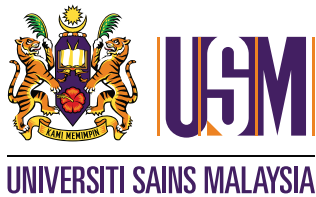


PANDUAN PERPUSTAKAAN



TAHUN 2019

Guidebook Universiti Sains Malaysia Library Year 2019



PERPUSTAKAAN
LIBRARY | Universiti Sains Malaysia



USM Library | Since 1969

“

*Sebuah perpustakaan
ialah sebang tasik tenang
dimana kebijaksanaan berkampung
dan menawarkan makna,
mengajak kita merenung ke dalam diri,
ke dalam gerak alam dan tamadun.*

*Minumlah air termanisnya
di taman ilmu
yang memanusiakkan ”*

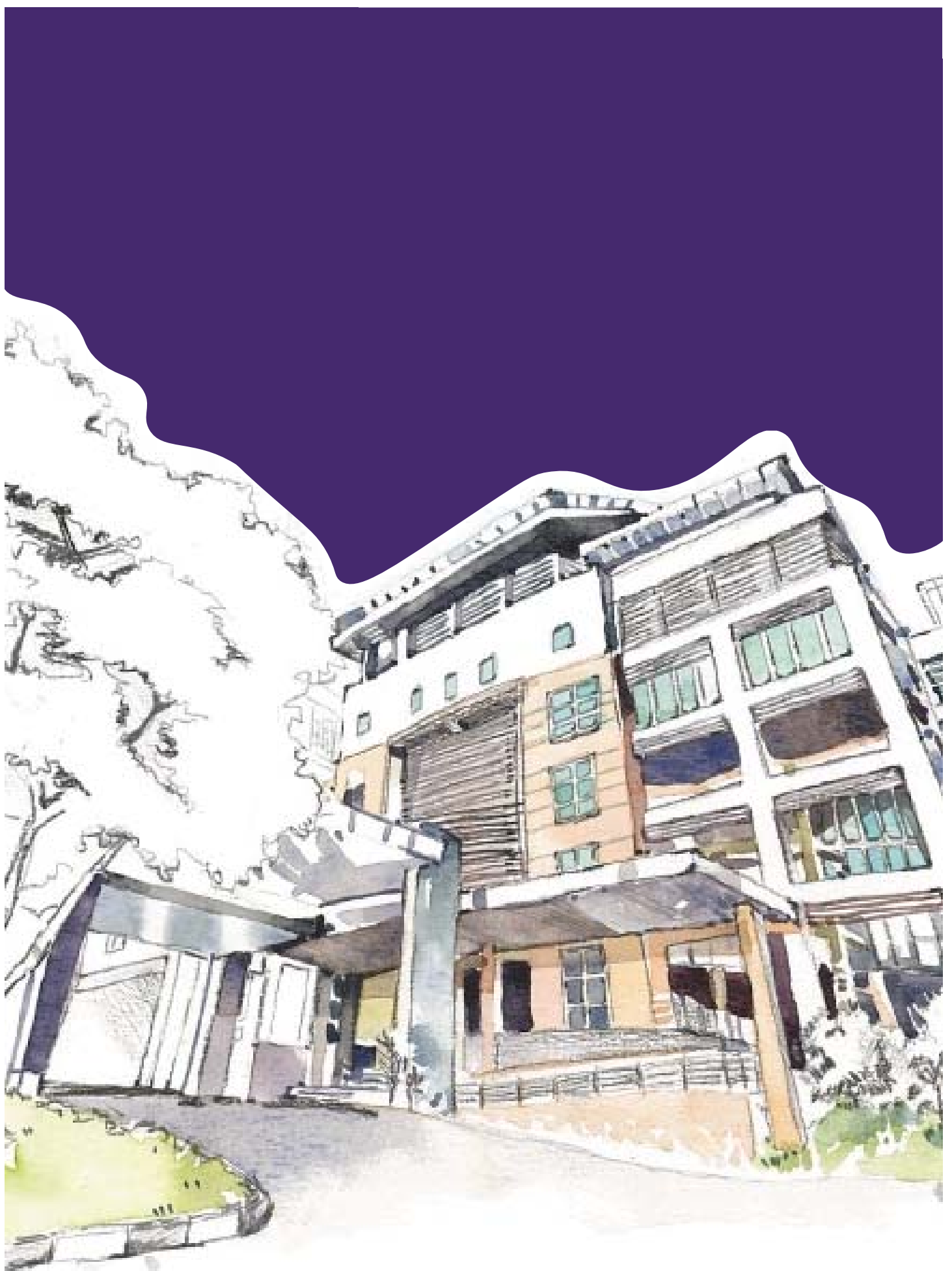
Muhammad Haji Salleh
Bukit Janatun | 16 April 2012





