SOARING UPWARDS
MALAYSIAN HIGHER EDUCATION

UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

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

How To Use

WebOPAC: Request Books

How To Request Book

HOW TO REQUEST BOOK?

Via Online:

Request can only be made if the status of the book is Checked out.

Reservations will be succeed if:

- **The number of books borrowed has not reached the limit of loan eligibility. (See loan eligibility)**
- **No fines.**
- **Patron record is not blocked because of certain offenses. (See note)**

How To Request Book

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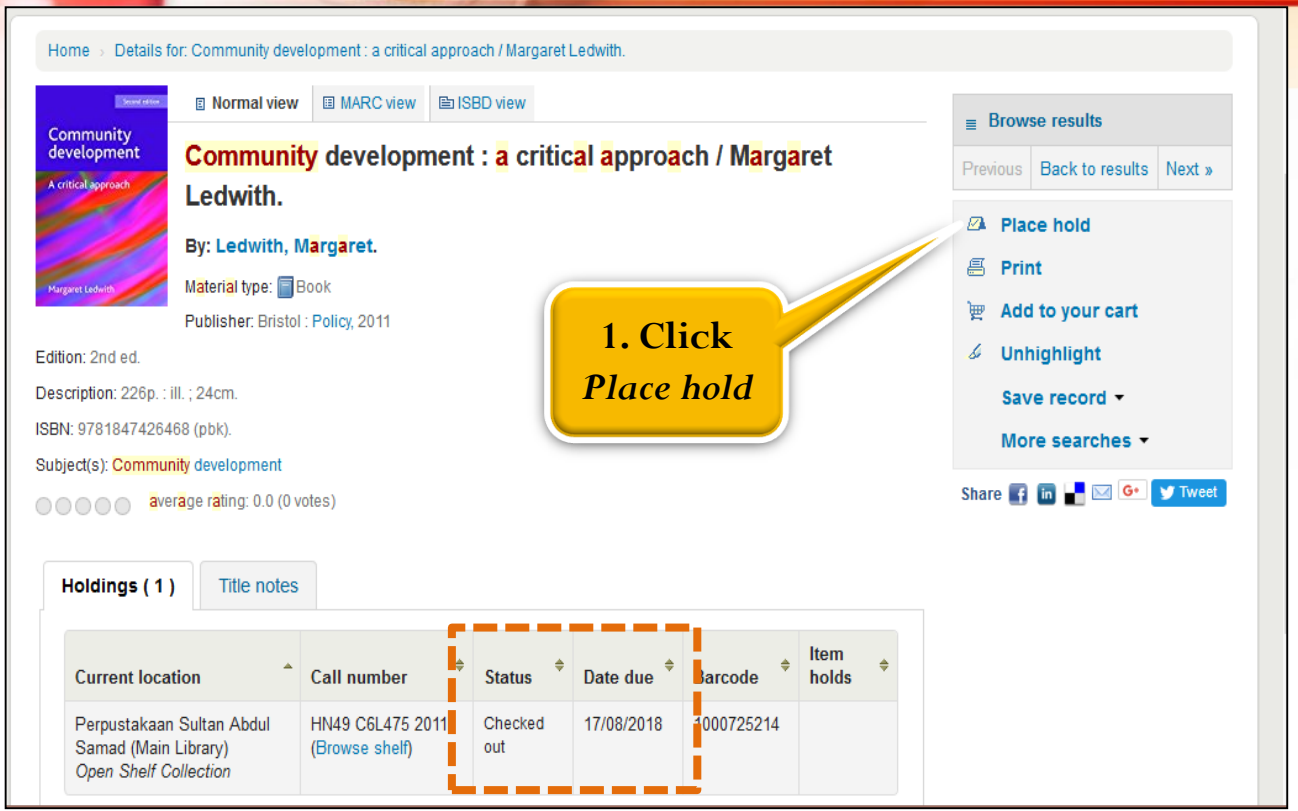

