



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



PERPUSTAKAAN SULTAN ABDUL SAMAD
"Gateway to Knowledge Across the World"

How To Use

WebOPAC: Patron Account

HOW TO ACCESS PATRON ACCOUNT?

Patron account contains several information related to searching, holding, renewing and borrowing activities in the Library. The information includes:

1. Checked out Books
2. Fines
3. Personal details
4. Change password
5. Search history
6. Reading history
7. Purchase suggestions
8. Book lists

This “How To” library guide help users to access patron account to get the above information using the Library.

The screenshot shows the homepage of the UPM library website. At the top, the address bar displays `www.lib.upm.edu.my`. A callout box labeled "1. Go to the Library Website" points to this address bar. The website features a yellow header with navigation links like "Sultan Abdul Samad Library Guide" and "Branch Libraries Guide". The main content area includes promotional banners for Science Direct, Agricultural Information Resources, and a "TOP 10 UPM LIBRARY DATABASES" infographic. On the right, there are buttons for "Entri KAMI", "Dokumen", "Newsletter", and "Tetapan". A second callout box labeled "2. Click on Koha WebOPAC icon" points to the "Koha WebOPAC" icon in a grid of service links at the bottom of the page. The footer contains contact information, a newsletter sign-up, and accreditation logos.

1. Go to the Library Website

2. Click on Koha WebOPAC icon

Dasar Privasi | Hakcipta | RSS | Penafian | Bantuan | UPM online | Dasar Keselamatan

LANGGAN MELALUI EMAIL

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How To Access Patron Account

HOW TO ACCESS PATRON ACCOUNT?

3. Click Account Login

WELCOME TO PERPUSTAKAAN SULTAN ABDUL SAMAD - ONLINE PUBLIC ACCESS CATALOGUE

Welcome to Perpustakaan Sultan Abdul Samad (PSAS), Universiti Putra Malaysia (UPM). UPM WebOPAC is computerized online catalogue of the materials held in library. The OPAC consist of an index of the bibliographic data cataloged in the system, offering a variety of search capabilities such as the author/ title/ call number/ subjects, together with an interactive request and renewal functionality.

NEW BOOK SHOWCASE 2017

Enzyme nanocarriers

Account Login

4. Type Matric No. / Staff No.

Matric No./Staff No.

5. Type IC No. / Passport No.

IC No./Passport No.

