



PANDUAN PERPUSTAKAAN SESI AKADEMIK 2016/2017

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SEKAPUR SIRIH



Assalamualaikum wbt dan salam sejahtera,

Syukur ke hadrat Allah SWT kerana dengan limpah kurnia dan rahmat-Nya, Perpustakaan UMP Berjaya menerbitkan Buku Panduan Perpustakaan Sesi Akademik 2016/2017 di dalam bentuk elektronik sepenuhnya. Terlebih dahulu saya ingin mengalu-alukan kedatangan siswa dan siswi baharu. Syabas saya ucapkan kerana berjaya melanjutkan pengajian di Universiti Malaysia Pahang (UMP).

Penerbitan ini merupakan satu himpunan maklumat dengan mengambil kira beberapa perubahan dan penambahbaikan mengenai Perpustakaan Pekan dan cawangan Gambang. Umum mengetahui, Perpustakaan merupakan nadi penggerak dalam mewujudkan masyarakat berilmu. Perpustakaan UMP sentiasa bergerak seiring dengan keperluan dan kehendak semasa masyarakat kampus. Untuk itu kedua-dua Perpustakaan UMP di Gambang dan Pekan dilengkapi dengan kemudahan capaian internet tanpa wayar (WIFI) secara menyeluruh di setiap aras Perpustakaan. Ini bagi memudahkan pengguna mengakses internet tanpa batas dalam usaha merapatkan jurang maklumat digital. Sejajar dengan matlamat UMP iaitu "Menjana Kegemilangan", Perpustakaan UMP sentiasa peka dan berinisiatif untuk menyediakan fasiliti dan perkhidmatan yang terbaik kepada penggunanya. Semoga segala kemudahan teknologi yang ditawarkan oleh Perpustakaan dapat dimanfaatkan sepenuhnya oleh anda semua.

Kepesatan kemajuan teknologi maklumat dan komunikasi telah memberi manfaat dan impak yang besar terhadap perkhidmatan Perpustakaan. Komunikasi antara Perpustakaan dan penggunanya telah menjalani transformasi apabila aplikasi blog dan *facebook* digunakan sebagai medium terkini dalam menyebarkan maklumat-maklumat penting, promosi perkhidmatan serta kemudahan yang ditawarkan di Perpustakaan. Dengan ini pengguna mudah untuk mengemaskini maklumat berkaitan aktiviti, berita terkini serta fasiliti dan perkhidmatan yang ditawarkan oleh Perpustakaan UMP. Kini buku panduan sudah boleh dimuat turun secara atas talian di laman sesawang <http://umplibrary.ump.edu.my>.

Akhir kata, diharap buku panduan ini dapat membantu warga UMP untuk mengenali serba sedikit tentang perkhidmatan dan kemudahan yang terdapat di Perpustakaan UMP. Maklum balas dari semua amat kami alu-alukan untuk meningkatkan lagi mutu perkhidmatan kami.

Sekian, wassalam.

HAJI RUSLAN CHE PEE

Ketua Pustakawan

Perpustakaan Universiti Malaysia Pahang.

OBJEKTIF

1. Memantapkan program pengurusan ilmu bagi organisasi dan komuniti setempat;
2. Mengaplikasi teknologi terkini dalam pengurusan dan perkhidmatan;
3. Memantapkan koleksi berkualiti tinggi dalam bidang fokus dan kepakaran; dan
4. Menjadi hab pendidikan kawasan Timur.

VISI

Menjadi pusat ilmu berteraskan teknologi bertaraf dunia

MISI

Membudayakan pengurusan ilmu secara kreatif dan inovatif dalam menyokong aktiviti pendidikan, penyelidikan dan perundingan universiti.

PIAGAM PELANGGAN

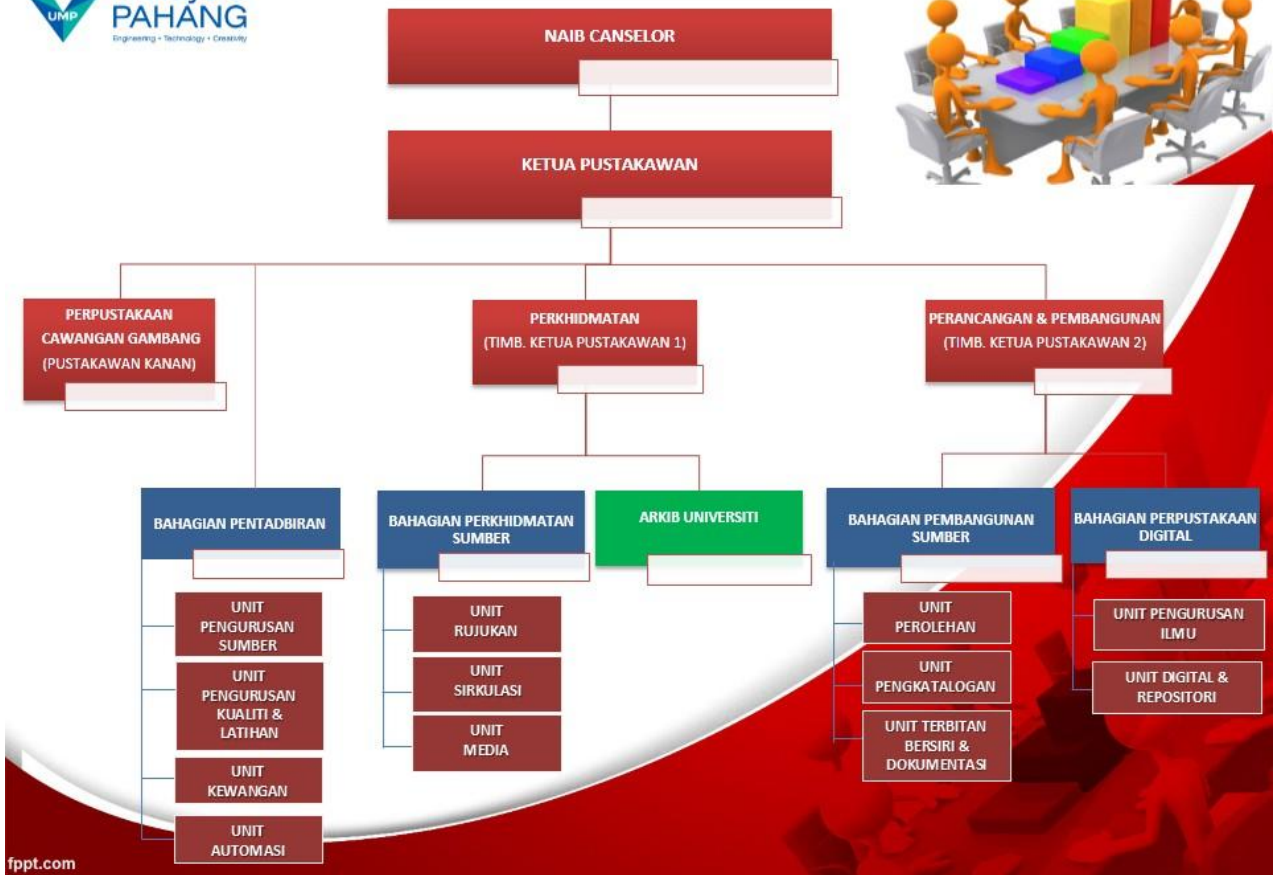
Kami bertekad akan memberikan perkhidmatan maklumat yang cepat, tepat dan mesra pelanggan dengan:

- 1) Memberi maklum balas pertanyaan rujukan pantas dalam tempoh 5 minit.
- 2) Memastikan perkhidmatan pinjaman dan pemulangan di kaunter dalam tempoh 3 minit.
- 3) Memastikan buku yang dikembalikan disusun semula di rak dalam tempoh 1 hari bekerja.
- 4) Memberi maklum balas terhadap aduan pelanggan dalam tempoh 3 hari bekerja.
- 5) Memenuhi 80% cadangan dan permohonan buku baharu oleh pelanggan.
- 6) Memberi maklumbalas permohonan pinjaman antara Perpustakaan dalam masa 3 hari Bekerja.
- 7) Memastikan 80% Projek Sarjana Muda dimasukkan ke *UMP Institutional Repository*.

