

HOW TO: DOCUMENT DELIVERY SERVICE

WHAT IS DOCUMENT DELIVERY SERVICES?

1. The **Document Delivery Service (DDS)** enables UPM students, faculty members, and staff to borrow materials that are not available in UPM libraries from other libraries/institutions. Requests are restricted to materials required for study, teaching or research purposes only. All requests must comply with the Copyright Law.
2. This service is offered to registered library patrons:
 - UPM faculty members
 - UPM students
 - UPM staff
3. Library external members, UPM alumni and members of the general public are not eligible for this service.

- Items not owned by UPM libraries.
- Library items which status (in KOHA WebOPAC) is either 'Checked out', 'Missing' or 'Damaged'.

Items That Can Be Requested

- Items available at UPM libraries.
- Items designated as Non-Circulating which include reference materials, microfilm and etc.
- Items On-Reserve for specific course.

Items That Cannot Be Requested

Items That May Be Difficult to Obtain:

- Entire journal volumes or issues are often not available for loan; alternatively, photocopies of articles could be supplied through interlibrary loan service. Request must be made individually for each article.
- Audio-visual materials are not available through interlibrary loan.
- Thesis/Project Paper are also not available through DDS. However, a copy of thesis could be purchased from platforms such as ProQuest Digital Dissertation (PQDT) or other universities abroad.
- Requestor must comply with the loan policies set by the lending libraries.

IMPORTANT NOTE:

Before place any request, please check the item against **KOHA WebOPAC** and **PSAS Subscribed Online Databases** to ensure that the item is not available in the library.

A. SEARCH: PRINTED BOOK

1. Open the Library Catalog (KOHA WebOPAC).
2. Select search option.
3. Type your search term.
4. Select 'All libraries' and click Go.



A. SEARCH: PRINTED BOOK

If the item is **NOT AVAILABLE**, please fill up the DDS form.

The screenshot shows the library's catalog search interface. At the top, there's a navigation bar with 'koha' logo, 'Cart', 'Lists', 'Account Login', and 'Search history'. Below this is a banner for 'Katalog Perpustakaan/Library Catalog' and 'Perpustakaan Sultan Abdul Samad Library'. The search bar contains the text 'Career intelligence: the 12 new rules for work and life success' and 'All libraries'. Below the search bar, there are links for 'Advanced search', 'Course reserves', 'Most popular', and 'New Book List'. The search results section shows 'No results found!' and 'No results found for that in PERPUSTAKAAN SULTAN ABDUL SAMAD catalog.'.

Search Title Career intelligence: the 12 new rules for work and life success All libraries Go

Advanced search | Course reserves | Most popular | New Book List

Home · Results of search for 't, wrdl: Career intelligence: the 12 new rules for work and life success'

No results found!

