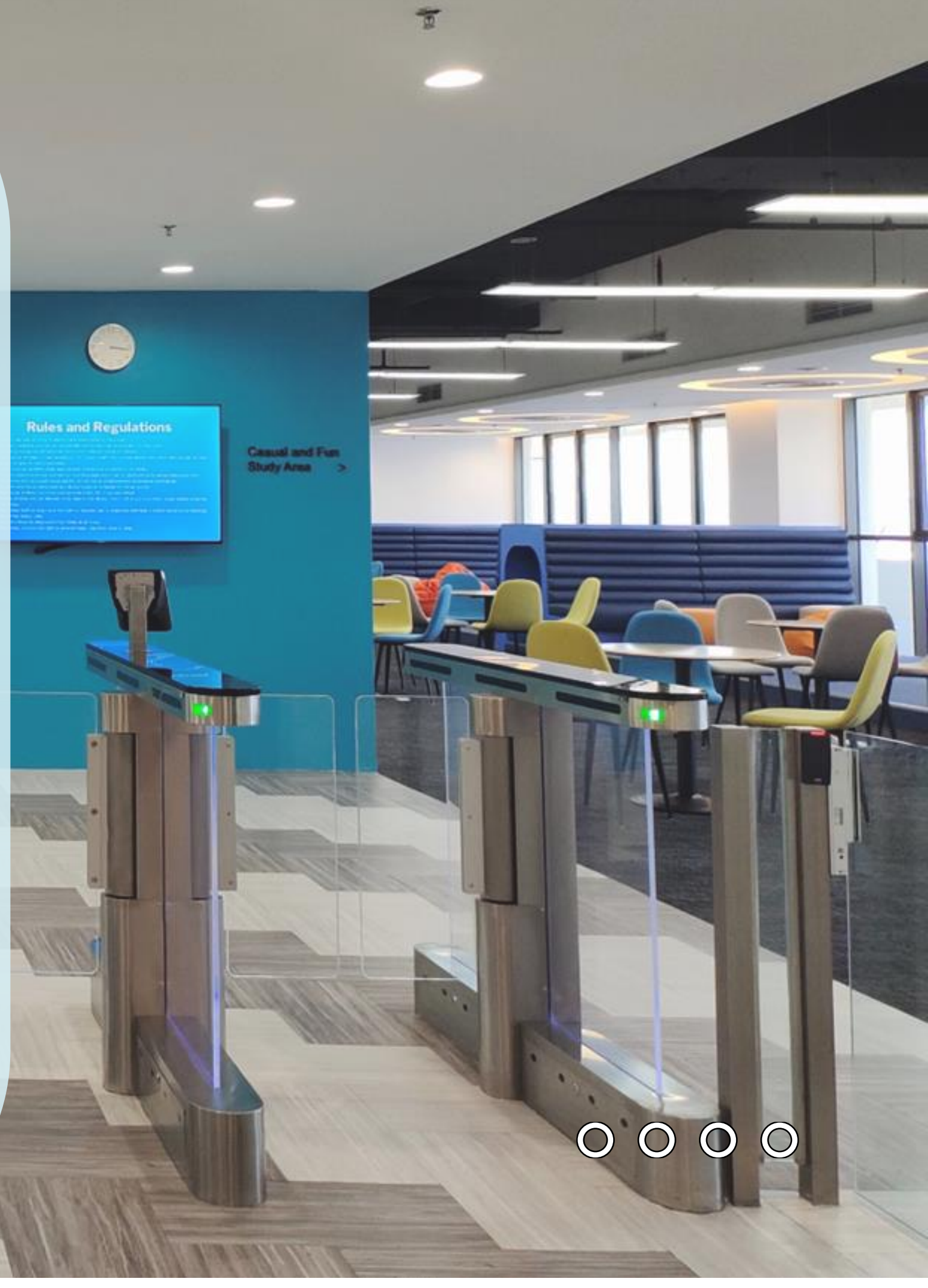
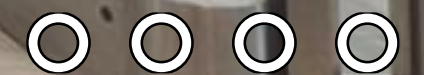




