LIBRARY HANDBOOK

INTRODUCTION

The University Libraries comprises the Main Library and the Postgraduate Library located in Kuala Lumpur Main Campus and five Branch Campuses Libraries. The Postgraduate Library, located at the short wing of the 1st Floor of Block SB, East Campus, offers a dedicated space for postgraduate and EDP students, full-time lecturers as well as part-time postgraduate programme lecturers.

The University Library employs Virtua Integrated Library System for managing its collections and circulation service. At present, the University Library holds a collection of more than 255,000 volumes of books and over 24,000 units of electronic / audio-visual materials. In addition, the Library also provides access to hundreds of printed serials and a full list of online resources (e-journals, e-books, online databases, etc.) related to the University programmes.

Users can search across and beyond the Library's holdings (print and online) via a "one-stop" search platform, i.e. iDiscover. Besides searching the Library's holdings, users can renew items and reserve checked out items via the Library InfoWeb - Online Catalogue.

OPENING HOURS

Main Library

Day	Opening Hours		Semester Holidays
	Normal Days	***Exam Period**	
Mondays - Fridays	8.30 a.m. – 9.00 p.m.		8.30 a.m. – 7.00 p.m.
Saturdays	9.00 a.m. – 2.00 p.m.	8.30 a.m. – 5.00 p.m.	9.00 a.m. – 2.00 p.m.
Sundays	Closed	9.00 a.m. – 5.00 p.m.	Closed
Public Holidays	Closed		Closed

i CHILL (Main Library Entrance)

Day	Opening Hours		Semester Holidays
	Normal Days	***Exam Period**	
Mondays - Fridays	8.30 a.m. – 9.00 p.m.	8.30 a.m. – 12.00 mn	8.30 a.m. – 9.00 p.m.
Saturdays	9.00 a.m. – 2.00 p.m.	8.30 a.m. – 12.00 mn	9.00 a.m. – 2.00 p.m.
Sundays	Closed	9.00 a.m. – 12.00 mn	Closed
Public Holidays	Closed		Closed

Note: *Two weeks prior and every week throughout the examination period.

Postgraduate Library

Day	Semesters	Semester Holidays
Mondays - Fridays	9.00 a.m. – 9.45 p.m.	9.00 a.m. – 7.45 p.m.
Saturdays	9.30 a.m. – 2.45 p.m.	9.30 a.m. – 2.45 p.m.
Sundays & Public Holidays	Closed	Closed

Reading Rooms, Block L

Reading Room / Day	Mondays - Fridays	Saturdays	Sundays / Public Holidays
Reading Room 1	8.30 a.m. – 9.45 p.m.	Closed	Closed
Reading Room 2	8.30 a.m. – 9.45 p.m.	Closed	Closed
Reading Room 3	8.30 a.m. – 9.45 p.m.	9.00 a.m.– 2.00 p.m.	Closed

Reading Rooms, Block SB

Reading Room / Day	Mondays - Fridays	Saturdays	Sundays / Public Holidays
Reading Room SB1 & SB2	8.30 a.m. – 9.45 p.m.	9.00 a.m. – 2.00 p.m.	Closed

COLLECTIONS

The Main Library has a diverse range of collections, which are categorized as follows:

Book Collection

Open Shelf Collection

A collection of books covering all subject areas offered by the University as well as subjects of general interests.

Red Spot Collection

This is a short loan collection. It comprises mainly of core texts and professional exam study texts.

Reference Collection

A variety of reference materials such as encyclopedias, dictionaries, handbooks, yearbooks and other general reference sources are held in this collection. These materials are to be consulted within the library.

In-House Reference

Note: All these three categories of books are inter-shelved by call number on the bookshelves.
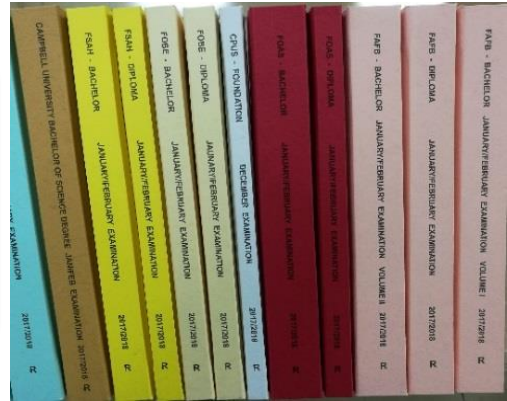
Serials Collection

The serials collection consists of journals, magazines, daily newspapers, bound journals, etc. These materials are to be consulted within Level LG area.