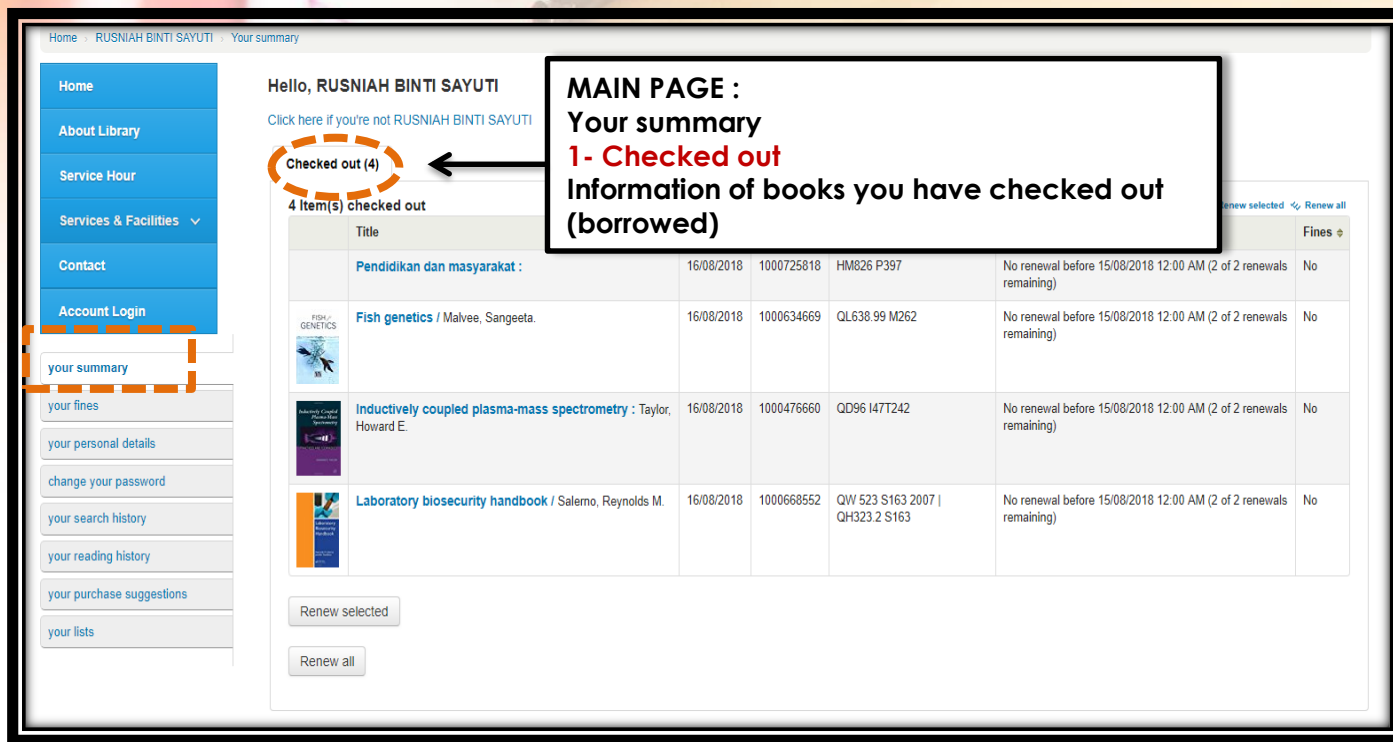
[Forgot your password?](#)

6. Click Log in

Log in

Cancel

1. Your Summary Checked out



The screenshot displays a library website interface. On the left is a blue sidebar with navigation links: Home, About Library, Service Hour, Services & Facilities, Contact, and Account Login. Below the sidebar is a list of user actions: your summary, your fines, your personal details, change your password, your search history, your reading history, your purchase suggestions, and your lists. The 'your summary' link is highlighted with an orange dashed box. An arrow points from this box to a callout box on the right. The main content area shows a greeting 'Hello, RUSNIAH BINTI SAYUTI' and a link 'Click here if you're not RUSNIAH BINTI SAYUTI'. Below this, 'Checked out (4)' is circled in orange. A table lists four checked-out items with columns for Title, Date, ID, Barcode, Renewal Date, and Fines. At the bottom are buttons for 'Renew selected' and 'Renew all'.

Home · RUSNIAH BINTI SAYUTI · Your summary




Home
About Library
Service Hour
Services & Facilities
Contact
Account Login

your summary
your fines
your personal details
change your password
your search history
your reading history
your purchase suggestions
your lists

Hello, RUSNIAH BINTI SAYUTI
Click here if you're not RUSNIAH BINTI SAYUTI

Checked out (4)

4 Item(s) checked out

Title						Fines
Pendidikan dan masyarakat :	16/08/2018	1000725818	HM826 P397	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No	
 Fish genetics / Malvee, Sangeeta.	16/08/2018	1000634669	QL638.99 M262	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No	
 Inductively coupled plasma-mass spectrometry : Taylor, Howard E.	16/08/2018	1000476660	QD96 I47T242	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No	
 Laboratory biosecurity handbook / Salerno, Reynolds M.	16/08/2018	1000668552	QW 523 S163 2007 QH323.2 S163	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No	

Renew selected

Renew all

MAIN PAGE :
Your summary
1- Checked out
Information of books you have checked out (borrowed)

1. Your Summary Holds

Home > RUSNIAH BINTI SAYUTI > Your summary

Home

About Library

Service Hour

Services & Facilities ▾

Contact

Account Login

your summary

your fines

your personal details

change your password

your search history

your reading history

your purchase suggestions

your lists

Hello, RUSNIAH BINTI SAYUTI

Click here if you're not RUSNIAH BINTI SAYUTI

Checked out (4) **Holds (1)**

Holds (1 total)

