

## PENGENALAN

Perpustakaan Sultan Abdul Samad (PSAS) mempunyai tiga (3) buah cawangan di kampus Serdang. Selangor, iaitu Perpustakaan Perubatan dan Sains Kesihatan, Perpustakaan Perubatan Veterinar, Perpustakaan Kejuruteraan dan Senibina dan sebuah cawangan di Kampus Bintulu, Sarawak.

Panduan Perpustakaan ini membantu anda mengenali perkhidmatan dan kemudahan yang disediakan di Perpustakaan Cawangan Kampus Serdang. Maklumat lanjut mengenai Perpustakaan Kampus Bintulu, boleh dilayari di laman web <http://www.btu.upm.edu.my>.

## PERPUSTAKAAN PERUBATAN DAN SAINS KESIHATAN (PPSK)

Perpustakaan ini terletak di Blok Pentadbiran, Kompleks Fakulti Perubatan dan Sains Kesihatan, Universiti Putra Malaysia. Bangunan Perpustakaan yang mempunyai 3 aras ini boleh memuatkan 200 tempat duduk. Ia berfungsi untuk memberi perkhidmatan maklumat kepada staf dan pelajar Fakulti. Pelbagai kemudahan dan perkhidmatan disediakan, antaranya katalog berkomputer, akses kepada pangkalan data dalam talian dan sebagainya.

Perpustakaan ini mempunyai koleksi sebanyak 36,000 naskhah yang terdiri daripada buku, jurnal, bahan media, tesis dan kertas projek. Keseluruhan koleksi adalah dalam bidang perubatan, sains kesihatan dan bidang lain yang berkaitan.

## PENGKELASAN BAHAN PERPUSTAKAAN

Perpustakaan menggunakan 2 skim pengelasan iaitu Skim Pengelasan National Library of Medicine (NLM) untuk bahan dalam bidang perubatan dan sains kesihatan. Manakala Skim Pengelasan Library of Congress (LC) digunakan untuk bahan dalam bidang perkara lain.

## Skim Pengelasan National Library of Medicine

KELAS	BIDANG PERKARA
QS	Anatomi Manusia
QT	Fisiologi
QU	Biokimia
QW	Mikrobiologi dan Imunologi
QX	Parasitologi
QY	Patologi Klinikal
QZ	Patologi
W	Profesion Kesihatan
WA	Kesihatan Awam
WB	Praktik / Amalan Perubatan

WC	Penyakit Berjangkit
WD	Penyakit Berpunca daripada Sistematik, Metabolik atau Persekitaran, dll.
WD 100	Penyakit Kekurangan Zat
WD 200	Penyakit Metabolik
WD 300	Penyakit Alahan
WD 400	Keracunan Haiwan
WD 500	Keracunan Tumbuhan
WD 600	Penyakit dan Kecederaan Akibta daripada Agen Fizikal
WD 700	Perubatan Penerbangan dan Angkasa Lepas
WD 800	Perubatan Laut
WE	Sistem Muskuloskeletal
WF	Sistem Respiratori
WG	Sistem Kardiovaskular
WH	Sistem Hemik dan Limfatik
WI	Sistem Penghadaman
WJ	Sistem Urogenital
WK	Sistem Endokrin
WL	Sistem Saraf
WM	Psikiatri
WN	Radiologi. Pengimejan Diagnostik
WO	Surgeri
WP	Ginekologi
WQ	Obstetri
WR	Dermatologi
WS	Pediatrik
WT	Geriatric. Penyakit Kronik
WU	Pergigian. Surgeri Mulut
WV	Otolaringologi
WW	Oftalmologi
WX	Hospital dan Lain-Lain Kemudahan Kesihatan
WY	Kejururawatan
WZ	Sejarah Perubatan

## JENIS KOLEKSI

- Koleksi Am
- Koleksi Rujukan
- Koleksi Terbitan Bersiri (Jurnal)
- Koleksi Buku Berbintik Merah
- Koleksi Tesis
- Koleksi Laporan Projek
- Pangkalan Data Dalam Talian
- Surat Khabar