50th Anniversary Mark

In 2019, Universiti Sains Malaysia celebrates its 50th anniversary. A special icon design-referred to as the 50th mark-was created to assist in the marketing and promotion of anniversary-related events and initiatives throughout the calendar year.





BOLEH SAYA BANTU

MAY I HELP YOU

MAY I HELP YOU

PERPUSTAKAAN

LIBRARY | Universiti Sains Malaysia

BERILMU AMANAH PROGRESIF

Memastikan Kelestarian Hari Esok
Ensuring a Sustainable Tomorrow

BOLEH SAYA BANTU

HISTORICAL BACKGROUND

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 additional Library building (Perpustakaan Hamzah Sendut 2) was built in 1996.

On 10th December 2004, the Main Library was named Hamzah Sendut Library taken after the name of the first USM Vice Chancellor, Allahyarham (the late) Tan Sri Hamzah Sendut. Recently on 3rd March 2011, a new research wing was officiated by former Vice Chancellor Professor Tan Sri Dato' Dzul kifli Abdul Razak.

UNIVERSITI SAINS MALAYSIA VISION

"Transforming Higher Education for a Sustainable Tomorrow"

UNIVERSITI SAINS MALAYSIA MISSION

USM is a pioneering, transdisciplinary research-intensive university that empowers future talents and enables the bottom billions to transform their socio-economic well-being.

LIBRARY VISION

Be a catalyst towards development of science, scholarship and lifelong education for sustainable development.

LIBRARY 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.

LIBRARY NETWORK

Perpustakaan Hamzah Sendut (PHS)

Hamzah Sendut Library

Universiti Sains Malaysia
11800 USM,
Pulau Pinang

Tel: 04-6533720 / 04-6535350

Fax: 04-6571526

E-mail: adminlib@usm.my

Website: www.lib.usm.my

Perpustakaan Hamdan Tahir (PHT)

Hamdan Tahir Library

Health Campus
Universiti Sains Malaysia
16150 Kubang Kerian, Kota Bharu
Kelantan

Tel: 09-7671458 / 09-7671473

Fax: 09-7671460

E-mail: infopht@usm.my

Website: www.pustaka.kk.usm.my

Perpustakaan Kejuruteraan

Engineering Library

Engineering Campus

Universiti Sains Malaysia
Seri Ampangan
14300 Nibong Tebal
Pulau Pinang

Tel : +604 599 5113

Fax : +604 599 6924

E-mail : adminpk@usm.my

Website : library.eng.usm.my

Perpustakaan IPPT

Translational Knowledge and Information Centre

Institut Perubatan dan Pergigian Termaju (IPPT)
Universiti Sains Malaysia
No 6-12 Jalan Persiaran Seksyen 4/16
Bandar Putra Bertam
13200 Kepala Batas
Pulau Pinang

Tel : +604 562 2888 ext. 2230 (service counter)

Fax : +604 562 2464

E-mail : reference.lib@amdi.usm.edu.my

Website: www.amdi.usm.my/index.php/amdilib

REGULATION

- ❖ Customers must display their smart cards upon entering the Library.
- ❖ Customers must adhere to the Dress Code as stipulated by the University.
- ❖ Customers are requested to observe silence. Mobile phone must be put on silent mode in the Library.
- ❖ Eating and drinking (except for plain water) is prohibited in the Library.