Title	Placed on	Expires	Location	Quantity	Status	Action
Psikologi sosial / Rozmi Ismail.	22/05/2018	Never expires	Perpustakaan Sultan Abdul Samad (Main Library)	1	Pending	Cancel

2. Holds
Click "Holds" to get information of books you have requested (booked)

The screenshot shows a library patron account interface. On the left is a sidebar with navigation links: Home, About Library, Service Hour, Services & Facilities, Contact, and Account Login. Below these are links for 'your summary', 'your fines', 'your personal details', 'change your password', 'your search history', 'your reading history', 'your purchase suggestions', and 'your lists'. The 'your summary' link is highlighted with an orange dashed box. The main content area shows a greeting for 'RUSNAH BINTI SAYUTI' and a message: 'Please note: You cannot renew your books online. Reason: You have fines.' Below this, there is a 'Checked out (4)' section with a 'Fines (0.20)' link circled in orange. An arrow points from this link to a text box that says '3. Fines Click "Fines" or "Your fines" to get detailed information about fines and charges'. Below the text box is a table of checked-out items.

Title	Due	Barcode	Call no.	Renew	Fines
Pendidikan dan ...	16/08/2018	1000725818	HM826 P397	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No
FISH GENET			638.99 M262	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No
Taylor, Howard E.			96 I47T242	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	No
Laboratory biosecurity handbook / Salemo, Reynolds M.	16/08/2018	1000668552	QW 523 S163 2007 QH323.2 S163	No renewal before 15/08/2018 12:00 AM (2 of 2 renewals remaining)	Yes

