



اوتيم سيني تيكنيكل مليسيا ملاك
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UTeM



Perpustakaan
Laman Hikmah
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

GUIDEBOOK 2025/2026 LAMAM HIKMAH LIBRARY



GUIDEBOOK 2025/2026 LAMAN HIKMAH LIBRARY

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

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(CHIEF DIGITAL OFFICER)

ABOUT UTeM

BACKGORUND

Established on 1 December 2000 as the first Technical Public University in Malaysia, UTeM is located in 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, centre and institute.

As a focused university, UTeM boasts strengths in technical fields – namely Engineering, Information Technology, 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 and Engineering (FTKEK)
- Faculty of Electrical Technology and Engineering (FTKE)
- Faculty of Mechanical Technology and Engineering (FTKM)
- Faculty of Industrial and Manufacturing Technology and Engineering (FTKIP)
- Faculty of Information and Communications Technology (FTMK)
- Faculty of Technology Management and Technopreneurship (FPTT)
- Faculty of Artificial Intelligence and Cyber Security (FAIX)
- Centre for Language Learning (CELL)
- Institute of Technology Management and Entrepreneurship (IPTK)

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.

It is my great honor to begin by expressing, on behalf of Laman Hikmah Library, our warmest welcome and heartfelt congratulations to the newest members of our university community.

In line with the aspirations of the Industrial Revolution 5.0, Laman Hikmah Library plays a proactive role as a platform that implements targeted initiatives and fosters strong linkages between academic institutions and the wider community. We remain at the forefront in enhancing world-class services and facilities, while supporting the excellence of UTeM's educational ecosystem.

To nurture holistic TVET graduates and scholars, we provide access to reputable and widely recognized digital reference resources. In fulfilling our mission to educate and engage society, we actively organize intellectual programmes and discussions for students, faculty members, staff, and the surrounding community. Furthermore, Laman Hikmah Library is committed to advancing digital reference services in support of the national digital empowerment agenda.

In our shared pursuit of producing future leaders who are critical thinkers, knowledgeable, and of exemplary character, we encourage all students to fully utilize the library's resources and services.

It is our hope that the Handbook for the 2025/2026 Session will serve as a valuable guide in helping library users access information and knowledge with greater ease and efficiency.

Thank you.

Siti Saluwa Jamal

Chief Librarian

Laman Hikmah Library

Universiti Teknikal Malaysia Melaka

INTRODUCTION TO LAMAN HIKMAH LIBRARY

Rebranded in November 2017, Laman Hikmah Library has evolved into a dynamic and inclusive knowledge hub aligned with current academic needs and user expectations. With a rich collection exceeding 187,000 titles and 8 subscribed databases, the library supports core disciplines such as Electrical Engineering, Electronics & Computer Engineering, Mechanical & Manufacturing Engineering, Engineering Technology, Information and Communication Technology (ICT), Technology Management & Technopreneurship, and Artificial Intelligence (AI) & Cybersecurity. Apart from resources, plagiarism detection tools are available to help ensure academic work is original and maintains integrity.

Additionally, the library offers resources in fundamental sciences (Physics, Chemistry, Mathematics), complemented by general readings that foster holistic learning.

To meet diverse needs, Laman Hikmah Library provides comprehensive services:

- Borrowing and Returning Services
- Order and Collect Service
- Interlibrary Loan Service
- Information Literacy Programme & Research Support Programme
- Research Consultation & Information Packages
- Ask A Librarian

The library offers a wide range of facilities for students and staff such as discussion rooms, viewing rooms, carrel rooms, training room, conference room, photocopying and scanning services, indoor games, and café. These amenities foster a productive, inclusive and comfortable environment for study and collaboration.

Dedicated event spaces are also available for both internal and public use to encouraging community engagement and multipurpose utilization of the library as a hub for academic and social activities.

Understanding the lifestyle of Millennials and Gen Z, the library embraces a progressive concept, cultivating a leisure-friendly, interactive and conducive environment. It is not just a learning space, but a meeting point for all.

Since 17 May 2019, a 24-hour access zone at Level 2 ensures flexible learning and study experiences empowering users beyond traditional boundaries.



VISION, MISSION, CLIENT CHARTER & OBJECTIVES

VISION

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

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.

LIBRARY OPERATION 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 - 10.00 pm Closed: 12.15 pm - 2.45 pm	8.00 am - 10.00 pm Closed: 12.15 pm - 2.45 pm	8.00 am - 5.00 pm Closed: 12.15 pm - 2.45 pm
Saturday & Sunday	Closed	10.00 am – 10.00 pm	Closed
Public Holidays	Closed		

Technology Campus

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

Notes:

- i. The 24-hour area will be open on Saturday and Sunday during semester, study & exam weeks. It operates only on Level 2, Main Campus.
- ii. The circulation counter will be closed 15 minutes before the library closing time.
- iii. Operating hours are also subject to current change. Please also refer to the official announcement on our portal or official social media platforms.