*other library regulations could be referred in the e-guide book in the library website (www.lib.usm.my)



Perpustakaan Hamzah Sendut Hamzah Sendut Library



PHS

Universiti Sains Malaysia
11800 USM,
Pulau Pinang

Tel : +604 653 3720 / +604 653 5350

Fax : +604 657 1526

E-mail : adminlib@usm.my

Website : www.lib.usm.my

OPENING HOURS

During Semester 1 and 2	
Day	Time
Monday – Thursday	8:30 am – 9:30 pm
Friday	8:30 am – 12:00 pm 2:45 pm – 9:30 pm
Saturday & Sunday	9:00 am – 4:00 pm
Public Holiday	Closed

Long Distance Learning Intensive Course	
Day	Time
Monday – Thursday	8:30 am – 9:30 pm
Friday	8:30 am – 12:00 pm 2:45 pm – 9:30 pm
Saturday & Sunday	9:00 am – 4:00 pm
Public Holiday	Closed

Examination Week	
Day	Time
Monday – Thursday	8:30 am – 9:30 pm
Friday	8:30 am – 12:00 pm 2:45 pm – 9:30 pm
Saturday & Sunday	9:00 am – 9:30 pm
Public Holiday	9:00 am – 9:30 pm
Main Festival	Closed

Semester Break	
Day	Time
Monday – Thursday	8:30 am – 4:40 pm
Friday	8:30 am – 12:00 pm 2:45 pm – 4:40 pm
Saturday & Sunday	Closed
Public Holiday	Closed

Note : Service counters are closed from 12:00 pm – 2:45 pm every Friday
*** Subject To Change**

LOCATION OF COLLECTION

Perpustakaan Hamzah Sendut 1

Collection	Class no.	Location
Books (Malay language)	A-Z (Science & non-science)	Level 1, PHS 1
Books (Other languages)	A-Z (Science & non-science)	Level 2, PHS 1
Books (Other languages)	Q-V (Science & technology)	Level 3, PHS 1
Reference Books	A-Z (Science & non-science)	Level 3, PHS 1
Media Collection	A-Z (Science & non-science)	Level 2, PHS 1
Fiction Collection	All	Level 2, PHS 1

Perpustakaan Hamzah Sendut

Collection	Class no.	Location
Thesis	A-Z (Science & non-science)	Level 3, PHS
Malaysiana & Archive Collection	A-Z (Science & non-science)	Level 3, PHS

Perpustakaan Hamzah Sendut 2

Collection	Class no.	Location
Current Journal	A-Z (Science & non-science)	Level 1, PHS 2
Bound Journal	A-P, Z (non-science)	Level 2, PHS 2
Bound Journal	Q-V (Science & technology)	Level 3, PHS 2
Reference Books	All	Level 3, PHS 2

LOCATION SYMBOL

Monographs	
Beginning Of Call No	
a	Abstract and Index
b	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

r	r - Reference symbol
fCT103	f - Folio symbol
A161	CT103 - Class number
2005	A161 - Author number
	2005 - Publication date

LOAN ELIGIBILITY

Category	Open Shelf	Audio-visual/ Media	Special Collection	Fiction	Distance Education Collection	Online Database
Academic Staff / Admin	25 items (60 days)	4 items (14 days)	1 item (24 hours)	2 items (60 days)	Not Allowed	Inside & Outside Campus Access
Postgraduate	25 items (60 days)	4 items (14 days)	1 item (24 hours)	2 items (60 days)	Not Allowed	
Undergraduate	10 items (14 days)	4 items (14 days)	1 item (24 hours)	2 items (14 days)	Not Allowed	
Distance Education Student	8 items (14 days)	4 items (7 days)	1 item (24 hours)	2 items (14 days)	2 items (30 days)	
Support Staff	10 items (14 days)	4 items (14 days)	Not Allowed	2 items (14 days)	Not Allowed	
Public	4 items (14 days)	Accompanied CD only	Not Allowed	Not Allowed	Not Allowed	Inside Library Access Only