CARTA ORGANISASI



CARTA ORGANISASI PERPUSTAKAAN UMP



fppt.com

KEAHLIAN

Berikut adalah antara kategori keahlian publik yang disediakan oleh Perpustakaan UMP;

Ahli UMP

- ✚ Canselor / Ahli Lembaga Pengarah Universiti (LPU) / Ahli Kehormat
- ✚ Semua staf UMP (Akademik dan Bukan Akademik) kecuali staf sambilan dan staf yang tempoh kontraknya kurang dari satu tahun.
- ✚ Semua pelajar UMP yang berdaftar. (Tempoh pengajian tidak kurang dari satu tahun)

Nota: Staf sambilan dan staf kontrak (kurang dari satu tahun) boleh menggunakan semua perkhidmatan kecuali peminjaman bahan.

Ahli Publik

- ✚ Alumni UMP
- ✚ Pelajar IPTA dan IPTS
- ✚ Institusi Korporat / Badan Swasta
- ✚ Penjawat Awam / Institusi Awam
- ✚ Komuniti Setempat

Ahli Publik terbahagi kepada dua kategori iaitu:

- i) **Rujukan** - Individu yang dibenarkan membuat rujukan sahaja.
- ii) **Peminjaman** - Individu yang dibenarkan membuat rujukan dan peminjaman bahan.

Nota: Deposit hanya dikenakan untuk Ahli Luar (Publik) di bawah kategori peminjaman sahaja.

Ahli Sementara

- ✚ Pelajar Kursus Jangka Pendek (CENFED)
- ✚ Pembantu Penyelidik Separuh Masa

Ahli perlu mengemukakan surat tawaran dan perlantikan daripada pihak yang terlibat dan perlu mengemukakan surat serahan bahan sebelum tamat pengajian atau tugasan.

PERATURAN PERPUSTAKAAN

Peraturan Perpustakaan diwujudkan bertujuan melicinkan perjalanan operasi perpustakaan dan menjaga ketenteraman para pengguna. Pelanggaran kepada mana-mana peraturan yang dinyatakan di bawah boleh menyebabkan anda dihukum di bawah Peraturan Tatatertib UMP.

1. Pengguna berdaftar mesti sentiasa memakai kad pintar UMP atau kad keahlian bagi Ahli Publik apabila memasuki dan berada di Perpustakaan. Kad pintar/kad ahli tidak boleh dipindah milik.
2. Kehilangan kad pintar hendaklah segera dimaklumkan kepada ICT dan perpustakaan. Kegagalan berbuat demikian akan memberi kesan kepada hak peminjaman dan juga perkhidmatan-perkhidmatan lain.
3. Semua bahan yang ingin dibawa keluar mestilah melalui Kios Pinjaman Buku (*Self-Check Kiosk*) atau pinjaman di kaunter.
4. Pegawai bertugas berhak memeriksa semua buku, fail dan lain-lain bahan yang dibawa masuk dan keluar dari Perpustakaan terutama sekali apabila pagar keselamatan berbunyi.
5. Membawa makanan dan makan di dalam perpustakaan adalah tidak dibenarkan sama sekali.
6. Topi keledar, payung, baju hujan dan bungkusan adalah dilarang dibawa ke dalam Perpustakaan.
7. Salinan fotokopi adalah dibenarkan namun setiap pengguna harus bertanggungjawab sepenuhnya ke atas semua perkara yang bersabit dan bertentangan dengan AKTA HAK CIPTA.
8. Peralatan dan perabot tidak dibenarkan dialih dari tempat yang ditetapkan. Tempahan tempat duduk tidak dibenarkan.
9. Setiap pengguna harus mematuhi tatacara berpakaian sebagaimana yang ditetapkan oleh pihak Universiti.
10. Pihak Perpustakaan berhak meminta pengguna yang dianggap berkelakuan mengganggu ketenteraman supaya keluar dari bangunan.
11. Kanak-kanak tidak dibenarkan masuk ke ruang bacaan tanpa pengawasan.
12. Staf akademik yang bercuti belajar atau sabatikal di dalam dan luar negara mesti memulangkan semua bahan yang dipinjam sebelum bercuti.
13. Pelajar yang menangguh pengajian, menarik diri, berhenti atau tamat belajar dikehendaki memulangkan semua bahan yang dipinjam.
14. Pelajar tahun akhir yang tidak menjelaskan denda/memulangkan bahan yang dipinjam apabila tamat pengajian akan berhadapan dengan tindakan Bahagian Pengurusan Akademik (BPA).
15. Telefon bimbit harus diletakkan dalam mod senyap dan penggunaanya tidak mengganggu ketenteraman pengguna lain.
16. Pihak Perpustakaan berhak meminda dan menambah peraturan Perpustakaan dari semasa ke semasa.

WAKTU OPERASI

HARI	GAMBANG		
	WAKTU OPERASI	WAKTU PEPERIKSAAN	CUTI SEMESTER
Isnin – Khamis	8:30 pagi – 10:00 malam	8:30 pagi – 11:00 malam	08:30 pagi – 5:00 malam
Jumaat	8:30 pagi – 12:15 petang 2:45 petang – 10:00 malam	8:30 pagi – 11:00 malam	08:30 pagi – 5:00 malam
Sabtu	TUTUP	9:00 pagi – 10:00 malam	TUTUP
Ahad	9:00 pagi – 16:00 petang	9:00 pagi – 10:00 malam	TUTUP

HARI	PEKAN		
	WAKTU OPERASI	WAKTU PEPERIKSAAN	CUTI SEMESTER
Isnin – Khamis	8:30 pagi – *08:00 malam	8:30 pagi – 10:00 malam	8:30 pagi – 5:00 malam
Jumaat	8:30 pagi – 12:15 petang 2:45 petang – * 08:00 malam	8:30 pagi – 10:00 malam	8:30 pagi – 5:00 malam
Sabtu	TUTUP	9:00 pagi – 10:00 malam	TUTUP
Ahad	9:00 pagi – 4:00 petang	9:00 pagi – 10:00 malam	TUTUP

*tertakluk perubahan

Waktu Operasi Bilik Tesis

HARI	WAKTU OPERASI
Isnin – Khamis	8:30 pagi – 1:00 petang 2:00 petang – 8:00 mlm
Jumaat	8:30 pagi – 12:15 petang 2:45 pagi – 8:00 mlm
Sabtu / Ahad	TUTUP

Jadual Perkhidmatan Meja Penasihat Pembaca

HARI	WAKTU PERKHIDMATAN
Isnin	11:00 pagi – 1:00 petang
Selasa	11:00 pagi – 1:00 petang
Rabu	11:00 pagi – 1:00 petang
Khamis	5:00 petang – 7:00 malam

Tutup pada cuti semester

KELAYAKAN PINJAMANAN PINJAMAN

KATEGORI AHLI	JUMLAH PINJAMAN BAHAN (NASKAH)	TEMPOH MASA PINJAMAN (HARI)
Staf Akademik	15	30
Staf Bukan Akademik	10	14
Pelajar Ijazah Sarjana	15	30
Pelajar Sarjana Muda	10	14
Pelajar Diploma	10	14
Ahli Publik (peminjaman)	3	14
Alumni UMP	2	14

KELAYAKAN PEMINJAMAN MENGIKUT KOLEKSI DAN KATEGORI PENGGUNA

KOLEKSI	KATEGORI PENGGUNA DAN KELAYAKAN PINJAMAN				
	Staf		Pelajar		
	Akademik	Bukan Akademik	PHD/ Sarjana	Sarjana Muda / Diploma	Publik
Rak Terbuka	30 hari	14 hari	30 hari	14 hari	21 hari
Rujukan	☐	☐	☐	☐	☐
Tesis	☐	☐	☐	☐	☐
Keratan Akhbar	☐	☐	☐	☐	☐
Lukisan teknikal, peta, pelan	☐	☐	☐	☐	☐
Media	(Dalam sahaja)				
Majalah	☐	☐	☐	☐	☐

