

# LIBRARY GUIDE: A HOW-TO



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## 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 delivering a good understanding must in and services library's resources improve to 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: <a href="http://vlib.mmu.edu.my">http://vlib.mmu.edu.my</a>



## **Table of Contents**

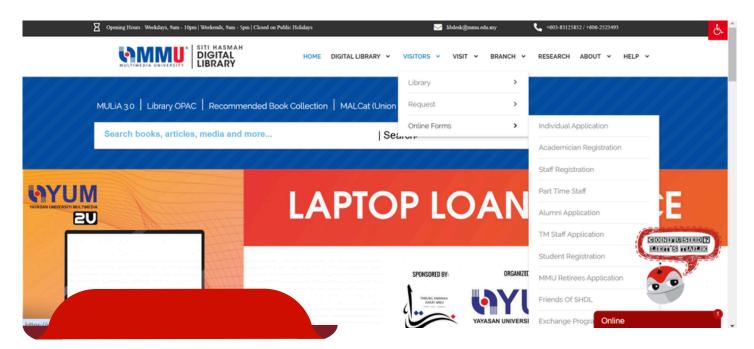
- 01 REGISTRATION
- 02 BOOK LOAN
- 03 PERIODICALS
- 04 ONLINE RESOURCES
- 05 ONLINE DATABASES

## **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 online application form is available via library portal (VISITOR>ONLINE FORMS). 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).



\*https://vlib.mmu.edu.my/

## **SECTION 1: REGISTRATION**

I FORGOT MY ACCOUNT PASSWORD, SO ...?

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

#### **MELAKA CAMPUS:**



#### CYBERJAYA CAMPUS:



#### HOW MANY BOOK AM I PRIVILEGES TO BORROW?

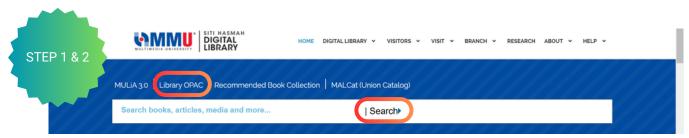
Loan privileges depends on the category of users. Details of the loan entitlement as follows:

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	20 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	-



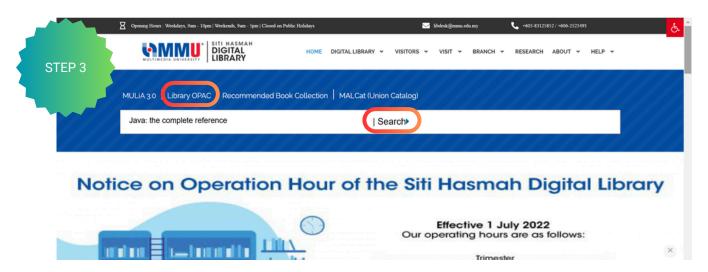
#### HOW TO SEARCH BOOKS IN LIBRARY?

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



\*Library Portal Main Page

#### 3. Basic Search

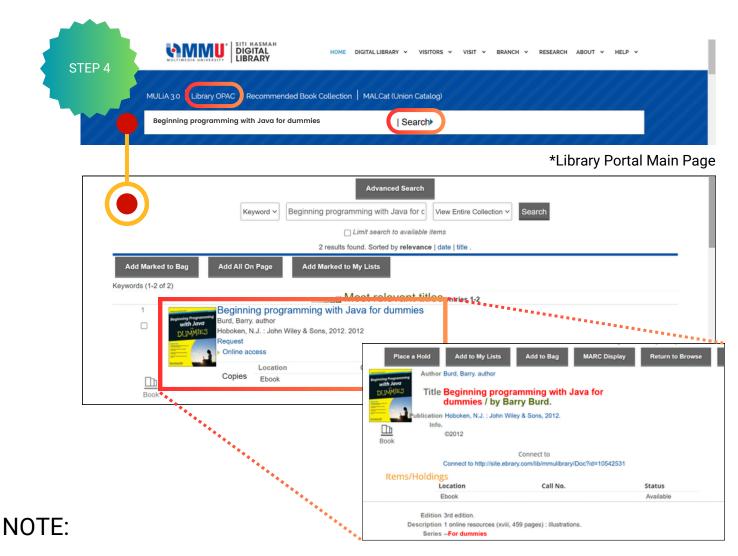


Note: You may enter the subject, title or topic at the search box.



