



UPM
UNIVERSITI PUTRA MALAYSIA
BERSEKUTUAN BERKUALITI

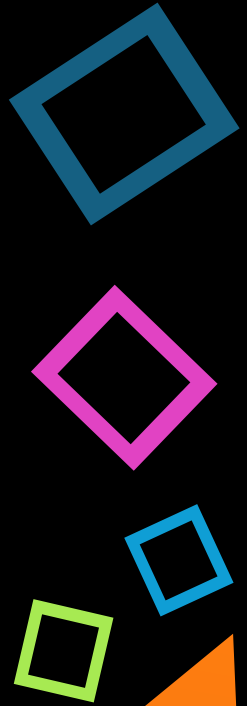


PERPUSTAKAAN
SULTAN ABDUL SAMAD
سُلْطَانْ عَبْدُ الصَّمَدِ

© September 2025

LIBRARY GUIDE 2025/2026

Universiti Putra Malaysia



Agriculture • Innovation • Life

With Knowledge We Serve

[f@upmlib](#) [@upm.library](#) [@upmlibrary](#) [@upm_library](#)

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



Perpustakaan
Sultan Abdul Samad
(PSAS),
Universiti Putra
Malaysia



Comprises two
blocks



Total floor area of
approximately
19,007 square
meters



Accommodate
about 2,000 users
at one time



VISSION, MISSION, QUALITY POLICY



VISSION

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

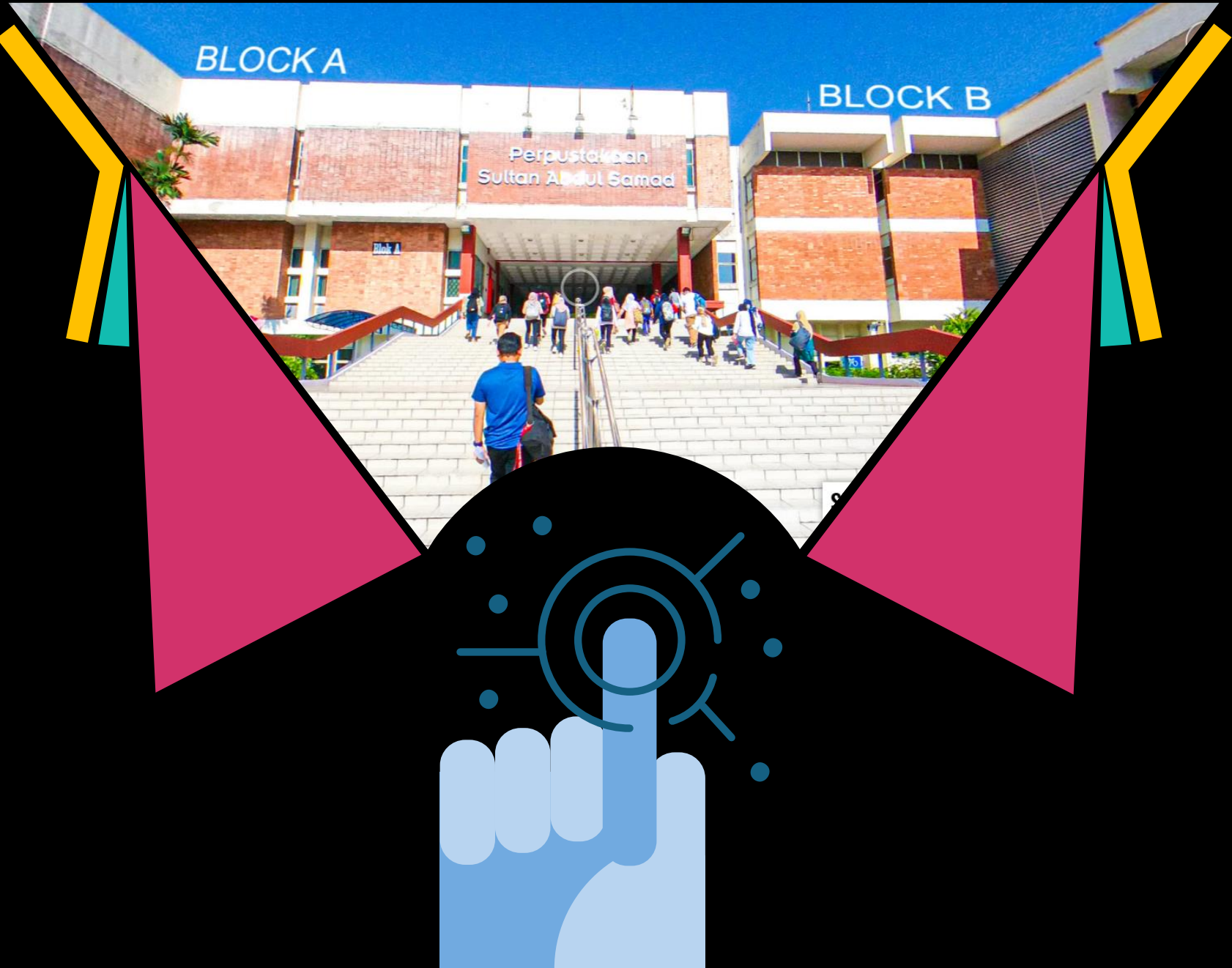
Universiti Putra Malaysia employees are committed to achieving excellence through the application of quality culture in teaching and learning, research and support services to achieve the goals of the strategic plan of university.

