

LIBRARY *Guide*

PERPUSTAKAAN SULTAN ABDUL SAMAD
UNIVERSITI PUTRA MALAYSIA

2023/2024 | © February 2024



AGRICULTURE . INNOVATION . LIFE

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

www.lib.upm.edu.my | www.upm.edu.my

LIBRARY *Guide*

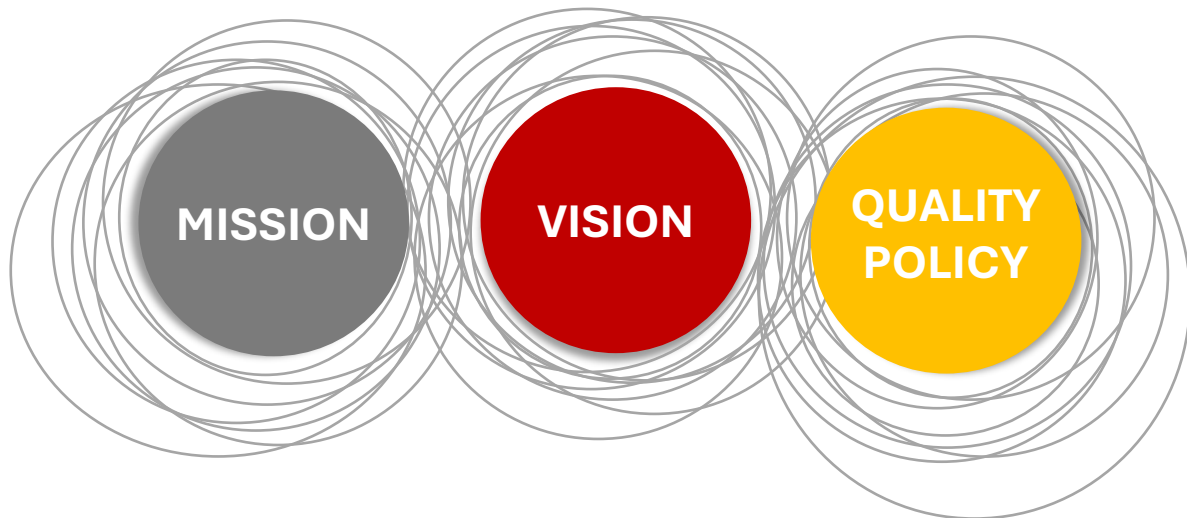
PERPUSTAKAAN SULTAN ABDUL SAMAD
UNIVERSITI PUTRA MALAYSIA

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The main library, Perpustakaan Sultan Abdul Samad (PSAS) comprises of two blocks with a total floor area of approximately 19,007 square meters and it can accommodate about 2,000 users at one time.

There are 2 designated areas located at Block B, 'Graduate Wing' which is specially for postgraduates users and the 'Anjung Ilmu' which is equipped with various facilities for learning and research is to cater internal and external users.



VISION

To become a university of international repute.