#### HOW TO SEARCH BOOKS IN LIBRARY?

4. You can use Basic search either using Keyword searching or any search fields that have been ready to be used such as Author, Title, Subject or Call Number. To get the full record of the item, click on the title.



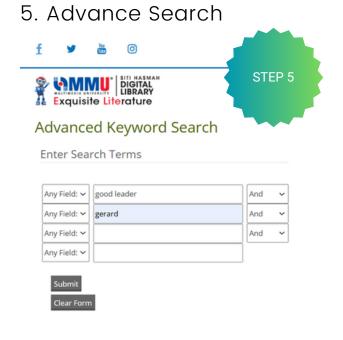
Location – Indicate the where is location of the item whether MMU Melaka, MMU Cyber or MMU Law Library. Call Number – The call number is printed on the label affixed to a bibliographic item, so that the item can be shelved and found. The call number represents the shelf location of the item in the library's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

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

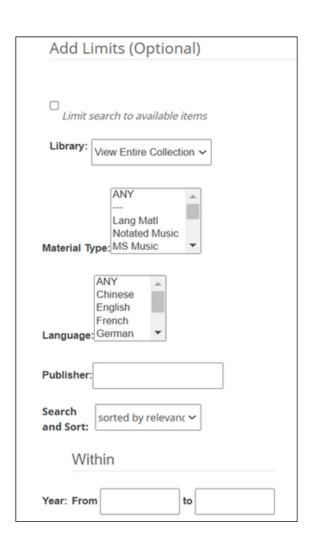
**Status** – Indicate the status of the item whether Available, Missing, Due, In bindery, In Processing, Damaged, On order, etc.

\*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!

#### HOW TO SEARCH BOOKS IN LIBRARY?







#### NOTE:

The Advanced Search screen lets you . . .

- Search for terms using selected Field, which may include Author, Title, Subject and Note;
- Select the nature of the search, e.g. to search for all or any of your search field;
- Limits your search results using the Add Limits of Library, Material Type, Language, and Publisher;
- Search and Sorting by Relevancy, Date or Title;
- And limit search Within the Year Format.

#### HOW TO SEARCH BOOKS IN LIBRARY?

#### **Boolean Operators**

Use AND or OR to specify multiple words in any field, any order. Use AND NOT to exclude words. Select the operator you wish to use from the selection list on the Advanced Search form.

#### Field Limits

Field limits may be specified by selecting a field limit from the selection list. These limits appear before the word or phrase to be searched. A field limit causes the system to search only the specified field for the specified word(s).

#### Field Limits and their meanings:

- Author: Search only author fields
- Title: Search only title fields
- Subject: Search only subject fields
- Note: Search only note fields
- Subject: Search only subject fields



#### **Grouping:**

Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query.



#### HOW TO SEARCH BOOKS IN LIBRARY?

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

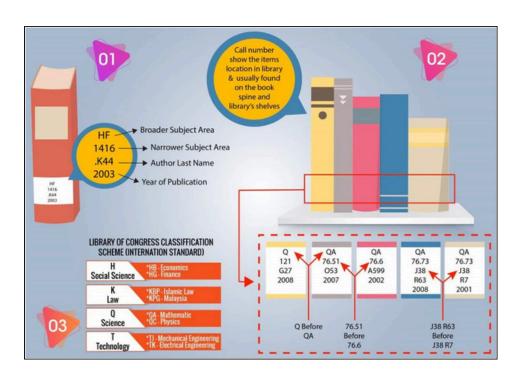
#### Saving your searches

If you have a favorite author or subject for which you often search when using the catalog, you can save the search with the click of a button. This will prevent you from having to key in the search each time and let you place reserves on new materials quicker.

#### How to:

- 1. Log in to your My Account.
- 2. Click on the "New Search" button.
- 3. Search for your favorite author, subject, title, etc. or create an advanced keyword search including limits to material type, language, publication year, etc..
- 4. When your results are displayed, click the button marked "Save as preferred search".
- 5.The next time that you log in to your My Account, you can click the "Preferred Searches" button to see a list of your saved searches.
- 6.Click on the search link associated with any of the preferred search terms in the list to quickly execute your search.
- 7. You can be alerted of new materials added to the library collection which match your searches. Just check the "Mark for Email" box and be sure that your patron record information includes your current email address.