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.





VIRTUAL TOUR





BRANCH LIBRARIES



MEDICINE & HEALTH SCIENCES LIBRARY

Tel: 03-9769 2312



ENGINEERING & ARCHITECTURE LIBRARY

Tel: 03-9769 2305



VETERINARY MEDICINE LIBRARY

Tel: 03-9769 3867



LIBRARY (UPMS)

Tel: (6086) 855294





SERVICE HOURS

The service hours are subject to change, and any changes will be announced through the [library's website](#) and notice board.

MAIN LIBRARY

DAY	DURING SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 10.45 pm	8.30 am - 6.45 pm
Friday	BREAK 12.15 pm – 2.45 pm	
Saturday & Sunday	9.30 am - 4.45 pm	
Public Holiday	CLOSED	



SERVICE HOURS

MEDICINE & HEALTH SCIENCES LIBRARY

DAY	DURING SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 8.45 pm	
Friday	BREAK 12.00 pm – 2.45 pm	
Saturday	8.30 am – 3.45 pm	
Sunday & Public Holiday	CLOSED	

ENGINEERING & ARCHITECTURE LIBRARY

DAY	DURING SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 5.45 pm	8.30 am – 4.45 pm
Friday	BREAK 12.00 pm – 2.45 pm	
Saturday, Sunday & Public Holiday	CLOSED	



SERVICE HOURS

VETERINARY MEDICINE LIBRARY

DAY	DURING SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 5.45 pm	8.30 am – 4.45 pm
Friday	BREAK 12.00 pm – 2.45 pm	
Sunday & Public Holiday	CLOSED	

LIBRARY (UPMS)

DAY	DURING SEMESTER & SEMESTER BREAK	EXAM WEEK
Monday - Friday	8.00 am - 5.00 pm	
Friday	BREAK 11.45 am - 2.15 pm	
Saturday	CLOSED	9.00 am - 5.00 pm
Sunday & Public Holiday	CLOSED	



RULES & REGULATIONS



Users must use PUTRAVID themselves when entering the library.



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



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



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.



DRESS CODE



-  Long/short-sleeved shirt
-  Long pants / knee-length skirt or longer
-  Closed shoes with low heels



-  Ripped jeans / torn pants
-  Short skirt
-  Slippers
-  Sleeveless shirt/top
-  Shorts pants





LOAN ELIGIBILITY

STAF

Management and Professional (Permanent)

30 books / 60 days

Academic Staff: Lecturer (Permanent)

30 books / 60 days

Contract Lecturer / Tutor

10 books / 30 days

Support Staff

6 books / 14 days

Part-time Lecturer, Contract Officer, Contract Support Staff, Research Assistant

4 books / 14 days

PELAJAR

Foundation Program / Diploma Student

6 books / 14 days

Bachelor Student

10 books / 14 days

Bachelor Student (Distance Learning Program)

10 books / 30 days

Clinical / Veterinary Student

10 books / 30 days

Post Graduate Student

20 books / 30 days

Non-Degree Student

4 books / 14 days

Special Course (Short Term Course)

