



# SHDL INFO PACK

SITI HASMAH DIGITAL LIBRARY (SHDL)  
Tel: +603-8125852 (Cyberjaya) | +606-2523493 (Melaka)  
Email: [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)  
URL: <http://vlib.mmu.edu.my/library/>

Follow us on social media:



# SHDL INFO PACK

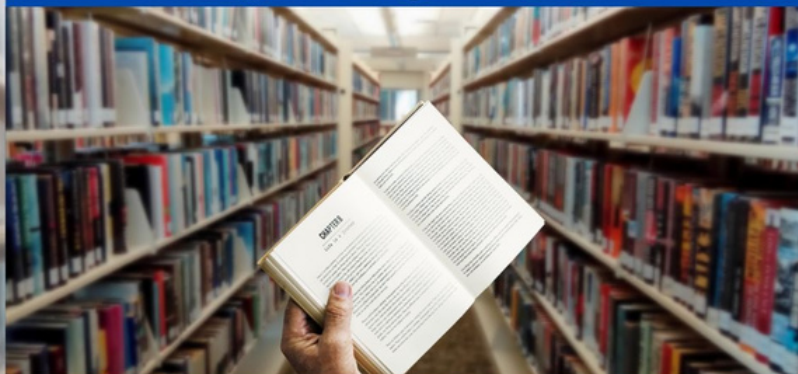
## INTRODUCTION



Our library, known then by 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 programmes 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.

### - Opening Hours -



#### **Trimester:**

Monday to Friday: 9 a.m. to 10 p.m.  
Saturday & Sunday: 9 a.m. to 5 p.m.

#### **Examination Week:**

Monday to Friday: 9 a.m. to 12 a.m.  
Saturday & Sunday: 9 a.m. to 5 p.m.

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## INTRODUCTION

**MMU MULTIMEDIA UNIVERSITY**

**FACILITIES**

- Faculty of Engineering (FOE)
- Faculty of Computing & Informatics (FCI)
- Faculty of Management (FOM)
- Faculty of Creative Multimedia (FCM)  
Faculty of Applied Communication (FAC)  
Faculty of Cinematic Arts (FCA)

**BUILDING**

- Student Lifestyle & Experience (STYLE)
- Dewan Tun Canselor
- MMU Chancellery
- Facilities Management Department (FMD)
- Indoor Sports Centre (ISC)
- Central Lecture Complex (CLC)

**FOOD & DRINK**

- Deen Cafe
- D'Tight Bakery
- Daylicious
- Central Food Court
- 7-Eleven
- Restoran Haji Tapah Bistro
- The Royal Tandoori
- HB Food Court

**ACCOMMODATION**

- Hostel HB1
- Hostel HB2
- Hostel HB3
- Hostel HB4
- Executive Apartment (EAA2)
- Executive Apartment (EAB)
- Non Executive Apartment (NEA)

**FACILITIES**

- MMU Cinema
- AIM
- Squash / Badminton court
- Gym (Indoor Sports Centre)
- Siti Hasmah Digital Library (SHDL) / 24hrs LP
- MMU Stadium
- MMU Swimming Pool Complex
- Volleyball / Takraw court
- Mosque Al-Hidayah
- Parking Lot

**DIVISION / CENTRE**

- MMU Cynergy
- Entrepreneurship Development Centre (EDC)
- Network & Intelligent Campus Ecosystems (NICE)
- Finance & Procurement Unit
- Student Lifestyle & Experience (STYLE)
- Human Capital Management (Chancellery)
- International Office (Chancellery)
- Corporate Communication Department (CCD)
- MMU Studios
- Institute for Postgraduate Studies (IPS)
- Student Experience & Entrepreneurship Development (SEED)
- Security Office

**SHDL LIBRARY CYBERJAYA**

**MMU MULTIMEDIA UNIVERSITY**

**FACILITIES**

- Faculty of Information Science & Technology (FIST)
- Faculty of Engineering & Technology (FET)
- Faculty of Business (FOB)
- Faculty of Law (FOL) & Faculty of Applied Communication (FAC)

**BUILDING**

- Plaza Siswa
- Main Hall
- Exam Hall
- Talent Excellence Centre (TEC)
- Central Lecture Complex (CLC)
- Al Iqbal Mosque
- MMU Studios

**DIVISION / CENTRE**

- Finance
- Network & Intelligent Campus Ecosystems (NICE)
- Facilities Management Department (FMD) / Security
- Admin / Institute for Postgraduate Studies (IPS)

**ACCOMMODATION**

- Hostel
- Executive Semi-D
- Non Executive Quarters

**FACILITIES**

- Siti Hasmah Digital Library (SHDL)
- Football Field
- Basketball Court
- ZTE Lab
- SMART Lab
- e-Mootcourt
- I-Biz Lab
- RoboSpace
- Squash Court
- CMB ATM
- Gym

