

# LIBRARY GUIDE: A HOW-TO



24 Hour Learning Point, SHDL Melaka

## 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 utilized the library resources and services.

The library website is: <http://vlib.mmu.edu.my>

## MAIN LIBRARY, SHDL CYBERJAYA



## CONTENT:

- SECTION 1: REGISTRATION
- SECTION 2: BOOK LOAN
- SECTION 3 :PERIODICALS
- SECTION 4: ONLINE RESOURCES
- SECTION 5: ONLINE DATABASES

### SHDL ON WEB:

-  <http://vlib.mmu.edu.my/>
-  <https://www.facebook.com/sithasmahdigitallibrary/>
-  <https://www.youtube.com/user/SHDL2U>
-  <https://www.instagram.com/shdlmmu/>
-  <https://twitter.com/shdl>

# LIBRARY GUIDE: A HOW-TO

## 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 download 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).



Opening Hours : Weekdays, 9am - 10pm | Weekends, 9am - 5pm | Closed on Public Holidays

Contact Us : +603-831 25852 / +605-2523493 | libdesk@mmu.edu.my

**MMU** | SITI HASMAH DIGITAL LIBRARY

HOME | DIGITAL LIBRARY | VISITORS | VISIT | BRANCH | RESEARCH | ABOUT | HELP

MULIA 3.0 | Library OPAC | Recommended Book Collection | MALCat (Union Catalogue)

Multimedia University Library Integrated Access (MULIA)

Library  
Request  
Online Forms

Individual Application  
Academician Registration  
Staff Registration  
Part Time Staff  
Alumni Application  
TM Staff Application  
Student Registration  
MMU Retirees Application  
Friends Of SHDL

**MMU** | PRESS

*Congratulations*

Editor-in-Chief (Assoc. Prof. Dr. You Ah Heng)

# LIBRARY GUIDE: A HOW-TO



## I FORGOT MY ACCOUNT PASSWORD, SO...?

You can always contact your librarians to get back your Username & Password.

The list of personnel's are:

Name	Campus	Contact Number	Email Address
Norazilah Masro	Melaka	06-2523628	<a href="mailto:norazilah.masro@mmu.edu.my">norazilah.masro@mmu.edu.my</a>
Melissa De Valda Mohamad Yatim	Melaka	06-2523493	<a href="mailto:melissadevalda@mmu.edu.my">melissadevalda@mmu.edu.my</a>
Nurul Irtika Mohamad Nori	Cyberjaya	03-83125872	<a href="mailto:irtika.mohamad.nori@mmu.edu.my">irtika.mohamad.nori@mmu.edu.my</a>
Shaharom Nizam Mohamed	Cyberjaya	03-83125862	<a href="mailto:nizam.mohamed@mmu.edu.my">nizam.mohamed@mmu.edu.my</a>

## 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:

Category	Loan Entitlement (Unit)		
	Open	RS	Media
Academician	25 items for 90 days	2 items for 2 days	1 item for 3 days
Admin Staff	10 items for 14 days	-	1 item for 3 days
Post-Graduate	15 items for 30 days	1 item for 2 hours/overnight loan	-
Under-Graduate	10 items for 14 days	1 item for 2 hours/overnight loan	-

# LIBRARY GUIDE: A HOW-TO

## HOW TO SEARCH BOOKS IN LIBRARY?

- 1) Open library website at <http://vlib.mmu.edu.my>
- 2) Click on the 'elite: Library OPAC' tab, insert any keyword and click search button



\*Library Portal Main Page

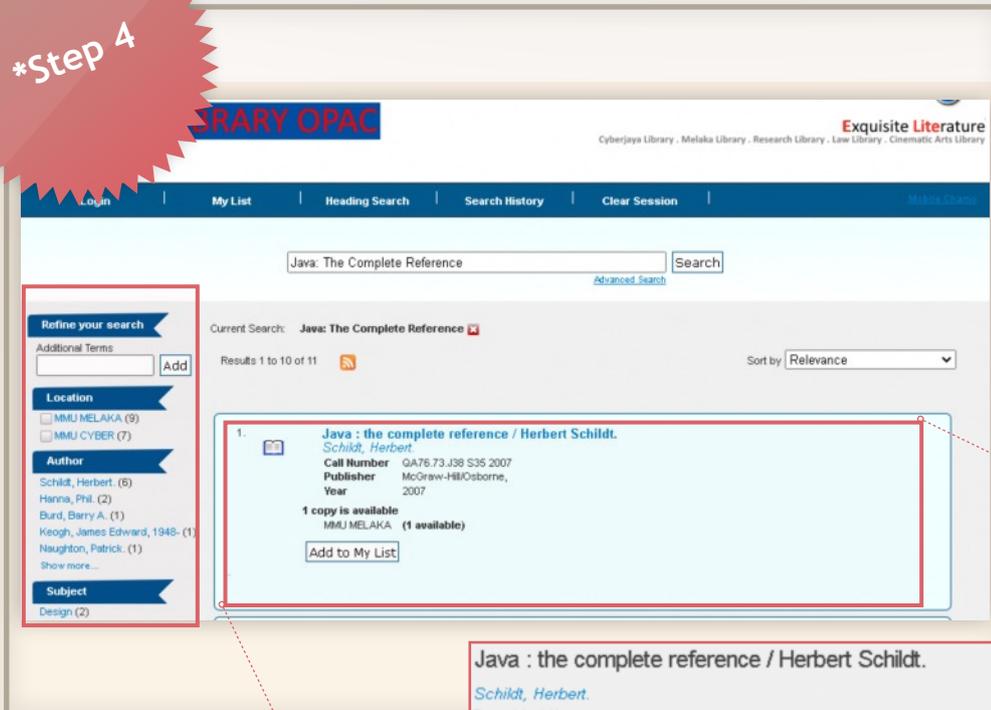
### 3) Basic Search



**Note:**  
You may enter the subject, title or topic at the search box.

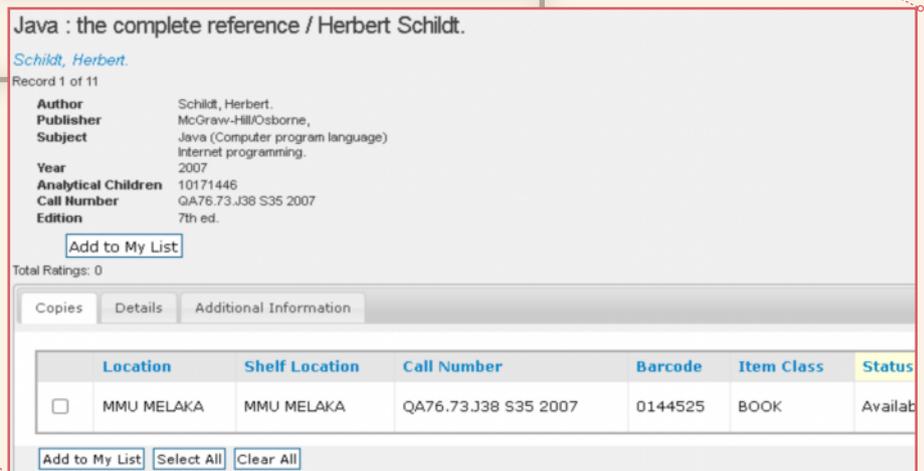
# LIBRARY GUIDE: A HOW-TO

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



*Note:*

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



*Note:*

## **Quick Guide:**

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

**Shelf Location** - Indicate the where is location of the item e.g: Weeded collection-Cyber, etc.

**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.

**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!*

# LIBRARY GUIDE: A HOW-TO

## 5) Advance Search



Enter search terms below.

