LIBRARY INTRODUCTION
FOR NEW POSTGRADUATE STUDENTS
## SERVICE HOURS

### Perpustakaan Sultan Abdul Samad (Main Library)

<table>
<thead>
<tr>
<th></th>
<th>SEMESTER</th>
<th>SEMESTER BREAK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8.30 AM-10.30PM</td>
<td>Monday – Friday 8.30 AM-7.30PM</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>8.30 AM- 3.30PM</td>
<td>Saturday – Sunday 8.30 AM- 3.30PM</td>
</tr>
<tr>
<td>Saturday 1&lt;sup&gt;st&lt;/sup&gt; &amp; 3&lt;sup&gt;rd&lt;/sup&gt; week</td>
<td>Closed</td>
<td>Public Holiday Closed</td>
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<tr>
<td>Public Holiday</td>
<td>Closed</td>
<td>Public Holiday Closed</td>
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### Engineering & Architecture Library

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<thead>
<tr>
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<th>SEMESTER</th>
<th>SEMESTER BREAK</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>8.30 AM-8.30PM</td>
<td>Monday – Friday 8.30 AM - 4.45PM</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>Closed</td>
<td>Saturday – Sunday Closed</td>
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<tr>
<td>Public Holiday</td>
<td>Closed</td>
<td>Public Holiday Closed</td>
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### Medicine and Health Sciences Library

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<tbody>
<tr>
<td>Monday – Friday</td>
<td>8.30 AM- 8.30PM</td>
<td>Monday – Friday 8.30 AM- 4.45PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>8.30 AM- 3.30PM</td>
<td>Saturday – Sunday Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>Public Holiday Closed</td>
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<tr>
<td>Public Holiday</td>
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### Veterinary Medicine Library

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<th>SEMESTER BREAK</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>8.30 AM-5.45PM</td>
<td>Monday – Friday 8.30 AM - 4.45PM</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>Closed</td>
<td>Saturday – Sunday Closed</td>
</tr>
<tr>
<td>Public Holiday</td>
<td>Closed</td>
<td>Public Holiday Closed</td>
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### Public Holiday

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<th>Closed</th>
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<tbody>
<tr>
<td>Saturday 1&lt;sup&gt;st&lt;/sup&gt; &amp; 3&lt;sup&gt;rd&lt;/sup&gt; week</td>
<td>Closed</td>
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</tbody>
</table>

<table>
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<tr>
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<th>Closed</th>
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</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>Closed</td>
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<tr>
<td>Saturday – Sunday</td>
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<th>Closed</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>Closed</td>
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<tr>
<td>Public Holiday</td>
<td>Closed</td>
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</tbody>
</table>
## UPM Students

<table>
<thead>
<tr>
<th>UPM Students</th>
<th>Loan Eligibility/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-graduate Students (Master / PhD)</td>
<td>20 copies / 30 days</td>
</tr>
<tr>
<td>Clinical Medical Students (Bachelor / Doctor)</td>
<td>10 copies / 30 days</td>
</tr>
<tr>
<td>Degree Students (Bachelor / Executive)</td>
<td>10 copies / 14 days</td>
</tr>
<tr>
<td>Diploma / Foundation students</td>
<td>6 copies / 14 days</td>
</tr>
<tr>
<td>Distance Learning Students</td>
<td>10 copies / 30 days</td>
</tr>
<tr>
<td>Special Course (Short Term Course)</td>
<td>2 copies / 14 days</td>
</tr>
</tbody>
</table>
LIBRARY FACILITIES

INFRASTRUCTURES
Discussion Room
Malawati Room
Electronic Room
Auditorium 1&2
Carrel Rooms
Locker Rm2/ Month
Prayer Room
Audiovisual Room
Phone Use Room
Selfcheck Machine
Bookdrop
LIBRARY SERVICES
CIRCULATION SERVICES

- Book Loan
- Renewal
- Book Reservation
- Return
- Membership
- Reservation:
  - Lockers
  - Carrels
  - Discussion Rooms
  (Circulation counter Blok B)
Librarian/Librarian Assistant on duty will:
• Assist you with the library services and facilities
• Provide guidance on how to use information resources
• Telephone no: 03-9769 8642
Assists UPM students/staff in getting materials (books/articles/journals/conference paper) not available in UPM Library through cooperation with other libraries in Malaysia or outside the country.