KOLEKSI	KATEGORI PENGGUNA DAN KELAYAKAN PINJAMAN				
	Staf			Pelajar	
	Akademik	Bukan Akademik	PHD/ Sarjana	Sarjana Muda / Diploma	Publik
Jurnal	▣	▣	▣	▣	▣
Buku Bertanda Hijau	30 hari	14 hari	30 hari	14 hari	21 hari
Buku Bertanda Merah					▣
Buku Bertanda Biru <i>Blue spot</i>	30 hari	14 hari	30 hari	14 hari	21 hari
Bahan melampiri	3 hari	3 hari	3 hari	3 hari	▣

STATUS PINJAMAN BERDASARKAN JENIS BUKU

JENIS KOLEKSI	LOKASI (PEKAN)	LOKASI (GAMBANG)	STATUS PINJAMAN
Rak Terbuka	Aras 2 dan 3	Aras Bawah dan Aras 1	Boleh dipinjam
Koleksi Tesis UMP - Disertasi / Tesis Pasca Siswazah - Projek Sarjana Muda - Laporan Akhir Penyelidikan - Kertas Soalan Terkini	Aras 2 (Bilik Tesis)	Bilik Rujukan Pengguna (Aras 1)	Rujukan terhad
Koleksi Khas - Koleksi Pantai Timur - Koleksi Terbitan UMP	Bilik Koleksi Khas (Aras 2)	Bilik Rujukan Pengguna (Aras 1)	Rujukan terhad
Keratan Akhbar	Bilik Koleksi Khas (Aras 2)	Bilik Rujukan Pengguna (Aras 1)	Rujukan terhad
Koleksi Media	Aras 2 (Rujuk Kaunter Media)	Aras 1 (Rujuk Kaunter Media)	Pinjaman dalaman

JENIS KOLEKSI	LOKASI (PEKAN)	LOKASI (GAMBANG)	STATUS PINJAMAN
Peta, Lukisan Teknik, Pelan	Aras 2 (Bilik Koleksi Khas)	Aras 1 (Bilik Rujukan Pengguna)	Rujukan terhad
Koleksi Terbitan Bersiri (bercetak) - Jurnal - Majalah - Jurnal berjilid - Majalah berjilid - Laporan Tahunan - Buletin	Aras 2 (Ruang Majalah Berjilid) Sudut Majalah Terkini (Aras 2)	Aras 1 (Sila berurusan di Kaunter Terbitan Bersiri)	Kegunaan dalaman Pinjaman semalaman (Staf sahaja)
Koleksi Rujukan - Ensiklopedia - Handbook - Direktori - Kamus - Kertas Soalan Peperiksaan - Atlas	Ruang Rujukan (Aras 2)	Rak Koleksi Rujukan (Aras Bawah)	Rujukan sahaja
Koleksi Fiksyen	Rak Koleksi fiksyen (Aras 1)	Rak Koleksi Fiksyen (Aras Bawah)	Boleh dipinjam
Buku Kecil (<i>Green spot</i>)	Rak Koleksi Buku Kecil (Aras 3)	Rak Koleksi Buku Kecil (Aras Bawah)	Boleh dipinjam
Buku Bertanda Kuning	Kaunter Rujukan	Kaunter Sirkulasi	Boleh dipinjam. (Staf akademik sahaja)
Buku Bertanda Biru (<i>Blue Spot</i>)	Rak Buku Folio (Aras 2)	Rak Buku Folio (Aras Bawah dan Aras Atas)	Boleh dipinjam
Buku Bertanda Merah (<i>Red spot</i>)	Kaunter Sirkulasi	Kaunter Sirkulasi	Kegunaan dalaman
CD melampiri bahan	Kaunter Media	Kaunter Media	Boleh dipinjam

PETUNJUK KOLEKSI

- r - Koleksi Rujukan
- s - Koleksi Khas UMP
- rs - Koleksi Khas Rujukan
- ptc - Koleksi Pantai Timur

Pengguna yang lewat memulangkan bahan pinjaman akan didenda. Kadar denda adalah seperti berikut:

JENIS BAHAN	DENDA LEWAT PEMULANGAN
Buku	20 sen sehari
Buku Bertanda Merah	50 sen sejam
Cakera Padat (CD) Melampiri Buku	50 sen sehari

- Pengguna dinasihatkan menyemak rekod peminjaman dari semasa ke semasa dalam iportal (<http://iportal.ump.edu.my>).
- Laporkan dengan kadar segera kepada pihak Perpustakaan sekiranya menyedari bahan yang dipinjam telah hilang. Kegagalan membuat laporan kehilangan menyebabkan berlakunya akumulasi denda mengikut bilangan hari lewat pemulangan.

PEMBAHARUAN PINJAMAN BUKU

- Pengguna hanya dibenarkan membuat pembaharuan pinjaman sebanyak dua kali sahaja.
- Pembaharuan boleh dibuat di Kaunter Sirkulasi, melalui panggilan telefon atau melalui *iportal*.
- Pembaharuan pinjaman hanya boleh dibuat sebelum tamat tempoh pinjaman.
- Bahan dalam pinjaman tetapi telah ditempah oleh pengguna lain tidak boleh diperbaharui atau dilanjutkan tempoh peminjaman.

TEMPAHAN BUKU

- Pengguna boleh membuat tempahan pada bila-bila masa melalui iportal (<http://iportal.ump.edu.my>).
- Tempahan boleh dilakukan pada bahan dalam pinjaman sahaja. Dan
- Status bahan yang ditempah akan dimaklumkan dalam e-Mel dan rekod *iportal* pengguna.
- Bahan yang ditempah akan disusun di rak tempahan (Kaunter Sirkulasi atau Kaunter Media) selama tujuh (7) hari dan akan dikembalikan di rak buku selepas tamat tempoh tersebut. Pengguna perlu membuat proses tempahan semula.
- Jumlah tempahan bahan bergantung kepada bilangan baki bahan yang masih belum dipinjam.
- Tempoh simpanan bagi sebuah bahan tempahan adalah selama tujuh hari dari tarikh terima bahan yang dipinjam oleh pengguna lain.

NOTIS PERINGATAN PEMULANGAN

- Notis Peringatan Pertama pemulangan bahan dihantar melalui e-Mel secara automatik dua hari sebelum tamat tarikh pemulangan.
- Notis Peringatan Kedua akan menyusul selepas lima hari dari tarikh tamat pinjaman.
- Kegagalan pihak pengguna memulangkan bahan Perpustakaan 60 hari selepas tarikh pemulangan adalah dianggap telah menghilangkan bahan pinjaman. (Sila rujuk bahan gantian bagi bahan hilang/rosak).
- Pengguna akan disenarai hitam (iaitu tidak dibenarkan menggunakan kemudahan pinjaman bahan Perpustakaan) sehingga urusan pemulangan diselesaikan.

SEMUA NOTIS AKAN DIHANTAR MELALUI MEMO MENERUSI E-COMMUNITY ATAU E-MEL.

GANTIAN BAHAN HILANG ATAU ROSAK (MONOGRAF)

- Laporkan dengan kadar segera sekiranya bahan yang dipinjam hilang atau rosak kepada pegawai yang bertugas di Kaunter Sirkulasi.
- Pengguna diberi tempoh dua minggu untuk mencari bahan yang hilang. Setelah tempoh tersebut tamat dan pengguna gagal mencari bahan tersebut, pengguna hendaklah menggantikan bahan tersebut.
- Pengguna boleh menggantikan bahan dengan dua cara iaitu:
 - 1) Membayar harga bahan tersebut berserta RM50.00 sebagai caj perkhidmatan; dan denda lewat jika ada, atau
 - 2) Menggantikan bahan yang sama (judul dan ISBN) kepada pihak Perpustakaan. Tiada caj perkhidmatan dikenakan tetapi pengguna akan diminta menjelaskan denda lewat pemulangan buku sekiranya masih mempunyai tunggakan denda.

Namun, Sekiranya buku dijumpai kembali, pengguna hanya perlu menyelesaikan denda lewat sahaja.