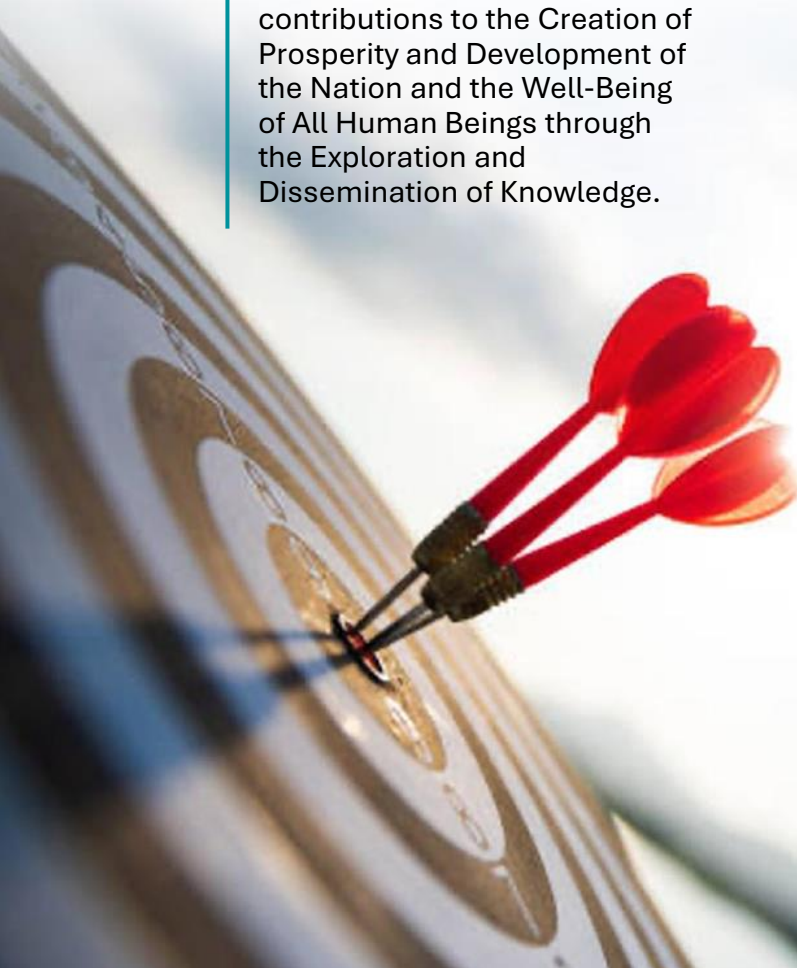
MISSION

To make meaningful contributions to the Creation of Prosperity and Development of the Nation and the Well-Being of All Human Beings through the Exploration and Dissemination of Knowledge.

QUALITY POLICY

Universiti Putra Malaysia employees are committed to achieving excellence through the application of quality culture in teaching and learning, research and support services to achieve the goals of the strategic plan of university.

Universiti Putra Malaysia employees will always carry out their responsibilities in achieving the stated quality objectives and ensure that the quality objectives are reviewed from time to time in line with UPM's vision, mission and goals.





BRANCH LIBRARIES



**Medicine and
Health Sciences
Library**

Tel:
03-9769 2312



**Engineering and
Architecture
Library**

Tel:
03-9769 2305



**Veterinary
Medicine
Library**

Tel:
03-9769 3867



**Bintulu Sarawak
Campus
Library**

Tel:
(6086) 855294



SERVICE HOURS

DAY	SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 10.45 pm	8.30 am – 6.45 pm
Saturday & Sunday	9.30 am – 4.45 pm	9.30 am – 4.45 pm
Public Holiday	CLOSED	CLOSED

- Service counter for all libraries will be closed during break hours.
- Service hours are subject to change and any notice of changes will be displayed on the [library website](#) and notice board at the library entrance.



RULES & REGULATIONS

01

Users must be attired appropriately and behaved decently while in the library



02

Users must use PUTRAVID themselves when entering the library



03

Eating, drinking (except plain water) and smoking are strictly prohibited in the library



04

Mobile phone must be put on silent mode while in the library. Users are only allowed to make and receive calls in the designated room provided by the library