## LOKASI KOLEKSI, PERKHIDMATAN DAN KEMUDAHAN

LOKASI	KOLEKSI	PERKHIDMATAN	KEMUDAHAN
Aras bawah	• Bahan Media	• Peminjaman, Pemulangan, Pembaharuan	• Mesin Pinjaman Layan Diri • Auditorium • Bilik Latihan • Ruang Bacaan Ringan • Ruang Simpan Barang • Pameran Buku Baharu
Aras 1	• Buku Berbintik Merah • Tesis • Laporan Projek		• Karel • Salinan Foto • Cetakan Berkomputer • Surau • "Water Dispenser"
Aras 2	• Buku Am • Rujukan • Bahan Terbitan Bersiri / Jurnal	• Perkhidmatan Rujukan • Pembekalan Dokumen • Program Literasi Maklumat • Pustakawan Penghubung	• Karel • Bilik Perbincangan • "Water Dispenser"

## DIREKTORI PERKHIDMATAN

PERKHIDMATAN	NO. DIHUBUNGI
Pertanyaan Am	03-89472321 / 03-89472318
Rujukan / Program Literasi Maklumat	03-89472731
Peminjaman, Pemulangan, Pembaharuan	03-89472312 / 03-89472361
Keahlian, Denda, Laporan Buku Hilang	03-89472361 / 03-89472312
Pembelian Buku	03-89472316
Sumbangan Buku Hadiah	03-89472733

## WAKTU PERKHIDMATAN

HARI	WAKTU SEMESTER	CUTI SEMESTER
Isnin - Khamis	8.00 pg - 9.00 mlm	8.00 pg - 5.00 ptg
Jumaat	8.00 pg - 12.15 tgh 2.45 ptg - 9.00 mlm	8.00 pg - 12.15 tgh 2.45 ptg - 5.00 ptg
Sabtu	8.00 pg - 4.00 ptg	Tutup
Ahad dan Cuti Umum	Tutup	Tutup

## PERPUSTAKAAN PERUBATAN VETERINAR (PPV)

Perpustakaan Perubatan Veterinar telah ditubuhkan pada 29 November 1999 bagi menyokong kegiatan pembelajaran, pengajaran, penyelidikan dan perundingan Fakulti. Terletak di Aras Bawah dan Aras Satu Blok Akademik, Kompleks Fakulti Perubatan Veterinar, Perpustakaan ini berkeluasan 8000 kps dan mampu memuatkan 152 tempat duduk untuk pengguna. Sehingga kini, koleksi Perpustakaan mempunyai 20,000 naskhah yang terdiri daripada buku, jurnal, berbilang, bahan media, tesis dan laporan projek tahun akhir pelajar yang meliputi bidang perubatan veterinar, sains haiwan dan bidang lain yang berkaitan.

## JENIS KOLEKSI

- Koleksi Buku Am
- Koleksi Rujukan
- Koleksi Buku Berbintik Merah
- Koleksi Tesis
- Koleksi Laporan Projek
- Koleksi Terbitan Bersiri (Jurnal)
- Koleksi Kertas Soalan Peperiksaan
- Koleksi Surat Khabar
- Pangkalan Data Dalam Talian

## LOKASI KOLEKSI, PERKHIDMATAN DAN KEMUDAHAN

LOKASI	KOLEKSI	PERKHIDMATAN	KEMUDAHAN
Aras bawah	• Bahan Media • Rujukan • Tesis • Laporan Projek • Bahan Terbitan Bersiri / Jurnal - Kini • Surat Khabar • Kertas Soalan Peperiksaan • Buku Berbintik Merah	• Peminjaman, Pemulangan, Pembaharuan • Perkhidmatan Rujukan • Pembekalan Dokumen • Program Literasi Maklumat • Pustakawan Penghubung	• Ruang Bacaan Ringan • Ruang Simpan Barang • Mesin Pinjaman Layan Diri • Salinan Foto • Ruang Menonton Televisyen • Pameran Buku Baharu
Aras 1	• Koleksi Am • Bahan Terbitan Bersiri - Berjilid		• Salinan Foto • Cetakan Berkomputer • Ruang Bacaan • Komputer • "Water Dispenser"

## DIREKTORI PERKHIDMATAN

PERKHIDMATAN	NO. DIHUBUNGI
• Pertanyaan Am	
• Rujukan / Program Literasi Maklumat	03-86093870 / 03-86093868
• Peminjaman, Pemulangan, Pembaharuan	

