



PICOMS INTERNATIONAL UNIVERSITY COLLEGE LIBRARY

LIBRARY GUIDES



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About Us

- The library was established in 2003, located at Level 5, Bangunan Tabung Haji. The library is growing in tandem with the college to accommodate services required. In July 2011, the PIUC library moved to Level 6, Bangunan Wisma Baitulmal. In June 2012, a new library at Batu Muda campus was established and became as main campus library.

Mission

- The library aims to provide access to and delivery of information resources to students and staffs in support of research, teaching and learning of the college.

Objectives

- The Library provides services, including instruction of information literacy and management, to enable its users to fulfill their teaching and learning needs.
- To implement effective and systematic library management.
- To encourage users to use information sources properly.

Membership

- Membership is open to all registered staffs and students of PICOMS INTERNATIONAL UNIVERSITY COLLEGE (PIUC).

Registration

- Students should register by filling up the Membership Form.
- Students are required to pay library fees.
- Membership Cards will be issued to all members. The loss of membership cards must be reported immediately to the Circulation Counter. A fee of RM 10.00 shall be charged for a replacement.
- Membership Cards must be returned to the Library once the students leave the college.

Opening Hours

Monday to Friday

- | | |
|--|-----------------------|
| • Main Campus, Batu Muda | 8.30 a.m. - 5.00 p.m. |
| Jalan Ipoh Campus | 8.00 a.m - 5.00 p.m |
| • Saturday, Sunday and Public Holidays | Closed |

Loan Hours

- Monday to Friday 8.30 a.m. – 5.00 p.m.

Library Collections

1. General / Open Collection

- This collection comprises of various subjects. All staffs and students of the library are allowed to borrow from this collection.

2. Red Spot Collection

- The collection consists of textbooks and references recommended by lecturers for students and placed on restricted loan.

Monday – Thursday	After 4.00 p.m. and return before 10.00 a.m. the following day
Friday	After 4.00 p.m. and return before 10.00 a.m. the following Monday

3. References Collection

- The collection comprises reference books such as dictionaries, encyclopedias, handbooks, directories, etc. Reference items can be used in the library only and are not allowed to be borrowed.

4. Serials Collection

- This collection comprises of various subject areas. Current issues will be displayed and back issues will be kept.

5. Ebook Collection

- This collection can be accessed on campus area only.
url : <http://portal.igpublish.com>

6. Light Reading Collection

- Light reading collection comprises of novels, motivational books, biographies and others. Suitable for all users.

7. Thesis/Project Report Collection

- This collection consists of thesis and project reports produced by PIUC students. This collection is for reference only.

8. Newspapers Collection

- The library subscribes major newspapers such as *Berita Harian*, *Harian Metro*, *New Straits Times* and *Utusan Malaysia*.

Library Facilities

PIUC library provides access to the following facilities:

1. Reading Area
 - The library is able to accommodate for 150 persons at one time.
2. Photocopying and Printing
 - We offer self-service photocopy service. All users are charged RM 0.10 per page for photocopy and RM 0.10 per page for printing.
3. Lockers (Open)
 - The library provides lockers at the outside of library and users are not allowed to bring into the library irrelevant items such as bags, briefcases, food, drinks and etc. However, users are to be responsible of their own belongings kept inside the lockers.
4. Computer Room
 - Library has provided computers (a total of 9 computers at Main campus, and 11 computers at Jalan Ipoh campus) for Internet access. Users need to inform staff to use the computer room.
5. WIFI Connection
 - The library provides wireless network access to PIUC students and staff. Users can bring their laptops to use this service. The usage is free and unlimited.
 - Please refer to library staff username and passwords.
6. Discussion Room
 - The library provides discussion rooms (three rooms at main campus, and two rooms at Jalan Ipoh campus) for users. Each discussion room can accommodate 10 people maximum. A minimum of 3 people in the party is required to book a discussion room.
7. Stationery section
 - Our Jalan Ipoh campus provides self-services stationery section for preparing your work. Materials provided such as staplers, punch holder, scissor, and adhesive glue.

Library Services

Following services are offered by the PIUC library.

1. Inter Library Loan (ILL)
 - Books which are not available at the library can be borrowed from other libraries for their use. Details of this service can be obtained at Circulation Counter.

2. Reservation
 - Users can reserve library books at the circulation counter by filling up the Reservation Forms except for Red Spot Collection.
 - The books will be kept for 5 days from the date of notice.
 - Reserved books will be shelved or reissued to other users after 5 days.
 - Reserved books can be collected in person.

3. KOHA Integrated Library System
 - The library provides KOHA for users search library collections. Users may ask the staffs if they need any helps.

