



LIBRARY HANDBOOK SESSION 2023/2024

**LAMAN HIKMAH LIBRARY
UNIVERSITI TEKNIKAL
MALAYSIA MELAKA**



LIBRARY HANDBOOK SESSION 2023/2024

**LAMAN HIKMAH LIBRARY
UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

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TOP MANAGEMENT



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Chief Information Office

ABOUT UTeM

BACKGROUND

Established on 1st December 2000 as the 1st Technical Public University in Malaysia, UTeM is located at the UNESCO world heritage city of Melaka, which is set within 766 acres of lush verdant landscape boasting state-of-the art facilities in all its seven faculties.

As a focused university, UTeM boasts strengths in technical fields – namely Engineering, IT, and Management Technology. UTeM has cemented a reputation of being a source of high-quality engineering graduates with the capability of meeting the requirements of high-tech industries. UTeM also has research competencies in areas that it has identified as being keys to enhancing the University's unique proposition and also contributing to the nation such as Green Technology, Systems Engineering, Human-Technology Interaction, and Emerging Technology.

UTeM admits not only local but also international students and this includes students from Indonesia, Saudi Arabia, Chad, Syria, Pakistan, Cameroon, Bangladesh, Tanzania, India, Somalia, Singapore, Qatar, Palestine, Libya, Iraq, Iran, Ghana, France, Yemen, Nigeria and Jordan.

FACULTIES

- Faculty of Electronics and Computer Technology Engineering
- Faculty of Electrical Technology and Engineering
- Faculty of Mechanical Technology and Engineering
- Faculty of Industrial and Manufacturing Technology and Engineering
- Faculty of Information and Communications Technology
- Faculty of Technology Management and Technopreneurship
- Centre for Language Learning
- Institute of Technology Management and Entrepreneurship

VISION

To Be One of the World's Leading Innovative and Creative Technical Universities

MISSION

UTeMs determined to lead and contribute to the wellbeing of the country and the world by:

1. Promoting knowledge through innovative teaching & learning, research and technical scholarship;
2. Developing professional leaders with impeccable moral values;
3. Generating sustainable development through smart partnership with the community and industry.

MOTTO

Excellence Through Competency

GENERAL EDUCATIONAL GOALS

1. To conduct academic and professional programmes based on relevant needs of the industries.
2. To produce graduates with relevant knowledge, technical competency, soft skills, social responsibility and accountability.
3. To cultivate scientific method, critical thinking, creative and innovative problem solving and autonomy in decision making amongst graduates.
4. To foster development and innovation activities in collaboration with industries for the prosperity of the Nation.
5. To equip graduates with leadership and teamwork skills as well as develop communication and life-long learning skills.
6. To develop technopreneurship and managerial skills amongst graduates.
7. To instill an appreciation of the arts and cultural values and awareness of healthy life styles amongst graduates.

WELCOMING NOTE BY THE CHIEF LIBRARIAN

In the name of Allah SWT, the most Gracious and the Most Merciful. Praise be to Him, lord of the Universe, and Prayers and Peace be upon his Final Prophet and Messenger, Muhammad SAW.

First and foremost, on behalf of the Library, I would like to congratulate and welcome our new students to Perpustakaan Laman Hikmah (PLH).

With the advent of the Industrial Revolution 5.0, PLH plays a proactive role as a platform that executes various focused initiatives and links academic institutions with the society. PLH is at the forefront of improving the best and most internationally focused services and facilities in addition to supporting the greatness of UTeM's educational ecosystem. To create holistic TVET graduates and scholars, PLH delivers digital reference sources that are widely acknowledged and recognised. In order to fulfil the goal of educating society and integrating the university into society, PLH also actively plans a variety of events and intellectual discussions for students, faculties, staff, and members of the community. Additionally, PLH is now engaged in transforming digital reference sources to serve the national agenda for digital empowerment.

To develop TVET graduates and future national leaders who are critical thinkers, knowledgeable, and of good character, all students are urged to make the most use of the library's resources and references.

As a result, it is hoped that the Handbook for the 2023/2024 Session will assist Library users in obtaining information and expertise more effectively.

Thank you.

Mrs. Siti Saluwa Jamal

Chief Librarian

Perpustakaan Laman Hikmah

Universiti Teknikal Malaysia Melaka

INTRODUCTION TO LAMAN HIKMAH LIBRARY

Laman Hikmah Library, formerly known as UTeM Library has been rebranded since November 2017. The library has a total collection of more than 161,340 titles including 7 subscribed database titles which cover engineering materials related to the core areas of Electrical Engineering, Electronics and Computer Engineering, Mechanical Engineering, Manufacturing Engineering, Engineering Technology, Information & Communication Technology and Technology Management & Technopreneurship. In addition, there are also collections of other scientific fields such as Physics, Chemistry and Mathematics, as well as general readings.

In order to suit the users' needs, the library also offers services such as Online Renewal, Inter Library Loan, Information Literacy Programme, Library Exhibition, Ask a Librarian, Order n Collect and many more. In addition, in supporting research activities, Information Package and Research Consultation services are provided to serve the university. Other than services, students and staff are equipped with many facilities such as discussion rooms, viewing rooms, carrel rooms, lockers, One Stop Centre (OSC) and others. Rental areas are also offered to the university and public for event purposes.