**FOOD & DRINK**

- The Food Station
- The Cafe Mini

**SHDL LIBRARY MELAKA**

**SHDL LAW LIBRARY**

# SHDL INFO PACK

## INTRODUCTION

LIBRARY	TOTAL SEAT
MAIN LIBRARY CYBERJAYA	525
MAIN LIBRARY MELAKA	596
LAW LIBRARY	113
LEARNING POINT CYBERJAYA	256
LEARNING POINT BESIDE MAIN LIBRARY MELAKA	100
LEARNING POINT MAIN HALL	120
LAW LIBRARY (ANNEX)	88

### Quick Facts:

Library portal: <http://vlib.mmu.edu.my>

Contact us:

 [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)

 Live Chat Tawk.to

Librarians and Library staff to contact:  
<http://vlib.mmu.edu.my/mmulib/staff-directory/>



## BORROWING PERIOD

CATEGORY	OPEN-SHELF BOOKS Book / Day	RED-SPOT MATERIALS Item / Hours	CURRENT PERIODICALS Book / Day	BOUND JOURNALS Book / Day	REFERENCE MATERIALS Book / Day	MEDIA COLLECTIONS Item / Day
Board of Director	10/90	2/2	Reference Only	Reference Only	1/1	1/3
Academic Staff	25/90	2/2	Reference Only	Reference Only	1/3	1/3
Administrative Staff	10/14	Reference Only	Reference Only	Reference Only	Reference Only	1/3
Pre-University Students	10/14	1/2 Hours / Overnight	Reference Only	Reference Only	Reference Only	Reference Only
Undergraduates	10/14	1/2 Hours / Overnight	Reference Only	Reference Only	Reference Only	Reference Only
Postgraduate	15/30	1/2 Hours / Overnight	Reference Only	Reference Only	Reference Only	Reference Only

Further in formation kindly refer to:

<http://vlib.mmu.edu.my/borrowing-returning>

## FINES TABLE (CONT.)

CATEGORY	OPEN-SHELF COLLECTIONS	RED SPOT MATERIALS	REFERENCE MATERIALS	BOUND JOURNALS	MEDIA COLLECTIONS
MMU Academic staff	RM0.20 per day	RM0.50 per hour	RM1.00 per day	-	RM0.50 per day
MMU Administrative staff	RM0.20 per day	-	-	-	RM0.50 per day
TM R&D Staff	RM0.20 per day	-	-	-	RM0.50 per day
MMU Students	RM0.20 per day	RM0.50 per hour	-	-	RM0.50 per day for CD-ROMs (computer files)
External members	RM0.20 per day	RM0.50 per hour	-	-	-
Distance education students	RM0.20 per day	RM0.50 per hour	-	-	-

Further information kindly refer to:

<https://vlib.mmu.edu.my/fine-lost-book/>

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## COLLECTION

### SHDL DATABASE: FULL-TEXT, STATISTICAL & RESEARCH TOOL



- 01 ACM Digital Library (with Computing Review)
- 02 EBSCO Business Source Complete
- 03 Emerald Management 200
- 04 IEEEExplore
- 05 ProQuest Digital Dissertation Full-text
- 06 ScienceDirect
- 07 SpringerLINK
- 08 Scopus

\*Full database collection can be viewed at: <http://vlib.mmu.edu.my>

### SHDL DATABASE: FULL-TEXT, STATISTICAL & RESEARCH TOOL



- 01 Bloomberg Professional
- 02 EMIS - ISI Emerging Market
- 03 EBSCO Discovery
- 04 CLJ Legal Network
- 05 HeinOnline (International Core)
- 06 LawNet
- 07 Lexis Advance
- 08 WestLaw (Westlaw Asia & Westlaw Next)

\*Full database collection can be viewed at: <http://vlib.mmu.edu.my>

# 01

## SHDL INFO PACK

### SERVICES



### INTRA LIBRARY LOAN SERVICES

(INTER CAMPUS LENDING BOOK SERVICES)

#### How to Request?

- 1 Go to library portal <http://vlib.mmu.edu.my>
- 2 Click at VISITORS - Request - Intra Library Loan
- 3 Fill up the online form then Submit.
- 4 Wait for notification email from our library staff to collect the book from the library counter.

Further inquiry, kindly email to [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)

"Intra Library Loan" service is an additional service that the MMU Library introduced to the library user for requesting book/s which is not available in the library that the user is currently at. With this services, MMU user are not to worry to travel to other MMU campus to get the required book/s. Our library staff will help library users to find a required book/s from the shelves and send the book to the library where the user is available at.

