



LIBRARY INDUCTION *FRANCIS LIGHT LIBRARY*

BY: NOOR SHAHIDAH BINTI ABDUL SAMAD



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INTRODUCTION

- Can accommodate **400+ users**.
- Library has around **1100 collections of printed book, collection of past year exam papers, 56,756** subscribes titles from Proquest LibCentral, Primo E-Library (UOP undergraduate students) and **u-Pustaka portal**.

LIBRARY STAFF



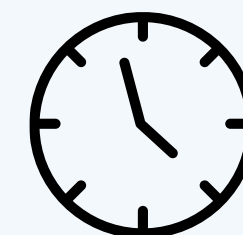
Noor Shahidah
Librarian

noorshahidah@peninsulacollege.edu.my



Muhammad Jazly Hanif
Asst. Librarian

jazlyhanif@peninsulacollege.edu.my



OPERATING HOURS

Monday to Friday : 8.00 am - 5.30 pm

Saturday & Sunday : Closed

Public Holidays : Closed

Revision & Exam Week : 8.00 am – 9.00 pm

RULES AND REGULATIONS



- Wear users's ID.
- Wear a proper attire with acceptable dress code
- Responsible to own belonging
- Silence your mobile phone
- Be gentle to the library books furniture and facilities
- Silence all the time
- Talk in acceptable level



- Smoking, eating and drinking
- Seat reservation
- Vandalized library items and furnitures
- Rearrange of the library furniture.

LIBRARY COLLECTIONS



OPEN SHELF

- Textbook and main references
- Leisure reading collection [LR]



REFERENCES

Includes dictionaries, encyclopedia, handbook, directories and related references. [REF]



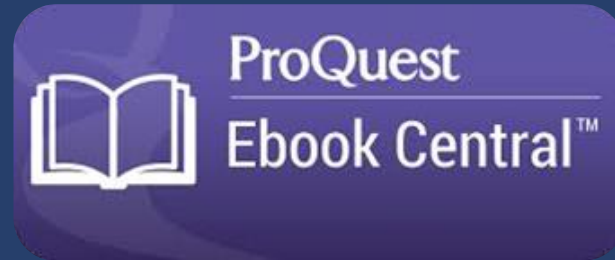
RED SPOT

Collection of textbooks and reference books which are not for loan. High demand /limited edition references. [RS]

ONLINE RESOURCES

- Proquest e-book Sentral
- Francis Light Digital Library (Dspace)
- U-Pustaka





LIBRARY E-RESOURCES



ProQuest EBook Central

e-book database for users to browse, find, and read e-books online. Books can be read online in the web browser or can be downloaded for offline reading.