In consideration of the Millennials and Y Generations, the new concept is used which promotes more leisure, interactive and conducive environment for users to optimise the use of the library as both a meeting point and a second home. On 17th May 2019, Laman Hikmah Library has launched the 24 hours operation time to users at Level 2.



VISION, MISSION, CLIENT CHARTER & OBJECTIVES

VISION

To be a renowned, comprehensive and competitive centre for information in the technical field.

MISSION

To provide excellent information resources and references as well as to deliver quality services using the latest technology in accordance with the vision and mission of the university.

CLIENT CHARTER

We, the staff of Laman Hikmah Library, pledge to deliver efficient, accurate and quality services by putting emphasis on client satisfaction.

OBJECTIVES

- To cater for the information needs of the University by providing resources which fulfill the teaching, learning, research and consultancy requirements.
- To deliver and promote information services to the clients.
- To enhance the efficiency of knowledge and information sharing with the clients.
- To inculcate the culture of knowledge in UTeM as well as in its community in order to reflect a knowledgeable community.
- To develop creative and innovative professionals with integrity in accordance with the mission of UTeM.

OPENING HOURS

Main Campus

Day	Semester	Study & Exam Weeks	Semester Breaks
Monday - Thursday	8.00 am - 10.00 pm	8.00 am – 10.00 pm	8.00 am – 5.00 pm
Friday	8.00 am - 12.15 pm Counter Closed: 12.15 pm - 2.45 pm 2.45 pm - 10.00 pm	8.00 am - 12.15 pm Counter Closed: 12.15 pm - 2.45 pm 2.45 pm - 10.00 pm	8.00 am - 12.15 pm Counter Closed: 12.15 pm - 2.45 pm 2.45 pm - 5.00 pm
Saturday & Sunday	10.00 am – 3.00 pm	10.00 am – 10.00 pm	Closed
Public Holidays	Closed	10.00 am – 3.00 pm	Closed

Technology Campus

Day	Semester	Study & Exam Weeks	Semester Breaks
Monday - Thursday	8.00 am – 7.00 pm	8.00 am – 7.00 pm	8.00 am – 5.00 pm
Friday	8.00 am - 12.15 pm Library Closed: 12.15 pm - 2.45 pm 2.45 pm - 7.00 pm	8.00 am - 12.15 pm Library Closed: 12.15 pm - 2.45 pm 2.45 pm - 7.00 pm	8.00 am - 12.15 pm Library Closed: 12.15 pm - 2.45 pm 2.45 pm - 5.00 pm
Saturday & Sunday	10.00 am – 3.00 pm	10.00 am – 5.00 pm	Closed
Public Holidays	Closed	10.00 am – 3.00 pm	Closed

Notes:

- i. 24-hour service is only available at Level 2, Main Campus.
- ii. Library is closed on National and State Holidays except during Study & Exam Weeks.
- iii. Users are requested to leave the library 15 minutes before the closing time.

LIBRARY RULES & REGULATIONS

All users must abide by the Rules and Regulations of Laman Hikmah Library when using the services and facilities. Users also are considered to have read, understood and agreed to the rules and regulations.

General Rules

1. Permanent members must display their matrix card or staff card issued by the UTeM Registrar Office and External Members must produce their library membership cards.
2. Silence is to be strictly observed in the library.
3. Librarians on duty have the right to check the books, files and other materials to be taken out of the library.
4. Eating and drinking are allowed at certain areas with the librarian permission.
5. Littering and smoking are strictly prohibited in the library.
6. Users are prohibited from bringing in bags, helmets, umbrellas, raincoats and packages. These items must be stored in the designated storage area.
7. Library users who photocopy materials are fully responsible for any action which is liable and contravening of the COPYRIGHT ACT 1987.
8. Users are prohibited from reserving seats. Other users have the right to have the seat if it has been left vacant for more than 20 minutes.
9. Users are prohibited from rearranging library furniture and equipment.
10. The use of all spaces and rooms needs to get the permission from the library and users have to adhere to the rules.
11. The library staff reserves the rights to ask anyone causing disturbance to leave the library.
12. Children are not allowed in the reading area.
13. Users are prohibited from bringing pets into the library.
14. Users are prohibited from damaging and destroying library properties.
15. Users are prohibited from any disrespectful behaviour and should maintain the morality and decency when in the library.
16. The library will not be responsible for the lost or damage of personal items.
17. The staff on duty reserves the right to check users' personal belongings for prohibited materials.