For further inquiries please contact:

Librarian
Interlibrary Loan Service
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang.
Tel: 03-9769 8629
Fax: 03-9769 4747
E-mail: mf_jefri@upm.edu.my

<table>
<thead>
<tr>
<th>SUMBER / SOURCE</th>
<th>SALINANFOTO / PHOTOCOPY</th>
<th>PINJAMAN BUKU / BOOK LOAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institusi Pengajian Tinggi Tempatan (ahli PERPUN)</td>
<td>Percuma</td>
<td>Percuma</td>
</tr>
<tr>
<td>Institutions of Higher Learnings- Local (PERPUN members)</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Institusi Tempat Lain (Kecuali PERPUN)</td>
<td>RM0.30 /muka surat + RM2.00 /bayaran perkhidmatan bagi setiap artikel + kadar pos (jika ada)</td>
<td>Percuma</td>
</tr>
<tr>
<td>Institutions of Higher Learnings- Others (PERPUN non-members)</td>
<td>RM0.30/page + RM2.00/service charge per article + postage (if any)</td>
<td>Free</td>
</tr>
<tr>
<td>British Lending Library</td>
<td>RM80.00 / artikel</td>
<td>RM100.00 / buku</td>
</tr>
<tr>
<td></td>
<td>RM80.00 / article</td>
<td></td>
</tr>
<tr>
<td>Lain-lain Institusi</td>
<td>Mengikut kadar yang ditetapkan oleh institusi berkenaan</td>
<td>Mengikut kadar yang ditetapkan oleh institusi berkenaan</td>
</tr>
<tr>
<td>Other Institutions</td>
<td>Rate based on the amount charged by the supplying institutions</td>
<td>Rate based on the amount charged by the supplying institutions</td>
</tr>
</tbody>
</table>
LITERATURE SEARCH SERVICES

• This service provides assistance/advice to students and staff in information search for their research projects, working papers and coursework.

• The librarian will perform literature search on your topic in the appropriate databases and will provide a list of references and/or full text document. This service is provided by the Reference Division at a minimal cost.

<table>
<thead>
<tr>
<th>LITERATURE SEARCH SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMBER / SOURCE</strong></td>
</tr>
<tr>
<td>A. Pengguna Berdaftar UPM</td>
</tr>
<tr>
<td>Registered Members</td>
</tr>
<tr>
<td>Bibliografi / abstrak</td>
</tr>
<tr>
<td>Bibliography / abstract</td>
</tr>
<tr>
<td>Teks penuh</td>
</tr>
<tr>
<td>Full text</td>
</tr>
<tr>
<td>Cetak</td>
</tr>
<tr>
<td>Printing / photocopy</td>
</tr>
<tr>
<td>• RM 10.00 – 1-20 rekod (records)</td>
</tr>
<tr>
<td>• RM 20.00 – 21-50 rekod maksima (maximum records)</td>
</tr>
<tr>
<td>• RM 30.00 – 1-10 artikel (articles)</td>
</tr>
<tr>
<td>• RM 50.00 – 11-30 artikel maksima (maximum articles)</td>
</tr>
<tr>
<td>• RM 0.10 per muka surat (per page)</td>
</tr>
</tbody>
</table>

For further inquiries please contact:

Librarian
Information Literature Search
Reference Division
Sultan Abdul Samad Library
43400 UPM Serdang
Tel : 03 97698446
Emel: ab_hafizah@upm.edu.my
SERVICES OFFERED

✓ Photocopy
✓ Scanning
✓ Printing (Black / Colour)
✓ Facsimile Binding
✓ Laminate
✓ Souvenir Sales

SERVICES HOURS

→ Monday – Thursday: 8.30am – 4.30pm
→ Friday: 8.30am – 12.00pm | 3.00pm – 4.30pm
→ Saturday, Sunday & Public Holiday: CLOSED
The programme aims to teach and assist users to effectively utilize all information sources, services and facilities offered by the library. This programme is divided into 3 categories:

1. **Library Orientation Sessions**
   - New postgraduate students
   - New undergraduate students

2. **Classes On Request (Min 5/group)**

3. **Scheduled Classes**
   - Tuesday Classes
   - Information Skills Classes (undergraduate)
   - Online Databases Training by Publisher
LIAISON LIBRARIANS

Mrs Rusniah Sayuti
Senior Librarian
03-97698625
rusniah@upm.edu.my
•Faculty of Food Science and Technology (FSTM)
•Faculty of Environmental Studies (FPAS)
•Faculty of Computer Science & Information Technology (FSKTM)
•Halal Product Research Institute (IPPH)

