يونيۏرسيتي سلطان زين العابدين

UNiSZA
UNIVERSITI SULTAN ZAINAL ABIDIN

Perpustakaan| Library

Library Guidebook 2014/2015

SULTAN ZAINAL ABIDIN UNIVERSITY

ILMU DEMI FAEDAH INSAN

www.perpustakaan.unisza.edu.my

library@unisza.edu.my

WELCOME TO
SULTAN ZAINAL ABIDIN UNIVERSITY LIBRARY

GATEWAY
TO
KNOWLEDGE

Contents

Library Hours

GONG BADAK CAMPUS	
Sunday - Wednesday	9.00 AM – 10.00 PM
Thursday	9.00 AM – 6.00 PM
Saturday	9.00 AM – 4.30 PM

KOTA CAMPUS	
Sunday - Thursday	8.30 AM – 6.00 PM
Saturday	9.00 AM – 4.30 PM

TEMBILA CAMPUS	
Sunday - Thursday	8.30 AM – 6.00 PM
Saturday	9.00 AM – 4.30 PM

Note:
** Library closed on Fridays, federal public holiday and Terengganu state holidays.
** Special Opening Hours will be posted on the Library Portal.

Find Us On

Facebook
https://www.facebook.com/pages/Perpustakaan-Universiti-Sultan-Zainal-Abidin/182999165074757

Twitter
https://twitter.com/UniSZA_library

Blog
http://libraryunisza.blogspot.com/

General Enquiry

609 668 7815 (PHONE)
609 668 7854 (FAX)

Reference Desk
Tel: 609 668 7761

library@unisza.edu.my (E-MAIL)

Definition of Logo

Black
Represent constancy and firmness.

White
Represent purity, clean, honest and sincere
Both black and white are the official colors of Terengganu state

Yellow
Represent the glory, splendor and wisdom

Grey
Represent the balance

The use of yellow *'bunga padi'*
Represent the principle of Malay culture and describe the knowledge institutions which is ruled by the sovereign and the King

The three bond of *'bunga padi'*
Represent a fusion bond between the three major ones in Malaysia

The word "UniSZA'
Represent that it shows the smooth ride may interpretation as the smoothness of the design to the implementation

The letter 'i'
Represent one intention of bringing Islam and, when the point on the letter 'i' mean focus.
The letter 'i' is also a ratio guideline they form the logo, such as where Islam is referral and survival guide

The letter 's'
Give meaning awe and unity. It explains the program and activities UniSZA based on relationships with various stakeholders

Elements characterized by ISLAM
Islam who became lord, grip and way of life of UniSZA

Book
Bringing exploration intent for the sake of knowledge and the spread of universal usability by to Kalamullah that is pure, clean, civilized and suitability

Shield
Intends to defend Islam and science to perpetuate UniSZA into treasures foremost building knowledge and referenced

Islamic Geometric Complexion (Arabesque)

A continuity rather than a logo of KUSZA, originally processed prior to circulation era and a style of arts principles of Islam. Combined a form of eight petals symbolize terraces blend and integrity of UniSZA society. An angle of eight represent the pure value applied in UniSZA is an outline guide to succeeding in the world of life and the hereafter.

The values are pure Knowledge, Faith, Amal, Syaja'ah, Qana'a, Istiqamah, Tolerance and Muafakat.

Foreword by the Vice Chancellor

Prof. Dr. Yahaya bin Ibrahim
Vice Chancellor
Sultan Zainal Abidin University

Assalamualaikum wbt and greetings.

Firstly I would like to welcome all freshmen and congratulate you on being a family member of Universiti Sultan Zainal Abidin (UniSZA). Your success in getting into the university, should not only to be proud of, but shall be accompanied by a strong enthusiasm, striving to be a competent and skillful student in various fields.

I would also like to congratulate the UniSZA Library who took the initiative in publishing the Library Guidebook for 2014/2015 academic session. This is one of the proactive steps in delivering the latest information to students regarding the services and facilities provided by the library. The book also serves as a main reference for students in understanding the regulations associated with the library.

I would like to take this opportunity to remind that the learning system of the university is different compare to the learning system practice in school. Commitment and earnestness of the students is a major facet in forging success. The journey of life as a student must be neatly and meticulously planned so the available openings and opportunities in the university can be fully utilized to equip themselves to be an excellent leader in academic and skillful human. There are no shortcuts to success. It has to be earned through hardworking, persistency and patience.

Lastly, I hope the publication of the Library Guidebook for the 2014/2015 academic session will benefits all students for lifetime learning. Once again, congratulation to students who had succeeded of being part of UniSZA. May the bestowed gift and opportunity be the initial step toward a better and excellent life in the future.

Chief Librarian Prologue

Hajah Rohani binti Othman
Chief Librarian
Sultan Zainal Abidin University Library

Assalamualaikum warahmatullahi wabarakatuh

Thanks to Allah The Almighty. Peace and blessings on the Holy Great Prophet Muhammad's and greetings to all.

On behalf of the Library, I would like to congratulate and welcome you, student or staff, as a new family member of UniSZA, and at the same time as a registered member of UniSZA Library. As a member of the UniSZA Library, you are eligible to use all the services and facilities provided at libraries of all UniSZA campuses.

Hopefully, this guidebook will assist students, lecturers, researchers, and university staff that interested to make use of the facilities and services available at University libraries. As a new institution there are drawbacks and shortcomings. We will try to our best to make it better and we sincerely welcome comments from users.

Apart from gaining knowledge, the university and library can serve as an avenue for shaping character and attitude. Thus we can be a noble person and a better citizen. This is in line with university motto "KNOWLEDGE FOR THE BENEFIT OF HUMANITY".

Finally, thanks to all who involved in preparing this handbook. We also like to express our gratitude to the university and all the staff who gave us the opportunity and trust to serve and help you. Hopefully you will reap the benefits beside the opportunity to enrich the experience of life. I surely hope that your efforts will be blessed.

All the best!