Examination Papers Collection

This collection consists of bound volumes of the past year's examination question papers of the University and also Cambridge University A-Levels. The materials are located at Level 2A, Main Library and are made available to library users for five (5) years.

Besides the hardcopies, the University past year's examination question papers are also available online to students and staff via TAR UMT Institutional repository (IR).

Media Collection
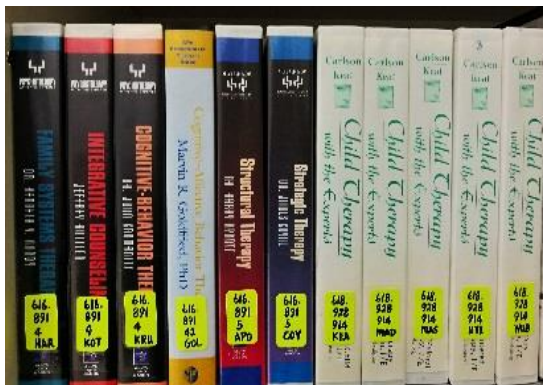
This collection consists mainly of non-circulating electronic/audio-visual materials (videotapes, cassettes, VCDs, DVDs, etc.) The materials are to be used / viewed within Level LG only.

Restricted Loan Collection (Level G)

This collection comprises book accompanying materials in electronic format (CDs, DVD-ROMs and diskettes).
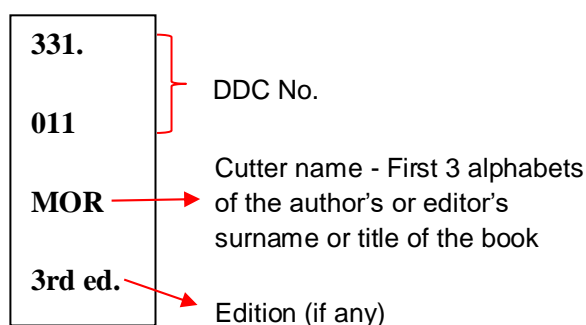
HOW LIBRARY MATERIALS ARE SHELVED?

1. Each book has a call number and it is usually pasted on the spine of the book.

2. **Call Number** tells its location on the shelf. A Call Number is composed of two parts, namely the <u>Dewey Decimal Classification (DDC) number</u> and a <u>suffix of 3 letters</u> (the first 3 letters of basically an *author's* or *editor's surname* or the *title* of the book). The DDC number given depends on the subject field that the item covers.

   - Example of DDC Number:

     331 Labor economics
       - 331.01   Philosophy and theory
       - 331.011   Rights of workers
       - 331.012   Satisfactions and Dissatisfactions of labor

3. Each book has a call number and it is usually pasted on the spine of the book.

331.		
011	→	DDC No.
MOR	→	Cutter name - First 3 alphabets of the author's or editor's surname or title of the book
3rd ed.	→	Edition (if any)

330 BOY 5th ed.   331.011 MOR 3rd ed.

4. Call Number arrangement:

   a. Books are arranged numerically in ascending order, where the <u>smallest value</u> comes first.
   b. Books with the same numerical call number are then arranged in <u>alphabetical order</u> according to the suffix of 3 letters.
   c. Books with the same numerical call number but comes with/without edition(s) is/are arranged in <u>ascending order (smallest to largest</u>**)**, where the one(s) <u>without edition</u> come(s) first.
   d. Reference Collection books are inter-shelved with Open Shelf and Red Spot books. They are indicated with the prefix of 'R' and follow by numerical order and the first three letters of the author's surname. For example:

Tips (1)	Tips (2)	Tips (3)
331 HAN	331 **H**AN	331 HAN
331.**01** DIS	331 **L**AT	331 HAN **12th ed.**
331.**011** ART	331.01 **DIS**	331 HAN **13th ed.**
331.**016** INT	331.01 **FUN**	
331.**02** ARE	331.011 **ART**	
	331.011 **CAT**	
	R 331.011 CAT	

