



LIBRARY HANDBOOK



TARC
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UNIVERSITY COLLEGE

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INTRODUCTION

The University College Libraries comprises the Main Library and the Postgraduate Library located in Kuala Lumpur Main Campus and five Branch Campuses/Faculty Branches 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 College Library employs Virtua Integrated Library System for managing its collections and circulation service. At present, the University College Library holds a collection of more than 237,000 volumes of books and over 23,000 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 College 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 / Period	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

Note: The Main Library is closed on Public Holiday(s) and University College declared holiday(s).

Postgraduate Library

Day	Time
Mondays - Fridays	9.00 a.m. – 9.45 p.m.
Saturdays	9.30 a.m. – 2.45 p.m.
Sundays, Public Holidays & University College declared holidays	Closed

Reading Rooms, Block L

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

Reading Rooms, Block SB

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

Note: All the Reading Rooms are closed on Public Holiday(s) and University College declared holiday(s).

COLLECTIONS

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

Book Collection

Open Shelf Collection (Level 1A, 1, 2A, 2)



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

Red Spot Collection (Level 1A, 1, 2A, 2)



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

Reference Collection (Level 2)

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.



Serials Collection (Level LG)



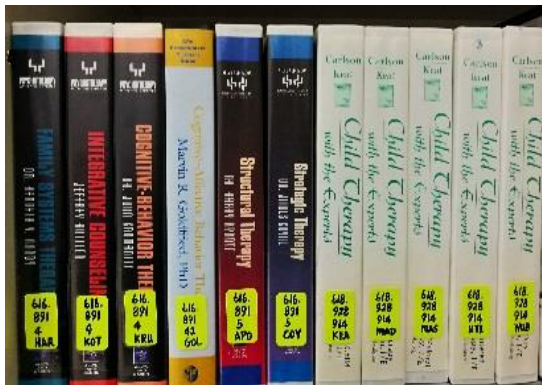
The serials collection consists of journals, magazines, daily newspapers, news clipping articles, CCH publications, bound journals, etc. These materials are to be consulted within Level LG area.

Examination Papers Collection (Level 2A)

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



Media Collection (Level LG)



This collection consists mainly of non-circulating electronic/audio-visual materials (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, DVDs, etc.).

HOW LIBRARY MATERIALS ARE SHELVED?

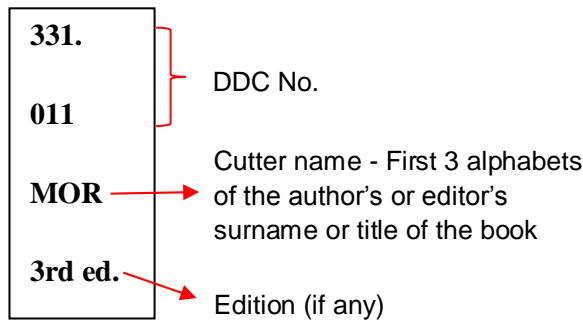
1. Each book has a call number and it is usually pasted on the spine of the book.
2. **Call Number** tells its location on the shelf. A Call Number is composed of two parts, namely the Dewey Decimal Classification (DDC) number and a suffix of 3 letters (the first 3 letters of basically an *author's* 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.



4. Call Number arrangement:
 - a. Books are arranged numerically in ascending order, where the smallest value comes first.
 - b. Books with the same numerical call number are then arranged in alphabetical order 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 ascending order (smallest to largest), where the one(s) without edition come(s) first.

For example:

Tips (1)
331 HAN
331.**01** DIS
331.**011** ART
331.**016** INT
331.**02** ARE

Tips (2)
331 HAN
331 LAT
331.01 DIS
331.01 FUN
331.011 ART
331.011 CAT

Tips (3)
331 HAN
331 HAN **12th ed.**
331 HAN **13th ed.**

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	1A
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	1A
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	<ul style="list-style-type: none"> ❖ 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 Complete	<ul style="list-style-type: none"> ❖ 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 Business Searching Interfaces.
Emerald	<ul style="list-style-type: none"> ❖ Provides access to more than 290 full-text journals covering: <ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> ❖ 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)	<ul style="list-style-type: none"> ❖ Provides access to more than 90 full-text journals covering different areas of science and engineering.
Passport (formerly known as Passport GMID)	<ul style="list-style-type: none"> ❖ A global market research database providing statistics, analysis, reports, surveys and breaking news on industries, countries and consumers worldwide. ❖ Library users must <u>accept</u> the “Terms and Conditions” to access the database.