EXTERNAL MEMBERSHIP & REGISTRATION

Membership

- i. External Membership
 - a. External members are **NOT** permanent members.
 - b. Membership and fees are on yearly basis.
 - c. External membership is divided into 2 categories;
 - **Reference:** A membership allows members to refer to printed materials and media collections.
 - **Reference & Borrowing:** A membership allows members to refer and borrow printed materials. Media collections and UTeM collections are for limited access in the library only. Access to online database is allowed in campus. Members will also get some other additional membership services.
 - d. Membership fees:

Annual Fee (Non-refundable)

Categories	Types of Membership	
	Reference (RM)	Reference & Borrowing (RM)
PERPUN Members (Public/Private universities)	Free	200.00
Private Universities/Colleges	20.00	200.00
Individual	20.00	200.00
Government Institution (3-6 persons)	50.00	200.00/ person
Corporate Institution (3-6 persons)	300.00	200.00/ person
Alumni/UTeM Retirees	10.00	200.00
School Students	Approval Letter from School with school stamp	

Eligibility & Penalty

Item	Eligibility & Penalty
Number of Books	2 titles
Borrowing Eligibility	14 days
Fine	<i>Please refer to fine rates on page 14</i>
Loss of Borrowed Items	<ol style="list-style-type: none">1. Replace with the latest edition of the book and the RM25.00 processing fee will be exempted; or2. Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or3. If the price of an old library collection material is unavailable, locally published materials will be charged RM40.00 while internationally published materials will be charged RM150.00 and the processing fee.

SERVICES

1. Borrowing

- Borrowing can be made at the One- Stop- Centre Counter or through Self- Check Machines.
- Borrowers may view their transactions history and perform online renewal through User Accounts (portal).



One-Stop Centre Counter



Self- Check Machine

2. Returning

- Library items are to be returned at the One-Stop Centre Counter or Book Drop Machine on or before the due date. Fines will be imposed for overdue items.
- Receipts should be kept as proof that checked out items have been returned.
- Students must return all library materials borrowed when they withdraw, discontinue, defer or graduate from the university.

3. Fine rates

No	Collection/Services	Rate of Fines
1.	Open Shelf	RM 0.50/day
2.	Journal	RM 0.50/day
3.	Archives Collections	RM 0.50/hour
4.	Reference	RM 1.00/day
5.	Novel	RM 0.50/day
6.	Media	RM 1.00/day
7.	Locker	RM 0.50/ day
8.	Electronic Games	RM 2.00/hour

4. Reservation

- Only books with 'Circulated' status can be reserved. Reservations can be made through User Account only.
- Reserved item(s) will only be kept for seven (7) days.
- Books can be renewed two (2) times. Renewals can be done before or on the due date at:
 - i. Circulation Counter
 - ii. Library portal via User Account

5. Renewal

- Renewals will not be accepted if: -
 - i. Item has been reserved by another user
 - ii. Item is overdue

6. Reminder/Overdue Notice

- A reminder will be sent to users via their UTeM's email accounts.
(Eg: Students: B123456789@student.utem.edu.my, Staff: staffname@utem.edu.my)
- The notice will be sent as follows:

Notice	Time
First reminder	1 week before the due date
Second reminder	List of items from the first reminder that have not been returned - after the due date
Third reminder	List of items not returned yet from the second reminder - one week after the due date
Fourth reminder	Notice will be sent to user's residential address

- A reminder notice is library initiative to remind users of loan items. Users are subject to the actual date as stated in the receipt and advised to keep the receipt as a proof.

7. Lost or Damaged Items

- Immediate report should be made to staff at the One-Stop Centre Counter.
- Borrowers will be given two (2) weeks to search for the items. If the items are still missing, the borrowers have three (3) options as follows:
 - Replace with the latest edition of the book (consult the Librarian) and the RM25.00 processing fee will be exempted; or
 - Pay the price of the latest edition of the book, RM25.00 processing fee and fine (if any) or

- If the price of an old library collection material is unavailable, locally published materials will be charged RM40.00 while internationally published materials will be charged RM150.00 and the processing fee.

Loan eligibility and duration vary according to membership category:

CATEGORIES	USER TYPE	TOTAL MAXIMUM LOAN ELIGIBILITY (Item Combination)	OPEN COLLECTION (Number of Items)	JOURNAL COLLECTION (Bound Journal)	JOURNAL COLLECTION (Retrospective Issue in Current Year)	MEDIA COLLECTION	RED SPOT ITEMS	REFERENCE COLLECTION (r-rf-rgp-rx- rp-rsm)
UNDERGRADUATE	Diploma	10 items	10 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
	Degree	15 items	15 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
POSTGRADUATE	Master	15 items	15 items/ 30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	PHD	15 items	15 items/ 30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
ACADEMIC STAFF	Academic Staff	30 items	30 items/ 90 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	Tutor	15 items	15 items/ 30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	Teaching Engineer	15 items	15 items/ 60 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
NON- ACADEMIC STAFF	Senior Officer	20 items	20 items/ 60 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	1 item/ 1 day	2 items/ 2 days
	Admin Staff	10 items	10 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
	Research Officer	15 items	15 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
	Research Officer Assistant	15 items	15 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 1 day	1 item/ 2 days
ALUMNI	Alumni	5 items	5 items/ 14 days	-	-	-	-	-
EXTERNAL MEMBERSHIP	External Member (Borrowing)	2 items	2 items/ 14 days	-	-	-	-	-

8. Inter-Library Loan Service (ILL Service)

This refers to application for reference materials that are not available at Laman Hikmah Library collection:

- From UA/IPTS and other registered libraries (Free of charge).
- This service also provides ILL that requires payment process which involves overseas sources. Payment should be made by the requestor.
- Request can be made by filling out the **Online Application System (e-form) of Inter-library Loan (ILL) Services for Books and Articles Application** via <http://bit.ly/2rjanBB>

9. Ask-A-Librarian

Ask-a-Librarian is a live chat reference service which allows users to ask questions in real time. This service is available within working hours.