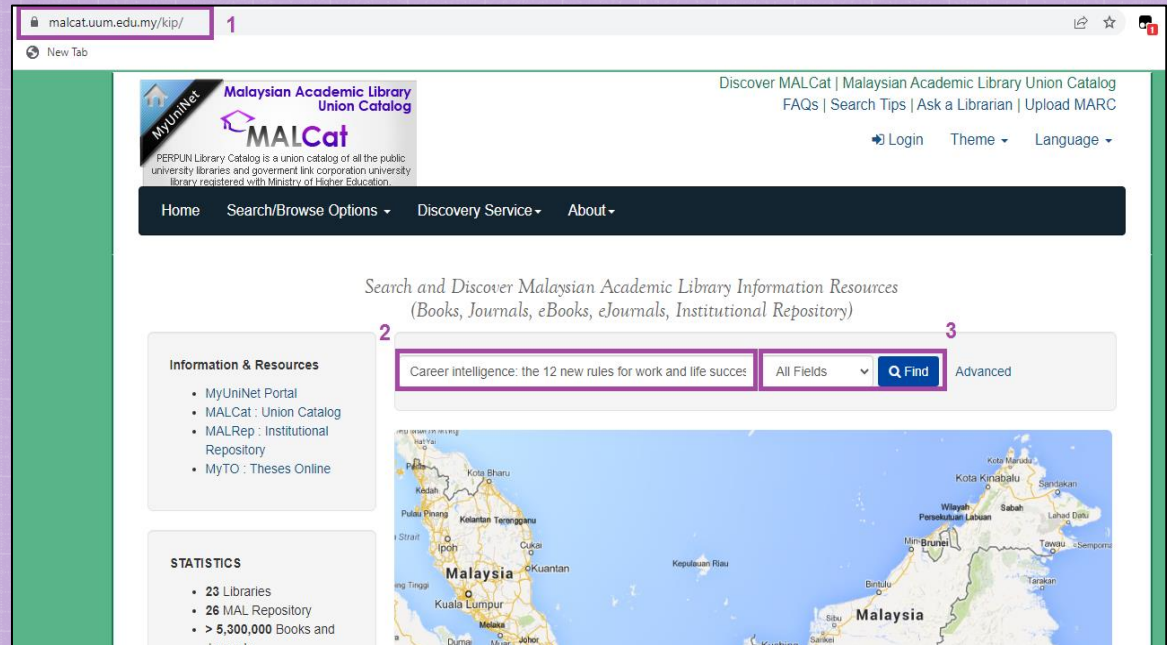
No results found for that in PERPUSTAKAAN SULTAN ABDUL SAMAD catalog.

***If the requestor is able to identify the library/institution that owns the item, please indicate in the DDS form (this will expedite the process). Requestor may check from other Malaysian library catalogs too.*

EXAMPLE: SEARCH BOOK USING MALCat

Find books using MALCat

1. Open Malaysian Academic Library Union Catalog website.
2. Type your search title.
3. Select 'All Fields' and click **Find**.



*Malaysian Academic Library Union Catalog (MALCat)

EXAMPLE: SEARCH BOOK USING MALCat

Find books using MALCat

- Item is available at Universiti Islam Antarabangsa Malaysia.
- Click the title to get the bibliographic information.

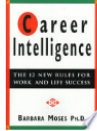

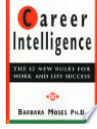

The screenshot shows the MALCat search interface. At the top, there's a header with the MALCat logo and a description: "PERPLIN Library Catalog is a union catalog of all the public university libraries and government link corporation university library registered with Ministry of Higher Education." Navigation links include Home, Search/Browse Options, Discovery Service, and About. A search bar contains the query "12 rules for life" with a dropdown for "All Fields" and a "Find" button. Below the search bar, it says "Search Results - 12 rules for life".

Suggested Topics within your search.

- History (12), Educational Objectives (11), Elementary Education (11), Children (10), Higher Education (10), Learning Activities (10), Teacher (10), Education (9), Elementary Secondary Education (9), Foreign Countries (9), more ...

Showing 1 - 20 results of 273 for search '12 rules for life', query time: 0.39s. Sort: Relevance.

Results:

- 1**  **Career intelligence : the 12 new rules for work and life success /** by Moses, Barbara --- available at: Universiti Tenaga Nasional
→ Show other versions (2)
Book 
- 2**  **Career intelligence : the 12 new rules for work and life success /** by Moses, Barbara
Published 1998 --- available at: Universiti Islam Antarabangsa Malaysia
→ Show other versions (2)
Unknown 

Narrow Search

Institution	Count
Universiti Utara Malaysia	95
Universiti Malaysia	47
Universiti Islam Antarabangsa Malaysia	28
Universiti Kebangsaan Malaysia	12
Universiti Malaysia Sabah	12
Universiti Malaysia Sarawak	11
more ...	

Format

Format	Count
Book	180

EXAMPLE: SEARCH BOOK USING MALCat

**Provide these information
when you fill-up the DDS form:**

1. Title
2. Author / Editor
3. Year Published
4. ISBN (if available)
5. Edition (if available)
6. Institution

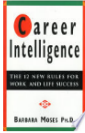
MALCat
PERPUN Library Catalog is a union catalog of all the public university libraries and government link corporation university library registered with Ministry of Higher Education.