2 books / 14 days

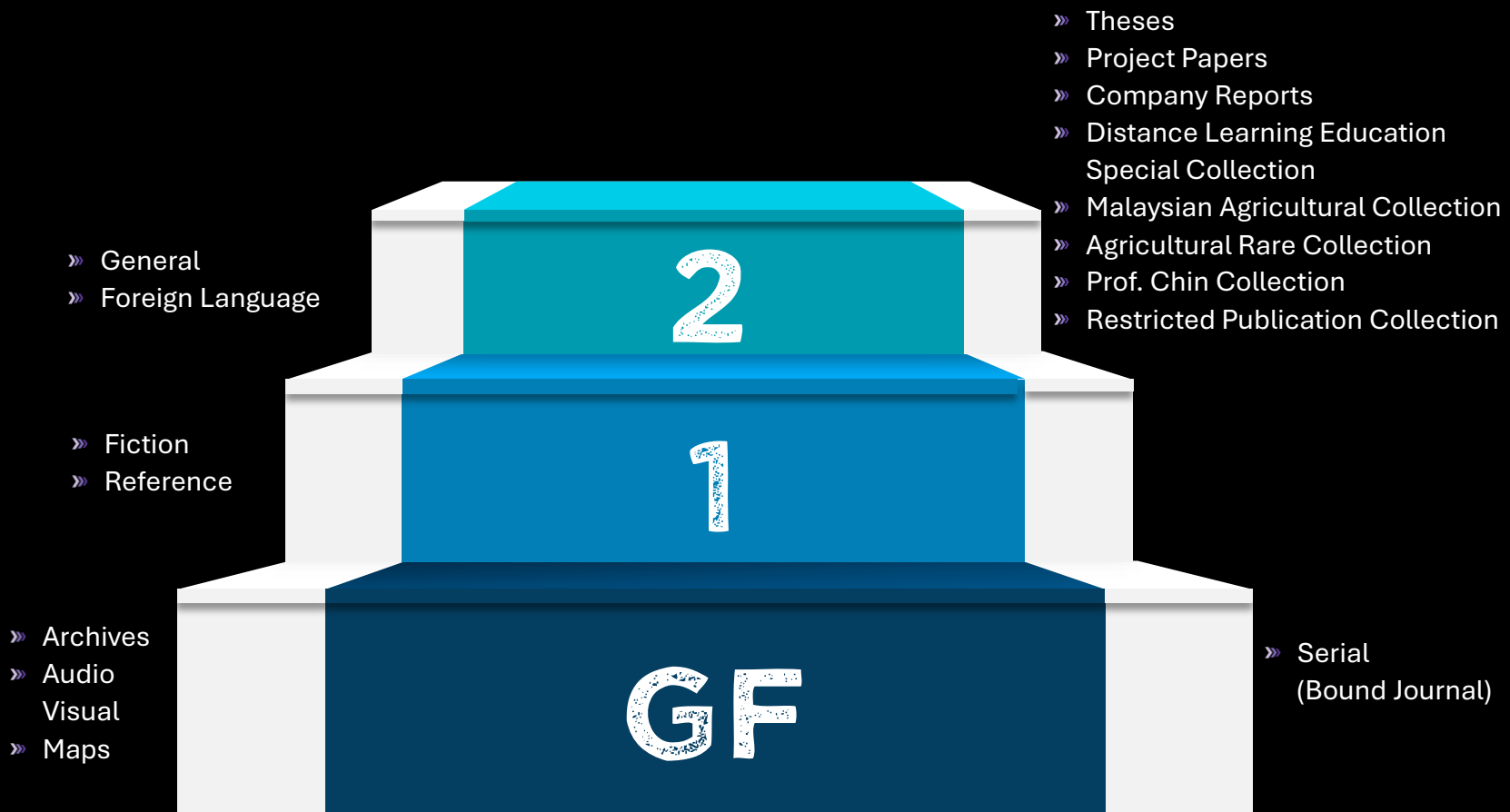
All UPM staff and students are automatically registered as Library members.
Kindly refer to the [Library Membership](#) for more details.



LOCATION OF COLLECTIONS

BLOCK A

BLOCK B





CLASSIFICATION OF LIBRARY MATERIALS

Library Materials Classifications
Systems

LIBRARY
LIBRARY
OF CONGRESS

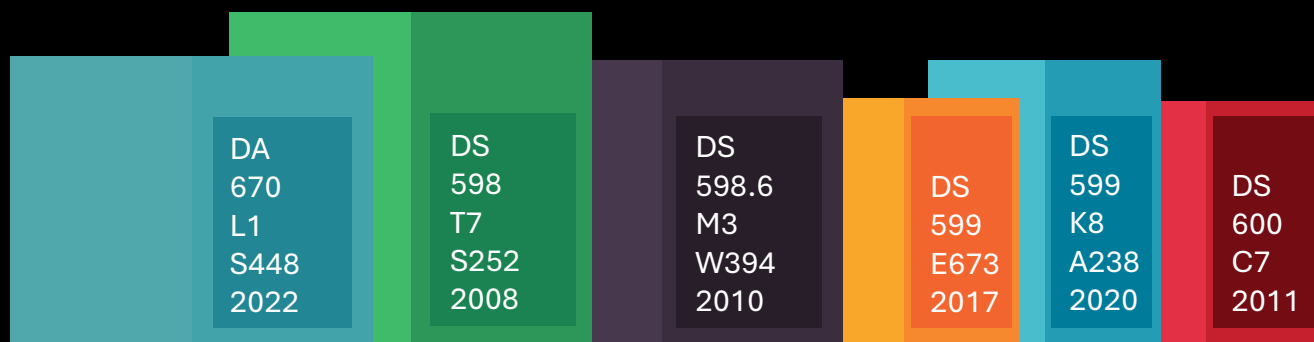
NIH National Library
of Medicine



CALL NUMBERS AND MATERIALS ARRANGEMENT ON SHELVES

Example: **DS 599 K8A238 2020**

DS	Subject (History)
598.6	Subject classification (Malaysian History)
K8	Classification number by area (Kuala Lumpur)
A238	Author's entry number
2020	Year of Publication