LISTING OF MAIN SUBJECT AREAS BY DDC NUMBER AND LOCATION

Main Subject Area	DDC Number	Location (Floor Level)
Accounting	657	2A
Advertising	659.1	2A
Algebra	512	1
Architecture	720	2A
Banks	332.1	1A
Biology	570	1
Broadcasting	070.19	1A
Building	690	2A
Business	650	2A
Calculus	515	1
Catering	642.4	2A
Chemistry	540	1
Computer Programming, Programs, Data & Security	005	1A
Computer Science	004	1A
Computer Systems	003	1A
Counselling	158.3	1A
Economics	330	1A
Electrical Engineering	621.3	1
Electronics Engineering	621.381	1
Engineering (General)	620	1
Engineering Mathematics	510.246 2	1A
English	420	1A
Entrepreneurship	658.421	2A
Event Management	394.2	1A
Fashion Design	746.92	2A
Financial Economics/Finance	332	1A
Food & Drink	641	2A
Food Science	664	2A
Food Services	647.95	2A
Graphic Design	741.6	2A
Hospitality Industry	647.94	2A
Human Anatomy & Physiology	612	1
Human Resource Management	658.3	2A

Main Subject Area	DDC Number	Location (Floor Level)
International Economics	337	1A
Internet	004.678	1A
Investment	332.6	1A
Journalism	070.4	1A
Law	340	1A
Logistics	658.5	2A
Macroeconomics	339	1A
Management	658	2A
Management of Materials (Supply Chain Management)	658.7	2A
Manufacturing	670	2A
Marketing	658.8	2A
Materials	620.11	1
Mathematics	510	1
Mechanical Engineering, Mechatronics	621	1
Media (means of Communication)	302.23	1A
Microeconomics	338.5	1A
Multimedia Systems	006.7	1A
Physics	530	1
Psychology	150	1A
Public Relations	659.2	2A
Quantity Surveying	692.5	2A
Real Estate	333.3	1A
Statistics	519.5	1
Tourism	338.479 1	1A

ONLINE RESOURCES

(I) Online Databases

The Library provides access to a number of subscribed online databases. User can access these databases via Library web page.

For On-Campus and Remote Access:

DATABASE	DETAILS
ACM Digital Library	❖ Provides access to the full-text of Association for Computing Machinery (ACM) publications, comprising journals, magazines, transactions, proceedings and others which focus on computer science, electronic, mechanical and other branches of engineering.
EBSCOhost Business Source Ultimate	❖ Provides access to the full-text of over 3,900 journals in all disciplines of business, including marketing, management, management information system (MIS), production and operations management (POM), accounting, finance and economics. ❖ Access via EBSCOhost Research Databases.
Eikon with Datastream (Financial Time Series Database) (Note: ***Access in Postgraduate Library***)	❖ Provides access to economic and financial data. Users can generate charts, economic insights and report templates, which can be exported to Word, Excel or PowerPoint.
Emerald	❖ Provides access to more than 290 full-text journals covering: (a) Management and business disciplines (marketing, HR & organizational behavior, economics, accounting & finance, etc.) (b) Engineering disciplines (electrical & electronics engineering, materials science, mechanical engineering, etc.)
IEEE/IET Electronic Library (IEL) via **IEEE Xplore® Digital Library**	❖ Provides access to IEEE journals, transactions, letters, magazines and conference proceedings, and IET journals and conference proceedings. Subject coverage includes electrical engineering, communications and computer science.
IOPScience (Institute of Physics)	❖ Provides access to more than 90 full-text journals covering different areas of science and engineering.
JSTOR	❖ Provides access to the full-text of over 80 journals in the **Mathematics & Statistics Collection** subject collection.
Lexis Advance	❖ Covers case law and legislation for Malaysia. It also contains encyclopedia and other secondary materials.

DATABASE	DETAILS
Passport (formerly known as Passport GMID)	❖ A global market research database providing statistics, analysis, reports, surveys and breaking news on industries, countries and consumers worldwide. Library users must _accept_ the "***Terms and Conditions***" to access the database.
ProQuest Central	i) **ProQuest Central** - Provides access to 47 databases across 175 subject areas, including business, social sciences, science and technology, and arts and humanities. ii) **ProQuest Ebook Central** (formerly known as Ebrary) - Provides access to the full-text of more than 114,000 e-books covering various academic areas of study, including arts, business, literature and language, social science, science and technology, etc.
PsycARTICLES	❖ Provides access to full-text articles from journals published by the American Psychological Association (APA). The articles coverage spans 1894 to present.

ScienceDirect Freedom Collection via **ScienceDirect**	❖ Provides access to the full-text of over 3,300 journals in the following subject collections:
	
	  i. Physical Sciences and Engineering Collection
	  ii. Life Sciences Collection
	  iii. Health Sciences Collection
	  iv. Social Sciences and Humanities Collection
	
	Library users can access the current year's content plus the backfiles from 2005 onwards.

