year</td>
<td>500.00/ year</td>
</tr>
<tr>
<td>4</td>
<td>Government Staff</td>
<td>5.00/ days</td>
<td>100.00/ year</td>
</tr>
<tr>
<td>5</td>
<td>Individual</td>
<td>200.00/ year</td>
<td>400.00/ year</td>
</tr>
<tr>
<td>6</td>
<td>UKM Alumni</td>
<td>Free</td>
<td>100.00/ year</td>
</tr>
<tr>
<td>7</td>
<td>Family of UKM Staff</td>
<td>Free</td>
<td>10.00/ year</td>
</tr>
<tr>
<td>8</td>
<td>UKM Retiree (Allied Membership) (retired from UKM with minimum 10 years in service)</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>9</td>
<td>Daily Member</td>
<td>20.00/ day</td>
<td>-</td>
</tr>
</tbody>
</table>

Services

Loan & Returning
All registered library members (based on categories) are qualified to borrow or refer to the materials and use all facilities available in The Malay World & Civilization Library. This service allows clients to borrow materials for a certain period of time based on their categories. Library clients are requested to show their matriculation cards/ campus cards/ membership cards to the staff on duty every time they wish to borrow library materials or to use the facilities. Fines for overdue books are 50 cents per day.

Online Public Access Catalogue (GEMILANG)
The UKM Library Online Public Access Catalogue (OPAC) called GEMILANG can be used to search for materials available in The Malay World & Civilization Library. It contains the complete record details of all library materials and facilitate fast retrieval. This web-based GEMILANG is accessible via the following URL:

http://gemilang.ukm.my

Reservation
Reservation of library materials can be made through the online catalogue GEMILANG if they are on loan (borrowed by other clients). This service is strictly for registered members only. ID’s and passwords registered at The Malay World & Civilizion Library are required for this online transaction. The reserved books will be kept for seven (7) days at the Loan and Return Counter after which the reservation will be cancelled and kept for the next clients in the queue. All library clients can check the availability of
the reserved materials through GEMILANG as well as cancelling the transaction if they wish to do so.

**Online Renewal**
Library clients can do online renewal through internet using GEMILANG if the library materials are within the loan period, materials are not on reserve and no fines in the clients record. The online renewal through internet is allowed for a maximum of 3 times and have to be made before the due date.

**Library Homepage**
The library homepage can be accessed via URL : http://www.ukm.my/patma/. It provides information on The Malay World & Civilization Library’s organization, facilities, resources and its services.

**Library Facebook**
ATMA Library has its own Facebook social website under the name of The Malay World & Civilization Library. Library clients can give comments or proposals for the library improvement.

**Reference Services**
Those who are not eligible to become members of The Malay World & Civilization Library, they are still allowed to refer/use the library materials as follows :

<table>
<thead>
<tr>
<th>Bil</th>
<th>Categories</th>
<th>Fee (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Academic staff/ students of Public Institutions of Higher Learning &amp; Government Staff</td>
<td>RM5.00 per day</td>
</tr>
<tr>
<td>2.</td>
<td>Individual</td>
<td>RM20.00 per day/ RM200.00 per year</td>
</tr>
</tbody>
</table>

**Information Services**
- The monthly thematic exhibition organized by The Malay World and Civilization Library based on current issues and related to the Malay World studies.
- Display of new library items and book jackets/ covers is done monthly.
Collection

The open access collection in The Malay World & Civilization Library comprises of items that can be borrowed by the library clients. The semi-closed or closed accessed library materials are to be referred within the library premise only.

General Collection

The general collection in The Malay World & Civilization Library can be borrowed by the library clients based on their respective categories. Other than books on language, literature, history and culture of the Malay Archipelago, the library also has the Malay-Polynesian Collection, namely Surinam Malays, and Malays of Sri Lanka, South Africa, West Australia and Taiwan. Some worth mentioning books include Sejarah Melayu by W.G.Shellabear 1969, Hikayat Hang Tuah 1949, Hikayat Malim Dewa by R.O. Windstedt 1960, Philippine Islands 1493-1898, We the Navigator and Magellan’s voyage.

Reference Collection

The Reference Collection comprises of atlases, dictionaries, encyclopedias, directories, bibliographies, indexes, abstracts, guides, yearbooks etc. The items have prefixed ‘8 Ruj’ before the call numbers. This collection has to be referred in the library only. Some of the good reference items are Ensiklopedia Dunia Melayu, Ensiklopedia Sejarah dan Kebudayaan Melayu, Kamus Belanda-Indonesia, Kamus Bahasa Simalungun-Indonesia and Atlas van Tropisch Nederland, Uitgegeven.

Periodicals Collection

All materials in this collection have prefixed ‘8 siri’ before the call numbers. Most of the journals in the library collection are copies of the journals kept in Tun Seri Lanang Library (PTSL). Some of the journals that The Malay World & Civilization Library subscribed include Jurnal Sains Malaysiana, Jurnal Warisan Johor and Pangcura : Jurnal Pengkajian and Penelitian Sastera Asia Tenggara. The listing is available online and can be accessed via The Malay World & Civilization Library website: http://www.ukm.my/patma

Theses and Undergraduate Students Exercises

This collection consists of theses from local university and abroad pertaining to Malay Studies and also undergraduate students exercises from the Department of Malay Literature, Faculty of Social Sciences and Humanities (FSSK) UKM. The listing can also be found in the library website at: http://pkukmweb.ukm.my/~patma/LatihanilmiahTesisPersidangan.html.