#### 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.

#### HOW CAN I RENEW MY BOOKS?

#### Online Renewal Using Elite

Library cardholders may renew their own materials online. Most material may be renewed. This transaction is applicable to all types of patron except Academician. Exceptions include items with holds, items which have reached a renewal limit, and other library specific restrictions. (NOTE: the renewal adds the current loan period (3 days, 14 days, 30 days, etc) to the CURRENT date, not to the due date. It is to your advantage to renew items as close to the due date as possible).

Books Renewal is allowable in a 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 Chatbox (Tawk.to).
- 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 are no outstanding fines in your account in order for the system to allow renewal process.



#### **HOW CAN I RENEW MY BOOKS?**

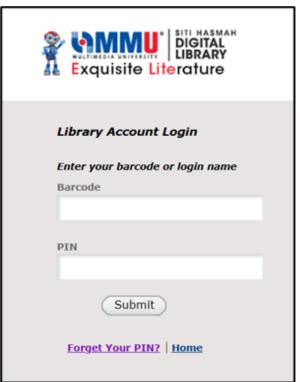
#### How To?

1.Log on to the library website at http://vlib.mmu.edu.my and click at the Elite Account/Online Renewal.



- 2.Log on to the library website at http://vlib.mmu.edu.my and click at the Elite Account/Online Renewal.
- 3.Those who encounter invalid PIN Click at Forgot Your PIN to reset your new PIN. The system will send an email to you for resetting the PIN.





#### **HOW CAN I RENEW MY BOOKS?**

4.Once login, you can see your account summary on your left hand side.

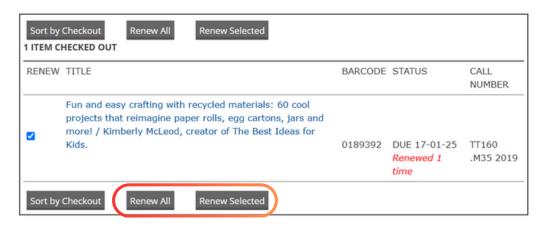


The following information are provided from the account summary:

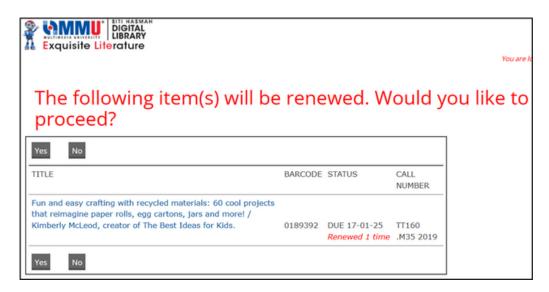
- A. Items that you have request for hold
- B. Total unpaid fines and bills with its details
- C. Items that you have currently checked out
- C. How many item/s is readily to be picked up
- D. Modify your personal information
- E. Items record that you saved in the Preferred Searches
- F. Check your past borrowing history
- G. Items record that you saved in the My List
- H. Library Events Calendar and My feed.

#### **HOW CAN I RENEW MY BOOKS?**

5.Select the materials you want to renew by checking the boxes in the RENEW column and then click the Renew Checked button. If you want to renew everything, click the Renew All button.



6. You will be asked to confirm your renewals. Click YES to proceed.



7.If you cannot renew items, a message will appear on the screen. If you are successful, a new due date will appear in the "STATUS" column. Always check the STATUS column for information on the success or failure of each renewal.

