

## COLLECTIONS



## FACILITIES



## FIND US ON

- Library website  
<http://library.unikl.edu.my/>
- Library Web OPAC (KOHA)  
<http://dlibrary.unikl.edu.my/>
- Library blog  
<https://unikllib.wordpress.com/>
- Library Facebook  
[www.facebook.com/ibrahimsaad.isrc](http://www.facebook.com/ibrahimsaad.isrc)
- Library Circulation Counter  
06-55 12070

## SERVICES

MEMBERSHIP REGISTRATION

BORROWING AND RETURNING

NOTIFICATION OF THE LOAN EXPIRY DATE

RESERVATION OF LIBRARY MATERIALS

BOOKS RENEWAL

INTER-LIBRARY LOAN SERVICE

RESERVATION OF ROOMS

REFERENCE AND ADVISORY SERVICE

USER EDUCATION AND INFORMATION LITERACY PROGRAMME



**IBRAHIM SAAD  
LEARNING HUB**

## INTRODUCTION

Ibrahim Saad Learning Hub (ISLH) was inaugurated by Y.B.Dato' Seri Dr. Ibrahim Saad on 25th August 2005. The building of ISLH is located near the main entrance of UniKL MICET and close to the SDCLOffice and Lestari Hall. With an area 330 sqft, the two-storey building can accommodate about 196 people at a time.

The main objective of the library is to provide a vast collection of reference materials for education and learning as well as additional reading materials for academicians, students and UniKL MICET community. Accordingly, the acquisition of information is in the form of printed materials and online databases are being actively conducted.

Until early 2017, the library holds almost 8,895 titles of printed books from numerous subjects as Foods, Environments, Polymer, Bioengineering, Process and others. Moreover, the library has offered various resources, services and facilities to be used by the users.

## LIBRARY OPENING HOURS

### DURING SEMESTER

Monday - Friday 9.00 am - 9.30 pm  
Saturday 9.30 am - 12.30 pm

### EXAMINATION WEEK

Monday - Friday 9.00 am - 9.30 pm  
Saturday 9.30 am - 12.30 pm

### SEMESTER BREAK

Monday - Friday 9.00 am - 9.30 pm  
Friday 12.30pm - 2.30pm (Close)

## RULES & REGULATIONS



Users are required to display ID cards at all times.



All bags excluding handbags must be left at the pigeon holes racks outside the library.



Taking out reference materials from library premises without permission is prohibited.



Drinks and eatables are not permitted within library premises.



Silence should be observed strictly at all times.



Misused of library computers are not allowed.



Seats in the library may not be reserved since they are limited.



Users are not allowed to remove or change the arrangement of any furniture in the library.

## LOAN ELIGIBILITY

CATEGORY	NO. OF BOOKS	DURATION	FINES IMPOSED
STUDENT	6 BOOKS	2 WEEKS	RM 0.20/DAY
PART TIME STUDENT	2 BOOKS	2 WEEKS	RM 0.20/DAY
POSTGRADUATE STUDENT	12 BOOKS	1 MONTH	RM 0.20/DAY
LECTURER	12 BOOKS	1 MONTH	RM 0.20/DAY
PART TIME LECTURER	2 BOOKS	2 WEEKS	RM 0.20/DAY
STAFF	6 BOOKS	2 WEEKS	RM 0.20/DAY
ALUMNI	2 BOOKS	2 WEEKS	RM 0.20/DAY

## LOSS OF LIBRARY MATERIALS

Borrowers will be held responsible for any loss, mutilation or damage of their loan items. The cost of replacement with an additional processing fee plus any accumulated fine will be charged.

- 1) Replace with the latest edition of the book and the RM 20.00 processing fee will be exempted, or;
- 2) Pay the price of the latest edition of the book, RM 20.00 processing fee and fine (if any).

All patrons are subject to fines for overdue, damaged or lost materials.

## DETENTION OF TRANSCRIPTS & CONVOCATIONS

Patrons who have outstanding fines in their library account and still not returning the overdue library items will result in suspension of official transcript and will be blocked from attending convocation ceremony. Library privileges will also be suspended until the users have cleared it.