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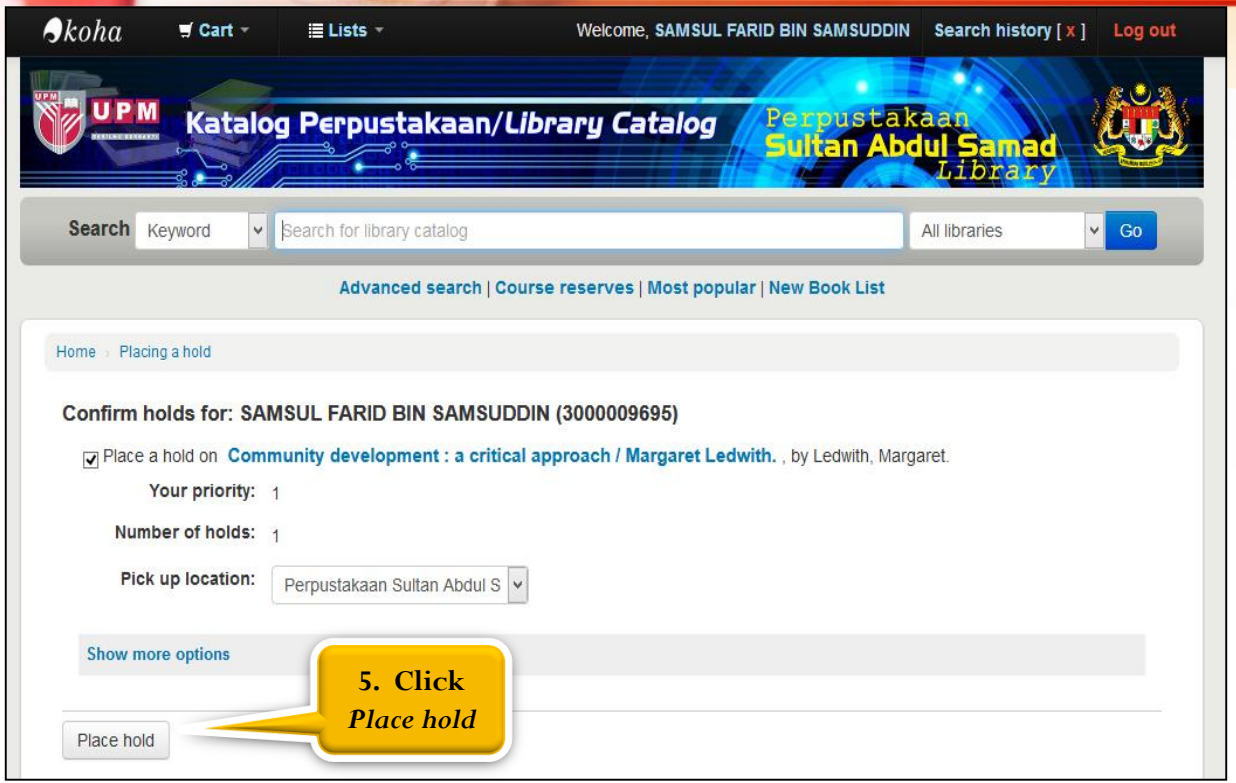

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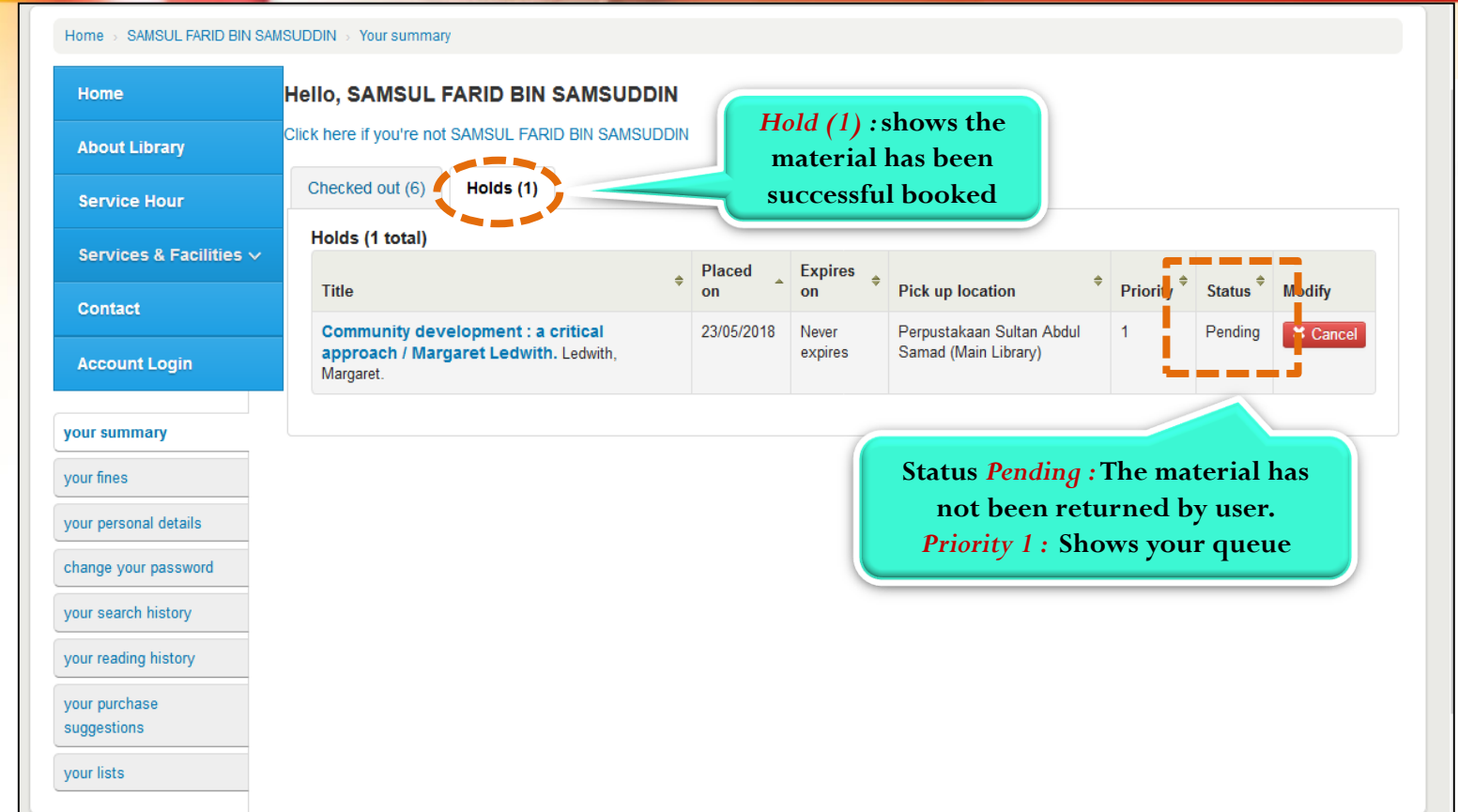