To request:



# 02

"Inter Library Loan" service is an additional service that the MMU Library introduced to the library user for requesting book/s which its collection is not available in the MMU Library. With this service, MMU users can borrow book/s that are owned by other local institution libraries.

To request:



## INTER LIBRARY LOAN SERVICES

#### How to request?

- 
- 1 Go to library portal <http://vlib.mmu.edu.my>
  - 2 Click at VISITORS - Request - Inter Library Loan
  - 3 Read T&C applied and fill up the online form to proceed.
  - 4 Our library staff will email requestor on the status of the book's availability.
- Further inquiry, kindly email to [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)



# 03

## SHDL INFO PACK

### SERVICES



SHDL provides Document Delivery Services (DDS) to users in the event of any article/paper in a journal/book/conference proceeding, or a patent is unavailable in the MMU library collections. This service will assist users to obtain the desired articles from other institutions and it is extended to MMU staff as well as postgraduate students. This service is provided in order to support research, teaching and learning programmes of the University and please take note that any request must be related to these activities.

To request:



## ONLINE BOOK RENEWAL

- 1 Go to the following link:  
<https://opac.mmu.edu.my/iii/cas/login>
- 2 Login Credentials:  
IDM for MMU staff  
Camsys for MMU students
- 3 Click on 'My Account' tab.  
Then select item to be renewed.
- 4 Then, click 'Renew' button.

**Notes:**

- MMU lecturers need to renew books from the library counter.
- Please ensure no outstanding fines/book before proceed with the online renewal.
- Online renewal can only be done 3 days before the items due.

To request:



# 04

## SERVICES


### Online Payment (MMU E-Payment & JomPay)

#### HOW TO MAKE YOUR PAYMENT?


Paying Library fees with MMU E-Payment is safe, fast and convenient. There are two(2) types of online payment that are available for you to ease of your library fee payment.

#### 1) E-payment - Description and Steps

- 01 GET STARTED**



**MMU Student:**  
Scan the QR code to begin the process.



**MMU Staff / External User:**  
Scan the QR code to begin the process.
- 02 SELECT THE FEE TYPE**

**MMU Student:**  
Select the Library fee type and insert amount.


**MMU Staff / External User:**  
Choose Category: Library Fee.
- 03 ENTER YOUR DETAILS**

Enter 10 digit of your Students ID (if MMU student) and other require fill.
- 04 MAKE YOUR PAYMENT**


Submit payment and choose the available payment method.
- 05 TRACK & CONFIRM**


Track your payment by logging into CaMSys at any time (MMU student only). You will receive updates on your payment confirmation via text and email.

#### 2) JomPay - Steps


- 

**Step 1:**  
Log in to your online banking and select JomPAY





**Step 2:**  
Fill up detail as follows:  
Biller Code: 22202  
Ref. 1: Student ID No.  
Ref. 2: J06  
-----  
Ref. 1: IC/PASSPORT No. (Staff).  
Ref. 2: LIBRARY



**Step 3:**  
Email your proof of payment to [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my) with your details (MMU ID, Full Name, Campus)

\*Should you require more information / email proof of payment, please email to us at [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)

### PAYMENT GUIDELINE – MMU E-PAYMENT (for Library Fee)

06

## REFERENCE & CONSULTATION SERVICE

Meet our reference librarian: Ms Melissa



**Services Offered**

- Info literacy class
- Final Year Project (FYP) class & Reference Management software 'Mendeley'
- Online Databases Training
- Consultation

Book your appointment slot :  
[melissadevalda@mmu.edu.my](mailto:melissadevalda@mmu.edu.my)



**SCAN HERE!**

**MMU** SITI HASMAH DIGITAL LIBRARY  
MULTIMEDIA UNIVERSITY

TMI Group

07

## LAW LIBRARY REFERENCE & CONSULTATION SERVICE

Meet our Law Librarians: Mdm Siti Anisa



**Services Offered**

- Information literacy class
- Online Databases Training (specific in Law subject matters)
- Consultation

Book your appointment slot :  
[anisa.hamid@mmu.edu.my](mailto:anisa.hamid@mmu.edu.my)  
06-2523710



Scan QR code for e-form

**MMU** SITI HASMAH DIGITAL LIBRARY  
MULTIMEDIA UNIVERSITY

TMI Group

# 08

## INFORMATION LITERACY

We proudly to serve MMU communities free services in term of educating library users whether academician, student, staff, or member of the public, on how to use the library and its services.



MORE INFO

# SHDL INFO PACK SERVICES



# 09

## FIND ME A BOOK

"FIND ME A BOOK" service is an additional service that the MMU Library introduced to the library user for the post Covid-19 outbreak. Our library staff will help library users to find a required book/s from the shelves before you proceed for borrowing or referencing.