Any Field	▼	has all of these words:	▼	<input type="text"/>
Any Field	▼	has this exact phrase:	▼	<input type="text"/>
Any Field	▼	has at least one of these words:	▼	<input type="text"/>
Any Field	▼	has none of these words:	▼	<input type="text"/>

You may also limit the results using the filters below.

<b>Language</b>	<b>Location</b>
<input type="text" value="De"/> 110 Abkhaz Achinese Arabic	<input type="text" value="MMU Research Library"/> MMU CYBER MMU MELAKA MMU LAW Library PG Room Melaka
<b>Place of Publication</b>	<b>Format</b>
<input type="text" value="00c"/> Afghanistan Alabama Albania Alberta	<input type="text" value="Movie"/> Serial Sound Recording VHS eBook
<b>Subject</b>	
<input type="text" value="(Computer program language)"/> (Fictitious character) (Fictitious character) (John Fitzgerald) (Typography)	

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

6) Once searches (basic or advance) being performed, get the details on **LOCATION**, **CALL NUMBER** as well as **STATUS** for your reference when you go to the library

# LIBRARY GUIDE: A HOW-TO



## CLASSIFICATION OF LIBRARY MATERIALS

Materials on the shelved are arranged according to the Library of Congress Classification Scheme. The classification scheme schedule as below:

<b>A</b>	<b>GENERAL WORKS</b>
Subclass AC	Collections. Series. Collected works
Subclass AE	Encyclopedias
Subclass AG	Dictionaries and other general reference works
Subclass AI	Indexes
Subclass AM	Museums. Collectors and collecting
Subclass AN	Newspapers
Subclass AP	Periodicals
Subclass AS	Academies and learned societies
Subclass AY	Yearbooks. Almanacs. Directories
Subclass AZ	History of scholarship and learning. The humanities
<b>B</b>	<b>PHILOSOPHY. PSYCHOLOGY. RELIGION</b>
Subclass B	Philosophy
Subclass BC	Logic
Subclass BD	Speculative philosophy
Subclass BF	Psychology
Subclass BH	Aesthetics
Subclass BJ	Ethics
Subclass BL	Religions. Mythology. Rationalism
Subclass BM	Judaism
Subclass BP	Islam. Bahaim. Theosophy, etc.
Subclass BQ	Buddhism
Subclass BR	Christianity
Subclass BS	The Bible
Subclass BT	Doctrinal Theology
Subclass BV	Practical Theology
Subclass BX	Christian Denominations
<b>C</b>	<b>AUXILIARY SCIENCES OF HISTORY</b>
Subclass C	Auxiliary Sciences of History (General)
Subclass CB	History of Civilization
Subclass CC	Archaeology
Subclass CD	Diplomatics. Archives. Seals
Subclass CE	Technical Chronology. Calendar
Subclass CJ	Numismatics
Subclass CN	Inscriptions. Epigraphy
Subclass CR	Heraldry
Subclass CS	Genealogy
Subclass CT	Biography

# LIBRARY GUIDE: A HOW-TO

## CLASSIFICATION OF LIBRARY MATERIALS



### **D CLASS D - WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.**

Subclass D	History (General)
Subclass DA	Great Britain
Subclass DAW	Central Europe
Subclass DB	Austria - Liechtenstein - Hungary - Czechoslovakia
Subclass DC	France - Andorra - Monaco
Subclass DD	Germany
Subclass DE	Greco-Roman World
Subclass DF	Greece
Subclass DG	Italy - Malta
Subclass DH	Low Countries - Benelux Countries
Subclass DJ	Netherlands (Holland)
Subclass DJK	Eastern Europe (General)
Subclass DK	Russia. Soviet Union. Former Soviet Republics – Poland
Subclass DL	Northern Europe. Scandinavia
Subclass DP	Spain – Portugal
Subclass DQ	Switzerland
Subclass DR	Balkan Peninsula
Subclass DS	Asia
Subclass DT	Africa
Subclass DU	Oceania (South Seas)
Subclass DX	Romanies

### **G GEOGRAPHY. ANTHROPOLOGY. RECREATION**

Subclass G	Geography (General). Atlases. Maps
Subclass GA	Mathematical geography. Cartography
Subclass GB	Physical geography
Subclass GC	Oceanography
Subclass GE	Environmental Sciences
Subclass GF	Human ecology. Anthropogeography
Subclass GN	Anthropology
Subclass GT	Manners and customs (General)
Subclass GV	Recreation. Leisure

### **H SOCIAL SCIENCES**

Subclass H	Social sciences (General)
Subclass HA	Statistics
Subclass HB	Economic theory. Demography
Subclass HC	Economic history and conditions
Subclass HD	Industries. Land use. Labor
Subclass HE	Transportation and communications
Subclass HF	Commerce
Subclass HG	Finance
Subclass HJ	Public finance

# LIBRARY GUIDE: A HOW-TO



## CLASSIFICATION OF LIBRARY MATERIALS

<b>H</b>	<b>SOCIAL SCIENCES</b>
Subclass HM	Sociology (General)
Subclass HN	Social history and conditions. Social problems. Social reform
Subclass HQ	The family. Marriage. Women
Subclass HS	Societies: secret, benevolent, etc.
Subclass HT	Communities. Classes. Races
Subclass HV	Social pathology. Social and public welfare. Criminology
Subclass HX	Socialism. Communism. Anarchism
<b>J</b>	<b>POLITICAL SCIENCE</b>
Subclass J	General legislative and executive papers
Subclass JA	Political science (General)
Subclass JC	Political theory
Subclass JF	Political institutions and public administration
Subclass JJ	Political institutions and public administration (North America)
Subclass JK	Political institutions and public administration (United States)
Subclass JL	Political institutions and public administration (Canada, Latin America, etc.)
Subclass JN	Political institutions and public administration (Europe)
Subclass JQ	Political institutions and public administration (Asia, Africa, Australia, Pacific Area, etc.)
Subclass JS	Local government. Municipal government
Subclass JV	Colonies and colonization. Emigration and immigration. International migration
Subclass JZ	International relations
<b>K</b>	<b>LAW</b>
Subclass K	Law in general. Comparative and uniform law. Jurisprudence
Subclass KB	Religious law in general. Comparative religious law. Jurisprudence
Subclass KBP	Islamic law
Subclass KBR	History of canon law
Subclasses KD-KDK	United Kingdom and Ireland
Subclass KE	Canada
Subclass KF	United States
Subclasses KJ-KKZ	Europe
Subclasses KL-KWX	Asia and Eurasia, Africa, Pacific Area, & Antarctica
Subclasses KJ-KKZ	Law of nations