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. Users are always required to display student matrix card or staff card.
2. Silence is to be strictly observed in the library.
3. Library staff 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 helmets, umbrellas, raincoats and packages. These items must be stored in the designated storage area.
7. All bags are allowed but may be subject to inspection.
8. Library users who photocopy materials are fully responsible for any action which is liable and contravenes of the COPYRIGHT ACT 1987.
9. 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.
10. Users are not allowed to remove or change the arrangement of any furniture and equipment in the library

11. The use of all spaces and rooms needs to get the permission from the library and users have to adhere to the rules.
12. The library staff reserves the rights to ask anyone causing disturbance to leave the library.
13. Children are not allowed in the reading area.
14. Users are prohibited from bringing pets into the library.
15. Users are prohibited from damaging and destroying library properties.
16. Users are prohibited from any disrespectful behaviour and should maintain the morality and decency when in the library.
17. The library will not be responsible for the lost or damage of personal items.
18. The staff on duty reserves the right to check users' personal belongings for prohibited materials.
19. The library reserves the rights to amend these rules from time to time.
20. All users are required to be properly and decently attired as defined by the University Dress Code.
 - i. The library reserves the right to ask users who are not suitably dressed to leave.
 - ii. Users who fail to comply with the dress code shall be prohibited from entering the library.

Etika

BERPAKAIAN & SAHSIAH RUPA DIRI PELAJAR



Budaya Berpakaian Kemas, Bersih dan Sopan

Menepati Amalan Masyarakat Malaysia



PAKAIAN FORMAL

Majlis Rasmi, Mesyuarat, Urusan Rasmi serta Lawatan ke Luar Negara



- Kemeja lengan panjang/pendek seluar panjang
- Berstokin dan kasut pejabat
- Pakaian kebangsaan
- Baju kurung
- Memakai kad matrik
- Kemeja lengan panjang/pendek
- Seluar panjang
- Berstokin dan kasut pejabat
- Pakaian kebangsaan
- Baju kurung
- Memakai kad matrik
- Bersongkok hitam

PAKAIAN SEPARA FORMAL

Dewan Kuliah, Makmal, Perpustakaan, Kafeteria dan Bangunan Pentadbiran



- Baju T berkolar
- Seluar panjang
- Kemeja lengan panjang/pendek
- Baju kurung
- Memakai kad matrik
- Bersongkok hitam
- Baju T berkolar
- Seluar panjang
- Kemeja lengan panjang/pendek
- Baju kurung
- Memakai kad matrik
- Bersongkok hitam



POTONGAN RAMBUT SEMASA PENGAJIAN



PAKAIAN & PENAMPILAN YANG TIDAK DIBENARKAN SEMASA DI KAWASAN KAMPUS



- Pakaian tidak sopan
- Bertindik / Memakai subang
- Berselipar / Terompah
- Mewarnakan rambut
- Bertatu
- Memakai bandana kecuali aktiviti rekreasi
- 'Mini Skirt' atau seluar pendek
- Pakaian yang mencolok mata
- Baju T tanpa lengan / Kolar
- Berselipar / Terompah
- Memakai purdah
- Mewarnakan rambut
- Bertatu
- Memakai bandana kecuali aktiviti rekreasi

21. Violation of these regulations could result in the following actions:
 - i. Being asked to leave the library immediately.
 - ii. Having no clearance to enter and use the library facilities.
 - iii. Being referred to the Disciplinary Board (Students Affairs & Alumni Office).
22. The library reserves the right to make a report to the university authority against any violation of the Laman Hikmah Library regulations.

EXTERNAL MEMBERSHIP

1. External members are **NOT** permanent members.
2. Membership and fees are on yearly basis.
3. External membership is divided into 2 categories;

- a. **Reference Membership**

A membership allows members to refer to printed materials, media collections and online database in the library.

- b. **Reference & Borrowing Membership**

- A membership allows members to refer and borrow printed materials.
- Media collections and UTeM collections are for limited access in the library only.
- Members will also get some other additional membership services.
- External membership is allowed to borrow up to two (2) books for a loan period of 14 days.

4. 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	

SERVICES

1. Borrowing

- a. Borrowing can be made at the Circulation Counter or through Self-Check Machines.
- b. Borrowers may view their transactions history and perform online renewal through PLH User Accounts.