## PERPUSTAKAAN PERUBATAN VETERINAR

• Keahlian, Denda, Laporan Buku Hilang	03-86093870 / 03-86093868
• Pembelian Buku	
• Sumbangan Buku Hadiah	

## WAKTU PERKHIDMATAN

HARI	WAKTU SEMESTER	CUTI SEMESTER
Isnin - Khamis	8.30 pg - 5.40 ptg	8.30 pg - 4.40 ptg
Jumaat	8.30 pg - 12.15 tgh 2.45 ptg - 5.40 ptg	8.30 pg - 12.15 tgh 2.45 ptg - 4.40 ptg
Sabtu - Ahad & Cuti Umum	Tutup	Tutup

## PERPUSTAKAAN KEJURUTERAAN DAN SENIBINA (PKSB)

Perpustakaan Kejuruteraan dan Senibina (PKSB) telah memulakan perkhidmatannya pada awal Julai 2008, di Tingkat Bawah, bangunan pentadbiran Fakulti Kejuruteraan. Perpustakaan telah berpindah ke bangunan baharu pada November 2011 yang boleh menampung 200 tempat duduk dalam satu masa. Ia berkonsepkan kluster yang memberi perkhidmatan kepada Fakulti Kejuruteraan dan Fakulti Rekabentuk dan Senibina. Objektif penubuhannya ialah untuk menyokong pembelajaran, pengajaran dan penyelidikan di Fakulti Kejuruteraan dan Fakulti Rekabentuk dan Senibina, Universiti Putra Malaysia. Kini koleksi Perpustakaan berjumlah hampir 40,000 naskhah yang terdiri daripada buku teks, buku rujukan, tesis dan laporan projek yang meliputi bidang kejuruteraan, senibina dan bidang lain yang berkaitan.

## JENIS KOLEKSI

- Koleksi Buku Am
- Koleksi Rujukan
- Koleksi Buku Berbintik Merah
- Pangkalan Data Dalam Talian
- Koleksi Tesis
- Koleksi Laporan Projek
- Suratkhbar Tempatan

## PERKHIDMATAN DAN KEMUDAHAN

PERKHIDMATAN	KEMUDAHAN	NO. DIHUBUNGI
Perkhidmatan Rujukan	Mesin Pinjaman Layan Diri	03-89471575 / 03-89471576 / 03-89471578

Program Literasi Maklumat	Internet Tanpa Wayar	
Pustakawan Penghubung	Komputer	
Perkhidmatan Pembekalan Dokumen	Bilik Perbincangan	
Pinjaman, Pemulangan, Pembaharuan	Salinan Foto	03-89471575 / 03-89471576 / 03-89471578
	Surau	
	Ruang Simpan Barang	
	Kotak Pemulangan Buku	
	Ruang Bacaan 24 jam	
	"Water dispenser"	
	"Vending Machine"	
	Pameran Buku Baharu	
	Ruang Bacaan Ringan	
	Ruang Bacaan	

## WAKTU PERKHIDMATAN

HARI	WAKTU SEMESTER	CUTI SEMESTER
Isnin - Khamis	8.30 pg - 8.40 mlm	8.30 pg - 4.40 ptg
Jumaat	8.30 pg - 12.15 tgh 2.45 ptg - 8.40 mlm	8.30 pg - 12.15 tgh 2.45 ptg - 4.40 ptg
Sabtu, Ahad dan Cuti Umum	Tutup	Tutup

## KELAYAKAN PINJAMAN

PEGAWAI / KAKITANGAN UPM	KELAYAKAN / TEMPOH PINJAMAN
Pegawai Pengurusan dan Profesional (Tetap)	30 naskhah / 60 hari
Pegawai Akademik: Pensyarah (Tetap)	30 naskhah / 60 hari
Pensyarah Kontrak / Tutor	10 naskhah / 30 hari
Pegawai Sokongan	6 naskhah / 14 hari