- Kindly refer to the [General Rules & Regulations](#) for more details



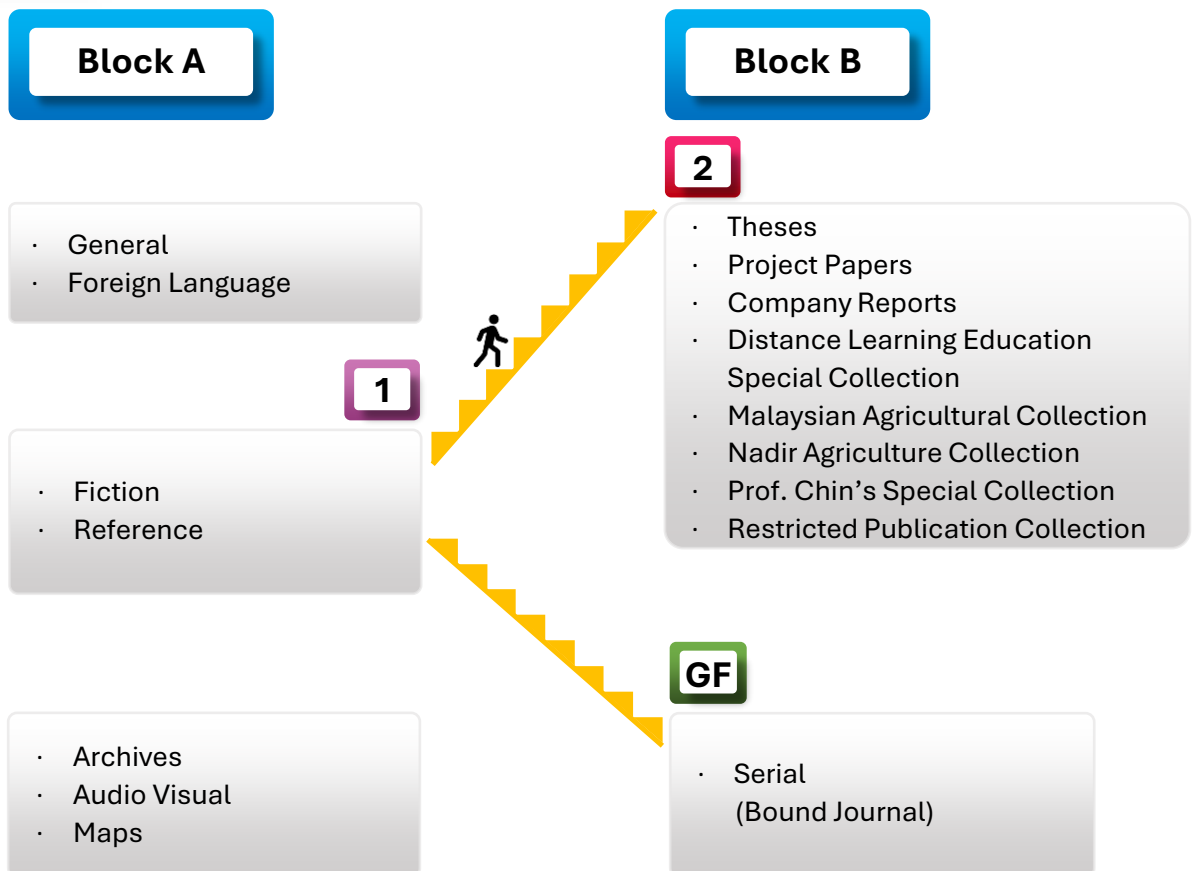
LOAN ELIGIBILITY

STAFF	STUDENT
Management and Professional (Permanent) 30 books / 60 days	Foundation Program / Diploma Student 6 books / 14 days
Academic Staff: Lecturer (Permanent) 30 books / 60 days	Bachelor Student 10 books / 14 days
Support Staff 6 books / 14 days	Bachelor Student (Distance Learning Program) 10 books / 30 days
Contract Lecturer / Tutor 10 books / 30 days	Clinical / Veterinary Student 10 books / 30 days
Part-time Lecturer, Contract Officer, Contract Support Staff, Research Assistant 4 books / 14 days	Post Graduate Student 20 books / 30 days
	Non-Degree Student 4 books / 14 days
	Special Course (Short Term Course) 2 books / 14 days

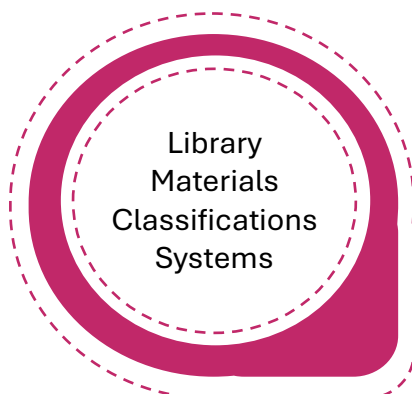
All UPM staff and students are automatically registered as Library members.
 Kindly refer to the [Library Membership](#) for more details.