Materials are arranged alphabetically by the call number



FACILITIES

Auditorium



Info Kiosk



Facilities for persons with disabilities



Carrel room



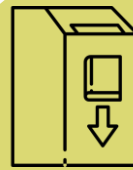
Self Check Machine



Prayer Room



Book Drop



Discussion Room



Audio Visual Room



Printer Machines



Wifi



Anjung Ilmu



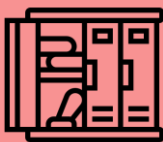
Braille Service Room



Multipurpose Room



Locker



Graduate Wing



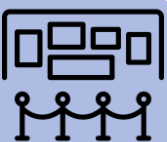
Training Room



Electronic Reference Room



Exhibition Room



Gazebo



Water Purifier



Ruang Membaca Mikrofilm dan Mikrofilm





SERVICES

1

Reservation

Users may place reservations on items currently checked out by other patrons.

1

Borrowing

All registered users are entitled to borrow materials in accordance with the specified terms and conditions.

4

Renewal

Renewals are limited to two (2) times only, either online or at the Circulation Counter. Items that are overdue or have been reserved cannot be renewed.

CIRCULATION

**2**

Returning

Items must be returned on or before the due date. A fine of RM0.20 will be charged for each item returned late.

3



SERVICES

2

REFERENCES

1

[Online Chat](#)



2

[Appointment System](#)





SERVICES

3



INFORMATION SKILLS CLASSES

Class for New Student

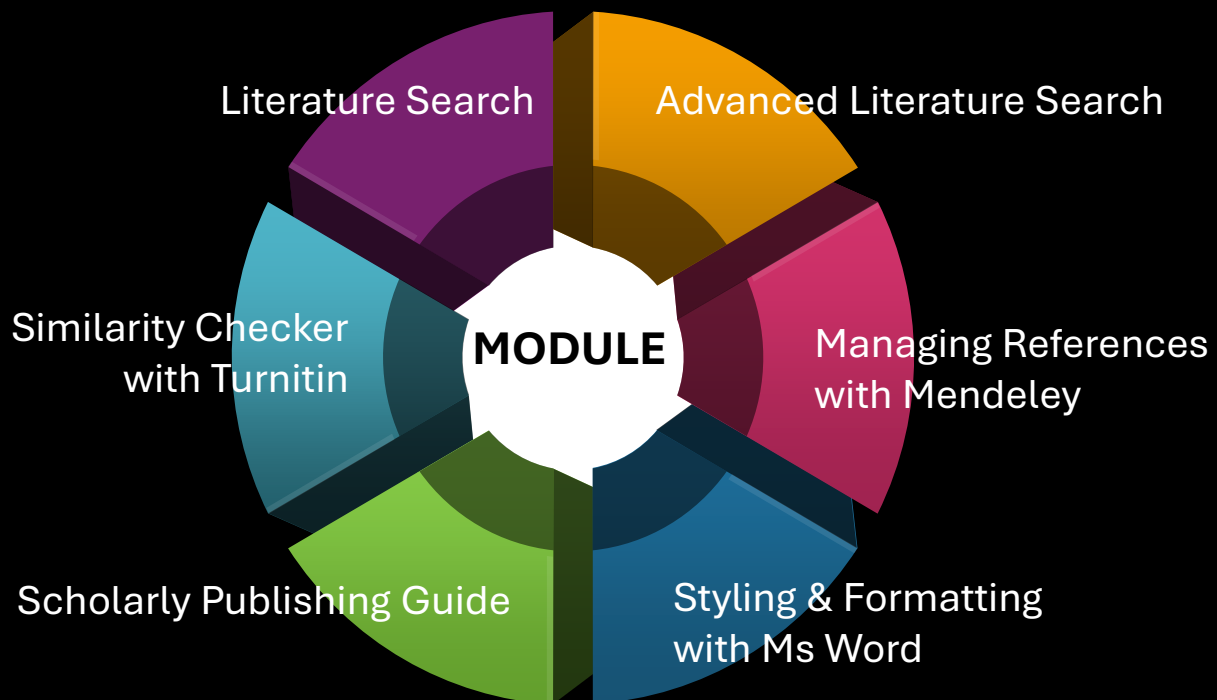
- Postgraduate
- Undergraduate

Request Class

- Physical and Online Class (minimum 5 person/group)

Scheduled Class

- Weekly Classes
- Class for Undergraduate
- Online Database Classes



Refer to the [User Education](#) for more details.