# LIBRARY GUIDE: A HOW-TO

## CLASSIFICATION OF LIBRARY MATERIALS

<b>L</b>	<b>EDUCATION</b>
Subclass L	Education (General)
Subclass LA	History of education
Subclass LB	Theory and practice of education
Subclass LC	Special aspects of education
Subclass LD	Individual institutions - United States
Subclass LE	Individual institutions - America (except United States)
Subclass LG	Individual institutions - Asia, Africa, Indian Ocean islands, Australia, New Zealand, Pacific islands
Subclass LH	College and school magazines and papers
<b>M</b>	<b>MUSIC</b>
Subclass M	Music
Subclass ML	Literature on music
Subclass MT	Instruction and study
<b>N</b>	<b>FINE ARTS</b>
Subclass N	Visual arts
Subclass NA	Architecture
Subclass NB	Sculpture
Subclass NC	Drawing. Design. Illustration
Subclass ND	Painting
Subclass NE	Print media
Subclass NK	Decorative arts
Subclass NX	Arts in general
<b>P</b>	<b>LANGUAGE AND LITERATURE</b>
Subclass P	Philology. Linguistics
Subclass PA	Greek language and literature. Latin language and literature
Subclass PB	Modern languages. Celtic languages
Subclass PC	Romantic languages
Subclass PE	English language
Subclass PF	West Germanic languages
Subclass PG	Slavic languages. Baltic languages. Albanian language
Subclass PJ	Oriental languages and literatures
Subclass PK	Indo-Iranian languages and literatures
Subclass PL	Languages and literatures of Eastern Asia, Africa, Oceania
Subclass PM	Hyperborean, Indian, and artificial languages
Subclass PN	Literature (General)
Subclass PQ	French literature - Italian literature - Spanish literature – Portuguese literature
Subclass PR	English literature
Subclass PS	American literature

# LIBRARY GUIDE: A HOW-TO



## CLASSIFICATION OF LIBRARY MATERIALS

<b>P</b>	<b>LANGUAGE AND LITERATURE</b>
Subclass PT	German literature - Dutch literature - Flemish literature since 1830 Afrikaans literature - Scandinavian literature - Old Norse literature: Old Icelandic and Old Norwegian - Modern Icelandic literature - Faroese literature - Danish literature – Norwegian literature - Swedish literature
Subclass PZ	Fiction and juvenile belles letters
<b>Q</b>	<b>SCIENCE</b>
Subclass Q	Science (General)
Subclass QA	Mathematics
Subclass QB	Astronomy
Subclass QC	Physics
Subclass QD	Chemistry
Subclass QE	Geology
Subclass QH	Natural history – Biology
Subclass QK	Botany
Subclass QL	Zoology
Subclass QM	Human anatomy
Subclass QP	Physiology
Subclass QR	Microbiology
<b>R</b>	<b>MEDICINE</b>
Subclass R	Medicine (General)
Subclass RA	Public aspects of medicine
Subclass RB	Pathology
Subclass RC	Internal medicine
Subclass RD	Surgery
Subclass RE	Ophthalmology
Subclass RF	Otorhinolaryngology
Subclass RG	Gynecology and obstetrics
Subclass RJ	Pediatrics
Subclass RK	Dentistry
Subclass RL	Dermatology
Subclass RM	Therapeutics. Pharmacology
Subclass RS	Pharmacy and materia medica
Subclass RT	Nursing
Subclass RV	Botanic, Thomsonian, and eclectic medicine
Subclass RX	Homeopathy
Subclass RZ	Other systems of medicine

# LIBRARY GUIDE: A HOW-TO

## CLASSIFICATION OF LIBRARY MATERIALS

<b>S</b>	<b>AGRICULTURE</b>
Subclass S	Agriculture (General)
Subclass SB	Plant culture
Subclass SD	Forestry
Subclass SF	Animal culture
Subclass SH	Aquaculture. Fisheries. Angling
Subclass SK	Hunting sports
<b>T</b>	<b>TECHNOLOGY</b>
Subclass T	Technology (General)
Subclass TA	Engineering (General). Civil engineering
Subclass TC	Hydraulic engineering. Ocean engineering
Subclass TD	Environmental technology. Sanitary engineering
Subclass TE	Highway engineering. Roads and pavements
Subclass TF	Railroad engineering and operation
Subclass TG	Bridge engineering
Subclass TH	Building construction
Subclass TJ	Mechanical engineering and machinery
Subclass TK	Electrical engineering. Electronics. Nuclear engineering
Subclass TL	Motor vehicles. Aeronautics. Astronautics
Subclass TN	Mining engineering. Metallurgy
Subclass TP	Chemical technology
Subclass TR	Photography
Subclass TS	Manufactures
Subclass TT	Handicrafts. Arts and crafts
Subclass TX	Home economics
<b>U</b>	<b>MILITARY SCIENCE</b>
Subclass U	Military science (General)
Subclass UA	Armies: Organization, distribution, military situation
Subclass UB	Military administration
Subclass UC	Maintenance and transportation
Subclass UD	Infantry
Subclass UE	Cavalry. Armor
Subclass UF	Artillery
Subclass UG	Military engineering. Air forces
Subclass UH	Other services
<b>V</b>	<b>NAVAL SCIENCE</b>
Subclass V	Naval science (General)
Subclass VA	Navies: Organization, distribution, naval situation
Subclass VB	Naval administration
Subclass VC	Naval maintenance
Subclass VD	Naval seamen
Subclass VE	Marines
Subclass VF	Naval ordnance
Subclass VG	Minor services of navies
Subclass VK	Navigation. Merchant marine
Subclass VM	Naval architecture. Shipbuilding. Marine engineering

# LIBRARY GUIDE: A HOW-TO

## CLASSIFICATION OF LIBRARY MATERIALS

Z	BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)
Subclass Z	Books (General). Writing. Paleography. Book industries and trade. Libraries. Bibliography
Subclass ZA	Information resources (General)

## HOW TO READ CALL NUMBER ON BOOK AT THE SHELVES?



TK  
5105.888.  
C36  
2015



### 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**.

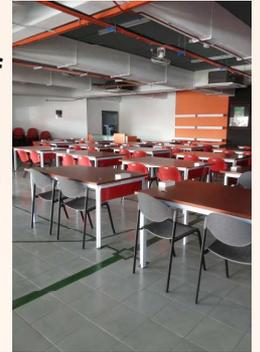
# LIBRARY GUIDE: A HOW-TO

## HOW CAN I RENEW MY BOOKS?

Books Renewal is allowable in few ways which includes:

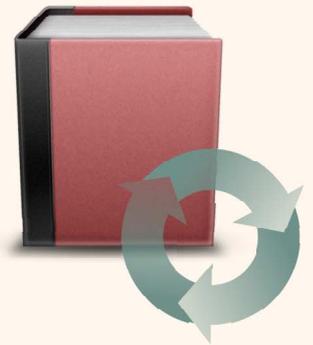
1. Renewal by providing the library information such as **book's title, book's barcode, Patron's ID etc** through the Library's Instant Messenger(IM).
2. You can even call the library via telephone to renew your books (**3 times of renewal only**).
3. Renewal through the **Online Renewal** which is available 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

