11.0 LIBRARY

The UTAR Library comprises a Main Library in the Kampar Campus and the Mary KUOK Pick Hoo Library in the Sungai Long Campus. The Library provides quality resources and services to support teaching, learning and research of the University.

In addition to physical collections and services, the Library provides online resources and services that are available via the Library homepage at https://library.utar.edu.my. All online resources are available remotely, anytime and anywhere. Librarians are also available to assist users via live chat, email and at the service counter for help in using library resources and services.

The Library is well-equipped with computers, printers and photocopiers, reading areas, discussion rooms, multipurpose room, exhibition corners and wireless internet access. The latest update on Library opening hours can be found on the Library homepage.

Please refer to the Library website or the relevant sections below for information on library regulations, services, resources and membership.

11.1 Library Regulations (Regulation IX)

For detailed information on the above, please refer to Appendix 20- Regulation IX

11.2 Library Membership (Regulation VIII)

All registered students of the University are automatically members of the Library.

For detailed information on the above, please refer to Appendix 21 - Regulation VIII

11.3 Library Book Loans (Appendix 22 -Regulation X)

- **Loan Eligibility**
  The loan eligibility for students is as follows:

Type	Open Shelf Books: Loan Limit and Loan Period	Red Spot Books: Loan Limit and Loan Period
Foundation and Undergraduate Students	Max. 10 books for 2 weeks	1 book for 2 hours / overnight (borrow at 4 pm and return on the following day before 10 am)
Postgraduate Students	Max. 20 books for 30 days	

- **Online Renewal of Books**
  Library books can be renewed online twice by logging in to your Library Account. Click here to learn more about online renewal.

- **Online Reservation of Books**
  Online reservation is only available for checked-out books and can be made through the Library's online catalogue. When the reserved book becomes available, patrons will be notified via email to pick up the book.

- **Inter-Campus Loan (ICL)**
  Through Inter-Campus Loan (ICL), patrons can request to borrow books held at the other UTAR campus library by making an online request through the Library's online catalogue.

- **Overdue Notices**
  Patrons are responsible for returning borrowed books on time. To ensure timely return, patrons should refer to the due date stamped on the books or check their library account. A courtesy reminder email will be sent 3 days before the due date to the patron's UTAR email. Multiple overdue notices will be sent until the book is returned to the library.

- **Overdue Fines**
  Fines will be imposed for late return of library books. The penalty is as follows:

Type	Penalty & Overdue Fines (Inclusive of Public Holidays)
Open Shelf Books	First 30 days: RM0.50 per book per day After 30 days: RM0.50 per book per day + RM25.00 of processing fee
Red Spot Books	First 30 days: RM0.50 per book per hour or part thereof After 30 days: RM0.50 per book per hour or part thereof + RM25.00 of processing fee

For other information on Library Book Loans (Regulation X), please refer to Appendix 22.

11.4 Library Collections and Online Resources

The Library has multilingual and multi-format collections that are relevant to the academic programmes and research of the University. The Library also provides access to electronic resources including online databases, e-books, e-journals, e-magazines and e-newspapers.

- **Open Shelf Collection**
  All materials in this collection can be borrowed by library patrons. Most of the materials are related to the courses taught in the University. There are also fiction and light reading materials.

- **Red Spot Collection**
  Most of the materials in this collection are compulsory or recommended reading materials which can be borrowed for two hours or overnight.

- **Reference Collection**
  All materials in this collection are non-circulating which serve as reference tools in the library only. This collection consists of encyclopedias, dictionaries, enactments, acts, company annual reports etc.

- **Serials Collection**
  This collection consists of academic journals, leisure reading magazines, local newspapers etc. The e-version of this collection is accessible via the Library homepage, while the printed version is only for reference in the library.

- **Past Year Examination Papers**
  A collection of past year examination papers is available for reference and accessible through UTAR Portal.

- **Special Collection**
  This is a collection of valuable, rare and fragile materials which consists of **Rare Books** collection and the **Chinese in Southeast Asia** collection. This collection is kept in the Special Collection Room located on the 2nd Floor of the Main Library, Kampar Campus. All materials in this collection are non-circulating and only for reference in the library. Patrons can access the Special Collection by approaching the librarian at the Reference Desk.

- **Taiwan Resource Centre for Chinese Studies (TRCCS)**
  The TRCCS was established at the UTAR Library in 2013, In collaboration with the National Central Library of Taiwan (NCL). It is located on the 3rd Floor of the Main Library, Kampar Campus. The Centre houses an impressive collection of books pertaining to Chinese

and Taiwan studies, donated by the NCL. All materials in this centre are non-circulating and only for reference in the library.

- **Online Databases**
  Subscribed online databases available for access are ScienceDirect, EBSCO Business Source Complete, CNKI, IEEE Xplore, ClinicalKey JSTOR, Emerald Management eJournals Collection, SAGE Journals and many others.

- **E-Books**
  E-books available for access are subscribed e-books and purchased e-books from various publishers such as Cambridge University Press, Elsevier, Oxford University Press, SAGE, Springer, Taylor & Francis, Wiley and many others.