SERVICES

4

JOURNAL STATUS VERIFICATION

Journal Status Verification Service aims to assist UPM students and staff in selecting the correct and appropriate scholarly journals for indexed journal publication purposes.

This service certifies the journal's status, confirming whether it is indexed in Scopus, Journal Citation Reports (JCR), or ERA.

Scopus**Journal
Citation
Report (JCR)****Excellent in
Research of
Australia (ERA)**

Kindly refer to the [PSAS Research Information Hub](#) for more details.



SERVICES



The UPM Officer Publication Verification Service is offered to UPM lecturers and researchers for purposes such as promotion, contract renewal, award applications, panel appointment evaluations, reviews, and others.

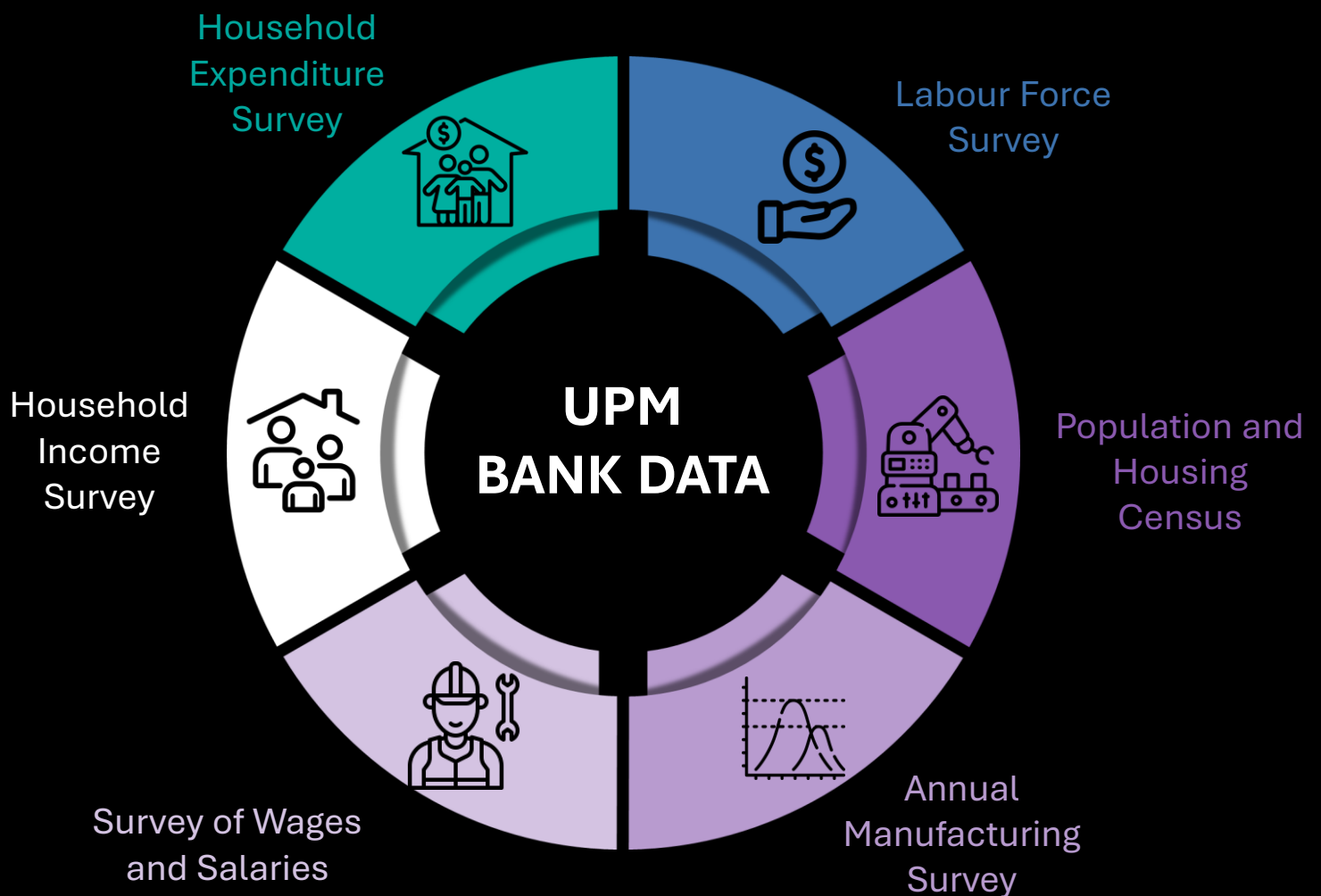
Through this service, the library will verify the indexing status of publications (such as Scopus, JCR, ERA, MyCite, or others) as well as the authorship position of the applicant (whether as corresponding author, first author, or co-author) for each submitted publication.