2013/2014 Academic Session for Diploma Program

First Semester		
New Student Registration, Diploma Programme or equivalent for 2013/2014 academic session *Orientation Week*		
Classes in Session	03 June 2013 – 08 June 2013	01 Week
Mid semester break	09 June 2013 – 01 August 2013	08 Weeks
Classes in Session	04 August 2013 – 10 August 2013	01 Week
Study Period	11 August 2013 – 19 September 2013	06 Weeks
Examination	22 September 2013 – 26 September 2013	01 Week
Semester break	29 September 2013 – 17 October 2013	03 Weeks
	20 October 2013 – 14 November 2013	04 Weeks
	TOTAL WEEKS	***24 WEEKS***
Second Semester		
Classes in Session	17 November 2013 – 26 December 2013	06 Weeks
Mid semester break	29 December 2013 – 04 January 2014	01 Week
Classes in Session	05 January 2014 – 20 February 2014	07 Weeks
Study Period	23 February 2014 – 27 February 2014	01 Week
Examination	02 March 2014 – 20 March 2014	03 Weeks
Semester break	23 March 2014 – 22 May 2014	09 Weeks
	TOTAL WEEKS	***27 WEEKS***
Short Semester (Third)		
Classes in Session	23 March 2014 – 30 April 2014	06 Weeks
Special semester examination	04 May 2014 – 08 May 2014	01 Week
	TOTAL WEEKS	***07 Weeks***

2013/2014 Academic Session Degree for Program

Short Semester (Initial)		
New Student Registration SPM Programme or equivalent for 2013/2014 academic session	03 June 2013	
Classes in Session	09 June 2013 – 25 July 2013	07 Weeks
Examination	28 July 2013 – 01 August 2013	01 Week
Break	02 August 2013 – 07 September 2013 (02 September 2013: New STPM program/ equivalent for session 2013/2014)	05 Weeks
TOTAL WEEKS		**13 WEEKS**

First Semester		
New Student Registration, STPM Programme or equivalent for 2013/2014 academic session	02 September 2013	
Orientation Week (Degree Students)	02 September 2013 – 07 September 2013	01 Week
Classes in Session	08 September 2013 – 31 October 2013	08 Weeks
Mid Semester Break	01 November 2013 – 09 November 2013	01 Week
Classes in Session	10 November 2013 – 19 December 2013	06 Weeks
Study Period	20 December 2013 – 28 December 2013	01 Week
Examination	29 December 2013 – 18 January 2014	03 Weeks
Break	19 January 2014 – 01 February 2014	02 Weeks
TOTAL WEEKS		**22 WEEKS**

Second Semester		
Classes in Session	03 February 2014 – 03 April 2014	09 Weeks
Mid Semester Break	04 April 2014 – 12 April 2014	01 Week
Classes in Session	13 April 2014 – 15 May 2014	05 Weeks
Study Period	16 May 2014 – 24 May 2014	01 Week
Final Examination	25 May 2014 – 05 June 2014	02 Weeks
Break	06 June 2014 – 30 August 2014	12 Weeks
TOTAL WEEKS		**30 WEEKS**

Short Semester		
Classes in Session	08 June 2014 – 24 July 2014	07 Weeks
Special Final Examination	03 August 2014 – 07 August 2014	01 Week
TOTAL WEEKS		**08 Weeks**

*subject to change

The University Board of Directors

Chairman
Tan Sri Dato' Haji Alimuddin bin Haji Mohd Dom

Members
Professor Dr. Yahaya bin Ibrahim
Dato' Haji Mazlan bin Ngah
Dato' Haji Mokhtar bin Nong
Dato' Dr. Azizah binti Ariffin
Dato' Dr. Ismail bin Ibrahim
Professor Dr. Mohd Afandi bin Muhamad
Dato' Ab. Radzak bin Ab Rahman
Mr. Che Azmi bin Hj. A. Rahman
Dato' Wan Ismail bin Wan Yusoh
Mr. Mohammad Sahar bin Mat Din

Secretary
Encik Nordin bin Jusoh

The University Management

Vice Chancellor
Professor Dr. Yahaya bin Ibrahim

Deputy Vice Chancellors

**Deputy Vice Chancellor
(Academic and International)**
Professor Dr. Mahadzirah binti Mohamad

**Deputy Vice Chancellor
(Research and Innovation)**
Professor Dr. Hj. Mohd Ekhwan bin Hj. Toriman

**Deputy Vice Chancellor
(Student Affairs and Alumni)**
Associate Professor Dr. Nik Wan bin Omar

Senior Officers

Assistant Vice Chancellor
Professor Dr. Kamaruddin bin Mohd Said

Registrar
Mr. Nordin bin Jusoh

Treasurer
Mr. Baharin bin Salim @ Abdullah

Legal Advisor
Dato' Professor Dr. Hussin @ Muhammad bin Ab. Rahman

University's Vision, Mission and Motto
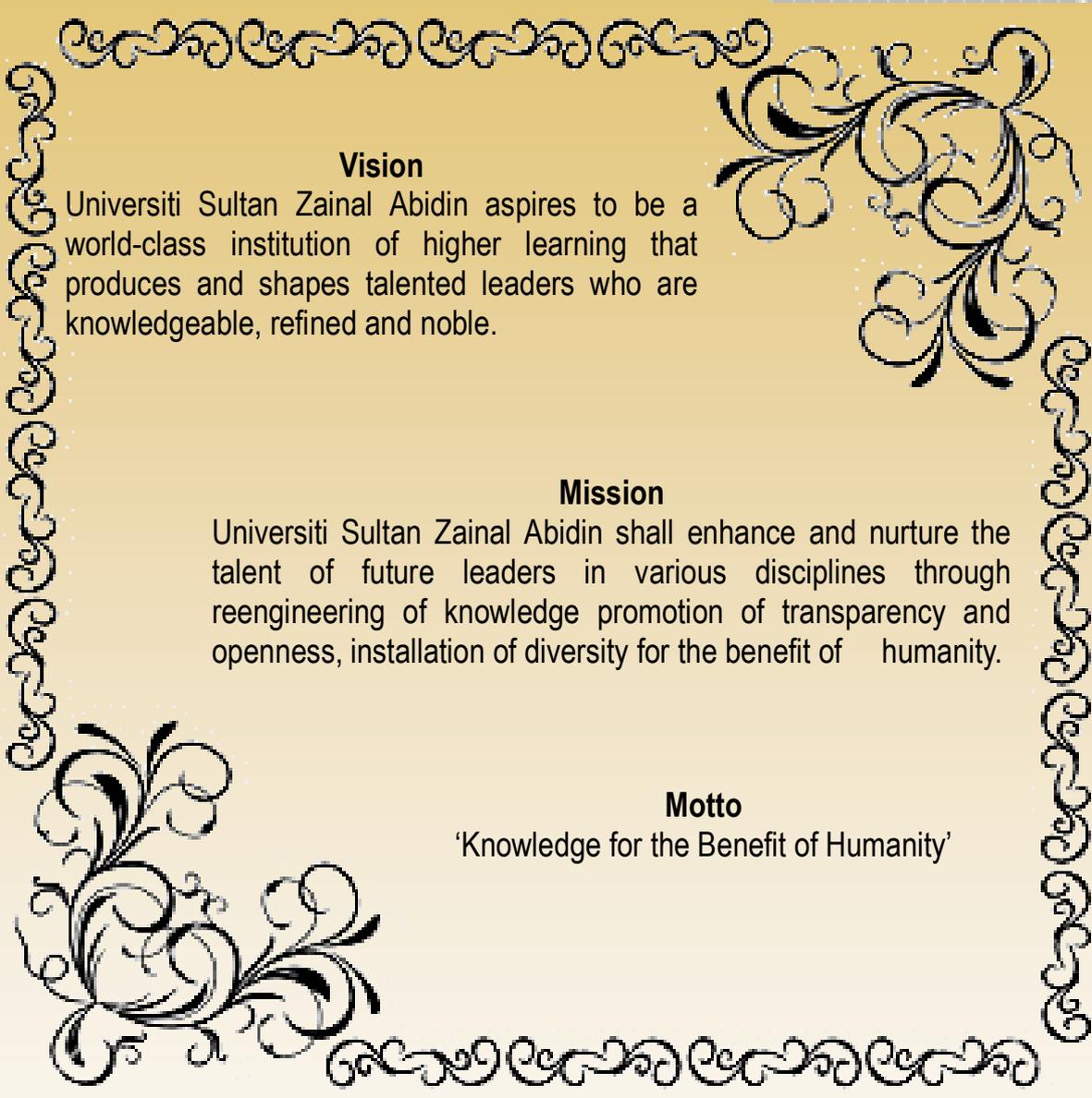
Vision
Universiti Sultan Zainal Abidin aspires to be a world-class institution of higher learning that produces and shapes talented leaders who are knowledgeable, refined and noble.

