

PHS & U

~ Connecting Library with APEX community ~

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Highlights
in this
Issue



ACQUISITIONS DIVISION & TECHNICAL PROCESSING DIVISION

LIBRARY MATERIALS RECOMMENDATION & 'IN PROCESS' ITEM REQUEST



ACCESS TO E-BOOKS COLLECTION



HAPPENINGS @PHS

- Internal Audit (MS ISO 9001: 2008)
- Library Orientation Program for New RPJJ Students
- ICOL 2012
- KIK Awards Winning
- Visitors
- Launching: myPHS: Jom ke Perpustakaan & Tablet PC for Loan

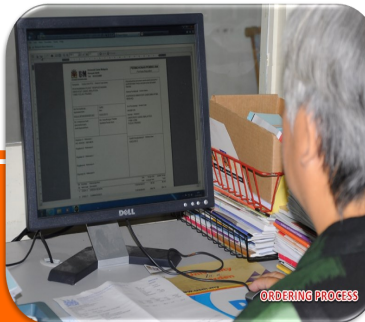
Zoom in: ACQUISITIONS DIVISION

Introduction

One of the important aspect in library management is collection development involving the purchasing of library materials, organizing and maintaining the collections and its records. Divisions that are responsible for these activities are Acquisitions Division and Technical Processing Division.

Acquisitions Division

Acquisitions Division is responsible to acquire and purchase library materials in the form of books and non-book materials. It selects and acquires various type of materials that cater the research and academic programmes of the university. Materials that support general reading, general interests and non-academic materials are also being obtained. Ensuring the library collections is always up-to-date, well-balanced and meet the needs of library users are this division main task.



Types of Materials Acquired

- ⇒ Printed Books
- ⇒ Media Resources (maps, video recording (tape / CD), films, slides, photographs, transparencies, computer software, kits, audio recording (tape / CD), dioramas, games, models and realia)
- ⇒ Microfiche and microfilm
- ⇒ Electronic books

Acquisition Processes

Selection

- Distribute publisher catalogue to the academic staff
- Received suggestions from the academic staff/ librarian
- Check availability in the library collection
- If the items already available in the collection, inform the requestor
- Proceed with ordering if the items not available in the library collection

Ordering

- Check the price and identify the appropriate supplier
- Send the order and update in the library management system
- Make follow-up if the items had not been received after 2 months
- For received items, proceed to the receiving

Receiving

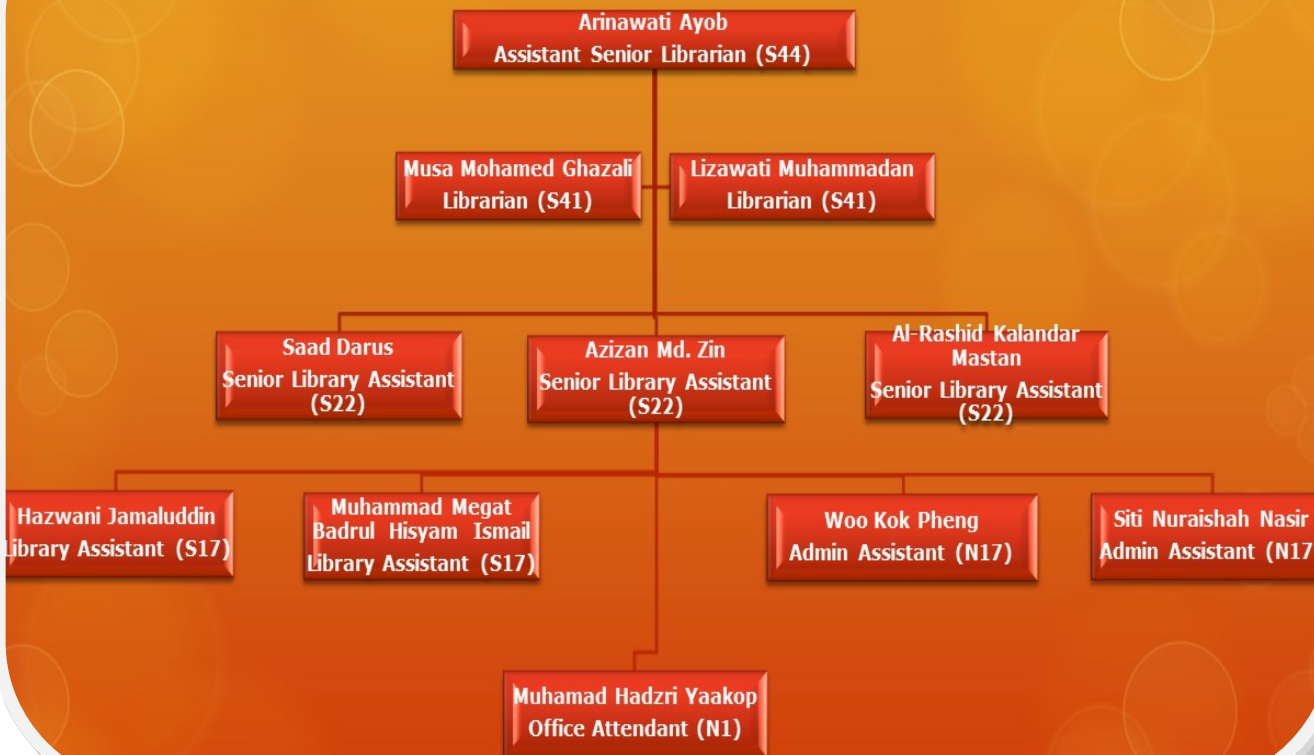
- Giving barcode and accession number
- Update in the Library Management System (ILMU)
- Proceed with payment