2. Returning

- a. Library items are to be returned at the Circulation Counter or Book Drop Machine on or before the due date. Fines will be imposed for overdue items.
- b. Receipts should be kept as proof that checked out items have been returned.
- c. 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

4. Reservation

- a. Only books with 'Circulated' status can be reserved. Reservations can be made through User Account only.
- b. Reserved item(s) will only be kept for seven (7) days.

5. **Renewal**

- a. Renewal transactions can be done through Circulation Counter or PLH User Account.
- b. Books can be renewed two (2) times. Renewals can be done before or on the due date.
- c. Renewals is not allowed if: -
 - Item is overdue
 - Item is reserved by another user
 - Item is being recalled by the library

6. **Email Reminder/Overdue Notice**

- a. The library system automatically sends 3 email reminders to user for a book borrowed.
- b. Email reminders/overdue notice are merely courtesy reminders.
- c. The library will not be responsible for undelivered emails regardless of circumstances. Failure to receive or read emails regardless of circumstance will not be accepted as a valid excuse for the late return of books.
- d. Users are subject to the actual date as stated in the receipt and advised to keep the receipt as a proof.

- e. 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.

7. Lost or Damaged Items

- The lost or damaged item must be reported immediately at the circulation counter.
- User is given a period of two (2) weeks to search for the items.
- If the items are still missing, the user have three (3) options as follows:
 - Replace the item with the latest edition of the book (consult with the Librarian), plus RM25.00 processing fee and fine (if any) or
 - Pay the price of the latest edition of the book, plus RM25.00 processing fee and fine (if any) or
 - If the price of the item is unavailable, locally published materials will be charged RM40.00 while internationally published materials will be charged RM150.00 plus RM25.00 processing fee and fine (if any).

8. 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	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/ 2 days
	Degree	15 items	15 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	1 item/ 2 days
POSTGRADUATE	Master	15 items	15 items/ 30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	2 items/ 2 days
	PHD	15 items	15 items/ 30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	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	2 items/ 2 days
	Tutor	15 items	15 items/ 30 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	2 items/ 2 days
	Teaching Engineer	15 items	15 items/ 60 days	2 items/ 7 days	2 items/ 2 days	2 items/ 2 days	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	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/ 2 days
	Research Officer	15 items	15 items/ 14 days	1 item/ 7 days	1 item/ 2 days	1 item/ 2 days	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/ 2 days
ALUMNI	Alumni	5 items	5 items/ 14 days	-	-	-	-
EXTERNAL MEMBERSHIP	External Member (Borrowing)	2 items	2 items/ 14 days	-	-	-	-

9. Interlibrary Loan (ILL)

- ILL is alternative mediums for obtaining information sources that not available in Laman Hikmah Library collection.
- Request can be made through the **Online Application System (e-form)** via <http://bit.ly/2rjanBB>.

10. 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.

11. 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**: <https://shorturl.at/CIMST>. Please check the class schedule at library portal for further information.

12. 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 the library portal for further information.

13. 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>.

14. 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>.

15. Room/ Space Rental Service

Laman Hikmah Library also offers room and space rental services to the public for events such as courses, classes, meetings, training sessions, and workshops.

NO.	FACILITIES	RENTAL RATE (PER DAY)			CAPACITY (PAX)
		PA SYSTEM (RM)	COMPUTER (RM)	SPACE (RM)	
1	Training Room	-	45.00	600.00	48
2	Leisure Area (24 hours)	200.00	-	450.00	80
3	Smart Room				20
4	Viewing Room				100
5	Viewing Room (Technology Campus)				60
6	Executive Meeting Room	-		120.00	15
7	Main Meeting Room			150.00	30
8	Meeting Room 2				20
9	Seminar Room				450.00

16. Postal Book Loan

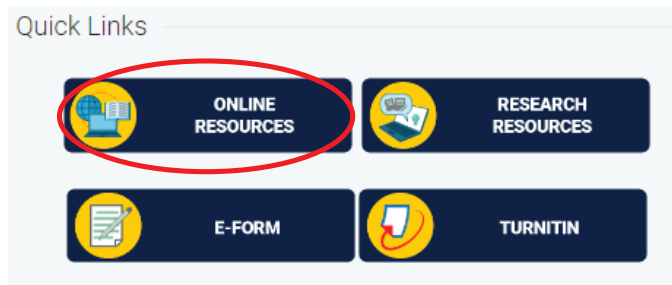
- a. Users can only request maximum 3 books per transaction.
- b. Only books (open shelf) with 'Available' status can be loaned.
- c. Email to bookrequest@utem.edu.my (Title, Call Number and Author).
- d. Get an addition of 14 days loan period from the user's original eligibility.
- e. Delivery of books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