Mission
Universiti Sultan Zainal Abidin shall enhance and nurture the talent of future leaders in various disciplines through reengineering of knowledge promotion of transparency and openness, installation of diversity for the benefit of   humanity.

Motto
'Knowledge for the Benefit of Humanity'

University Background

A Government's decision to establish Universiti Sultan Zainal Abidin (formerly known as Universiti Darul Iman Malaysia) became a milestone in the development of national higher learning institution and has delighted Malaysian society, especially people of Terengganu.

Started with the announcement made by the Prime Minister of Malaysia, Dato' Seri Abdullah Haji Ahmad Badawi on March 26th, 2005, and then, followed by the appointment of Dato' Professor Dr. Elias Daud as the first Vice Chancellor on January 1st, 2006, the Sultan Zainal Abidin University has set off with the motto "Knowledge for the Benefit of Humanity".

UniSZA wish to produce leaders in various fields through re-engineering of knowledge, encourage openness, instill value of responsibility and appreciates diversity for benefits of humanity.

UniSZA also hopes to produce and develop internationally accepted leaders who talents and thoughts are nurtured with knowledge, excellent culture and noble character.

Library Background

Library of Sultan Zainal Abidin University (formerly known as the Library of Darul Iman University of Malaysia) was established in 2006, the same year the University was founded. The library, which was originally known as al-Mukhtar Library under Sultan Zainal Abidin Religious College (KUSZA,) was officially inducted into the UniSZA service in 2007.

Sultan Zainal Abidin Religious College was incorporated by the Sultan Zainal Abidin Enactment of Religious College (Enactment No. 3, 1981). The enactment was passed by the State of Terengganu Legislative Assembly on August 22nd, 1981 which took effect in 1980. The first group of students enrolled in 1980 has marked the beginning of KUSZA in history. Students were temporarily sited in Sekolah Menengah (ATAS) Sultan Zainal Abidin in Batu Buruk, Kuala Terengganu. From 1981 until1983, KUSZA operated from a rented premise of Hajjah Wok building in Jalan Hiliran (Pulau Kambing). The foundation stone of the permanent campus in Gong Badak has been officially laid by His Majesty Tuanku Al Sultan, the late Sultan Mahmud Al Muktafi Billah Shah on March 17, 1981. Since January 1983, KUSZA started to carve history as an institution of higher education from its own permanent campus in Gong Badak, Kuala Terengganu.

Article 4 (e) of Sultan Zainal Abidin Religious College Enactment empowers the College "to build, equip and maintain library ... ". With this provision, the library was established to support teaching and learning. The first college librarian began his career in October 1982. The construction of the current library building was completed in the middle of 1987.

Constitution of Universiti Darul Iman Malaysia 2006, item 6 (j), authorize the University "to build, equip and maintain library ...". Article 13 (1) of the Constitution also provides for the appointment of a Chief Librarian.

Article 4 (1)(j) of the Sultan Zainal Abidin University Constitution 2010, authorize the University "to build, equip and maintain libraries ...". Subsection 35 (1) of the University Constitution also allocates the appointment of the Chief Librarian. In other words, the library is an important entity in the higher learning institution for learning, teaching and research as well as to fulfill the information needs in general.

In 1995, a computerized library management system known as Virginia Tech Library System (VTLS) was used to replace the manual card system for the library catalog. It is easier for users to find and track materials. VTLS had been replaced by Integrated Library Management Utility (ILMU) in 2001.

Now, library services are available at all three campuses, in Gong Badak, Kota, and Tembila. Kota Campus Library began its operations on July 2007 in a temporary building and moved to a permanent building in October 2008. The operation of the library in Tembila Campus started on September 2013. In addition, the construction of an additional building for the UniSZA Library in Gong Badak Campus was started in late June 2009. By 5th November 2012, the library for the Gong Badak campus has operated fully in its new building.

Vision, Mission, Objectives of Library
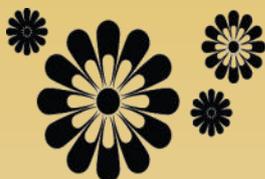
VISION
To be a superior technology-based academic information center.

MISSION
Provide the latest information and facilities to support the teaching, learning and research development for academic excellence.

OBJECTIVES
♦ Become an information and reference center of the University.
♦ Acquire and develop a quality library collection suiting the current and future academic and research requirement, in any form.
♦ Forming a qualified, competent, committed library management team which is sensitive to the University mission and vision and able to raise the library profile in public view.
♦ Provide a complete, organized and up to date information services in conducive environment.
♦ Becoming a partner for an excellence academic achievement.
♦ Provide services that meet the needs of all patrons, for the university population and also the general public who need the information.
♦ Encouraging a knowledge culture program for the campus community and its neighboring community and to foster awareness towards the value of information.
♦ Maximizing the usage of information technology in library management and services.

DIRECTION
Towards a digital and virtual library.