Scopus	❖ Abstract and citation database of peer-reviewed literature (scientific journals, books and conference proceedings) in life sciences, physical sciences, health sciences, and social sciences & humanities.
Springer Journal Collection via **SpringerLink**	❖ Provides access to the full-text of over 1,000 journals covering science, technology and medicine (STM), and humanities and social sciences (HSS). *Please note that preview-only content is displayed regardless of subscription. To access subscription-only content, please uncheck the default check box for "Include ***Preview-Only*** content".
Statista	❖ A digital platform for market data, global macroeconomic insights and consumer trends across 170 industries and over 150 countries.

(II) E-Journals

The Library provides access to a number of e-journals. User can access e-journals via Library web page.

❖ *For e-journals that require login password, please approach the Reference Assistant at the Service Counter, Level G, Main Library.*

(III) E-Books

Anytime, Anywhere Access:

- ➢ ACM eBooks
- ➢ Cambridge Core
- ➢ Cengage Learning eTextbooks
- ➢ Gale Virtual Reference Library
- ➢ EBSCOhost eBooks
- ➢ Elsevier eBooks
- ➢ iG Publishing e-Book Library
- ➢ IGI Global Research Collection
- ➢ LexRead ebook
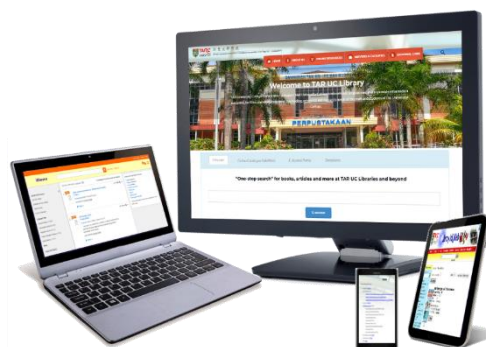
  Standard Form of Building Contracts Compared (*Please approach the library staff to login*)

- ➢ McGraw-Hill eTextbooks
- ➢ Oxford University Press
- ➢ ProQuest Ebook Central (formerly known as Ebrary)
- ➢ Readmoo 讀墨電子書 (*Please approach the library staff to login*)
- ➢ Taylor & Francis
- ➢ Wiley via Wiley Online Library
- ➢ Wiley eTextbooks via iPublishCentral
- ➢ World Scientific
- ➢ Others

NOTE:

i. Full-text access is available **ONLY** for those titles/content subscribed by the Library and for open access titles/content. Abstract and bibliographic information is available for all other titles/content.

Articles not available in full-text can be requested through Interlibrary Loan/Document Delivery Service

(IV) TAR UMT Institutional Repository (IR)

TAR UMT Institutional Repository (IR) is a digital collection of the University's intellectual and research output, comprising:

- Student final year project/article;
- Postgraduate student's thesis and dissertation;
- Past year examination papers.

TAR UMT IR can be accessed 24/7 from both on and off campus. The steps to access/download the full-text content of the IR are as follows:

Step 1: Go to **https://eprints.tarc.edu.my**.

Alternatively, click on the "TAR UMT Institutional Repository (IR)" tab on the Library webpage.

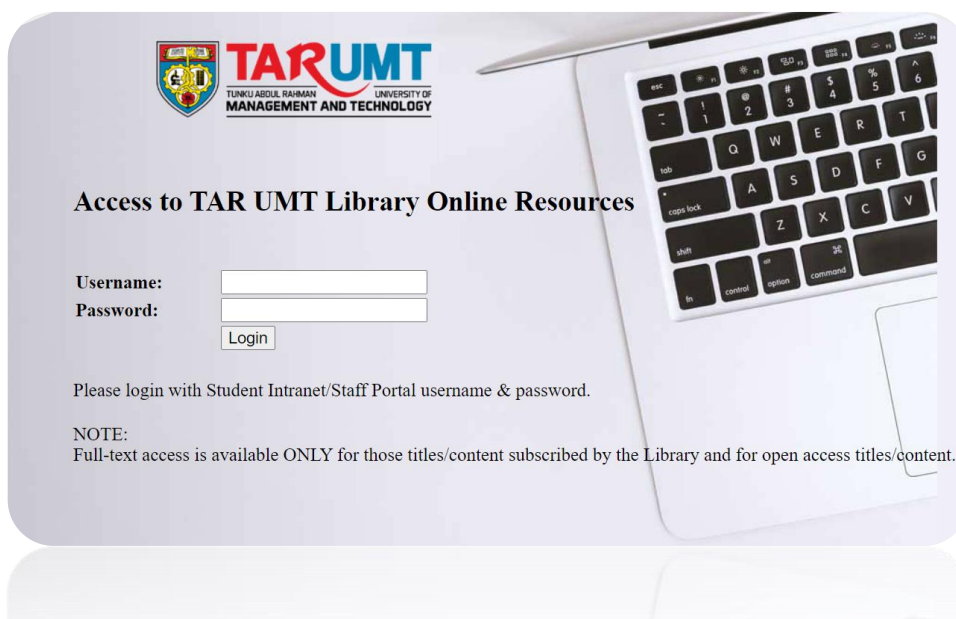Step 2: Perform a **Quick Search** using any search terms.