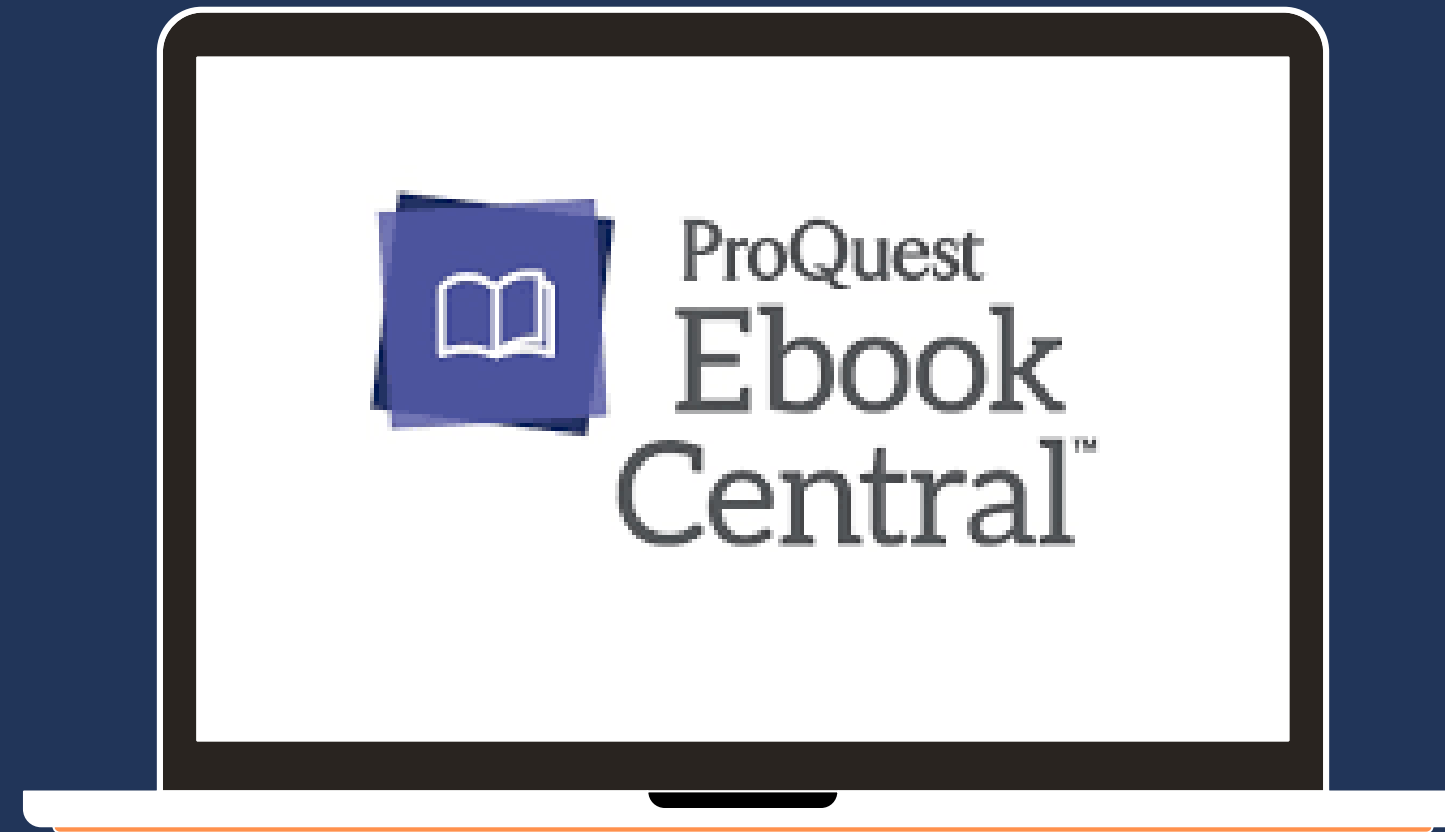
U-Pustaka

Free resources provided by PNM which offers electronic books, journal, newspapers and other online resources.



Francis Light Digital Library

Collections of Exam Papers, lecturer's publication, Campus corporate resources, and ebooks.



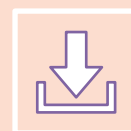
What is ProQuest?



ProQuest Ebook Central is an e-book database for users to browse, find, and read e-books online.



Books can be read online in the web browser or can be downloaded for offline reading.



Individual chapters can be downloaded as PDF files. Download limitations may apply to certain titles, so please check the title for further information.

ProQuest eBook Central

1 Go to <https://ebookcentral.proquest.com/auth/lib/alcm/>

ProQuest Ebook Central

Search Bookshelf Settings Sign In

Sign In Peninsula College

Sign In to use authoritative ebooks provided by Peninsula College

- Trusted Content**
Find scholarly ebooks in multiple subjects from world-renowned publishers
- On the Go**
Search for ebooks for your laptop, tablet or phone, and download for offline reading
- Save and Share**
Create highlights, notes, and bookmarks for later, and share research with others

2 First time user please 'request account' and fill up details

3 Sign in by key in the username and password as approved account

New to Ebook Central?
You can request an account for free.

Request Account



What is Dspace?



Open-source digital repository software system used for managing and preserving digital content, including research papers, theses, dissertations, scholarly articles, images, audio files, and more



It provides a platform to collect, organize, store and disseminate the institution's digital assets




It promotes the sharing of knowledge, preserve institutional knowledge and contribute to the advancement of research and education

<https://digitallibrary.peninsulacollege.edu.my>


DSpace Angular :: Home

https://digitallibrary.peninsulacollege.edu.my/home

 **PENINSULA**
COLLEGE

FRANCIS LIGHT
DIGITAL LIBRARY

<https://digitallibrary.peninsulacollege.edu.my>

 **PENINSULA**
COLLEGE

Communities & Collections All of DSpace Statistics

Welcome to Francis Light Digital Library

Francis Light Digital Library was developed with the aim of providing an access to a various digital collection that have significant value to the Peninsula College community.

These materials are available from lecturers, students, and non-academic staff. The term used for these materials are known as '*Knowledge Assets*'.