The Library Management 2014

Seated from left:
Mdm. Rohani binti Othman (Chief Librarian), Mdm. Faridah binti Muda

Standing from left:
Mdm. Nurul Huda binti Zulkifli, Ms. Marlina binti Jaafar, Mdm. Sofiah binti Khalid

Standing at the back, left to right:
Mr. Din bin Sulong, Mr. Mohd Sabri bin Muda, Mr. Mohd Khairudin bin Mohd Yasin, Mr. Idris bin Jamaluddin

Standing from right:
Mdm. Noorfadzilah binti Mokhtar @ Makhtar, Mdm. Rosnorzaini binti Rusli, Mdm. Norulhuda binti Makhtar

The Library Management

CHIEF LIBRARIAN

Hajah Rohani binti Othman
Bachelor's Degree in Economics, UKM,
Postgraduate Diploma in Library Science, UiTM
Tel: 09-6688666
E-mail address: othrohani@unisza.edu.my

LIBRARY DEVELOPMENT PLANNING DIVISION

Head of Division

Hajah Faridah binti Muda
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Bachelor of Science in Information Studies
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E-mail address: mfaridah@unisza.edu.my

Finance, Administration & Training Unit
Noor Azman bin Abdul Aziz
Bachelor of International Relations, MMU
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E-mail address: noorazman@unisza.edu.my

Quality and Audit Unit
Noorfadzilah binti Mokhtar
Bachelor of Science in Information Studies (Records Management), UiTM
MSc. Info. Management, UiTM
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E-mail address: fadzilahmokhtar@unisza.edu.my

DEVELOPMENT & RESOURCE MANAGEMENT DIVISION

Head of Division

Hajah Faridah binti Muda
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Acquisition Unit (Monograph & AV)
Nurul Huda binti Zulkifli
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(Records Management), UiTM
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Acquisition Unit (Gifts & Exchange)
Nurul Huda binti Zulkifli

Acquisition Unit (Serials & Digital Resources)
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Indexing & Bibliography Unit (Arabic)
Noorfadzilah binti Mokhtar @ Makhtar

SERVICE DIVISION

Head of Division
Din bin Sulong
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Postgraduate Diploma in Library Science, UiTM
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Collection Management Unit (Circulation)
Din bin Sulong

Collection Management Unit (Archive & Conservation/Preservation)
Nurul Huda binti Zulkifli

Information Services Unit
Marlina binti Jaafar
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Head of Division
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Library System Management & Maintenance Unit
Mohd Khairudin bin Mohd Yasin
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Digital Resources Management and Multimedia Unit
Rosnorzaini binti Rusli
Bachelor of Science in Information Studies (Management Information Resource Centre), UiTM,
MSc. Information Management, UiTM
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E-mail address: rosnor@unisza.edu.my

KOTA CAMPUS LIBRARY

Mohd Sabri bin Muda
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Tel: 09-6275521
E-mail address: mohdsabri@unisza.edu.my

TEMBILA CAMPUS LIBRARY

Library
MEMBERSHIP

Membership Category

No.	Category
1	<u>Undergraduate Students</u> Degree (Bachelor) / Diploma
2	<u>Postgraduate Students</u> Postgraduate Diploma students Graduate students (Masters) PhD students (PhD)
3	<u>Academic Staff</u> Lecturers Tutors Academic Fellows
4	<u>Professional Staff</u> Permanent / Contract
5	<u>Support Staff</u> Permanent / Contract

**Public university students are allowed to make references by bringing their student card.

Membership Registration

To be eligible to enjoy all the library services and facilities, students are required to activate their membership status right after they are attending the library literacy program. For university staff, they also need to register to be an active member of a library.

Membership Status (Students and Staff)

♦ The library membership for students who postpone their studies will be suspended until they resume their studies.

♦ The library membership of a student who withdraw from the study or failed to graduate or dropped out of school or whatever condition which make him/her no longer a valid student of the university will be terminated.

♦ Employees who are on study leave in the country (except in UniSZA) will be given a study leave status. However, he or she is still entitled to use all the services offered by the library.

♦ The membership status of employees who are on leave to study abroad will be switched to suspend until they return home and work with the UniSZA.

♦ Employees who further their study in UniSZA will resume the same status as before, and they have the right to use all the services offered by the library.

Membership Eligibility

Category	Student				Academic Staff		Professional Staff		Support Staff	
	Undergraduate		Postgraduate							
	No.	Day	No.	Day	No.	Day	No.	Day	No.	Day
Eligibility	7	14	15	30	20	60	7	30	4	14

External Members

No.	Category	Membership Fee			Deposit & Loans		
		Reference Services	Membership Card & Registration (RM)	Annual Fee (RM)	Deposit (RM)	Number of Loans	Loan Periods (day)
1.	Corporate / Private Institution (3 names)	Free	5	1000.00	500.00	*2	14
2.	Private Organization Officer (lawyer, etc.)	Free	5	300.00	500.00	*2	14
3.	Public Universities Students	Free	5	-	300.00	*2	14
4.	Government Staff	Free	5	100.00	500.00	*2	14
5.	Government Institution (3 names)	Free	5	500.00	500.00	*2	14
6.	Pensioners	Free	5	100.00	400.00	*2	14
7.	UniSZA Pensioners	Free	5	-	400.00	*2	14
8.	**Family Members UniSZA Staff (under age 21 years)	Free	5	-	-	*1	14

* Loan eligibility (printed material only).
* * Parents (related staff) as guarantors.

Library
GENERAL RULES

Library General Rules

- The library and its provided facilities are meant only for staff and students of UniSZA. Non-members shall obtain permission from the Chief Librarian.

- Library patrons are required, at all times, to display a student /employee card while in the library. Library reserved the right to refuse a service for those who fail to do so.

- Library patrons should be well-behaved and well-dressed in compliance with the university approved Dress Code while in the library.

- Bags, computer bags, file folders, helmet and other items are not allowed to be brought into the library unless with permission. All these items should be stored in the provided pigeon holes and lockers.

- Users are reminded not to leave valuables in the pigeon holes and lockers. The library should not be held responsible for any damage and loss to library users belonging.

- While in the library users are NOT allowed,
  - To disturb other user by making noise, talking, and discussing.
  - To use a cell phone in the library. Mobile phone shall be set to 'silent mode'.
    The library reserves the right to object and ask the user to leave the library should the user fail to conform.
  - To smokes, eats and drinks.
  - To deface, tear, damage, and/or steal library materials.
  - To move books and/or materials from any level or collection to a different level or collection.
  - To remove, abuse, and vandalize library furniture.
  - To litters.

- Library materials can only be carried out by way of loans or having permission from the Chief Librarian.

- Users are not allowed to bring pets into the library.

- Personal belonging such as books, stationery and notebooks which are left on the table for a considerably long period, will be collected by the library staff. Users can claim them from the Information Services Division.

- Users are fully responsible for the borrowed materials. Making loans using someone else's identification card is considered as an offence.

- Official time for determining fines for a late returned penalty of library material, such as books, will be calculated according to the days/hours recorded in the computerized library management system. In the event of any damage to the system, the exact time will be determined by the information available on the return slip.

- Users are required to show all books and materials for the purpose of checkup before leaving the library.

- Library staff has the right to request users to leave the library if they failed to obey the regulations or disrupted the peace of the library.