PANGKALAN DATA

Sumber e-Perpustakaan UMP menyediakan akses menyeluruh untuk teks penuh e-jurnal yang ada di Perpustakaan. Portal ini membolehkan anda mencari pangkalan data dalam talian, e-Jurnal, e-Book di bawah judul atau carian judul mengikut subjek. E-Sumber menyediakan akses di dalam dan di luar kampus untuk Sumber elektronik Perpustakaan. Untuk mengakses sila layari <http://ezproxy.ump.edu.my> seperti yang ditunjukkan di bawah.

ezproxy.ump.edu.my/login

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<http://ezproxy.ump.edu.my>

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Password	: Your complete IC number/Passport number

9:41
25/08/2016

SENARAI LANGGANAN PANGKALAN DATA

SENARAI LANGGANAN E BOOK

SENARAI LANGGANAN E JOURNAL



SENARAI LANGGANAN E NEWSPAPER



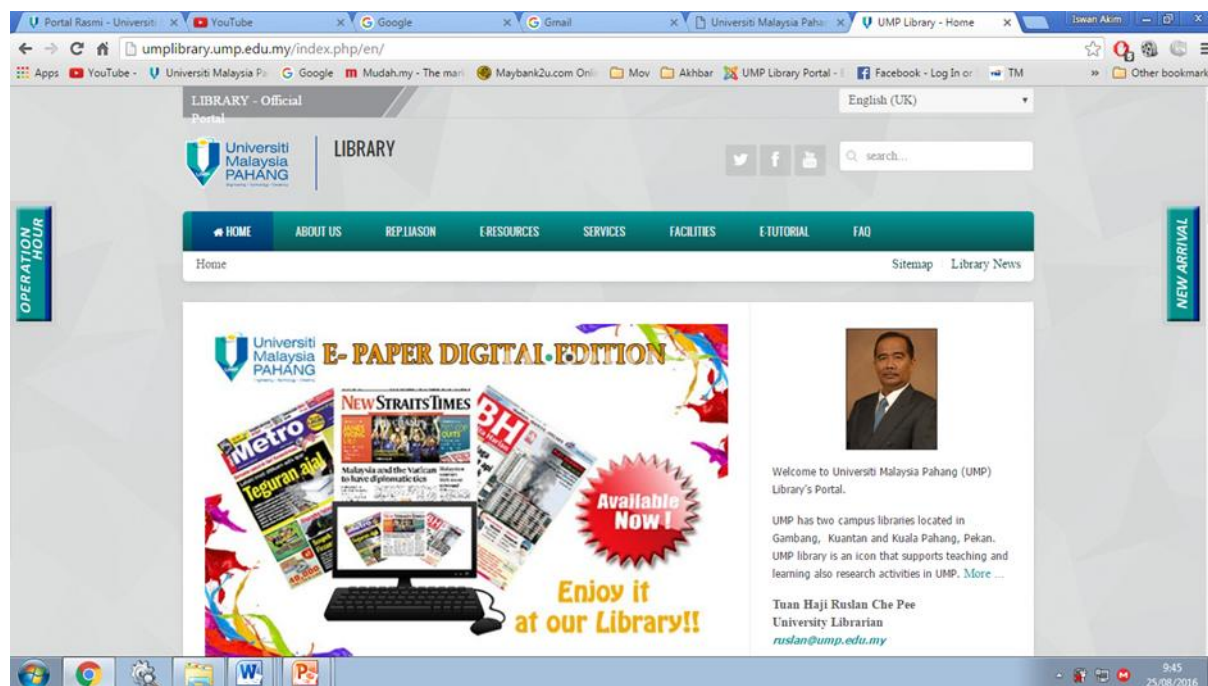
SENARAI PANGKALAN DATA AKSES TERBUKA

- Cambridge structural Database **NEW**
- ChemSpider
- The Free Chemical database
- Protein Databank - Information portal to Biological Macromolecular Structures **NEW**
- Sciencewatch

E- Kertas Peperiksaan

Platform E- Kertas Peperiksaan UMP atas talian. Staf dan pelajar UMP boleh melihat kertas peperiksaan tahun-tahun lepas yang terpilih sahaja.

PORTAL PERPUSTAKAAN UMP



Portal rasmi Perpustakaan UMP boleh di akses melalui <http://umplibrary.ump.edu.my>. Pautan carian pantas yang disediakan adalah seperti di bawah :

- ✚ Portal (WebOPAC)
- ✚ Sistem Indeks Perpustakaan
- ✚ KIK (Katalog Induk Kebangsaan)
- ✚ MyUniNET
- ✚ UMP Institutional Repository (UMPIR)
- ✚ K-Bank
- ✚ MyCite

UMP INSTITUTIONAL REPOSITORY (UMPIR)

UMPIR dibangunkan bertujuan untuk mengumpul, merakam, menyimpan, indeks, memelihara dan menyebarkan hasil ilmiah universiti dalam bentuk digital. Ia merupakan sebuah pangkalan data perkongsian pengetahuan / sumber tesis dan kertas projek pelajar pasca ijazah dan sarjana muda, kertas persidangan dan artikel jurnal. UMPIR menyediakan teks penuh artikel jurnal dan kertas persidangan tetapi hanya memaparkan 24 muka surat untuk tesis dan kertas projek. UMPIR boleh diakses melalui <http://umpir.ump.edu.my>

PINJAMAN ANTARA SIRKULASI (PASIR)

Untuk memudahkan pengguna di kedua-dua cawangan, Perpustakaan UMP menawarkan perkhidmatan Pinjaman Antara Sirkulasi atau PASIR. PASIR membolehkan pengguna untuk membuat permintaan bahan-bahan berada di perpustakaan induk/cawangan. Permintaan boleh dibuat melalui memo (E-Community, emel atau di Kaunter Sirkulasi). Untuk maklumat lanjut, sila hubungi Unit Sirkulasi.

PINJAMAN ANTARA RUJUKAN (PARU)

Koleksi Tesis yang terdiri daripada laporan Projek Sarjana Muda (PSM), tesis dan disertasi UMP di letakkan di kedua Perpustakaan UMP Pekan dan Gambang berdasarkan kedudukan fakulti. Perkhidmatan PARU membolehkan pengguna membuat permintaan koleksi ini di Kaunter Rujukan di Perpustakaan UMP Pekan dan Gambang. Hanya rujukan dalaman yang dibenarkan.

PROGRAM PENDIDIKAN PENGGUNA

Program ini dianjurkan untuk mendidik pengguna dengan kemahiran maklumat bagi meningkatkan keupayaan mereka untuk mengenalpasti, mencari, menilai dan beretika dalam usaha mendedahkan pelajar ke arah pembelajaran berterusan. 3 modul diperkenalkan iaitu 1. Pengenalan kepada Perpustakaan UMP dan kemahiran maklumat ; 2. Menilai Maklumat dan 3. Langkah pertama untuk menjadi *super searcher*. Program dijadualkan pada setiap hari Rabu jam 2.30 petang dengan kekerapan dua kali sebulan. Sila hubungi Unit Rujukan untuk keterangan lanjut.