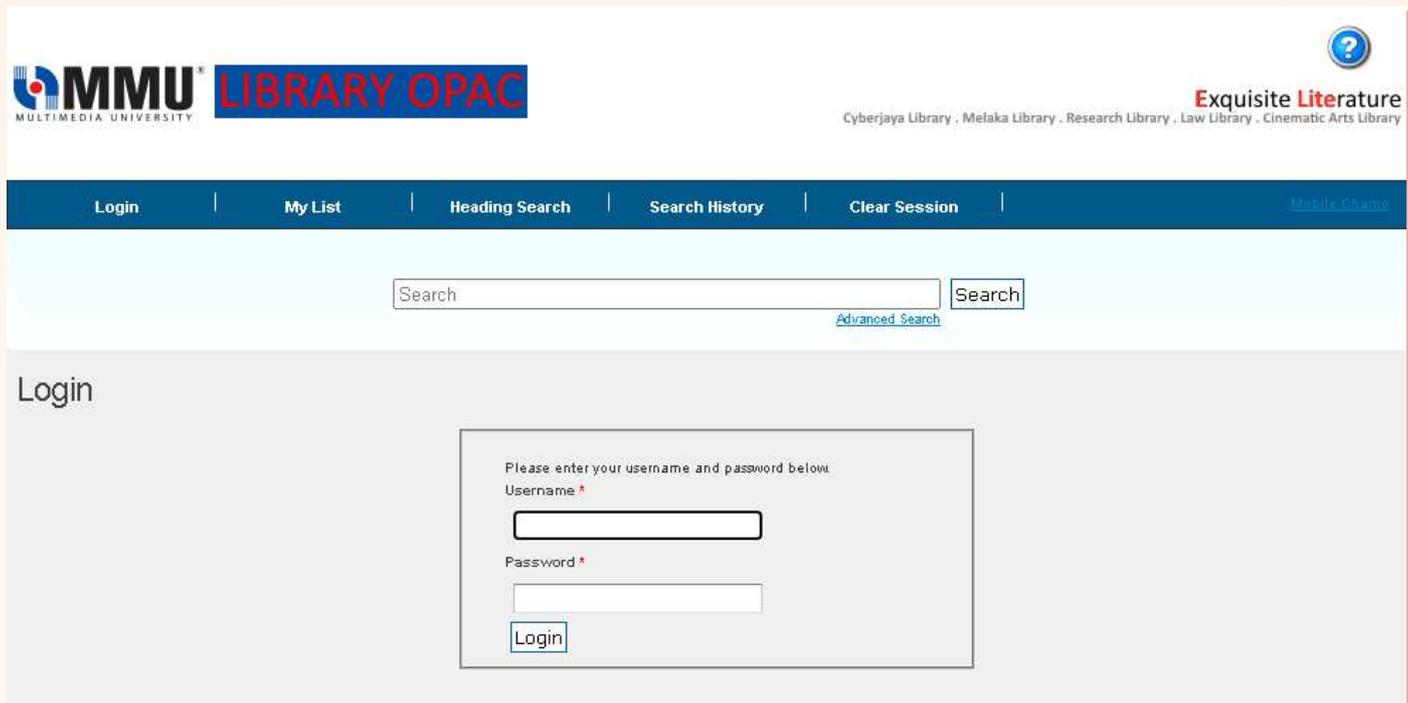
- 1) Log on to the library website at <http://vlib.mmu.edu.my> and click at **Online Renewal Services** OR **ELITE**;



# LIBRARY GUIDE: A HOW-TO

## ONLINE RENEWAL USING ELITE

2) From the main page of Library Catalogue, kindly [Login](#).



The screenshot shows the MMU Library OPAC login page. At the top left is the MMU Multimedia University logo and 'LIBRARY OPAC'. At the top right is 'Exquisite Literature' with a list of libraries: Cyberjaya Library, Melaka Library, Research Library, Law Library, and Cinematic Arts Library. A navigation bar contains 'Login', 'My List', 'Heading Search', 'Search History', 'Clear Session', and 'Mobile Menu'. Below the navigation bar is a search bar with a 'Search' button and a link to 'Advanced Search'. The main content area is titled 'Login' and contains a form with the following fields:

- Please enter your username and password below.
- Username \*
- Password \*
- Login button

3) Those who have registered with Library can directly be login by key-in your user ID & password.

Those who encounter invalid password can refer to staff at Library counter to retrieve their password or Click at [Forgot your password](#) above of Login button.



The screenshot shows the 'Reset Password' form. It contains the following fields:

- Username \*
- E-mail \*
- Reset Password button

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.

# LIBRARY GUIDE: A HOW-TO

## ONLINE RENEWAL USING ELITE

The screenshot displays the MMU Library OPAC interface. At the top left is the MMU logo and 'LIBRARY OPAC'. At the top right is 'Exquisite Literature' with a list of libraries: Cyberjaya Library, Melaka Library, Research Library, Law Library, and Cinematic Arts Library. A navigation bar includes 'My Account' (highlighted with a green '02' badge), 'My Tags', 'My List', 'Heading Search', 'Search History', 'Logout', and 'Mobile Home'. A search bar is present with a 'Search' button and a link to 'Advanced Search'. Below the search bar, the 'Account Summary' section (highlighted with a green '01' badge) shows: Checked Out: 1, Overdue: 0, Total Balance: RM.00. To the right, it says 'Current Search: Viewing all records', 'Results 1 to 10 of 120264', and a 'Sort by' dropdown set to 'Recently added items first'. A 'Refine your search' section includes 'Additional Terms' and 'Location' filters (PG Room Melaka (2), MMU Research Library (256), MMU MELAKA (54253), MMU LAW Library (3086)). A search result for 'Gabungan industri kandungan kreatif Malaysia.' is shown with call number PN1993.5.M3 G33 2017, year 2017, and 5 copies available at MMU CYBER (1), MMU Johor (1), and MMU MELAKA (3). An 'Add to My List' button is visible.

5) Once login, you can see your account summary on your left hand side (01\*).

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

To get to know in details on each matter above, you can easily click at [My Account](#).(02\*)

6) From [My Account](#), you can see each of tabs as mentioned above; Checked Out, Account, and Contact Information.

### Student

The screenshot shows the 'Student' interface with a tab 'I lost my card' selected. Below it are tabs for 'Checked Out', 'Account', and 'Contact'. A table lists items for renewal:

select for renewal	Title	Check-out Date	Due Date	Checked out at	Status	Last Notice	Times Renewed
<input checked="" type="checkbox"/>	A viewer's guide to film : arts, artifices, and issues / Richard M. Gollin.	December 4, 2015	December 6, 2015	MMU CYBER	Checked Out		0 of 3

Below the table are buttons: 'Renew', 'Select All', 'Clear All', and 'Export'.

# LIBRARY GUIDE: A HOW-TO

## ONLINE RENEWAL USING ELITE

- 7) To renew your book/s, kindly click at *Checked Out* tab for renewal function
- 8) In order for you to renew your book, kindly select which title of the book that you want to renew, then select renew button on the bottom of the page.

Student

I lost my card

Checked Out Account Contact

select for renewal	Title	Check-out Date	Due Date	Checked out at	Status	Last Notice	Times Renewed
<input checked="" type="checkbox"/>	A viewer's guide to film : arts, artifices, and issues / Richard M. Gollin.	December 4, 2015	December 6, 2015	MMU CYBER	Checked Out		0 of 3

Renew Select All Clear All

Export

- 9) Once *Renew Button* is clicked, a message will appear to notify your renewal status and next due for the book/s will be updated.

Transaction Reference Number. 3675468

My Account | My Tags | My List | Heading Search | Search History | Logout

Search  Search [Advanced Search](#)

Renewal Results

1 items were successfully renewed.

Title	Barcode	Due Date
A viewer's guide to film : arts, artifices, and issues / Richard M. Gollin.	0038884	December 18, 2015

[Return to My Account](#)

A UNIVERSITY IS JUST A GROUP OF BUILDINGS GATHERED AROUND A LIBRARY.