Special Collection

This special collection consists of several collections: the N.A.Halim Collection (more than 18,000 materials (includes 7,736 photographs, 7,983 slads, 600 maps and plans, 2000 copies of books and journals); approximately 5,400 copies related to Malay World & Civilization studies; the Sunda Collection (approximately 3,000 copies of books in Sunda literature); the Wiramanja Collection (873 compact discs and books); Pre 1950’s
Malay Collection (125 copies published in the early 1950s) and Saad Shukri Collection (44 items). All materials are placed in the special room and this is a closed collection (refer to the library staff for assistance). The printed listing of each collection is available for reference in the library. Some of the good examples are *De Reis om de wereld van de Nassauche vloot, 1623-1626*, *De Eerste Schipvaart de Nederlands naad Oost-Indie Onder Cornelis de Houtman*, 1595-1597 and *Hikayat Hang Tuah; die geschichte von Hang Tuah Aus dem Malayischen übersetzt von. H. Overbeck*, 1922.

**Newspaper Cuttings**
The library keeps a collection of newspaper cuttings on articles related to Malay studies that appeared in two newspapers namely *Berita Harian* and *Utusan Malaysia* from 1986 to 1999.

**Facilities**

**Photocopying Service**
This service is handled by a private company and available within the library premise. Library clients need to buy the photocopy cards from the Loan and Return Counter. It is a self-service facility.

**Daily Newspapers**
The library subscribed to eight (8) daily newspapers such as *Berita Harian*, *Utusan Malaysia*, *The Star*, *The New Straits Times*, *The Harian Metro*, *Kosmo*, *Sinar Harian* and *The Sun*.

**Meeting Room**
This meeting room can be used upon request.

**Internet Facilities**
All workstations in The Malay World & Civilization Library are provided with Internet facilities. Clients are able to connect to the network via WiFi within the library.

**Shelves for Bags**
Library clients are encouraged to place their bags on the shelves provided at the entrance. All bags are subjected to inspection by the library staff if they are brought into the library.
“Library is where people, one frequently finds, lower their voices and raise their minds” - Richard Armour
(American poet and author)
Introduction

The history of the establishment of Law Library began with branch establishment and its collections on March 1985 at Tun Seri Lanang Library. Now the branch had acquired its own building and started its operations as a library branch on June 1996.

The main objective of Law Library establishment is to accommodate students needs and lecturers of Law Faculty for law materials. Basically, Law Library has four types of materials namely statutes, law reports, serial collections, textbooks/ general books in the field of law. Apart from that, Law Library also have a special collection named the Hooker Collection, project papers by students of Law Faculty and audiovisual collections. Parallel with the development of technology, the Law Library has developed in-house databases which are known as indexes to court cases, periodical articles and to Malaysian legislations. The Law Library also subscribes to several on-line databases such as Lexis Nexis, Westlaw, Lawnet, Legaltrac, HeinOnline, Current Law Journal and Oxford Law Report, Electronic books (e-books) are also available.

Opening Hours

<table>
<thead>
<tr>
<th>Semester Session</th>
<th>8:00 am - 10:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 am - 12:15 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>2:45 pm - 10:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>1st Saturday &amp; Public Holiday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Break</th>
<th>8:00 am - 5:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 am - 12:15 noon</td>
</tr>
<tr>
<td>Friday</td>
<td>2:45 pm - 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 pm - 5:00 pm</td>
</tr>
<tr>
<td>1st Saturday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday &amp; Public Holiday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>
Memberships

There are 2 types of library membership
- UKM Students and staff memberships
- External memberships

UKM Students and Staff Memberships

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Loan Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loan</td>
<td>Collection</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Professional/ Administrative Staff/ Tutor</td>
<td>Free</td>
<td>25 books/30 days</td>
</tr>
<tr>
<td>2</td>
<td>Part time lecturer/Tutor and Visiting Prof./ Fellow</td>
<td>Free</td>
<td>10 books/30 days</td>
</tr>
<tr>
<td>3</td>
<td>Temporary Service scheme/ Research Assistant</td>
<td>Free</td>
<td>3 books/ 14 days</td>
</tr>
<tr>
<td>4</td>
<td>Postgraduate</td>
<td>-</td>
<td>7 books/ 14 days</td>
</tr>
<tr>
<td>5</td>
<td>Undergraduate</td>
<td>-</td>
<td>3 books/ 7 days</td>
</tr>
<tr>
<td>6</td>
<td>Centre of Educational Extension Undergraduate</td>
<td>-</td>
<td>3 books/ 7 days</td>
</tr>
<tr>
<td>7</td>
<td>Centre of Educational Extension Postgraduates</td>
<td>-</td>
<td>7 books/ 14 days</td>
</tr>
<tr>
<td>8</td>
<td>General Staff</td>
<td>Free</td>
<td>2 books/ 7 days</td>
</tr>
<tr>
<td>9</td>
<td>Perma Pintar</td>
<td>Free</td>
<td>1 book/ 7 days</td>
</tr>
<tr>
<td>10</td>
<td>Asasi Pintar</td>
<td>Free</td>
<td>5 books/ 7 days</td>
</tr>
</tbody>
</table>

External Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Loan Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loan</td>
<td>Collection</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Student of Institution of Higher Learning (Public/ Private)* (PERPUN Members)</td>
<td>Free</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Academic/ Student of Institution of Higher Learning (Public/ Private)* (Non PERPUN Members)</td>
<td>100.00</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Overseas Student</td>
<td>200.00</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>UKM Retiree (Associates membership) (retired from UKM with minimum 10 years in service)</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>
No | Categories | Annual Fee (RM) | Loan Eligibility |
---|------------|----------------|-----------------|
|             | Reference | Loan | General Collection | Red Spot |
5 | UKM Alumni | Free | 100.00 | 2 books/ 7 days | 1 book/ 2 hours |
6. | Individual | 200.00 | - | - | - |
7. | UKM Staff Family Member | Free | - | - | - |
8 | Institution Corporate Member (max of 10) | 2,000.00 | 4,000.00 | 2 books/ 14 days | 1 book/ 2 hours |

*Please bring matrix card/ confirmation letter from your library/ institution

a. All membership registration are processed by the Law Library.
b. Individuals which is non-faculty members are allowed to use the Law Library based on the rules and regulations stipulated.

## Services

### Borrowing and Returning

Borrowing and Returning services are limited to the general collections only. Loan privileges are as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>No. of Books</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic/ University Officer/ Tutor</td>
<td>25 books</td>
<td>30 days</td>
</tr>
<tr>
<td>2</td>
<td>Part Time Lecturer/ Part Time Tutor/ Visitor Professor</td>
<td>10 books</td>
<td>30 days</td>
</tr>
<tr>
<td>3</td>
<td>Temporary Employee/ Research Assistant</td>
<td>3 books</td>
<td>14 days</td>
</tr>
<tr>
<td>4</td>
<td>Postgraduate</td>
<td>7 books</td>
<td>14 days</td>
</tr>
<tr>
<td>5</td>
<td>Undergraduate</td>
<td>3 books</td>
<td>7 days</td>
</tr>
<tr>
<td>6</td>
<td>General Staff</td>
<td>2 books</td>
<td>7 days</td>
</tr>
<tr>
<td>7</td>
<td>Corporate Members (max. 10 person)</td>
<td>2 books</td>
<td>14 days</td>
</tr>
</tbody>
</table>

### Red Spot Loan

Materials from this collection can be borrowed for 2 hours only or overnight. Renewal are allowed if no reservation is made. Overnight loan are as follows:

#### Semester Session

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 pm - 9:45 pm</td>
<td>2:00 pm - 4:00 pm</td>
<td>2:00 pm - 4:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

#### Semester Break

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 pm - 4:00 pm</td>
<td>2:00 pm - 4:00 pm</td>
<td>2:00 pm - 4:00 pm</td>
<td></td>
</tr>
</tbody>
</table>
Renewal
Online renewal through GEMILANG is allowed for a maximum of 3 times. It can be done if the books is not being reserved by other user, no outstanding fines and the renewal is done before the due date.

Reference and Advisory Services
The service is to assists clients to use the library effectively and also to answer specific request for information such as finding the source of a particular quotation or tracing a difficult reference. The staff at the Reader Advisory Desk or Librarian at the Information Services Department at level 2 will provide assistance to all enquiries about the library and its collection.

Information Searching Services
For this service, the Law Library has developed and subscribed to these databases:

- **Digital Library Collection**
  Federal Law
  Malaysian Law Articles
  State Enactments
  Malaysian Court Cases
  State Subsidiary Legislation
  Federal Subsidiary Legislation
  Bills of the Parliament
  UKM Digital Library can be accessed from this address:
  [http://ptsldigital.ukm.my](http://ptsldigital.ukm.my)

- **Subscribed Databases**
  LAWNET On-Line Law Library
  CLJ Law
  LEXIS/NEXIS
  Westlaw International
  Legal Trac
  International Legal Alert
  Oxford Law Reports
  Heinonline

- **Other Electronic Publications (CD-ROM)**
  Bankruptcy Handbook : Forms on Disc
  British Company Law Library
  British Tax Guide
  CCH Electronic Library
  Encyclopedia of Forms and Precedents on CD-ROM
  Halsbury’s Law Consolidated Index
  Justice
User Education and Information Skill Classes
The Law Library provides classes on information skills to support the information literacy and to help the students to become effective users of information seeking. These classes are compulsory for the new intakes. Classes are also held upon demand. The offered classes are:

- LS581 Workshop on Law Information Skills - Electronic Resources
- LS582 Workshop on Law Information Skills - Printed Materials
- UK1011 Information Technology and Law (compulsory for the first year faculty students)
- LS583 Endnotes

Document Supply Services
Inter Library Loan service is offered to assist library users in obtaining materials which are not available in the collection. Through this service the library will supply photocopies of articles or cases to the requestor. Request can be made by email or by filling up the inter library loan form which is available at the Circulation Counter. Charges will be incurred according to the rate determined by the supplying library. For all articles and books from local libraries are free of charge.

