Introduction...

The complexity of finding information is endless regarding of who you are; an academician, a researcher or even a student. This handbook is a must in delivering a good understanding on library’s resources and services to improve awareness and to simplify the complex nature of finding information. Described in this guide are ways and steps needed to fully utilize the library resources and services. The library website is: http://vlib.mmu.edu.my

SHDL: Scenery view...
Section 1: Registration
How do I become a library member?

MMU’s community will need to submit the library membership form to become a library member. The application form is available at library counter or can be downloaded from library portal. By becoming library member, registered member are granted to borrow books from the library and accessing the library's online resources. The registered member also has the privilege to access to online databases and Online Journals subscribed by the library as well as In-house repository collection which may include: Past Year Exam Papers, Theses, Final Year Projects (FYP).

Example of Membership Application (Staff)
I forgot my account password, so…?

You can always contact your librarians to get back your Username & Password.
The list of personnel's are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Contact Number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norazilah Masro</td>
<td>Melaka</td>
<td>06-2523628</td>
<td><a href="mailto:norazilah.masro@mmu.edu.my">norazilah.masro@mmu.edu.my</a></td>
</tr>
<tr>
<td>Noor Azimah Nawawi</td>
<td>Cyberjaya</td>
<td>03-83125872</td>
<td><a href="mailto:azimah.nawawi@mmu.edu.my">azimah.nawawi@mmu.edu.my</a></td>
</tr>
<tr>
<td>Shaharom Nizam Mohamed</td>
<td>Cyberjaya</td>
<td>03-83125862</td>
<td><a href="mailto:nizam.mohamed@mmu.edu.my">nizam.mohamed@mmu.edu.my</a></td>
</tr>
</tbody>
</table>

Section 2: Book Loan
How many book am I privileges to borrow?

Loan privileges depends on the category of users. Details of the loan entitlement as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Loan Entitlement (Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>Academician</td>
<td>25 items for 90 days</td>
</tr>
<tr>
<td>Admin Staff</td>
<td>10 items for 14 days</td>
</tr>
<tr>
<td>Post-Graduate</td>
<td>15 items for 30 days</td>
</tr>
<tr>
<td>Under-Graduate</td>
<td>10 items for 14 days</td>
</tr>
<tr>
<td></td>
<td>RS</td>
</tr>
<tr>
<td>Academician</td>
<td>2 items for 2 days</td>
</tr>
<tr>
<td>Post-Graduate</td>
<td>1 item for 2 hours/overnight loan</td>
</tr>
<tr>
<td>Under-Graduate</td>
<td>1 item for 2 hours/overnight loan</td>
</tr>
<tr>
<td></td>
<td>Media</td>
</tr>
<tr>
<td>Academician</td>
<td>1 item for 3 days</td>
</tr>
<tr>
<td>Admin Staff</td>
<td>1 item for 3 days</td>
</tr>
<tr>
<td>Post-Graduate</td>
<td>-</td>
</tr>
<tr>
<td>Under-Graduate</td>
<td>-</td>
</tr>
</tbody>
</table>
How to search books in library?

1) Log on to the library website at http://vlib.mmu.edu.my

2) Click on the ‘elite: Library OPAC’ tab, insert any keyword and click search or click to ‘ELITE’ under the links section at the bottom of library portal.
3) Basic Search

![Image 1: Library portal Main Page]

**Note:**

- From the left panel, users may select by Location, author, Form of Item, Format or Subject to refine your search.

4) To get the full record of the item, click on the title

![Image 2: eOPAC Result Page]

**Note:**

- You may enter the subject, title or topic at the search box and press search button.
5) Item Full Record

![Image 3: Item Full Record Interface](image)

**Note:**
- The bibliographic details of the item will appear as per above screen.

**Quick Guide:**

- **Location** – Indicate the where is location of the item whether MMU Melaka, MMU Cyber, MMU Law Library or MMU Research Library.

- **Call Number** – The call number is printed on the label affixed to a bibliographic item, so that the item can be shelved and found. The call number represents the shelf location of the item in the library's collections. It is referred to as the call number because it can be used to request or call for a particular item.

- **Copy Number** – Indicate the particular item is on which copy number.

- **Barcode** – Indicate the unique/special number of each particular item in the library. Different item has its different barcode number. Barcode number may be used for further usage such as reservation process, renewal process and also intralibrary loan process.