Payment

- Process the invoice and update the fiscal record
- Send to University Bursary for payment
- Send the items to the Technical Processing Division



Organization Chart



Contact Information



Mdm. Arinawati Ayob
Assistant Senior Librarian /
Head of Division
arinawati@usm.my/
04-6534081



Mr. Musa Mohamed Ghazali
Librarian
musa_mg@usm.my /
04-6534409



Mdm. Lizawati Muhammadan
Librarian
lizawati@usm.my /
04-6533707



General Office
Tel : 04-6533703
Fax : 04-6571526

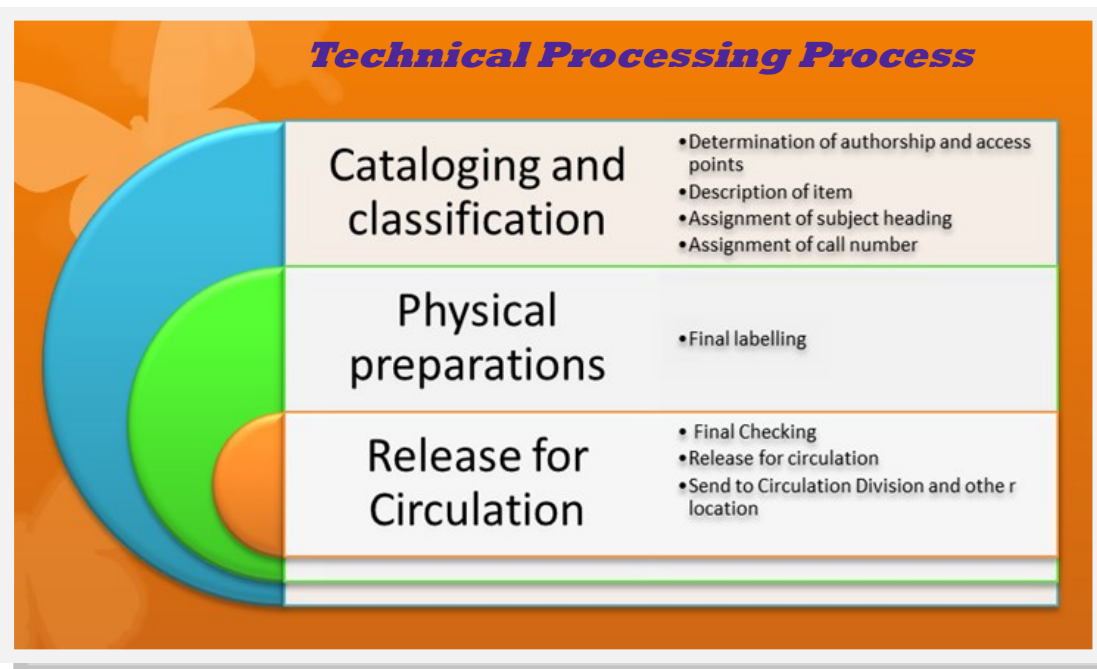


Introduction

Technical Processing Division is 'behind the scene player' responsible in ensuring the accessibility of library materials. This division will process library materials systematically according to certain standard and policy. The main functions of this division are cataloguing and classification, physical preparation of materials and maintaining the catalogue or bibliographic records for all library materials in Library Management System (ILMU).

Cataloguing and classification

Cataloguing and classification is the process of determination of authorship and access points, description of item and assignment of subject headings and the call number. Subject headings may help users to locate materials according to the topic or subject and call number is the definite physical location that allow library users to locate the items easily.