Service Cost
Items from Overseas Libraries

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Type</th>
<th>Materials and Quantity</th>
<th>Charges (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academics</td>
<td>Articles</td>
<td>i. 5 articles per year</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ii. every additional article (6 and above)</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Books</td>
<td>Each Copy</td>
<td>20.00</td>
</tr>
<tr>
<td>2</td>
<td>Postgraduates/Undergraduates</td>
<td>Articles</td>
<td>i. 3 articles per year</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ii. every additional articles (4 and above)</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Books</td>
<td>Each copy</td>
<td>20.00</td>
</tr>
</tbody>
</table>

List of New Books
The Law Library produce a list of new books acquired once a year for the convenience of the library users, Acts (Reprint) and journals are also being listed for reference. A copy of these listings can be found at the Circulation Counter at level 1.
Exhibition of New Book
New books and cover of new books are being exhibited monthly.

Information Package Service
Information package service is offered to assist library user in obtaining information and materials from printed and electronic sources. This service is FREE to academics and postgraduate students. Request can be made at the Reader Advisory Desk or by e-mail to norli@ukm.my.

Other Service
Other services provided by the Law Library are internet services and reprography.

Collection

General Collection
Books from this collection can be borrowed and they are shelved at the open shelves at level 1 with prefix ‘2C’. There are also non-law books in the library which are shelved together with the general books with prefix ‘21’.

Text Books
Text books are books which can be found in the subject syllabus offered by the faculties. Shelved at the reference section at Level 1. It can only be used within the library.

Reference Collection
The reference materials has prefix ‘ruj’ in GEMILANG while ‘ZZ’ are for bibliographic and indexes. This collection is located at level 1 of the Law Library. The materials can be used within this collection only. The reference collection comprises of indexes, bibliographies, encyclopedias, dictionaries, almanacs, guide books, yearbooks and examples of court forms and etc.

Red Spot Collection
Red spot books are books which are being used extensively and have limited copies, shelved at the Red Spot Collection. It can be borrowed for two hours or overnight.

Statutes
Statutes comprises of acts, revised acts, legislations, ordinances, enactments, gazettes and parliamentary debates. All materials are at Level 2 and with prefix 2A.

Law Report
Law reports are collection of reported or unreported court cases and digest. All materials are at Level 2 and with the prefix 2B.
Law Journals
Journals are arranged according to the title in alphabetical order. List of journals placed on each stack is posted at the front panel of the stack to assist users in locating the materials. All journals are at Level 2.

Postgraduates and Doctorate Theses
All theses are for reference purpose only and can be obtained from the Circulation Counter.

Undergraduates Projects
The materials are all in microfiche or microfilm format. To get the call number, users may refer to the list of dissertations and the material can be obtained from the Circulation Counter at Level 1.

Seminar Papers
Seminar papers which are published or not published are located at the Reference Collection at Level 1 with prefix ‘2 sem’.

Hooker Collection
This is a close accessed collection and located at the Hooker Collection room at Level 2. The collection was developed by Prof. M.B Hooker who was an Orientalist. These materials with prefix ‘23’ are for reference purposes only and to be used inside the collection.

Facilities

WiFi Zone
WiFi connection are available on both level of the library. Free and the usage are non limited.

Discussion Rooms
The library has three (3) discussion rooms (2 rooms for undergraduate students and one for postgraduate students) and each is able to accommodate between 5-15 users. These facilities are located at Level 2. Request for the discussion rooms can be made at the Circulation Counter at Level 1.

Lockers
Lockers are available for rent at the rate of RM3.00 per month. Deposit of RM5.00 is required and it is refundable. Rentals can be made at the Circulation Counter at Level 1.
Theatrette
This facility is available at level 2 and equipped with audiovisual equipments. Academics and students are allowed to use this facility for classes or discussion purposes. Request for the theatrette is available at the Circulation Counter at Level 1.

Photocopying
Self-service photocopying is available at Level 1 and Level 2.

Multimedia Laboratory
This multimedia laboratory is located at Level 1 of Law Library. Library clients can use this laboratory to access information from the Internet, to type their assignment and printing their project papers, theses etc. Library clients can use this service by referring to the Circulation Counter at Level 1 of Law Library before using this service.

Locked Carrels
8 carrels with locks for postgraduates students are located at Level 2 for free of charge. Keys for the locked carrels can be obtained at the Circulation Counter at Level 1.
“There is more treasure in books than in all the pirate’s loot on a Treasure Island” -
Walt Disney
(American Film Producer, Director, Screenwriter, Voice Actor, Animator, Entrepreneur, Entertainer and Philanthropist)
Introduction

Dr. Abdul Latiff Library (PDAL) was established in 1974 with the purpose of providing the service for supporting teaching, learning and research process at the Faculty of Medicine, Faculty of Health Sciences (1991), Faculty of Dentistry (1996) and Faculty of Pharmacy (2008). This library was known as Medical Library since it was initially established and since 25th November 2005, this library officially changed its name to Dr. Abdul Latiff Library.