- **E-Journals / E-Magazines**
  All subscribed e-journals and e-magazines including BusinessWeek, Fortune, Harvard Business Review, Nature, Time and many others are accessible through the Library homepage.

- **Open Access Resources**
  The Library also provides links to many reliable open access resources including open access databases, e-journals, as well as e-books.

- **Dissertations and Theses Collection**
  The dissertations and theses of UTAR postgraduate students are available online at the UTAR Institutional Repository. This collection also consists of selected final year projects of undergraduate students, as well as the dissertations and theses of postgraduate students.

11.5 Library Facilities

- **Library Online Catalogue (OPAC)**
  Online catalogue provides bibliographic information on the title, author, subject, as well as the call number, location and availability of items for all materials available in the collections of the UTAR Library. Both physical books and e-books are searchable through OPAC.

- **Library One Search**
  One Search is a single search tool on the Library homepage to search for resources across the Library's online catalogue and online databases.

- **Remote Access Service**
  Remote access service is available to all UTAR staff and students. All electronic resources including online databases, e-books, e-journals, e-magazines, e-newspapers, etc are accessible remotely at anytime and anywhere.

- **Wireless Access**
  The UTAR Library is one of the learning spaces with full coverage of wireless access. Patrons are able to attend online class or training, as well as access to the library online resources in the library.

- **Student Computers with Internet Access**
  The Library is equipped with computers for students to access the Internet and library online resources for study and assignment purposes.

- **Printing and Photocopying Service**
  Printing and photocopying services are available in the library. Click on https://library.utar.edu.my/Lib-PrintingServices.php to learn more about the service.

- **Discussion Rooms**
  Discussion rooms are provided for group study and discussions in the library. However, it is expected that the noise level from discussions is kept at an acceptable level to avoid disturbing others. To book a discussion room, patrons can make an online reservation through the Library's Online Booking system available at https://bit.ly/LibBooking.

- **Reading Corner**
  The Reading Corner is a collaborative and learning space for students to work together in small groups on assignments, projects or group studies. It is open every day, including public holidays, from 8 am to 11 pm. Students are allowed to bring their bags, but eating is strictly prohibited in this area. Click on https://library.utar.edu.my/Lib-Reading-Corner.php to learn more about the Reading Corner.

- **Lockers / Cubicles**
  There are open cubicles and lockers at the entrance to the Library for the storage of bags and personal items.

  Valuable items should not be kept in the open cubicles and lockers provided. The library will not be responsible for loss of any items in the open cubicles and lockers.

11.6   Library Services

- **Loan Service**
  The Library offers loan services, including borrowing, returning and renewing books, which can be accessed at the Circulation Counter during regular library opening hours. Additionally, the library also provides loan services through courier services.

- **Reference Service**
  The Library provides reference and research assistance to students, faculty and staff. Our team of professional librarians is available to provide face-to-face service at the Reference Desk and online advice via live chat or email at library@utar.edu.my

- **Library Account**
  Access to Library Account allows patrons to view their account summary, loan activities, renew books, etc. Library Account for new students are accessible during the second week of the new trimester.

- **Document Delivery Service (DDS)**
  Document Delivery Service (DDS) supports scholarly research by obtaining materials that are not available in the UTAR Library. Patrons are required to submit an online request form on the DDS webpage.

- **Library Briefing and Training for Freshman**
  The Library provides library briefings during orientation sessions for undergraduate and postgraduate students to help them get acquainted with library resources, services and facilities. Library trainings for freshman are also conducted to guide the new students to search for the resources available in the Library. Please refer to the Library Announcement regularly to sign up for the trainings.

- **Library Information Skills Programme**
  Information Skills Programme is conducted every trimester to guide students in optimizing the use of library resources for their assignments, projects and research. This programme is also to hone skills on effective information retrieval and ethical use of information resources through proper citation and referencing. Please refer to the Library Announcement regularly to sign up for this programme.

- **Reference Management Tool Workshop**
  Reference Management Tool Workshops provide guidance to the students on how to use a reference management tool to manage the information sources and referencing in their writing. Please refer to the Library Announcement regularly to sign up for the workshops.

- **Library Online Database Training**
  Online database training is organized with publishers or the vendors in order to create awareness of the subscribed databases, as well as to encourage the use of the online databases among UTAR community. Please refer to the Library Announcement regularly for the update

- **Student Book Recommendation**
  Students are allowed to recommend books for the library to purchase by completing the Book Request Form on the Book Recommendations webpage.

- **Other Useful Webpages on UTAR Library website**
  (a) Information and Services for Students at
      https://library.utar.edu.my/Services_Students.php

  (b) Information about plagiarism and referencing at
      https://library.utar.edu.my/Plagiarism.php

  (c) Library New Booklist at
      https://library.utar.edu.my/NewBooksList.php

  (d) UTAR Souvenirs at https://library.utar.edu.my/UTAR-Souvenirs.php