10. Information Literacy Programme (ILP)

Open to all users. Consists of 3 modules:

- i) Introduction to Library
- ii) Information Searching Skills
- iii) Literature Search

Request for ILP can be made through the **Online Application System (e-form) of Information Literacy Programme**: <http://bit.ly/3DSclQx>. Please check the class schedule at library portal for further information.

11. Research Support Programme (RSP)

Open to all users. Consists of 3 modules:

- i) Research Support for GRA/RA/SRA (Compulsory for all new registered Graduate Research Assistant/ Student Research Assistant/ Research Assistant.
- ii) Mendeley
- iii) Open Access

Request for RSP can be made through the **Online Application System (e-form) of Information Literacy Programme**: <http://bit.ly/2GuYPDH>. Please check the class schedule at library portal for further information.

12. Information Package

- Information Package is a service provided by the Research Support Unit. The librarian will perform literature search for your research topic at the relevant databases and will provide list of references.
- Request can be made via e-form <https://bit.ly/2U9hahQ>

13. Research Consultation

- Research Consultation is a service provided by the Research Support Unit. This service is an extended opportunity to have specific research queries answered. Scheduling for an appointment should be made earlier with the librarian for a research consultation
- Request can be made via e-form <https://bit.ly/2LPdnjX>

14. Room /Space Rental Service



KADAR SEWAAN

Jenis Bilik	Kadar Caj			Kuantiti (orang)
	Sistem Sinaraya Harl (RM)	Sewaan PC Harl (RM)	Sewaan Ruang Harl (RM)	
1. Bilik Pangkalan Data	-	45.00	600.00	48
2. Ruang 24 Jam	-	-	-	80
3. Bilik Serbaguna	200.00	-	450.00	20
4. Bilik Tayangan	-	-	-	100
5. Bilik Tayangan (Kampus Teknologi)	-	-	-	60
6. Bilik Mesyuarat 2	-	-	150.00	20
7. Bilik Mesyuarat Utama	-	-	-	30
8. Bilik Mesyuarat Eksekutif	-	-	120.00	15
9. Bilik Seminar	-	-	450.00	32

KEMUDAHAN BILIK

- ☑ LCD Projektor
- ☑ White Board
- ☑ Sistem Sinaraya
- ☑ Penghawa Dingin
- ☑ Rangkaian Internet
- ☑ Layar Putih

UNTUK MAKLUMAT LANJUT SILA HUBUNGI:

Pn. Suhadawati bt. Ahmad
019-6225429 | 06-270 1248
suhadawati@utem.edu.my

Pn. Norziyana bt. Hanipah
012-2042950 | 06-270 1207
norziyanas@utem.edu.my

Perpustakaan Laman Hikmah

BILIK/RUANG UNTUK DISEWA
<http://library.utem.edu.my>

KELAS | BENGKEL | KURSUS | LATIHAN | MESYUARAT

Masa Sewaan
8.00 pg - 5.00 ptg




- Laman Hikmah Library also provides room/space rental service to outsiders who are interested in conducting events such as course, class, meeting, training and etc.

15. One-Stop Centre

One-Stop Centre is previously known as the Circulation Counter which expands the function of the counter. Instead of handling library transactions, it also offers a few services from other departments such as matrix card tagging, student confirmation letter, payment of hostel registration/fine payment and etc.

16. Postal Book Loan

- Users can only request maximum 3 books per transaction.
- Only books (open shelf) with 'available' status can be loaned.
- Email to bookrequest@utem.edu.my (Title, Call Number and Author)
- Get an addition of 14 days loan period from the user's original eligibility.
- Delivery of books will be handled by courier using cash- on- delivery (COD) method and payment should be made by the requestor.
- Books can only be posted locally (no overseas shipping).

17. Order and Collect Service

- This service is provided to ease users to get the books that they wish to borrow without having to search for them at the shelves as usual.
- Please use the library OPAC to check which books are available in the library holdings before requesting.
- Email to bookrequest@utem.edu.my (Title, Call Number and Author)
- Only books with 'Available' status can be requested.
- Library staff will contact you with a date and time to collect your books. Please remember to bring your student/staff card along with you.

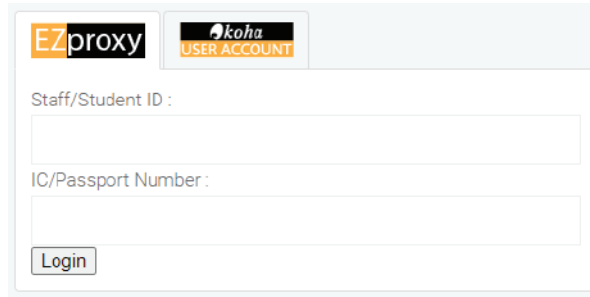
18. Online Databases Service

- Online databases are subscribed to support the development of learning and research.
- Users can access the database through :
 - In Campus : Online Resources at Library Portal.