The objective of its establishment is collection building as well as to provide information services in the study area of medicine, health sciences, dentistry and pharmacy, suitable with the purpose of teaching, learning and research in UKM Campus of Kuala Lumpur. The three storey building of PDAL with 3,716 square meters in width provides approximately 400 reading spaces.

Memberships

1. For UKM registered students and staff, membership application forms are available at Information Services Division, Level 2.
2. Annual fee is required for external membership.
3. Clients from Tun Seri Lanang Library and other branch libraries (except PPUKM library) need to re-register as a member of Dr. Abdul Latiff Library in order to utilize the services.
4. Clients from Dr. Abdul Latiff library who wish to borrow books from Tun Seri Lanang Library and other branch libraries (except PPUKM library) need to re-register as member at those related libraries.
5. Fees vary according to the category of the memberships and privileges.
# Categories of Memberships

## UKM Students and Staff Memberships

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Loan Eligibility</th>
<th>Red Spot</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
<td>General Collection</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Professional/ Administrative Staff/ Tutor</td>
<td>Free</td>
<td>Free</td>
<td>25 books/30 days</td>
</tr>
<tr>
<td>2</td>
<td>General Staff</td>
<td>Free</td>
<td>Free</td>
<td>5 books/ 14 days</td>
</tr>
<tr>
<td>3</td>
<td>Undergraduate, Diploma Distance Learning Undergraduate</td>
<td>Free</td>
<td>100.00</td>
<td>5 books/ 14 days</td>
</tr>
<tr>
<td>4</td>
<td>Postgraduate/ Advanced Diploma/ Distance Learning Postgraduate</td>
<td>Free</td>
<td>200.00</td>
<td>10 books/ 30 days</td>
</tr>
<tr>
<td>5</td>
<td>Part-time Lecturer</td>
<td>Free</td>
<td>Free</td>
<td>5 books/ 14 days</td>
</tr>
<tr>
<td>6</td>
<td>Research Assistant</td>
<td>Free</td>
<td>Free</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>7</td>
<td>Allied Member*</td>
<td>Free</td>
<td>Free</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>8</td>
<td>Permata Pintar</td>
<td>Free</td>
<td>Free</td>
<td>1 book/ 14 days</td>
</tr>
<tr>
<td>8</td>
<td>Asasi Pintar</td>
<td>Free</td>
<td>Free</td>
<td>1 book/ 14 days</td>
</tr>
</tbody>
</table>

*Minimum 10 years service and retired from UKM

## External Membership

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Loan Eligibility</th>
<th>Red Spot</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
<td>General Collection</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Student of Institution of Higher Learning (Public/ Private) (PERPUN Members)*</td>
<td>Free</td>
<td>100.00/ year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>2</td>
<td>Government Staff*</td>
<td>Free</td>
<td>100.00/ year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>3</td>
<td>Academic/ Student of Institution of Higher Learning (Public/ Private) (Non PERPUN Members)*</td>
<td>100.00</td>
<td>200.00/ year</td>
<td>2 books/ 7 days</td>
</tr>
<tr>
<td>4</td>
<td>Individual</td>
<td>200.00</td>
<td>400.00/ year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>5</td>
<td>Daily Members</td>
<td>20.00/ daily</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*Should bring confirmation letter from University or Faculty/ Centre/ Institute
Opening Hours

| Semester Session | 8:00 am - 7:00 pm  
| Saturday  
| 9:00 am - 2:00 pm  
| CLOSED  
| 1st Saturday & Sunday |
| Semester Break | 8:00 am - 6:00 pm  
| Saturday  
| 9:00 am - 2:00 pm  
| CLOSED  
| 1st Saturday & Sunday |

Library will be closed on State/ Public Holiday

Services

Borrowing and Returning/ Loan Services
Students, academics and non-academic staff of UKM and all registered members of the library are eligible to borrow library materials and use all facilities provided.

Inter-Library Loan
This service is provided for academic/ professional/ administrative staff and postgraduate students. Through this service the library will supply materials and articles from other libraries. This service can be applied by filling up Document Delivery System Request Form or sending details of required materials to ella@medic.ukm.my

Online Public Access Catalog (OPAC)
UKM Library’s OPAC known as GEMILANG is provided for simplifying library clients to trace available materials in the library including PDAL. It contains basic records that provide complete information of library materials and enable a library material to be acquired faster. It can be accessed by surfing URL address http://gemilang.ukm.my.

Reservation Material
Reservation of library materials can be made through the Online Public Access Catalogue (GEMILANG) if they are on loan (borrowed by other clients). Cancel of reservation also can be done through GEMILANG. The reserved books will be kept for 7 days at the Borrowing and Returning Counter at Level 2.

Renewal Online
Online renewal of borrowed items must be done before the due date for a maximum of three (3) times. Renewals can also be made at the Borrowing and Returning Counter at Level 2.
Library Web Page

Library Web Page can be accessed at http://www.medic.ukm.my/PDAL/. It provides information on the library’s organization, services and facilities. The web page also provide links to other libraries in Malaysia including the library portal at PPUKM Library.