DATABASE	DETAILS
ProQuest Central	<ul style="list-style-type: none"> i) Provides access to 47 databases across 175 subject areas, including business, social sciences, science and technology, and arts and humanities. ii) 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.
ScienceDirect Freedom Collection via ScienceDirect	<ul style="list-style-type: none"> ❖ Provides access to the full-text of over 3,300 journals in the following subject collections: <ul style="list-style-type: none"> i. Physical Sciences and Engineering Collection ii. Life Sciences Collection iii. Health Sciences Collection iv. Social Sciences and Humanities Collection <p>Library users can access the current year's content plus the backfiles from 2005 onwards.</p>
Scopus	<ul style="list-style-type: none"> ❖ 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	<ul style="list-style-type: none"> ❖ Provides access to the full-text of over 1,000 journals covering science, technology and medicine (STM), and humanities and social sciences (HSS). <p>*Please note that preview-only content is displayed regardless of subscription. To access subscription-only content, please uncheck the default check box for "Include <u>Preview-Only</u> content".</p>



Campbell University - Wiggins Memorial Library's Resources	SHU Library Resources
<p>For the use of FOAS and FOCS academic staff and students involved in the Campbell University Programmes:</p> <p><i>** Please log in using the assigned Username and Password.</i></p> <ol style="list-style-type: none"> 1. ABC-CLIO E-book Collection 2. Annual Reviews of Biomedical, Physical, and Social Sciences 3. EBSCOhost 4. Liebert Online 5. Oxford Journals 6. Project MUSE 7. ProQuest Literature Online 8. ScienceDirect College Edition 9. Springer Link 	<p>For the use of students pursuing SHU-TAR Dual Award Programmes:</p> <ol style="list-style-type: none"> 1. ProQuest Central 2. Subject Resources <ul style="list-style-type: none"> ➤ Accounting & Finance ➤ Built Environment ➤ Business & Management ➤ PR & Media ➤ Psychology ➤ Tourism & Hospitality 3. Referencing Tools <ul style="list-style-type: none"> ➤ ProQuest RefWorks (Note: Sign-up is required. Please use your University College email address to create account.) <p>❖ <i>For the use of faculty members involved in SHU-TAR UC Dual Award Programmes:</i></p> <ol style="list-style-type: none"> 1. Collaborative Staff Resources (Please enter the password provided to you to access this content.) 2. ProQuest RefWorks (Note: Sign-up is required. Please use your University College email address to create account.)



(II) E-Journals

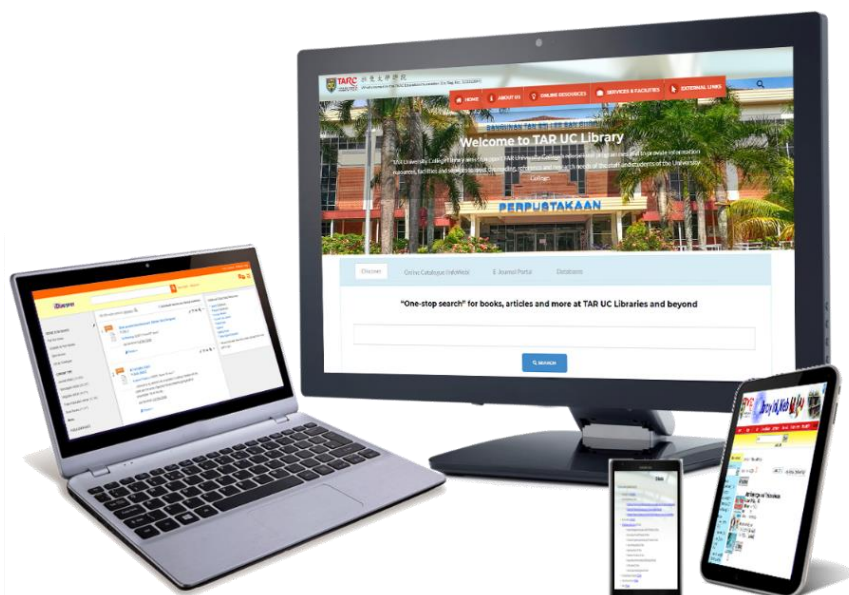
The Library provides access to a number of e-journals. User can access e-journals via Library web page.

