



# 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/>

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# SHDL INFO PACK

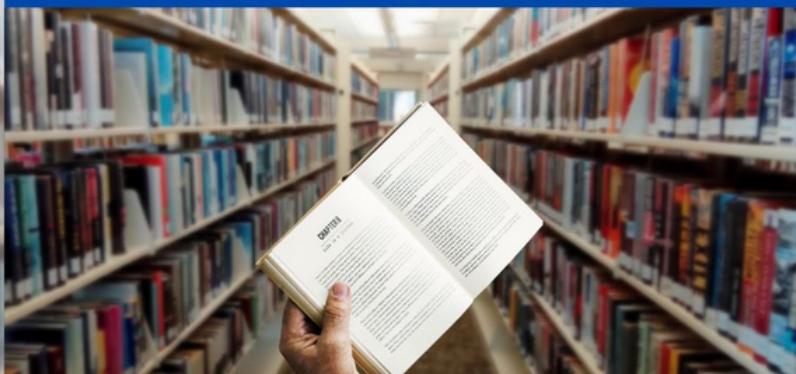
## INTRODUCTION



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.



# SHDL INFO PACK

## INTRODUCTION



## SHDL INFO PACK

### INTRODUCTION

LIBRARY	TOTAL SEAT
MAIN LIBRARY CYBERJAYA	525
MAIN LIBRARY MELAKA	596
LAW LIBRARY	113
LEARNING POINT CYBERJAYA	330
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/>



# SHDL INFO PACK

## INTRODUCTION

### 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/mmulib/borrowing-returning>

### FINES TABLE

#### FIRST 30 DAYS TABULATION

CATEGORY	OPEN-SHELF COLLECTIONS (RM) / day	REFERENCE MATERIALS (RM) / day	RED SPOT MATERIALS (RM) / day	MEDIA COLLECTIONS (RM) / day
Academic staff	RM0.20	RM1.00	RM0.50	RM0.50
Administrative staff	RM0.20			RM0.50
Students	RM0.20		RM0.50	
External members	RM0.20		RM0.50	
Distance education students	RM0.20		RM0.50	

Further in formation kindly refer to:

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



# 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)

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DIGITAL  
LIBRARY

**TM** Group

"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)

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DIGITAL  
LIBRARY

**TM** Group

## 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:  
<http://mmuopac.mmu.edu.my/auth/login?7>
- 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:





## Online Payment (MMU E-Payment &amp; 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 (I pay 88) - Description and Steps

- 01 GET STARTED**  
**MMU Student:**  
 Login to CaMSys and go to Main Menu >Self Service > Account Activity > Make a Payment > click MMU E-Payment.  
  
**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]



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## REFERENCE & CONSULTATION SERVICE

*Meet our Reference Librarian: Mdm Nurul Irtika*



**Services Offered**

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

 Book your appointment slot :  
irtika.mohamad.nori@mmu.edu.my

 Scan QR code for e-form

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## LAW LIBRARY REFERENCE & CONSULTATION SERVICE

*Meet our Law Librarian: 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  
 06-2523710

 Scan QR code for e-form

 **SITI HASMAH DIGITAL LIBRARY** 

# 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

# 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:

## SHDL INFO PACK SERVICES





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## SHDL INFO PACK SERVICES

### 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/mmulib/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.

Example: Magazines and journals.

To request:

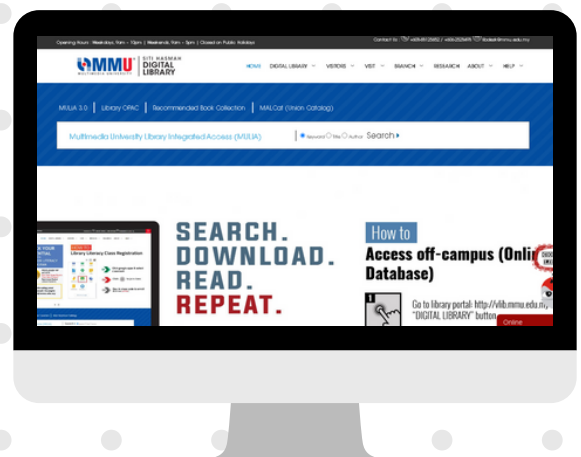


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## LAPTOP LOAN SERVICE

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:



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## FACILITIES





# 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:



# 03

## CONNECT TO MMU WIFI

MMU WiFi  
guide:



# 02

## INFORMATION LITERACY SESSION

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

To enroll:



# 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:





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



**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