- The library reserves the right to prohibit users from using the facilities and services of the library, should they disobeyed university and/or library rules.

- Bell or buzzer will be sounded 15 minutes before the library closes. Users are expected to leave the library at the time. All transactions at the counter and the use of facilities will be stopped.

- For the benefit of all, the library reserves the right to amend and/or add any regulations from time to time without prior notice.

- Library materials can only be carried out by way of loans or having permission from the Chief Librarian.

- Users are not allowed to bring pets into the library.

- Personal belonging such as books, stationery and notebooks which are left on the table for a long period of time will be collected by the library staff. Users can claim them from the Information Services Division.

- Users are fully responsible for the borrowed materials. Making loans using someone else's identification card is considered as an offence.

- Official time for determining fines for a late returned penalty of library material, such as books, will be calculated according to the days/hours recorded in the computerized library management system. In the event of any damage to the system, the exact time will be determined by the information available on the return slip.

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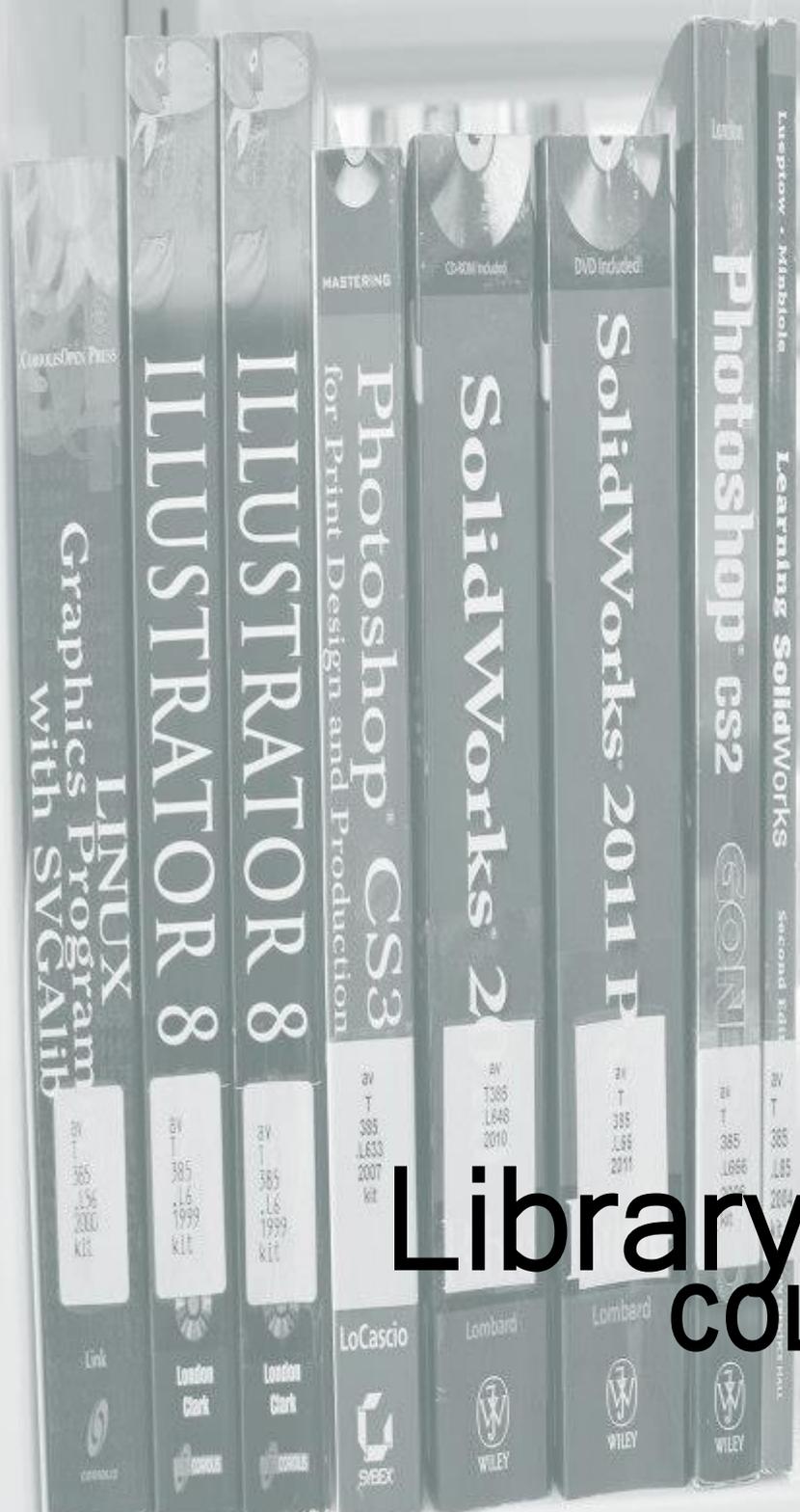
Library
COLLECTIONS & RESOURCES

Library materials are grouped in several collections based on characteristics that have been defined. Compilation of materials in the collection is based on the classification scheme of the Library of Congress (LC). For materials in medicine and health sciences, classification follows the scheme of National Library of Medicine Classification Sheme (NLM). Collections in the library specified in the system under the header ' Branch' and 'Location'.

Collection Codes

Some collections are encrypted to facilitate the collection of search, detection and reconstruction materials on the shelves. This alphabetical code (lowercase) was recorded as early in the call number. Collection codes are:

a	-	Arabic Collection
av	-	Multimedia Collection
jur	-	Serials Collection
ktg	-	Terengganu Collection
law	-	Law Collection
r	-	Reference Colection
sem	-	Conference / Seminar Collection
t	-	Thesis Collection

3 examples of collection code usage in call number are as in the figure below.

```
    a              law              av
    BP             KPG              RT
    135            1006             86
    .8             .A24             .A24
    .D39           M3               M3
    M86            1998             2007
    2003           a                r
```

Figure 1   Figure 2   Figure 3

Material Codes

In some types of codes are suffix (characters) on the call number. Suffix codes used are:

r - reference (Arabic Collection, Multimedia, Law and Archives)

d/(D) - the material can be borrowed (Law Collection)

a/(A) - acts and legislation (Law Collection)

b/(B) - law reports (Law Collection)

Electronic Resources

Library subscribes to electronic resources in various fields. Available in the form of full text / abstracts of articles from journals and other publications. Accessible from and within UniSZA via the Library portal at **www.perpustakaan.unisza.edu.my or via Libproxy** when users are outside UniSZA campus.

1. Online Databases
2. Electronic Journals
3. Electronic Books
4. WebInfoline (Past Exam Paper)*
5. University Electronic Repository (E-Rep)
6. InHouse Digital Collection (IDC)*
7. University Newspaper Clippings

*WebInfoLine
A digitized version of past examination papers which can be *accessed through Web-Info-Line via* Library portal. (*for UniSZA staff and students only*)

*InHouse Digital Collection (IDC)
It kept the collections of materials which are published by the university, manuscript and proceedings which have been converted to a digital form.