17. Order and Collect Service

- a. 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.
- b. Please use the library OPAC to check which books are available in the library holdings before requesting.
- c. Request can be made via e-form <https://forms.gle/UMM3Myrvb2SJnST8>.
- d. Only books with 'Available' status can be requested.
- e. 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

- a. Online databases are subscribed to support the development of learning and research.
- b. Access to online databases:
 - On Campus: Through the Library Portal



- Off Campus: Via LIBproxy or VPN



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

1. ScienceDirect

ScienceDirect

- | | |
|---|---|
| 1. Agricultural and Biological Sciences | 14. Immunology & Microbiology |
| 2. Biochemistry, Genetics & Molecular Biology | 15. Materials Science |
| 3. Business, Management & Accounting | 16. Mathematics |
| 4. Chemical Engineering | 17. Neuroscience |
| 5. Chemistry | 18. Nursing & Health Professions |
| 6. Computer Science | 19. Pharmacology, Toxicology & Pharmaceutical Science |
| 7. Decision Sciences | 20. Physics & Astronomy |
| 8. Earth and Planetary Sciences | 21. Psychology |
| 9. Economics, Econometrics & Finance | 22. Social Sciences |
| 10. Energy | 23. Veterinary Science & Veterinary Medicine |
| 11. Engineering | |
| 12. Environmental Science | |
| 13. Health Sciences | |

2. IEEE Xplore



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

3. ACM Digital Library



The Association for Computing Machinery (ACM) is the world's oldest and largest scientific society dedicated to computer science. Access the journal and proceeding contents from 1951 to current.

4. Proquest Dissertations & Theses (PQDT)



ProQuest Dissertations & Theses (PQDT) Global is the world's most comprehensive collection of dissertations and theses from around the world, offering millions of works from thousands of universities. It publish, disseminate and preserve Ph.D. dissertations and master's theses since 1938. Subject covered are Humanities and Social Sciences, Science & Technology.

5. Emerald e-Journal Collection



1. Business, Management & Strategy
2. Engineering
3. Information & Knowledge Management
4. Marketing
5. Operations, Logistics & Quality

6. Emerald Core Case Collection



Including Emerald Market Case Studies, The CASE Journal & The Case for Woman (CFW).

Teaching cases offers students the opportunity to explore real world challenges in the classroom environment, allowing them to test their assumptions and decision-making skills before taking their knowledge into the workplace.

7. Springer Nature



Providing access to more than 2,100 journals from Science, Technology & Medicine, and Humanities & Social Sciences. Imprints: Springer, ADIS, Palgrave & Academic Journals.

Subscribed by MOHE

8. Scopus



Scopus is a source-neutral abstract and citation database curated by independent subject matter experts. Including Scopus AI.

Subscribed by MOHE

9. Turnitin



Turnitin solutions promote academic integrity, streamline grading and feedback, detect plagiarism, and improve student outcomes.

19. Online e-Book Services

1. IET



55 titles of IET 2023 Frontlist. This collection includes IET and SciTech ebooks.

2. ProQuest Ebook Central



ProQuest E-Book Central makes it easy to manage discovery, selection, acquisition, administration, and reporting all in one place and to give students, faculty and researchers seamless and immediate access to the e-Books they need. 24 e-book titles have been purchased for reference.

3. ScienceDirect

ScienceDirect

Total number of 2,918 e-Books has been purchased for the use of users to supports research, teaching & learning.

Subjects covered:

Agricultural, Biological, and Food Sciences, Biochemistry, Genetics and Molecular Biology, Biomedical Engineering, Chemical Engineering, Computer Science, Earth and Planetary Sciences, Energy, Engineering, Environmental Science, Finance, Materials Science, Neuroscience, Physics and Astronomy, Psychology, Reference Work, Social Sciences, Specialty Surgery and many more.

4. Wiley

WILEY

Get access to 25 titles of Wiley eBook focusing on Business & Finance subject.

20. e-Textbook

1. ScienceDirect

ScienceDirect

328 e-textbook titles are now accessible on the ScienceDirect platform.

Subjects covered:

Engineering, Computer Science, Chemistry, Medical Science, Mathematical Science, Life Science, Forensic Science & Psychology, Social Science, Earth and Environmental Science, Security, Neuroscience and Physics.

21. Library Portal

The main digital platform provides centralized access to library news, services, resources, and official announcements for user convenience.

22. PLH User Account

Users can manage their personal library accounts to check borrowed items, view due dates, monitor fines, and request renewals or reservations with ease.

23. OPAC

The Online Public Access Catalogue (OPAC) enables users to search and explore the library's entire collection of books, journals, theses, and other materials.

