

RULES & REGULATIONS APPLICATION

1. Open to all individuals @ institutions (government /private /statutory body) who are interested to join as a member of Laman Hikmah Library.
2. External Membership Cards are non-transferable.
3. External Member is subject to all regulations adopted in Laman Hikmah Library.

HOW TO APPLY

1. Applicants must complete the External Membership Form that can be downloaded from the website of the Laman Hikmah Library : <http://library.utm.edu.my>
2. Payment procedure:
 - a. Provide cash payments according to predefined categories and;
 - b. Applicant passport size photographs
3. The applicant shall submit the completed form at the Circulation Counter (Main Campus Laman Hikmah Library/ City/ Technology)

LAMAN HIKMAH LIBRARY
Universiti Teknikal Malaysia Melaka
Hang Tuah Jaya,
76100 durian Tunggal, Melaka.

Address and Person incharge:

Universiti Teknikal Malaysia Melaka Library
Hang Tuah Jaya
76100 Durian Tunggal
Melaka

Mohd Razif Bin Dzulkpli
mohdrazif@utm.edu.my
(Librarian)
Office : 06-331 6827



<http://library.utm.edu.my>
library@utm.edu.my

Phone +606-331 6830
Fax +606-331 6811



Laman Hikmah Library



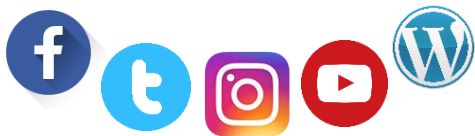
EXTERNAL MEMBERSHIP



WELCOME TO LAMAN HIKMAH LIBRARY

- Universiti Teknikal Malaysia Melaka (UTeM) was established as a result of the re-branding of Kolej Universiti Teknikal Kebangsaan Malaysia (KUTKM) Section 8 of the University and College University Act 1971 (Act 30) under the Universiti Teknikal Malaysia Melaka Enactment (Pemerbadanan 2007), which was gazetted as P.U. (A) 45/2007 on 1 February 2007. The Laman Hikmah Library has been in operation since 10 June 2001, serving 348 pioneer students at the Temporary Campus in Taman Tasik Utama, Ayer Keroh, Melaka. As of June 2015, the Library's collections totaled 88,418 titles, 95,279 copies of printed materials, media materials and 7,766 copies of 33 database.
- There are two branches which is City Campus (since 2007) and Technology Campus (since 2011). This is in line with our vision to become a center UTeM Library information leading, comprehensive and competitive in technical fields.

LIBRARY SOCIAL MEDIA



Perpustakaan Laman Hikmah

SERVICE OPERATION

Day	Main Campus	Technology Campus	City Campus
Monday-Thursday	8.00 –10.00 (am – pm)	8.00 – 7.00 (am – pm)	8.00 – 7.00 (am – pm)
Friday	8.00 –10.00 (am – pm)	8.00 – 12.15 (am – pm) 2.45 –7.00 (pm)	8.00 – 12.15 (am – pm) 2.45 – 7.00 (pm)
Saturday & Sunday	10.00 – 3.00 (am-pm)	CLOSED	CLOSED
Public Holiday	CLOSED	CLOSED	CLOSED

MEMBERSHIP CATEGORY

Reference:

- Printed material (open shelf)
- Media material

Reference & Borrowing

- Printed material (open shelf)
- Media material
- Online material in the library (databases)

ANNUAL FEE (NON-REFUNDABLE)

Category	Membership	
	Refer (RM)	Referring & Borrowing (RM)
Member of PERPUN (public university)	FREE	200.00
Private universities/Collages/ Institution	20.00	200.00
Individu	20.00	200.00
Government Institution (3 – 6 people)	50.00	200.00 (1 person)
Corporate Institution (3 – 6 people)	300.00	200 (1 person)
Alumni/ UTeM Retirees	10.00	200
Primary and secondary Student	A letter from school authorities	

Loan eligibility

Books can be borrowed	2 Number of copies
The loan period	14 days
Rate Penalty	RM0.50 sen a day
Lost Item	<ol style="list-style-type: none"> 1. Replace the book or the latest edition ; 2. Pay the price of the latest edition of the book and processing fee of RM25.00 and late penalties (if any) or ; 3. Out dated item - Local publications may cost at RM40.00 while foreign publications may cost at RM150.00 including the cost of services