—SHELBY FOOTE



# LIBRARY GUIDE: A HOW-TO

## HOW TO CHECK MY CURRENT OUTSTANDING/FINES?

1) Click to account tab to see your current outstanding/fines details and if you have outstanding balance with the library, the amount will be displayed.

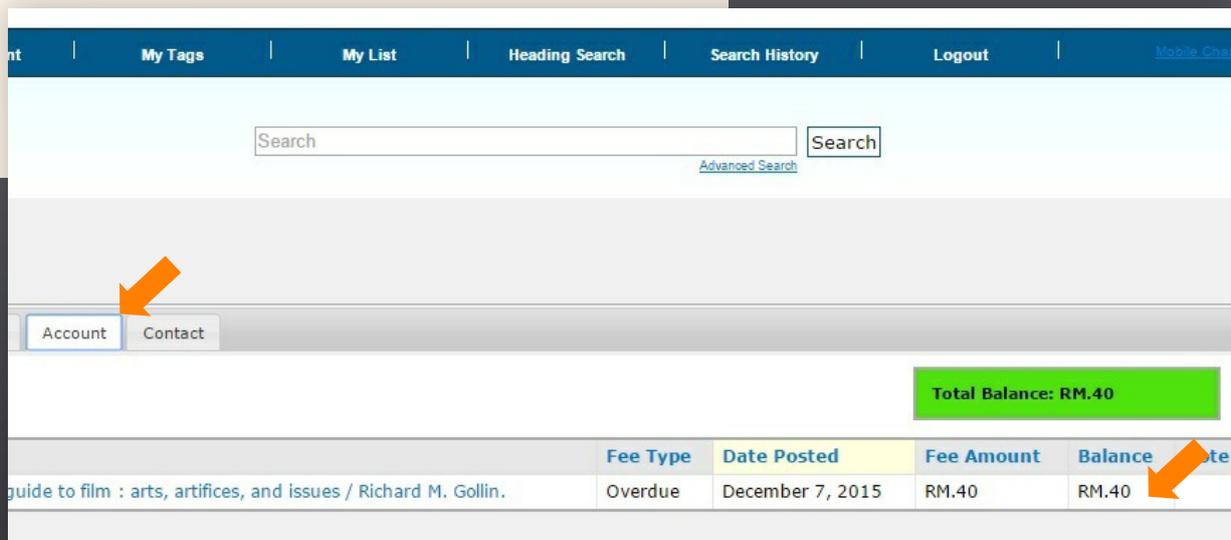


IMAGE: Outstanding/Fines details in user's elite account



LAW LIBRARY AT A GLANCE

# LIBRARY GUIDE: A HOW-TO

## WHAT CAN I DO IF THE BOOK THAT I WANT IS NOT AVAILABLE?

The library provides Intra & Inter Library Loan service to fulfil 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**)

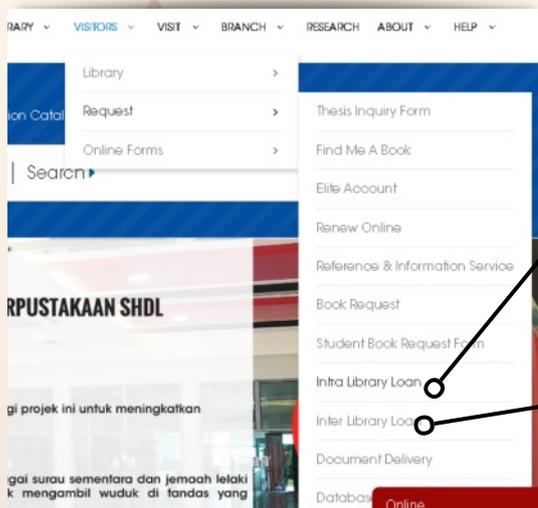
*\*Please note that SHDL will not be responsible for any overdue item, damage or losses on item loaned by the user through this service.*

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

## INTRA/INTER LIBRARY LOAN REQUEST



***\*only complete request will be processed.***



Intra Library Loan

Inter Library Loan

INTER & INTRA LIBRARY LOAN @ LIBRARY PORTAL

# LIBRARY GUIDE: A HOW-TO

## INTRA/INTER LIBRARY LOAN REQUEST



## INTRA LIBRARY LOAN REQUEST FORM

"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 available at.

Please read the term and condition of the service before request.

Terms and conditions:

1. This service is open to all MMU users; Academic staff, Administrative staff, Post Graduate students and Undergraduate students.
2. The service is free of charge.
3. Before proceed with the request, it is compulsory to the user to browse the availability of book/s needed through library OPAC at [http://mmuopac.mmu.edu.my/search/query?term\\_1=a&theme=mmu](http://mmuopac.mmu.edu.my/search/query?term_1=a&theme=mmu)
4. The request is valid for book/s with "Available" status in the library OPAC.
5. Please ensure that location of the item(s) requested for the library staff's to find must be at the different location that you are located at. If you are requesting the book(s) which located at the same MMU campus, kindly browse the book directly from the shelves.
6. Standard borrowing privileges are applied. The requester shall request maximum up to 4 books per request form. However the requester may request book/s up to his/her loan limit.
7. All book/s requested may only be collected from the library counter within seven (7)



## INTRA LIBRARY LOAN FORM

# LIBRARY GUIDE: A HOW-TO

## INTRA/INTER LIBRARY LOAN REQUEST



## INTER LIBRARY LOAN REQUEST FORM

"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 services, MMU user can borrow book/s that owned by other local institution libraries.

Please read the term and condition of the service before request.

Terms and conditions:

1. This service is open to all MMU Academic staff, Administrative staff and Post Graduate students.
2. Any charges from the supplying library such as copyright fee, postage fee, photocopy fee, fax fee, and etc will be borne by the library user.
3. Before proceed with the request, it is compulsory to the user to browse the availability of book/s needed through library OPAC at [http://mmuopac.mmu.edu.my/search/query?term\\_1=a&theme=mmu](http://mmuopac.mmu.edu.my/search/query?term_1=a&theme=mmu). MMU library will proceed to process request once the book requested is not available in the MMU library collection.
4. Type of items that MMU user could request to this service is Book only.
5. A maximum of four(4) books shall be requested by MMU user per month.
6. All book/s requested may only be collected from the library counter within seven (7) working days only before the book/s being returned back to its original library location.
8. Borrowing for the book requested from this service is subject to the borrowing policy of the supplying libraries. Different libraries may have a different borrowing policy. Please refer to the library staff for more information.



## INTER LIBRARY LOAN FORM

# LIBRARY GUIDE: A HOW-TO



## 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 at the library 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 the library.

## SECTION 4: ONLINE RESOURCES



### Where can I get Past Year Exam Paper?

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

- Click to “Pass Year Exam Paper” at main page of library portal under Digital Library.
- You’re required to install VPN and login using your MMU IDM Username, if you accessing off-campus.
- Search by key in the subject code. E.g: MMC 3013.