- Campus Corporate Resources
- Electronic books
- **Lecturer's Publications**
- **Past Year Exam Papers**
- **Research Papers / Project**
- Dissertation**

AKSES PANGKALAN DATA PERCUMA

MELALUI u-PUSTAKA

Daftar ahli u-Pustaka dahulu di

www.u-pustaka.gov.my



LIBRARY
E-RESOURCES

What is u-Pustaka

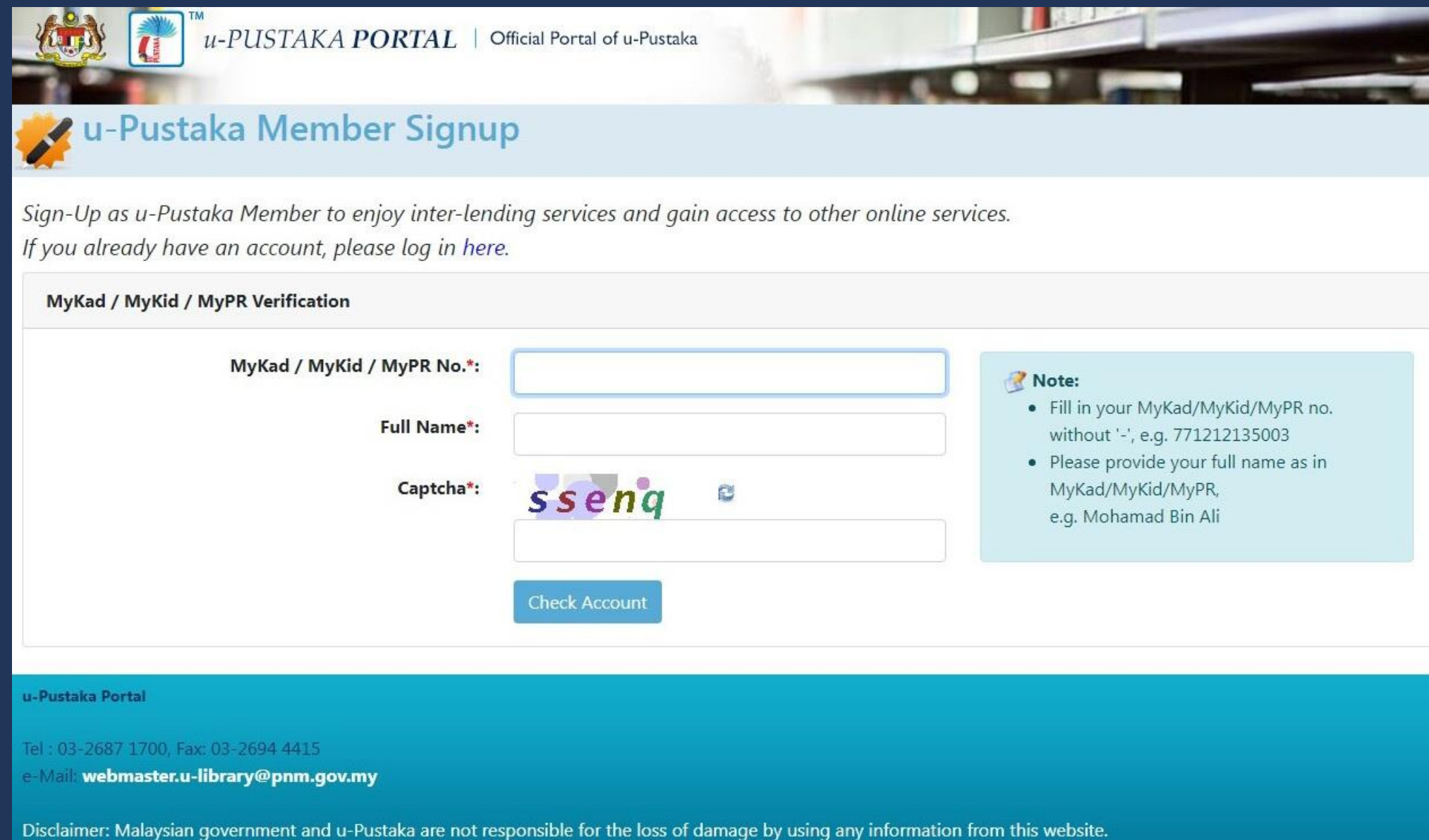
u-Pustaka is a digital library service by National Library of Malaysia (Perpustakaan Negara Malaysia) that can be accessed by all Malaysians anytime and anywhere.



u-Pustaka also offers online databases such as Ebscohost, eLaw.my, Overdrive, ODILO, J-Gate, and many more.

Getting started with u-Pustaka

- Go to u-Pustaka page, (<https://www.u-library.gov.my/portal/web/guest>)
- To access the registration form , click "Online Services" and select "Membership Registration" from u-Pustaka Portal menu bar.



u-PUSTAKA PORTAL | Official Portal of u-Pustaka


u-Pustaka Member Signup

Sign-Up as u-Pustaka Member to enjoy inter-lending services and gain access to other online services.
If you already have an account, please log in [here](#).

