#### **OUR LOCATIONS**

#### Perpustakaan Hamzah Sendut Universiti Sains Malaysia

11800 USM, Pulau Pinang Tel: 04-6533700 / 04-6535350 E-mail: adminlib@usm.mv Web: www.lib.usm.my

#### Perpustakaan Hamdan Tahir (PHT) Health Campus,

Universiti Sains Malaysia 16150 Kubang Kerian, Kota Bharu Kelantan

Tel: 09-7671472 / 09-7671473

Faks: 09-7651823

E-mail: rujukan@kb.usm.my Web: www.kck.usm.my/pustaka

#### Perpustakaan Kejuruteraan **Engineering Campus**

Universiti Sains Malaysia Seri Ampangan 14300 Nibong Tebal Pulau Pinana Tel: 04-5995113 Faks: 04-5941019

E-mail: lbinfo@eng.usm.my Web: http://library.eng.usm.my

#### Pusat Ilmu Translasional dan Maklumat (PITM) Institut Perubatan dan Pergigian Termaju (IPPT)

Lot 4, Persiaran Seksyen 4/1 Bandar Putra Bertam 13200 Kepala Batas Pulau Pinana Tel: 04-5622230

E-mel: perpustakaan@amdi.usm.edu.my Laman Web: http://kic.amdi.usm.edu.my

#### Perpustakaan Pusat Teknologi Pengajaran dan Multimedia (PTPM)

Universiti Sains Malaysia

11800 USM

Pulau Pinang

Tel: 04-6533888 samb, 3220

Faks: 04-6571526

Faks: 04-5622464

E-mel: ahmadfaris@notes.usm.mv

Laman Web: http://www.ptpm.usm.my/v2/

#### Perpustakaan Pusat Islam

Universiti Sains Malavsia

11800 USM

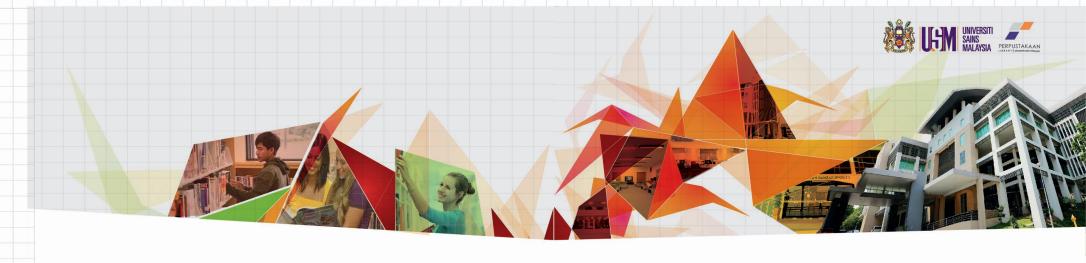
Pulau Pinang

Tel: 04-6533888 samb. 3719

Faks: 04-6571526

E-mel: lib pusatislam@notes.usm.my

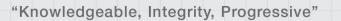
Laman Web: www.lib.usm.my



www.lib.usm.my

# PHS QUICK GUIDE





#### **GET TO KNOW YOUR LIBRARY**

The Universiti Sains Malaysia Library was established in 1969. Initially, the library operated in borrowed premises at the Malayan Teacher's Training College, Gelugor. When USM moved to its own permanent campus at Minden in 1971, the Library was housed in a heritage building which is now the University's Museum and Gallery. The main Library moved to its present three-storey building (Perpustakaan Hamzah Sendut 1) in 1979 and an additional Library building (Perpustakaan Hamzah Sendut 2) was built in 1996. On 10 Disember 2004, the Main Library was named Hamzah Sendut Library taken after the name of the first USM Vice Chancellor, Tan Sri Hamzah Sendut. Recently on 3 March 2011, a new research wing was officiated by former Vice Chancellor Profesor Tan Sri Dato' Dzulkifli Abdul Razak.

# Mission

To be an Academic and Research Library that owns valuable resources and renders quality services to support Universiti Sains Malaysia as an excellent higher learning institution in teaching, learning, research, negotiation and human development which also contribute towards knowledge improvement.