24. Virtual Room Tour (VITOR)

Explore the library's facilities virtually through the interactive 360° room tour. This feature allows users to discover study areas, discussion rooms, and other key spaces without making a physical visit. VITOR can be accessed at :

a) VITOR@Main Campus - <https://vitorplh.utem.edu.my/maincampus/>

b) VITOR@Technology Campus - <https://vitorplh.utem.edu.my/techcampus/>

FACILITIES

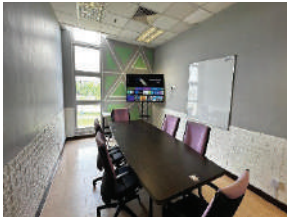
1.



Carrel Room

- Each carrel room is for one user only.
- The carrel room is located on Level 2, 3 and 4.
- The library provides 30 carrel rooms for library user.
- 2 hours per user.

2.



Discussion Room

- The library provides rooms for users to discuss or study in groups.
- 2 hours per use.
- Located at level 3 and 4 with accommodate 4-8 users in one room and equipped with smart TV.

3.



Postgraduate Room

- Located at level 2 with a capacity up to 10 users in one room and equipped with smart TV.
- This room is exclusive space designed for postgraduate's students.
- 2 hours per use.

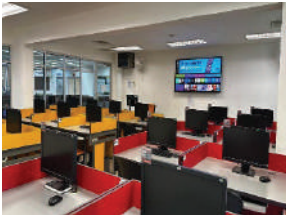
4.



Seminar Room

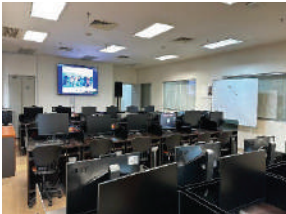
- The Seminar Room is located on Level 4 with 30 seats and equipped with smart TV.
- There are 2 seminar room provided.
- Reservation can be made through Room Booking System.

5.

**Smart Room**

- a. Smart Room is located on Level 2, with a capacity of 20 seats, is equipped with smart TV and computers.
- b. For classes, trainings, courses etc.
- c. Reservation can be made through Room Booking System.

6.

**Training Room**

- a. The Training Room is located at Level 2 with 40 seats and equipped with smart TV, computer and audio/PA system.
- b. Reservation can be made through Room Booking System.

7.

**Viewing Room**

- a. Viewing room is located on Level 3, with a capacity of 80 users at one time and equipped with smart TV and flip chair.
- b. Reservation can be made through Room Booking System.

8.

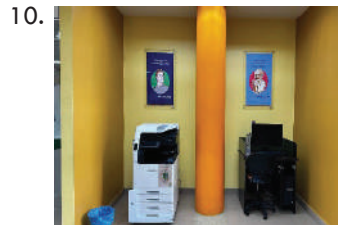
**24-hour Reading Area**

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



Leisure Area

Users can use this area for recreational activities.



Printing Area

- a. This printing machine is placed on Level 2 and self-service.
- b. Users need to reload their Cyber Printing Account at Circulation Counter.
- c. Cost of photocopying and printing (A4 size):
 - Black and white: RM0.09 single sided
 - Color: RM1.00 single sided



Scanning Area

- a. Scanning is free and is available at Level 2.
- b. Scanning area is provided by Fujitsu.



Chancellor Gallery

Provides information regarding UTeM Chancellor.

13.

**Corporate Memory Gallery**

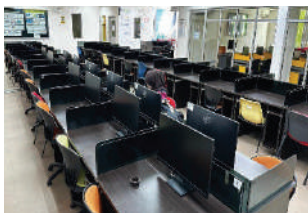
- a. Display a collection or repository of artifacts, souvenirs, pictures, videos, documents, and records that commemorate UTeM's history, accomplishments, and milestones. It serves as a visual and informative archive, preserving and displaying the evolution and heritage of the UTeM entity throughout time.
- b. All visitors are required to schedule an appointment through the Online Application System (e-form) before visiting the gallery: <https://shorturl.at/6oMPS>.

14.

**Game Zone**

- a. Playstation4 are available in Main Campus library and Technology Campus library.
- b. Rental rate for Playstation4 - RM4.00 per hour for two (2) sets of controllers.
- c. Users are allowed to bring their own CD games but must be checked by the staff on duty before use.
- d. Indoor games – Dartboard, Carom set, Chess, Cross Puzzle, Checkers, Snakes and Ladders are also available at no charge.

15.

**ICT Zone**

Located on Level 2 and all computers are equipped with internet connection for library users.

16.



SIR (Serambi Ilmu Rakyat) Corner

- a. Over 100 thousand digital collections can be accessed through seven databases covering subjects such as business, economics, finance and others as well as general reading.
- b. SIR Corner service can be used by user at Level 2, Main Library or email at library@utem.edu.my to obtain a user ID to log in to <https://sir.yayasanbankrakyat.com.my/>

17.