Information Searching

This service is opened to the registered library client. The client can access information on medical dentistry, pharmacy and health sciences from PPUKM Library Portal at http://lib.hukm.ukm.my. The client must register as portal members before searching the information (refer to the diagram). This service can be used at the Digital lab at Level 2.

Collection

General Collection

This open access collection consists of text books in study areas of medicine, health sciences, dentistry and pharmacy. It also consists of books in general study area like religion, information technology and others. Materials in this collection can be borrowed by library members, based on respective category egibilities.
Reference Collection
The Reference Collection with prefix ‘Ruj’ is located at Level 3 of the library. It consists of books that are used primarily to look up specific information such as dictionaries, indexes, encyclopedias, handbooks and etc. Materials in the Reference Collection cannot be borrowed and can only be used within the library.

Red Spot Collection
This collection is placed at Borrowing Counter, Level 2. This collection contains materials proposed by lecturers for students reference. Materials from this collection can be borrowed for two (2) hours only or through overnight borrowing. Academic staff are permitted to borrow one (1) copy of book for a week. Borrowing renewal for materials of this collection is permitted if there are no reservation made by other clients.

Journal Collection
This collection consists of two (2) categories, namely back issue journals and current journals. This collection contains journals in study areas of medicine, health sciences, dentistry, pharmacy and other related study areas. Back issue journals are complete set of journals and bound based on issues and years of publication. Current journals are latest issue journals or issues of journals that are not complete to be bound. Back issue journals and current journals are placed at Level 1. The latest popular journal collection is placed at Light Reading Collection, Level 2 of PDAL. These materials cannot be borrowed and can only be used for reference within the library.

Special, Archive and Document Collection
This collection consists of document materials published by the government of Malaysia and its agencies, local government, statutory bodies and foreign publications. This collection materials also include the history and development of UKM and the works of academicians. It also contains annual reports and pamphlets. This collection cannot be borrowed out and can only be used for reference within the library.

Theses Collection
This collection is placed in a room near to the Returning and Borrowing Counter at Level 2. Thesis cannot be borrowed and cannot be photocopied. Library clients need to register at the counter before refer to the theses.

Light Reading Collection
This collection which is located at Level 2 consists of general and popular books/materials intended primarily for leisure reading.
Facilities

Digital Laboratory
Library clients can use Digital Laboratory for accessing materials from the Internet including database for reading multimedia CD-ROM and other multimedia forms that can be acquired from the library. For using this Digital Laboratory, Library clients need to register through the Computer Lab Management System (CLM) prior to be permitted to the facilities.

Photocopying
Self-service photocopying is available at Level 1 and 2 of the library.

Newspapers
The library subscribes a few newspapers title such as Utusan Malaysia, Berita Harian, The New Straits Times and Nanyang Siang Pau. The newspapers are available at reading area at Level 2 of the library. Library clients can read the newspapers at that location only.

Locker
The library provides the rental facility of locked lockers with the rate of RM5.00 per month with additional RM5.00 for the key deposit charge. The deposit money will be returned after ending the locker usage. Library clients can use this locker service by registering at General Office, Level 2, during office hours. The library also provides daily lockers with charge of 50 cents per day.

Carrel Room/ Discussion Room
These rooms are available at Level 1 and 2. No charges and usage time limit for using this facility.

Shelf Checkout Machine
The Self Checkout Machine allows patrons to borrow using the machine provided.
“A university is just a group of building gathered around a library” - Shleby Foote
(American Historian and Novelist)
Introduction

UKM Medical Centre (UKMMC) Library or Perpustakaan Pusat Perubatan UKM (PPPUKM) initially operated 14th July 1997 in accordance with the establishment of UKM Medical Centre with aims to support the activities of teaching, learning and research in Health Campus as well as to support information needs of medical professionals in giving treatment to patients in UKMMC. UKMMC Library is located at Level 3, Kompleks Pendidikan Perubatan Canselor Tuanku Jaafar, UKM Medical Centre, Bandar Tun Razak, Cheras Kuala Lumpur.

UKMMC Library commits to upgrade its service to all its clients whether academic staff, undergraduate and postgraduate students, medical professionals and non-medical staff. Besides, UKMMC Medical Virtual Library which was officially launched by His Honorable Minister of Education Malaysia on 11th February 2000, was an initiative of the Library to realize the concept of ‘Borderless Library’. This virtual library service is currently upgraded to be a portal that enables information sources in study areas of medicine and health sciences to be accessed through online as well as to be managed more systematic and in an efficient and effective manner. This library portal can be accessed through URL address http://lib.hukm.ukm.my. All clients among UKM staff and students need to register through online before using this service.

Opening Time

<table>
<thead>
<tr>
<th>Semester Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>8:00 am - 10:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am - 2:00 pm</td>
</tr>
<tr>
<td>1st Saturday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Patrons are required to leave the library as soon as the bell rings 15 minutes before closing time.