Library-subscribed Online Resources

How to Access?

On Campus:
Use any PCs or notebook computers connected to the UniSZA wired campus network.

Off Campus:
You can access the licensed online resources remotely via Library proxy service.

Problems with Remote Access
You can…
1. Contact the Library Staff at the Counter during opening hours. (609-6687761-PHONE)
2. Click 'Ask A Librarian' and make a request to your **Faculty Liaison Librarians** for an appointment, to ask a question, or make a suggestion.

Gong Badak Campus Library Collections

Arabic Collection
All material in Arabic is placed in this collection. This collection is located on the second floor. The materials in this collection consists of two groups of substances, which can be borrowed and for reference only. Please refer to the system to know whether the material can be borrowed or otherwise.

General Collection
This collection is the largest collection of the Library. This collection comprises of monograph texts and additional reading covering all the disciplines of the University's academic. All materials in this collection can be borrowed. The collection location is on the first floor of the library according to subject.

Reference Collection
Reference Collection materials are referred in the library only. Consists of dictionaries and encyclopedias, directories, atlases, terminologies, glossaries, manuals, statistical reports, handbooks, almanacs, annual reports of non-profit organizations and materials costs RM1,000 or more. The collection location is on the first floor of the library according to subject.

Multimedia Collection
All media collections owned by the library. These collections include CD-ROMs, Diskettes, video tapes, slides, films, film strips, film loops, sound recordings, charts, language cards, microfilms, microfiches, kits containing various medias, transparencies, etc. Audio visual materials are to be used within the Library only. This collection is located on the second floor.

Law Collection
The Law collections location is on the first floor of the library according to subject (K class).

Serials Collection

There are three (3) different categories of serials:
a.   Current Issues
Consists of the most current issues received by the Library.
- The materials are displayed at the Current Journals Display Area at Level 2.
- Current issues are to be used within the Library only.

b. Unbound Issues
Consists of back issues of unbound journals.- Location: This collection is kept in the Serials Room, Level 2.- Collection of back issues is to be used within the Library only.

c. Bound Issues
- Consists of back issues of bound journals.
- Location: This collection is kept in the Serials Room, Level 2.
- Collection of back issues is to be used within the Library only.

Red Spot Books
Text books and all main reference for all courses as contained in the syllabus of the course placed in the Red Spot Collections. Loans are only allowed for one (1) day only.

Archive Collections
The following materials are placed in the Archive collections:
1.   Terengganu's Collection
2.   Thesis / Project Papers
3.   Seminar / Conference Papers
4.   Gift and Exchanges Collection

Kota Campus Library Collections

Open Shelf
All materials that can be borrowed is placed in this collection. Open shelf collection can be loaned according to Library Membership.

Reference
Reference materials are to be used within the Library only.

Multimedia
Besides books and journals, the library also holds a range of non-print materials in the form of :
a) Audio and Video cassettes
b) Microfilms
c) Microfiche,
d) CDs
e) Slides,
f) Transparencies
g) Kits.

Serials
All journals and magazines are shelved behind the Circulation Counter.

Library Materials Recommendations

You are welcome to recommend new books, journals, or audio visual materials to the library. Recommendations can be made online at:

www.perpustakaan.unisza.edu.my => Download Form

Print forms are also available at the Circulation Counter.

Library
SERVICES

Borrowing Services

Loan Quota and Loan Period

- All registered members are eligible to borrow materials from the loanable collections.
- All the circulation activities (borrow and return) required a valid membership card (student card or staff card).
- User can use OPAC terminals to check on whether a material can be borrowed or it only meant for reference.

Category	Loan Quota	
	Number of Loans	Loan Periods (day)
INTERNAL MEMBERS		
Undergraduate Student	7	14
Postgraduate Student (Masters / PhD)	15	30
Academic Staff	20	60
Management and Professional Staff	7	30
Support Staff	4	14
EXTERNAL MEMBERS		
Corporate / Private Institution (3 names)	*2	14
Private Organization Officer (lawyer, etc.)	*2	14
Public Universities Students	*2	14
Government Staff	*2	14
Government Institution (3 names)	*2	14
Pensioners	*2	14
UniSZA Pensioners	*2	14
**Family Members UniSZA Staff (under age 21 years)	*1	14

* Loan eligibility (printed material only).
* * Parents (related staff) as guarantors.

You are responsible for returning borrowed items on time, and for any fines and fees associated with overdue or non-returned items. A receipt indicating the date due is issued with every item you borrow.

Fines

♦ Borrowed materials must be returned not later than the due date.
♦ Late returned would result in penalty charges as shown in table below.
♦ Non-working days will not be counted in the calculation of total days of late returned.
♦ Users who have reached the maximum fine limit, and do not pay their fines, will not be allowed to make a subsequent borrowing or renewals of library materials.

Type of Material	Duration	Penalty Charges
Open Access	1 day late	RM0.20 per day
Limited Access (Red spot)	1 day late	RM1.00 per day

Maximum Fine Limit
The maximum fine limit according the users category are as follows:-

No.	User Category	Maximum Fine Limit Per Book (RM)	Account Suspended Maximum Limit (RM)	Maximum Fine Limit (RM)	Implications
1.	Graduate Student	3.00	5.00	50.00	
2.	Postgraduate Student	3.00	5.00	50.00	Not allowed to borrow library materials
3.	Academician	3.00	10.00	100.00	
4.	Professional	3.00	10.00	100.00	
5.	Support Staff	3.00	5.00	50.00	

Notification of the Loan Expiry Date

♦ The library will send up to three (3) emails to user as a reminder of any overdue library material.

♦ Users must supply the library with their active email address during the membership registration / activation.

Loss or Damage Items

If the borrowed library material is lost or damaged, user is required to:

♦ Replace the material of the same title, author, edition, number in set/set, or the latest edition, OR

♦ Make a compensation payment for the amount of one-fold from the purchased price as recorded by the library or the current price with an additional RM10.00 as a processing fee.

♦ Make a compensation payment of RM20.00 for the contributed (given) material or material where the purchased price is not known with an additional RM10.00 as a processing fee.

Apart from the above loss or damage charges, a late returned penalty charge will also be imposed for late returned material.

Reservation

♦ Reservation can be made online by means of WebOPAC or user can personally come to the Information Services Division.

♦ Reservation can only be made for the material being borrowed by other user and the status for that material is recorded as 'circulated' in the Library Management System.

♦ Users can check on the reservation status through *Patron Enquiry* submenu in the *Info Track* module of the Library Management System and it can also be checked up through the Library website.