Kindly refer to the [Research Information Hub](#) for more details.





SERVICES

6

UPM Data Bank services covering six raw data modules of the Department of Statistics Malaysia (DOSM) to fulfil with the needs of teaching, learning, and research in UPM.

Kindly refer to the [UPM Bank Data](#) for more details.



SERVICES

7

INTELLECTUAL PROPERTY VERIFICATION

1 2 3

Intellectual Property Verification Service is the only service provided to UPM lecturers and researchers.

This service encompassed the task of verifying the applications of intellectual property protection (2nd Prior Art Search) such as patent/ utilities, new plant varieties, copyrights, industrial designs, trademarks and trade secrets.



The application is through the Putra Science Park, UPM. Putra Science Park is the entity that is responsible for managing the applications of intellectual property protection for UPM's innovative efforts.

Kindly refer to the [Intellectual Property Verification](#) for more detail.



SERVICES

8

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.



**TO BUSY TO
SEARCH FOR
ARTICLES?**



**DON'T KNOW
WHERE OR HOW
TO FIND THE
RIGHT ONES?**



**WHO CAN
REQUEST?**

- ✓ UPM Students
- ✓ UPM Staff
- ✓ External Members
- ✓ External Users

CHARGES FEE

**UPM Students
& Staff**

RM30.00
(1-10 articles)

RM50.00
(11-30 articles)

**External Members
(Public Institutions
of Higher Education/
government Secotr)**

RM60.00
(1-10 articles)

RM150.00
(11-30 articles)

**External Users
(Private Institution/
Sector)**

RM90.00
(1-10 articles)

RM200.00
(11-30 articles)

Kindly refer to the [Literature Search Services](#) for more details.



SERVICES

9

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.

Requestor need to fill-in the form via [OpenAthens](#).



SERVICES

SCHEDULE OF FEES FOR THE PROVISION OF DOCUMENTS

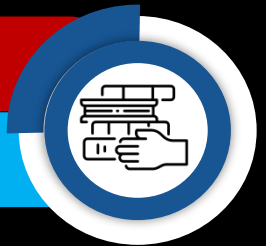
SOURCE	PHOTOCOPY	LOAN BOOK
UPM STUDENTS AND STAFF		
Institutions of Higher Learnings - Local	Free	Free
Other Institutions - Local	Free	Free
Other Institutions	Rate based on the amount charged by the supplying institutions	Rate based on the amount charged by the supplying institutions
EXTERNAL USERS		
PERPUN Members, Government Institutions, Statutory Body	Free	Free
Private Institutions	RM40.00 / article (1 – 10 pages) + RM5.00 for the next pages + postage (if any) RM30.00 / article in PDF format	-
Institutions (Overseas)	USD30.00 / article (download) USD40.00 / article (scan)	-



SERVICES

10

DRIVE-THRU & BOOK DELIVERY



Subject to loan eligibility and **LIMITED** to **OPEN SHELVES** collection.



Browse and place your request via [KOHA WebOPAC](#).



All requests will be process within **2 working days**.



Drive-Thru: Pick up your book at **Books4u@Lib locker** in front of Graduate Wing (Ground Floor, Block B)



Book Delivery: Book delivered by thru e-Hailing services (charges will be borne by the requestor)

Kindly refer to the [Drive-Thru & Book Delivery Services](#) for more details.



SERVICES

11

ONLINE & DISTANCE LEARNING

This collection is specifically provided for distance learning students.

Book delivery is free of charge.

The postage for the return of books will have to be paid by the student.

Kindly refer to the [Online & Distance Learning](#) for more details.