Example of catalogue record in OPAC

KRISALIS
 Perpustakaan Universiti Sains Malaysia
 Universiti Sains Malaysia Libraries

www.lib.usm.my
 Query Result

Showing 1 - 1 of 1 result found. Display mode : Graphical Tabular

Control Number - 0000763415

LIBRARY OF CONGRESS CONTROL NUMBER	2007941011
ISBN	9781428319288
ISBN	142831928X
GEOGRAPHIC AREA CODE	n-us---
CLASS NUMBER	KF308
CALL NUMBER	KF308.N796 2008 f
AUTHOR	Nollkamper, Pamela Everett
TITLE	Fundamentals of law office management : systems, procedures, and ethics / Pamela Everett Nollkamper
EDITION	4th Ed.
PUBLISHER INFORMATION	Clifton Park, NY: Delmar Cengage Learning, c2009.
PHYSICAL DESCRIPTION	626 p. : ill. ; 28 cm. + 1 CD-ROM (4 3/4 in.)
NOTES	Rev. ed. of: Fundamentals of law office management : systems, procedures and ethics / Pamela I. Everett
BIBLIOGRAPHY	Bibliography: (p. 589-609)
SYSTEM DETAILS NOTE	[System requirements:, Windows 2000 w/SP4, XP w/SP2, Vista 8x, CD-ROM drive or faster]
SUBJECT	Law offices -- United States

Accessions

Accession Number	Spine Label	Branch	Location	Due Date	Due Time	Status	SMD	Item Category	Notes
00001734640	KF308.N796 2008 f	PHS 1	PHS 1			Available	Buku	Rak Terbuka	
00001738725	KF308.N796 2008 f	PHS 1	PHS 1			Available	Bahan Iringan (terhad)	Media	C. padat
00001738724	KF308.N796 2008 f	PHS 1	PHS 1			Available	Bahan Iringan	Media	C. padat

Back **Call number** Email More Options

Contact Information



Mdm. Siti Roudhah Md Saad
Senior Librarian / Head of Division
srms@usm.my / 04-6533717



