LIBRARY INTRODUCTION FOR NEW POSTGRADUATE STUDENT

Presented by

REFERENCE DIVISION
Perpustakaan Sultan Abdul Samad Universiti Putra Malaysia

2021

http://www.lib.upm.edu.my

LIBRARY SERVICE HOURS

Service Hours

Main Library

Semester
- Monday – Friday : 8.30am – 10.30pm
- Saturday & Sunday : 8.30am – 3.30pm
- Saturday (1st & 3rd week) : Closed
- Public Holiday : Closed

Semester Break
- Monday – Friday : 8.30am – 7.30pm
- Saturday / Sunday /Public Holiday: Closed

Engineering & Architecture Library

Semester
- Monday – Thursday: 8.30am – 9.00pm
- Friday : 8.30am – 12.15pm
  : 2.45pm – 9.00pm
- Saturday / Sunday / Public Holiday : Closed

Semester Break
- Monday – Friday : 8.30am – 5.00pm
- Friday : 8.30am – 12.00pm
  : 2.45pm – 5.00pm
- Saturday / Sunday /Public Holiday: Closed

Veterinary Medicine Library

Semester
- Monday – Thursday: 8.00am – 6.00pm
- Friday : 8.00am – 12.15pm
  : 2.45pm – 6.00pm
- Saturday / Sunday / Public Holiday : Closed

Semester Break
- Monday – Friday : 8.00am – 5.00pm
- Friday : 8.00am – 12.15pm
  : 2.45pm – 5.00pm
- Saturday / Sunday /Public Holiday: Closed

PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS)

Medicine & Health Sciences Library

Semester
- Monday – Thursday: 8.00am – 9.00pm
- Friday : 8.00am – 12.15pm
  : 2.45pm – 9.00pm
- Saturday : 8.00am – 4.00pm
- Sunday / Public Holiday : Closed

Semester Break
- Monday – Friday : 8.00am – 5.00pm
- Friday : 8.00am – 12.15pm
  : 2.45pm – 5.00pm
- Saturday / Sunday /Public Holiday: Closed

Service Hours during RMCO

Main Library

Semester

- Monday – Friday: 8.30am – 4.45pm
- Saturday / Sunday / Public Holiday : Closed

Semester Break

- Monday – Friday : 8.30am – 4.45pm
- Saturday / Sunday / Public Holiday: Closed

Engineering & Architecture Library

- Monday – Friday: 8.30am – 4.45pm
- Saturday / Sunday / Public Holiday : Closed

PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS)

Medicine & Health Sciences Library

- Monday – Thursday: 8.30am – 4.45pm
- Saturday / Sunday / Public Holiday : Closed

Veterinary Medicine Library

- Monday – Thursday: 8.30am – 4.45pm
- Saturday / Sunday / Public Holiday : Closed

LOAN SERVICES

UPM STUDENTS	LOAN ELIGIBILITY / PERIOD
Post – graduate Students (Master / PhD)	20 copies 30 days
Clinical Medical Students (Bachelor / Doctor)	10 copies 30 days
Degree Students (Bachelor / Executive)	10 copies 14 days
Diploma / Foundation Students	6 copies 14 days
Distance Learning Students	10 copies 30 days
Special Course (Short Term Course)	2 copies 4 days

LIBRARY FACILITIES

Discussion Room

Training Room

Electronic Reference Room

Auditorium 1 & 2

Audiovisual Room

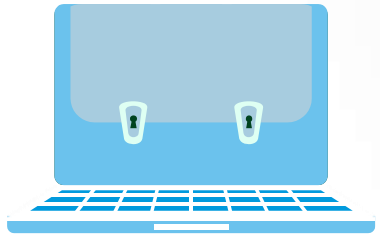
Carrel Rooms

Self Check Machine

Phone Use Room

Book Drop

Prayer Room



LIBRARY SERVICES

CIRCULATION SERVICES

- Book Loan
- Book Renewal
- Book Reservation
- Book Return
- Membership
- Reservation
  - *Lockers | Carrels | Discussion Room*