FINES

Collection	Amount
Open Shelf	RM 0.10 per/day
Special Collection	RM 1.00 per/day
Inter Library Loan (Non-USM)	RM 1.00 per/day
Media Collection	RM 0.10 per/day

FACILITIES

- ❖ Multipurpose room
- ❖ Viewing room
- ❖ Locker
- ❖ Special needs customers facilities
- ❖ Discussion room
- ❖ Book drop box
- ❖ Carrel room
- ❖ 24 hours reading area
- ❖ Executive Room
- ❖ Computer lab
- ❖ Book Drop Box
- ❖ Prayer room
- ❖ Postgraduates lounge
- ❖ Disabled Facilities
- ❖ Wi-Fi Hot Spot
- ❖ Quite Zone

RESEARCH SUPPORT SERVICE (Workshops)

- ❖ Information Literacy Skill (ILS)
- ❖ Basic Advance
- ❖ Endnote
- ❖ Google Drive
- ❖ Google Scholar
- ❖ Easy-To-Write with Microsoft Word
- ❖ MENDELEY
- ❖ NViVo
- ❖ Open Access
- ❖ On Demand Training

COLLECTION

- ❖ Open Shelf Collection
- ❖ Special Collection (Red Spot)
- ❖ Microform Collection
- ❖ Malaysiana Collection
- ❖ USM Archive Collection
- ❖ Media Collection
- ❖ Distance Learning Collection
- ❖ Reference Collection
- ❖ Journal Collection
- ❖ Fictional & Light Reading Collection
- ❖ Children's Collection
- ❖ Thesis & dissertations collection

ONLINE INFORMATION SERVICES

Login to Library Account (to see patron details, borrowing items & due date, fines, online renewal & reservation), please browse via: <http://elib.usm.my/cgi-bin/koha/opac-user.pl>

Login ID: *IC no / Passport no.*

Password (default): *123*

To access online databases from outside campus,
please browse via: ***Off Campus Log In Via OpenAthens***

Login ID: *<USM email ID>*

Password: *<password of the official USM email>*

Note : any enquiries please refer to i-Counter, PHS 1 or contact 04-6533720

DISTANCE EDUCATION LEARNING

This collection is specifically provided for distance education learning students. The loan can be done through post, but the cost of delivery must be bare by the requester. Photocopy services also is available with the cost of RM0.10 per page and post services fee.

Note: Deposit of RM20.00 (money post/cheque) must be made under Universiti Sains Malaysia for the above-mentioned services.

Any enquiry, please contact:

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Senarai Pusat Wilayah	
Alor Setar	Kolej Sultan Abdul Hamid
Ipoh	Sek. Men. Keb. Wira Jaya
Kuala Lumpur	Sek. Men. Sains Selangor
Melaka	Sek. Men. Keb. Tinggi Melaka
Kota Bharu	Perpustakaan Hamdan Tahir, Universiti Sains Malaysia
Kuala Terengganu	Sek. Men. Sultan Sulaiman
Kuantan	Sek. Men. Sultan Abu Bakar
Kuching	Kolej Datu Patinggi Abg. Hj. Abdillah
Kota Kinabalu	Maktab Sabah
Arau	Sek. Men. Keb. Agama Arau
Johor Bahru	Sek. Men. Keb. Seri Kota Puteri 2



PERPUSTAKAAN
LIBRARY | Universiti Sains Malaysia

Email : rujukan@usm.my

Tel : +604 653 5350

Reference @ PHS

**eReference
MOOC**

**Consultation
Training**

Webinar

**Document
Supply**



Visit Page

CONTACT INFORMATION

DIVISION

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Corporate	+604 653 3018
Acquisition	+604 653 3703
Cataloguing	+604 653 3718
Circulation	+604 653 3799
Digitization & Repository	+604 653 2518
Reference	+604 653 5351
Serials	+604 653 2581/2583
System & Application	+604 653 3519

UNIT

Research Support	+604 653 6112
Research Data Management	+604 653 6112

COUNTER

Circulation Counter	+604 653 3724
Media Counter	+604 653 3708
i-Counter	+604 653 3720
Reference Counter	+604 653 5350