LOCATION OF COLLECTION



CLASSIFICATION OF LIBRARY MATERIALS





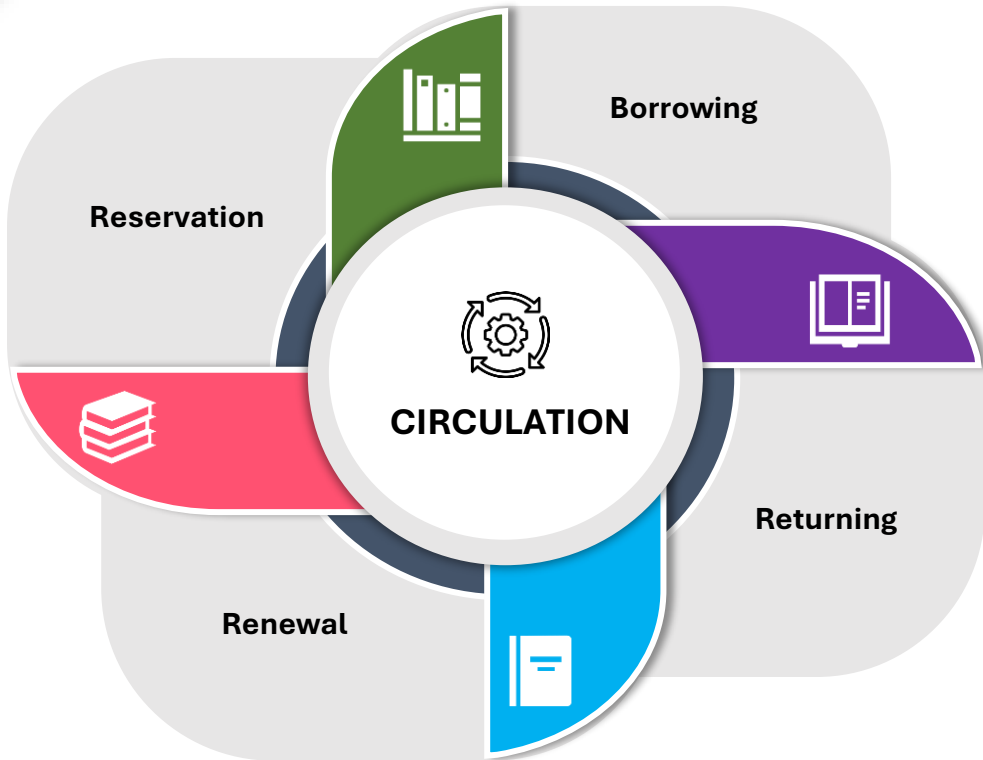
FACILITIES



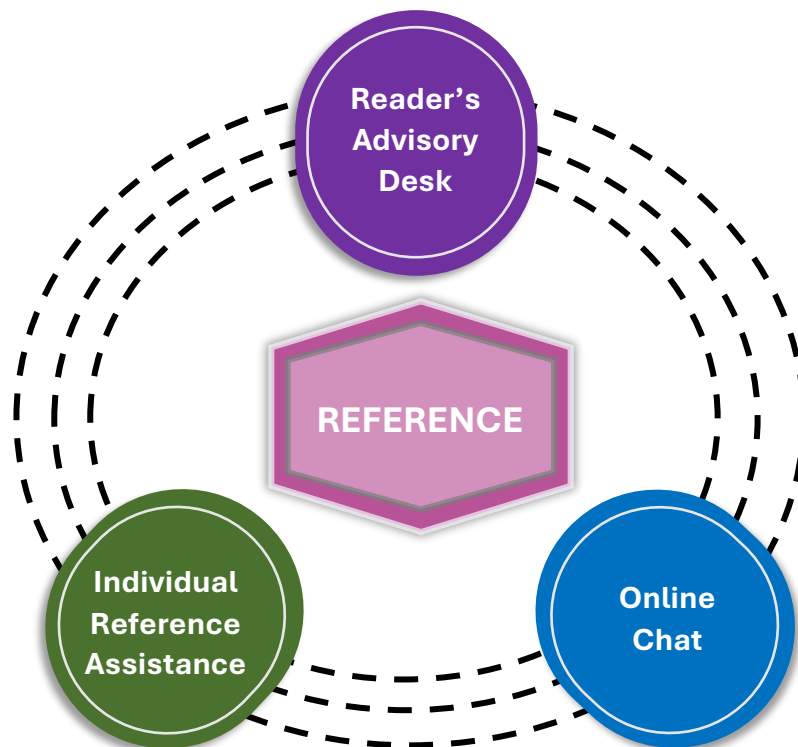


SERVICES

1



2





SERVICES

3

MODULES

- Literature Search
- Advanced Literature Search
- Managing References with Mendeley
- Similarity Checker with Turnitin
- Scholarly Publishing Guide
- Styling & Formatting with Ms Word

Refer to the
[Information Services Section](#)
for more details

INFORMATION SKILL CLASSES



01

Class for New Students

- Postgraduate
- Undergraduate

02

Request Class

- Min 5/group – physical class
- Min 3/group – online class

03

Scheduled Class

- Weekly Classes
- Class for Undergraduate
- Online Database Classes
- E-Resources Awareness: Your FYP Preparation Programme

4

JOURNAL STATUS VERIFICATION

The service aims to help UPM students and staff in selecting suitable academic journals for publication. The librarians will verify whether the journal is indexed in Scopus, Journal Citation Report (JCR) or Excellence in Research for Australia (ERA). Verification is important to ensure that high impact journals are chosen in publishing an academic article.

ERA

Scopus

JCR



SERVICES

5

DOCUMENT DELIVERY



This service supports the needs of UPM's academic staff and students' engagement in teaching, learning and research activities. It is a service for requesting books/articles which is not held in UPM's library collection. Thus, it is mandatory for the requestor to check and confirm that the article(s) requested is not available in the UPM's Library collection.

Users need to fill-in the form via [Ezaccess](#)

6

LITERATURE SEARCH



It is a fee-based service to help users to obtain information for their research projects, scholarly writings, working papers or course works.

For more details, click [Literature Search Services](#)

7

DISTANCE EDUCATION LEARNING



This collection is specifically provided for distance education learning students. Book delivery is free of charge. However, the postage (Pos Laju) for the return of books will have to be paid by the student.

For more details, click [Distance Education Learning](#)