Mdm. Jamilah Hassan Basri
Librarian
jamilahhassan@usm.my / 04-6533980



Mdm. Tuan Sira Zawana Tuan Yaakub
Librarian
t_sirazawana@usm.my / 04-6533716



Mdm. Intan Haryati Ibrahim
Librarian
intanharyati@usm.my / 04-6533713

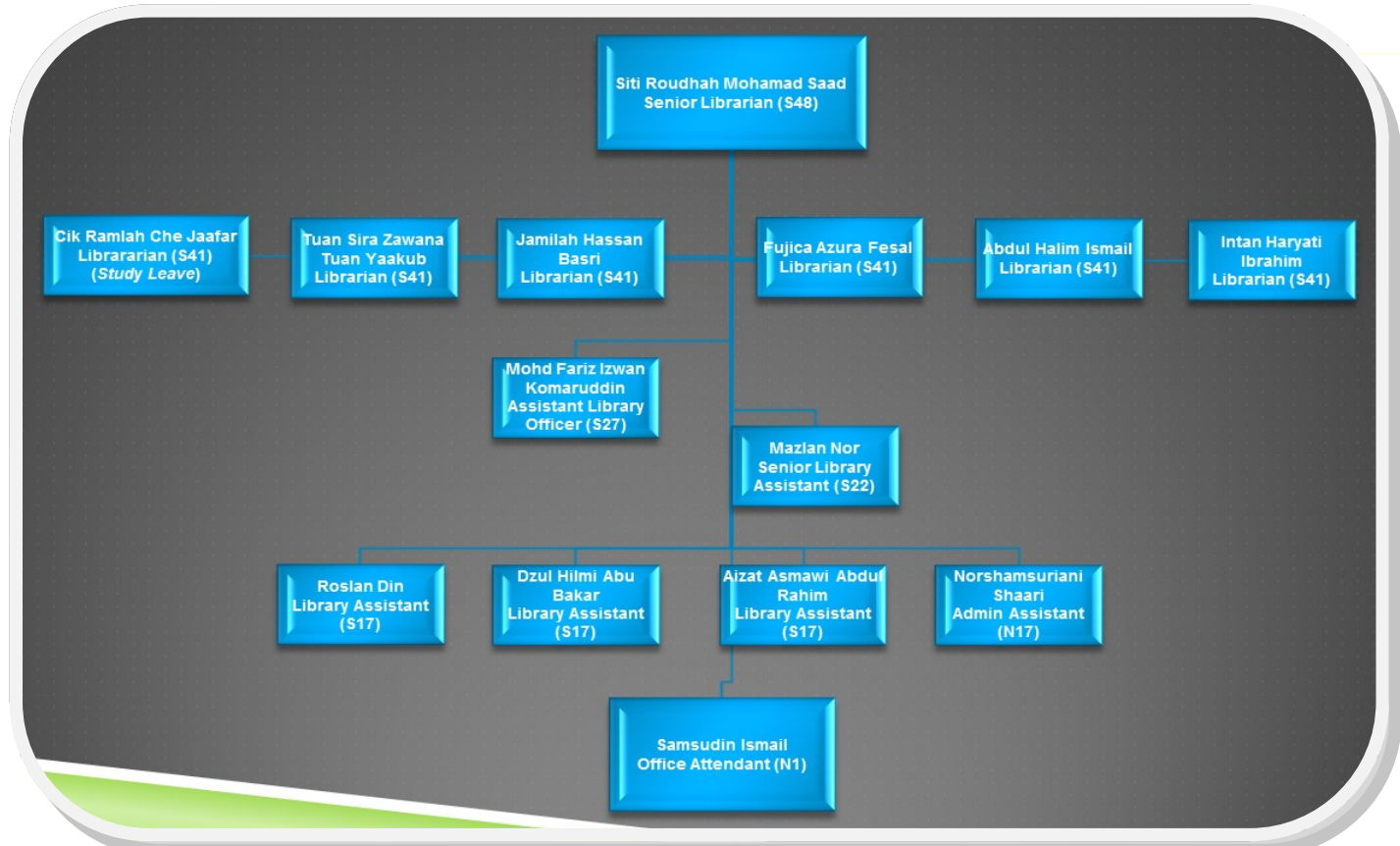


Mdm. Fujica Azura Fesal
Librarian
fujica@usm.my / 04-6533892



Mr. Abd. Halim Ismail
Librarian
Abd_halim@usm.my / 04-6533716

Organization Chart



Services@ PHS:

LIBRARY MATERIALS RECOMMENDATION

Recommendation of Library Materials

PHS encourage users to recommend items for the libraries' collections. Chief Librarian or Head of Acquisitions Division will consider all recommendations and make a final decision on whether to purchase the items.

Who can recommend?

- ◇ Academic Staff
- ◇ Senior Administrative Staff

For further enquiries, please contact Puan Arinawati Ayob, Head of Acquisitions Division via e-mail: arinawati@usm.my or telephone: 04-6534081.

Recommendations Channel 1#: Via Chief Librarian

Senior Administrative Staff may make suggestions directly to Mr. Mohd Pisol Ghadzali, Chief Librarian via e-mail: chieflib@usm.my ; telephone: 04-6533700.

Recommendations Channel 2#: Via Liaison Librarian/ Acquisition Librarian

Academic Staffs may forward their suggestions to the Liaison Librarian or Acquisition Librarian.

List of Liaison Librarian

Schools/ Centres	Liaison Librarian	Contact Information
Fizik	Cik Aini Yusof	Tel: 04-6533705 ; Emel: aiy@usm.my
Kajihayat (termasuk EMACS)	Puan Sukmawati Muhamad	Tel: 04-6532580; Emel: sukmawati@usm.my
Kimia	Puan Rizalawati Ayu Abdul Razak	Tel: 04-6533722 ; Emel: ayu@usm.my
Matematik	Puan Tuan Sira Zawana Tuan Yaakub	Tel: 04-6533716 ; Emel: t_sirazawana@usm.my
Sains Komputer	Puan Siti Fatimah Hashim	Tel: 04-6532518; Emel: sitifati@usm.my
Sains Farmasi	Puan Radia Banu Jan Mohamad	Tel: 04-6533710 ; Emel: radia_banu@usm.my
Perumahan, Bangunan dan Perancangan	Encik Nor Azan Ibrahim	Tel: 04-6532592 ; Emel: nor_azan@usm.my
Teknologi Industri	Encik Musa Mohamed Ghazali	Tel: 04-6534409 ; Emel: musa_mg@usm.my
Institut Penyelidikan Perubatan Molekul (INFORMM)	Encik Shahriza Fadly Misaridin	Tel: 04-6533721; Emel: shahriza_fadly@usm.my
Pusat Dadah, Pusat Racun Negara & Pusat Doping	Encik Abdul Halim Ismail	Tel: 04-6533981 ; Emel: abd_halim@usm.my

Without libraries,
What do we have?
We have no past and no
future.
~ Ray Bradbury ~

List of Liaison Librarian (Continue)