Interlibrary Loan

The service is open to all registered members. Application from a researcher shall be made by the owner of a research grant (if it involves fee charged by the lending library which supplied the material).

Only books and copy of articles from journals can be requested using the facility. Should need this service, please fill in the form available at the Information Service Department. A requester will be notified when the material is received.

If the material is lost while in the user possession, the replacement procedure will follow the policy of the library which supplied that material.

Reference Questions and Information Search

♦ This service is offer through Readers' Advisory Desk of the Information Services Division.

♦ Readers' Advisory Desk offers help to users to use library efficiently. Among others, this service will guide user in looking for the right library material and information search, how to use the library facilities and also any relevant inquiries about the library and its facilities.

♦ Users can also make inquiries by phone, e-mail or letter.

User Education Program

User education is targeting at aiding users to effectively use the library. The user education program is executed base on the pre-arranged schedule and also based on demand. Programs will normally runs in many forms such as briefing sessions, training workshops or hands-on which will be held at the library or the faculty. Some of program activities are:-

♦ **Library Orientation**

This program intends to enlighten newly enrolled students a general overview of the university library. It briefly informs new students about rules, collections, services, provided facilities and methods for materials and general information searches.

♦ **Information Literacy Program**

The Information Literacy Program is run for a group of students which normally based on their diploma or degree programs, and often conducted at the request of users. Participants of this program will be shown of how to conduct material and information search using online public access catalogue (OPAC), how to use online databases and electronic information resources.

♦ **Skills Workshop on Information Searches**

This program will teach and guide participants of how to precisely search, evaluate and use information resources (printed and electronic) in particular fields. The programming is continuously conducted for a group of 15-20 users per session. Reference librarian can be contacted for setting up an agreeable and appropriate date and time for this workshop. Inquiry can be made at the Readers' Advisory Desk.

Account Verification

Students who have completed their study must obtained verification from the Library confirming that all their borrowed materials are returned and all the penalty payment, if any, has been fully paid before applying for graduation. Staff also has to submit to the same procedure before being eligible to enjoy their last salary should they resigned of retired from the university.

Exhibition

♦ **Book Fair**

A number of newly acquired books which have been processed will be put on displayed on the new arrival rack. They will be on display for two weeks before being placed on their shelf.

♦ **Academic Book Fair**

The library also organizes academic book exhibition which normally are participated by local suppliers. Besides being an avenue for academicians to make book selection on behalf of their respective faculties, the exhibition provides opportunities for the university staff to obtain personal reading materials. The Library will try to organize the academic book exhibition annually.

♦ **Themed exhibition**

Where there is an opportunity in term of time and materials, library will usually hold a themed exhibition. The theme of the exhibition is usually associated with major Malaysian festivals and current issues which is appropriates.

Library Portal

The portal can be accessed at www.perpustakaan.unisza.edu.my address. Library will convey all the necessary information to users through this portal. Links to the sites which may help furnish the user with the much needed information will also be available here. Library will try it best to updates the portal from time to time.

Library Catalogue

The library catalogue is a record of library materials. Getting the information, checking the status and tracking of certain material can be done by using the catalogue. The following information can be attained by using the library catalogue:
a. Authors, editor and other names
b. title
c. Subject
d. Publication information
e. Call Number
f. Material location (collection and shelf)
g. Material status

Library catalog is an online catalog or widely known as the *Online Public Access Catalogue (OPAC)*. OPAC can be accessed via library management system through the ***Infotrack*** module and it also can be accessed through its web-based utility known as WebOPAC. The WebOpac is avaialable at **www.perpustakaan.unisza.edu.my**

Library
FACILITIES

Reading room

UniSZA library of Gong Badak Campus provides a reading area on every floor of the library. It can accommodate about 400 users at one time, whereas a City Campus Library can accommodate about 30 people at one time.

Auditorium

The library has an auditorium for library and university activities. The auditorium, which is equipped with AV System, can accommodate up to 120 users at one time. Any request to use this auditorium shall be forwarded to the Development and Maintenance Department of the university.

Photocopying and Printing Services

Photocopying and printing services are available at the ground floor of the library which is managed by UniSZA Holding. These services are also available at Library of Kota Campus.

Computer facilities

Gong Badak Campus
a. There are 56 computers available for users for accessing the online databases or digital materials, completing their assignment or surfing the Internet. These computers are kept in one open area on the second floor of the library.

b. There is also a computer lab hosting a total of 56 computers on the second floor of the library made available for teaching and learning programs.

Kota Campus
Computer lab of the Kota Campus Library can only accommodate eight persons at a time due to physical constraint

Wi-Fi Zone

User can get connected to the campus network from anywhere within the library premises of both campuses through wireless network facility. Users are advised to register with University Information Technology Centre in order to get the access password.

24-hours Reading Room

24-hours Reading Room is only available at Library of Kota Campus. The room can comfortably accommodate about 10-12 people.

Self-check machine and Book drop

In order to improve service and to cater with the growing number of users obtaining services from the library, we have equipped library of both campuses with self-check and book-return (book-drop) machines.

Discussion rooms

There are 7 discussion rooms available for the registered library user. Request or reservation for the room can be made at the service counter. A minimum of six people per group is required for an approval to use the discussion room and the maximum time allow per session is two (2) hours.

Carrel

The library provides 9 carrels. This facility is available for **disable students**, **graduate students** and **academic staff**. All eligible users must make a reservation and/or registration at the service counter for daily use of the room. The maximum period use for both categories of users is **1 day** (based on library's operation hours).

Lockers

Lockers and storage cabinets are available for users to keep their belongings such as bags, files and so forth. Should a user need to use a locker, a key can be obtained from the on duty officer at the service counter, a valid membership card (student/staff card) should be produced. As a reminder, RM5 penalty payment will be imposed should the key is lost. All keys to these lockers should be returned before the library closed.

Prayer Rooms

Two prayer rooms are available for library users located the ground floor.

General Subject
e.g. BV = Practical Theology

Specific Subject
e.g. BV4501 = Practical Religion, the Christian Life
This number is read as a whole number - 4501 precedes 4502. The number after the decimal is read as a decimal i.e., .22 is succeeded by .3

Author/Title Information
The letter is

BV
4501.3
.V58
2005

LB
2395
.C65
1991

LB2395 .C65 1991

Library
CLASSIFICATONS

Classification is a coding method for the library materials to make the process of arranging, shelving and tracking of library materials easier. This method divides knowledge into several classes. Every class will be given a particular code known as class number. The library uses two classification schemes. *The National Library of Medicine Classification* (NLM) for the field of medicine and *Library of Congress Classification* (LC) for knowledge of other fields.

Library of Congress Classification (LC)
LC is the classification scheme that is being used by many academic libraries in Malaysia. This scheme uses alphabetical code and numbering to determine the call number.