Pensyarah Sambilan, Pegawai Kontrak, Pegawai Sokongan Sementara (Lantikan melebihi 1 tahun) Pembantu Penyelidik & jawatan seumpamanya	4 naskhah / 14 hari
Anggota Bersekutu: Tenaga Pengajar Bersekutu, Penasihat Jabatan, Anggota Majlis & Pegawai Pinjaman UPM (berserta Surat Jaminan / Akuan Fakulti / Jabatan)	4 naskhah / 14 hari
Felo Penyelidik / Profesor Pelawat (berserta surat jaminan / akuan Fakulti / Jabatan)	4 naskhah / 14 hari

PELAJAR	KELAYAKAN / TEMPOH PINJAMAN
Pelajar Ijazah Lanjutan	15 naskhah / 30 hari
Pelajar Perubatan / Klinikal & Veterinar (Bacelor / Doktor)	10 naskhah / 30 hari
Pelajar Ijazah	6 naskhah / 14 hari
Pelajar Diploma / Asasi Sains	6 naskhah / 14 hari
Pelajar Ijazah Pendidikan Jarak Jauh	6 naskhah / 21 hari
Pelajar tanpa Ijazah (termasuk pelajar siswazah dari luar negara yang menjalani sebahagian daripada pengajian di UPM)	4 naskhah / 14 hari
Kursus Khas (Kursus Jangka Pendek - melebihi tempoh 6 bulan)	2 naskhah / 14 hari

KEAHLIAN LUAR	KELAYAKAN/ TEMPOH PINJAMAN
Pegawai IPTA/ Pelajar IPTA / Pegawai Kerajaan / Alumni UPM	2 naskhah / 14 hari
Pegawai IPTS / Pelajar IPTS	2 naskhah / 14 hari
Pegawai Swasta	2 naskhah / 14 hari
Bukan Warganegara	2 naskhah / 14 hari
Ahli Harian	-
Ahli keluarga Kakitangan Tetap UPM	2 naskhah / 14 hari
Pesara UPM	4 naskhah / 14 hari

## PERATURAN

1. Kelewatan memulangkan buku
  - Denda sebanyak RM0.20 sen sehari akan dikenakan bagi setiap buku yang lewat dipulangkan.
  - Denda boleh dibayar di semua Kaunter Sirkulasi di Perpustakaan Utama dan Cawangan.
  - Semua transaksi pinjaman dan pembaharuan buku akan disekat sekiranya pengguna mempunyai

denda yang belum dijelaskan.

- Denda yang melebihi 2 bulan akan dipindahkan ke Lejar Hutang Pelajar bagi pelajar dan bagi staf, pemotongan gaji akan dilakukan.

2. Buku hilang / basah / rosak
  - Sekiranya buku yang dipinjam hilang, laporkan segera di Kaunter Sirkulasi Perpustakaan Utama atau Cawangan, untuk tindakan selanjutnya:
    - Membuat penggantian buku + bayaran perkhidmatan + denda, atau
    - Bayar harga buku + bayaran perkhidmatan + denda
  - Penggantian / pembayaran buku hilang mesti dilakukan dalam tempoh 30 hari selepas laporan dibuat. Selepas tarikh tersebut, denda akan dimasukkan ke Lejar Hutang Pelajar / pemotongan gaji
  - Bagi buku yang dipulangkan dalam keadaan basah / rosak, pengguna juga adalah bertanggungjawab untuk membuat penggantian / pembayaran. Pastikan fizikal buku dalam keadaan baik sebelum membuat pinjaman. Sekiranya tidak, peminjam perlu mendapatkan cop "Bahan telah rosak" di Kaunter Sirkulasi sebelum meneruskan pinjaman.
3. Mencuri, mengoyak bahan Perpustakaan boleh menyebabkan pengguna didenda.
4. Sebarang bentuk penyalinan maklumat menggunakan peralatan elektronik tidak dibenarkan di ruang Koleksi Media dan Koleksi Khas.
5. Pengguna tidak dibenarkan menempah tempat duduk di ruang bacaan Perpustakaan.
6. Kanak-kanak di bawah umur 10 tahun tidak dibenarkan masuk ke Perpustakaan.
7. Perkhidmatan kaunter akan ditutup 15 minit sebelum waktu perkhidmatan tamat. Loceng isyarat akan dibunyikan dan semua pengguna dikehendaki meninggalkan Perpustakaan.
8. Ketua Pustakawan mempunyai kuasa untuk meminda peraturan Perpustakaan jika dirasakan perlu.