Login Theme Language

Home Search/Browse Options Discovery Service About

Search / Career intelligence :





* Cite this Text this Email this Print Export Record Save to List Permanent link


Google Preview

Career intelligence : the 12 new rules for work and life success /
→ Show other versions (2)

Main Author:	Moses, Barbara
Format:	Unknown
Language:	English
Published:	San Francisco : Berrett-Koehler Publishers, c1998.
Subjects:	Vocational guidance Success
Tags:	No Tags. Be the first to tag this record! + Add Tag
Call Number:	HF5381
Institution:	Universiti Islam Antarabangsa Malaysia

Similar Items

-  Career intelligence : the 12 new rules for work and life success
by: Moses, Barbara
Published: (1998)
-  Career intelligence the new rules for work and life success
by: Moses
Published: (1998)
-  Career intelligence : the new rules for work and life success /
by: Moses, Barbara
Published: (1998)
-  Career intelligence : the new rules

B. SEARCH: ONLINE RESOURCES

1. Access the Library Website.
2. Click **EZaccess**.
3. Login with your UPM-ID.

CONTACT US	ONLINE SERVICES	EXTERNAL LINKS	QUICK LINKS
<p>SULTAN ABDUL SAMAD LIBRARY Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan.</p> <p>Ask a Librarian</p> <p>☎ 03-9769 8642</p> <p>☎ 013-385 5880</p> <p>📠 03-9769 4747</p> <p>✉ lib@upm.edu.my</p> <p>HOTLINE UPM SECURITY DIVISION (24 HOURS) 03-9769 7990 03-9769 7470 03-9769 1999</p>	<p>Faculty Resource Centre - Online Public Access Catalog (KOHA)</p> <p>Discovery@Lib Portal</p> <p>Agri@UPM Portal</p> <p>EZAccess Portal</p>	<p>Malaysian Qualifications Agency (MQA)</p> <p>Online Networking Database (BOND) provides ideas for business sustainability</p> <p>Public Service Department of Malaysia</p> <p>Kuala Lumpur World Book capital 2020</p> <p>Portal myGovernment</p> <p>IFLA General Conference and Assembly</p> <p>MyHealth Portal</p> <p>Malaysian Administrative Modernisation and Management Planning Unit (MAMPU)</p>	<p>FACULTY / PTJ / ADMINISTRATION</p> <p>National Library of Malaysia</p> <p>Public Higher Educational Institutions in Malaysia</p> <p>Portal of UPM Library Courses</p> <p>Malaysian Academic Library Union Catalog (MalCat)</p> <p>Malaysian Academic Library Institutional Repository (MALRep)</p> <p>Malaysian Theses Online (MyTO)</p>
























B. SEARCH: ONLINE RESOURCES

4. Choose the online database. For example: *ScienceDirect*.




Perpustakaan Sultan Abdul Samad
EZaccess

Resource List

ALL A B C D E F G H I J K L M N O P Q R **S** T U V W X Y Z #


Category
- Any - [Filter](#)

Resource Name



SAGE JOURNALS ONLINE
Dimaklumkan bahawa pangkalan data Sage Journal Online sedang mengalami masalah akses berikutan isu teknikal. Pihak kami sedang berusaha untuk menyelesaikan isu ini secepat mungkin. |
Please be informed that Sage Journal Online databases are currently experiencing access issues due to some technical problems. We are working to get them... [more](#)

DATABASES (ARCHIVE / ABSTRACT COLLECTION ONLY)



SCIENCE DIRECT
Access: CampusNet and Remote | Full - Text
Description: The full text collection of over 1 million articles from 1995 to present covers a wide variety of subject areas and disciplines, including Biochemistry, Biological Sciences, Business & Management Science Chemistry, Clinical Medicine, Earth Sciences, Economics, Engineering... [more](#)