Reader's Advisory Desk

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

DOCUMENT DELIVERY SERVICES

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

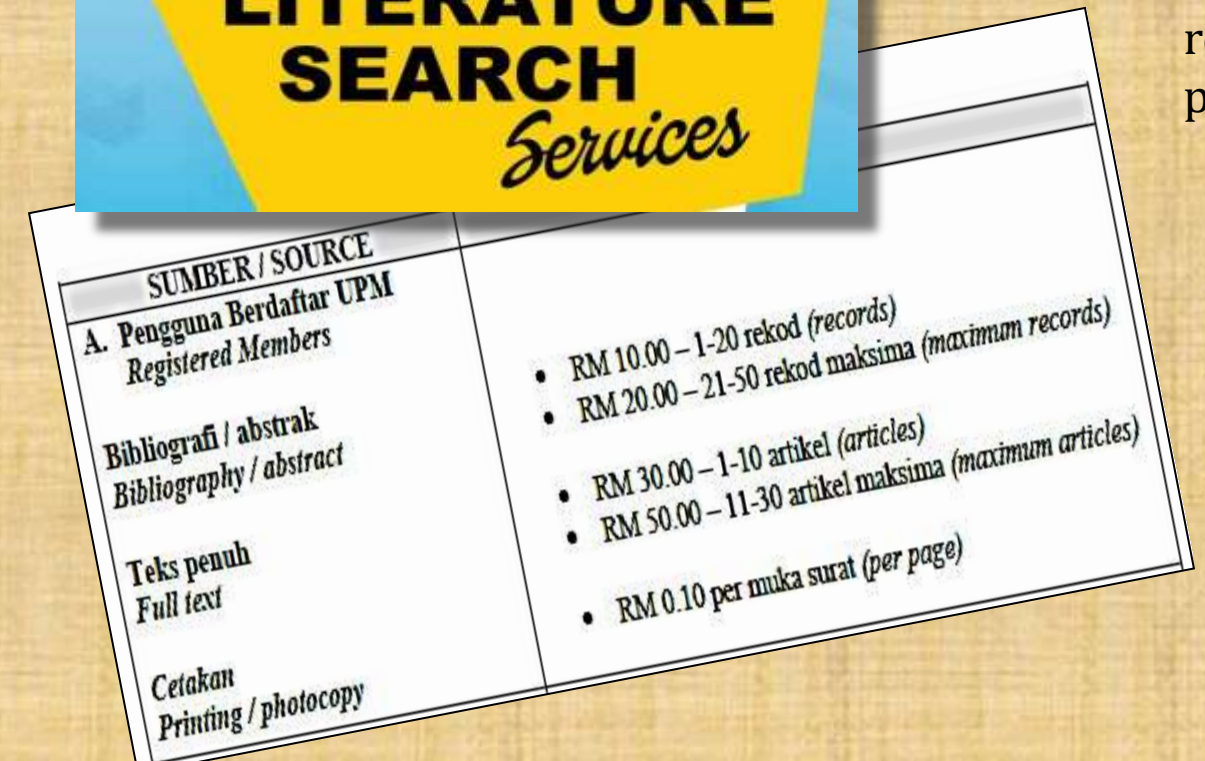
Assists UPM students/staff in getting materials (books/articles/ journals/conference paper) not available in UPM Library through cooperation with other libraries in Malaysia or outside the country.

Get the form via Ezaccess

For further inquiries please contact:

Nur Syafini Zamani
Librarian
User Services Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang.
Tel : 03-9769 8635
Fax: 03-9769 4747
E-mail: syafini@upm.edu.my

LITERATURE SEARCH SERVICES



SUMBER / SOURCE	
A. Pengguna Berdaftar UPM *Registered Members*	• RM 10.00 – 1-20 rekod *(records)* • RM 20.00 – 21-50 rekod maksima *(maximum records)*
Bibliografi / abstrak *Bibliography / abstract*	• RM 30.00 – 1-10 artikel *(articles)* • RM 50.00 – 11-30 artikel maksima *(maximum articles)*
Teks penuh *Full text*	• RM 0.10 per muka surat *(per page)*
Cetakan *Printing / photocopy*	

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.