National Library of Medicine Classification Scheme (NLM).
NLM classification scheme is the scheme that is produced by the National Library of Medicine of the United States of America. It use for classifying materials regarding medical knowledge and knowledge which are related to them. This scheme is used by most medical libraries in the world including Malaysia. The method of determining the call number is almost similar to the LC method.

Library of Congress Classification Scheme

Codes for the main knowledge class which are used in LC are as listed below:-

A	GENERAL WORKS
B	PHILOSOPHY. PSYCHOLOGY. RELIGION
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. ANTHROPOLOGY. RECREATION
H	SOCIAL SCIENCES
J	POLITICAL SCIENCE
K	LAW
L	EDUCATION
M	MUSIC
N	FINE ARTS
P	LANGUAGE AND LITERATURE
Q	SCIENCE
R	MEDICINE
S	AGRICULTURE
T	TECHNOLOGY
U	MILITARY SCIENCE
V	NAVAL SCIENCE
Z	BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

LC Coding

Subclasses Division

Every knowledge field has its own subclass. As an example, in **H** class, **Social Sciences**, the subclasses are as follows:-

H	Social sciences (General)
HA	Statistics
HB	Economic theory
HC	Economic history and conditions
HD	Industries. Land use. Labor
HE	Transportation 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

Example of Subclass Codes

Subclass HF

HF1-6182	Commerce
HF294-343	Boards of trade. Chambers of commerce. Merchants association
HF1014	Balance of trade
HF1021-1027	Commercial geography. Economic geography
HF1040-1054	Commodities. Commercial products
HF1701-2701	Tariff. Free trade. Protectionism
HF3000-4055	By region or country
HF5001-6182	Business
HF5381-5386	Vocational guidance. Career development
HF5387-5387.5	Business ethics
HF5410-5417.5	Marketing. Distribution of products

National Library of Medicine Classification Scheme

The NLM classification code, almost similar to LC classification, also uses alphabet and numbering. The main code for NLM uses only two alphabets which are Q and W. Code W is not being used in LC while in Q class, some subclasses code are not being used. NLM classifies the medical field into two sections using two class codes. The class codes and their fields are as followed:

Preclinical Sciences
The knowledge classification codes:

QS	Human Anatomy
QT	Physiology
QU	Biochemistry
QV	Pharmacology
QW	Microbiology and Immunology
QX	Parasitology
QY	Clinical Phatology
QZ	Pathology

Medicine & Related Subjects
The knowledge classification codes:

W	Health Professions
WA	Public Health
WB	Practice of Medicine
WC	Communicable Diseases
WD	Disorders of Systemic, Metabolic or Environmental Origin, etc
WE	Musculoskeletal System
WF	Respiratory System
WG	Cardiovascular System
WH	Hemic and Lympathic Systems
WI	Digestive System
WJ	Urogenital System
WK	Endocrine System
WL	Nervous System
WM	Psychiatry
WN	Radiology
WO	Surgery
WP	Gynecology
WQ	Obstetrics
WR	Dermatology
WS	Pediatrics
WT	Geriatrics. Chronic Disease
WU	Dentistry. Oral Surgery
WV	Otolaryngology
WW	Ophthalmology
WX	Hospitals and Other Public Facilities
WY	Nursing
WZ	History of Medicine
19th	Century Schedule

The Book Spine Label

The call number will be printed and pasted on the book spine to facilitate identification, tracking, sorting and shelving processes. For other type of materials such as audio cassettes, CDs, and so forth, a call number will be printed and pasted on a suitable spot of that material.

Examples of Materials and Call Number

Call number of some material consists of two components which are:

Class number (determined by the classification scheme)
Book number (Cutter number or Cutter-Sanborn number)

Figure 1 below is an example of a book, while Figure 2 is a call number which is given to that book. Figure 3 and 4 are examples of a book and a call number for a medical material.
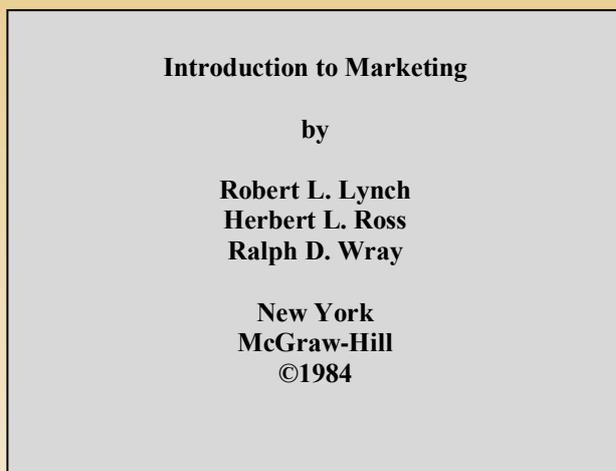
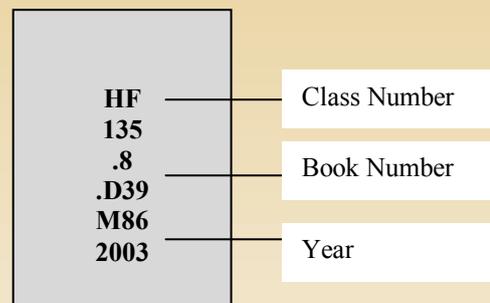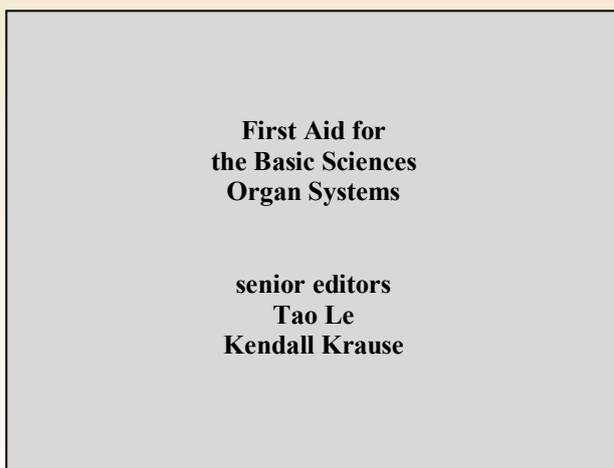**Introduction to Marketing**

by

Robert L. Lynch
Herbert L. Ross
Ralph D. Wray

New York
McGraw-Hill
©1984

Figure1

HF
135
.8 — Class Number
.D39 — Book Number
M86
2003 — Year

Figure 2

First Aid for
the Basic Sciences
Organ Systems

senior editors
Tao Le
Kendall Krause

Figure 3

WB
18 — NLM Class Number
.2 — *Cutter-Sanborn Number*
L433f
2009 — Year

Figure 4

www.perpustakaan.unisza.edu.my

library@unisza.edu.my