#### Motto

Knowledgeable, Integrity, Progressive.

# Library Quality Statement

Aspires to render excellent information services to fulfill the needs and satisfaction of our customers through quality practices and continuous improvements.

#### **OPENING HOURS**

During Se	emester 1 and 2				
Day	Time				
Monday - Thursday	08:30 am - 10:30 pm				
Friday	08:30 am - 12:00 noon 02:45 pm - 10:30 pm				
Saturday and Sunday	09:00 am - 04:00 pm				
Public Holiday	Closed				

Examination Week						
Day	Time					
Monday - Thursday	08:30 am - 10:30 pm					
Friday	08:30 am - 12:00 noon 02:45 pm - 10:30 pm					
Saturday and Sunday	09:00 am - 10.30 pm					
Public Holiday	09:00 am - 04:00 pm					
Main Festival	Closed					

Long Distance Lea	ning Intensive Course			
Day	Time			
Monday - Thursday	08:30 am - 10:30 pm			
Friday	08:30 am - 12:00 noor 02:45 pm - 10:30 pm			
Saturday and Sunday	09:00 am - 04:00 pm			
Public Holiday	Closed			

Sem	ester Break			
Day	Time			
Monday - Thursday	08:30 am - 04:40 pm			
Friday	08:30 am - 12:00 noon 02:45 pm - 04:40 pm			
Saturday and Sunday	Closed			
Public Holiday	Closed			

Note: During Ramadhan (Fasting Month), Library will be closed from 6.30 pm until 8.00 pm.

#### DO'S AND DON'T @ YOUR LIBRARY

- Customers must display their smart cards upon entering the Library. Smart cards must be displayed at all time throughout their stay in the Library. These cards are not transferable
- Only registered members are allowed to enter the Library
- Customers must adhere to the Dress Code as stipulated by the University.
- Customers are required to display their smart cards to get access into Public University Libraries all around Malaysia.
- Customers are allowed to bring purses, eco bag, laptop, files and reading materials into the Library.
- Disciplinary action will be taken on any users who mutilate or damage Library property.
- All borrowed books/items must be checked out at the relevant counters before exiting the Library.
- Lost and found item can be recalled at i-Counter/Reader Advisory Desk.
- Library will not be responsible for any damage/loss of customers' belongings.
- Customers are requested to observe silence. Mobile phone must be put into silent mode in the Library premises.
- Eating and drinking is prohibited in the Library.

University Act (College and Rules 1999)
Universiti Sains Malaysia Procedures
(Discipline of Students) 1999 (Part II) General Discipline

#### General prohibition:

- 1) A student shall not:
- (i) contravene any instruction or requirement of the University Librarian, a member of the library staff or other library employee in respect of the use of the library, its books and other facilities in the library.

The Chief Librarian has the right to obscure users who have breached the Library rules from using the Library facilities, and if necessary to impose disciplinary charges according to the Universiti Sains Malaysia Procedures (Discipline of Students) 1999 Part II General Discipline.

#### LIBRARY COLLECTION

Collection		PHS	PHT	Perpustakaan Kejuruteraan	PITM	Total
	Title	678,735	113,442	110,117	14,748	917,042
Book	Сору	827,726	123,847	115,913	15,190	1,082,676
	E-book	107,731	226	6513	1233	115,703
	Title (Printed)	8052	1031	652	14	9749
Journal	Copy (Printed)	173,612	29,404	7372	139	210,527
	E-Journal	444,659	245	13	61	444,978
	CD-ROM	-	166	-	-	166
Online Data	Online Databases Thesis (Title) Audiovisual/Media(Title)		6	10	17	108
Thesis (Title			1541	373	110	8849
Audiovisua			5971	7383	888	60,973
Microforms (Title)		12,816	44	-	-	12,860

--Until Disember 2011

\* PHS (Perpustakaan Hamzah Sendut)
PHT (Perpustakaan Hamdan Tahir)
PITM(Pusat Ilmu Translasional dan Maklumat, Institut Perubatan dan Pergigian Termaju)