SUBSCRIBED DATABASES

B. SEARCH: ONLINE RESOURCES

5. The Library does not subscribe to this content.

6. Please fill-up DDS form.

The screenshot shows the ScienceDirect website interface. At the top, the ScienceDirect logo is on the left, and navigation links for 'Journals & Books', a search icon, a library icon, 'Register', and 'Sign in' are on the right. A note indicates the user is brought to the site by Universiti Putra Malaysia. Below the header, there are links for 'View PDF' and 'Access through another institution', along with a search bar. A prominent blue banner with a red border contains the message: 'Putra Malaysia University does not subscribe to this content.' The main content area features the article title 'Chapter 15 - Children's Learning in a Mobile Media Environment: Policies, Practices, and Possibilities' by Sarah E. Vaala and Amy B. Jordan. The article is from 'Cognitive Development in Digital Contexts', 2017, Pages 305-324, published by Academic Press. The left sidebar lists sections: Outline, Abstract, Keywords, Regulatory Policies, Development and Advocacy Policies, Resources for Families, Conclusion, References, and Cited By (1). The right sidebar shows 'Recommended articles' with links to download PDFs and view details for several papers. At the bottom, there is a DOI link, a 'Get rights and content' link, and 'Article Metrics'.

ScienceDirect

Journals & Books ? Q Register Sign in Brought to you by: Universiti Putra Malaysia

View PDF Access through another institution Search ScienceDirect

Putra Malaysia University does not subscribe to this content. X

Chapter contents Book contents

Outline

Abstract

Keywords

Regulatory Policies: Reducing the Negative Impact o...

Development and Advocacy Policies: Boosting the P...

Resources for Families, Educators, and Other Stake...

Conclusion

References

Cited By (1)

ACADEMIC PRESS

Cognitive Development in Digital Contexts

2017, Pages 305-324

Chapter 15 - Children's Learning in a Mobile Media Environment: Policies, Practices, and Possibilities

Sarah E. Vaala *, Amy B. Jordan †

Show more

+ Add to Mendeley Share Cite

https://doi.org/10.1016/B978-0-12-809481-5.00015-8 Get rights and content

Recommended articles

The stability of children's weight status over... Preventive Medicine, Volume 100, 2017, pp. 229-2...

Download PDF View details

Cockroach allergen exposure and plasma c... Annals of Allergy, Asthma & Immunology, Volume ...

Download PDF View details

Molecular structure and vibrational spectra ... Spectrochimica Acta Part A: Molecular and Biomol...

Download PDF View details

1 2 Next

Article Metrics

C. HOW TO REQUEST DOCUMENT DELIVERY SERVICE

1. Access the Library Website.
2. Click **EZaccess**.
3. Login with your UPM-ID.

CONTACT US	ONLINE SERVICES	EXTERNAL LINKS	QUICK LINKS	
<p>SULTAN ABDUL SAMAD LIBRARY Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan.</p> <p>Ask a Librarian</p> <p>☎ 03-9769 8642 ☎ 013-385 5880 🔒 03-9769 4747 ✉ lib@upm.edu.my</p> <p>HOTLINE UPM SECURITY DIVISION (24 HOURS) 03-9769 7990 03-9769 7470 03-9769 1999</p>	<p>Faculty Resource Centre - Online Public Access Catalog (KOHA) Discovery@Lib Portal Agri@UPM Portal EZAccess Portal</p>	<p>Malaysian Qualifications Agency (MQA) Online Networking Database (BOND) provides ideas for business sustainability Public Service Department of Malaysia Kuala Lumpur World Book capital 2020 Portal myGovernment IFLA General Conference and Assembly MyHealth Portal Malaysian Administrative Modernisation and Management Planning Unit (MAMPU)</p>	<p>FACULTY / PTJ / ADMINISTRATION National Library of Malaysia Public Higher Educational Institutions in Malaysia Portal of UPM Library Courses Malaysian Academic Library Union Catalog (MalCat) Malaysian Academic Library Institutional Repository (MALRep) Malaysian Theses Online (MyTO)</p>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