- **Item Class** – Indicate which type of class the item being categorized. For example: Book, AV, CF, RS and many more.

- **Status** – Indicate the status of the item whether Available, Missing, Due, In bindery or On order.

  *Now you can write down the call number on a piece of paper and start locating the item on the shelves which has been labeled!

6) Advances Search

The advanced search screen lets you...

- Search for terms using several categories, which may include Author, Title, and Subject;

- Select the nature of the search, e.g. to search for all or any of your search terms; and

- Filter your search results using the categories of Language, Location, Place of Publication, and Format.

- Using advanced search categories

- Using search filters
How to read call number on book at the shelves?

What is Call Number?

Call number is a mark, especially a combination between alphabet and number, on the spine of a library book/collections, or listed in the library’s catalog, indicating the book’s location in the library.

Library collections for example Books are filed on the shelves in call number order so that books on similar subjects are shelved together. To find a book on the shelf, you must be able to decode the call number.

Siti Hasmah Digital Library (SHDL) use the Library of Congress (LC) classification system. LC call numbers are made up of letters and numbers such as HF1416.K44 2003.

Library users are advised to read the call number from left to right and the call numbers are arranged alphabetically on the shelves. In addition, library users also have to take note that the books with the higher number within the same alphabets/subjects will be shelved to the right.

<table>
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<th>HF 5386</th>
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An example of call numbers in order on a shelf
7) Get the details on LOCATION, CALL NUMBER as well as STATUS for your reference when you go to the library

How can I renew my books?

Books Renewal is allowable in few ways which includes:

1. Renewal by providing the library information such as book’s title, book’s barcode, Patron’s ID etc through the Library’s Yahoo Messenger(YM).

2. You can even call the library via telephone to renew your books (3 times of renewal only).

3. Renewal through the Online Renewal which is available through the library portal at renewal must be done 3 days before due date and please ensure that there is no outstanding fines in your account in order for the system to allow renewal process.

*Note: This transaction is applicable to all type of patron except Academician.*

**Online Renewal using ELITE**

1) Log on to the library website at [http://vlib.mmu.edu.my](http://vlib.mmu.edu.my) and click at Online Renewal Services OR ELITE;
2) From the main page of Library Catalogue, kindly Login.

![Image 6: Online renewal](image6.png)

3) Those who have registered with Library can directly login by key-in your user ID & password. Click at Login to login your account.

Those who encounter invalid password can refer to staff at Library counter to retrieve their password or Click atForgot your password above of Login button.

![Image 1: ELITE Login Page Screen](image1.png)
4) Kindly insert your username and your email address in order for the system to send your new password. Open your email to retrieve your new password. Copy the password and paste on the box to login.

5) Once login, you can see your account summary on your left hand side. From the account summary, you may know:

A. How many item/s that you have borrowed out
B. How many item/s is overdue
C. How many item/s is readily to be picked up
D. How much your outstanding fines with the Library

2. To get to know in details on each matter above, you can easily click at My Account.
6) From **My Account**, you can see each of tabs as mentioned above: Checked Out, Requests, Account, History, and Contact Information.

![Image 2: My Account](image2.png)

7) To renew your book/s, kindly click at Checked Out tab for renewal function

![Image 3: Checked Out Tab Page Screen](image3.png)
8) In order for you to renew your book, kindly select which title of the book that you want to renew on the check box button, then select renew button on the bottom of the page.

9) Once click, message will appear to notify whether your renewal success and next due for the book/s will be notified at the box.
How can I hold books?

Library users can put a hold on loaned book by informing the library staff at the circulation counter by providing information of the book such as the Book Title & Requestor Name. Requestor also can call the library to put a hold on a book. Library staff will inform you when the book is available at the library. Information on the contact number can be found at the bottom of the main portal page.

How to check my hold/reserved book at ELITE?

1) After login, kindly click at Request tab in order for you to check your hold list.

2) From this page, you are able to check title of book/s that you have hold/reserved before this, date you placed the reservation, expiration of the reservation, pick-up location, status of your hold/reservation and your Queue number.

3) From this page also, you can modify your hold/reserve request or cancel the request by clicking the Modify button and Cancel button.
How to check my current outstanding/fines with library from ELITE?

1) Click at account to see your account details.

