

WHAT KIND OF HELP IS OFFERED BY THE LIBRARIAN?

- Provide information on library services
- Teach information retrieval strategies
- Assist in using library resources (library catalogue or databases)
- Assist and guide the use of Turnitin
- Assist and guide the use of Mendeley
- Helps you identify high impact journals
- And other library related support

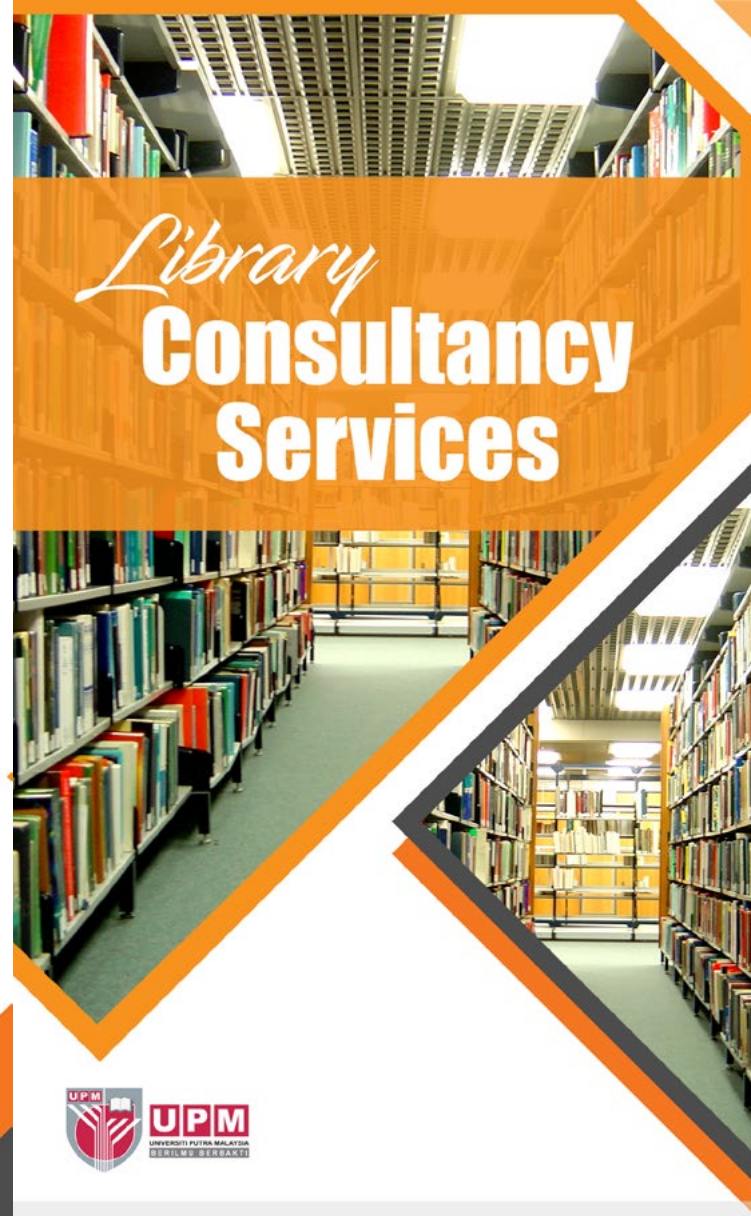
WHEN CAN I SCHEDULE AN APPOINTMENT?

You can schedule an appointment with the Liaison Librarians (Monday, Wednesday and Thursday, between 9 am to 12 noon and between 2.30 pm to 4.30 pm), between 30 and 60 minutes for each session. Appointments can be made at least a few days in advance for preparation purposes.

HOW TO SCHEDULE AN APPOINTMENT?

To schedule an appointment visit <https://tinyurl.com/yx77lron> or fill in the Library Consultancy Services Form. The number of participants is limited to 4 people. If more than 4, you are required to complete the Information Literacy Program Application Form.

Note: An internet access and computer is required. For more information or if you need an immediate appointment contact the Liaison Librarian or Library Consultancy Services Coordinator by e-mail (abazana@upm.edu.my) or by phone (03-9769 8622)



Library Consultancy Services is a service that provides assistance to UPM staff individual or group appointments related to library services and facilities according to your own convenient time.



Date:

Personal Titles	
Designation	
Full Name	
Faculty/ Institute	
Phone Number/ Mobile Number	

CONSULTATION DETAILS

How many people will be attending? 1 2 3 4

Note: Number of attendees (if more than 4 persons, please fill out the Information Literacy Programme Request Form)

Preferred location *(Please specify your preferred library location)*

- Main Library
 - Medicine and Health Sciences Library
 - Engineering and Architecture Library
 - Veterinary Medicine Library
- My office/Faculty:
Please specify your specific location
(e.g Room 5, level 2 Faculty of Education)

Preferred date and time *(Please specify your preferred date and time)*

**Day: Monday, Wednesday or Thursday *Time: Between 9 am to 12 noon or 2.30 pm to 4.00 pm*

Preferred date

D	M	YYYY

Preferred time

Time	PM/AM

How may we help you? What kinds of assistance are you interested?

- Provide information about library services
- Teach strategies in information searching
- Help with searching library resources (library catalogue or databases)
- Provide guide on using Turnitin
- Help using Mendeley software to manage citations
- Assist on searching/identifying high impact journals

Other:

Note: The librarian will contact you within the next business day to confirm your appointment. Thank you for your flexibility and cooperation. Any enquiry, please contact Library Consultancy Services Coordinator by e-mail (abazana@upm.edu.my) or by phone (03-9769 8622)