



**LIBRARY GUIDE
2013/2014 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 2013/2014. 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.

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.

HJ. 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.

VISION

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

MISSION

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

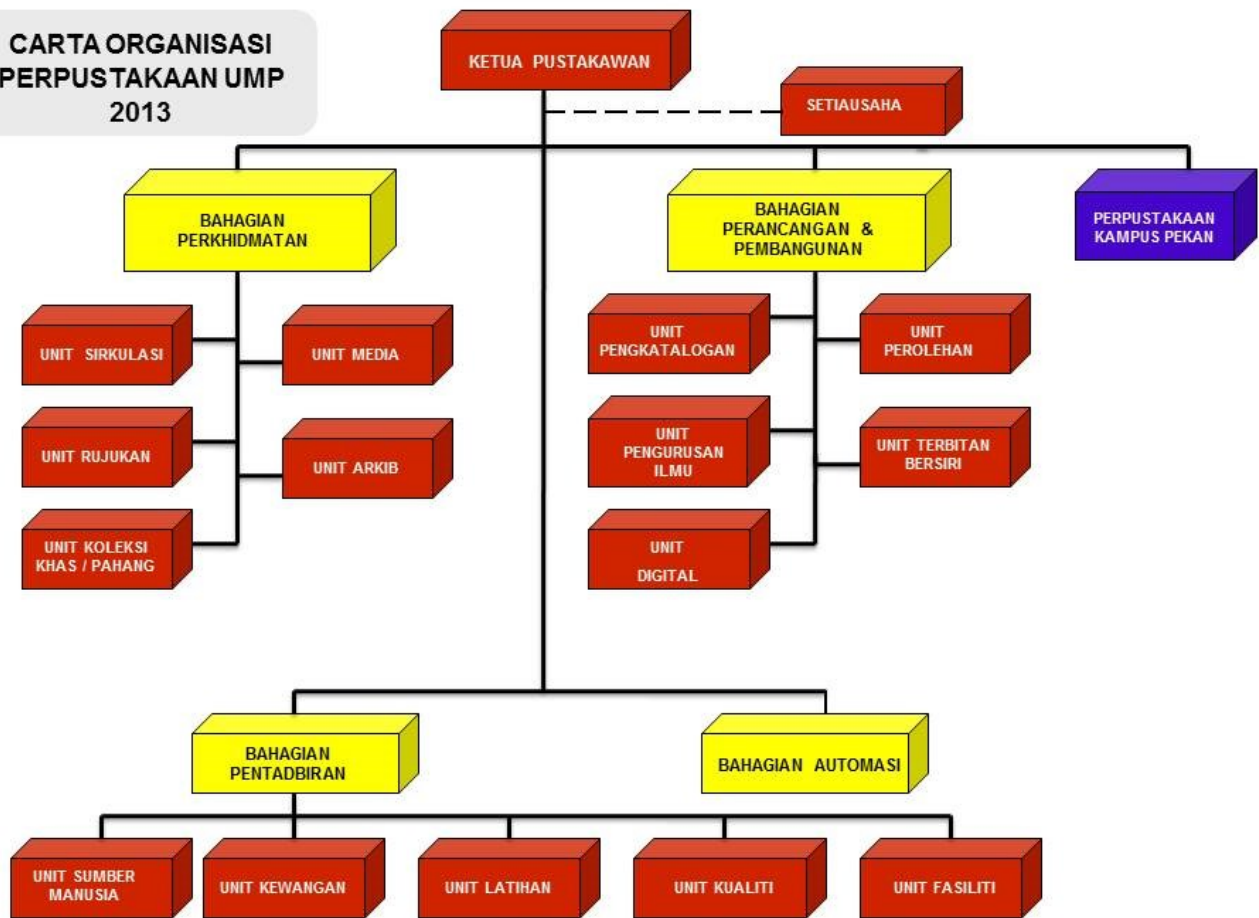
CLIENT'S CHARTER

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.

ORGANISATION CHART

**CARTA ORGANISASI
PERPUSTAKAAN UMP
2013**



MEMBERSHIP

The categories of public membership provided by UMP library;

UMP Member

- ✚ 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 and drinking are strictly prohibited in the library.
6. Bags, caps, 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 staff have 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 - Friday	08:30 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
Sunday	09:00 am – 16:00 pm	09:00 am – 22:00 pm	CLOSED

**subject to change*

THESIS ROOM 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 <ul style="list-style-type: none"> • Postgraduate Dissertation/Thesis • Undergraduate Project • Final Research Report • Latest Examination Paper 	Level 2	Level 1	Limited reference
Special Collection <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 Circulation Counter	Please refer to Circulation 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://iportal.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.

Universiti Malaysia Pahang x Perustakaan Universiti M x Welcome To e-Resource l x

ezproxy.ump.edu.my/login

Welcome... ILSS Rep... UMP eCommunity... Universiti Malaysia P... TakeMP3 Hafiz Hamidun - Ta... Sebuah Kehidupan: ... Visitor Tracking Syst... National Library Boa... 2013 | Jawatan Koso...

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

A student/ staff ID MA123456/ 0356 and IC number

LIST OF DATABASE

DATABASE	SUBJECT COVERED
 ACS Publications High-quality High impact American Chemical Society (ACS)	Chemistry
 ASME American Society of Mechanical	Mechanical
 Emerald Emerald Management 95	Management
 STANDARDS MALAYSIA MOSTI Malaysia Standards Online	Malaysian Standards
 ScienceDirect Science Direct	Multidiscipline
 ISI Web of Knowledge™ Journal Citation Report (JCR)	Multidiscipline
 turnitin Journal Citation Report (JCR)	Reference tools
 EBSCOhost	Multidiscipline
 ASCE Research Library American Society of Civil Engineering (ASCE)	Civil

 ACM Digital Library	Computer
 IEEE/IET Electronic Library (IEL)	Electric & Electronic
	SIRIM Library
 SCOPUS	Multidiscipline
 CLJ Law	Law
 Springer Link	Multidiscipline
 PROQUEST	Thesis & Dissertation
<u>Taylor & Francis</u>	Chemical & Engineering
 SAE International e-Journals	Automotive

E-JOURNAL

	
	
 <p>- ELT Journal</p>	 <p>- The Library Quarterly</p>
	

E-BOOKS

 <p>E-brary</p>	 <p>Gale Virtual Reference Library (GVRL)</p>
 <p>E-Wiley</p>	 <p>ENGnetBASE</p>
 <p>EBSCO Ebook</p>	

OPEN ACCESS DATABASE

- ChemSpider
- SCIRUS
- Science watch

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 WORKSTATION	NA	Loc. : Ground Floor & Level 1 Capacity : 10 Ext. : 09-5493131
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

FACILITIES	LOCATION	
	PEKAN	GAMBANG
BICARA ILMU CORNER	Loc. : Level 3 Capacity : 30 Ext. : 09-424:5605	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