Schools/ Centres	Liaison Librarian	Contact Information
Pengurusan	Encik A. Basheer Ahamadhu Ameer Sultan	Tel: 04-6533890 ; Emel: abaas@usm.my
Pendidikan	Puan Lizawati Muhammadan	Tel: 04-6533707 ; Emel: lizawati@usm.my
PTPM	Cik Noor Adilah Azmi	Tel: 04-653 5376 ; Emel: nooradilah@usm.my
Komunikasi	Encik Mohd Akmal Ahmat	Tel: 04-6535373 ; Emel: akmal_ahmat@usm.my
Seni	Encik Mohd. Ikhwan Ismail	Tel: 04-6535375 ; Emel: ikhwanismail@usm.my
Jarak Jauh	Puan Suhana Ishak	Tel: 04-6535364 ; Emel: suhana_ishak@usm.my
Siswazah Perniagaan	Puan Noor Azlinda Wan Jan	Tel: 04-6532518; Emel: azlindawj@usm.my
Sejarah	Puan Habsah Abdul Rahman	Tel: 04-6535357 ; Emel: habsah@usm.my
Falsafah/Pengajian Islam	Puan Fujica Azura Fesal	Tel: 04-6533892 ; Emel: fujica@usm.my
Geografi	Puan Noor Anisah Khadiri	Tel: 04-6533978 ; Emel: nooranisah@usm.my
Kesusasteraan	Puan Rosnani Ahmad	Tel: 04-6533978 ; Emel: rosnaniahmad@usm.my
Bahasa dan Terjemahan	Puan Jamilah Hassan Basri	Tel: 04-6533890 ; Emel: jamilahhassan@usm.my
Ekonomi	Puan Siti Roudhah Mohamad Saad	Tel: 04-6533717 ; Emel: srms@usm.my
Antropologi & Sosiologi	Puan Yusliza Jusoh	Tel: 04-6536113 ; Emel: yusliza_jusoh@usm.my
Sains Politik/Kerja social	Encik Meor Mohd. Arafat Muhamad Shahini	Tel: 04-6532518 ; Emel: arafat@usm.my
Perancangan & Pengurusan Pembangunan	Encik Mohd. Kamal Mohd. Napiah	Tel: 04-6533706 ; Emel: mohdkamal@usm.my
Arkeologi & CenPRIS	Puan Intan Haryati Ibrahim	Tel: 04-6533713 ; Emel: intanharyati@usm.my
Rujukan & Am	Encik Hamdan Hassan	Tel: 04-6535374 ; Emel: hh@usm.my



Librarians @PHS

Committed to serve you better...

Services@P&S:

'IN PROCESS' ITEM REQUEST

'On Order' and 'In Process' Status in OPAC KRISALIS

These are two status commonly found by users when they search for library materials in the OPAC KRISALIS:

'On Order'

Refers to the items that had been ordered and yet to be received by the library. The division will follow-up with the vendor if the items are not received after 2 months.

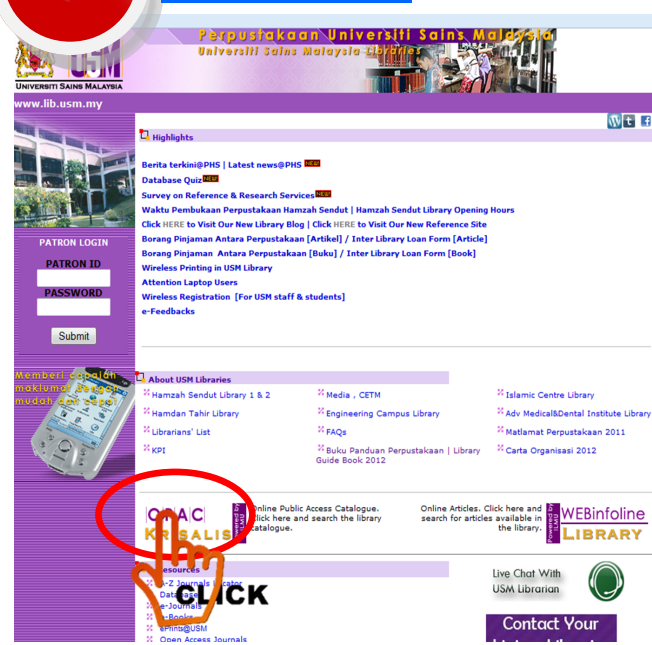
'In Process'

Refers to the items that had been received from vendor and waiting to be processed by Technical Processing Division.