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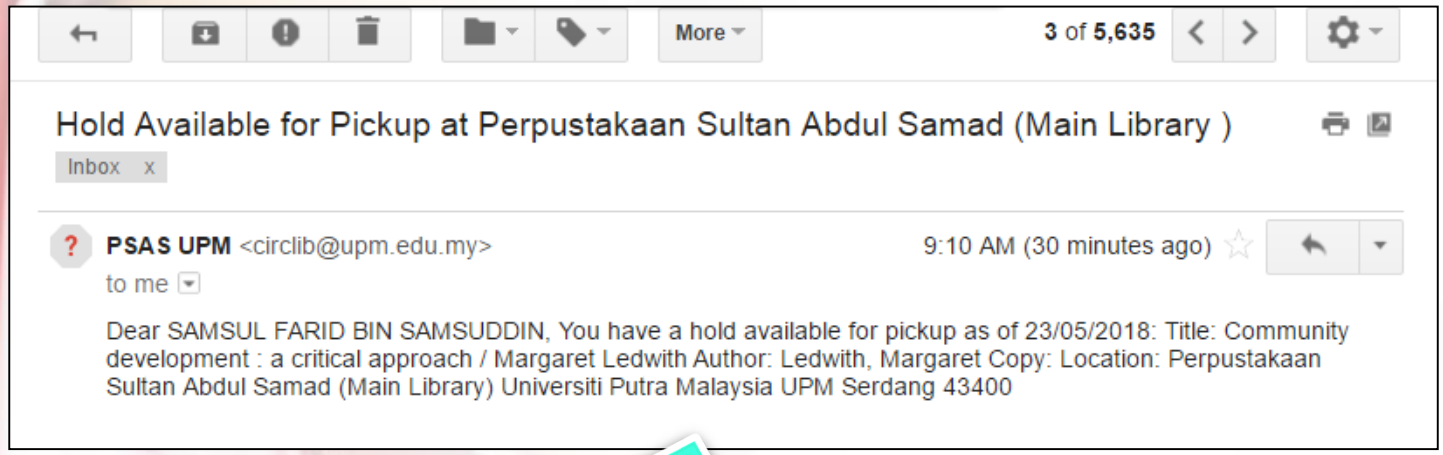

An e-mail will be sent to the user when the material is ready to be borrowed. e.g *Hold Available for Pickup at Main Library*