PENINSULA
COLLEGE

FRANCIS LIGHT LIBRARY BRIEFING

By : *Noor Shahidah Binti Abdul Samad*



CONTENTS

PART 1 (LIBRARY INTRODUCTION)

- Opening Hours, Do & Don't, Collection, Services, Spaces, Facilities
- Borrowing, Renewal, Hold on Item policy
- Overdue Fine, Damage and Lost Item Policy
- How to book a discussion room
- Library Web Landing page
- OPAC (Online Public Access Catalog)

PART 2 (ACCESS TO ONLINE LIBRARY RESOURCES)

- Proquest ebook Central
- Francis Light Digital Library (Dspace)
- U-Pustaka
- UOP Electronic Library



PART 1 :

LIBRARY INTRODUCTION

- Opening Hours, Do & Don't, Collection, Services, Spaces, Facilities
- Borrowing, Renewal, Hold on Item policy
- Overdue Fine, Damage and Lost Item Policy
- How to book a discussion room
- Library Web Landing page
- OPAC (Online Public Access Catalog)



LIBRARY STAFF



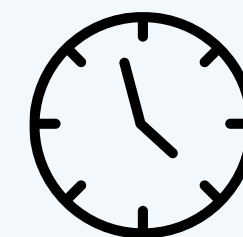
Noor Shahidah
Librarian

noorshahidah@peninsulacollege.edu.my



Muhammad Jazly Hanif
Asst. Librarian

jazlyhanif@peninsulacollege.edu.my



OPENING 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



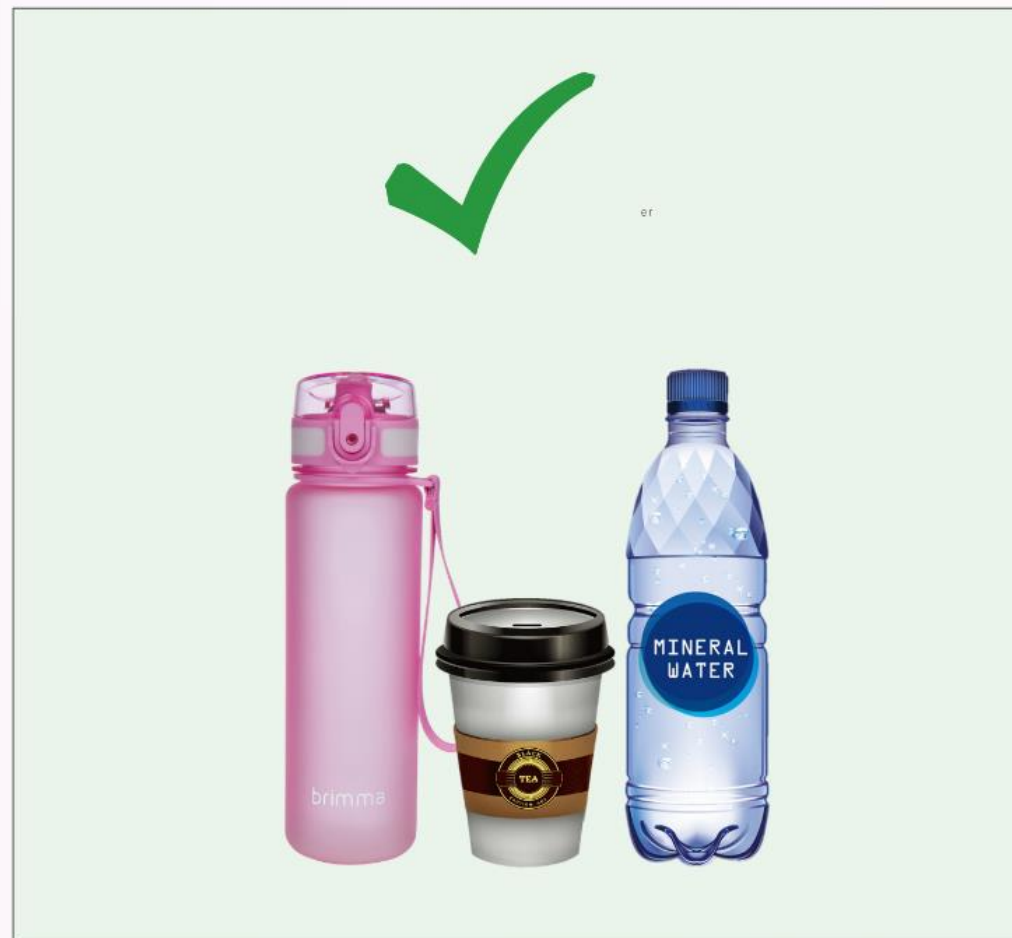
- Wear users's ID.
- Wear a proper attire with acceptable dress code
- Responsible to own belonging
- Silence your mobile phone
- Be gentle to the library books furniture and facilities
- Silence all the time
- Talk in acceptable level