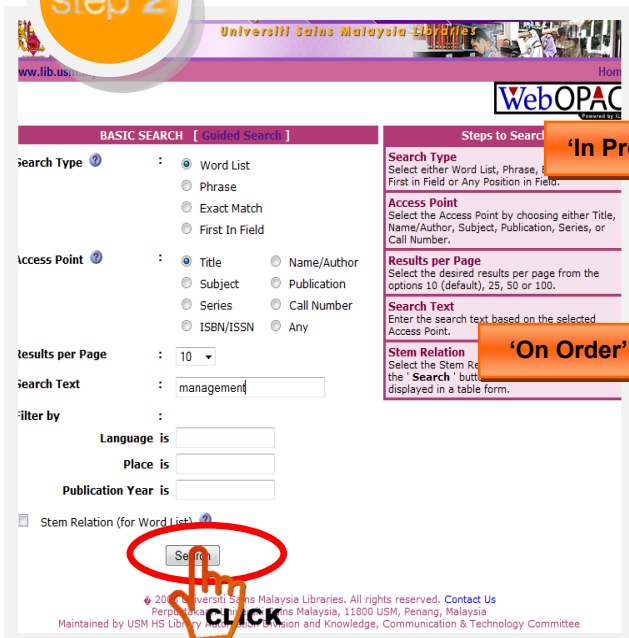
step 1

Go to library website : www.lib.usm.my



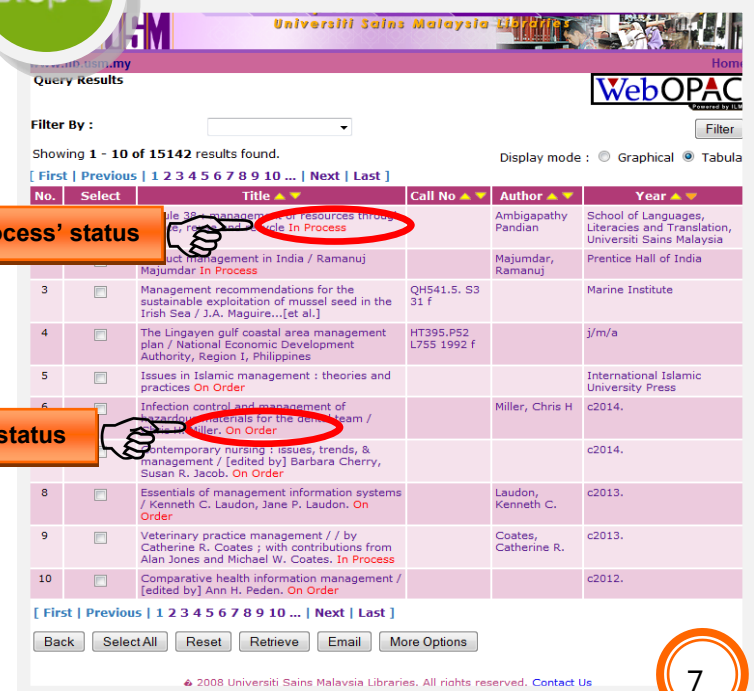
step 2

Key in search text




step 3


Search results



'In Process' Item Request


Users who need to make an urgent request for books with 'In Process' status should do the following:

 Refer to the librarian at the i-Counter, PHS 1

 Fill in 'In Process Item Request Form'



Items will be processed immediately (within 1 working day) and users will be notified once the items are ready to be collected.


PERPUSTAKAAN UNIVERSITI SAINS MALAYSIA
 UNIVERSITI SAINS MALAYSIA LIBRARY

BAHAGIAN PROSES TEKNIK
 TECHNICAL PROCESSING DIVISION

BORANG PERMINTAAN BAHAN DALAM URUSAN
IN-PROCESS ITEM REQUEST FORM
 Staf perlu menghantar borang dengan tangan ke Bahagian berkenaan
 Staff needs to send the form by hand to the respective division

Nama pemohon: _____
 Applicant name: _____
Alamat: _____
 Address: _____
Judul bahan: _____
 Title: _____
Edisi/Jilid: _____
 Edition/Vol.: _____

Poskod: _____
 Postcode: _____
No. tel: _____
 Tel. no.: _____
Jam: _____
 Time: _____

Emel: _____
 E-mail: _____

RUJ: _____
 REF: _____
Bahan siap dalam tempoh 1 hari bekerja
 Item completed in 1 working day
Tarikh luput: 7 hari bekerja dari tarikh borang diisi
 No. Ahli: _____
 Membership no.: _____

Sila beritahu melalui: Telefon E-mel
 Please inform via: Telephone Email
WAJIB DIISI OLEH PENASIHAT PEMBACA/ MUST BE FILLED UP BY READER ADVISOR