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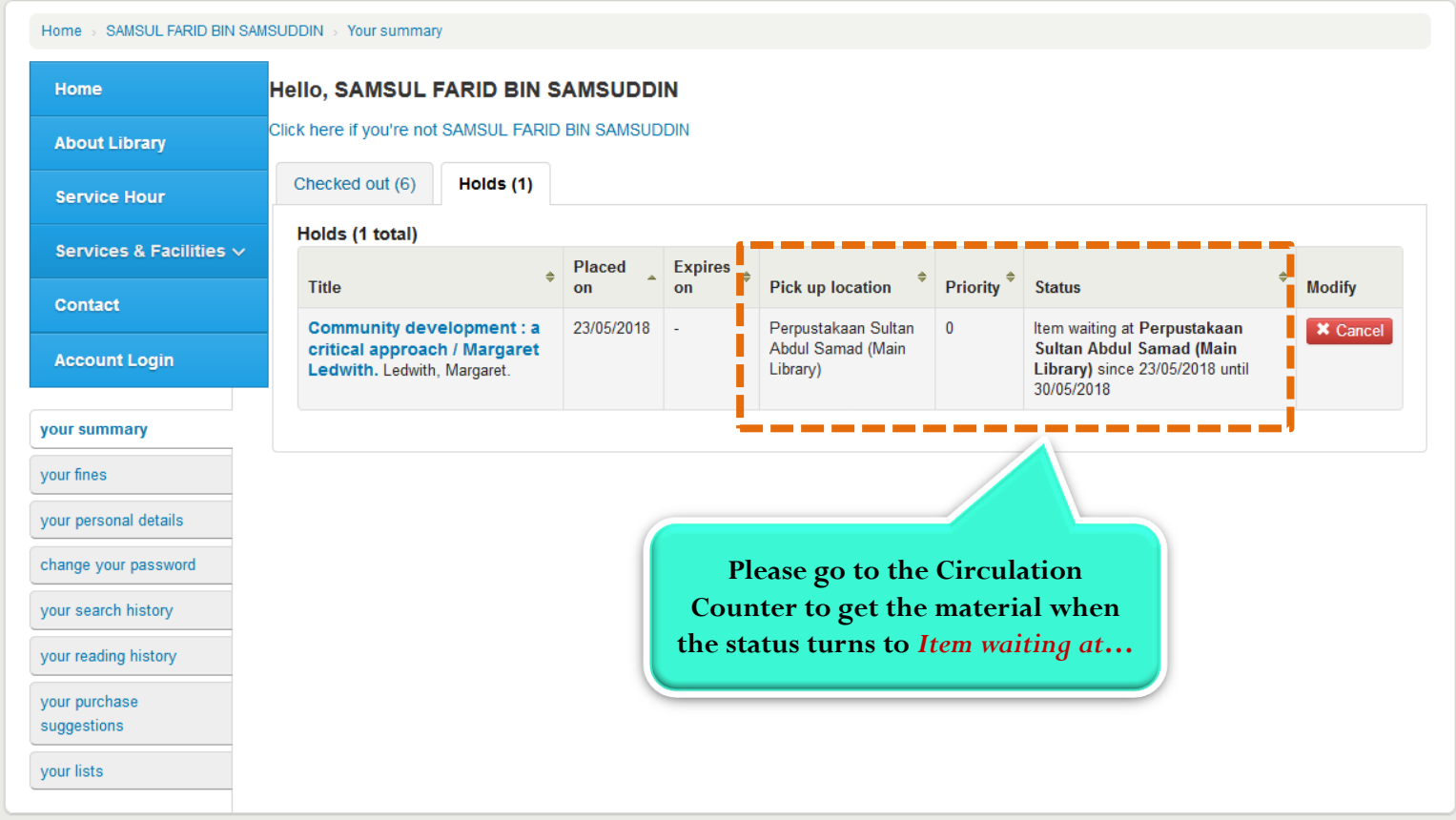

ADDITIONAL NOTE:
LOAN ELIGIBILITY/ PERIOD FOR UPM STAFF & STUDENT

UPM Staff	Patron Code	Loan Eligibility/ Period
Management & Professional (Permanent)	PA	30 copies / 60 days
Lecturer	PP	30 copies / 60 days
Contract Lecturer/ Tutor	PK	10 copies / 30 days
Support Staff	PB	6 copies / 14 days
Part-time Lecturer, Contract Officer, Attachment Officer, Temporary Support Staff (more than a year), Research Assistant, etc.	PS	4 copies / 14 days
Student	**Patron Code**	**Loan Eligibility/ Period**
Post-graduate Students	PL / EL / JL	20 copies / 30 days
Clinical Medical Students/ Veterinary	PH / PV	10 copies / 30 days
Degree Students	PI / EL	10 copies / 14 days
Diploma Students/ Foundation Program	PD	6 copies / 14 days
Distance Learning Education Students	JI	10 copies / 30 days
Non-Degree Students (including attachment graduate students from abroad)	PT	4 copies / 14 days
Special Course (Short Term Course – more than 6 month)	KK	2 copies / 14 days

BACK

ADDITIONAL NOTE:
RESTRICTIONS FOR LIBRARY USERS

Users are not allowed to use library services if the record are blocked/ frozen. Record users will be blocked if user:

- Have fines and charges
- Stealing or damaging library materials
- Books wet/ damage.
- Suspend the studies
- Graduated
- Restriction for having certain offenses.

BACK