Search Search for library catalog All libraries

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

Home > [RUSNIAH BINTI SAYUTI](#) > Your fines and charges

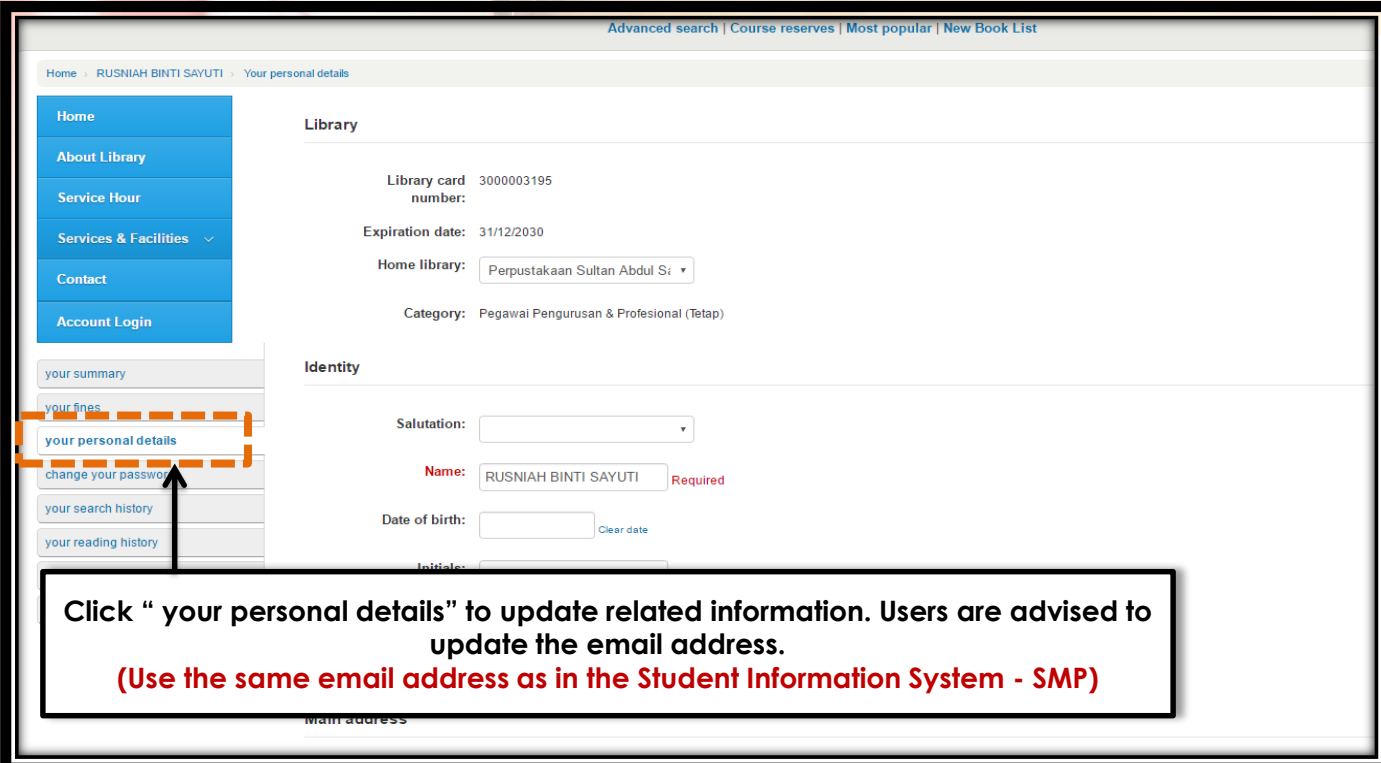
Fines and charges

Date	Description	Fine amount	Amount outstanding
22/05/2018	Fine , F 718261 (Laboratory biosecurity handbook /)	0.20	0.20
Total due			0.20

If you have fines and charges – Fine amount, amount outstanding and total due will be shown

your summary
your fines
your personal details
charges you borrowed

3. Your Personal Details



Advanced search | Course reserves | Most popular | New Book List

Home > RUSNIAH BINTI SAYUTI > Your personal details

Library

Library card number: 3000003195

Expiration date: 31/12/2030

Home library: Perpustakaan Sultan Abdul Sa ▾

Category: Pegawai Pengurusan & Profesional (Tetap)

Identity

Salutation: ▾

Name: RUSNIAH BINTI SAYUTI Required

Date of birth: ▾ Clear date

Initials: ▾

your summary

your fines

your personal details

change your password

your search history

your reading history

Click “ your personal details” to update related information. Users are advised to update the email address.

(Use the same email address as in the Student Information System - SMP)

Main address

4. Change Your Password

Search Keyword Search for library catalog All libraries Go

Advanced search | Course reserves | Most popular | New Book List

Home > RUSNIAH BINTI SAYUTI > Change your password

Home
About Library
Service Hour
Services & Facilities
Contact
Account Login

your summary
your fines
change your password
your search history
your reading history
your purchase suggestions
your lists

Change your password

Your password must be at least 3 characters long.

Current password:
New password:
Re-type new password:

Submit change

Click “change your password” to change password to login patron account.
(Use the same Password as in the Student Information System (SMP))

5. Your Search History

Click “your search history” to get all the keywords that you have used to do your search

Search Keyword Search for library catalog All libraries Go

Advanced search | Course reserves | Most popular | New Book List

Home > Your search history

Home
Library
e Hour
es & Facilities
ct
nt Login
mary
S
your personal details
ange your password
your search history
your reading history
your purchase suggestions
your lists

Search history

Current session

Select all Clear all | Select searches to: x Delete

	Date	Search	Results
<input type="checkbox"/>	24/05/2018 02:32 PM	kw, wrdl: searching behaviour	7

Remove selected searches

Previous sessions

Select all Clear all | Select searches to: x Delete

	Date	Search	Results
<input type="checkbox"/>	22/05/2018 12:15 PM	kw, wrdl: 1000724595	1
<input type="checkbox"/>	07/03/2018 09:28 AM	su, wrdl: communication	10106
<input type="checkbox"/>	07/03/2018 08:26 AM	ti, wrdl: interpersonal communication and au, wrdl: kim giffin	9
<input type="checkbox"/>	07/03/2018 08:24 AM	ti, wrdl: interpersonal communication, au: Beebe, Susan J.	7
<input type="checkbox"/>	07/03/2018 08:24 AM	ti, wrdl: interpersonal communication, au: DeVito, Joseph A.,	25