For further inquiries please contact:

Norhafizah Abdul Latif
Librarian
Reference Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang
Tel : 03 97698446
Emel: ab_hafizah@upm.edu.my

JOM PRINT @ LIBRARY

Service Offered:

- Photocopy
- Printing (black / colour)
- Scanning
- Facsimile Binding
- Laminate
- Souvenir Sales

For further inquiries please contact:

Corporate and Staff Training Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang.
Tel : 03-9769 7025 / 7021
Fax: 03-9769 4747

Service Hour (During RMCO)

Monday – Thursday : 9.00am – 1.00pm
Friday : 9.00am – 12.00pm

Saturday, Sunday & Public Holiday : CLOSED

INFORMATION LITERACY PROGRAMME

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

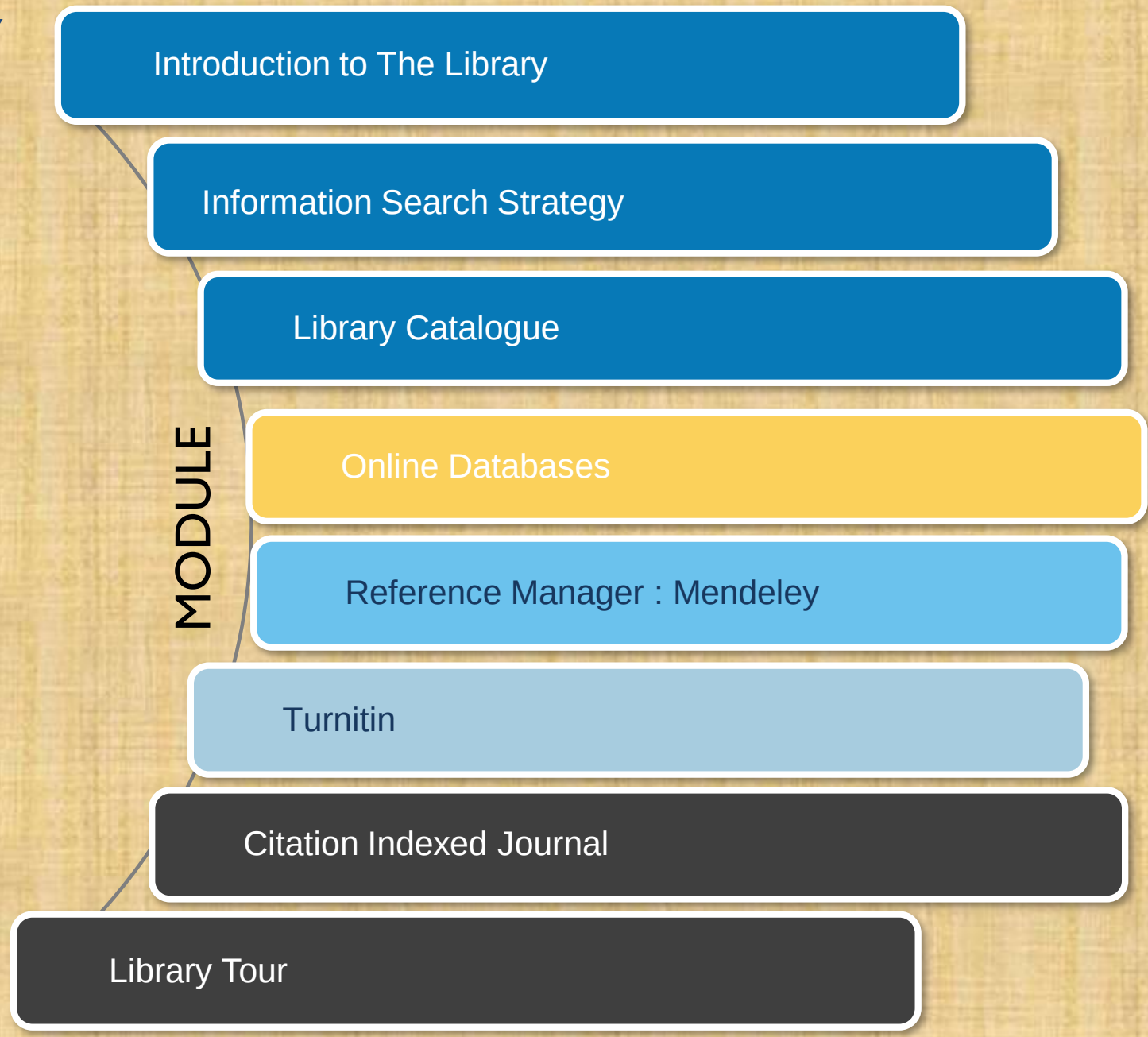
- New postgraduate students
- New undergraduate students

2. Classes On Request

(Min 5/group – physical class)
(Min 3/group – online class)

3. Scheduled Classes

- Tuesday Classes
- Information Skills Classes (undergraduate)
- Online Databases Training by Publisher