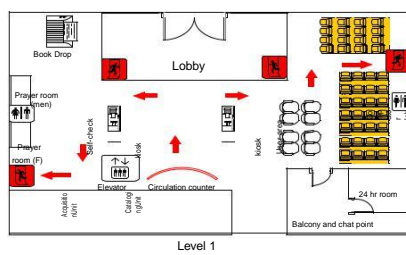
PERKHIDMATAN DAN KEMUDAHAN

PERKHIDMATAN	SILA HUBUNGI	
	PEKAN	GAMBANG
Kiosk Pinjaman	Lokasi : Aras 1 Kapasiti : 4 Tel. : 09-4245600	Lokasi : Aras Bawah Kapasiti : 2 Tel. : 09-5493131
Kiosk Pemulangan	Lokasi : Aras 1 Kapasiti : 1 Tel. : 09-4245600	Lokasi : Aras awah Kapasiti : 1 Tel. : 09-5493131
Fotokopi / Pencetak	Lokasi : Aras 1 Jumlah : 1 Tel. : 5600	Lokasi : Aras Bawah Jumlah : 2 Tel. : 3131

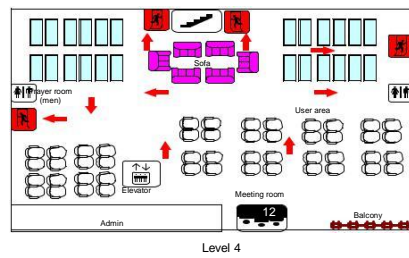
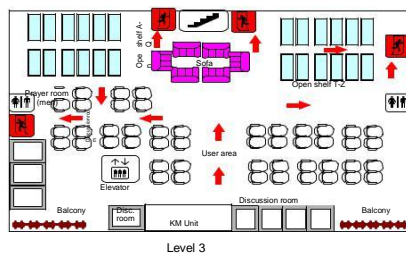
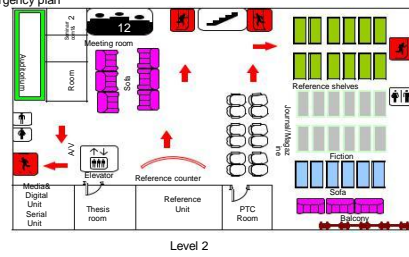
KEMUDAHAN	SILA HUBUNGI	
	PEKAN	GAMBANG
Auditorium	Lokasi : Aras 2 Kapasiti : 200 Tel. : 09-4245607 /5615	Lokasi : Aras 1 Kapasiti : 200 Tel. : 09-549 3141
Bilik Aduvisual	Lokasi : Aras 2 Kapasiti : 50 Tel : 09-4245607 /5615	Lokasi : Aras 1 Kapasiti : 50 Tel. : 09-5493141
Bilik Seminar	Lokasi : Aras 2 Kapasiti : 40/60 Tel. : 09-4245605 /5612	Lokasi : Aras Bawah Kapasiti : 50 Tel. : 09-5493141
Bilik 24 jam	Lokasi : Aras 1 Kapasiti : 40 Tel. : 09-4245600	Lokasi : Aras Bawah Kapasiti : 30 Tel. : 09-5493131
Bilik Perbincangan	Lokasi : Aras 3 Jumlah : 9 Tel. : 09-4245600	Lokasi : Aras 1 Jumlah : 5 Tel. : 09-5493131
Makmal Komputer	Lokasi : Aras 1 Kapasiti : 50/30 Tel. : 09-424 5606 /5628	Lokasi : Aras Bawah Kapasiti : 50 Tel. : 09-5493142 /8035
Bilik Tayangan	Lokasi : Aras 2 Kapasiti : 10/10 Tel : 09-4245607 /5615	TIADA
Peralatan Media Layan diri	Lokasi : Aras 2 Kapasiti : 8 Tel. : 09-4245607 /5615	TIADA
Sudut OPAC	Lokasi : Semua aras Jumlah : 44 unit Tel. : 09-4245606 /562	Lokasi : Aras Bawah & 1 Kapasiti : 10 Tel. : 09-5493131
Karel	Lokasi : Aras 1 & 3 Jumlah : 40 unit Tel. : 09-4245600	Lokasi : Aras 1 Jumlah : 30 unit Tel. : 09-5493131
Loker	Lokasi : Luar bangunan Tel. : 09-4245600	Lokasi : Luar bangunan Tel. : 09-5493131
Sudut Bicara Ilmu	Lokasi : Aras 1 Kapasiti : 50 orang Tel. : 09-4245600	TIADA
Surau	Lokasi : Aras 1	Lokasi : Aras Bawah
Balkoni	Lokasi : Setiap Aras	TIADA
Ruang Bacaan Senyap		
Ruang Perbincangan	Lokasi : Aras 1 & 2	TIADA

PELAN KECEMASAN

PEKAN



Pelan kecemasan / Emergency plan



↕ ↗ Laluan kecemasan / Emergency route

🚪 Pintu kecemasan/Emergency exit

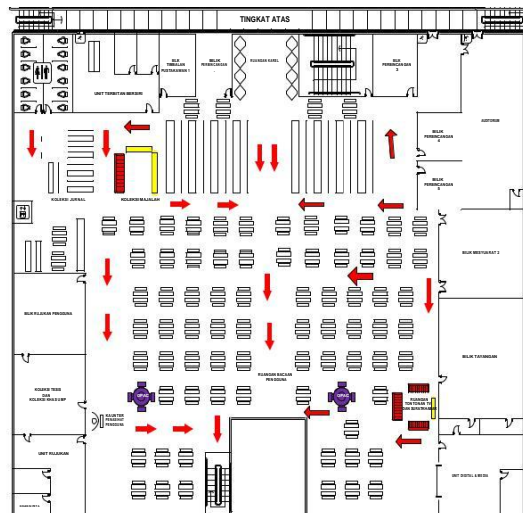
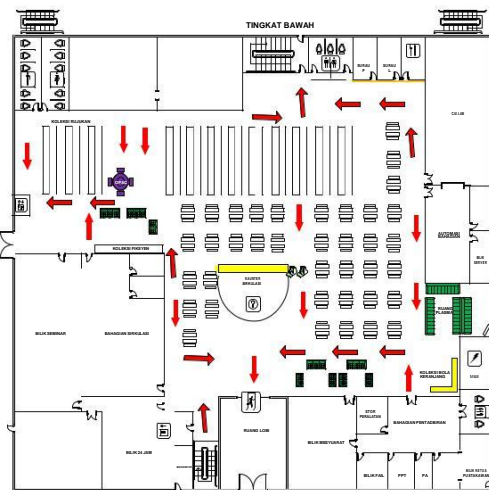
Balcony

Balcony

GAMBANG

Ground Floor

First Floor



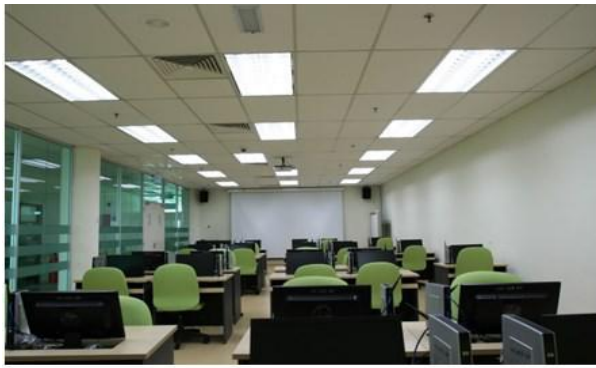
Perpustakaan
Gambang





Perpustakaan
Pekan







LIBRARY GUIDE

2016/2017 ACADEMIC SESSION

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WELCOME NOTE



Assalamualaikum and Salam Sejahtera

I am thankful to Allah SWT, with His Grace and Blessings, we are able to publish the Library Guide for Academic Year 2016/2017. First and foremost, I would like to welcome all undergraduate students of this session. Congratulations on your success in continuing your studies in Universiti Malaysia Pahang.

This publication is to provide a comprehensive guide of information on the changes and improvement of the libraries in Gambang and Pekan could be download at <http://umplibrary.ump.edu.my>.

It is a known fact that the Library is the pulse for a greater knowledge community. UMP Library moves together with the needs of the campus community. For that reason, both UMP Libraries in Gambang and Pekan are equipped with facilities such as wireless internet access (WiFi) at all levels. It provides unlimited internet usage for the users in closing the gap of digital information. Aligned with UMP's slogan "To become a Preferred Choice Technological University", the UMP Library is fully committed in providing the best facilities and services for its users. Hopefully with all the latest technologies offered, the users will take full advantage of them.

The rapid advancement of information and communication technologies gives greater impact and benefits to the library services. Blogs and Facebook have become the latest medium in disseminating important information such as service promotion and the latest facilities available in the library. Users are able to have updates on the latest library activities, news and services.

Hopefully, this library guide will assist the UMP community in terms of providing the information on the services provided and the facilities available in the library. Comments and feedbacks are greatly welcome in improving and upgrading the standard of our service.

Thank you.

H.J. RUSLAN CHE PEE
Chief Librarian
Universiti Malaysia Pahang Library

OBJECTIVES

1. Strengthens knowledge management programmes for the organisation and local community;
2. Applies the latest technology in management and services.
3. Improves the collection of high quality materials in the focus areas and expertise; and
4. Acts as education hub of the east.