Quick Links



➤ Out Campus : EzProxy or VPN.



- The library has subscribed several databases both local and international which are:



1. Accounting, Finance & Economics
2. Business, Management & Strategy
3. Engineering
4. HR, Learning & Organization Studies
5. Information & Knowledge Management
6. Marketing
7. Operations, Logistics & Quality
8. Property Management & Built Environment
9. Public Policy & Environmental Management
10. Tourism & Hospitality Management

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- | | |
|----------------------------|---------------------------------|
| 1. Aerospace & Defense | 15. Information Technology |
| 2. Artificial Intelligence | 16. Internet of Things (IoT) |
| 3. Automotive Engineering | 17. Medical Devices |
| 4. Autonomous Vehicles | 18. Nanotechnology |
| 5. Biomedical Engineering | 19. Optics |
| 6. Biometrics | 20. Petroleum & Gas |
| 7. Circuits & Systems | 21. Power Systems |
| 8. Communications | 22. Robotics & Automation |
| 9. Computer Software | 23. Semiconductors |
| 10. Cyber Security | 24. Smart Grid |
| 11. Electronics | 25. Sustainable Energy |
| 12. Energy | 26. Wireless Broadband and many |
| 13. Engineering | more. |
| 14. Imaging | |

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3. Business, Management & Accounting
4. Chemical Engineering
5. Chemistry
6. Computer Science
7. Decision Sciences
8. Earth and Planetary Sciences
9. Economics, Econometrics & Finance
10. Energy
11. Engineering
12. Environmental Science
13. Health Sciences
14. Immunology & Microbiology
15. Materials Science
16. Mathematics
17. Neuroscience
18. Nursing & Health Professions
19. Pharmacology, Toxicology & Pharmaceutical Science
20. Physics & Astronomy
21. Psychology
22. Social Sciences
23. Veterinary Science & Veterinary Medicine



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11. Social Sciences

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LOCATION OF LIBRARY MATERIALS AND FACILITIES (MAIN LIBRARY)




LOCATION OF LIBRARY MATERIALS AND FACILITIES

LEVEL 2

COLLECTIONS

- Serial Collection



FACILITIES

- Circulation Counter
- 24 hours Reading Area
- Chancellor Gallery
- OPAC Terminals
- Locker
- Book Drop
- Shelf Check Out Machine
- Printing
- Scanning
- Leisure Area
- Exhibition Area
- Quran Corner
- Carrel Room
- Viewing Room
- Postgraduate Room
- Smart Room
- Training Room
- Prayer Room
- ICT Zone
- Games Zone

LEVEL 3

COLLECTIONS

- Open Shelf Collection (Shelves)
Class No. : A-S
- Reference Collection (Shelves)
Class No. : A-S
- Almanac/Encyclopedia/
Handbook Collection
- Novel Collection

FACILITIES

- OPAC Terminals
- Carrel Room
- Discussion Room
- Viewing Room
- Open Carrel
- Leisure Area


LEVEL 4

COLLECTIONS

- Open Shelf Collection (Shelves)
Class No. : T-Z
- Reference Collection (Shelves)
Class No. : T-Z
- Bound Collection

FACILITIES

- OPAC Terminals
- Carrel Room
- Seminar Room
- Discussion Room
- Open Carrel
- Leisure Area



Perpustakaan Laman Hikmah

FACILITIES

1. 24-hour Reading Area



- Spacious reading area is available for users all day.
- Available at Level 2, Main Campus.

2. Locker



- The rental rates are as follow:-
= RM10.00/semester
- Fines will be imposed at RM0.50 per day for the late return of keys
- Loss of keychain: RM5.00
- Loss of key: RM15.00
- Request for rental can be made at the One-Stop Center Counter. Technology Campus only.

3. Chancellor Gallery



- Provides information regarding UTeM Chancellor.

4. Leisure Area



- Users can use this area for recreational activities.

5. Training Room



- Specific room for online database searching
- It is also used as a training room

6. Discussion Room



- Accommodates 5-8 users in one room.
- 2 hours per use.

7. Seminar Room



- Accommodates 30 users at one time
- Reservation can be made through e-Calendar

8. Carrel Room



- Only available at Main Campus Library
- Request to use can be made at One-Stop Center Counter

9. Smart Room



- Accommodates 20 users at one time.
- For classes, trainings, courses etc.
- Reservation can be made through e-Calendar

10. Viewing Room



- Accommodates 80 users at one time.
- Reservation can be made through e-Calendar

11. Postgraduate Room



- This room is made available only for postgraduate students.
- Used as a discussion room.
- Maximum capacity: 5 Pax.
- 2 hours per use.

12. Printing Area



- Users need to reload their Cyber Printing Account at One Stop Center Counter.
- Self service.

13. Scanning Area



- Fujitsu provides scanning service at this corner.
- Service is free for library users.