MyKad / MyKid / MyPR Verification

MyKad / MyKid / MyPR No.*:

Full Name*.:

Captcha*.: 

Note:

- Fill in your MyKad/MyKid/MyPR no. without '-', e.g. 771212135003
- Please provide your full name as in MyKad/MyKid/MyPR, e.g. Mohamad Bin Ali

u-Pustaka Portal
Tel : 03-2687 1700, Fax: 03-2694 4415
e-Mail: webmaster.u-library@pnm.gov.my



Disclaimer: Malaysian government and u-Pustaka are not responsible for the loss of damage by using any information from this website.

LIBRARY POLICIES



BORROWING

- Must be done at the circulation counter.
- Produce staff ID card
- Borrowers are responsible for all materials borrowed under their names.
- Lost/damaged materials should be reported immediately.

MEMBER CATEGORY		
STUDENTS	3 BOOKS / 1 WEEK	
FULL TIME LECTURER	4 BOOKS / 4 MONTH	2 BOOKS / 1 WEEK
PART TIME LECTURER	2 BOOKS / 3 MONTH	1 BOOKS / 1 WEEK
NON-ACADEMIC STAFF	2 BOOKS / 1 MONTH	1 BOOKS / 1 WEEK



LIBRARY POLICIES



RENEWALS

- Can be done twice.
- Renewal for overdue books are not allowed.
- Must be 1 day before or on the due date.

RETURNING

- Return before the due date or on the due date.
- Books must be return to the librarian at the library counter.
- Users who have outstanding fines will have their borrowing privileges suspended until the fines are settled.
- Overdue notice will be sent to the users by email.



LIBRARY POLICIES



OVERDUE FINES RATE



RM 1.00 PER DAY / ITEM

- Account suspended until fines being paid

RESERVATION

- Users can reserve books online or at the circulation counter.
- User will be notified by email when a reserved item is available.
- Only 2 books can be reserve at once.
- Reserved item will be kept for three days.



LIBRARY POLICIES



BOOK LOST / DAMAGED BOOKS

- Report immediately
- Replacement / payment must be made within 4 weeks from the date reported lost.
- Payments for replacement of lost/damaged materials are not returnable after a month from the date the payment is made.

Book Replacement

Book replacement (latest edition) +
RM30 (processing fee) + Overdue fine
(if any)

Cost Replacement

Pay book market price + RM30
(processing fee) + Overdue fine (if
any)