VISON

To be a world-class technology-based knowledge centre.

MISSION

To cultivate the culture of knowledge management in a creative and innovative way in support-ing education, research and consultancy.

CLIENT'S CHARTER

We are determined to provide fast, accurate and user-friendly information services by:

- 1) giving feedback to quick reference questions within 5 minutes.
- 2) ensuring the borrowing and returning services provided at the counter are within 3 minutes.
- 3) ensuring the returned books are shelved within 1 working day.
- 4) responding to patron complaints within 3 working days.
- 5) fulfilling 80% of new book requests from our patrons.
- 6) giving feedback to inter-library loan requests within 3 working days.
- 7) ensuring that at least 80% of Bachelor's Project are deposited in UMP Institutional Repository.

ORGANIZATION CHART



MEMBERSHIP

The categories of public membership provided by UMP library;

UMP Member

- ✚ Canselor / Members of Board of Directors (BOD)
- ✚ Management Staff and Professional
- ✚ All UMP staff (Academic and Non-Academic) except part-time and contract staff whose term is less than one year.
- ✚ All registered students. (With duration of study of not less than a year)

Note: Part time and contract staff (less than one year) can use all services except borrowing materials.

Public Membership

- ✚ UMP Alumni
- ✚ IPTA and IPTS Students
- ✚ Corporate Institution / Private Agency
- ✚ Government Servant / Government Institution

Public Membership is divided into two (2) categories;

Reference - for reference purpose only

Borrowing - for reference and materials borrowing.

Note: Deposit is imposed only on Public User under borrowing category only

Temporary Membership

- ✚ Short Courses Student (CENFED)
- ✚ Part-time Assistant Researcher

Users must be able to produce offer letters from the party involved and are required to provide a clearance letter before the end of the study term or before the assignment completion.

GENERAL LIBRARY RULES & REGULATIONS

Library Rules & Regulations are established to ensure all the services provided by the library are under supervision to ensure user satisfaction. Violation of any rules and regulations set as stated below may cause any member to be imposed with penalty under the UMP Disciplinary Rules.

1. All registered users must always show their UMP staff and student smart card or library membership card upon entering or while in the library premises. Membership card is non-transferable.
2. Any loss of smart card or library membership card must be reported immediately to ICT unit and the library. Failing to do so will affect your borrowing rights as well as other services.
3. All library materials to be taken out from the library must be properly checked-out at Self-Check Machine or at Circulation Counter.
4. The library staff have the right to check all books, files and other items when user enter or leave the library especially when the security gate is activated.
5. Eating is strictly prohibited in the library.
6. Helmets, umbrellas, rain coats and packages are not allowed in the library.
7. Library users who photocopy any materials are fully responsible for any action liable and contravene the Copyright Act 1987.
8. Users are not allowed to remove library furniture and equipment from their original place. Reservation of seat is not permitted.
9. Library users must adhere to the dress code as stipulated by the University.
10. The library staffs has the rights to ask users whose behaviour may be deemed as disturbing the peace of others to leave the premises.
11. Children are not allowed in the reading area without any supervision.
12. Academic staff who are on study leave or sabbatical leave inside or outside the country are required to return all materials to the library before leaving.
13. Students who have postponed, withdrawn, quitted or completed courses at the university must return all borrowed materials to the library.
14. Final year students who fail to clear any fines or to return materials borrowed from the library upon completion of their courses will face action taken by the Academic Management Division (BPA).
15. Mobile phones must be turned to silent mode in the Library premises.
16. The library reserves the rights to amend these rules from time to time.

OPENING HOURS

DAY	GAMBANG		
	DURING SEMESTER	EXAM WEEK	SEMESTER BREAK
Monday - Thursday	08:30 am – 22:00 pm	08:30 am – 23:00 pm	08:30 am – 17:00 pm
Friday	08:30 am – 12:15 pm 14:45 am – 22:00 pm	08:30 am – 23:00 pm	08:30 am – 17:00 pm
Saturday	CLOSED	09:00 am – 22:00 pm	CLOSED
Sunday	09:00 am – 16:00 pm	09:00 am – 22:00 pm	CLOSED

DAY	PEKAN		
	DURING SEMESTER	EXAM WEEK	SEMESTER BREAK
Monday - Thursday	08:30 am – *20:00 pm	08:30 am – 22:00 pm	08:30 am – 17:00 pm
Friday	08:30 am – 12:15 pm 14:45 am – *20:00 pm	08:30 am – 22:00 pm	08:30 am – 17:00 pm
Saturday	CLOSED	09:00 am – 22:00 pm	CLOSED

**subject to change*

THESIS OPERATIONAL HOURS

DAY	OPENING HOURS
Monday-Thursday	08:30 am – 13:00 pm 14:00 pm – 17:00 pm
Friday	08:30 am – 12:15 pm 14:45 pm – 17:00 pm
Saturday/Sunday	Closed

READER ADVISORY OPERATIONAL HOURS

DAY	OPERATIONAL HOURS
Monday	11:00 am – 13:00 pm
Tuesday	11:00 am – 13:00 pm
Wednesday	11:00 am – 13:00 pm
Thursday	17:00 pm – 19:00 pm

Closed during semester break

BORROWING PRIVILEGE AND ELIGIBILITY

PATRON CATEGORY	NUMBER OF LOAN (COPIES)	LOAN PERIOD (DAYS)
Academic Staff	15	30
Non Academic Staff	10	14
Post Graduate Student	15	30
Undergraduate Student	10	14
Diploma Student	10	14
Public (Loan)	2	14
Alumni	2	14

LOAN ELIGIBILITY AND PATRON CATEGORY ACCORDING TO COLLECTION

COLLECTION	PATRON CATEGORY AND LOAN ELIGIBILITY				
	Staff		Student		
	Academic	Non Academic	PHD / Master	Diploma Degree	Public
Open shelf	30 days	14 days	30 days	14 days	21 days
Reference	☐	☐	☐	☐	☐
Thesis	☐	☐	☐	☐	☐
Newspaper cutting	☐	☐	☐	☐	☐
Technical drawing, map, plan	☐	☐	☐	☐	☐
Media	Internal use only	Internal use only	Internal use only	Internal use only	Internal use only
Magazine	☐	☐	☐	☐	☐
Journal	☐	☐	☐	☐	☐
Green spot / Blue spot	30days	14 days	30 days	14 days	21 days
Red spot	3 hours	2 hours	2 hours	2 hours	☐
Accompanying material	3 days	3 days	3 days	3 days	☐

LIBRARY MATERIALS (COLLECTIONS)

COLLECTION TYPE	LOCATION (PEKAN)	LOCATION (GAMBANG)	LOAN STATUS
Open Shelf	Level 3 and 4	Ground Floor and Level 1	Available Depend on categories
UMP Thesis Collection Postgraduate Dissertation/ Thesis Undergraduate Project Final Research Report Latest Examination Paper	Level 2	Level 1	Limited reference
Special Collection East Coast Collection UMP Publication Collection	Level 2	User Reference Room	Limited reference
Newspaper Cutting	User Reference Room	User Reference Room	Limited reference
Maps, Technical Drawing, Plan	User Reference Room	Level 1	Limited reference
Media Collection VCD/DVD/CD ROM Model Video Tape Cassette Kit	Level 2 (Please refer to Media Counter)	Level 1 (Please refer to Media Counter)	Internal use only
Serial Collection (printed) Journal Magazine Bound journal Bound magazine Bulletin	Level 2 (Magazine Area)	Level 1 (Please refer to Serial Counter)	Overnight loan (Staff only) Internal use
Fiction Collection	Level 3	Ground Floor	Available

COLLECTION TYPE	LOCATION (PEKAN)	LOCATION (GAMBANG)	LOAN STATUS
Reference Collection Encyclopaedia Handbook Directory Dictionary Exam paper Atlas Annual report	Level 2 (Reference Collection Shelf)	Ground Floor Level 1	Reference only
Green Spot (Small Size Collection)	Level 3	Ground Floor	Can be borrowed Depend on categories
Yellow Spot	Circulation Counter	Circulation Counter	Can be borrowed (Academic staff only)
Red Spot	Circulation Counter	Circulation Counter	Internal use Loan period: Two (2) hours and overnight loan.
Blue Spot (Oversize Books)	Level 3	Ground Floor and Level 1	Loan Status : Depend on categories
Accompanying CD	Please refer to Cir - culation Counter	Please refer to Cir - culation Counter	Available

Collection Guide

- r** - Reference Collection
- s** - UMP Special Collection
- rs** - Reference Special Collection
- ptc** - East Coast Collection

- Users' borrowing privilege will be suspended once charges are incurred in the users' account. It will be restored once the outstanding fines are settled.
- Users are advised to check their loan record from time to time via the library portal (<http://portal.ump.edu.my>)
- Users are to report immediately to the library circulation services if any loan books are missing. Failure to do so will cause accumulation of fine accordingly.