## ETIKA PENAMPILAN

Pengguna hendaklah sentiasa mematuhi Etika Penampilan Pelajar yang telah ditetapkan oleh Universiti. Pihak Perpustakaan berhak untuk mengambil tindakan sekiranya para pengguna tidak mematuhi etika yang telah ditetapkan.

Diterbitkan oleh:  
**Perpustakaan Sultan Abdul Samad**  
Universiti Putra Malaysia  
43400 UPM, Serdang  
Selangor Darul Ehsan.

2014/2015  
Pertanyaan am: 03-89468642  
Faksimili: 03-89483745  
Laman web: [www.lib.upm.edu.my](http://www.lib.upm.edu.my)  
Facebook: [www.facebook.com/upmlib](http://www.facebook.com/upmlib)



# GUIDE TO BRANCH LIBRARIES

Perpustakaan Sultan Abdul Samad

[www.lib.upm.edu.my](http://www.lib.upm.edu.my)



## INTRODUCTION

Perpustakaan Sultan Abdul Samad (PSAS) has three (3) branch libraries located in Serdang, Selangor Campus, namely Medicine and Health Sciences Library, Veterinary Medicine Library, Engineering and Architecture Library and one branch library at Bintulu Campus, Sarawak.

This guide will help you familiarise yourself with the services and facilities available at Serdang Campus branch libraries. Further information regarding branch library at Bintulu Campus, Sarawak, please visit <http://www.btu.upm.edu.my>

## MEDICINE AND HEALTH SCIENCES LIBRARY

Medicine and Health Sciences Library is housed at the Administration Block of the Faculty of Medicine and Health Sciences Complex. The 3 level Library can accommodate up to 200 seats at any one time. This Library provides information services to the staff and students of the Faculty. It offers various facilities including computerised catalogue, access to online databases and many others.

Currently, the Library has around 36,000 copies of materials including books, journals, media, theses and project papers. Specifically, the Library collection is in the fields of medicine and health sciences and other related subjects.

## CLASSIFICATION OF LIBRARY MATERIALS

The Library is adapting 2 classification schemes, i.e. National Library of Medicine Classification Scheme (NLM) for materials in the field of medicine and health sciences. While the Library of Congress Classification Scheme (LC) is used for materials in other fields.

### National Library of Medicine Classification Scheme

CLASS	SUBJECT FIELDS
QS	Human Anatomy
QT	Physiology
QU	Biochemistry
QV	Pharmacology
QW	Microbiology and Immunology
QX	Parasitology
QY	Clinical Pathology
QZ	Pathology
W	Health Profession
WA	Public Health
WB	Practice of Medicine
WC	Communicable Diseases
WD	Disorders of Systemic, Metabolic, or Environmental Origin, etc

WD 100	Nutrition Disorders
WD 200	Metabolic Diseases
WD 300	Immunologic Diseases
WD 400	Animal Poisoning
WD 500	Plant Poisoning
WD 600	Disease and Injuries Caused by Physical Agent
WD 700	Aviation and Space Medicine
WD 800	Naval Medicine
WE	Musculoskeletal System
WF	Respiratory System
WG	Cardiovascular System
WH	Hemic and Lymphatic Systems
WI	Digestive System
WJ	Urogenital System
WK	Endocrine System
WL	Nervous System
WM	Psychiatry
WN	Radiology, Diagnostic Imaging
WO	Surgery
WP	Gynecology
WQ	Obstetrics
WR	Dermatology
WS	Pediatrics
WT	Geriatrics, Chronic Diseases
WU	Dentistry, Oral Surgery
WV	Otolaryngology
WW	Ophthalmology
WX	Hospitals and Other Health Facilities
WY	Nursing
WZ	History of Medicine

## TYPES OF COLLECTION

- General Collection
- Reference Collection
- Serials Collection (Journals)
- Red Spot Collection
- Theses Collection
- Project Paper Collection
- Online Databases