ELECTRONIC RESOURCES

- 1 OpenAthens
- 2 UPM eTheses
- 3 KOHA WebOPAC
- 4 UPM Institutional Repository (UPMIR)
- 5 PSAS Research Information Hub
- 6 UPM Bank Data
- 7 Putra Archives
- 8 AGRIS
- 9 MyAgric
- 10 Agri@UPM
- 11 Subject Guides
- 12 Excellent in Research for Australia (ERA)
- 13 Bachelor Project
- 14 Memory@Serdang



LIBRARY USER GUIDE



How to Use:
KOHA WebOPAC
(Browse Search)



Malaysia AGRIS

How to Search:
AGRIS



How to Access:
OpenAthens



How to Search:
UMPIR



How to Use:
EBSCO Discovery Services
(EDS)

The complete list of guidelines can be referred to [HERE](#)



LIBRARY USER GUIDE



How to Use:
KOHA WebOPAC



How to Search:
Scopus



How to Search:
Journal Citation Report (JCR)



How to Use:
Ms Word

The complete list of guidelines can be referred to [HERE](#)



LIAISON LIBRARIANS



- Faculty of Modern Languages and Communication
- Faculty of Educational Studies
- Institute for Social Science Studies
- Centre for the Advancement of Language Competence
- Centre for Foundation Studies in Science of Universiti Putra Malaysia

FAZLIN SHAMSUDIN (Room 4)

Tel: **03-9769 7947**

E-mail: s_fazlin@upm.edu.my



- Faculty of Food Science and Technology
- Faculty of Computer Science and Information Technology
- Halal Products Research Institute
- School of Graduate Studies

LIZA AB LLAH (Room 5)

Tel: **03-9769 8655**

E-mail: ab_liza@upm.edu.my



- Faculty of Science
- Faculty of Biotechnology and Biomolecular Sciences
- Institute of Bioscience
- Institute for Mathematical Research

NORAZIRA MOHAMED (Room 6)

Tel: **03-9769 1577**

E-mail: norazira@upm.edu.my



- Faculty of Human Ecology
- School of Business and Economics
- Institute of Tropical Agriculture and Food Security
- Putra Business School

NAJAH MOHD ALI (Room 7)

Tel : **03-9769 7945**

E-mail: najah@upm.edu.my



- Faculty of Agriculture
- Faculty of Forestry and Environment
- Institute of Tropical Forestry and Forest Products
- Institute of Plantation Studies
- International Institute of Aquaculture and Aquatic Sciences

NABILAH MUSTAPA (Room 8)

Tel : **03 -9769 7586**

E-mel:

nabilahmustapa@upm.edu.my



LIAISON LIBRARIANS

AKIZA ROSWATI ABDULLAH

Tel: **03-9769 2361**

E-mail: akiza@upm.edu.my

- Faculty of Medicine and Health Sciences
- Malaysian Research Institute on Ageing
- Hospital Sultan Abdul Aziz Shah



NAJWANI AMIR SARIFFUDIN

Tel: **03-9769 8646**

E-mail: najwani@upm.edu.my

- Faculty of Design and Architecture
- Faculty of Engineering
- Institute of Nanoscience and Nanotechnology



KHAIRIL RIDZUAN

KHAHIRULLAH

Tel: **03-9769 8604**

E-mail:

khai_ridzuan@upm.edu.my

- Faculty of Veterinary Medicine



DAISY PAWIE

Tel: **(6086)-855296**

E-mail: daisy@upm.edu.my

- Faculty of Agricultural and Forestry Sciences
- Faculty of Humanities, Management and Science
- Institute of Ecosystem Science Borneo





RESEARCH LIBRARIANS

FATIMAH ZAHRAH @ AISHAH AMRAN

Tel: 03-9769 8621

E-mail: fta@upm.edu.my



DR. ZUBAIDAH IBERAHIM

Tel: 03-9769 8647

E-mail: baidah@upm.edu.my



NIDA HIDAYATI GHAZALI

Tel: 03-9769 7596

E-mail: nida@upm.edu.my



NURUL AINIE MOKHTAR

Tel: 03-9769 7022

E-mail: nurulainie@upm.edu.my



ROZIANA SHAMSURI

Tel: 03 9769 8634

E-mail: rozianasham@upm.edu.my



SYAFIQAH NABILAH JAMALI

Tel: 03-9769 1245

E-mail: syafiqah.jamali@upm.edu.my





LIBRARY MANAGEMENT



MAHBOB YUSOF
Chief Librarian



HASLINA ABU SEMAN
(Senior Deputy Chief Librarian)
Planning & Development



ZARENAH WAGINO
(Deputy Chief Librarian)
Head of Serials Division



NAZIBAH KAMARUDDIN
(Assistant Chief Librarian)
Head of Corporate & Staff
Training Division



RUSNIAH SAYUTI
(Assistant Chief Librarian)
Head of Digital Resource
Management Division



NUR AZLEEN HASAN
(Assistant Chief Librarian)
Head of Malaysia Agriculture
Resources Division



ZUHANI ABDUL SAMAD
(Assistant Chief Librarian)
Head of Collection
Development Division



NOOR SYAFINI ZAMANI
(Assistant Chief Librarian)
Head of System & Technology
Division