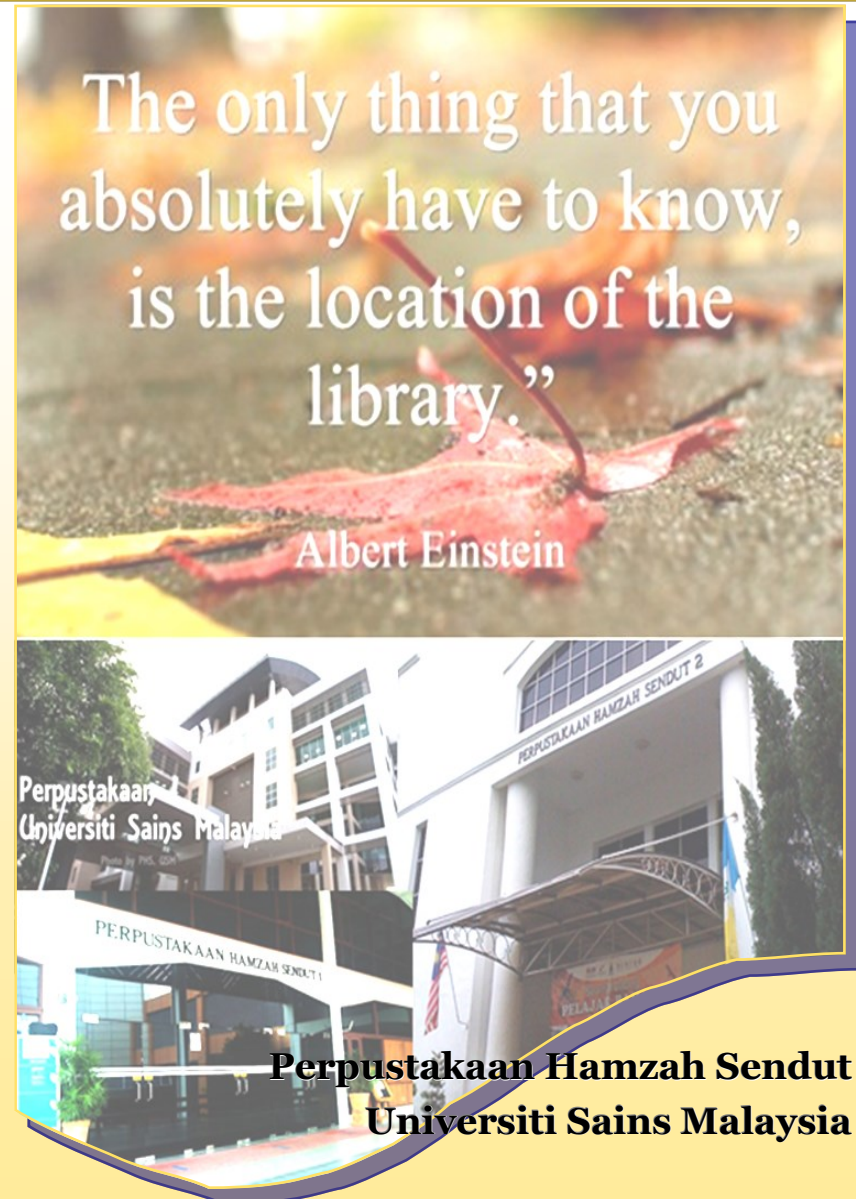
No. perolehan: _____
 Accession no.: _____
No. naskah: _____
 Copy no.: _____
UNTUK KEGUNAAN PEJABAT/OFFICE USE ONLY

Bahagian Proses Teknik Bahagian Perkhidmatan Media Lain-lain Bahagian (Nyatakan): _____
 Technical Processing Division Media Services Division Others (Please state)

Tarikh borang diterima: _____
 Date received: _____
Diterima oleh: _____
 Received by: _____
Tarikh bahan siap: _____
 Date completed: _____

TINDAKAN OLEH BAHAGIAN SIRKULASI/CIRCULATION DIVISION ACTION

Tarikh bahan diterima: _____
 Date received: _____
Diterima oleh: _____
 Received by: _____
Tarikh luput: _____
 Due date: _____



Tips@P&H&S

ACCESS TO E-BOOKS

Access via OPAC KRISALIS (Step by step)

About 90,000 electronic books bibliographic record already available in the Library. Users may search through OPAC KRISALIS as they search for printed books and may read the e-books by clicking the link provided in the record. Full text or full contents are accessible within the USM campus and via ezProxy for off campus access.

1 Go to library website : www.lib.usm.my

2 Key in search text

3 Search results

Filter By : [dropdown] Filter

Showing 1 - 10 of 15135 results found. Display mode : Graphical Tabular

[First | Previous | 1 2 3 4 5 6 7 8 9 10 ... | Next | Last]

No.	Select	Title	Call No	Author	Year
1	<input type="checkbox"/>	The Google way [electronic resource] : how one company is revolutionizing management as we know it // Bernard Girard. Electronic Book. For outside user, please access via Ezproxy	Ebrary eBooks	Girard, Bernard.	c200...
2	<input type="checkbox"/>	Understanding management / Richard L. Daft	HD31. D127	Daft, Richard L.	1995
3	<input type="checkbox"/>	Strategic management / Fred R. David	HD30.28. D2494	David, Fred R.	1995
4	<input type="checkbox"/>	Understanding management / Richard L. Daft, Dorothy Marcic	HD31. D127 2001	Daft, Richard L.	2001
5	<input type="checkbox"/>	Harvard business review on crisis management	HD49. H339 2000		2000
6	<input type="checkbox"/>	Key concepts in operations management / Michel Leseure	TS155. L628 2010	Leseure, Michel	2010
7	<input type="checkbox"/>	Essentials of contemporary management / Gareth R. Jones.	HD31. J79 2004	Jones.	c200...

e-Books. Click to access

Printed Collections

Access via e-Resources Link (Step by step)

Users may access to the e-books through e-Resources link on the library website. Full text or contents are accessible within the USM campus and via ezProxy for off campus access.