# LIBRARY GUIDE: A HOW-TO

## SECTION 4: ONLINE RESOURCES

Opening Hours: Weekdays, 9am - 10pm | Weekends, 9am - 5pm | Closed on Public Holidays  
Contact Us: +603-831 25852 / +606-2523493 | libdesk@mmu.edu.my

**#1**

MULTIMEDIA UNIVERSITY | SITI HASMAH DIGITAL LIBRARY

HOME | DIGITAL LIBRARY | VISITORS | VISIT | BRANCH | RESEARCH | ABOUT | HELP

MULIA 3.0 | Library OPAC | Recommended Book Collection | Multimedia University Library Integrated Access (MULIA)

YAYASAN UNIVERSITI MULTIMEDIA 20

LABORATORY SERVICE

Setting-Up VPN

Past Year Exam Paper (VPN/Intranet)

MMU Thesis (VPN/Intranet)

MMU MBA Thesis (VPN/Intranet)

COVID-19 EResources

TABUNG AMMAN ZAKAT WANG

YAYASAN UNIVERSITI MULTIMEDIA

\*This service will commence on 10th January 2022 and please visit our customer service counter for more information.

Online

eResources & Publication

MULTIMEDIA UNIVERSITY | SITI HASMAH DIGITAL LIBRARY

Home | Login | About | Exam Paper | Master Thesis | MBA Thesis | PhD Thesis | DBA Thesis | Browse by Subject

Search... Subject Code / Title / Thesis / Exam Paper

Browse by Exam Paper

Please select a value to browse from the list below:

- Multimedia University (10044)
  - Faculty of Applied Communication (FAC) (44)
  - Centre for Diploma Programmes (CDP) (726)
  - Faculty of Law (FOL) (269)
  - Faculty of Business (FQB) (952)
  - Faculty of Business and Law (FBL) (63)
  - Faculty of Computing and Informatics (FCI) (604)
  - Faculty of Creative Multimedia (FCM) (410)
  - Faculty of Engineering (FOE) (1136)
  - Faculty of Engineering and Technology (FET) (794)
  - Faculty of Information Science and Technology (FIST) (536)
  - Faculty of Information Technology (FIT) (140)
  - Faculty of Management (FOM) (3472)
  - Foundation Studies and Extension Education (FOSEE) (762)
  - Graduate School of Management (GSM) (73)
  - Learning Institute For Empowerment (LIFE) (62)

\*You can search by Subject Code or browse by faculty to view the paper

For any questions or feedback, please contact [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)

**#2**

Online

# LIBRARY GUIDE: A HOW-TO

## SECTION 4: ONLINE RESOURCES

The screenshot shows the search results for 'DAC 5014' on the MMU Digital Library website. The page displays four search results, each with a document icon and a link to the exam paper. A red circle with the number '1' points to the document icon, and a red circle with the number '2' points to the title link. Below the results, there are options to export the results and reorder them. A red starburst with the number '#3' is located in the bottom right corner of the screenshot.

**eResources & Publication** | SITI HASMAH DIGITAL LIBRARY

Home Login About Exam Paper Master Thesis MBA Thesis PhD Thesis DBA Thesis Browse by Subject

Search . Subject Code / Title / Thesis / Exam Paper

Item matches "DAC 5014"

Displaying results 1 to 4 of 4  
[Refine search](#) | [New search](#)

Order the results: by year (most recent first) [Reorder](#)

Export 4 results as: [ASCII Citation](#) [Export](#) [RSS 2.0](#) [RSS 1.0](#) [Atom](#)

1. Faculty Of Business, FOB (2021) [DAC 5014 - Computer Applications](#). [Exam Paper]
2. Centre for Diploma Programmes, CDP (2019) [DAC 5014 - Computer Applications](#). [Exam Paper]
3. Faculty Of Business, FOB (2019) [DAC 5014 - Computer Applications](#). [Exam Paper]
4. Centre for Diploma Programmes, CDP (2018) [DAC 5014 - Computer Applications](#). [Exam Paper]

Displaying results 1 to 4 of 4  
[Refine search](#) | [New search](#)

Order the results: by year (most recent first) [Reorder](#)

For any questions or feedback, please contact [libdesk@mmu.edu.my](mailto:libdesk@mmu.edu.my)

#3

The screenshot shows the item details page for 'DAC 5014 - Computer Applications'. The page displays the title, item type, and various metadata fields. A red box highlights the 'Download (191KB) | Preview' link, and a blue arrow points to it with the text 'Exam Paper Download Button'. A red starburst with the number '#4' is located in the top left corner of the screenshot.

**eResources & Publication** | SITI HASMAH DIGITAL LIBRARY

Home Login About Exam Paper Master Thesis MBA Thesis PhD Thesis DBA Thesis Browse by Subject

Search . Subject Code / Title / Thesis / Exam Paper

**DAC 5014 - Computer Applications**

Faculty Of Business, FOB (2021) [DAC 5014 - Computer Applications](#). [Exam Paper]

[Download \(191KB\)](#) | [Preview](#)

**Abstract**  
Tri 3 2021/2022

**Item Type:** Exam Paper

**Uncontrolled Keywords:** Electronic digital computers

**Subjects:** [Q Science > QA Mathematics](#)  
[Q Science > QA Mathematics > QA76 Computer software](#)

**Divisions:** [Faculty of Business \(FOB\)](#)

**Depositing User:** [Mr Azman Ibrahim](#)

**Date Deposited:** 09 Nov 2022 02:36

**Last Modified:** 09 Nov 2022 02:36

**URI:** <http://erep.mmu.edu.my/id/eprint/10164>

**Actions (login required)**

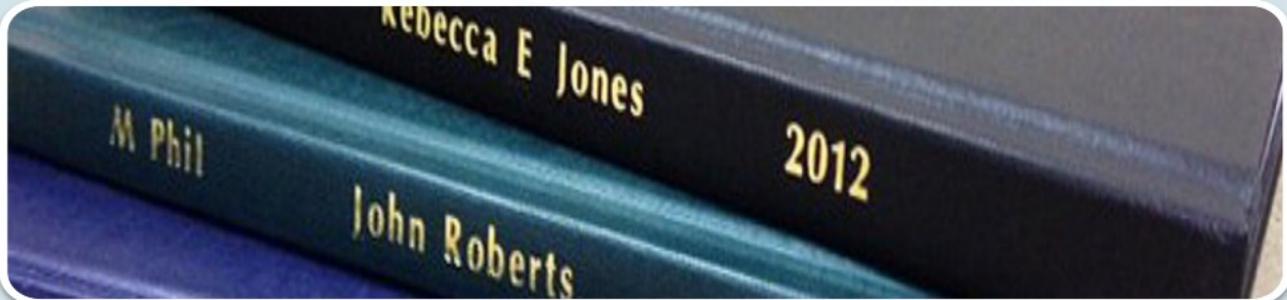
[View Item](#)

#4

Exam Paper Download Button

# LIBRARY GUIDE: A HOW-TO

## SECTION 4: ONLINE RESOURCES



### 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 to “MMU MBA Thesis” at main page of library portal under Digital Library.
- You’re required to install VPN and login using your MMU IDM Username, if you accessing off-campus.
- Search by key in the keyword. E.g: **Knowledge Management**.

A screenshot of the MMU Digital Library website. The header includes the MMU logo, 'SITI HASMAH DIGITAL LIBRARY', and navigation links: HOME, DIGITAL LIBRARY, VISITORS, VISIT, BRANCH, RESEARCH, ABOUT, HELP. Below the header, there's a search bar and a dropdown menu. The dropdown menu lists various resources, with 'MMU MBA Thesis (VPN/Intranet)' highlighted by a red box. A red starburst with '#1' is overlaid on the right side of the page. The footer contains the MMU logo and a note: '\*This service will commence on 10th January 2022 and please visit our customer service counter for more information.' The word 'Online' is visible in the bottom right corner.