## LOCATION OF COLLECTION, SERVICES AND FACILITIES

LOCATION	COLLECTION	SERVICES	FACILITIES
Ground Level	• Media Materials	• Loan, Returning, Renewal	• Self-check Machine • Auditorium • Training Room • Leisure Reading Area • Pigeon Hole • New Books on Display
Level 1	• Red Spot Collection • Theses • Project paper		• Carrels • Photocopying • Computer Printout • Prayer Room • Water Dispenser
Level 2	• General Books • Reference Collection • Serials Collection (Journal)	• Reference Service • Document Delivery Service • Information Literacy Programme • Liaison Librarian	• Carrels • Discussion Room • Water Dispenser

## DIRECTORY OF SERVICES

SERVICES	CONTACT NUMBERS
General Inquiry	03-89472321 / 03-89472318
Reference / Information Literacy Programme	03-89472731
Loan, Returning, Renewal	03-89472312 / 03-89472361
Membership, Fines, Report for Book Loss	03-89472361 / 03-89472312
Acquisition	03-89472316
Book Donation	03-89472733

## SERVICE HOURS

DAYS	SEMESTER	SEMESTER BREAK
Monday - Thursday	8.00 am - 9.00 pm	8.00 am - 5.00 pm
Friday	8.00 am - 12.15 pm 2.45 pm - 9.00 pm	8.00 am - 12.15 pm 2.45 pm - 5.00 pm
Saturday	8.00 am - 4.00 pm	Closed
Sunday and Public Holidays	Closed	Closed

## VETERINARY MEDICINE LIBRARY

The Veterinary Medicine Library was set up on 29 November 1999 and located at the Ground and Level 1 of the Academic Block, Faculty of Veterinary Medicine. This Library provides information services to the staff and students of the Faculty as to support the learning, teaching, research and consultation activities. The Library has a total floor area of 8,000 square meters and can accommodate up to 152 seats. To date, the Library has 20,000 copies of materials in its collection which consists of books, bound journals, media, theses and project papers of the final year students. The collection is in the fields of veterinary medicine, animal science and other related subject fields.

## TYPES OF COLLECTION

- General Book Collection
- Reference Collection
- Red-Spot Collection
- Theses Collection
- Project Paper Collection
- Serials Collection (Journals)
- Examination Question Collection
- Newspaper Collection
- Online Databases

## LOCATION OF COLLECTION, SERVICES AND FACILITIES

LOCATION	COLLECTION	SERVICES	FACILITIES
Ground Level	• Media Collection • Reference Collection • Theses Collection • Project Paper Collection • Serials Collection – Current Issues • Newspaper Collection • Red-Spot Collection • Examination Question Papers	• Borrowing, Returning, Renewal • Reference Services • Document Delivery Services • Information Literacy Programme • Liaison Librarian	• Leisure Reading Area • Pigeon Holes • Self-Check Machines • Photocopying • Television Viewing Area • New Books on Display
Level 1	• General Books Collection • Serials Collection - Bound		• Photocopying • Computer Printout • Reading Area • Computers • Water Dispenser

## DIRECTORY OF SERVICES

SERVICES	CONTACT NUMBERS
General Inquiry	03-86093870 / 03-86093868
Reference / Information Literacy Programme	
Loan, Returning, Renewal	
Membership, Fines, Report for Book Loss	03-86093870 / 03-86093868
Acquisition	
Book Donation	

## SERVICE HOURS

DAYS	SEMESTER	SEMESTER BREAK
Monday -Thursday	8.30 am - 5.40 pm	8.30 am - 4.40 pm
Friday	8.30 am - 12.15 pm 2.45 pm - 5.40 pm	8.30 am - 12.15 pm 2.45 pm - 4.40 pm
Saturday, Sunday & Public Holidays	Closed	

## ENGINEERING AND ARCHITECTURE LIBRARY

The Engineering and Architecture Library began its operation in early July 2008 at the ground floor, administration building of the Faculty of Engineering. The Library has moved to its new building in November 2011 and it could accommodate about 200 users at any one time. The Library functions as a cluster library, where it serves the information needs of Faculty of Engineering and Faculty of Architecture and Design. The objective of its establishment is to support learning, teaching and research of the two faculties. To date, the Library holds almost 40,000 copies of text books, reference books, and theses and project papers in the fields of engineering, architecture and related subjects.