Step 3: Click on the **Download** link or the document format icon.

Step 4: Login with your **TAR UMT Intranet** credentials.

Note: Download of the full-text content is for educational/scholarly purposes only.

Remote Access

Users may access Library's subscribed online resources from remote locations (off-campus) by entering their TAR UMT Intranet username and password when being prompted with the "Access to TAR UMT Library Online Resources" login page.

SERVICES

Loan Entitlement

Collection / Patron Category	Open Shelf		Restricted Loan		Red Spot	
	Loan Limit (items)	Loan Period (days)	Loan Limit (items)	Loan Period (days)	Loan Limit (items)	Loan Period
• Diploma Student	5	14	5	14	1	4 hours or *overnight
• Foundation Student						
• Bachelor's Degree Student						
• Executive Development Programme Student	6		6			
• Postgraduate Diploma Student • Master's Degree Student • PhD Student	10	30	10	30	1	3 days
• Micro-credential Programmes' (MCPs) Learners	2	14	2	14	1	4 hours
• Full Time Lecturer	20	120	20	120	1	3 days
• Part-time Lecturer	3	14	3	14		
• Admin Staff	8	30	8	30		
• General Staff	4	14	4	14	1	4 hours or *overnight
• Retirees (Library deposit is required)	2	14	2	14	1	4 hours
• Alumni (Library fee & deposit are required)						
• General Public with Borrowing Privileges (Library fee & deposit are required)						

*Overnight loan for Red Spot books starts FOUR hours before Library's closing time and must be returned by 10.00 a.m. on the due date.

Fines

Fines are imposed on all library materials returned after the due date.

Collection	Category	Rate
Open Shelf	All	50 sen per item per day
Red Spot	Postgraduate Diploma Student, Master's Degree Student, PhD Student, Academic & Admin Staff	50 sen per item per day
	Others	50 sen per item per hour
Restricted Loan	All	50 sen per item per day

Renewals

Users can renew library materials, provided:

1. The item is not overdue;

2. The user has no overdue items or unpaid fines in his/her account;

3. The item has not been reserved by another user or recalled by the Library Management.

Requests

Users may reserve a currently checked-out item in the Open Shelf or Restricted Loan Collection.

Recalls

All loaned-out items are subject to recall by the Library Management. The recalled items must be returned within five (5) days from the recall date.

Circulation Notices

It is the user's responsibility to keep track and to return borrowed library materials on time. The Library will send circulation notices as a courtesy to remind users of their circulation activities. However, non-receipt or late receipt of circulation notices does not exempt the user from paying overdue fines.

External Library Membership Services

Alumni and retirees of TAR UMT are eligible for external library membership services at all TAR UMT Campuses Libraries. On the other hand, members of the public (aged 18 years old and above) who wished to use TAR UMT Campuses Libraries may also apply to become an external library member.

TAR UMT Campuses Libraries provides the following type of membership and services for external members.

No.	Service	Daily Membership	Annual Membership			Half-Yearly Membership
		General Public	TAR UMT Alumni	TAR UMT Retiree	General Public	Malaysian Student Who Can't Return to Their University Overseas during the COVID-19 Pandemic Period
1.	In-house Reference (open reading area only)	✓	✓	✓	✓	✓
2.	Loan services (borrowing, renewing and returning at the counter)	Not Applicable	✓	✓	✓	✓
3.	In-house access to online resources, e.g. online databases, e-journals, e-books, etc. (on Library PC's only)	Not Applicable	✓ Additional (optional) fee-based service	✓ Additional (optional) fee-based service	✓ Additional (optional) fee-based service	✓ Additional (optional) fee-based service