Remove selected searches

6. Your Reading History

Click “your reading history”
to get information on items
that you have borrowed

Search Keyword Search for library catalog All libraries Go

Advanced search | Course reserves | Most popular | New Book List

Home RUSNIAH BINTI SAYUTI Your checkout history

Home
About Library
Service Hour
Services & Facilities
Contact
Account Login

your summary
your fines
your personal details
change your password
your search history
your reading history
your purchase suggestions
your lists

Checkout history

Order by date

Showing last 50 items. Show all items

	Title	Item type	Call no.	Date
	Laboratory biosecurity handbook / Salerno, Reynolds M.	Main Library	QW 523 S163 2007 QH323.2 S163	(Checked out)
	Pendidikan dan masyarakat :	Main Library	HM826 P397	(Checked out)
	Fish genetics / Malvee, Sangeeta.	Main Library	QL638.99 M262	(Checked out)
	Inductively coupled plasma-mass spectrometry : Taylor, Howard E.	Main Library	OD96 I47T242	(Checked out)
	Laboratory biosecurity handbook / Salerno, Reynolds M.	Main Library	QW 523 S163 2007 QH323.2 S163	22/05/2018
	ASABE standards :	Engineering & Architecture - Reference	S677 A34	07/03/2018

7. Your Purchase Suggestions

The screenshot shows a library website interface. At the top, there is a search bar with the text 'Search Keyword Search for library catalog' and a dropdown menu for 'All libraries' with a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Course reserves', 'Most popular', and 'New Book List'. The main content area is titled 'Your purchase suggestions' and states 'There are no pending purchase suggestions.' Below this, there is a link for 'New purchase suggestion'. On the left side, there is a sidebar with a list of links: 'Home', 'About Library', 'Service Hour', 'Services & Facilities', 'Contact', 'Account Login', 'your summary', 'your fines', 'your personal details', 'change your password', 'your search history', 'your reading history', 'your purchase suggestions', and 'your lists'. The 'your purchase suggestions' link is highlighted with a dashed orange box. Two callout boxes are present: one pointing to the 'New purchase suggestion' link with the text '2. Click to "New purchase suggestion" to make book suggestion to the Library', and another pointing to the 'your purchase suggestions' link in the sidebar with the text '1. Click "your purchase suggestions" to suggest Library to purchase new book and also to get information about your purchase suggestion'.