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

FOOD & DRINK POLICY

HELP US KEEP THE LIBRARY COLLECTION,
EQUIPMENT, AND FURNISHING CLEAN



Water tumbler, mineral water and covered beverages are permitted





Soft drinks, uncovered drinks, meals and messy foods are NOT permitted

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.

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

BOOK 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

- Reported 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)



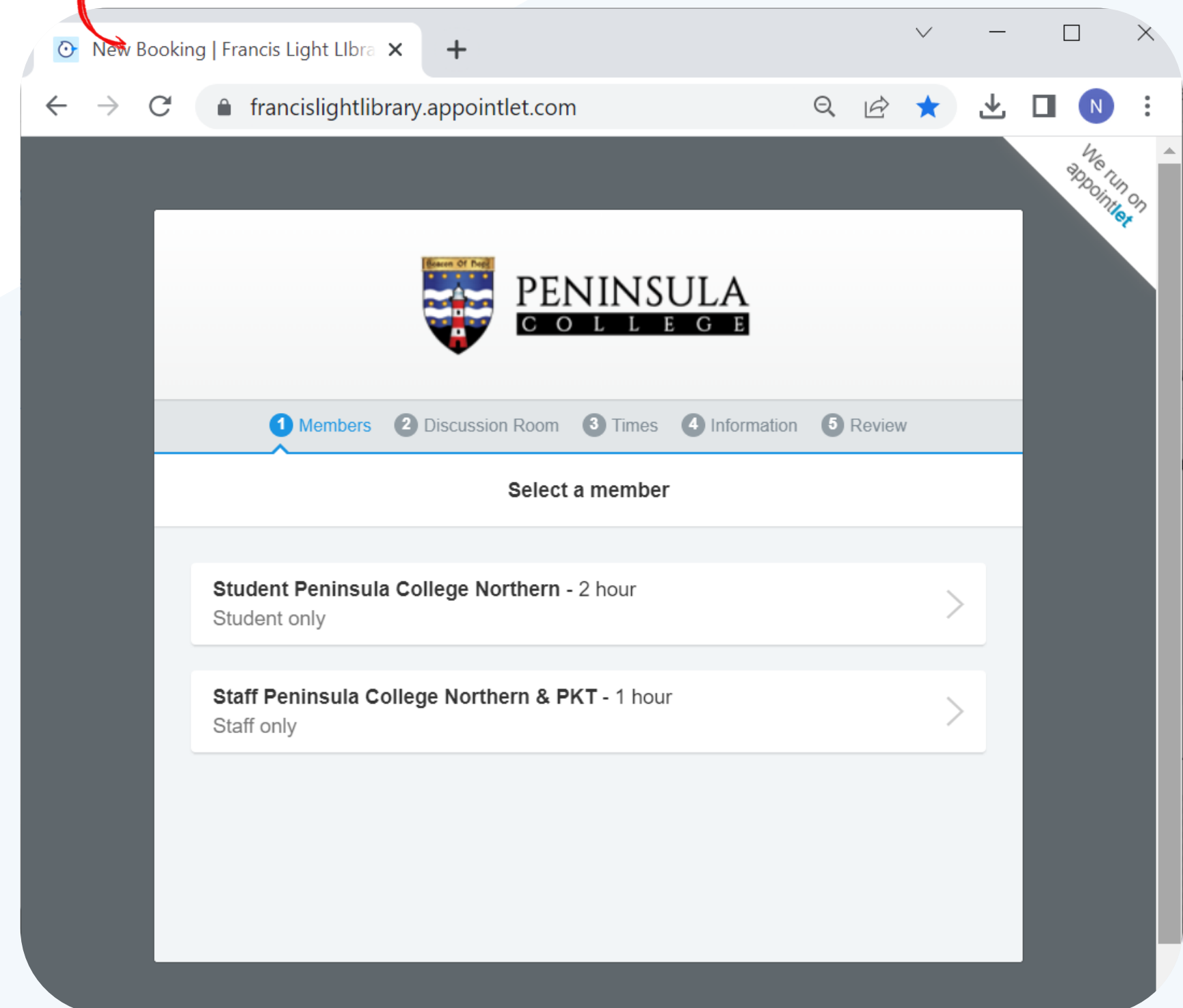
LIBRARY POLICIES



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**.