14. ICT Zone



- All computers are equipped with internet connection for student use.

15. Ind-E-Zone



- The Industry Engagement Zone (Ind-E-Zone) is a zone within the campus solely dedicated at encouraging direct collaboration between university and the industry.

16. OPAC Area



- Web OPAC PC's are provided for users as a gateway to search the library collections.

17. Wi Fi Access



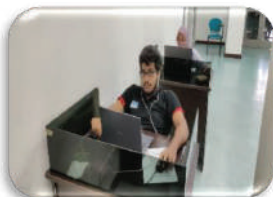
- Wi Fi access is available at all levels within the library.

18. Games Zone



- Playstation4 are available in Main Campus library and Technology Campus library.
- Rental rate for Playstation4 - RM4.00 per hour for two (2) sets of controllers
- The maximum use period per user is:
 - i. Monday to Friday - 2 hours
 - ii. Saturday to Sunday - 3 hours
- Users are allowed to bring their own CD games but must be checked by the staff on duty before use.
- Indoor games – Dartboard, Carom set, Chess, Cross Puzzle, Checkers, Snakes and Ladders are also available at no charge.

19. Open Carrel



- Can be accessed anytime during the library's operational hour.

20. He & She Coffee



- Located at Level 2, Main Campus.

COLLECTION

1. Open Shelf Collection

- This collection consists of books from various fields and can be borrowed by users depending on their category and entitlement.

2. Reference Collection

- The Reference collection available at the Laman Hikmah Library cannot be loaned out.

3. Media Collection

- This collection consists of non-printed and digital materials such as video cassettes, audio cassettes, slides, VCD, CD-ROM, diskettes, etc. These materials may only be borrowed for a period of 2 days.

4. Serial Collection

- This collection consists of periodicals which include current volumes of magazines, bulletins, etc. These may be borrowed depending on user category and entitlement.

5. Examination Paper Collection

- They are available in digital format and may be accessed via the library's portal.

6. Under Graduate Project, Thesis & Short-term/Long-term Research Collection

- This collection consists of work produced by UTeM staff and students. Requests for reference can be made at the Circulation Counter.

7. UTeM's Archive Collection

- This collection consists of printed, non-printed and other special materials produced by UTeM students, academic and non-academic staff. It also includes printed and non-printed publications about UTeM from outside sources.

8. Novel Collection

- This collection consists of novels in Malay and English languages.

9. Melaka State Collection

- This collection consists of materials published on the history, personalities, intellectuals, communities and other topics connected with the state of Melaka.

10. Bound Collection

- This collection consists of periodicals which include previous volumes of journals, magazines and exam papers.

11. Online Databases

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



CLASSIFICATION OF LIBRARY COLLECTION

The Library of Congress Classification (LCC) is used to classify Laman Hikmah Library collection. The classification is as listed below:

A	General Works	
B	Philosophy, Psychology Religion	
BP	Islam	
C	Auxiliary Sciences of History	
D	World History And History Of Europe, Asia, Africa, Australia, New Zealand, Etc.	
E - F	History of the Americas	
G	Geography, Maps, Anthropology, Recreation	
H	Social Sciences	
	HA	Statistics
	HB	Economic Theory, Demography
	HC	Economic History and Conditions
	HD	Industries, Land Use, Labour
	HE	Transportations and Communications
	HF	Commerce
	HG	Finance
	HJ	Public Finance
	HM	Sociology (General)
	HN	Social History and Conditions. Social Problems. Social Reform
	HQ	The Family. Marriage. Women
	HS	Societies : Secret, Benevolent, etc.
	HT	Communities. Classes. Races
	HV	Social Pathology. Social and Public Welfare. Criminology.
	HX	Socialism. Communism. Anarchism.
J	Political Sciences	
K	Law	
L	Education	
	LA	History of Education
	LB	Theory and Practice of Education
	LC	Special Aspects of Education
	LF	Individual Institutional - Europe
	LG	Individual Institutional - Asia, Africa, Australia, New Zealand, Pacific Islands
M	Music and Books on Music	
N	Fine Arts	
	NA	Architecture
	NC	Drawing. Design. Illustration
	NK	Decorative Arts

P-PZ	Languages and Literature	
	PE	English
	PL	Languages & Literature of Eastern Asia, Africa, Oceania
	PR	English Literature
	PS	American Literature
Q	Science (General)	
	QA	Mathematics
	QB	Astronomy
	QC	Physics
	QD	Chemistry
	QE	Geology
	QH	Natural History, Biology
	QK	Botany
	QL	Zoology
	QM	Human Anatomy
	QP	Physiology
	QR	Microbiology
R	Medicine	
S	Agriculture	
T	Technology	
	TA	Engineering (General) Civil Engineering
	TC	Hydraulic Engineering. Ocean Engineering
	TD	Environmental Technology Sanitary Engineering
	TE	Highway Engineering. Roads and Pavements
	TF	Railroad Engineering and Operation
	TG	Bridge Engineering
	TH	Building Construction
	TJ	Mechanical Engineering & Machinery
	TK	Electrical Engineering, Electronics, Nuclear Engineering
	TL	Motor Vehicle. Aeronautics. Astronautics
	TN	Mining Engineering. Metallurgy
	TP	Chemical Technology
	TR	Photography
	TS	Manufactures
	TT	Handicrafts. Arts and Crafts
	TX	Home Economics
U	Military Science	
V	Naval Science	
Z	Bibliography. Library Science. Information Resources (General)	
ZA	Information Resources	