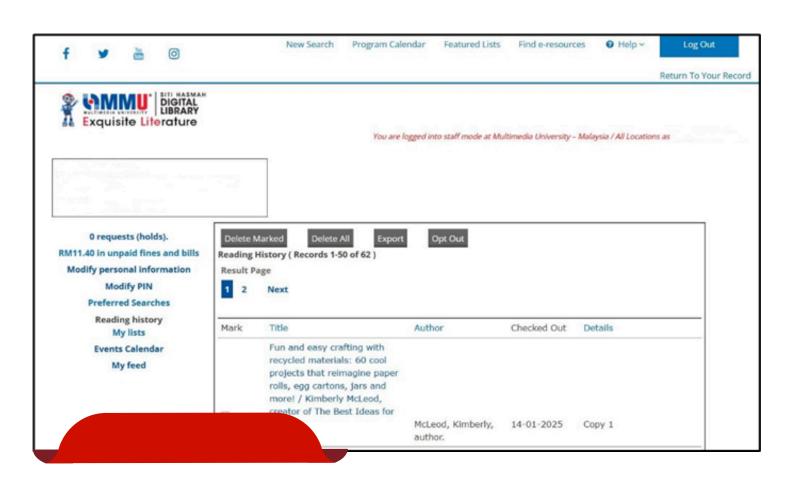
#### **READING HISTORY**

#### Keep a Reading History

Library cardholders can keep a record of the items that they have borrowed from the library. They can view this history online and can maintain it by themselves (deleting records or opting out).

#### How to use Reading History:

- 1.Log in to My Account. (click "Login to My Account" at top of screen)
- 2. Click on the Reading History button



#### **READING HISTORY**

3.The first time you select Reading History; you will be asked to "OPT IN". This means that you have read the description of the Reading History function and acknowledge that you accept these details.



4.After you have opted in, the items you borrow will be listed in your reading history. At any time you can delete any of the items from your list by checking the item box and clicking the "Delete Marked" button. Or you can delete all of the records by clicking the "Delete All" button.



#### **READING HISTORY**

5.If you decide that you no longer want to have your history recorded, you can stop the service by deleting ALL of your history and then clicking the "Opt Out" button.





#### HOW TO CHECK MY CURRENT OUTSTANDING/FINES?

1.From My Account, you can see your current outstanding/fines details. If you have outstanding balance with the library, the amount will be displayed.





#### 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:

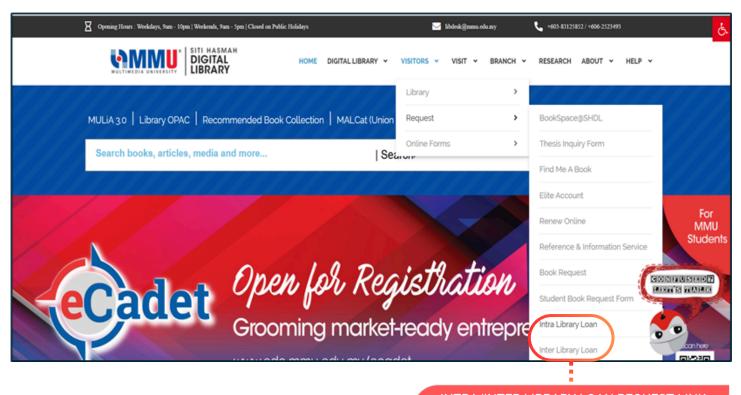
- Intra Library Loan Inter-campus book loan request between MMU Cyberjaya Library and MMU Melaka Library.
- Inter Library Loan Inter-university book loan request between MMU and other university libraries (for Postgraduates, Admin Staff & Academicians Only)

\*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 Request



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



INTRA/INTER LIBRARY LOAN REQUEST LINK



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

#### INTER LIBRARY LOAN REQUEST FORM

Please Read the following terms and conditions before proceed.

"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 <a href="https://opac.mmu.edu.my/search">https://opac.mmu.edu.my/search</a> 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.
- 9. The requester is bound by the supplying libraries policy, rules and regulations for overdue loans, loss or damages of library books that borrowed under his/her library account.
- 10. All requests must comply with the copyright law of Malaysia (Copyright Act (Act 332)).
- 10. The library reserves the right to reject the request whenever necessary.
- \* Required





## **SECTION 3: PERIODICALS**

#### **MAGAZINES & PRINTED JOURNALS**

Magazines are publications that are typically produced regularly (e.g., weekly, monthly, or quarterly) and cover a broad range of topics, such as entertainment, lifestyle, news, and culture. In contrast, printed journals are more specialized publications focused on a specific field of study, research, or professional practice. Journals are often published less frequently than magazines (e.g., monthly or quarterly) and contain more indepth, scholarly articles aimed at advancing knowledge within a particular discipline.