A detailed breakdown of library external membership fees and deposits are as follows:

Patron Category	In-house Reference			Loan Services		
	Membership Fee (Mandatory)	Membership Mandatory Deposit (Refundable)	Online Resources Access Fee	Membership Fee (Mandatory)	Book Deposit (Refundable)	Online Resources Access Fee
TAR UMT Alumni	Free	-	RM100.00 per annum	RM50.00 per annum	RM600.00 for 2 books	RM100.00 per annum
TAR UMT Retiree	Free	-	RM100.00 per annum	Free	RM600.00 for 2 books	RM100.00 per annum
General Public - Daily	RM20.00 per day	-	-	-	-	-
General Public - Annual	RM100.00 per annum	RM100.00	RM150.00 per annum	RM200.00 per annum	RM600.00 for 2 books	RM150.00 per annum
Malaysian Student Who Can't Return to Their University Overseas during the COVID-19 Pandemic Period	RM50.00 for 6 months	-	RM50.00 for 6 months	RM50.00 for 6 months	RM600.00 for 2 books	RM50.00 for 6 months

Important Note: External members shall abide by all the stipulated **rules and regulations of the Library**.

Service Counter

(i) Circulation Services

- ❖ Loan, return and renewal of library materials.
- ❖ In-house loan of library media materials.

(ii) Reference Services

- ❖ The Reference Assistant handles enquiries relating to library collections, services and user education programmes. This includes providing assistance/instruction in searching for information/articles using iDiscover, searching for a particular book, journal, etc. using the Library InfoWeb, etc.
- ❖ The Reference Assistant is available at the Service Counter, Level G, Main Library or can be contacted by email at: reference@tarc.edu.my or call at ext. 3640 and chat.

Ask a Librarian

Ask a Librarian is an online chat reference service. It is available during the following days and hours:

- ❖ Monday – Friday (excluding public holidays and University declared holiday(s)):
  9.00 a.m. – 5.00 p.m.

Interlibrary Loan & Document Delivery Service

- ❖ The Library provides interlibrary loan (ILL) service and document delivery service (DDS) to assist users to request loan of books/articles that are not available in the Library's holdings from other libraries/institutions. Requests are restricted to materials required for teaching or research purposes.

- ❖ Both services are provided free of charge. However, any charges imposed by the lending library/institution will be borne by the requestor. Requestors are also required to comply with the ILL/DDS guidelines established by the lending library/institution.

- ❖ The Interlibrary Loan / Document Delivery Request Form is available to faculty staff, postgraduate and Bachelor's degree students at: https://forms.gle/cMRAHPADdKXbGY97A.

Intercampus Loan

- ❖ The Library provides inter-campus loan service where students and staff may borrow books from any of the six campuses' libraries of TAR UMT.

New Books (Main Library)

❖ New books are being added regularly to the Library's collection. Library user can view the latest list of new titles added in a specific month of the current year by clicking on the "New Books" tab on Library InfoWeb page. The new books list is organized alphabetically by title.

iDiscover

iDiscover is a one-stop search tool that helps library users to easily search across and beyond the Library's holdings using the following searches:

1. **Basic Search** - Search for item(s) using any words.
2. **Advanced Search** - Search for item(s) using words or phrases by specific fields and applying multiple filters.

In the search results screen, library users can easily identify if the item is a book or journal article and if the item is available online or located in the Library. They can also get an idea of the impact and popularity of an item by looking at the *Scopus* and *Altmetric* indicators. iDiscover also recommends specific databases in which users can find more information on their subject area.

In addition, library users can refine their searches by format (full-text online, scholarly & peer-review, open access, library catalogue), content type, publication date, discipline, subject terms, language and library location. Users can also see all relevant results by checking the "Add results beyond your library's collection" check box.

Library InfoWeb

Library InfoWeb is a web-based OPAC (Online Public Access Catalogue). It is easy to use and is accessible at anytime, anywhere from any internet-connected PCs or mobile devices. The URL for InfoWeb is https://infoweb.tarc.edu.my

User Education Programme

The Library conducts a number of user education programmes, comprising:

(i) Library Induction Programme

The library induction programme is conducted during Mass Call. It aims to introduce new students to the collections, services and facilities offered by the library. The library induction programme rewards students with Graduate Attribute (GA) points as recognition for their efforts.