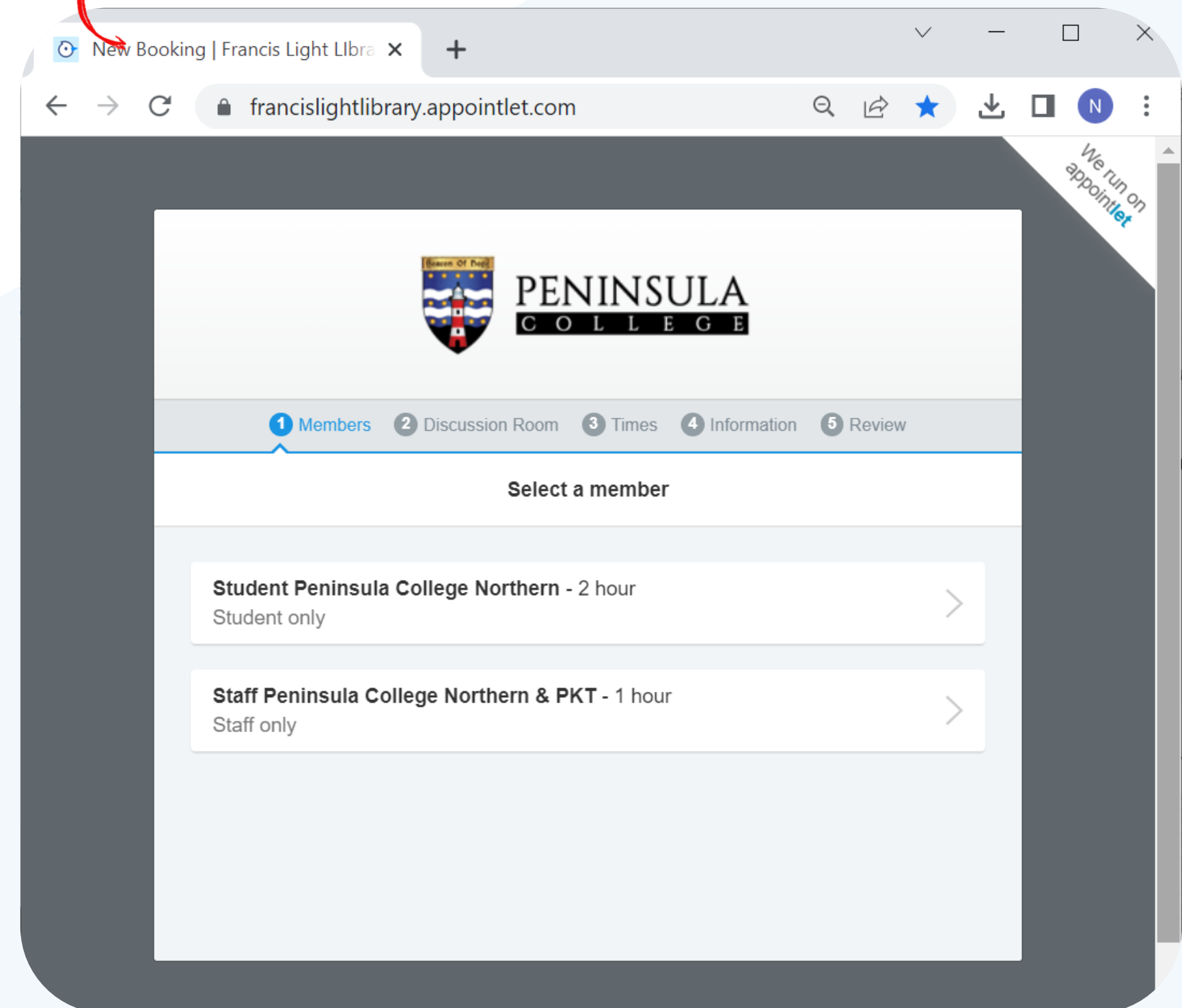
LIBRARY POLICIES



LIBRARY DISCUSSION ROOM POLICY

- Booking online
- Number of users : 3 (minimum) and 8 (maximum)
- The use of the room is limited to a maximum of **THREE (3) hours** per usage. Discussion rooms may be used for extended periods of time on library staff consideration.
- Users who intentionally damage the facilities will be fined **RM50.00** and warning letter.
- Please ensure that the room is clean before you leave.

www.francislightlibrary.appointlet.com



LIBRARY POLICIES



LIBRARY DISCUSSION ROOM POLICY

Cont...

The following are not allowed inside the discussion rooms:

- Food is not permitted.
- Loud noises.
- Bringing in additional chairs/other pieces of furniture.
- Leaving any kind of garbage including paper/plastic, etc.