Go to library website : www.lib.usm.my

The screenshot shows the library website homepage. In the bottom left corner, under the 'e-Resources' section, the 'e-Books' link is circled in orange with a hand icon pointing to it and the word 'CLICK' written below. Other links in the footer include 'A-2 Journals Locator', 'Databases', 'e-Journals', 'Open Access Journals', 'Open Access Journals', 'Distance Education / DII Links', 'ISC Doc', and 'Penilaian Temp Kecekapan' Exam Resources.



List of e-Books databases. Click on the title to access

The screenshot shows the 'USM e-Books' page. The 'Referex' link is circled in orange with a hand icon pointing to it and the word 'CLICK' written below. The page lists various e-Book collections such as 'Sage eReference', 'McGraw-Hill's AccessEngineering', 'CRC e-Base eBook', 'Emerald eBook Series', 'Columbia University Press eBooks', 'Kogan Page eBooks', 'Cambridge University Press - E - Books', 'RSC eBooks', 'Gale GVRL eBooks', 'Elsevier eBooks', 'ebrary', 'IGI Library', 'IGI Global eBooks', 'Springer e-books', 'EBSCO eBooks', and 'John Wiley Online Books'.

Access outside USM Campus via ezProxy (Step by step)

- ⇒ All the full text of online resources including e-books are accessible within USM campus. Access from outside campus can be made via USM ezProxy at <http://ezproxy.usm.my>. Library users need to login using their ID and password.
- ⇒ The ID is users' matric card number and password is users' IC or passport number. Any problem regarding access, please fill in the online service request form or email to adminlib@usm.my.



Go to library website :
www.lib.usm.my

The screenshot shows the library website with a hand icon pointing to the 'e-Resources' link in the left sidebar. Other visible links include 'About USM Libraries', 'OPAC KRISALIS', and 'Live Resources'.



Click Outside USMNet User, ezProxy link and key in your ID and password.

Please note that the content of these electronic resources are copyrighted and licensed material. As such, USM's Libraries are required to ensure that access is limited ONLY to authorized users.

If you're not within USMNet, please click **Outside USMNet User**

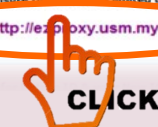
The image shows the 'USM CLICK' logo with a hand icon pointing to the 'Outside USMNet User' link. The logo also includes the text 'Universiti Sains Malaysia - LIBRARY' and 'www.lib.usm.my'.

HAMZAH SEN

NO.	ACCESS
1	✓
2	✗
3	✓
4	✓
5	✓



<http://ezproxy.usm.my>



EZproxy@USM

Patron ID:

Password:

Key In ID and password to login



Internal Audit (MS ISO 9001: 2008)

The internal library audit for MS ISO 9001:2008 had been held simultaneously from 17 to 20 July 2012 at 3 branches of USM Libraries for continuous quality improvement.



Library Orientation Program for new RPJJ Students

PHS welcomes new Distance Learning Programme (RPJJ) Students session 2012/2013 and conducted Library Briefing and Tour at DTSP and PHS.



ICOL 2012

USM Library had organized the International Conference on Libraries 2012 (ICOL 2012) which was held at the Renaissance Hotel, Kota Bharu, Kelantan. A total of 111 participants attended the conference featuring 19 presentations and 5 poster presentations.



Awards

USM Library KIK Group known as C-FAR won 3rd place at Konvensian KIK Perpustakaan Semalaysia for the Technical Category. This convention was held on 18 and 19 September 2012 at the Hotel Permai, Kuala Terengganu.



Visitors

Visit by Director of National Library of Malaysia (PNM), Dato' Raslin Abu Bakar on 6 September 2012.

Launching: myPHS: Jom ke Perpustakaan & Tablet PC for Loan

myPHS: Jom ke Perpustakaan program was held on 11 & 12 September 2012 to welcome the new students of USM and introduce them to the Library. In conjunction with the program, a new service 'Tablet PC for Loan' was introduced and launched by the Vice Chancellor, Prof. Dato' Omar Osman.



EDITORIAL BOARD

Customer Relations Division@PHS

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www.lib.usm.my



Perpustakaan Hamzah Sendut



www.hamzahsendutlibrary.wordpress.com



hamzahsendutlibrary.tumblr.com