Membership

Membership is opened to all UKM’s student and staff. Patrons who have been registered as a member at Tun Seri Lanang Library and other branch libraries with the exception of Dr. Abdul Latiff Library are required to register again as members of UKM Medical Centre Library.
## Categories of Memberships

### UKM Students and Staff Memberships

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Loan Eligibility</th>
<th>Media Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
<td>General</td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Administrative Staff</td>
<td>Free</td>
<td>Free</td>
<td>25 books/ 30 days</td>
</tr>
<tr>
<td>2</td>
<td>Undergraduate, Diploma Student</td>
<td>Free</td>
<td>100.00</td>
<td>7 books/ 14 days</td>
</tr>
<tr>
<td>3</td>
<td>Postgraduate/ Advanced Diploma Student</td>
<td>Free</td>
<td>200.00</td>
<td>10 books/ 30 days</td>
</tr>
<tr>
<td>4</td>
<td>Research Assistant</td>
<td>Free</td>
<td>Free</td>
<td>5 books/ 14 days</td>
</tr>
<tr>
<td>5</td>
<td>General Staff</td>
<td>Free</td>
<td>Free</td>
<td>5 books/ 14 days</td>
</tr>
<tr>
<td>6</td>
<td>Part time Lecturer/ Visiting Professor/ Part time Training Officer</td>
<td>Free</td>
<td>Free</td>
<td>10 books/ 14 days</td>
</tr>
<tr>
<td>7</td>
<td>Temporary Staff Officer</td>
<td>Free</td>
<td>Free</td>
<td>10 books/ 30 days</td>
</tr>
<tr>
<td>8</td>
<td>Asasi Pintar</td>
<td>Free</td>
<td>Free</td>
<td>1 book/ 14 days</td>
</tr>
</tbody>
</table>

### External Membership

Membership is also opened to non UKM students and staff. Applicants must register in person at the Customer Service Counter during office hours. Fees vary according to membership category and type of privileges offered.

<table>
<thead>
<tr>
<th>No</th>
<th>Categories</th>
<th>Annual Fee (RM)</th>
<th>Loan Eligibility</th>
<th>Red Spot</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reference</td>
<td>Loan</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Academic/ Student of Institution of Higher Learning (Public)</td>
<td>Free</td>
<td>100.00/year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>2</td>
<td>Academic/ Student of Institution of Higher Learning (Private)</td>
<td>100.00</td>
<td>200.00/year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>3</td>
<td>UKM Retired Staff*</td>
<td>Free</td>
<td>Free</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>4</td>
<td>Government Staff*</td>
<td>Free</td>
<td>100.00/year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>5</td>
<td>Individual</td>
<td>200.00</td>
<td>400.00/year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>6</td>
<td>UKM Alumni</td>
<td>Free</td>
<td>100.00/year</td>
<td>2 books/ 14 days</td>
</tr>
<tr>
<td>7</td>
<td>Daily Member</td>
<td>20.00 daily</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students and academic from Public Institution of Higher Learning and civil servants and government staff are allowed for reference by producing their students/ staff card/ letter from their organization.
Services

OPAC (GEMILANG)
Online Public Access Catalogue (OPAC) provide access to the library’s collection and accessible through http://gemilang.ukm.my. Registered patron needs an ID and password to make online renewal and request.

Loans
Loan privileges for members vary depending on the status of the borrowers.

Information Skills Courses
Academic staff and students will be given training on information searching and retrieval of resources such as OPAC, search strategies and online searching.

Interlibrary Loan (ILL)/ Document Delivery System (DDS)
This service is available for academic/ professional/ management and postgraduate students. Through this service, the library will borrow unavailable materials in UKMMC Library from other universities either from branch libraries in UKM or from external libraries. For ILL service, ILL form is provided and needed to be filled up with accurate and complete information. Through DSS service, the library will get articles from other libraries either local or overseas. Applicants need to complete details of requested article information. The request for document delivery can also be done by online through UKMMC Library Portal.

UKMMC Library Portal (Medical Virtua Library)
UKMMC Library Portal is the latest service provided by UKMMC Library to enable electronic information sources in study areas of medicine and health sciences to be accessed by online much easier and faster.

This membership registration by online has been extended to all users of UKM Campus especially to user of Faculty of Medicine, Faculty of Health Sciences, Faculty of Dentistry and Faculty of Pharmacy. The registration is opened to all students (undergraduates and postgraduates), academic and management staff including general staff.

The main characteristic of UKMMC Library Portal is the access using the concept of ‘Single Sign-On”, namely clients can register by determining their own ID and password to access the library subscribed database.

Services offered by UKMMC Library Portal are as follows:


2. Service request by online for the following services:
   a) Inter Library Loan (Books)
   b) Document Delivery System (Journal articles)
   c) Proposal for Purchasing Materials

3. Information Searching Online (through Internet or Intranet) for:
   a) Library Subscribed Databases (including PTSL subscription) listed below:

   **Full Text Database**
   - AAP Journals
   - Annual Reviews Biomedical Sciences
   - Biomed protocols.com
   - BMJ Journals
   - EBSCOhost Medical & CINAHL
   - Emerald Full Text
   - Humana Press Journals
   - Informa Healthcare
   - Journal of the American Medical Association (JAMA)
   - MD-Consult
   - Nature.com
   - Nature: Encyclopedia of Life Sciences
   - OVID Medline & Fulltext
   - Oxford Journals
   - Proquest (Health and Medical Complete)
   - SAGE Journals Online
   - Science Direct
   - Springer Link
• Springer Protocols
• Wiley Interscience