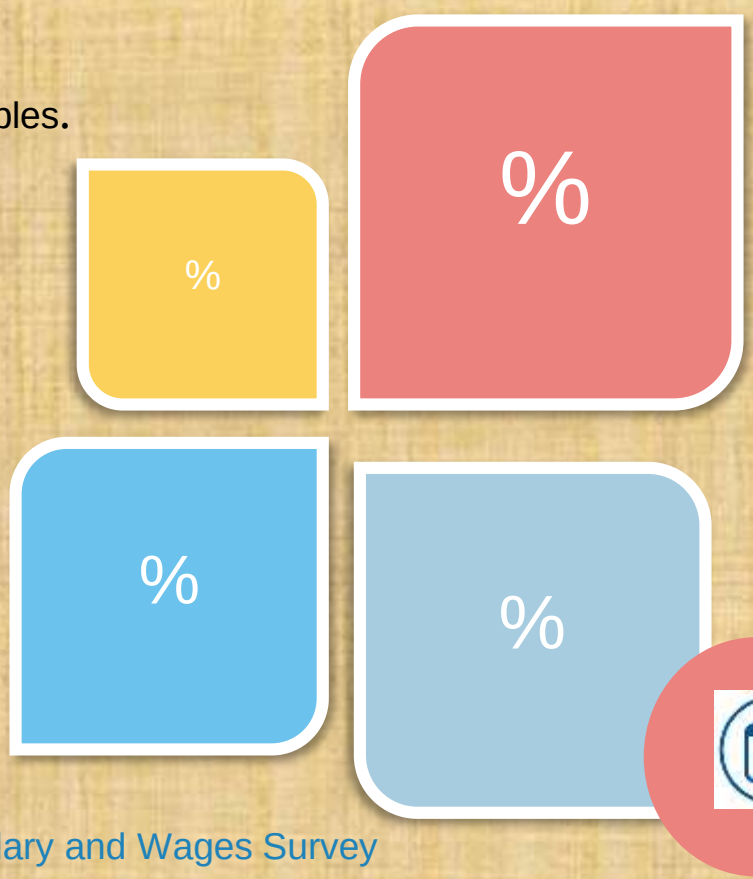
DATA SHARING FROM **UPM DATA BANK**

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:
- Year 2007, 2009, 2012, 2014, 2016.
- 30% of the number of households with 22 variables.

Household Expenditure Survey
- Year 1998-1999, 2004/2005, 2009, 2014, 2016.
- 30% of the number of households with the number of variables according to the survey.

Labour Force Survey
- Year 1982, 1985, 1988, 1997, 2000, 2003, 2006, 2009, 2012,2015
- 30% of the total record of household members who are of working age 15 to 64 years.



Salary and Wages Survey
- Year 2010, 2013, 2016.

Population and Housing Census
- Year 1980, 1991, 2000, 2010.
- 2% of the total Malaysian population data.