C. HOW TO REQUEST DOCUMENT DELIVERY SERVICE

4. Click alphabet 'D' then click **DOCUMENT DELIVERY SERVICES ONLINE FORM.**

****[Only UPM email authorized/allowed to access this form]**

The screenshot shows the UPM Perpustakaan Sultan Abdul Samad EZaccess website. At the top, there is a header with the UPM logo and the text "Perpustakaan Sultan Abdul Samad EZaccess". Below the header, there is a "Resource List" section with a navigation bar containing letters A through Z and a hash symbol. The letter 'D' is highlighted. Below the navigation bar, there is a "Category" dropdown menu set to "- Any -" and a "Filter" button. The main content area displays the "Resource Name" for "DATASTREAM & EIKON". It includes the Thomson Reuters logo, the text "Access: Datastream + Eikon", and two numbered steps for accessing the service. A description of Datastream is also provided. At the bottom, there is a dashed orange box containing a blue button labeled "DOCUMENT DELIVERY SERVICE" and the text "DOCUMENT DELIVERY SERVICES ONLINE FORM". To the right of this box, there is a blue button labeled "SUBSCRIBED DATABASES" and another blue button labeled "DOCUMENT DELIVERY SERVICES".

UPM Perpustakaan Sultan Abdul Samad
EZaccess

Resource List

ALL A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z #

Category
- Any - Filter

Resource Name

THOMSON REUTERS
EIKON
+
DATASTREAM

DATASTREAM & EIKON
Access: Datastream + Eikon

1. Access via desktop - PC at Electronic Reference Room, PSAS.
2. Access online - Kindly request username and password via email to : lib@upm.edu.my or contact us at Ask a Librarian Chat option <https://tawk.to/psaschat/>

Description: Datastream is a global financial and macroeconomic data platform... [more](#)

DOCUMENT DELIVERY SERVICE **DOCUMENT DELIVERY SERVICES ONLINE FORM** **SUBSCRIBED DATABASES** **DOCUMENT DELIVERY SERVICES**

C. HOW TO REQUEST DOCUMENT DELIVERY SERVICE

Please fill up your personal details and click 'Next'.



PERKHIDMATAN PEMBEKALAN DOKUMEN
DOCUMENT DELIVERY SERVICES

[@upmib](#) · [@upmlibrary](#) · [@upmlibrary](#)

PERTANIAN · INOVASI · KIHIDUPAN

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

UPM DOCUMENT DELIVERY SERVICES

Document Delivery Service supports the needs of UPM's academic staff and post-graduate students' engagement in teaching, learning and research activities. It is a service for requesting articles which is not held in UPM Library collection. Thus, it is mandatory for the requestor to check and confirm that the article(s) requested is not available in UPM Library collection.

Name (Nama) *

EMILY

Staff No. / Matric No. (No. Staff / No. Matric) *

A03211

Faculty (Fakulti) *

Faculty Of Educational Studies / Fakulti Pengajian Pendidikan

C. HOW TO REQUEST DOCUMENT DELIVERY SERVICE

Fill up Bibliographic Information Details and click 'Submit'.

Notes:

- All requests are processed within 5 working days.
- Requestor will be notified by email when the item arrives.

Bibliographic Information Details

Maklumat Bibliografi Bahan

Item Type (Jenis item) *

☐ e- Books (e-Buku)

☒ Book (Buku)

☐ Journal Article (Artikel Jurnal)

Title (Judul) *

Date after which the materials would no be needed (Tarikh akhir bahan tidak diperlukan lagi) *

Date

Back

Submit

Clear form

The background of the slide is composed of two main geometric sections. On the left, there is a white triangular area. On the right, there is a large pink area. A diagonal line separates the two, with a darker pink border on the white side and a lighter pink area on the right side.

Thank you