- ❖ *For e-journals that require login password, please approach the library staff at the Reference Desk/ Information Counter.*

(III) E-Books

Anytime, Anywhere Access:

- Cambridge Core
 - Gale Virtual Reference Library
 - Elsevier eBooks
 - iG Publishing e-Book Library
 - IGI Global Research Collection
 - Oxford University Press
 - Wiley
- ❖ *For on-campus & remote access, please access via the Library Webpage.*
 - ❖ **NOTE:** *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.*



(IV) TAR UC Institutional Repository (IR)

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

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

TAR UC 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 <http://eprints.tarc.edu.my>.

Alternatively, click on the "TAR UC 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 UC 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 UC Intranet username and password when being prompted with the "Access to TAR UC 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
<ul style="list-style-type: none"> Diploma Student A Level Student Foundation Student 	5	14	5	14	1	4 hours or *overnight
<ul style="list-style-type: none"> Bachelor's Degree Student 	5		5			
<ul style="list-style-type: none"> Executive Development Programme Student 	6		6			
<ul style="list-style-type: none"> Master's Degree Student PhD Student 	10	30	10	30	1	3 days
<ul style="list-style-type: none"> Full Time Lecturer 	20	120	20	120	1	3 days
<ul style="list-style-type: none"> Part-time Lecturer 	3	14	3	14		
<ul style="list-style-type: none"> Admin Staff 	8	30	8	30		
<ul style="list-style-type: none"> General Staff 	2	14	2	14	1	4 hours or *overnight
<ul style="list-style-type: none"> Retirees (Library deposit is required) 	2	14	2	14	1	4 hours
<ul style="list-style-type: none"> Alumni (Library fee & deposit are required) 						
<ul style="list-style-type: none"> General Public with Borrowing Privileges (Library free & 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	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 UC are eligible for external library membership services at all TAR UC Campuses Libraries. On the other hand, members of the public (aged 18 years old and above) who wished to use TAR UC Campuses Libraries may also apply to become an external library member.

TAR UC Campuses Libraries provides the following type of membership and services for external members:

No.	Service	Daily Membership	Annual Membership		
		General Public	TAR UC Alumni	TAR UC Retiree	General Public
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

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 UC Alumni	Free	-	RM100.00 per annum	RM50.00 per annum	RM600.00 for 2 books	RM100.00 per annum
TAR UC 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

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

Borrowing & Returning of Library Materials

Circulation Counter (Level G)

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

Reference Services

- ❖ The reference librarian 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 Desk is located at Level G, Main Library and can be contacted by email at: reference@tarc.edu.my or call at ext. 3640.

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 College 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://bit.ly/2HsNua6>.

Inter-campus Loan

- ❖ The Library provides inter-campus loan service among its Campuses Libraries.

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 <http://infoweb.tarc.edu.my>

User Education Programme

(i) Library Induction Programme

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

The library induction programme is conducted during new intake time. It aims to introduce new students to the collections, services and facilities offered by the library. The programme comprises a PowerPoint presentation and a library-guided tour.

(ii) Library Training Sessions

The Library offers training sessions to users to equip them with the skills in information searching using library online catalogue and subscribed online databases, e-journals, e-books, etc.

The training sessions cover the following topics:

- iDiscover
- Library InfoWeb
- Online Resources Searching Skills



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

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:

- 33' x 17' (10.05 m x 5.18 m) space in front of iDiscover stations.
- 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 Information 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 Desktop, 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. Booking is required before using the room. Please approach the Information Counter, Level G for booking.