#### USER CATEGORY AND LOAN ELIGIBILITY

		Pusat Islam	Audiovisual /					Online
Academic Staff/ Admin	25 items (60 days)	10 items (30 days)	4 items (14 days)	1 item (60 days)  1 item 2 items (60 days)  1 item 2 items (14 days)  1 item 2 items 2 i		Not Allowed		
Postgraduate	25 items (60 days)	8 items (14 days)	4 items (14 days)				Not Allowed	Inside and Out side Campus Access
Undergraduate	8 items (14 days)	2 items (14 days)	4 items (14 days)				Not Allowed	
Distance Education Student	6 items (14 days)	6 items (14 days)	4 items (7 days)				2 items (21 days)	Access
Support Staff	8 items (14 days)	10 items (30 days)	4 items (14 days)	Not Allowed 2 items (14 days) Not		Not Allowed		
Public/ MIDAS	4 items (14 days)	Not Allowed	Accompanied CD only	Not /	Allowed	Not Allowed	Not Allowed	Inside Librar Access Onl



#### COLLECTION:

#### Open Shelf - Rak Terbuka

Diverse collection of the following:

- i) Bahasa Melayu
- ii) Fiction and Light Reading
- iii) Reference collection
- iv) Bound journals
- v) Media collection

## Special Collection - Koleksi Simpanan Khas

- i) Red Spot Collection text books and lecture notes recommended by lecturers.
- ii) Limited to academic staff, postgraduate and undergraduate students only.
- iii) Theses writings, researches or studies done by USM Postgraduate students. Distance Learning books and learning materials for Distance Learning students.

#### Microform Collection - Koleksi Mikrobentuk

Collection of Microfilm and Microfiches mainly for theses and selected newspaper cuttings. Can be borrowed from i-Counter for internal use only. Print copy or download to pendrive can be made with the charge of RM0.50 – 2.00.

#### Malaysiana Collection - Koleksi Malaysiana

Books and pamphlets on Malaysia, Singapore and Brunei and also magazines published in Malaysia.

#### USM Archive Collection - Koleksi Arkib USM

Books published by Penerbit USM, latihan ilmiah, theses by academic staff and students, staff research reports, writings on USM, working papers of seminar organised by USM and other materials on USM.

#### **LOCATION SYMBOL**

Certain Library materials are arranged according to specific identification symbols:

### Monographs

# Beginning Of Call No

fCT103

A161

2005

r - Reference symbol

CT103 - Class number

A161 - Author number

2005 - Publication date

f – Folio symbol

a Abstract and Indexb Forbidden Book

**bn** Rare Book

f Folio size book (height = > 28 cm)

ff Folio size book (height= > 40 cm)

m Malay Language Collection

r Reference Collection

**rb** Limited Collection / Thesis

rbm Malaysiana Collection

Arkib Archive Collection

H Gerald Hawkins Collection

MHS Muhammad Haji Salleh Collection

HST Tun Hamdan Sheikh Tahir Collection

**KPM** Southeast Asia Peranakan Collection

**DAR** Vice Chancellor Collection

# SERVICES AND FACILITIES

Loans

Inter-library Loan

Reader Advisory Desk

Reference & Research Services

▶ OPAC/KRISALIS

Internet Station

WiFi/Hotspots

Carrel Rooms

Discussion Rooms

Research Rooms

Viewing Rooms

Wireless Photocopy/Printing/Scanning

Special Need Customers Facilities

24 hours Reading Area

Lockers

Returning Box

Prayer Room

Laptop Charging Area

Handphone Usage Area

#### **GET CONNECTED WITH US**

Perpustakaan Hamzah Sendut

**4** 04-6533710/3720

**+** 04-6571526

■ adminlib@usm.my

www.lib.usm.my

■ Perpustakaan Hamzah Sendut, Universiti Sains Malaysia

**■** www.hamzahsendutlibrary.wordpress.com