Search Keyword Search for library catalog All libraries Go

Advanced search | Course reserves | Most popular | New Book List

Home > Mrs RUSNIAH BINTI SAYUTI > Your purchase suggestions

Home
About Library
Service Hour
Services & Facilities
Contact
Account Login

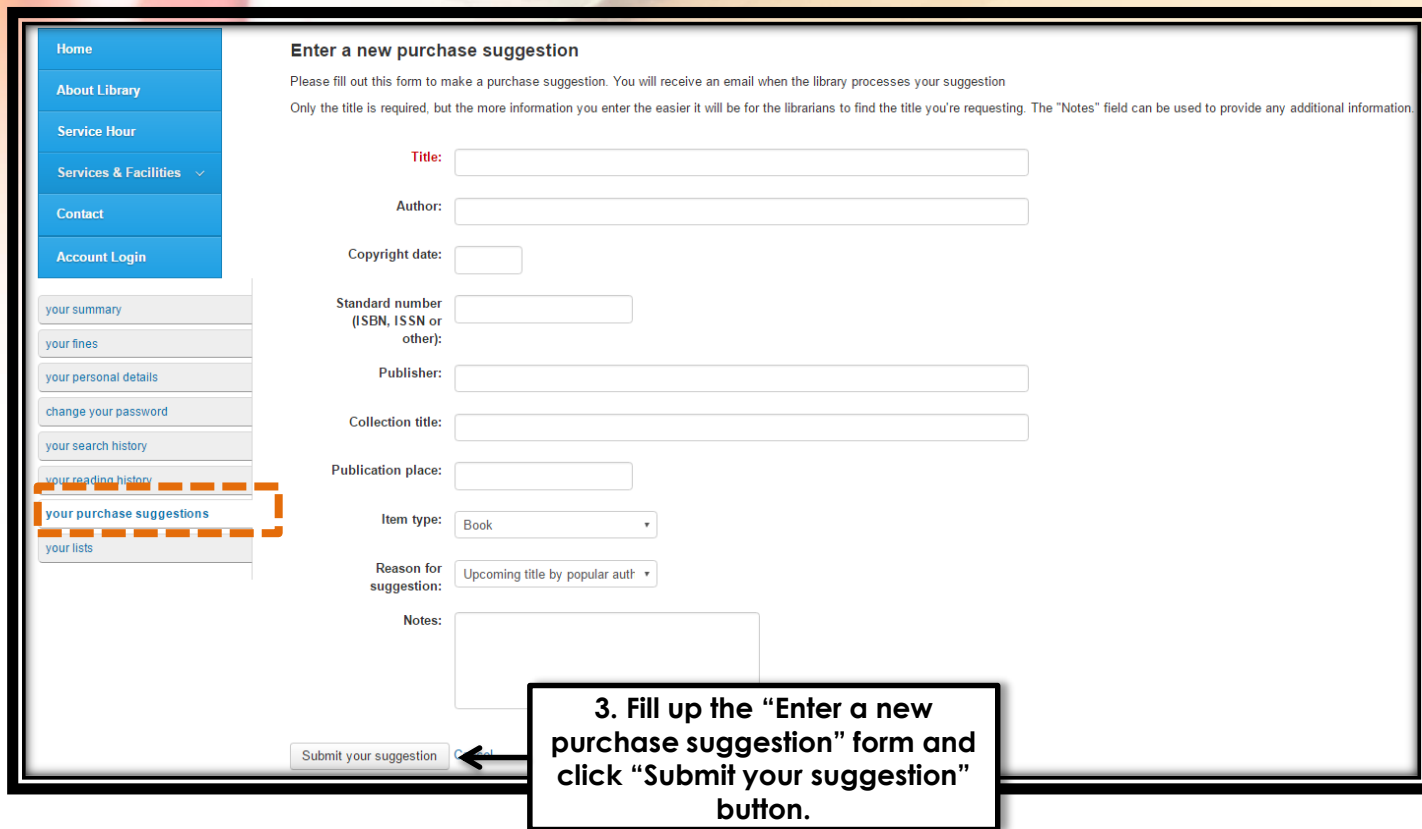
your summary
your fines
your personal details
change your password
your search history
your reading history
your purchase suggestions
your lists

Your purchase suggestions
There are no pending purchase suggestions.
■ New purchase suggestion

2. Click to "New purchase suggestion" to make book suggestion to the Library

1. Click "your purchase suggestions" to suggest Library to purchase new book and also to get information about your purchase suggestion

7. Your Purchase Suggestions



Home

About Library

Service Hour

Services & Facilities ▾

Contact

Account Login

your summary

your fines

your personal details

change your password

your search history

your reading history

your purchase suggestions

your lists

Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion

Only the title is required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The "Notes" field can be used to provide any additional information.

Title:

Author:

Copyright date:

Standard number (ISBN, ISSN or other):

Publisher:

Collection title:

Publication place:

Item type:

Reason for suggestion:

Notes:

3. Fill up the "Enter a new purchase suggestion" form and click "Submit your suggestion" button.

The screenshot shows a library website interface. On the left is a blue sidebar with navigation links: Home, About Library, Service Hour, Services & Facilities, Contact, and Account Login. Below this is a 'your summary' section with links to your summary, your fines, your personal details, change your password, your search history, your reading history, your purchase suggestions, and your lists. The 'your lists' link is highlighted with an orange dashed box. An arrow points from this box to a callout box labeled '1. Click "your lists" to get private lists of books that you have created'. The main content area is titled 'Lists' and contains a 'Your lists' tab (selected) and a 'Public lists' tab. An arrow points from the 'Your lists' tab to a callout box labeled '2. Click "Your lists" to get private lists of books that you have created'. Below the tabs is a 'New list' button and a table of existing lists. An arrow points from the 'CORPORATE FINANCE' list name to a callout box labeled '3. Click on chosen list name to get lists of books that you have saved before'. The table has columns for List name, Contents, and Type, and includes 'Edit' and 'Delete' links for each list.