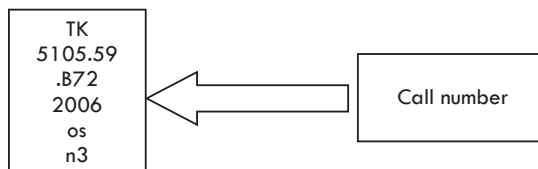
SYMBOLS OF COLLECTION

Letters are used as symbols to represent each item in the library's collection. These symbols appear on the call number of the library materials.

Symbol	Definition
a	Archives
ban	Banned Items
er	Electronic Resource
mea	Media archives
med	Media collection
n	Novel
os	Open shelf
r	Reference
km	Koleksi Melaka

CALL NUMBER

Each material in the library has a call number and it is usually found on the spine of the book. The call number acts like an address to inform users the whereabouts of the library material.



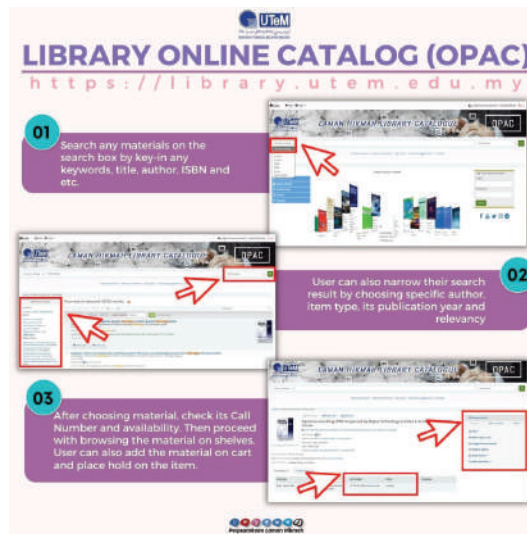
SHELVING ARRANGEMENT OF MATERIALS

Materials are arranged alphabetically by the class number, A-Z.



LIST OF SERVICES

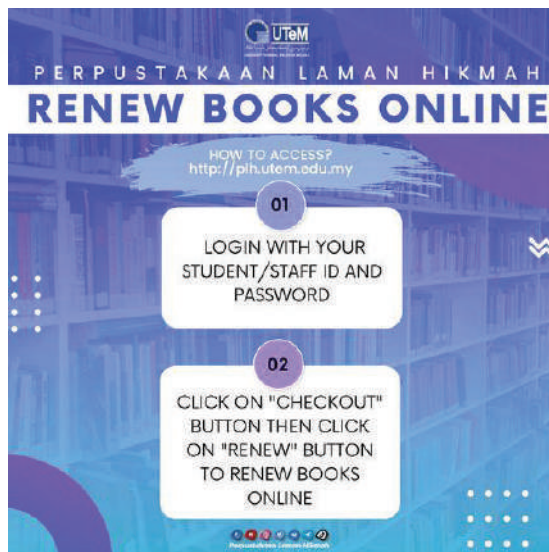
WEB OPAC (SEARCHING LIBRARY MATERIALS)



USER ACCOUNT KOHA



RENEWAL

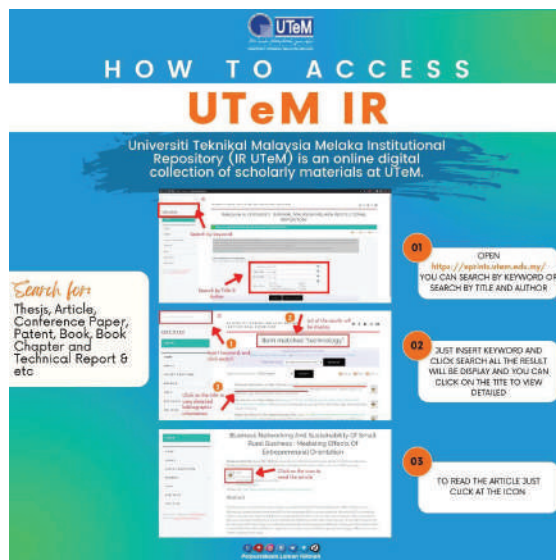


PERPUSTAKAAN LAMAN HIKMAH
RENEW BOOKS ONLINE

HOW TO ACCESS?
<http://plh.utem.edu.my>

- 01**
LOGIN WITH YOUR STUDENT/STAFF ID AND PASSWORD
- 02**
CLICK ON "CHECKOUT" BUTTON THEN CLICK ON "RENEW" BUTTON TO RENEW BOOKS ONLINE

INSTITUTIONAL REPOSITORY



HOW TO ACCESS
UTeM IR

Universiti Teknikal Malaysia Melaka Institutional Repository (IR UTeM) is an online digital collection of scholarly materials at UTeM.