TOP MANAGEMENT

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Senior Deputy Chief Librarian



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Head of Division



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Serials Division

Head of Division



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Training Division

Head of Division




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Cataloguing Division

Head of Division



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Digitization & Repository Division

Head of Division



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Administrative & Support Services Division

Head of Division



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System & Application Division

Head of Division



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Research Data Management Unit

Head of Unit



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Research Support Unit

Head of Unit



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Perpustakaan Hamdan Tahir Hamdan Tahir Library



PHT

Health Campus
Universiti Sains Malaysia
16150 Kubang Kerian, Kota Bharu
Kelantan

Tel : +609 767 1458 / +609 767 1473
Fax : +609 767 1460
E-mail : infopht@usm.my
Website : www.pustaka.kk.usm.my

OPENING HOURS

Perpustakaan Hamdan Tahir Hamdan Tahir Library (Opening Hours)

During Semester 1 and 2		Examination Week	
Day	Time	Day	Time
Sunday – Wednesday	8:30 am – 10:00 pm	Sunday – Wednesday	8:30 am – 10:00 pm
Thursday	8:30 am – 9:45 pm	Thursday	8:30 am – 9:45 pm
Friday	Closed	Friday	Closed
Saturday	8:30 am – 4:30 pm	Saturday	8:30 am – 4:30 pm
Public Holiday	Closed	Public Holiday	Closed

Semester Break	
Day	Time
Sunday – Wednesday	8:30 am – 4:30 pm
Thursday	8:30 am – 4:15 pm
Friday & Sunday	Closed
Public Holiday	Closed

Classification Scheme (National Library of Medicine) PRE-CLINICAL SCIENCES (LOCATION: LEVEL1 -OPEN SHELF)

Class No.	Subjects	Shelf No.	Class No.	Subjects	Shelf No.
QS	Human Anatomy	9 – 11	QW	Microbiology and Immunology	16 – 17
QT	Physiology	11 – 12	QX	Parasitology	17
QU	Biochemistry	12 – 14	QY	Clinical Pathology	18
QV	Pharmacology	14 – 16	QZ	Pathology	18 – 20

**Medicine And Related Subjects
(Location: Level1 -Open Shelf)**

Class No	Subjects	Shelf No.	Class No.	Subjects	Shelf No.
W	Health Professions	22 – 23	WN	Radiology, Diagnostic Imaging	42
WA	Public Health	23 – 24	WO	Surgery	43 – 44
WB	Practice of Medicine	25 – 27	WP	Genecology	45
WC	Communicable Diseases	28	WQ	Obstetrics	46
WD	Disorder of Systemic, Metabolic or Environmental Origin, Etc	29	WR	Dermatology	47
WE	Musculoskeletal System	29 – 31	WS	Paediatrics	47 – 50
WF	Respiratory System	31 – 32	WT	Geriatrics. Chronic Disease	50
WG	Cardiovascular System	32 - 33	WU	Dentistry. Oral Surgery	51 – 52
WH	Hemic and Lymphatic Systems	34	WV	Otolaryngology	53
WI	Digestive System	34 – 35	WW	Ophthalmology	54
WJ	Urogenital System	36	WX	Hospitals and Other Health Facilities	55
WK	Endocrine System	36 – 37	WY	Nursing	55 – 58
WL	Nervous System	37 – 39	WZ	History of Medicine	58
WM	Psychiatry	40 – 41			

Note : Other disciplines are cataloged under Library of Congress classification scheme

FACILITIES

- ❖ Seminar room
- ❖ Viewing room
- ❖ Locker
- ❖ Discussion rooms
- ❖ Carrel rooms
- ❖ Computer lab
- ❖ Photocopy machine
- ❖ Prayer room (access from outside of the Library)
- ❖ Wi-Fi Hotspot
- ❖ Info Kiosk
- ❖ Self-Check Kiosk
- ❖ Cozy Corner
- ❖ Chillax Space

COLLECTIONS

- ❖ Open Shelf
- ❖ Special Collection
- ❖ Reference Collection
- ❖ Theses and dissertations
- ❖ Fiction Collection
- ❖ Long Distance Education Collection
- ❖ Juvenile Collection
- ❖ Journal Collection
- ❖ Media Collection