FINES / CHARGES

TYPE OF MATERIAL	FINE
Book	20 cents / day
Red Spot	50 cents / hour
CD Accompanying Book	50 cents / day

LOAN RENEWAL

- Users are allowed to renew their loan two (2) times only.
- Renewal of loan materials can be made at Circulation Counter, by telephone or via iportal (<http://iportal.ump.edu.my>)
- Renewal of loan materials can only be made before the due date.
- Materials on loan and booked by other users are not allowed to be renewed or extended by the library.

BOOKS RESERVATION

- Users can make reservation at any time via iportal (<http://iportal.ump.edu.my>).
- Reservation can be done on loan materials only.
- Status of reserved materials will be notified through users' email and account report in iportal.
- Reserved materials will be placed at the Reserved Shelf (Circulation Counter or Media Counter) for seven (7) days and will be shelved after that period. Once shelved, users need to make new reservation.
- The total of materials allowed to be reserved depends on the number of outstanding loan materials.
- Reservation period for booking materials is seven (7) days from the date the materials borrowed by other users are received.

REMINDER

- First Reminder Notice for returning materials will be sent via email automatically two (2) days before the expiration date.
- This is then followed by second Reminder Notice five (5) days after the due date.
- Items are considered lost if users fail to return borrowed items within 60 days of the stipulated period (refer to Lost and Damaged Material terms.)
- Users will be restrained from certain library services until the items concerned are returned or replacement of materials is completed.

NOTICES WILL BE SENT VIA MEMO THROUGH E-COMMUNITY OR EMAIL.

REPLACEMENT OF LOST AND DAMAGED MATERIALS (MONOGRAPH)

Users are required to report immediately to the Circulation Counter for lost or damaged materials during the loan period.

Users will be given two (2) weeks to search for the lost library materials and they are required to replace the lost materials if they fail to relocate the materials.

Users have options of replacing the items by:

- a. paying the price of the library materials and RM50.00 as the processing fee ; or
- b. replacing the library materials with the same title and ISBN. No processing fee will be charged but users still have to pay the fine due if any.

ONLINE DATABASES

The e-Resource UMP library provides a comprehensive access to full-text e-journals available. The portal allows you to search for online databases, e-journals, e-Books, by title or by subject. The e-Resource provides both on-campus and off-campus access to the Library's electronic Resource. To access as a remote user, login to <http://ezproxy.ump.edu.my> as shown below.

Portal Rasmi - Universiti x YouTube x Welcome To e-Resource x Inbox (300) - iswan@um x Universiti Malaysia Pahang x 3 cara screenshot print x Iswan Akim x

ezproxy.ump.edu.my/login

Apps YouTube Universiti Malaysia P Google Mudah.my - The mari Maybank2u.com Onl Mov Akhbar UMP Library Portal - Facebook - Log In or TM Other bookmarks

PERPUSTAKAAN

Universiti Malaysia PAHANG

UMP LIBRARY EZPROXY

LIBRARY UNIVERSITY MALAYSIA PAHANG

<http://ezproxy.ump.edu.my>

Welcome To e-Resource UMP Lib
Your electronic resource medium for students and researchers

The e-Resource of Perpustakaan UMP provides comprehensive access to full-text e-journals available at the Library. The portal allows you to search for online databases, e-journals, e-Books by title or browse title by subject. The e-Resource provides both on-campus and off-campus access to the Library's electronic Resource.

Please enter your username:

Please enter your password:

Login

LOGIN GUIDE










Username : Your staff/student ID
Password : Your complete IC number/Passport number

9:41
25/08/2016

List of Online Database

List of E-Books

List of E- Journal



List of E- Newspaper



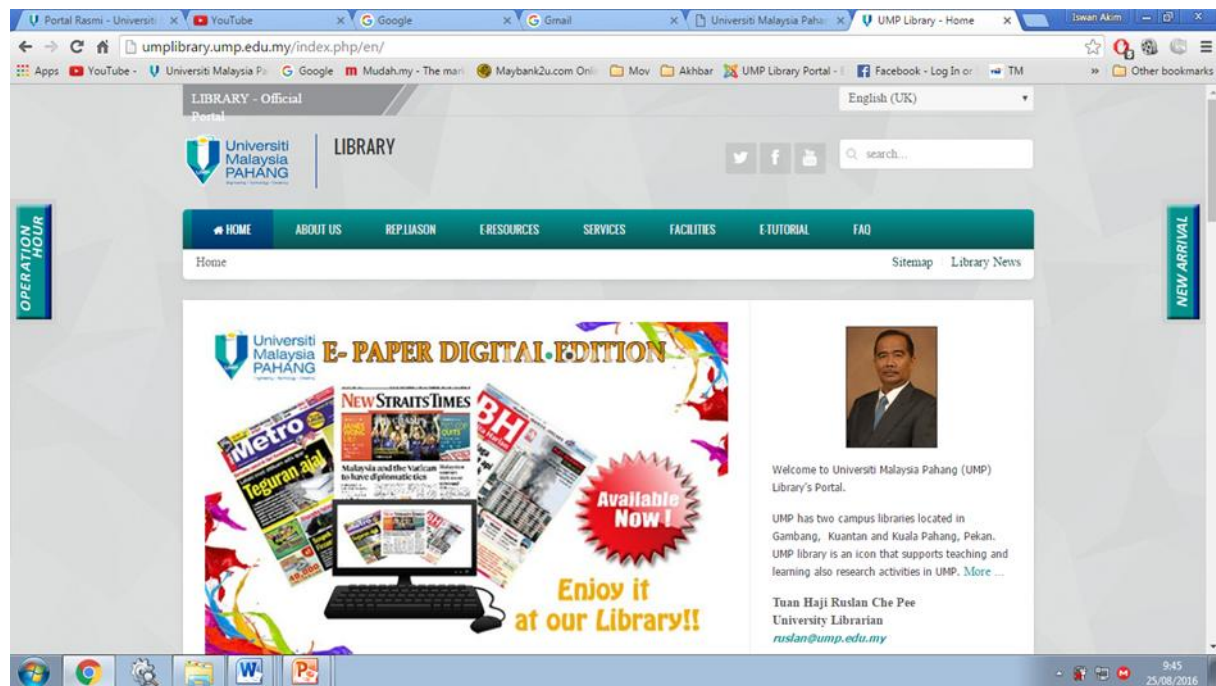
List of free online databases

- Cambridge structural Database **NEW**
- ChemSpider
- The Free Chemical database
- Protein Databank - Information portal to Biological Macromolecular Structures **NEW**
- Sciencewatch








E- EXAMINATION PAPER

Your electronic resource platform for UMP Exam Paper. UMP staff and students can view the selected UMP's previous examination papers.

LIBRARY PORTAL (<http://umplibray.ump.edu.my>)



Library Portal can be accessed via <http://umplibray.ump.edu.my>. Quick links provided are as listed below:

-  [Iportal \(webOPAC\)](#)
-  [Library Indexing System](#)
-  [National Union Catalog \(NUC\)](#)
-  [MyUniNET](#)
-  [UMP Institutional Repository \(UMPIR\)](#)
-  [K-Bank](#)
-  [MyCite](#)

UMP INSTITUTIONAL REPOSITORY (UMPIR)

UMP Institutional Repository (UMPIR) is established by UMP Library to collect, capture, store, index, preserve and disseminate university's scholars publications in digital form. It is a knowledge-sharing/resource database of thesis and project papers by post-graduate students or undergraduate students, conference papers and journal articles. UMPIR provides full text of journal articles and conference papers and displays 24 pages for each thesis or undergraduates project paper. UMPIR can be accessed via <http://umpir.ump.edu.my>.