Besides in-person sessions, a virtual induction programme which comprises an animated online video, online quiz (available during new intake time) plus an online tour of the Library building is also available for self-paced learning.

(ii) Library Training Sessions

The Library offers both individual and faculty level training sessions covering the following topics:

- Information Skills (Information Literacy, Online Resources Searching Skills, Library Search Tools)
- Online Databases
- Reference Management Tool
- Citing & Referencing in American Psychological Association (APA) Style

Register online: Training Registration Form

Note: Training will only be conducted during the Library's office hours.

In addition, the Library also hosts trainings/workshops on academic publishing and authorship, referencing tools, online services and/or resources in collaboration with the publishers and vendors.

Information Skills

The Library provides information skills training sessions covering information literacy, online resources searching skills and library search tools to students and researchers.

The Library's Information Skills video is available on the TAR UMT Intranet (Library Support > Library > Learning > Videos tab).

Research Support

The Library provides research support in order to meet the specific requirements of the research activities conducted in TAR UMT. The research support provided by the Library includes the following:

- Access to online resources (online databases, Institutional Repository, e-journals, e-books, etc.)
- Circulation services (borrowing and returning, online renewals, online requests, etc.)
- Interlibrary loan (ILL) and document delivery services (DDS)
- Reference services via email, phone, or chat (Google Chat ID: "Ask a Librarian TAR UMT")
- User education programmes:
  a) Induction programme
  b) Training sessions, comprising:
    ❖ Information Skills (Information Literacy, Online Resources Searching Skills, Library Search Tools)
    ❖ Online Databases
    ❖ Reference Management Tool
    ❖ Citing & Referencing in American Psychological Association (APA) Style
  c) Academic publishing and authorship, referencing tools, online services and/or resources in collaboration with the publishers and vendors.
- E-Guides: Library Guide on Research

Video Tutorials & Guides

The Library provides video tutorials and guides on how to use the Library online services and access the online resources. The video tutorials and guides are available at the library webpage under the Training & Support tab.

Display/Exhibition Space (Level G)

Students interested in organising a display / exhibition in the Library can request to make use of the following spaces available at Level G, Main Library:

i.   33' x 17' (10.05 m x 5.18 m) space in front of iDiscover stations.
ii. 18' x 12' (5.49 m x 3.66 m) space in front of the lift area.

The **Library Mini Display/Exhibition Guidelines** and the **Library Display/Exhibition Space Request Form** can be referred/obtained online via the Student Intranet or in hard copy at the Service Counter, Level G. The availability date of the display/exhibition space can be checked via the *Library Events & Activities Calendar*.

FACILITIES (MAIN LIBRARY)

Computer Facilities

Internet PCs are available at various levels of the Library building. Mendeley Reference Manager, a referencing software is installed in certain PCs at Level LG & G.

Wireless Internet Access

Wi-Fi access is available throughout the Library building.

Audio Visual Room (Level LG)

An Audio Visual Room is available for the screening / viewing of course-related media materials.

Discussion Rooms

(Level G, 1A-Zone A & 2A-Zone B)

For group discussion of minimum 2 or more people. Online Booking is required before using the room.

Presentation Room (Level 1A)

It is equipped with LCD projector for presentations related to coursework.

Individual Study Rooms (Level 2)

For individual quiet study.

Display/Exhibition Space (Level G)

Students interested in organising a display/exhibition in the Library can request to make use of the designated spaces available at Level G, Main Library.

i CHILL - Study Space cum Cafe (Main Library Entrance)

This cool new study space is equipped with a mixture of comfortable seating, USB power outlets, WiFi, as well as laptop bars and tables.

FACILITIES (POSTGRADUATE LIBRARY)

RFID Self-Check Station
For borrowing of Open Shelf and Red Spot Books.

RFID Book Drop Machine
For Returning of Open Shelf and Red Spot Books.

Internet PCs
All PCs are installed with Mendeley Reference Manager, a referencing software which some are equipped with data analysis software such as SPSS, IBM Amos, IBM Text Analytics, NVivo, Smart PLS, Stata, etc.

Study Room (1 User)
For individual quiet study.

Wireless Internet Access
Wi-Fi access is available throughout the Library building.

