

LAMAN HIKMAH LIBRARY

**SERVICE@PLH**





# VISION & MISSION



## VISION

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



## MISSION

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



# OBJECTIVES



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





# WEBSITE LAMAN HIKMAH LIBRARY



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



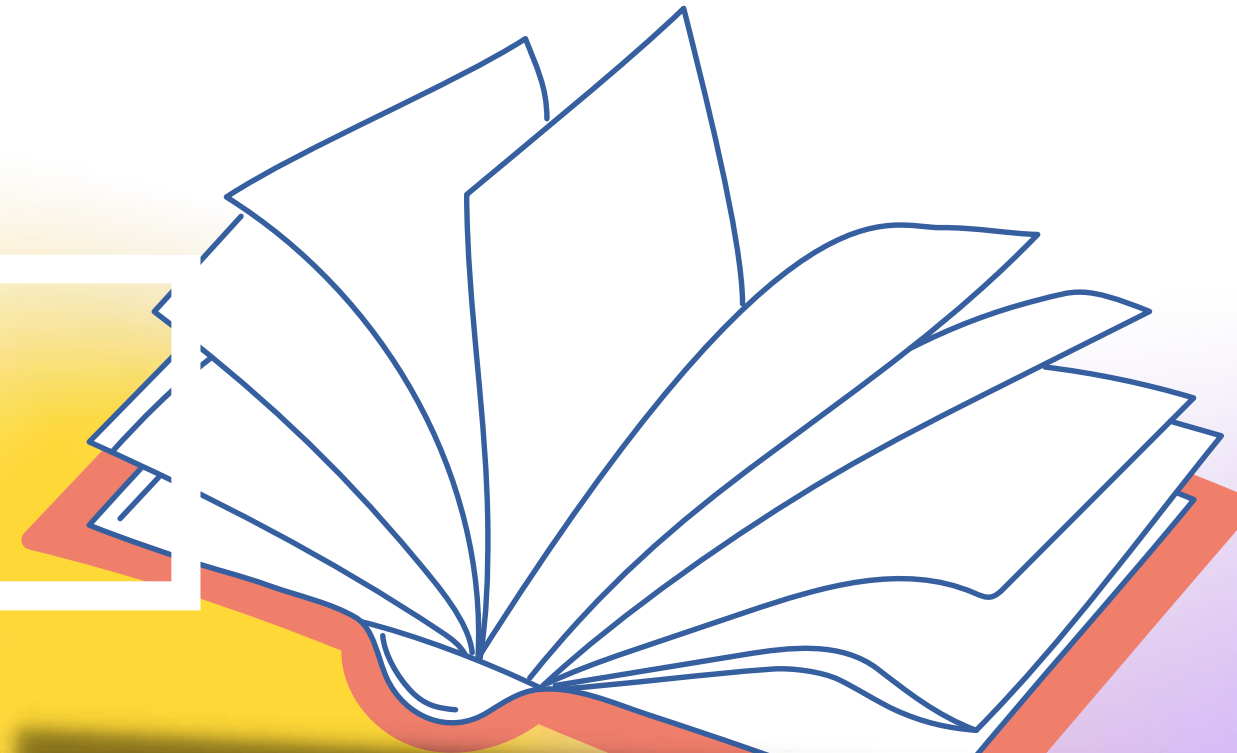


# SERVICES





# BORROWING



Borrowing can be made at the One-Stop-Centre Counter or through Self-Check Machine



Self- Check Machine



One-Stop Centre Counter



# RETURNING



One-Stop Centre Counter

Library items are to be returned at the One-Stop-Centre Counter or Book Drop Machine.