INTER CIRCULATION LOAN (PASIR)

To facilitate users of both campuses, UMP Library offers Inter Circulation Loan or PASIR. PASIR enables user to make a request of materials that belong to the main/branch library. Request can be made via memo (E-Comm), email or at the Circulation Counter. For further details, please contact Circulation Unit.

INTER REFERENCE LOAN (PARU)

Inter reference loan or PARU is a service where users can make requests of thesis that belong to the main/branch library. Request can be made at Reference Counter. For further details, please contact Reference Unit.

USER EDUCATION PROGRAM

User Education Programme educates user with information skills to enhance their ability to identify, find, evaluate and ethically use information to become a lifelong learner. These programmes comprise of 3 modules i.e. **Module 1** - Introduction to UMP Library and Information Skill, **Module 2** - Information evaluation, and **Module 3** – First steps in becoming a super searcher.

Classes are scheduled every Wednesday at 2.30 pm twice a month. Please contact Reference Unit for further details.

FACILITIES AND SERVICES

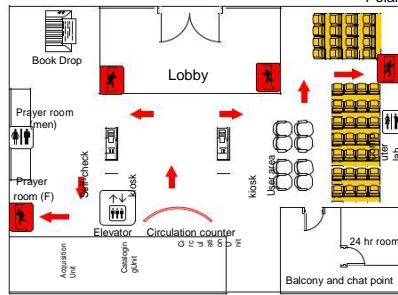
FACILITIES	LOCATION	
	PEKAN	GAMBANG
AUDITORIUM	Loc. : Level 2 Capacity : 200 Ext. : 09-4245607/5615	Loc. : Level 1 Capacity : 200 Ext. : 09-5493141 / 8021
AUDIOVISUAL ROOM	Loc. : Level 2 Capacity : 50 Ext. : 09-4245607/5615	Loc. : Level 1 Capacity : 50 Ext. : 09-5493141 /8021
SEMINAR ROOM	Loc. : Level 2 Capacity : 40/60 Ext. : 09-4245605/5612	Loc. : Ground floor Capacity : 50 Ext. : 09-5493141/8021
24 HOUR ROOM	Loc. : Level 1 Capacity : 40 Ext. : 09-4245600	Loc. : Ground floor Capacity : 30 Ext. : 09-5493131
DISCUSSION ROOM	Loc. : 3rd. floor Total : 9 Ext. : 09-424 5600	Loc. : Level 1 Total : 5 Ext. : 09-5493131
READER ADVISORY DESK	Loc. : Level 1 Ext. : 09-4245635	Loc. : Level 1 Ext. : 09-5493148 / 3131
CYBER CORNER	Loc. : Levels 1 -4 Capacity : 44 units Ext. : 09-4245606/5628	NA
OPAC WORK-STATION	NA	Loc. : Ground Floor & Level 1 Capacity : 10 Ext. : 09-5493131

FACILITIES	LOCATION	
	PEKAN	GAMBANG
MEDIA ENTERTAINMENT ROOM	Loc. : Level 2 Capacity : 10/10 Ext. : 09-4245607/5615	NA
COMPUTER LABORATORY	Loc. : Level 1 Capacity : 50/30 Ext. : 09-4245606/5628	Loc. : Ground floor Capacity : 50 Ext. : 09-5493142/8035
SELF-ACCESS MEDIA	Loc. : Level 2 Capacity : 8 Ext. : 09-4245607/5615	NA
BICARA ILMU CORNER	Loc. : Level 1 Capacity : 30 Ext. : 09-424:5600	NA
CARRELS	Loc. : Levels 1 -3 floor Capacity : 40 units Ext. : 09-4245600	Loc. : Level 1 Capacity : 30 Units Ext. : 09-5493131
LOCKER	Loc. : Outside library building Ext. : 09-4245600	Loc. : Outside library building Ext. : 09-5493131
BALCONY	Loc : Levels 1-4	NA
PRAYER ROOM	Loc. : Level 1	Loc. : Ground floor
SELF-CHECK KIOSK	Loc. : Level 1 Total : 4 Ext. : 09-4245600	Loc. : Ground floor Total : 2 Ext. : 09-5493131
BOOKDROP	Loc. : Level 1 Total : 1 Ext. : 09-4245600	Loc. : Ground Floor Total : 1 Ext. : 09-5493131
PHOTOCOPY/PRINTING AREA	Loc. : Level 1 Total : 3 Ext. : 09-4245600	Loc. : Ground floor Total : 4 Ext. : 09-5493131

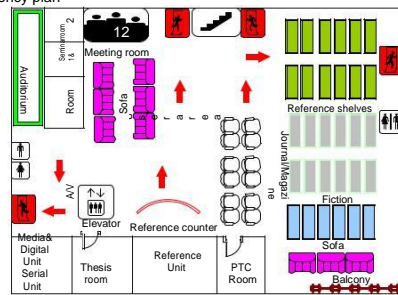
EMERGENCY PLAN

PEKAN

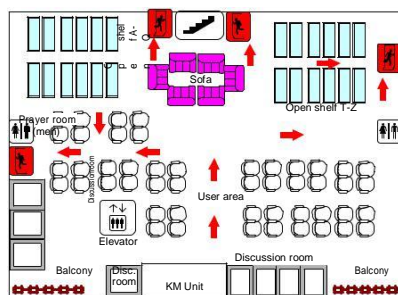
Pelan kecemasan / Emergency plan



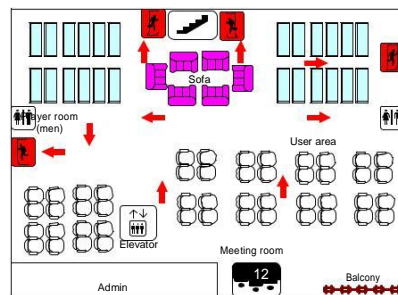
Level 1



Level 2



Level 3



Level 4

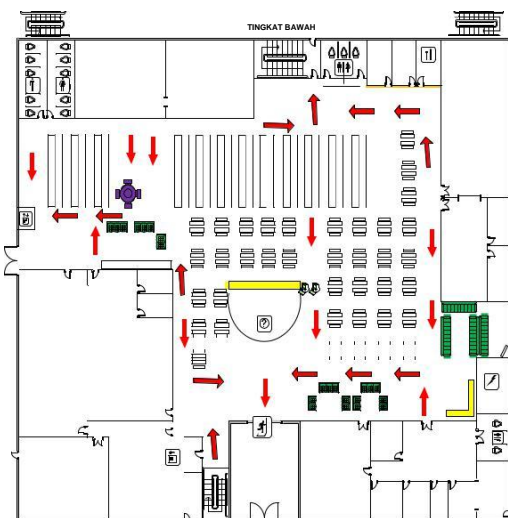
↕ ↔ Laluan kecemasan / Emergency route 🚪 Pintu kecemasan/Emergency exit

Balcony

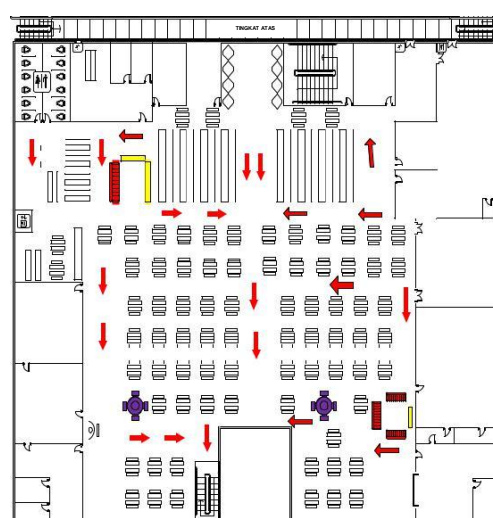
Balcony

GAMBANG

Ground Floor



First Floor



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