SERVICES

8

Drive-Thru @PSAS

PERPUSTAKAAN SULTAN ABDUL SAMAD

Operation Hours

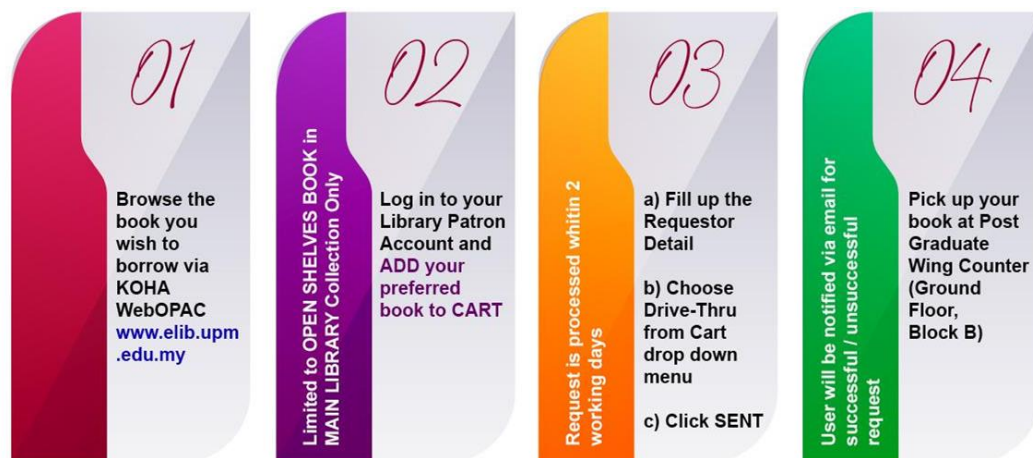
Monday - Thursday : 9.30 AM - 6.00 PM

Friday : 9.30 AM - 12.00 PM & 3.00PM - 6.00 PM



Scan the QR Code to view terms and guide on How To Request Drive-Thru Service

Any questions or further information regarding Drive-Thru, Please call 03 9769 8635 or email to psasrequest@upm.edu.my



9

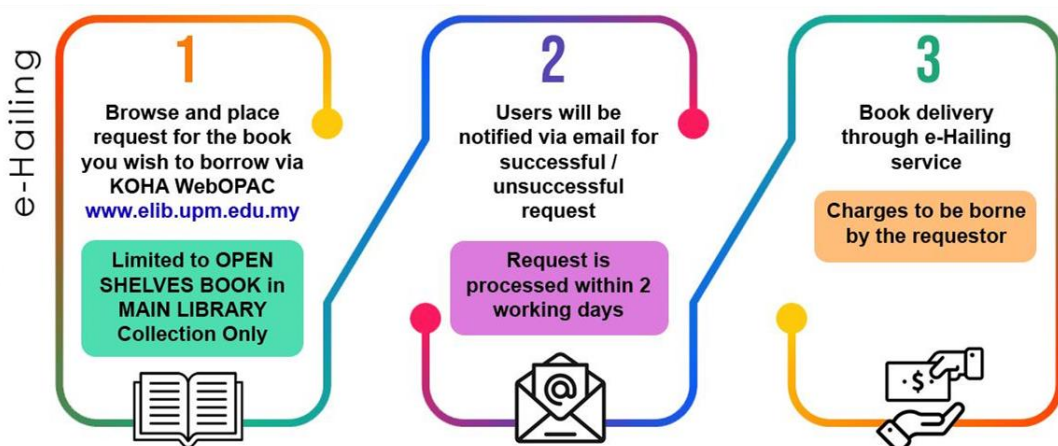
Book Delivery SERVICE

PERPUSTAKAAN SULTAN ABDUL SAMAD



Scan the QR Code to view terms and steps to request Book Delivery Service

For further information regarding Book Delivery Service, please call 03 9769 8635 or email to psasrequest@upm.edu.my



e-Hailing



BRANCH LIBRARIES

- Service counter for all libraries will be closed during break hours (12.00 pm – 2.45 pm).
- Service hours are subject to change and any notice of changes will be displayed on the [library website](#) and notice board at the library entrance.



LIAISON LIBRARIAN

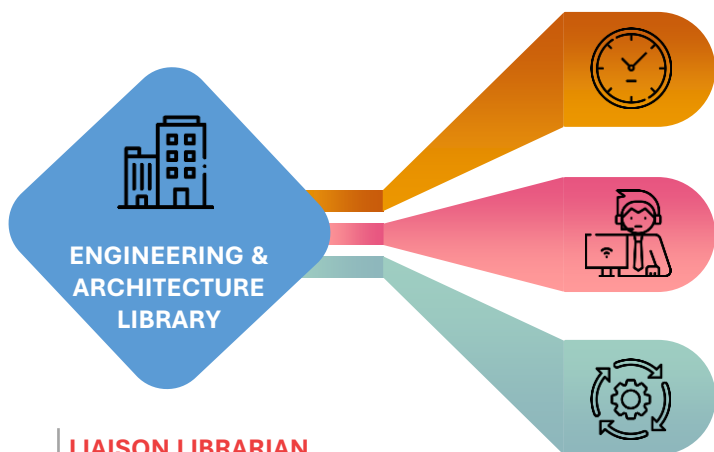
Akiza Roswati Abdullah (03-9769 7945)