# 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 link <http://bit.ly/2rjanBB>







# 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.





# INFORMATION LITERACY PROGRAMME (ILP)



## INFORMATION LITERACY : : AUG 2022 PROGRAMME : :

<b>WEDNESDAY, 3 AUG</b> <b>INTRODUCTION TO LIBRARY</b> 10.30am - 12.00pm	<b>THURSDAY, 4 AUG</b> <b>INFORMATION SEARCHING SKILLS</b> 10.30am - 12.00pm	<b>WEDNESDAY, 10 AUG</b> <b>LITERATURE SEARCH</b> 10.30am - 12.00pm
<b>TUESDAY, 16 AUG</b> <b>RESEARCH SUPPORT FOR GRA/RA/SRA</b> 10.30am - 12.00pm	<b>THURSDAY, 18 AUG</b> <b>INFORMATION SEARCHING SKILLS</b> 10.30am - 12.00pm	<b>TUESDAY, 23 AUG</b> <b>OPEN ACCESS</b> 10.30am - 12.00pm
<b>THURSDAY, 25 AUG</b> <b>INFORMATION SEARCHING SKILLS</b> 10.30am - 12.00pm	<b>TUESDAY, 30 AUG</b> <b>MENDELEY</b> 10.30am - 12.00pm	

Register Now !



<https://bit.ly/2M2cPf7>

Any inquiries: [rasida@utem.edu.my](mailto:rasida@utem.edu.my) | 06-2701190

## INFORMATION LITERACY : : JULY 2022 PROGRAMME : :

<b>TUESDAY, 5 JULY</b> <b>INTRODUCTION TO LIBRARY</b> 10.30am - 12.00pm	<b>WEDNESDAY, 6 JULY</b> <b>INFORMATION SEARCHING SKILLS</b> 10.30am - 12.00pm	<b>THURSDAY, 7 JULY</b> <b>LITERATURE SEARCH</b> 10.30am - 12.00pm
<b>TUESDAY, 19 JULY</b> <b>INTRODUCTION TO LIBRARY</b> 10.30am - 12.00pm	<b>WEDNESDAY, 20 JULY</b> <b>RESEARCH SUPPORT FOR GRA/RA/SRA</b> 10.30am - 12.00pm	<b>THURSDAY, 21 JULY</b> <b>OPEN ACCESS</b> 10.30am - 12.00pm
<b>TUESDAY, 26 JULY</b> <b>INFORMATION SEARCHING SKILLS</b> 10.30am - 12.00pm	<b>WEDNESDAY, 27 JULY</b> <b>MENDELEY</b> 10.30am - 12.00pm	

Register Now !



<https://bit.ly/2M2cPf7>

Any inquiries: [rasida@utem.edu.my](mailto:rasida@utem.edu.my) | 06-2701190

Request for ILP 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.



## INFORMATION PACKAGE SERVICE

- Provides tips and guidance on literature search.
- Assists user with information search on research topics.
- Provides scholarly resources.

 **TRUSTWORTHY**

 **ACCURATE**

 **EXPERIENCED LIBRARIANS**

 **FREE OF CHARGE**

 **RELEVANT DATABASE**



Email Now!

Contact Us:  
Research Support Section| Laman Hikmah Library | +606-2701190

# 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>





# RESEARCH CONSULTATION



HOW CAN A LIBRARIAN HELP  
YOUR RESEARCH?

## RESEARCH CONSULTATION

Submit a consultation request now!  
<https://bit.ly/2LPdnjX>



 Research Consultation service is an extended opportunity to have specific research queries answered. Schedule an appointment with a librarian for research consultation.

 For more info, please contact:  
**Mr. Mohd Mawardi Badruddin**  
06-270 1213 / 1239

- 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>





# Room /Space Rental Service

## BILIK / RUANG UNTUK DISEWA

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

**KELAS / BENGKEL /  
KURSUS / LATIHAN /  
MESYUARAT**

**Masa Sewaan**  
8.00 pagi - 5.00 petang



**Kadar Sewaan**

Jenis Bilik	Kadar Caj			Kuantiti (org)
	Sistem Siaraya / Hari (RM)	Sewaan PC / Hari (RM)	Sewaan Ruang / Hari (RM)	
1. Bilik Pengkalan 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	—	—	120.00	30
8. Bilik Mesyuarat Eksekutif	—	—	450.00	15
9. Bilik Seminar	—	—		32