RESEARCH SUPPORT SERVICES

- ❖ Information Literacy Skill (ILS)
- ❖ EndNote
- ❖ Mendeley
- ❖ Thesis Formatting with MS Word Open Access Scholarly Publications
- ❖ Google Drive
- ❖ Google Scholar
- ❖ Evidence-Based Medicine (EBM) and PubMed

CONTACT INFORMATION

DIVISION

Deputy Chief Librarian / Head	+609 767 1470/1474
Administration	+609 767 1472
Acquisition	+609 767 1476
Technical Processing	+609 767 1467
Corporate and Training	+609 767 1465
Circulation Counter	+609 767 1473
Reference & Research Counter	+609 767 1458
Media Services Counter	+609 767 1479
Serials Counter	+609 767 1471

LIBRARIAN

Deputy Chief Librarian



Nik Asmak Nik Idris
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Email : asmak@usm.my

Cataloguing Division

Head of Division



Noraida Hassan
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Acquisition Division

Head of Division



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Serials Division

Head of Division



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Dept. of Microbiology, Dept. of Nuclear Medicine and Dept. of Anatomy

Circulation Division

Head of Division



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Liaison for : Dept. of Community Medicine, Dept. of Family Medicine, Dept. of Medical Education, and School of Language, Literacies & Translation (SoLLaT)

Reference & Research Division

Head of Division



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Liaison for : Dept. of Anesthesiology, Dept. of Pediatrics, Dept. of Physiology and Dept. of Otorhinolaryngology and Human Genome Centre

Corporate & Training Division

Head of Division



Wan Emilin Wan Mat Alli

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Liaison for : Dept. of Obstetrics & Gynaecology, Dept. of Neuroscience, Dept. of Pharmacology, Dept. of Ophthalmology and Dept. of Immunology

System & Repository Unit

Head of Unit



Ahmad Nurulamein Ahmad @ Ramli

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Email : amein@usm.my

Liaison for : Dept. Of Chemical Pathology, Dept. Of Emergency Medicine, Dept. Of Medicine, Dept. of Radiology and Biostatistics and Research Methodology Unit

Perpustakaan Kejuruteraan Engineering Library



PKEJ

Engineering Campus
Universiti Sains Malaysia
Seri Ampangan, 14300 Nibong Tebal
Pulau Pinang

Tel : +604 599 5113
Fax : +604 599 6924
E-mail : adminpk@usm.my
Website : <http://library.eng.usm.my>

OPENING HOURS

Perpustakaan Kejuruteraan *Engineering Library (Opening Hours)*

During Semester 1 and 2	
Day	Time
Monday – Friday	8:30 am – 7:30 pm
Saturday & Sunday	9:00 am – 4:00 pm
Public Holiday	Closed

Examination Week	
Day	Time
Monday – Friday	8:30 am – 9:30 pm
Saturday - Sunday	9:00 am – 9:30 pm
Public Holiday	9:00 am – 9:30 pm
Main Festival	Closed

Semester Break	
Day	Time
Monday – Friday	8:30 am – 4:40 pm
Saturday & Sunday	Closed
Public Holiday	Closed

Note : Service counters are closed from 12.00 noon - 2.45 pm every Friday

FACILITIES

- ❖ Audio Visual Room
- ❖ Book Drop Box
- ❖ Cafe
- ❖ Carrel Room
- ❖ Collaborative Learning Room
- ❖ Computer lab
- ❖ Discussion room
- ❖ Free Books Corner
- ❖ Information Kiosk
- ❖ Interactive Room
- ❖ Laptop Zone
- ❖ Leisure Area
- ❖ Locker
- ❖ Prayer Room
- ❖ Self-Check Station
- ❖ Seminar Room
- ❖ Special needs customers' facilities
- ❖ Viewing Room
- ❖ Water Dispenser
- ❖ Wi-Fi Hotspot