CIRCULATION COUNTER

03-9769 2312

SERVICE HOURS

DAY	TIME
Monday - Friday	8.30 am – 8.45 pm
Saturday	8.30 am – 3.45 pm
Sunday & Public Holiday	CLOSED



LIAISON LIBRARIAN

Siti Khairiah Yusof (03-9769 8891)

CIRCULATION COUNTER

03-9769 2305

SERVICE HOURS

DAY	SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 8.45 pm	8.30 am – 4.45 pm
Saturday, Sunday & Public Holiday	CLOSED	



BRANCH LIBRARIES



LIAISON LIBRARIAN

Khairil Ridzuan Khahirullah (03-9769 8604)

CIRCULATION COUNTER

03-9769 3867

SERVICE HOURS

DAY	SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 5.45 pm	8.30 am – 4.45 pm
Saturday, Sunday & Public Holiday	CLOSED	



LIAISON LIBRARIAN

Daisy Pawie ((6086)-855296)

CIRCULATION COUNTER

((6086)-855294))

SERVICE HOURS

DAY	SEMESTER/ SEMESTER BREAK	EXAM WEEK
Monday - Friday	8.00 am – 5.00 pm	8.00 am – 5.00 pm
Saturday	CLOSED	9.00 am – 5.00 pm
Sunday & Public Holiday	CLOSED	



LIAISON LIBRARIANS



FAZLIN SHAMSUDIN (Room 4)
Tel : 03-9769 7947
Email : s_fazlin@upm.edu.my

- Faculty of Modern Languages and Communication (FBMK)
- Faculty of Educational Studies (FPP)
- Institute for Social Science Studies (IPSAS)
- Centre for the Advancement of Language Competence (CALC)
- Centre for Foundation Studies in Science of Universiti Putra Malaysia (ASPutra)

LIZA AB LLAH (Room 5)
Tel : 03-9769 8655
Email : ab_liza@upm.edu.my

- Faculty of Food Science and Technology (FSTM)
- Faculty of Computer Science and Information Technology (FSKTM)
- Halal Products Research Institute (HPRI)
- School of Graduate Studies (SGS)



NORAZIRA MOHAMED (Room 6)
Tel : 03-9769 1577
Email : norazira@upm.edu.my

- Faculty of Science (FS)
- Faculty of Biotechnology and Biomolecular Sciences (FBSB)
- Institute of Bioscience (IBS)
- Institute for Mathematical Research (INSPEM)

NAJAH MOHD ALI (Room 7)
Tel : 03-9769 7945
Email : najah@upm.edu.my

- Faculty of Human Ecology (FEM)
- School of Business and Economics (SPE)
- Institute of Tropical Agriculture and Food Security (ITAFoS)
- Putra Business School (PBS)



NABILAH MUSTAPA (Room 8)
Tel : 03-9769 7586
Email : nabilahmustapa@upm.edu.my

- Faculty of Agriculture (FP)
- Faculty of Forestry and Environment (FHAS)
- Institute of Tropical Forestry and Forest Products (INTROP)
- Institute of Plantation Studies (IKP)
- International Institute of Aquaculture and Aquatic Sciences (I-AQUAS)

AKIZA ROSWATI ABDULLAH
Tel : 03-9769 2361
Email : akiza@upm.edu.my

- Faculty of Medicine and Health Sciences (FPSK)
- Malaysian Research Institute on Ageing (MyAgeing™)
- Hospital Sultan Abdul Aziz Shah (HSAAS)



SITI KHAIRIAH YUSOF
Tel : 03-9769 8891
Email : sitikhairiah@upm.edu.my

- Faculty of Design and Architecture (FRSB)
- Faculty of Engineering (FK)
- Institute of Nanoscience and Nanotechnology (ION2)

KHAIRIL RIDZUAN KHAHIRULLAH
Tel : 03-9769 8604
Email : khai_ridzuan@upm.edu.my

- Faculty of Veterinary Medicine (FPV)