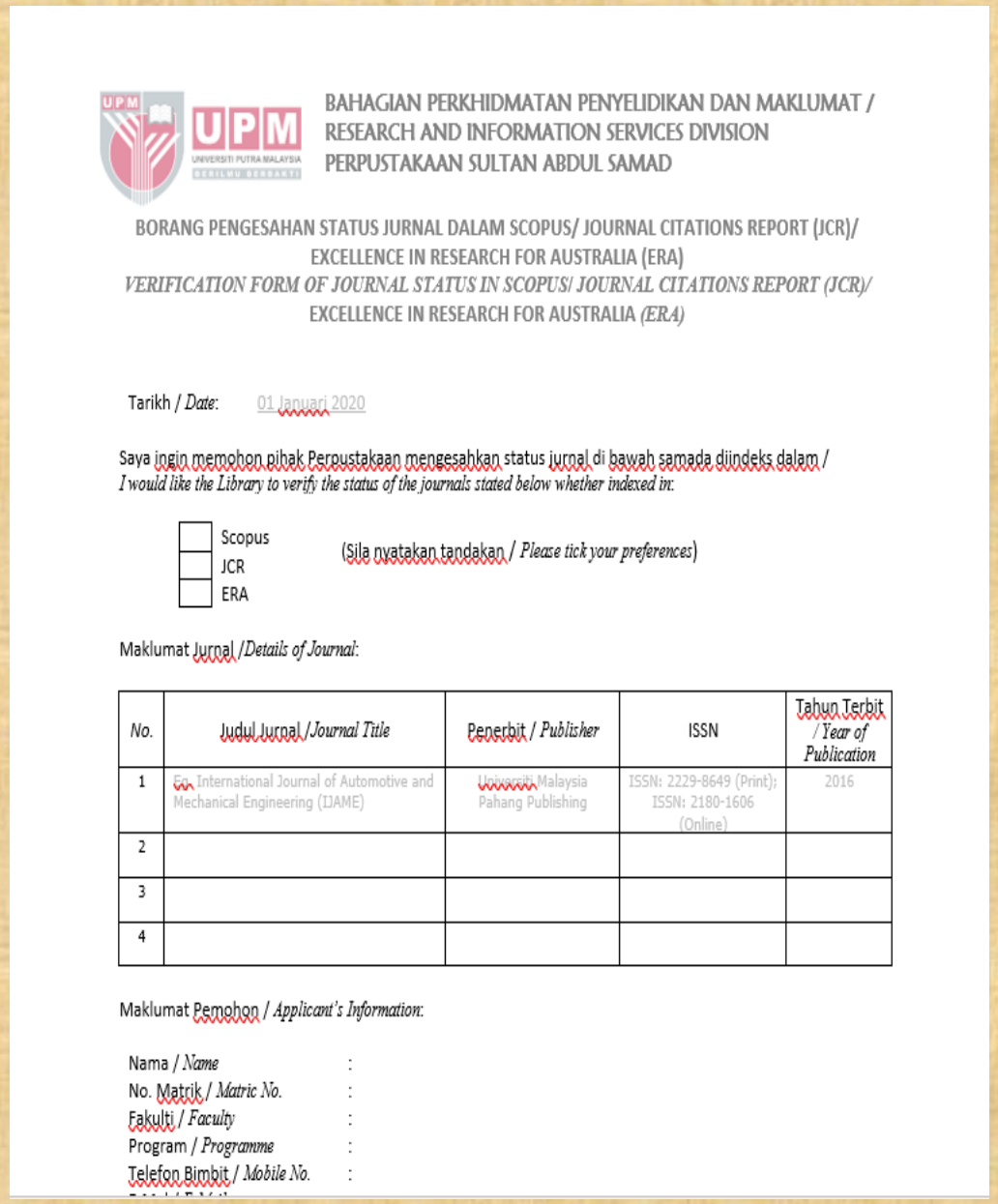
Yearly Manufacture
- Year 2003, 2006, 2009, 2012.
- Using Malaysia Standard Industrial Classification (MSIC).
- 30% of the number of individual organizations without weights.

For further inquiries please contact:

Liza Ab Llah
Librarian
Research and Information Services Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang

Tel : 03-9769 8655
Emel: psas_sp@upm.edu.my

JOURNAL AUTHENTICATION SERVICE



BAHAGIAN PERKHIDMATAN PENYELIDIKAN DAN MAKLUMAT / RESEARCH AND INFORMATION SERVICES DIVISION
PERPUSTAKAAN SULTAN ABDUL SAMAD

BORANG PENGESAHAN STATUS JURNAL DALAM SCOPUS/ JOURNAL CITATIONS REPORT (JCR)/ EXCELLENCE IN RESEARCH FOR AUSTRALIA (ERA)
VERIFICATION FORM OF JOURNAL STATUS IN SCOPUS/ JOURNAL CITATIONS REPORT (JCR)/ EXCELLENCE IN RESEARCH FOR AUSTRALIA (ERA)

Tarikh / *Date*: 01 Januari 2020

Saya ingin memohon pihak Perpustakaan mengesahkan status jurnal di bawah samada diindeks dalam / *I would like the Library to verify the status of the journals stated below whether indexed in:*

☐ Scopus
☐ JCR
☐ ERA

(Sila nyatakan tandakan / *Please tick your preferences*)

Maklumat Jurnal /*Details of Journal*:

No.	Judul Jurnal /*Journal Title*	Penerbit / *Publisher*	ISSN	Tahun Terbit / *Year of Publication*
1	Ex. International Journal of Automotive and Mechanical Engineering (IJAME)	Universiti Malaysia Pahang Publishing	ISSN: 2229-8649 (Print); ISSN: 2180-1606 (Online)	2016
2				
3				
4				

Maklumat Pemohon / *Applicant's Information*:

Nama / *Name* :
No. Matrik / *Matric No.* :
Fakulti / *Faculty* :
Program / *Programme* :
Telefon Bimbit / *Mobile No.* :

Verification Form of Journal Status

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, Incites Journal Citation Reports (JCR) and ERA. 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.