MORNI YATI IBRAHIM
(Senior Deputy Chief Librarian)
Services



MOHD DASUKI ISHAK
(Assistant Chief Librarian)
Head of Reference Division



**FATIMAH ZAHRAH @
AISHAH AMRAN**
(Assistant Chief Librarian)
Head of Research &
Information Services Division



HASLAWATI H MAAMOR
(Assistant Chief Librarian)
Head of User Services Division



MUIZZUDIN KASPOL
(Assistant Chief Librarian)
Head of Media, Archive &
Preservation Division

BRANCH LIBRARIES

- Engineering & Architecture Library
- Medicine & Health Sciences Library
- Veterinary Medicine Library
- Library (UPMS)



DIRECTORY OF LIBRARY SERVICES



General Line
03-9769 8642



**Veterinary
Medicine
Library**
03-9769 3867



Library (UPMS)
(6086)-855294



**Document
Delivery Services
(External)**
03-9769 4752



**Circulation
Counter**
03-9769 7942



**Engineering &
Architecture Library**
03-9769 2305



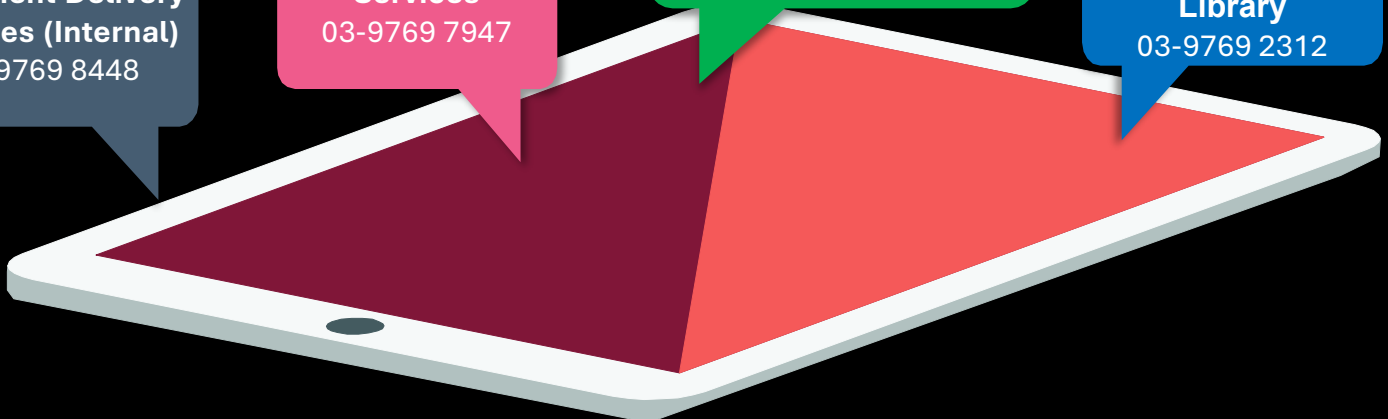
**Medicine &
Health Sciences
Library**
03-9769 2312



**Document Delivery
Services (Internal)**
03-9769 8448

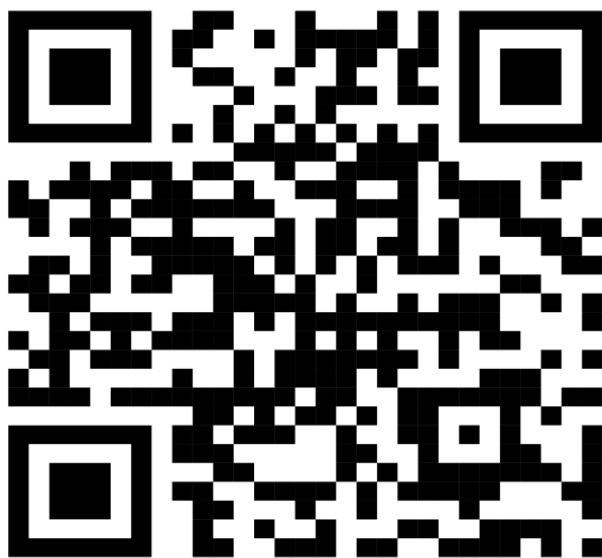


**Literature Search
Services**
03-9769 7947





SOCIAL MEDIA



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FOLLOW



LIKE





UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERAKSI



PUTRA
PERTANIAN UNTUK RAKYAT

PERPUSTAKAAN
SULTAN ABDUL SAMAD
SULTAN ABDUL SAMAD LIBRARY
مكتبة سلطان عبد الصمد



Perpustakaan Sultan Abdul Samad

Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan



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Agriculture • Innovation • Life

With Knowledge We Serve

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