Home > Mrs RUSNIAH BINTI SAYUTI > Lists

Lists

Your lists **Public lists**

New list

List name	Contents	Type	
CORPORATE FINANCE	7 items	Private	Edit Delete
MICROECONOMIC	4 items	Private	Edit Delete

1. Click "your lists" to get private lists of books that you have created

2. Click "Your lists" to get private lists of books that you have created

3. Click on chosen list name to get lists of books that you have saved before

The screenshot displays a library catalog interface. At the top, there's a navigation bar with 'Your lists' and 'Contents of CORPORATE FINANCE'. Below this, the section is titled 'CORPORATE FINANCE'. A toolbar contains links: 'New list', 'Download list', 'Send list', 'Print list', 'Edit list', and 'Delete list'. A 'Sort by:' dropdown is set to 'Title' and 'Ascending'. Below the toolbar, there are links: 'Select all', 'Clear all', 'Select titles to:', 'Place hold', and 'Remove from list'. The main list contains four book entries, each with a checkbox, title, author, edition, material type, publisher, and availability. A callout box with a black border and white background points to the first book title with the text '4. Click on the book title to get further information of the book'.

4. Click on the book title to get further information of the book

CORPORATE FINANCE

[New list](#) | [Download list](#) | [Send list](#) | [Print list](#) | [Edit list](#) | [Delete list](#)

[Select all](#) | [Clear all](#) | [Select titles to:](#) [Place hold](#) | [Remove from list](#)

Sort by: [Title](#) | [Ascending](#)

☐ [Contemporary corporate finance / James R. McGuigan ... \[et al.\]](#)
by McGuigan, James R.
Edition: 12th ed.
Material type: [Book](#); Format: print; Literary form: not fiction
Publisher: Mason, Ohio : South-Western, Cengage Learning, 2012
Availability: [Items available for reference](#): [Call number: HG4028 C781 2012] (1).
[Save to another list](#) | [Remove from this list](#) | [Add to cart](#)

☐ [Corporate governance and the global financial crisis : international perspectives / edited by William Sun, Jim Stewart and David Pollard.](#)
by Sun, William, 1962-; Stewart, Jim, 1952-; Pollard, David, 1946-.
Material type: [Book](#); Format: print; Literary form: not fiction
Publisher: New York : Cambridge University Press, 2011
Online access: [Cover image](#) | [Contributor biographical information](#) | [Publisher description](#) | [Table of contents only](#)
Availability: [Items available for loan](#): Perpustakaan Sultan Abdul Samad (Main Library) [Call number: HD2741 C822] (1).
[Save to another list](#) | [Remove from this list](#) | [Add to cart](#)

☐ [Essentials of corporate finance / Stephen A. Ross ... \[et al.\].](#)
by Ross, Stephen A.
Edition: 2nd ed.
Material type: [Book](#); Format: print; Literary form: not fiction
Publisher: Australia : McGraw-Hill Australia, 2011
Availability: [Items available for loan](#): Perpustakaan Sultan Abdul Samad (Main Library) [Call number: HG4028 E78 2011] (1).
[Save to another list](#) | [Remove from this list](#) | [Add to cart](#)

☐ [Fundamentals of corporate finance / Stephen A. Ross, Randolph W. Westerfield, Bradford D. Jordan.](#)
by Ross, Stephen A | Westerfield, Randolph W | Jordan, Bradford D.
Edition: 10th ed., Alternate ed.
Material type: [Book](#); Format: print; Literary form: not fiction
Publisher: New York, NY : McGraw-Hill/Inrain, 2013
Availability: [Items available for loan](#): Perpustakaan Sultan Abdul Samad (Main Library) [Call number: HG4028 R826 2013] (1).
[Save to another list](#) | [Remove from this list](#) | [Add to cart](#)

