

## LOAN DURATION

Loan duration will depend on the type of material borrowed and your membership eligibilities.

## FINES


Fines will be imposed for late returns. Users who do not settle their fines will have their borrowing privileges suspended.

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




For Enquiry :-  
Reference Librarian

### Rasida Abu Bakar

 063316810


 rasida@utem.edu.my


### Norshahila Che Din

 063316832

 norshahila@utem.edu.my

### Noraini Mohd Noor

 063316834

 noraini\_mn@utem.edu.my

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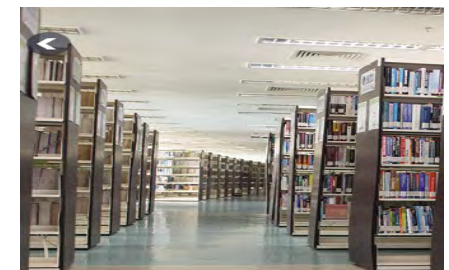


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Perpustakaan  
UTeM

LIBRARY  
COLLECTION





# LIBRARY COLLECTION



## OPEN SHELF COLLECTION

### DEFINITION

The open shelf collection consist of books from various fields and may be borrowed out of the library by library users depending on their category and entitlement.

All books in the Open Access Collection are arranged according to the Call/ Class Numbers in the Library of Congress Classification Scheme.

## REFERENCE COLLECTION

### DEFINITION

The Reference collection may not be loaned out. (except for these categories : r, rf, rgp, rx, rp & rsm)

## RED SPOT COLLECTION

### DEFINITION

Consist of materials recommended by lecturers and can be borrowed for a period of 1 day per item.

## JOURNAL COLLECTION

### DEFINITION

Consist of periodicals which include current and previous volumes of

journals, magazines , bulletins, etc and can be borrowed for 2 days.

## MEDIA COLLECTION

### DEFINITION

Consist of non-printed and digital materials such as video cassettes, audio cassettes, CD-Rom, VCD, DVD, diskettes, etc. This materials may only be borrowed for 2 days.

## UNDER GRADUATE PROJECT, THESIS ETC COLLECTION

### DEFINITION

Consist of work produced by UTeM staff and student. This item can be borrow for only an two hour in the library only and cannot be borrowed out of the library.

## EXAM PAPER COLLECTION

### DEFINITION

Consist of printed materials which are located at open shelves and may be referred to only in the library.They also available in digital format and may be accessed via the library's portal.

## UTEM COLLECTION

Consist of printed, non-printed and other special materials produced by UTeM students, academic and non academic staff. It also includes printed and non-printed publication about UTeM from outside sources.

## MELAKA STATE COLLECTION

Consist of materials published on the history, personalities, intellectuals and others connected with the state of Melaka.

## ONLINE DATABASES

Online databases on various fields are available to support the development of teaching, learning, research and consultancy. They include :-

- Internal databases
- External Databases

## BORROWING PROCEDURES

Borrowing should be made at the Circulation counter or Self-Check Machine depend on category of the items.

## RENEWALS AND RESERVATIONS

### • RENEWALS

Renewals can be made for books not requested by other users via online user account or proceed to the circulation counter.

### • RESERVATIONS

Reservations can be made for those books which are out on loan with other users. Book reserved will be kept for a week only and can be made via circulation counter or library portal- user account.