Book Drop Machine

Self-service book return operates 24 hours, located outside the main entrance of Laman Hikmah Library Main Campus and the Technology Campus.

18.



Self-Check Machine

Self-check machines are available at Laman Hikmah Library Main Campus and Technology Campus.

19.



Open Carrel

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

20.



Special User Facilities

Library strives to provide fair access to all users including those with temporary or permanent disabilities to library services and resources. We have put together the best environment in the library to make it easier for disabled users to use the library services.

21.



Locker

- a. Provides at Technology Campus only.
- b. The rental rates are RM10.00/semester.
- c. Fines will be imposed at RM0.50 per day for the late return of keys.
- d. Loss of keychain: RM5.00.
- e. Loss of key: RM15.00.
- f. Request for rental can be made at the Circulation Counter.

22.



Wi Fi Access

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

COLLECTIONS

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. **Examination Paper Collection**

This collection is accessible via the library portal using LIBproxy.

5. **Projek Sarjana Muda (PSM)/ Final Year Project (FYP) Collection**

A research or practical project carried out by final year students to fulfill the requirements of their undergraduate degree. Users are advised to search for information on these reports in the Digital Collection, which is accessible via the intranet (on-campus only).

6. **Thesis and Dissertation**

A scholarly research work submitted by a postgraduate student of the university to fulfill the requirements for the award of a degree. Users are advised to search for thesis information via the Laman Hikmah Library OPAC (Online Catalogue) and UTeM Institutional Repository (UTeM IR). Reference requests also can be made at the Circulation Counter.

7. **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.

8. **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 publications both printed and non-printed about UTeM from external sources. The collection is accessible through two platforms:

a. **Digital Collection**

The Digital Collection (DC) UTeM is an online archive featuring a diverse range of materials, including final year projects, books, artifacts, images, videos, UTeM news, speeches, bulletins, annual reports, and as-built drawings. These resources are available at <https://digitalcollection.utem.edu.my> and can be accessed via the UTeM intranet only.

b. **Institutional Repository**

The UTeM Institutional Repository collections include theses, journal articles, conference papers, books, book chapters, patents, and technical reports. These resources are available at <https://eprints.utem.edu.my>. Should you require any assistance or additional information, please email us at repositoriplh@utem.edu.my.

9. **Novel Collection**

This collection consists of novels in Malay and English languages.

10. **Melaka State Collection**

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

11. **Bound Collection**

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

12. **Online Database**

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

LOCATION OF LIBRARY MATERIALS AND FACILITIES (MAIN CAMPUS)



LOCATION OF LIBRARY MATERIALS AND FACILITIES (MAIN CAMPUS)

Level 2 Facilities • Circulation Counter • 24 Hours Reading Area • Chancellor Gallery • OPAC Area • Book Drop • Self Check Machine • Printing Area • Scanning Area • Leisure Area • Exhibition Area • Quran Corner • Carrel Room • Postgraduate Room • Smart Room • Training Room • Prayer Room • ICT Zone • Games Zone • Corporate Memory Gallery • SIR Corner • Special Users Facilities	Level 3 Collections • Open Shelf Collection (Shelves) Class No.: A-S • Reference Collection (Shelves) Class No.: A-S Facilities • OPAC Area • 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 Facilities • OPAC Area • Carrel Room • Discussion Room • Viewing Room • Open Carrel • Leisure Area
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LOCATION OF LIBRARY MATERIALS AND FACILITIES (TECHNOLOGY CAMPUS)



**LOCATION OF
LIBRARY MATERIALS AND FACILITIES
(TECHNOLOGY CAMPUS)**

Collections	Facilities	
• Open Shelf • Serial Collection • Reference Collection • Novel Collection • Bound Collection • Thesis Collection • Final Year Project Collection	• Book Drop Machine • Self Check Machine • Printing Area • Leisure Area • Quran Corner • PC Room • PS4 Room	• Prayer Room • Games Zone • OPAC Area • Discussion Room • Viewing Room • Open Carrel