RESEARCH SUPPORT SERVICES

- ❖ Information Literacy Skill (ILS)
- ❖ EndNote
- ❖ Thesis Formatting – Basic & Advanced
- ❖ Mendeley

LOCATION OF COLLECTION

Collection	Class No.	Location
Books (Malay Language)	A-Z (Science & Non Science)	Level 3
Books (English Language)	A-Z (Science & Non Science)	Level 3
Course Reserves	A-Z (Science & Non Science)	Level 2
Reference Books	A-Z (Science & Non Science)	Level 2
Media Collection	A-Z (Science & Non Science)	Level 2
Bound Journal	A-Z (Science & Non Science)	Level 1
These & Final Year Project	A-Z (Science & Non Science)	Level 1
Fiction Collection	A-Z (Science & Non Science)	Ground Floor & Level 3

CONTACT INFORMATION

DIVISION

Deputy Chief Librarian / Head	+604 599 5100
Administration	+604 599 5101 / 5108 / 5109
Acquisition	+604 599 5111
Cataloguing	+604 599 5110
Circulation	+604 599 5114
System & Repository	+604 599 5116
Reference & Research	+604 599 5118
Serials	+604 599 5112

UNIT

Outreach	+604 599 5114
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COUNTER

Circulation Counter	+604 599 5113
i-Counter	+604 599 5133

LIBRARIAN

Deputy Chief Librarian



Arinawati Ayob
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Acquisition Division

Head of Division



Jamilah Hassan Basri
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Liaison Librarian : School of Mechanical Engineering

Cataloguing Division

Head of Division



Norshuhada Saidin
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System & Repository Division

Head of Division



Badli Syahar Bakhtier
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Reference & Research Division

Head of Division



Mazainun Aini Mohd Zain
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Serials Division

Head of Division



Junainah Abu Seman
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Circulation Division

Head of Division



Suzana Abdul Rahman
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Perpustakaan Institut Perubatan & Pergigian Termaju Advance Medical & Dental Institute Library



IPPT

Institut Perubatan dan Pergigian Termaju (IPPT)
Universiti Sains Malaysia
No 6-12 Jalan Persiaran Seksyen 4/16
Bandar Putra Bertam
13200 Kepala Batas
Pulau Pinang

Tel : +604 562 2888 ext. 2230 (service counter)
Fax : +604 562 2464
E-mail : reference.lib@amdi.usm.edu.my
Website : www.amdi.usm.my/index.php/amdilib

OPENING HOURS

Perpustakaan Institut Perubatan dan Pergigian Termaju Advanced Medical and Dental Institute Library (Opening Hours)

Day	Time
Monday – Thursday	8:30 am – 5:10 pm
Friday	8:30 am – 12:15 noon 2:45 pm – 5:10 pm
Saturday, Sunday & Public Holiday	Closed

Note : Service counters are closed from 12.00 noon - 2.45 pm every Friday

Classification Scheme (National Library of Medicine) Preclinical Sciences

Class No.	Subjects	Class No.	Subjects
QS	Human Anatomy	QW	Microbiology and Immunology
QT	Physiology	QX	Parasitology
QU	Biochemistry	QY	Clinical Pathology
QV	Pharmacology	QZ	Pathology

OPENING HOURS

Medicine and Related Subjects

Class No.	Subjects	Class No.	Subjects
W	Health Professions	WN	Radiology, Diagnostic Imaging
WA	Public Health	WO	Surgery
WB	Practice of Medicine	WP	Gynaecology
WC	Communicable Diseases	WQ	Obstetrics
WD	Disorders of Systemic, Metabolic or Environmental Origin, etc.	WR	Dermatology
WE	Musculoskeletal System	WS	Paediatrics
WF	Respiratory System	WT	Geriatrics, Chronic Disease
WG	Cardiovascular System	WU	Dentistry, Oral Surgery
WH	Hemic and Lymphatic Systems	WV	Otolaryngology
WI	Digestive System	WW	Ophthalmology
WJ	Urogenital System	WX	Hospitals and Other Health Facilities
WK	Endocrine System	WY	Nursing
WL	Nervous System	WZ	History of Medicine
WM	Psychiatry		