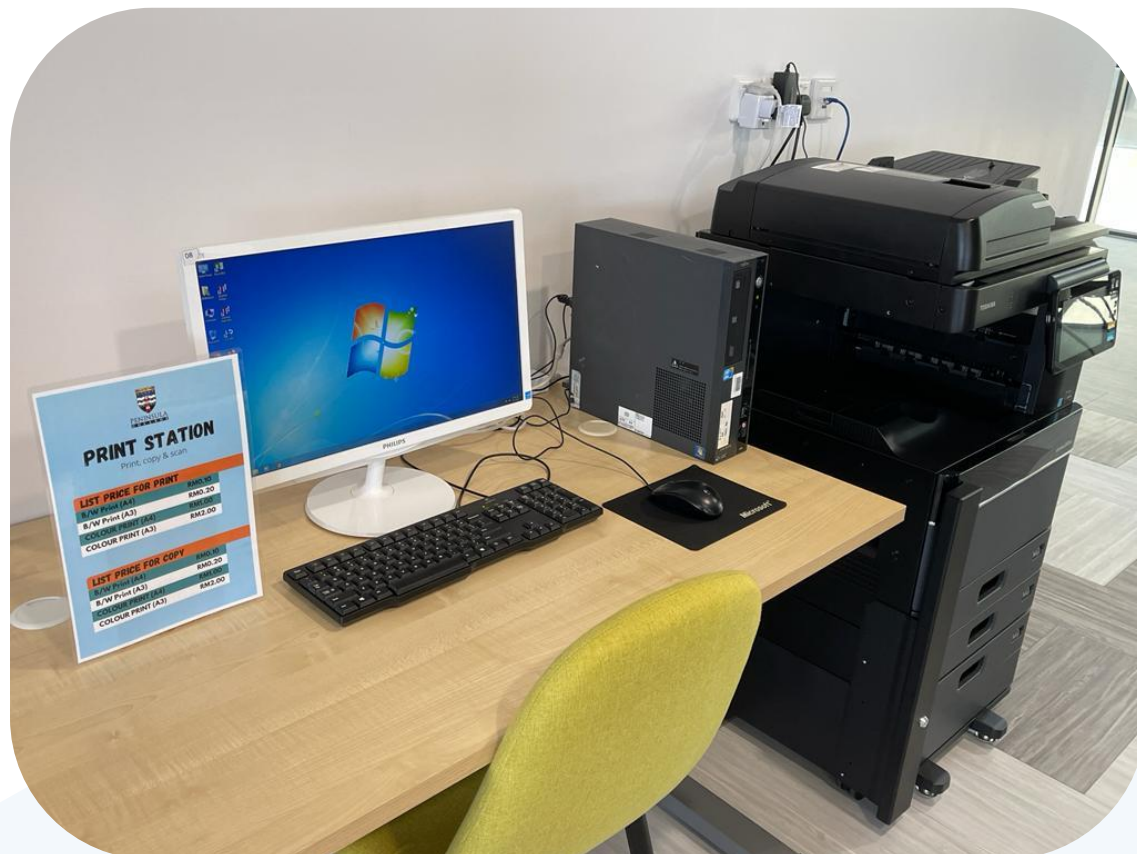
LIBRARY SERVICES

- Circulation services
 - Book borrowing and returning
 - Renewal and reservation
- Reference services
 - Library induction / orientation
 - Library Info. Literacy
- Printing and photocopying services
- Discussion room reservation



PRINT AND PHOTOCOPY SERVICE

- Printing, scanning and photocopying services are available in the library.
- First time users need to register at the library counter.
- Minimum reload / top-up is **RM10.00**.



PRINT & COPY PRICE

Black & White (A4)	RM0.10
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Colour (A4)	RM1.00
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Black & White (A3)	RM0.20
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Colour (A3)	RM2.00
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LIBRARY FACILITIES



Private Study Area (Brighton Beach)



Discussion Rooms (Mediterranean Ports)

Web OPAC

- Stands for Online public Access Catalog
- Web OPAC – Library catalogue system based on web used to locate books in the library.

SEARCHING



PATRON RECORD



RESERVATION



RENEWAL



<https://opacfrancislightlibrary.peninsulacollege.edu.my>

The screenshot shows the Francis Light Library Web OPAC interface. At the top, there is a navigation bar with links for HOME, RESOURCES, SERVICES, FACILITIES, LIBRARY GUIDES, and FAQ. Below this is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. The main content area features a 'Quote of the day' by Jorge Luis Borges, a video player for 'Francis Light Library Facilities Video', and a 'Locate us' section with a map of The Ship Campus. A 'NOTE' section provides login instructions for students and staff. A 'Visitor Counter' table shows the number of visitors today, yesterday, all time, and online.

Visitor Counter	
Today	18
Yesterday	18
All	4400
Online	2

ANNOUNCEMENTS

Dear all users,

We would like to inform you Francis Light Library is open from 8.00 am - 5.30 pm.