# LIBRARY GUIDE: A HOW-TO

## SECTION 4: ONLINE RESOURCES

The screenshot shows the 'eResources & Publication' page of Multimedia University (MMU). The header includes the MMU logo and 'SITI HASMAH DIGITAL LIBRARY'. A navigation menu contains links for Home, Login, About, Exam Paper, Master Thesis, MBA Thesis, PhD Thesis, DBA Thesis, and Browse by Subject. A search bar is located at the top right, with a red box around it and a blue arrow pointing to it labeled 'Search Options'. Below the search bar, there is a section titled 'Browse by Thesis Type' with a red box around a list of years and the number of theses for each year, labeled 'Browse by Year Options'. The list includes years from 2018 (6) down to 1998 (1). A red starburst with '#2' is placed next to the search bar area.

You are given **THREE OPTION** on viewing the theses (abstract, 24 pages preview and full text view)

### TIPS:

- *Abstract will provides brief description of the thesis*
- *24 pages preview will give first 24 pages of the selected thesis*
- *Fulltext view will give full thesis with pre-defined restricted functions*

The screenshot shows a thesis record for 'Determinant Of Brand Equity In Service Industry' by Ong, Lay Wen (2018). The record includes two download options: 'Text (Fulltext) 1248.pdf' and 'Text (24 pages preview) 241248.pdf', both with 'Download (1MB)' links. A red starburst with '#3' is placed next to the download links. Below the download options is an 'Abstract' section with a detailed description of the study.

**Determinant Of Brand Equity In Service Industry**

Ong, Lay Wen (2018) *Determinant Of Brand Equity In Service Industry*. MBA thesis, Multimedia University.

Text (Fulltext)  
1248.pdf  
[Download \(1MB\)](#)

Text (24 pages preview)  
241248.pdf  
[Download \(1MB\)](#)

**Abstract**

Given the increasing dominance of the service sector, which accounts for a notable proportion of GDP in most countries, as a pioneering attempt, this study aims to identify the determinants that influence consumer-based brand equity (CBBE) in the Malaysian service industry. A well-validated measurement scale was developed as an amalgamation of five dimensions, namely, brand awareness, brand association, brand identity, brand loyalty and perceived quality in order to access and examine the relationship of CBBE in the service industry context. A total of 200 self-administrated questionnaires was collected from respondents located in the Klang Valley (Kuala Lumpur and Selangor) who had engaged a service at least once prior to the study, either through physical shopping or online shopping. Meanwhile, the Statistical Packages of the Social Science (SPSS) software version 23.0 was employed for the data analysis. Pursuant to the findings of the study, there is a significant relationship between brand awareness, brand association, brand identity, and brand loyalty with brand equity in the service context. Brand loyalty is of utmost significant in CBBE in the service industry context, hence building a strong brand loyalty is critical to developing a powerful brand equity. Nonetheless, the study has shown that there is no significant relationship between perceived quality and brand equity in the service context. The major limitation of this study is that the findings are based on the Klang Valley, so the results of this study may not represent the remaining service industry in Malaysia. This research contributes valuable information and comprehensive knowledge on brand equity for business owners, marketers and top management in evaluating their brand equity, which will eventually lead to better performance, an increase in market share, an increase in sustainability, enhancing the competitive advantage and driving business growth. In this event, well-managed service brand equity will further contribute to Malaysian economic growth.

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

# LIBRARY GUIDE: A HOW-TO

## SECTION 4: ONLINE RESOURCES

### REFERENCE TOOL: MENDELEY



#### 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.

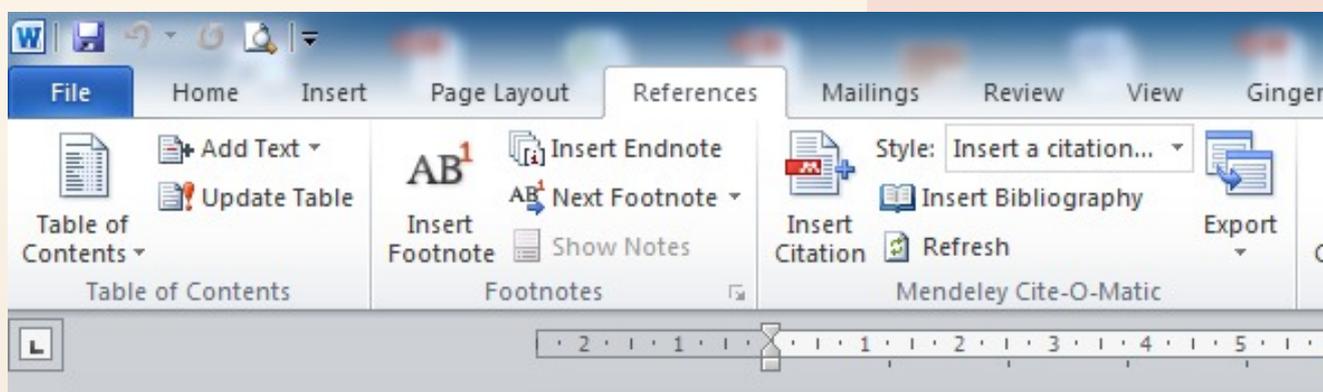
With Mendeley:

- ⇒ 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
  - Once downloaded, you may proceed with the installation process

*(\*Sign up process will create your profile for Mendeley Web Platform)*



*\* Please note that you may need to check the Mendeley features is enabled in the MS Office Word / Open Office*

# LIBRARY GUIDE: A HOW-TO

## SECTION 4: ONLINE RESOURCES

If you still encounter some problems during the installations, please refer to librarian:

Name	Campus	Contact Number	Email Address
Norazilah Masro	Melaka	06-2523628	<a href="mailto:norazilah.masro@mmu.edu.my">norazilah.masro@mmu.edu.my</a>
Melissa De Valda Mohamad Yatim	Melaka	06-2523493	<a href="mailto:melissadevalda@mmu.edu.my">melissadevalda@mmu.edu.my</a>
Nurul Irtika Mohamad Nori	Cyberjaya	03-83125872	<a href="mailto:irtika.mohamad.nori@mmu.edu.my">irtika.mohamad.nori@mmu.edu.my</a>
Shaharom Nizam Mohamed	Cyberjaya	03-83125862	<a href="mailto:nizam.mohamed@mmu.edu.my">nizam.mohamed@mmu.edu.my</a>

### **Useful Links:**

Mendeley Guides: <https://www.mendeley.com/guides/>

Mendeley Citation Guides: <https://www.mendeley.com/guides/citation-guides/>



# LIBRARY GUIDE: A HOW-TO

## SECTION 5: ONLINE DATABASES



### How Do I Access Ebooks & Online Database?

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

- Click to “Ebooks & Online Databases” at main page of library portal under Digital Library.
- Select eResources Types. E.g: Online Databases, E Book, etc.
- Key in your Username & Password, if you accessing off-campus.

**TIPS:** Please refer to library training schedule at main library portal if you're interested to join database user training.

A B C D E G H I J L M N O P R S T U **W** Num All

Free Select eResources Types

Select Subject



Westlaw

Note:

[Click here](#) for login information.