**KEMUDAHAN BILIK**

- LCD Projektor / White Board
- Sistem Siaraya / Pendingin Hawa
- Rangkaian Internet / Layar Putih

**Untuk maklumat lanjut sila hubungi :**

☎ Pn. Suhadawati bt. Ahmad : 016-6657850  
: 06-270 1248

✉ [suhadawati@utem.edu.my](mailto:suhadawati@utem.edu.my)

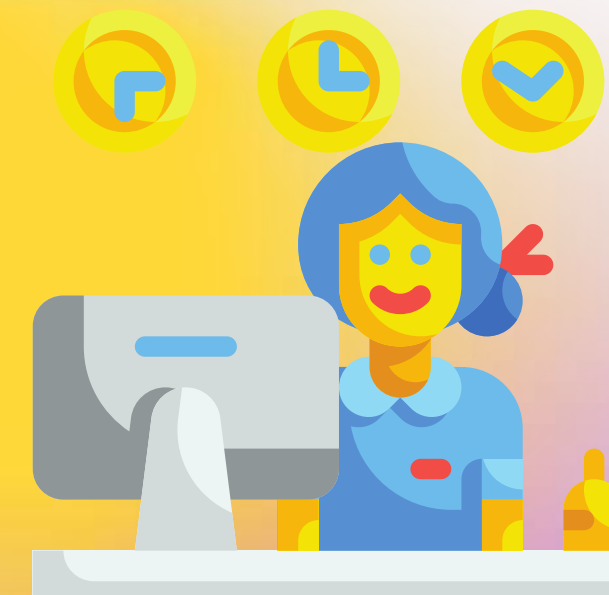
☎ Pn. Norzlyana bt. Hanipah : 012-2042930  
: 06-270 1207

✉ [norzlyana@utem.edu.my](mailto:norzlyana@utem.edu.my)

*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.*



# 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.





# POSTAL BOOK LOAN



*Users can only request maximum 3 books per transaction.*



*Email to  
bookrequest@utem.edu.my  
(Title, Call Number and Author).*

**AVAILABLE  
NOW**

*Only books (open shelf)  
with 'available' status can  
be loaned.*



*Get an addition of 14days  
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).*



# Order and Collect Service



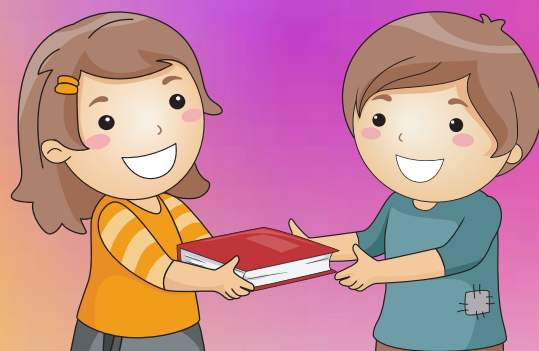
This service is provided to ease users to get the books that they wish to borrow without having to search for them at the shelves as usual.



Email to  
[bookrequest@utem.edu.my](mailto:bookrequest@utem.edu.my)  
(Title, Call Number and Author).



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.



Please use the library OPAC to check which books are available in the library holdings before requesting.



Only books with 'Available' status can be requested.





# Online Databases Service

Online databases are subscribed to support the development of learning and research. The library has subscribed several databases both local and international which are:



ScienceDirect

Scopus®

InCites™ Journal Citation Reports®

ProQuest  
Dissertations & Theses Global

EBSCOhost

IEEE  
Advancing Technology  
for Humanity

turnitin®

World Scientific  
Connecting Great Minds





Source:



[https://library.utm.edu.my/images/PDF/PLH\\_Handbook\\_Session\\_2021\\_2022.pdf](https://library.utm.edu.my/images/PDF/PLH_Handbook_Session_2021_2022.pdf)



# Thank you!