Mrs Suzila Mohamad Kasim
Senior Librarian
03-97698630
suzila@upm.edu.my
•Faculty of Agriculture (FP)
•Faculty of Forestry (FH)
•Institute of Tropical Agriculture and Food Security (ITAFoS)
•Institute of Tropical Forestry and Forest Products (INTROP)
•Institute Plantation Studies (IKP)

Mrs Siti Khairiah Yusof
Senior Librarian
03-97698891
sitikhairiah@upm.edu.my
•Faculty of Science (FS)
•Faculty of Biotechnology and Biomolecular Sciences (FBSB)
•Institute of Biosciences (IBS)
•Institute for Mathematical Research (INSPEM)

Dr Zubaidah Iberahim
Senior Librarian
03-97696947
baidah@upm.edu.my
•Faculty of Modern Languages and Communication (FBMK)
•Faculty of Education Studies (FPP)
•Institute of Social Sciences (IPSAS)
•Foundation of Agricultural Sciences (ASPer)

Ms Nazibah Kamaruddin
Senior Librarian
03-97698445
nazibah@upm.edu.my
•Faculty of Human Ecology (FEM)
•Faculty of Economics & Management (FEP)
•Institute of Agricultural and Food Policy Studies (IKDPM)
•School of Graduate Studies (SGS)
•Putra Business School (PBS)

Mrs Norazira Mohamed
Senior Librarian
03-97691577
norazira@upm.edu.my
•Faculty of Design and Architecture (FRSB)

Mrs Samsida Samsuddin
Senior Librarian
03-97691575
samsida@upm.edu.my
•Faculty of Engineering (FK)
•Institute of Advanced Technology (ITMA)

Mrs Erni Suraya Abdul Aziz
Senior Librarian
97693869
erni@upm.edu.my
•Faculty of Veterinary Medicine (FPV)

Mrs Akiza Roswati Abdullah
Senior Librarian
03-97692361
akiza@upm.edu.my
•Faculty of Medicine and Health Sciences (FPSK)

Mrs Surimah Basri
Senior Librarian
086-855297
surimah@upm.edu.my
•Fakulti Sains Pertanian dan Makanan (UMKKB)
Prepare publication performance report of UPM & higher education institutions required by the Ministry, University top management, Faculties, Institutes, Centres and Department.

Provide publication performance report of UPM researcher / academician for employment, promotion or contract extension. To assist Putra Science Park in conducting prior art search for intellectual property protection request.

Manage Research Information Portal contents to facilitate access to research information resources.

Provide face to face consultation and training sessions related to research / publication tools.

Conduct analysis/research to enhance library services.
UPM Data Bank was established as a result of a memorandum of understanding between the Department of Statistics Malaysia (DOSM) and UPM. UPM has delegated the responsibility of managing the micro data services to the Library. Data supplied by DOSM include:

- **Household Income Survey:**
  - 30% of the number of households with 22 variables.

- **Household Expenditure Survey:**
  - 30% of the number of households with the number of variables according to the survey.

- **Labour Force Survey:**
  - 30% of the total record of household members who are of working age 15 to 64 years.

- **Population and Housing Census:**
  - 2% of the total Malaysian population data.

- **Yearly Manufacture:**
  - Using Malaysia Standard Industrial Classification (MSIC).
  - 30% of the number of individual organizations without weights.

- **Salary and Wages Survey:**

For further inquiries please contact:

Research and Information Services Division
Sultan Abdul Samad Library
43400 UPM Serdang

Tel : 9769 8655 (Puan Liza)
Emel: psas_sp@upm.edu.my
Free Journal Authentication Service help UPM’s students and staff in selecting appropriate academic journals for publication. The librarians will help to confirm whether the journals are indexed in Scopus database or Incites Journal Citation Reports (JCR). The authentication is important to ensure that students and staff of UPM choose and use resources from high-impact journals in publishing their academic articles.

Verification Form of Journal Status

<table>
<thead>
<tr>
<th>No.</th>
<th>Judul Jurnal / Journal Title</th>
<th>Penerbit / Publisher</th>
<th>ISSN</th>
<th>Tahun Terbit / Year of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>International Journal of Automotive and Mechanical Engineering (IJAME)</td>
<td>Universiti Malaysia Pahang Publishing</td>
<td>ISSN: 2229-9648 (Print), ISSN: 2180-1066 (Online)</td>
<td>2016</td>
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For further inquiries please contact:

Research and Information Services Division
Sultan Abdul Samad Library
43400 UPM Serdang

Tel : 9769 8655 (Mrs Liza)
Emel: psas_sp@upm.edu.my