Powered by the most advanced artificial intelligence and built upon more than 100 years of editorial enhancements, Westlaw

**Some of the databases  
come with username &  
password**

[expand/hide descriptions](#)

# LIBRARY GUIDE: A HOW-TO

## SECTION 5: ONLINE DATABASES



### Can I Access Online Database From Home?

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, Science Direct, Emerald, etc..)

Opening Hour : Weekdays, 9am - 10pm | Weekends, 9am - 5pm | Closed on Public Holidays

3125852 / +606-2523493 | libdesk@mmu.edu.my

**#1**

HOME | DIGITAL LIBRARY | VISITORS | VISIT | BRANCH | RESEARCH | ABOUT | HELP

MULTIMEDIA UNIVERSITY | SITI HASMAH DIGITAL LIBRARY

MULIA 3.0 | Library OPAC | Recommended Book Collection | Multimedia University Library Integrated Access (MULIA)

EBooks & Online Databases (OpenAthens)

Ebooks & Online Databases

MMU Institutional Repository

EResources & Publication (VPN/Intranet)

Recommended Book Collection (VPN/Intranet)

MMU Thesis (VPN/Intranet)

MMU MBA Thesis (VPN/Intranet)

COVID-19 EResources

**Insert your User ID and Password and once login, you'll see databases list.**

YAYASAN UNIVERSITI MULTIMEDIA

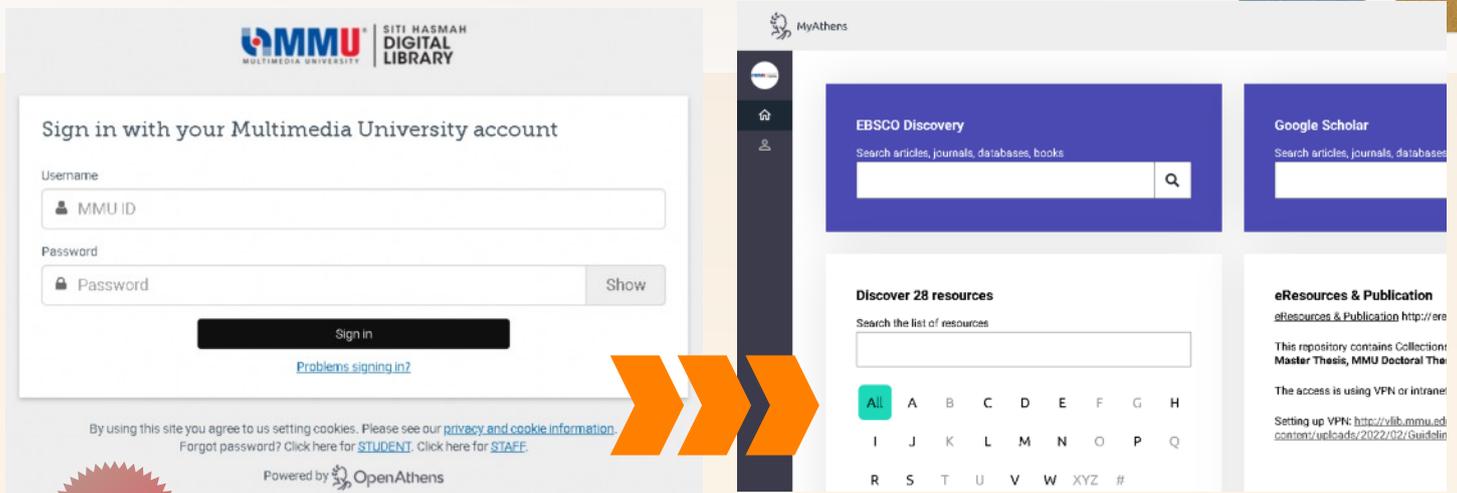
YAYASAN UNIVERSITI MULTIMEDIA

\*This service will commence on 10th January 2022 and please visit our customer service counter for more information.

Online

# LIBRARY GUIDE: A HOW-TO

## SECTION 5: ONLINE DATABASES



The image shows two screenshots. The left screenshot is the MMU Digital Library login page, featuring a sign-in form with fields for Username (MMU ID) and Password, a 'Sign in' button, and links for 'Problems signing in?', 'Forgot password?', and 'Click here for STUDENT' and 'Click here for STAFF'. The right screenshot is the MyAthens search interface, showing search boxes for EBSCO Discovery and Google Scholar, a 'Discover 28 resources' section with a search bar and a grid of letters (All, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, XYZ, #), and an 'eResources & Publication' section with a URL and a note about VPN access.

#2

### The Article That I Want Is Not Available. What Can I Do?

Document Delivery Services aims 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 read carefully the terms & conditions before proceed. For further info. Contact:*

[\\*nizam.mohamed@mmu.edu.my](mailto:nizam.mohamed@mmu.edu.my) (Cyberjaya)

[\\*melissadevalda@mmu.edu.my](mailto:melissadevalda@mmu.edu.my) (Melaka)



# LIBRARY GUIDE: A HOW-TO

## SECTION 5: ONLINE DATABASES

#1

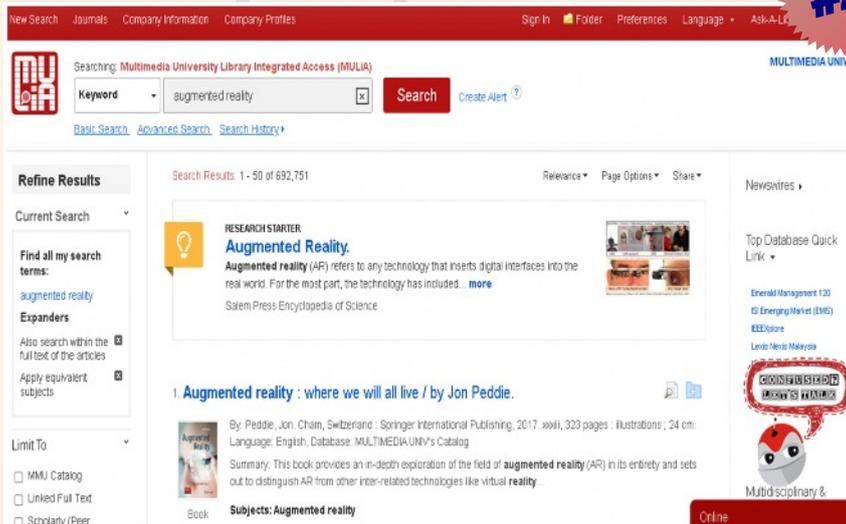


Access via <http://vlib.mmu.edu.my/>

Multimedia University Integrated Access [MULiA] brings together the most comprehensive collection of library content.

**Note:** you may search using keyword, title or author at "MULiA3.0" tab.

#2



MULiA result page with "augmented reality" as keyword term

You may refine the result according to Year, Publication Type/Format, Subject and etc.

**Note:** system will automatically prompt you to login if you're using MULiA

# LIBRARY GUIDE: A HOW-TO



MMU Library, Melaka Campus

## SHDL

Multimedia University Library Cyberjaya.  
Jalan Multimedia, 63100 Cyberjaya,  
Selangor Darul Ehsan, Malaysia.

 +603-8312 5852  +603-8312 5866

Multimedia University Library Melaka.  
Jalan Air Keroh Lama, 75450 Bukit Beruang,  
Melaka, Malaysia.

 +606-252 3493  +606-232 2764

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