CLASSIFICATION OF LIBRARY COLLECTION

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

Call No.	Classification	Call No.	Classification
A	General Works	P-PZ	Languages and Literature
B	Philosophy, Psychology Religion	PE	English
BP	Islam	PL	Languages & Literature of Eastern Asia, Africa, Oceania
C	Auxiliary Sciences of History	PR	English Literature
D	World History And History Of Europe, Asia, Africa, Australia, New Zealand, etc.	PS	American Literature
E - F	History of the Americas	Q	Science (General)
G	Geography, Maps, Anthropology, Recreation	QA	Mathematics
H	Social Sciences	QB	Astronomy
	HA Statistics	QC	Physics
	HB Economic Theory, Demography	QD	Chemistry
	HC Economic History and Conditions	QE	Geology
	HD Industries, Land Use, Labour	QH	Natural History, Biology
	HE Transportations and Communications	QK	Botany
	HF Commerce	QL	Zoology
	HG Finance	QM	Human Anatomy
	HJ Public Finance	QP	Physiology
	HM Sociology (General)	QR	Microbiology
	HN Social History and Conditions. Social Problems. Social Reform	R	Medicine
	HQ The Family. Marriage. Women	S	Agriculture
	HS Societies : Secret, Benevolent, etc.	T	Technology
	HT Communities. Classes. Races	TA	Engineering (General) Civil Engineering
	HV Social Pathology. Social and Public Welfare. Criminology.	TC	Hydraulic Engineering. Ocean Engineering
	HX Socialism. Communism. Anarchism.	TD	Environmental Technology Sanitary Engineering
J	Political Sciences	TE	Highway Engineering. Roads and Pavements
K	Law	TF	Railroad Engineering and Operation
L	Education	TG	Bridge Engineering
	LA History of Education	TH	Building Construction
	LB Theory and Practice of Education	TJ	Mechanical Engineering & Machinery
	LC Special Aspects of Education	TK	Electrical Engineering, Electronics, Nuclear Engineering
	LF Individual Institutional - Europe	TL	Motor Vehicle. Aeronautics. Astronautics
	LG Individual Institutional - Asia, Africa, Australia, New Zealand, Pacific Islands	TN	Mining Engineering. Metallurgy
M	Music and Books on Music	TP	Chemical Technology
N	Fine Arts	TR	Photography
	NA Architecture	TS	Manufactures
	NC Drawing. Design. Illustration	TT	Handicrafts. Arts and Crafts
	NK Decorative Arts	TX	Home Economics
		U	Military Science
		V	Naval Science
		Z	Bibliography. Library Science. Information Resources (General)

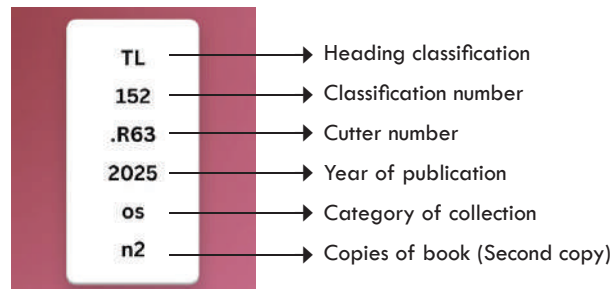
SYMBOLS OF COLLECTION

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.



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.



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



1. Books are shelved in alphabetical order by first letter, followed by second letter.
→ Q1.D54 2011
QC5 .A12 2020
QD3 .M22 2024
2. Books with the same letters are arranged in numerical order.
→ QA218 .M67 2013
QA221.K65 2023
3. Books are next ordered by the letter on the second line, then by the decimal number. For example, .M42 before .M52.
→ QA221 .M42 2017
QA221 .M52 2020
4. If all other parts of the call number are identical, books are arranged by year. For example, 2022 comes before 2023.