#### 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.



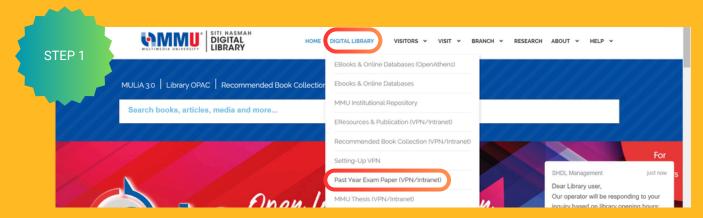
**PAST YEAR EXAM PAPERS** 



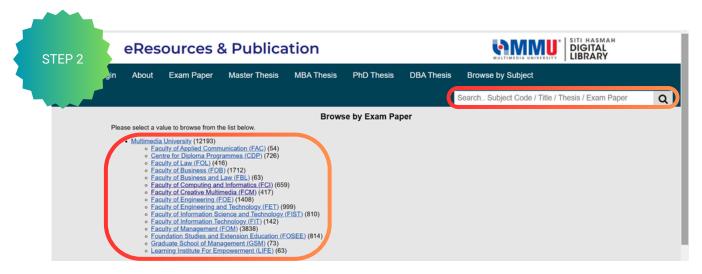
#### Where can I get Past Year Exam Paper?

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

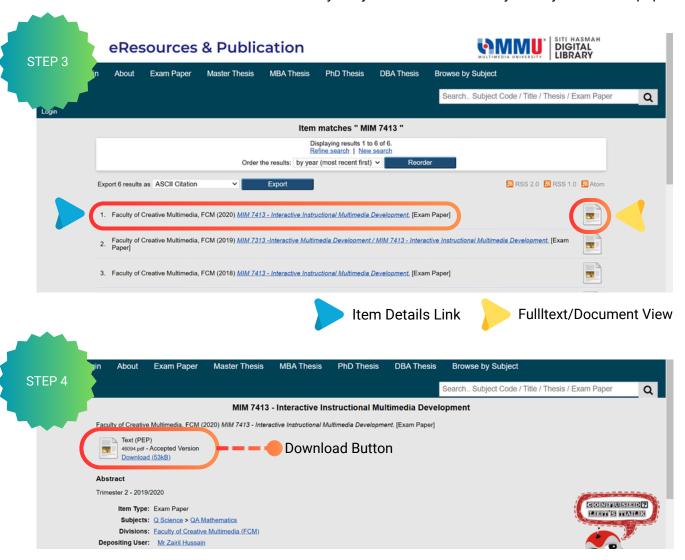
- Click to "Past Year Exam Paper" at main page of library portal under Digital Library.
- You're required to install VPN and login using your Username & Password.
- Search by key in the subject code. E.g: MMC 3013.



PAST YEAR EXAM PAPERS



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



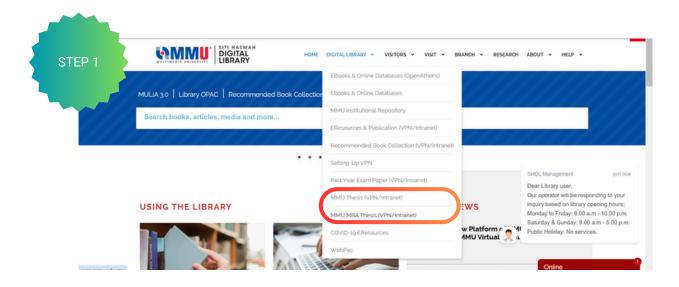
#### **MMU THESIS**



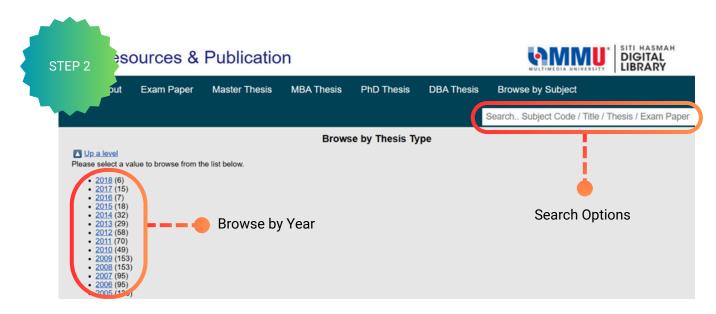
Where can I get MMU MBA Online Theses (Full-Text)?