2) The system will provide you the details in the box. If you have outstanding balance with Library, the fines will be display as per above screen.

How to check my transaction history with library from ELITE?

From ELITE, you can check your transaction history such as check out and check in done at circulation counter previously.

The system will defined you the date of the transaction whether check out or check in.
1) After login, kindly click at Account tab to check any outstanding items/fines under your account.

2) All books check out and check in before this will be displayed in the list and the system indicate the check-out date and check-in date for your references.
What can I do if the book that I want is not available in the library?

The library provides Intra & Inter Library Loan service to fulfill users’ requests. The definition are as follows:

- **Intra Library Loan** – *Inter-campus* book loan request between MMU Cyberjaya Library and MMU Melaka Library

- **Inter Library Loan** – *Inter-university* book loan request between MMU and other university libraries *(for Postgraduates, Admin Staff & Academicians only)*

*Please note that SHDL will not be responsible for any overdue item, damage or losses on item loaned by the user through this service.*

*Any charges for the Inter Library Loans have to be paid (if any) by the customer.

**INTRA/INTER LIBRARY LOAN REQUEST**

1) Log on to the library website at [http://vlib.mmu.edu.my](http://vlib.mmu.edu.my) & click at the **Intra Library Loan** link

2) Fill up all the necessary User & Item information and click “apply” Do take note that only complete request will be processed.
Image 2: Intra Library Loan Online form
Image 3: Inter Library Loan Online form
1. Fill up the Inter Library Loan request form and do take note that only complete information will be processed.

2. To check the status, please insert the student ID and click Query Request.
Section 3: Periodicals (Magazines & Printed Journals)

Where can I get magazines & printed journals?

Magazines & printed journals (current) are available at the library counter. Kindly consult with the staff counter on the availability of both items.

Can I borrow magazines & printed journals?

Both magazines & Printed journals (current) cannot be loan by students. Only reference within Library

Section 4: Online Resources

Where can I get Past Year Exam Papers?

Online Past Year Exam Papers are available through the library portal. It can be accessed by:

- Click on the “in-campus access” or “out-campus access” at main page of library portal under Online Collection
- Key in your Username & Password, if you click to out-campus access.
- Click at the “Past Year Exam Papers”
- Click on “Full text View” Link and “Download”
Accessing library digital portal

Intra Library Loan System
Dear Library users, Please be informed that the intra library loan is currently under maintenance. We will process your request as soon as the system restores. Sorry for inconvenient caused. The ...

Digital Library
- In Campus Access
- Out-Campus - Proxy Login

Links
- INTECH (Open Access)
- Discover@SMCL
- PERFRUN
- Library's OPAC
- MyJraul
- Malaysian Citation Centre

Latest News
Accessing library digital portal

Out-Campus Access
Patron No. Password Login
Forgot password?

Image 13: Library Portal home page

Image 14: Digital library home page
List of Search Option

Image 15: Past Year Exam papers


5. Accounting 1 - PAT 0065 Foundation Studies and Extension Education, Multimedia University Trimester 1 (Supplementary) (2004/2005)


Image 16: Full Text View
Where can I get MMU MBA Online Theses (Full-Text)?

MMU MBA Online Thesis are available through the library portal. It can be accessed by:

- Click on the “in-campus access” or “out-campus access” at main page of library portal under Online Collection
- Key in your Username & Password, if you click to out-campus access.
- Click on the “MMU MBA Online Thesis” at main page of library portal under Online Collection
- Click at the either “Digital Theses online or MBA Theses Online”

- Click at one of the search options to locate the intended theses:
You are given **THREE OPTION** on viewing the theses (abstract, 24 pages preview and full text view)

*note:

⇒ abstract will provides brief description of the item (author name, title, year, faculty, etc)
⇒ 24 pages preview will give first 24 pages of the selected thesis
⇒ Fulltext view will give full thesis with pre-defined restricted functions

To download (24 pages preview or full text view), click to link provided and download button. Then click to pdf icon.
Reference Tool

What is Mendeley?
Researchers and students around the world are turning to reference management software, such as Mendeley, to manage their citations and organize their work. With more than 1.5 million users Mendeley has rapidly transformed the academic research landscape, creating a unique, user-led environment that encourages and facilitates collaboration among peers.