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.



Baggage Area (Library Entrance)

Users may temporarily store their belonging, such as bags, files, umbrellas, etc. in the pigeon holes located at the entrance of the Library or Boxify lockers.



Photocopying and Printing Services

Photocopying services operated by vendor is available at Level 2A.

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 Dekstop, a referencing software which some are equipped with data analysis software such as SPSS, IBM Amos, IBM Text Analytics, NVivo, Smart PLS, etc.

Study Room (1 User)
For individual quiet study.



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

Baggage Area (Library Entrance)
Users may temporarily store their belonging, such as files, umbrellas, etc. in the pigeon holes located at the entrance of the Library.



DISCUSSION ROOMS/ PRESENTATION ROOM BOOKING GUIDELINES

A. Booking Policy

This policy is applicable to all the discussion rooms in the Main Library.

- i. Discussion rooms will be assigned on a first-come, first-served basis. Students will be assigned any room available based on their group size.
- ii. Discussion rooms are for group use (two or more people) only. Discussion rooms cannot be booked for use by an individual.
- iii. Discussion rooms are for written group assignments purposes only. Art work, role-play, video shooting and/or other disruptive activities are not allowed in the Library, including the discussion rooms.
- iv. Discussion rooms may be booked up to two (2) hours at a time. A one-time extension is allowed, provided no one is waiting for a room.
- v. Discussion rooms must be claimed within the first ten (10) minutes of the booking. Unclaimed rooms will be released to other eligible users.
- vi. Discussion rooms may be booked one (1) day in advance at the Information Counter, Main Library.

B. Booking Procedure

- i. The group representative is to approach the library staff at the Information Counter, Main Library to book the discussion room/presentation room.
- ii. The group representative is required to hand in his/her TAR UC ID card for the collection of the discussion room/presentation room key. The ID card will be returned upon sign out at the Information Counter, Main Library.

Additional Notes on Use of Discussion Room/Presentation Room

After using the discussion room/presentation room, it is the user's responsibility to:

- i. Shut down and switch off the PC (Discussion Room G1, G2 & G3 and Presentation Room) / LCD projector (Presentation Room) and unplug the PC power cables from the power outlet (Discussion Room G1, G2 & G3).
- ii. Rearrange back the chairs according to the original seating arrangement.
- iii. Clear all personal belongings and/or library books inside the room.
- iv. Turn off the lights and lock the door.
- v. Return the key to the library staff at the Information Counter, Main Library.

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. All library users are not allowed to bring in bags, files, umbrellas, etc. into the library, except handbags, transparent A4 size document cases that are not more than five (5) cm in thickness and laptop sleeve (slim covering for the laptop, like an envelope).
- ii. The Library Management accepts no responsibility for theft, damage, misplacement or loss of personal belongings of its users.

2. TAR University College ID Cards

- i. TAR University College ID cards are not transferable.
- ii. Library users must wear a valid ID card to gain entry to the Library.
- iii. Library users must produce his/her ID card to upon request by the library staff.
- iv. In the event that a library user loses his/her ID card, he/she is required to report to the Library immediately to avoid his/her ID card from being misused by others.

3. Discipline and Conduct

- i. All library users should be attired appropriately according to the University College 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. Reservation of seats is not permitted.
- vii. Users are not allowed to remove or change the placement of furniture or equipment in the library.
- viii. Art work, role-play, video shooting and/or other disruptive activities are not allowed in the Library, including the discussion rooms.
- ix. Stern action shall be taken against any users who steal or vandalize library materials/equipment.
- x. 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. The TAR UC 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 who photocopy library materials will be deemed personally responsible for any infringement under the Copyright Act 1987.



CONTACT US

User Services Enquiries	ext. 3229 / 3476
Reference Services	ext. 3640
User Education & Training Enquiries	ext. 3459

You may also call or WhatsApp us at [\(6\)011-1068 2560](tel:601110682560). Please note that our office hours are from Monday to Friday: 8:30 am to 5:30 pm.

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