DIRECTORY OF LIBRARY MANAGEMENT



SITI SALUWA BINTI JAMAL
CHIEF LIBRARIAN



ARMAN BIN MOHAMMAD
SENIOR DEPUTY CHIEF LIBRARIAN

ADMINISTRATION AND STRATEGIC MANAGEMENT DIVISION

FARADILA BINTI MD YUSOF
DEPUTY REGISTRAR

STRATEGIC & CORPORATE MANAGEMENT UNIT

HARULRIZAM BIN MOHAMED@GHAZALI
SENIOR LIBRARIAN

ADMINISTRATIVE & FINANCIAL UNIT

FARADILA BINTI MD YUSOF
DEPUTY REGISTRAR

RESEARCH & INFORMATION DIVISION



MOHD MAWARDI BIN BADRUDDIN
ACTING DEPUTY CHIEF LIBRARIAN

DATA MANAGEMENT SECTION PUBLICATION DATA UNIT



DR. MOHD RAZIF BIN DZULKIFLI
SENIOR LIBRARIAN

RESEARCH SERVICE SECTION RESEARCH SUPPORT UNIT



HASLIZA BINTI MOHAMED
SENIOR LIBRARIAN

SERVICES AND DIGITAL LITERACY DIVISION

NURUL AKMAR BINTI MEHAT
ACTING DEPUTY CHIEF LIBRARIAN

USER SERVICE SECTION**CIRCULATION UNIT**

NOR ILYAH BINTI OTHMAN
SENIOR LIBRARIAN

TECHNOLOGY CAMPUS

ZURAIDAH BINTI AMAR
SENIOR ASSISTANT LIBRARIAN

REFERENCE SECTION

REFERENCE SERVICE UNIT



MEZ ZELINA BINTI YUSOF
SENIOR LIBRARIAN

PROMOTION & INFORMATION UNIT



NORAZIZAH BINTI MD TAHIR
LIBRARIAN

INFORMATION TECHNOLOGY & REPOSITORY DIVISION

MAHADIR BIN CHE ALI
DEPUTY CHIEF LIBRARIAN

INFORMATION TEHCNOLOGY SECTION**SYSTEM AND HARDWARE
MANAGEMENT UNIT**

MOHAMED RASHID BIN JANTAN
SENIOR LIBRARIAN

**WEB AND APPLICATION
MANAGEMENT UNIT**

MOHAMED RASHID BIN JANTAN
SENIOR LIBRARIAN

DIGITAL REPOSITORY SECTION

WIZANA BINTI ABD JALIL
SENIOR LIBRARIAN

RESOURCE AND METADATA DEVELOPMENT DIVISION



FAUZIAH BINTI HASSAN
ACTING DEPUTY CHIEF LIBRARIAN

MONOGRAPH AND GIFT SECTION

MONOGRAPH AND GIFT UNIT



NORAINI BINTI MD NOOR
SENIOR LIBRARIAN

ELECTRONIC RESOURCE SECTION

ELECTRONIC RESOURCE UNIT



NORSHAHILA BINTI CHE DIN
SENIOR LIBRARIAN

TREASURE OF KNOWLEDGE DIVISION

RASIDA BINTI ABU BAKAR
DEPUTY CHIEF LIBRARIAN

CORPORATE MEMORY AND GALLERY SECTION**CORPORATE MEMORY UNIT**

ZAIDI BIN SAAD
SENIOR LIBRARIAN

GALLERY MANAGEMENT UNIT

ZAIDI BIN SAAD
SENIOR LIBRARIAN

KNOWLEDGE MANAGEMENT SECTION**DIGITAL ARCHIVE UNIT**

MUHAMAD HAFEEZ BIN ZAINUDIN
SENIOR ASSISTANT LIBRARIAN

FIRE EMERGENCY GUIDE



PANDUAN ASAS KEBAKARAN

PANDUAN
ASAS
KEBAKARAN

Jika berlaku kebakaran atau keluar bangunan,
JANGAN CEMAS dan ikut arahan – segera berbalut –



CARI TANDA "KELUAR"



HANYA GUNAKAN
TANGGA YANG TERDEKAT



JANGAN GUNAKAN LIF



BERKUMPUL DI TEMPAT
PERHIMPUNAN KECEMASAN



DILARANG MASUK SEMULA
KE DALAM BANGUNAN,
LAPORKAN SESIAPA YANG
HILANG DAN TUNGU
ARAHAN SELANJUTNYA

BASIC EMERGENCY GUIDE

In case of FIRE or EVACUATION, STAY CALM
and follow these instructions :-



LOOK FOR THE "EXIT" SIGNS



USE THE NEAREST STAIRS



DO NOT USE THE LIFT



ASSEMBLE AT THE
EMERGENCY AREA



DO NOT RE-ENTER THE
BUILDING, REPORT ANY
MISSING PERSON AND
WAIT FOR FURTHER
INSTRUCTIONS





UNIVERSITI TEKNIKAL MALAYSIA MELAKA



PEJABAT KESELAMATAN DAN KESIHATAN PEKERJAAN

PEJABAT KESELAMATAN DAN KESIHATAN PEKERJAAN (PKKP)
UNIVERSITI TEKNIKAL MALAYSIA MELAKA
HANG TUAN JAYA, 76100 DURIAN TUNGGAL, MELAKA
TEL : 06-2704442 FAX : 06-2701963
EMAIL : osh@utem.edu.my
WEBSITE : http://osh.utem.edu.my

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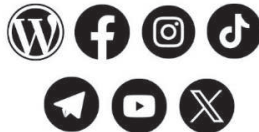
CONTACT US

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Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya,
76100 Durian Tunggal, Melaka, Malaysia.

Phone: +606-2701200

Email: lamanhikmah@utem.edu.my

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



Perpustakaan Laman Hikmah



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Main Campus
Universiti Teknikal Malaysia Melaka,
Hang Tuah Jaya,
76100 Durian Tunggal, Melaka.

E-mail: lamanhikmah@utem.edu.my
Telephone Number: +606-270 1200
Website: <https://library.utem.edu.my>



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UTeM
Press

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