With Mendeley:
⇒ Supply users with a premium reference manager
⇒ Encourage social collaboration among users
⇒ Enable direct access to library content
⇒ Analyze research trends and content usage
⇒ Extend the reach of your researchers’ publications

Where can I get Mendeley?
Mendeley is free-based software/web and accessible in the following steps:

- Open the following URL:  http://www.mendeley.com/
- You will need to *sign up to download the desktop version
  *Sign up process will create your profile for Mendeley Web Platform
- Once downloaded, you may proceed with the installation process

* Please note that you may need to check the Mendeley features is enabled in the MS Office Words / Open Office and for existing EndNote user, you may refer (http://vlib.mmu.edu.my/library/form/endnote_mendeley.pdf ) to perform migration process.

*MS Office Words Reference Tab
If you still encounter some problems during the installations, please refer to librarian:

<table>
<thead>
<tr>
<th>Name</th>
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<td>Norazilah Masro</td>
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<tr>
<td>Muhamed Amirfikri Mat Nasir</td>
<td>Malacca</td>
<td>06-2523046</td>
<td><a href="mailto:amirfikri.nasir@mmu.edu.my">amirfikri.nasir@mmu.edu.my</a></td>
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<td><a href="mailto:nizam.mohamed@mmu.edu.my">nizam.mohamed@mmu.edu.my</a></td>
</tr>
</tbody>
</table>

Useful Links:

Mendeley Resource Centre: http://www.mendeleyresourcecenter.com/


Citation Styles: http://www.mendeley.com/citationstyles/

Citation Editors: http://csl.mendeley.com/about/
Section 5: Online Database

How Do I Access Online Database?

Online Database are available through the library portal. It can be accessed by:

- Click on the “in-campus access” or “out-campus access” at main page of library portal under Online Collection
- Key in your Username & Password, if you click to out-campus access.
- Click at the “Active Subscription Tab ”
- Click to any online databases listed according to your subject interest

*Note: Please refer to library training schedule at main library portal to join the session (user education program)*
Can I Access Online Database From Home?

**MMU Library Proxy Server Service**

The MMU library proxy server allows authorized Multimedia University users to gain remote access to electronic resources licensed by the MMU library.

You need to use the proxy service if you wish to access the MMU Library's licensed electronic resources (e.g. IEEE Xplore, AIP Journal Online, Web Of Science (SCIE & SSCI), etc.)

**Main Online Database Page**

Insert your User ID and Password and once login, click to “Active Subscription” Tab

Note: Please Remove old setting for Library Proxy in your web browser or use default setting for proxy
The Article That I Want Is Not Available. What Can I Do?

Document Delivery Services aims is to provide copies of journal articles, conference papers, as well as other resources beyond the library collection/online database subscription.

The library will help you to find the journal article from a network of Malaysian libraries, Singapore libraries and British Library.

Note: Only for Academic Staffs, Admin Staffs, Postgraduate Students and External Members

How many items can be requested through Document Delivery Services?

1. MMU Staff - Max 10 items per Month
2. Registered External Member – Max 3 items per Month
3. Postgraduate Students – Max 5 items per Month

*Please fill in the form through library portal: http://vlib.mmu.edu.my, under DOCUMENT DELIVERY link as shown in the picture and read carefully the terms & conditions before proceed. For further info. Contact:

1. nizam.mohamed@mmu.edu.my (Cyberjaya)
2. norazilah.masro@mmu.edu.my or mazman@mmu.edu.my (Melaka)
Multimedia University Library (MMU Library) is the centre of the academic life of the university providing information and services to both the Cyberjaya and Melaka Campuses.

The MMU Library was established to be an effective focal point of document and information supply in digital formats, worldwide library services and international library cooperation.

It plays a vital role in supporting the teaching, learning, research & development program of the university to achieve MMU vision to be a world class university that leads in learning and research within the broad sphere of multimedia and information technology.

Vision
Best in class in connecting people with knowledge proactively.

Mission
To provide high quality resources and services in supporting the instructional, research and development programs of the University.

SHDL

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+603-8312 5852 Fax: +603-8312 5866

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+606-252 3493 Fax: +606-232 2764

Customer Care: http://vlib.mmu.edu.my/portal/email.php

Get Updates from Web!

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http://shdlreview.wordpress.com/
http://shdl2008.wordpress.com/
http://visitshdl.wordpress.com/

“Connecting People With Knowledge”