4. Library Orientation
 - Library orientation will be given to new students. The staffs will introduce the services, rules, facilities and all information about the library.

5. Information literacy class
 - Our information literacy class helps student improving their information skills and building research skills.

Rules and Regulations

PIUC Libraries require all users to comply with the following regulations:

1. Loan regulations

- Applicable for members only.
- Users need to produce their student cards/membership cards (compulsory) at the Circulation Counter.
- Borrowers are not permitted to borrow or renew on behalf of other members.
- Staffs and students who withdraw from or leave the college must return all loaned books to the library.

2. Renewal

- General/Open Shelf Collection can be renewed (2) two times only except for Red Spot Collection or books that have been reserved by other users.

3. Lending qualification

Borrower Categories	Open Collection	Red Spot Collection	Audio Visual Collection	Journals Collection
Academic Staff	8 items for 2 months	1 item for 1 week	1 item for 1 month	Reference only
Admin Staff	3 items for 1 month	1 item for 1 week	1 item for 1 month	Reference only
Student	2 items for 2 weeks	1 item for 2 hours/ overnight	Reference only	Reference only
External Member	2 items for 1 week	Reference only	Reference only	Reference only

**External members need to pay annual loan fees RM50.00 and fill application form.*

**Please bring matrix/confirmation letter/personal identity from library/Department/Institution respectively.*

4. General Rules

- Identification Cards / Matrix Cards must be produced when entering the library.
- Users are responsible for every item borrowed and will be liable to pay the full replacement cost if the item is damaged.
- No bags, umbrellas, parcels, files may be brought into the library. Library staff reserves the right to inspect bags or other personal property when visitor enter or leave the library.
- The library is not responsible for personal items that are lost, stolen, or damaged on library premises.
- Users may not bring animals into the library.
- External users must have written permission to the Librarian.
- Smoking, eating and drinking are prohibited at the library.
- Users are not allowed to remove any materials at the library.
- Silence must be observed at all times at the library.
- Mobile phones should be switched off or put on silence mode upon entering the library.
- Users may not film or photograph library users or employees without their knowledge and consent.
- All users are to be properly dressed and follow all rules as stated in College Dressing Ethics.
- Users must return items that you have borrowed from the library by the due dates. You will be fined if books or other items that are on loan to you are returned late.
- Users are responsible for any action liable and contravene the copyright act 1987.
- Taking out any material from library without loan process/permission will be charged as theft.
- Library staffs have the authority to bar any users from using library facilities for any infringement of the Library Rules and Regulations.
- Library may amend any library rules and regulations from time to time when necessary without notice.

Library Fines

1. General / Open Collection
 - Fines for overdue is RM 0.50 per day and maximum fine is RM 200.00.
 - Saturday, Sundays and Public Holidays are not included in fines calculation
2. Red Spot Collection
 - Fines for overdue is RM 0.50 for every 1/2 hours.
 - Saturday, Sundays and Public Holidays are not includes.
3. Loss of Library Cards
 - Loss of library cards must be informed immediately to Circulation Counter. Each replacement card will be charged RM 10.00.
4. Loss of Materials
 - Users must report immediately to Circulation Counter.
 - Users must replace the same materials or new edition and processing fee of RM 20.00 or
 - Users pay twice the price of the materials and processing fee of RM 20.00.
5. Materials Not Returned
 - Staffs – Deduction from salary.
 - Students – Fined / Suspended.
6. Misuse of Membership Cards
 - Students – Suspended for one semester to Cardholders and Borrowers.
7. Reminder
 - First reminder will be issued with total fine that imposed and glued in notice board.
 - If there is no feedback, their names will be submitted to the Chief Executive Officer (CEO) for appropriate actions.

Contact us:

For any question or suggestion please contact:

Main campus:

- Perpustakaan Kolej Universiti Antarabangsa PICOMS (PIUC)
Tingkat 1, No 3, Jalan 31/10A,
Kawasan Perindustrian IKS,
Taman Batu Muda
68100 Batu Caves,
Selangor, Malaysia.
- Telefon: 03-61920600/700 ext 161 atau 163
- Faks: 03-61879510
- Emel: azli@picoms.edu.my
noorhidayah@picoms.edu.my

Jalan Ipoh campus:

- Perpustakaan Kolej Universiti Antarabangsa PICOMS (PIUC)
Tingkat 6,
Bangunan Wisma Baitulmal,
Lot 132-138, 51200 Jalan Ipoh,
Kuala Lumpur, Malaysia.
- Telefon: 03-40449504/05 ext 601
- Faks: 03-40449502
- Emel: emillia@picoms.edu.my
azlien@picoms.edu.my

Library website: elibrary.picoms.edu.my