Note : Other disciplines are cataloged under Library of Congress classification scheme

LIBRARIAN

Head of Division



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Cluster Representative
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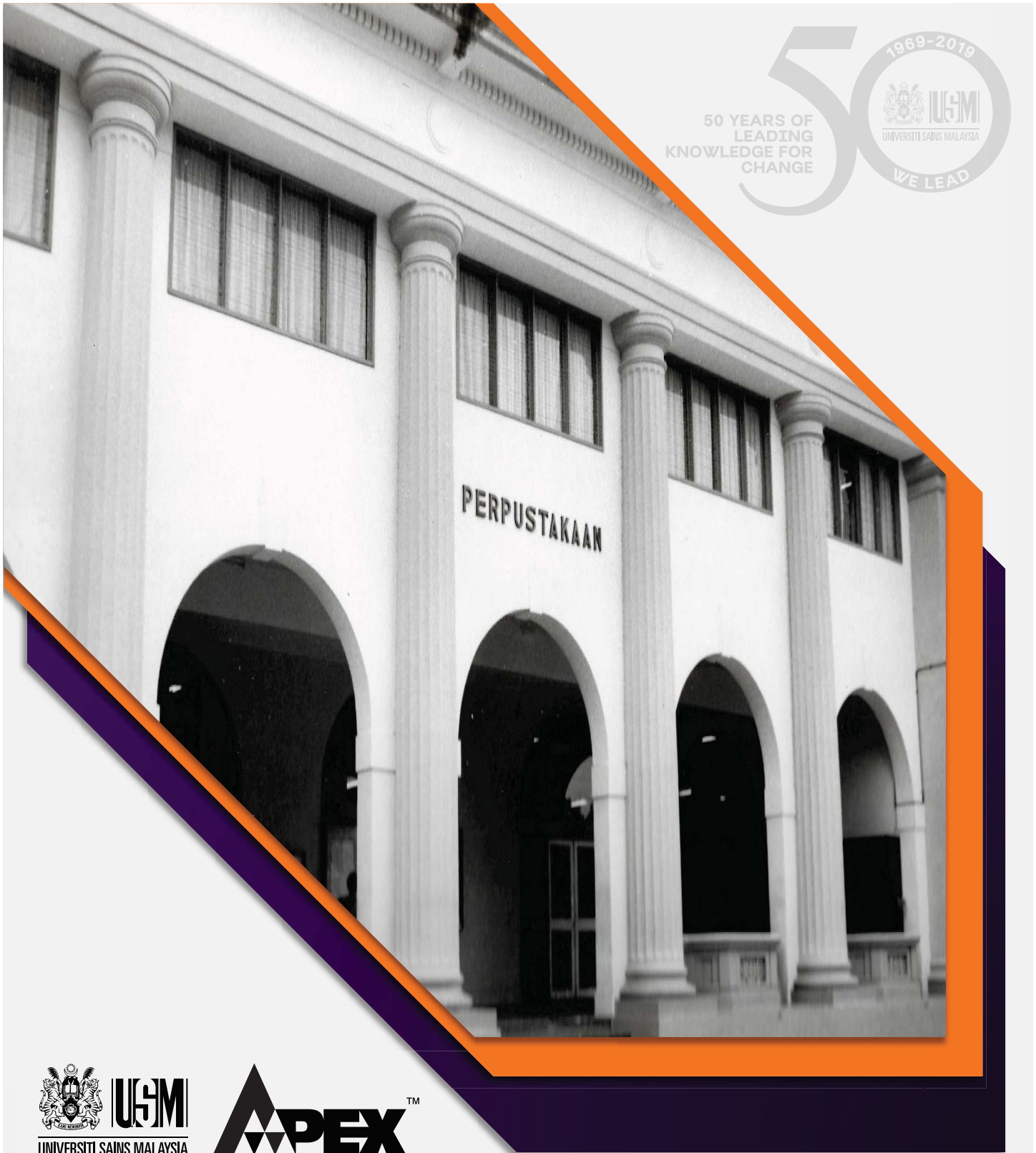


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