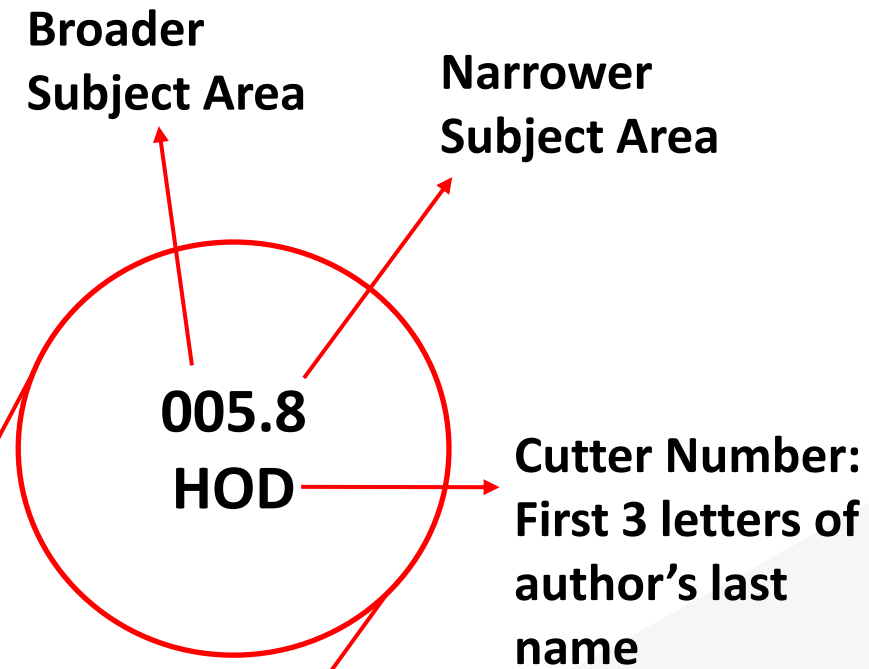
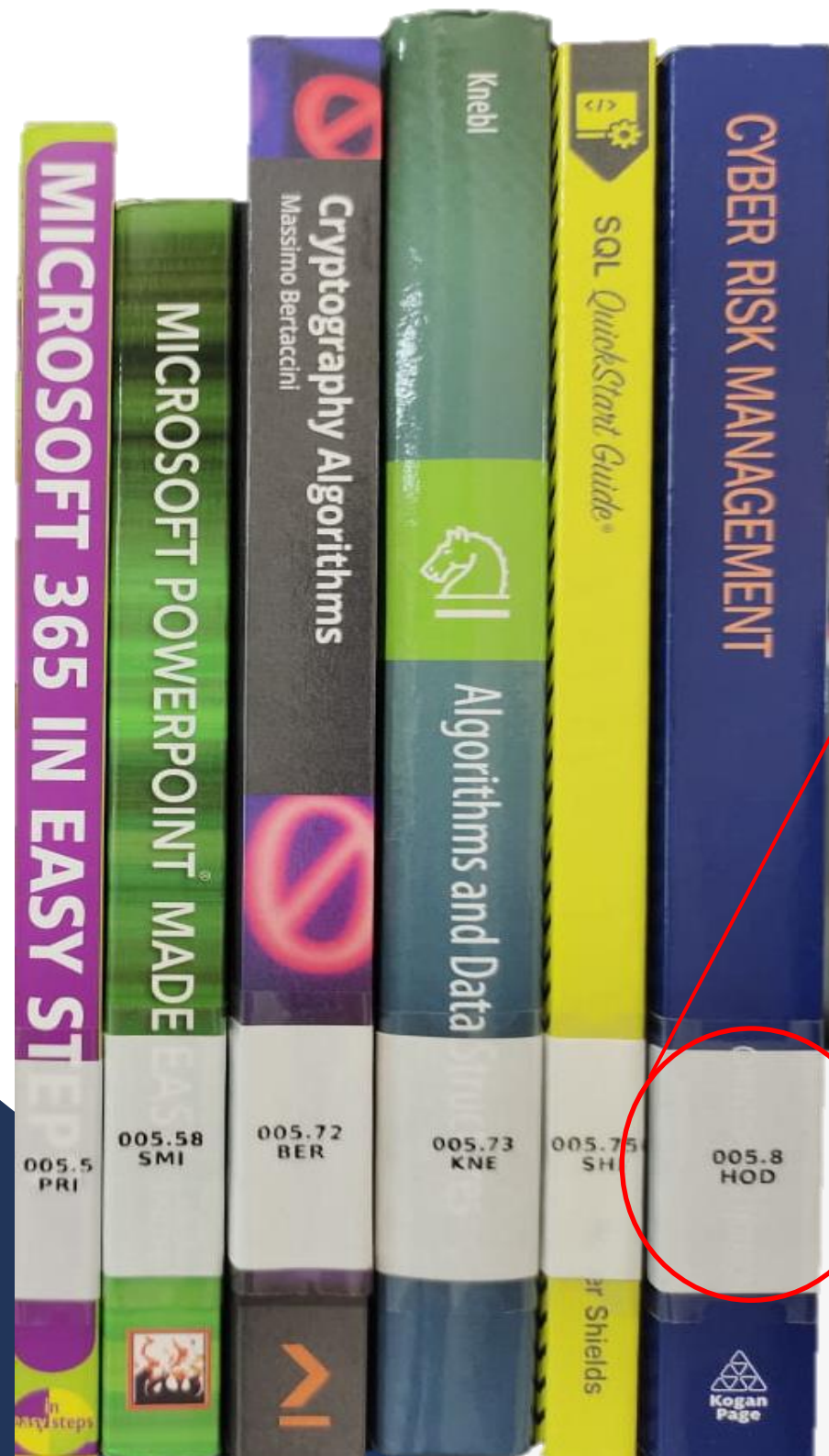
To all new students, we look forward to welcoming you to the campus, and to our returning students, welcome back.

Should you have any inquiries or require any assistance, you can reach us through:

- Chat via **Library Portal**
- Email at noorshahidah@peninsulacollege.edu.my
- Call our Librarian, Ms. Shida at +604-545 600 Ext:8004

RETRIEVING PRINTED BOOKS

What is Call Number?