To request:



# 10

## EXTERNAL LIBRARY MEMBERSHIP

SHDL also offers library membership to other external users such as individual, MMU Alumni, TMBerhad staff and MMU Retirees. Information of the membership charges can be retrieved from the <http://vlib.mmu.edu.my/membership-registration/>



Individual  
Membership form



MMU Alumni  
membership form



TMBerhad Staff  
membership form



MMU Retirees  
membership form

# 11

## BOOK REQUISITION

MMU academicians shall request the library to purchase a book in support of the teaching and learning activities of the University.



# 12

## AUDIO VISUAL REQUISITION

MMU academicians shall request the library to purchase audio and visual resources in support of the teaching and learning activities of the University.

To request:



# 13

## DATABASE REQUISITION

MMU academicians shall request the library to subscribe to the research databases either online or stand alone in support of the teaching and learning activities of the University.

To request:



# 14

## SERIAL REQUISITION

MMU academicians shall request the library to subscribe to the serial collection in support of the teaching and learning activities of the University. Serials are **print or non-print or electronic publications which are issued in parts, usually bearing issue numbers and/or dates**. It is published periodically such as annually, monthly, weekly, daily etc.

To request:



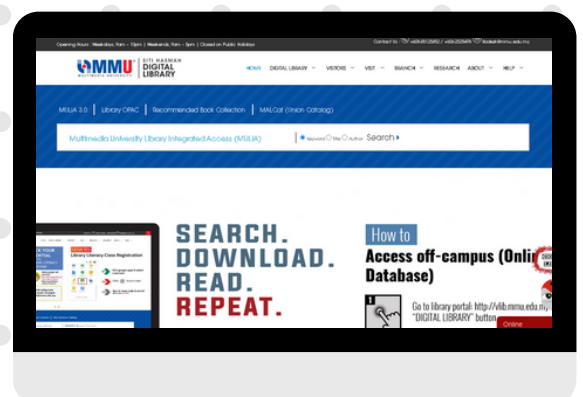
Example: Magazines and journals.

# 15

## LAPTOP LOAN SERVICE

It is a new service introduced to our MMU users to support their studies and research purposes. This service is free and user may be able to borrow a laptop from our library for a certain period of time.

To request:



# SHDL INFO PACK

## FACILITIES

**1** **24 Hour Learning Point**  
SHDL Cyberjaya; (Social & Develop Area), SHDL Melaka; (Next to Main Library & TEC Building and Next to Law Library)

**2** **Discussion Room**  
SHDL Cyberjaya; (Idea Box), SHDL Melaka; (Law Library)

**3** **Instruction Lab**  
SHDL Melaka; ( 16 PCs)

**4** **Rimbun Ilmu**  
SHDL Melaka; (Next to MMU Mosque)

**5** **PG Research Point**  
SHDL Melaka; (Main Library, Ground Floor)

**6** **Charging Station**  
SHDL Cyberjaya; (Main Library, Social & Develop Area), SHDL Melaka; (Main Library)

**7** **OPAC Station**  
SHDL Melaka; (Main Library: 19 PCs & Law Library: 3 PCs)

**8** **For Special Needs User**  
SHDL Cyberjaya; (Main Library), SHDL Melaka; (Main Library & Law Library)



# 01

## SETTING UP VPN

Library users are required to setting up VPN connection in order to access to the in house resources provided by the Siti Hasmah Digital Library.

VPN guide:



# 02

## INFORMATION LITERACY SESSION

To educate new member on what, where and how the library resources can be discovered.

To enroll:



# 03

## CONNECT TO MMU WIFI

MMU WiFi guide:



# 04

## FIND ONLINE RESOURCES FROM OPENATHENS

To request:



# 05

## FIND PRINTED MATERIALS & EBOOKS FROM OPAC

Printed:



eBook:



# 06

## FIND LIBRARY MATERIALS (PRINTED & NON-PRINTED) FROM MULIA

To request:



# 07

## FIND IN-HOUSE COLLECTION FROM E-REP PLATFORM

Access to the in house resources provided by the Siti Hasmah Digital Library, including Past Year Exam Paper, MMU Master Thesis, MMU Doctoral Thesis etc.

MMU Institutional  
Repository:



MMU MBA  
Theses Full Text:



MMU Digital  
Theses Online:



Past Year Exam  
Papers:



[HTTP://VLIB.MMU.EDU.MY](http://vlib.mmu.edu.my)



SITI HASMAH  
DIGITAL  
LIBRARY

Multimedia University, Persiaran Multimedia,  
63100 Cyberjaya, Selangor.  
Tel.: 03-8312 5852

Multimedia University, Jalan Ayer Keroh Lama,  
75450 Bukit Beruang, Melaka.  
Tel.: 06-252 3493