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DISCUSSION ROOMS/ PRESENTATION ROOM BOOKING GUIDELINES

- Minimum 2 persons.
- Room can be booked 1 day in advance.
- Maximum 2 hours per booking, 1 time extension is allowed subject to room availability. (Please check the room availability chart before approaching Circulation Staff at the Service Counter for extension)
- Assign a member as a Group Representative to make the booking.
- System will assign the room based on group size.
- Cancellation can be done under "Booking Details Page".
- Room booked will be forfeited after 10 minutes if no-show. The system will block from booking for all members for the rest of the day.
- Group Representative is required to Check-in/Check-out at Service Counter. Group Representative has to submit his/her ID card and to obtain the room key from the staff and return key after used.

Terms of Use:

1. Must read the "Booking Guideline"
2. Discussion Rooms are for written assignment purpose only. Artwork, role-play, video shooting and/or other disruptive activities are not allowed in the Library.
3. Presentation Room is strictly to be used for presentation purpose only.
4. Users shall discuss softly.
5. Staff have the right to spot check the room from time to time.
6. Please return the key and check-out the room on time.
7. Users shall clear all belongings and books from the room while leaving.
8. Arrange chairs and tables to the original position.
9. Shut down the PC or LCD projector, if any.
10. Switch off the light.
11. Lock the room.

GENERAL RULES AND REGULATIONS FOR MAIN LIBRARY

All library users must observe the Library Rules and Regulations. The Chief Librarian is empowered to withhold library privileges from users who do not comply with any of the following rules and regulations.

1. Personal Belongings

i. Bags are permitted to be brought into the library. However, big items such as large bags, helmets, umbrellas, etc. shall be deposited in the pigeon holes and umbrella stand located in front of the library.

ii. All library users should not leave their personal belongings unattended or use them to reserve a study seat. The Library accepts no responsibility for theft, damage, misplacement or any loss of personal belongings of its users. Belongings left on empty seats for more than 20 minutes will be removed by library staff.

iii. The library staff reserves the right to check books and possessions such as files and bags of users leaving the Library, whenever necessary.

2. Tunku Abdul Rahman University of Management and Technology ID Cards

i. Tunku Abdul Rahman University of Management and Technology ID cards / membership cards are not transferable and may not be passed on to any other party to use. In the event that a library user loses his/her ID / membership card, he/she is required to report to the Library immediately to avoid his/her ID card from being misused by others. The cardholder is solely responsible for all the items issued on his/her card.

ii. Access to the library building is strictly for cardholders only. Stern action shall be taken against cardholder who allow anyone else to use his/her card and library user who make use of other users' cards to gain access to the library building.

iii. The cardholder must present his/her ID / membership card for inspection upon request by the library staff.

3. Discipline and Conduct

i. All library users should be attired appropriately according to Tunku Abdul Rahman University of Management and Technology guidelines.

ii. Smoking and the consumption of food and drink (except water) are not permitted in the library.

iii. Silence must be observed in the library.

iv. The use of handphones in the library is prohibited. All handphones must be switched off or set to silent mode while in the library.

v. Users are strictly not allowed to play games of any form in the library.

vi. Users are not allowed to remove or change the placement of furniture or equipment in the library.

vii. Art work, role-play, video shooting and/or other disruptive activities are not allowed in the Library, including the discussion rooms.

viii. Stern action shall be taken against any users who steal or vandalize library materials/equipment.

ix. Disciplinary action shall be taken against users who misbehave or make noise in the library/reading rooms. The Library Management has the right to request such users to leave the place immediately.

4. Lost/Damaged/Unreturned Library Materials

i. User who lost or damaged (fair wear and tear excepted) or failed to return any items shall be required to pay for the item's replacement which shall be double the item price including fines (if any) and the student's academic transcript/certificate will not be released if there are any outstanding loans or unpaid fines.

ii. In the event that the lost or damaged or unreturned item is a gift/donation, the user shall be required to pay for the item's replacement which shall be double the market price of the item or RM1,000.00, whichever is higher including fines (if any).

iii. Tunku Abdul Rahman University of Management and Technology may take action to recover any amount due under Clause 4(i) & 4(ii) above, which action may include at not limited to lodging the user's name and particulars to any or all Credit Reference Agencies (CRA) in Malaysia.

5. Photocopying

i. Users shall be held personally liable for any action in contravention of the Copyright Act 1987.

CONTACT US

User Services Enquiries	ext. 3229 / 3476
Reference Assistant	ext. 3640

You may also call or WhatsApp us at (6)011-1068 2560. Please note that our office hours are from Mondays to Fridays: 8.30 a.m. to 5.30 p.m.

Library
Tunku Abdul Rahman University of Management and Technology
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Tel: 03-41450123 ext. 3229 / 3459

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