RESEARCH LIBRARIANS



**FATIMAH ZAHRAH @
AISHAH IMRAN**
Tel : 03-9769 8621
Email : fta@upm.edu.my

DR. ZUBAIDAH IBERAHIM
Tel : 03-9769 8647
Email : baidah@upm.edu.my



NIDA HIDAYATI GHAZALI
Tel : 03-9769 7596
Email : nida@upm.edu.my

NURUL AINIE MOKHTAR
Tel : 03-9769 7022
Email : nurulainie@upm.edu.my



ROZIANA SHAMSURI
Tel : 03-9769 8634
Email : rozianasham@upm.edu.my

SYAFIQAH NABILAH JAMALI
Tel : 03-9769 1245
Email : syafiqah.jamali@upm.edu.my





TOP MANAGEMENT

CHIEF LIBRARIAN
MAHBOB YUSOF

Tel : 03-9769 8601

Email : mahbobhyusof@upm.edu.my



SENIOR DEPUTY CHIEF LIBRARIAN
(PLANNING & ADMINISTRATION)
HASLINA ABU SEMAN

Tel : 03-9769 8612

Email : haslina@upm.edu.my



SENIOR DEPUTY CHIEF LIBRARIAN
(SERVICES)
MORNI YATI IBRAHIM

Tel : 03-9769 8603

Email : morni@upm.edu.my





HEADS OF DIVISIONS

REFERENCE DIVISION



DEPUTY CHIEF LIBRARIAN

ROSLAN ARIFFIN

Tel : 03-9769 8647 | Email : ra@upm.edu.my

SERIAL DIVISION



DEPUTY CHIEF LIBRARIAN

ZARENAH WAGINO

Tel : 03-9769 8606 | Email : inaa@upm.edu.my

RESEARCH & INFORMATION SERVICES DIVISION



ASSISTANT CHIEF LIBRARIAN

FATIMAH ZAHRAH @ AISHAH AMRAN

Tel : 03-9769 8621 | Email : fta@upm.edu.my

USER SERVICES DIVISION



ASSISTANT CHIEF LIBRARIAN

HASLAWATI H MAAMOR

Tel : 03-9769 8618 | Email : hasla@upm.edu.my

MEDIA, ARCHIVE & PRESERVATION DIVISION



ASSISTANT CHIEF LIBRARIAN

MUIZZUDIN KASPOL

Tel : 03-9769 8606 | Email : muizzudin@upm.edu.my

DIGITAL RESOURCE MANAGEMENT DIVISION



ASSISTANT CHIEF LIBRARIAN

NAZIBAH KAMARUDDIN

Tel : 03-9769 8445 | Email : nazibah@upm.edu.my

MALAYSIA AGRICULTURE RESOURCES DIVISION



ASSISTANT CHIEF LIBRARIAN

RUSNIAH SAYUTI

Tel : 03-9769 8625 | Email : rusniah@upm.edu.my

CORPORATE & STAFF TRAINING DIVISION



ASSISTANT CHIEF LIBRARIAN

NUR AZLEEN HASAN

Tel : 03-9769 8645 | Email : azleen_h@upm.edu.my

COLLECTION DEVELOPMENT DIVISION



ASSISTANT CHIEF LIBRARIAN

ZUHAINI ABDUL SAMAD

Tel : 03-9769 2318 | Email : zuhaini@upm.edu.my

SYSTEMS & INFORMATION TECHNOLOGY DIVISION



ASSISTANT CHIEF LIBRARIAN

NOOR SYAFINI ZAMANI

Tel : 03-9769 8635 | Email : syafini@upm.edu.my



DIRECTORY OF LIBRARY SERVICES





PERPUSTAKAAN
SULTAN ABDUL SAMAD
سُلْطَانْ اَبْدُلْ سَامَدْ لَيْبْرَاري



Perpustakaan Sultan Abdul Samad
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan

☎ 03 9769 8642

📞 013 385 5880

📠 03 9769 4773