000	Computer science, information and general work
100	Philosophy and psychology
200	Religion
300	Social sciences
400	Language
500	Science
600	Technology
700	Art and recreation
800	Literature
900	History and geography

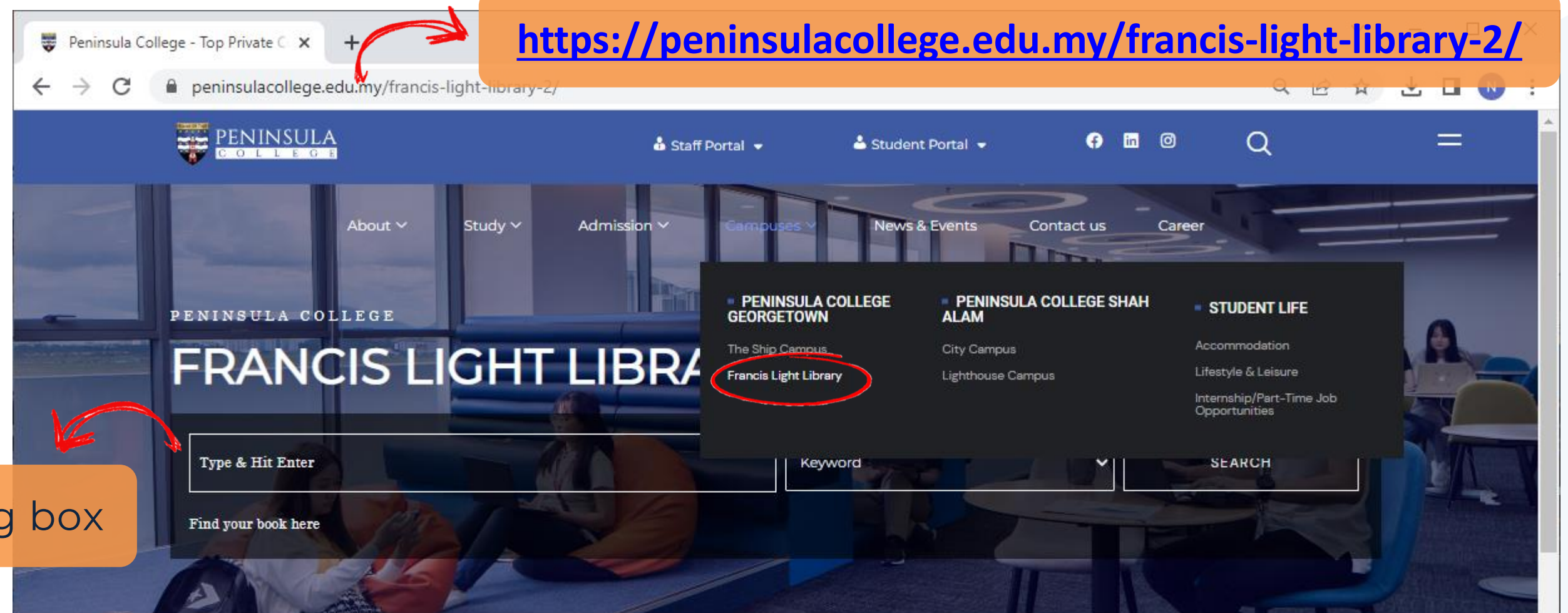
- Library books are arranged using Dewey Decimal Classification System (DDC).The system allocates number ranging from 000-900 to specific subject areas.
- A **call number** is like an address: it tells us where the book is located at the library shelf.

LIBRARY WEB LANDING PAGE

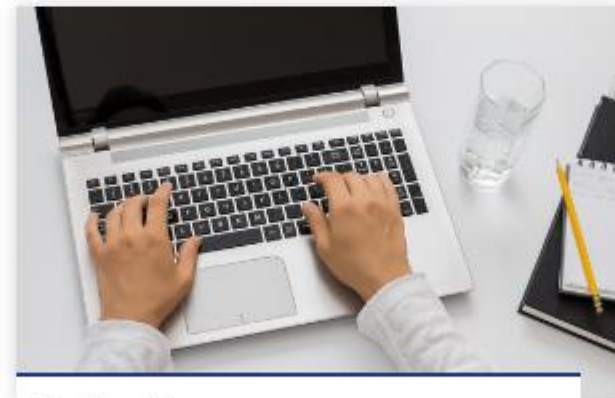


Shortcut to OPAC searching box

Further information **about library, online resources, services, facilities, library support and contact us.**



About Library



Online Resources



Services



Facilities



Library Support



Contact Us



USEFUL LINKS

- Library Landing Page: <https://peninsulacollege.edu.my/library/>
- KOHA OPAC : <https://opacfrancislightlibrary.peninsulacollege.edu.my/>
- Library discussion room booking system : <https://francislightlibrary.appointlet.com/>
- Francis Light Digital Library (Dspace) : <https://digitallibrary.peninsulacollege.edu.my/home>
- Proquest E-Book Central : <https://ebookcentral.proquest.com/auth/lib/alcm/>
- Portal u-Pustaka : <https://www.u-library.gov.my/portal/>
- Contact Librarian :
 - noorshahidah@peninsulacollege.edu.my
 - jazlyhanif@peninsulacollege.edu.my



THANK YOU

*We look forward to assist
you..*