Search for:
Thesis, Article, Conference Paper, Patent, Book, Book Chapter and Technical Report & etc

- 01**
OPEN
<https://eprints.utem.edu.my/>
YOU CAN SEARCH BY KEYWORD OR SEARCH BY TITLE AND AUTHOR
- 02**
JUST INSERT KEYWORD AND CLICK SEARCH ALL THE RESULT WILL BE DISPLAY AND YOU CAN CLICK ON THE TITLE TO VIEW DETAIL.
- 03**
TO READ THE ARTICLE JUST CLICK AT THE ICON

DIGITAL COLLECTION

How to access DIGITAL COLLECTION

Digital collection is a university's online digital archive that includes;

- Book
- Book section
- Final Year Project
- Image
- Video
- Audio
- Teaching resource
- UTeM News
- Speech
- Bulletin



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

1 Search can be done by title, creators & keywords or browse by year, type, subject, division, author & type.

2 The results of the search will be shown after it has been conducted. The user needs to click on the chosen document.







Perpustakaan Laman Hikmah
"Majlis University, Surging Forward"

ONLINE DATABASES/ E-BOOKS

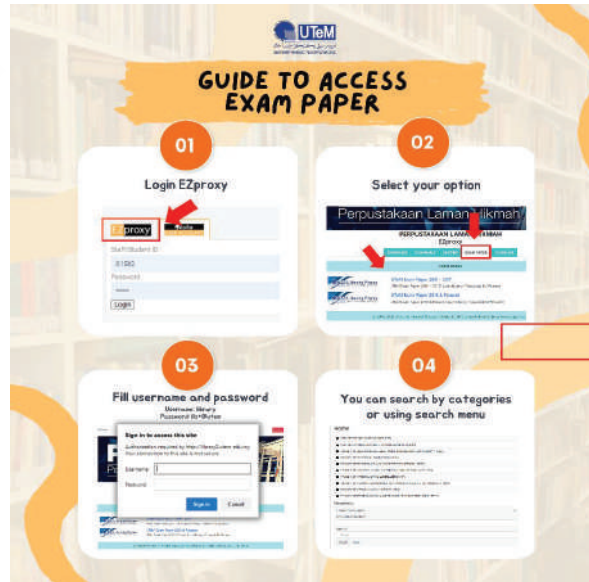
GUIDE TO ACCESS DATABASES THROUGH EZPROXY

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

1. Click "EZproxy" menu and enter Staff/Student ID & IC/ Passport Number
2. Click "Databases" menu
3. Choose & click any database
4. Click "Advanced"
5. Click "Proceed to..."
6. Database homepage will appear

EXAM PAPER



VIRTUAL ROOM TOUR

VITOR@MAIN CAMPUS
- Virtual Room Tour -

KNOW YOUR DIRECTION @ LIBRARY

Virtual room tour has been specially designed in order to help users in locating the room available in this library. This website consists of 20 videos of the rooms. These videos will direct the users to the location of the rooms.

<https://vitorplh.utm.edu.my/maincampus/>

vitorplh.utm.edu.my/maincampus/

VITOR@TECH CAMPUS
Virtual Room Tour

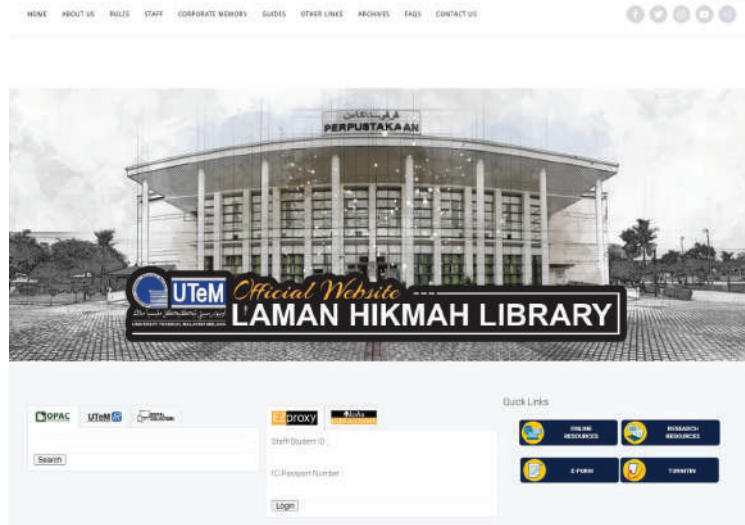
KNOW YOUR DIRECTION @ LIBRARY

Virtual room tour has been specially designed in order to help users in locating the room available in this library. This website consists of 9 videos of the rooms. These videos will direct the users to the location of the rooms.

<https://vitorplh.utm.edu.my/techcampus/>

vitorplh.utm.edu.my/techcampus/

LIBRARY PORTAL (<http://library.utem.edu.my>)



LIBRARY SOCIAL MEDIA





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TECHNOLOGY CAMPUS LIBRARY



Circulation Counter Tel. Number 06-2701202

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PENERBIT
UTeM
Press

Website : www.utem.edu.my/penerbit

Books Online : utembooks.utem.edu.my

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