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 Username & Password.
- Search by key in the keyword. E.g: **Knowledge Management**.



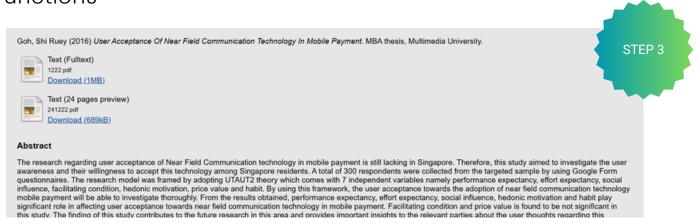
#### **MMU THESIS**



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



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

#### **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 DOWNLOAD MENDELEY?

You can get Mendeley, a reference manager and academic social network, from the following sources:

- Official Website: Visit the <u>Mendeley website</u> to download the desktop application for Windows, macOS, or Linux. You can also create a free Mendeley account to sync your references across devices.
- App Stores:
  - For iOS devices (iPhone, iPad), you can find the Mendeley app on the Apple App Store.
  - For Android devices, you can download it from the Google Play Store.
- Mendeley Web Version: You can use Mendeley's features directly in your browser by logging in at Mendeley Web.

#### **CONTACT**

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

#### MELAKA CAMPUS:



#### CYBERJAYA CAMPUS:



## SECTION 5: ONLINE DATABASES

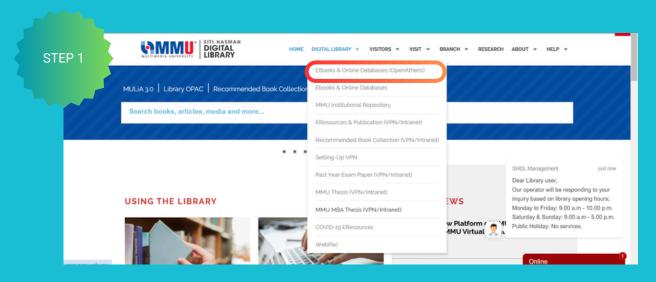
**ACCESS OUTSIDE THE CAMPUS** 



#### **Can I Access Online Database From Home?**

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

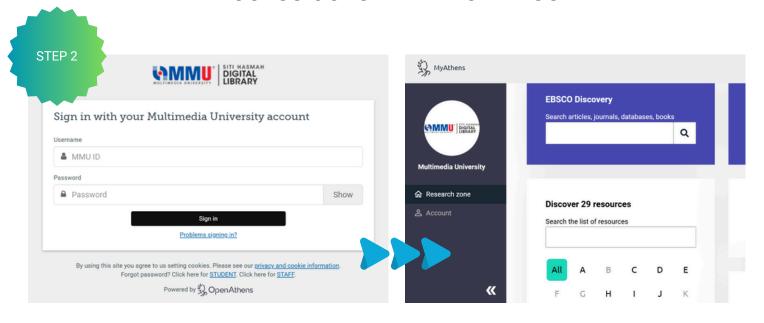
You need to use the proxy service if you wish to access the MMU Library's licensed electronic resources (e.g: IEEE Xplore, Science Direct, Emerald, etc..)



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

## SECTION 5: ONLINE DATABASES

ACCESS OUTSIDE THE CAMPUS



#### 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.

Any associated costs (if applicable), is borne by the user and librarians will notify about the cost before proceeding with the request. Please take note, any request from the user cannot be cancelled.

**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

## SECTION 5: ONLINE DATABASES

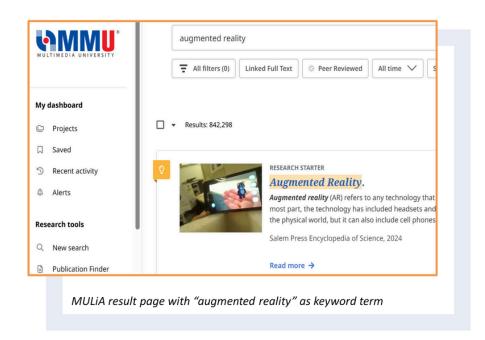
MULiA 3.0





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.





You may refine the result according to Year,
Publication Date, Source
Type, Subject and etc.

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



## HTTP://VLIB.MMU.EDU.MY





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