## TYPES OF COLLECTION

- General Books Collection
- Reference Collection
- Red-Spot Collection
- Online Databases
- Theses Collection
- Project Paper Collection
- Local Newspaper Collection

## SERVICES AND FACILITIES

SERVICES	FACILITIES	CONTACT NUMBER
Reference Service	Self-Check Machine	03-89471575 / 03-89471576 / 03-89471578
Information Literacy Programme	Wireless Internet	
Liaison Librarian	Computers	
Document Delivery Service	Discussion Rooms	
Loan, Returning, Renewal	Photocopying	
	Prayer Room	
	Pigeon Holes	
	Book Drop	
	24 Hours Reading Area	
	Water Dispenser	
	Vending Machine	
	Leisure Reading Area	
	New Books on Display	
	Reading Area	

## SERVICE HOURS

DAYS	SEMESTER	SEMESTER BREAK
Monday - Thursday	8.30 am - 8.40 pm	8.30 am - 4.40 pm
Friday	8.30 am - 12.15 pm 2.45 pm - 8.40 pm	8.30 am - 12.15 pm 2.45 pm - 4.40 pm
Saturday, Sunday & Public Holidays	Closed	

## LOAN ELIGIBILITY

STAFF	ELIGIBILITY / LOAN PERIOD
Management and Professional Staff (Permanent)	30 copies / 60 days
Academic Staff – Lecturers (Permanent)	30 copies / 60 days
Contract Lecturer / Tutor	10 copies / 30 days
Support Staff	6 copies / 14 days

Part Time Lecturer, Contract Officer, Support Staff (Non-Permanent, Research Assistant & similar position)	4 copies / 14 days
Associate Member: Associate Instructor, Department Advisor, Council Member	4 copies / 14 days
Research Fellow / Visiting Professor (with authorisation letter from the Faculty / Department)	4 copies / 14 days

STUDENTS	ELIGIBILITY / LOAN PERIOD
Post Graduate Students	15 copies / 30 days
Clinical Medical Students / Veterinary Students	10 copies / 30 days
Degree Students	6 copies / 14 days
Diploma Students / Foundation Programme	6 copies / 14 days
Distance Learning (Degree Students)	6 copies / 21 days
Non-Degree Students (including attachment graduate students from abroad)	4 copies / 14 days
Special Course (Short Term Course – more than 6 months)	2 copies / 14 days

EXTERNAL MEMBERS	ELIGIBILITY / LOAN PERIOD
Public Institution of Higher Learning Officers and Students /Government Staff / Alumni	2 copies / 14 days
Private Institution of Higher Learning Officers and Students	2 copies / 14 days
Private Organization Officers	2 copies / 14 days
Foreign Nationalities	2 copies / 14 days
Daily members	-
Family Members of Permanent UPM staff	2 copies / 14 days
UPM Pensioners	4 copies / 14 days

## RULES AND REGULATIONS

1. Fines for overdue books
  - RM0.20 cents for each day of late return
  - All fines can be paid at the Circulation Counter of the Main Library and Branch Libraries
  - Users who have not paid their fines will be barred from all transaction
  - If students do not pay their fines after 2 months, the fines will be transferred into Students Debtors Ledger. For staff, salary deduction will be imposed.
2. Loss of books / damped books / damaged book

- Immediately report at the Circulation Counter of the Main Library and or Branch Libraries:
    - Replacement of books + service charge + fines, or
    - Pay according to the price of the books + service charge + fines
  - Replacement / paying back for the lost books should be made within 1 month after the report is made. Failing which, fines will be transferred to the Students Debtors Ledger / salary deduction.
  - If the books are found damped or damaged during returning, users are also responsible to replace / pay the fines.
  - Before borrowing, users are advised to check the physical conditions of the book. If the book are not in good condition, users are required to get "Bahan telah rosak" stamped at the Circulation Counter.
3. Fines will be imposed on users who steal or damage the library materials.
  4. Any form of duplicating or copying of information using electronic equipments at the Special Collection and Media Collection are prohibited.
  5. Users are not allowed to reserve seats in the library.
  6. Children below 10 years old are not allowed to enter the library.
  7. All service counters will be closed 15 minutes before library closing hours. A Buzzer will be rung and all users are required to leave the library.
  8. The Chief Librarian has the rights to amend the Library Rules and Regulations as and when necessary.

## DRESS CODE

Students must obey the students Dress Code imposed by the University. Failing which, action will be taken by the Library.

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