Pharmacy and related fields
• CRL Online
• LexiComp Dental Online
• Micromedex

Medical Image
• Scientific & Medical Art Imagebase

Law and Medicine
• CLJ Law
• Lexis Nexis
• Malaysian Lawnet

E-Books
• Access Medicine
• Access Surgery
• IG Publishing e-books
• LWW OVID e-books

Clinical Medical Information
• BMJ Practice
• Dynamed
• EB Medicine
• Pediatric Care Online
• Uptodate Online

Others
• ISI Web of Science
• Journal Citation Reports
• Deep Web Federated Search

UKMMC Library Portal can be accessed through URL address http://lib.hukm.ukm.my.
UKMMC Library Knowledge Portal

UKMMC Library has provided a portal service named as Knowledge Portal. It provides facility to library clients in searching the digital collection which includes the medical journal articles written by lecturers of Faculty of Medicine.

One of the aims and functions of Knowledge Portal is to play a role as the institutional repository for publications published by lecturers and academic members of Faculty of Medicine in electronic form especially journals articles.

Library clients can access Knowledge Portal by login to UKMMC Library Portal (http://lib.hukm.ukm.my) and then directly click at the link of Knowledge Portal or click at the following URL address http://libkportal.ppukm.my:8080/mom/.

Library Collection

UKMMC Library has more than 65,000 volumes of books and bound journals as well as popular magazines in its collection. Electronic subscription covers 2,000 e-book titles and more than 5,000 journal titles in the area of medicine and other related areas.

General Collection

This open access collection consists of text books in linguistics and literature (including fiction), medicine and other medical-related fields, as well as text books in general
subjects such as management, information technology and religion. Books in this collection can be borrowed by the patrons subject to their borrowing categories and eligibility.

**Red Spot Collection**
Containing text books suggested by lecturers as main references and readings by the students. There are also several popular journal titles in the study area of medicine in this collection. Borrowing policy for this collection is based on client’s category.

**Theses Collection**
This collection consists of graduates theses in medicine. These theses are for reference only.

**Reference Collection**
This collection consists of dictionaries, encyclopedias and guide books in medical and other medical-related materials including reference materials in general. This collection cannot be borrowed out and can only be used for reference in the library.

**Serial Publication Collection**
This collection consists of journals and magazines in medical field and other medical-related journals. This collection is for reference only.

**Media/ Multimedia Collection**
This collection contains audio-visual materials in the forms of video tape, slide, kit and cassettes. Clients can use these materials in the theatrette. Reservation for these materials can be done during office hours at the Media Counter.

**Special/ Document Collection**
This collection consists of materials published by government and international bodies such as World Health Organization (WHO) and others. Patrons can borrow these materials from this collection.

**Facilities**

**Internet Facilities**
All workstations in the library are provided with internet facilities. WiFi services are also available.

**Multimedia Laboratory**
A computer laboratory equipped with internet and multimedia facilities is available for information searching from UKMMC Library Portal. It enables library clients to use services of Full Text Databases. Multimedia Learning Package, CD Networks and
information sources related to the study area of medicine. For using this multimedia laboratory, library clients need to register through Computer Lab Management System (CLM) prior to be permitted to use the above facilities.

**24 Hours Reading Area**
The library has allocated a spacious 24-hours reading area, suitable for group discussions for its patron’s convenience. The area is equipped with WiFi facilities.

**Book Returning Machine**
Library clients are allowed to return their books at the returning machine which is situated at the 24-hours reading area.

**Printing**
A facility that is available for library clients to print articles, notes and other types of document with 20 cents charge for each page (using library’s paper) or 10 cents charge for each page by using own paper.

**Theatrette**
The library’s theatrette can accommodate a maximum of 40 people. Please contact the service counter staff for booking.

**Lockers**
Lockers are available for rent at a charge of RM5.00 per month plus a refundable deposit of RM5.00 and 50 coin lockers are also available for the users at a charge of RM0.50 per day.

**Meeting Room**
The library’s meeting room is opened to patron for booking whenever it is available.

**Photocopying**
Self-service photocopying is available for the users.
Tun Seri Lanang Library Directory

Level 6
- Acquisition Division
- Catalogue Division
- Archive & Special Collection Division

Level 5
- Administration & Quality Division
- Southeast Asean & Document Collection Division
- System & Information Technology Division
- General Collection
- Southeast Asia Collection
- Document Collection
- Postgraduates & IKON Collection

Level 4
- Customer Service Division
- Shelf Checkout Service
- Book Returning Service
- Information Service Division
- Research Service Division
- Customer Service Division
- Arabic & Islamic Civilization Collection
- Red Spot Collection
- Banned Collection
- Reference Collection
- Light Reading Collection
- siber@ptsl
- Anjung Ilmu PTSL
- Discussion Room
- 24 Hours Reading Area
- Locker
- Wi-Fi Room

Level 3
- Journal Management & Binding Division
- Book Returning Service
- Carrel Room
- Discussion Room
- Moot Court
- Daily Newspaper Area
- Binding Division
- Printing Unit
- Prayer Room

Level 2
- Media Collection Division
- Media Collection
Multipurpose Room
Theatrette
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UKM Publisher