1. Click “your lists”
to get public lists
that contains new
book lists
available in the
Library collection

The screenshot shows the 'Lists' page of a library website. On the left is a blue sidebar with navigation links: Home, About Library, Service Hour, Services & Facilities (with a dropdown arrow), Contact, and Account Login. Below these are links for 'your summary', 'your fines', 'your personal details', 'change your password', 'your search history', 'your reading history', 'your purchase suggestions', and 'your lists' (which is highlighted with a dashed orange box and an arrow from the first annotation). The main content area is titled 'Lists' and has two tabs: 'Your lists' and 'Public lists' (selected, with an arrow from the second annotation). Below the tabs is a 'New list' button and a table of public lists. The table has three columns: 'List name', 'Contents', and 'Type'. The third annotation points to the 'FOOD SCIENCE & TECHNOLOGY 2017' entry in the 'List name' column.

List name	Contents	Type
AGRICULTURE 2017	85 items	Public
BIOTECHNOLOGY & BIOMOLECULAR SCIENCES 2017	40 items	Public
COMPUTER SCIENCE & INFORMATION TECHNOLOGY 2017	7 items	Public
DESIGN & ARCHITECTURE 2017	55 items	Public
ECONOMICS & MANAGEMENT 2017	118 items	Public
EDUCATIONAL STUDIES 2017	42 items	Public
ENGINEERING 2017		Public
ENVIRONMENTAL STUDIES 2017		Public
FOOD SCIENCE & TECHNOLOGY 2017		Public
FORESTRY 2017		Public
HUMAN ECOLOGY 2017		Public
MEDICINE & HEALTH SCIENCES 2017		Public
MODERN LANGUAGES & COMMUNICATION 2017	66 items	Public
SCIENCE 2017	208 items	Public
VETERINARY MEDICINE 2017	21 items	Public

2. Click on “Public lists”
to get lists of books based on
subject

3. Choose “FOOD SCIENCE &
TECHNOLOGY 2017” to get lists of
new books under the chosen
subject

Home » Mrs RUSNIAH BINTI SAYUTI » Lists » Public lists » Contents of FOOD SCIENCE & TECHNOLOGY 2017

Home
About Library
Service Hour
Services & Facilities
Contact
Account Login

your summary
your fines
your personal details
change your password
your search history
your reading history
your lists

FOOD SCIENCE & TECHNOLOGY 2017

New list | Download list | Send list | Print list
Sort by: Title | Ascending

Select all | Clear all | Select titles to: Place hold

- ☐ **Achieving sustainable production of poultry meat / edited by Professor Steven C. Ricke.**
by Ricke, Steven C. Prof.
Material type: Book; Format: print ; Literary form: not fiction
Publisher: Cambridge, UK : Burleigh Dodds Science Publishing, 2017
Availability: Items available for loan: Perpustakaan Sultan Abdul Samad (Main Library) [Call number: TP371.2 A631] (1).
Save to another list | Add to cart
- ☐ **Advances in food research.**
Material type: Continuing resource; Format: print ; Type of content: serial
Publisher: New York : Academic Press, 1948-1988
Availability: Items available for reference: [Call number: TX354 A3] (19).
Save to another list | Add to cart
- ☐ **Antimicrobial food additives : characteristics, uses, effects / contributors, Tana Hintz, Karl K. Matthews ... [et. al.].**
by Hintz, Tana | Matthews, Karl K.
Material type: Book; Format: print ; Literary form: not fiction
Publisher: United Kingdom : Auris Reference Limited, 2016
Availability: Items available for loan: Perpustakaan Sultan Abdul Samad (Main Library) [Call number: TP371.2 A631] (1).
Save to another list | Add to cart
- ☐ **Antimicrobial food packaging / edited by Jorge Barros-Velázquez.**
by Barros-Velázquez, Jorge [editor].
Material type: Book; Format: print ; Literary form: not fiction

4. Click on book title to get further information about the book