For further inquiries please contact:

Liza Ab Llah
Librarian
Research and Information Services Division
Perpustakaan Sultan Abdul Samad
43400 UPM Serdang

Tel : 03-9769 8655
Emel: psas_sp@upm.edu.my

LIAISON LIBRARIANS
(Main Library)

Rusniah Sayuti [Room: 5]
Tel: 03-9769 8625
rusniah@upm.edu.my

- Faculty of Food Science and Technology (FSTM)
- Faculty of Computer Science & Information Technology (FSKTM)
- Halal Product Research Institute (IPPH)
- School of Graduate Studies (SGS)

Norazira Mohamed [Room: 6]
Tel: 03-9769 1577
norazira@upm.edu.my

- Faculty of Human Ecology (FEM)
- School of Business and Economics (SPE)
- Institute of Tropical Agriculture and Food Security (ITAFoS)
- Putra Business School (PBS)

Azana Abdul Hadi [Room: 7]
Tel: 03-9769 8622
abazana@upm.edu.my

- Faculty of Modern Languages and Communication (FBMK)
- Faculty of Education Studies (FPP)
- Institute of Social Sciences (IPSAS)
- Centre for the Advancement of Language Competence (CALC)
- Foundation of Agricultural Sciences (ASPer)

Norhafizah Abdul Latif [Room: 4]
Tel: 03-9769 8446
ab_hafizah@upm.edu.my

- Faculty of Science (FS)
- Faculty of Biotechnology and Biomolecular Sciences (FBSB)
- Institute of Biosciences (IBS)
- Institute for Mathematical Research (INSPEM)

Nabilah Mustapa [Room: 8]
Tel: 03-9769 7586
nabilahmustapa@upm.edu.my

- Faculty of Agriculture (FP)
- Faculty of Forestry and Environment (FHAS)
- Institute of Tropical Forestry and Forest Products (INTROP)
- Institute Plantation Studies (IKP)
- International Institute of Aquaculture and Aquatic Sciences (I-AQUAS)

~ Feel Free to Reach Us | We Are Always Happy to Assist You ~

LIAISON LIBRARIANS

(Branch Libraries)

Siti Khairiah Yusof
Tel: 03-9769 8891
sitikhairiah@upm.edu.my

- Faculty of Design and Architecture (FRSB)
- Faculty of Engineering (FK)
- Institute of Nanoscience and Nanotechnology (ION2)

Khairil Ridzuan Khahirullah
Tel: 03-9769 8604
khai_ridzuan@upm.edu.my

- Faculty of Veterinary Medicine (FPV)

Akiza Roswati Abdullah
Tel: 03-9769 2361
akiza@upm.edu.my

- Faculty of Medicine and Health Sciences (FPSK)
- Malaysian Research Institute on Ageing (MyAgeing™)

Daisy Pawie
Tel: (6086)-855 296
daisy@upm.edu.my

- Faculty of Humanities, Management and Science (FKPS)

Surimah Basri
Tel: (6086)-855 297
surimah@upm.edu.my

- Faculty of Agricultural Science and Forestry (FSPH)

~ Feel Free to Reach Us | We Are Always Happy to Assist You ~

RESEARCH LIBRARIANS

- 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

RESEARCH LIBRARIANS

Mrs. Siti Noorhaniza Hamdan
Tel: **03-9769 8444**
Email:
siti_noorhaniza@upm.edu.my

Coordinator:
- UPM Researche Publication
- Performance (CIJ)
- Reference Services PSAS Research Information Hub

Mrs. Liza Ab Llah
Tel: **03-9769 8655**
Email:
ab_liza@upm.edu.my

Coordinator:
- UPM Data Bank
- Journal Status Verification
- Research and Publication Skills Programme

Mrs. Roziana Shamsuri
Tel: **03-9769 8634**
Email:
rozianasham@upm.edu.my

Coordinator:
- Library Research
- PSASLib-Link

Dr. Zubaidah Iberahim
Tel: **03-9769 6947**
Email:
baidah@upm.edu.my

Coordinator:
- Academic Research (Student Industrial Training)
- UPM Officers Publications Performance
- UPM Publications Performance in Agriculture

Mrs. Nida Hidayati Ghazali
Tel: **03-9769 7596**
Email:
nida@upm.edu.my

Coordinator:
- Publication Status Verification (PRIMS)
- UPM Intellectual Property
- External Survey

THANK YOU

for joining us in this session…