

# Library Services

## New Arrival Corner



New materials will be exhibited on a continuous basis and the materials can be borrowed via the standard borrowing process. The cover page of each new material will be displayed on the library notice board.

Order 'N' Collect

+ Doorstep Delivery

This service is OPEN to academic staffs and post graduate students. Rules and regulation:

- Only for books with 'available' status.
- Request after 4pm will be processed on the next day (Monday– Friday)


## Viewing Activities

Selected videos viewing programmes are scheduled monthly at the library .




For Enquiry :-  
Reference Librarian

Rasida Abu Bakar

 063316810


 rasida@utem.edu.my


Norshahila Che Din

 063316832

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Perpustakaan  
UTeM

# Library Services

<http://library.utem.edu.my>



# LIBRARY SERVICES

## Borrowing & Returns

Loans can be made at the Circulation Counter or Self-Check Machine. Borrowers will be given a receipt for the revision of the loan due date. Materials borrowed must be returned on or before the date specified at the circulation counter or at 24 hours 'Book Drop Machines'.

## Fines Rate

NO	COLLECTION TYPES	RATE OF FINES
1.	Open shelf collection	RM 0.20 per day
2.	Reference Collection	RM 0.50 per day
3.	Red Spot Book	RM 0.50 per day
4.	Journal Collection	RM 0.50 per day
5.	Media Collection	RM 0.50 per day
6.	Under Graduate Etc	RM 0.50 per-hour

## Renewal

Renewal can be made at the circulation counter and library portal via user account. Renewals will not be accepted if item has been reserved by other or item is overdue.

## Reservation

Only book that been out loan can be reserved and it can be made at circulation counter and library portal via user account. Reserved item only be kept for one week.

## Lost or Damaged Items

An immediate report should be made to staff at the circulation counter. Borrower will be given 2 weeks to search for the item and if still missing the borrower has an options. 1st borrower has to replace with the latest edition of the book, RM 25 processing fee will be exempted. Borrower also can pay the price of the latest edition book and Rm 25 fee and fine.

## User Advisory Desk (MPP)



Librarians on duty will assist users with information search, access to WebOpac and reference materials as well as to respond to any enquiries.

## User Education Program (PPP)



It is intended to help (student, Research Assistant and Research Officer) with the appropriate information in support of teaching, learning, research and consultancy. Application User Education Class can be applied in Advisory Desk (MPP).

## Inter-Library Loan (ILL)

This refers to application for reference material that is not available in UTeM's library collection from 24 IPTA/IPTS. Request can be made by filling out a form at the user advisory desk or library portal or email to spp@utem.edu.my

## Online Database Services

Various databases either local or international can be accessed via online databases (local/ oversea) or internal resources (past examination papers/ newspaper cutting/ seminar papers). All the above can be access via library portal.

## Internet/ Assignment Area

An area equipped with internet connection is available for users. User need to register first at circulation counter before using this sevicees.

## Exhibition



The library provides the current exhibition to provide knowledge and awareness on the recent and updated information from time to time