- 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 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 or expensive references. **[RS]**

ONLINE RESOURCES

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





LIBRARY SERVICES

- ❑ Circulation services
 - Book borrowing and returning
 - Renewal and reservation
- ❑ Reference services
 - Library induction
 - Library Info. Literacy Class
- ❑ 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
--------------------	--------

Colour (A4)	RM1.00
-------------	--------

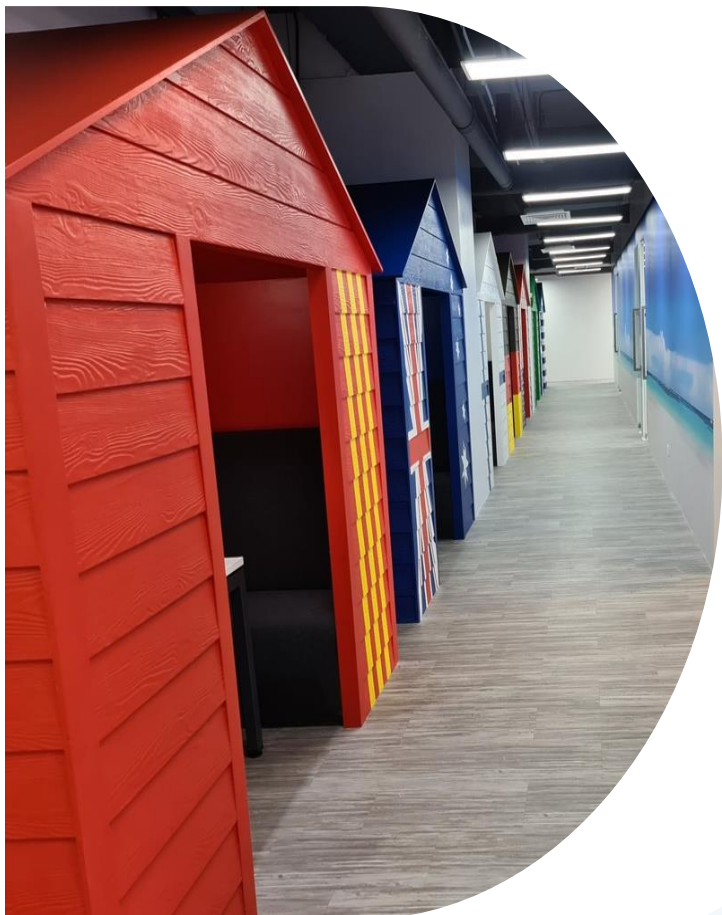
Black & White (A3)	RM0.20
--------------------	--------

Colour (A3)	RM2.00
-------------	--------





LIBRARY FACILITIES



Private Study Area (Brighton Beach)

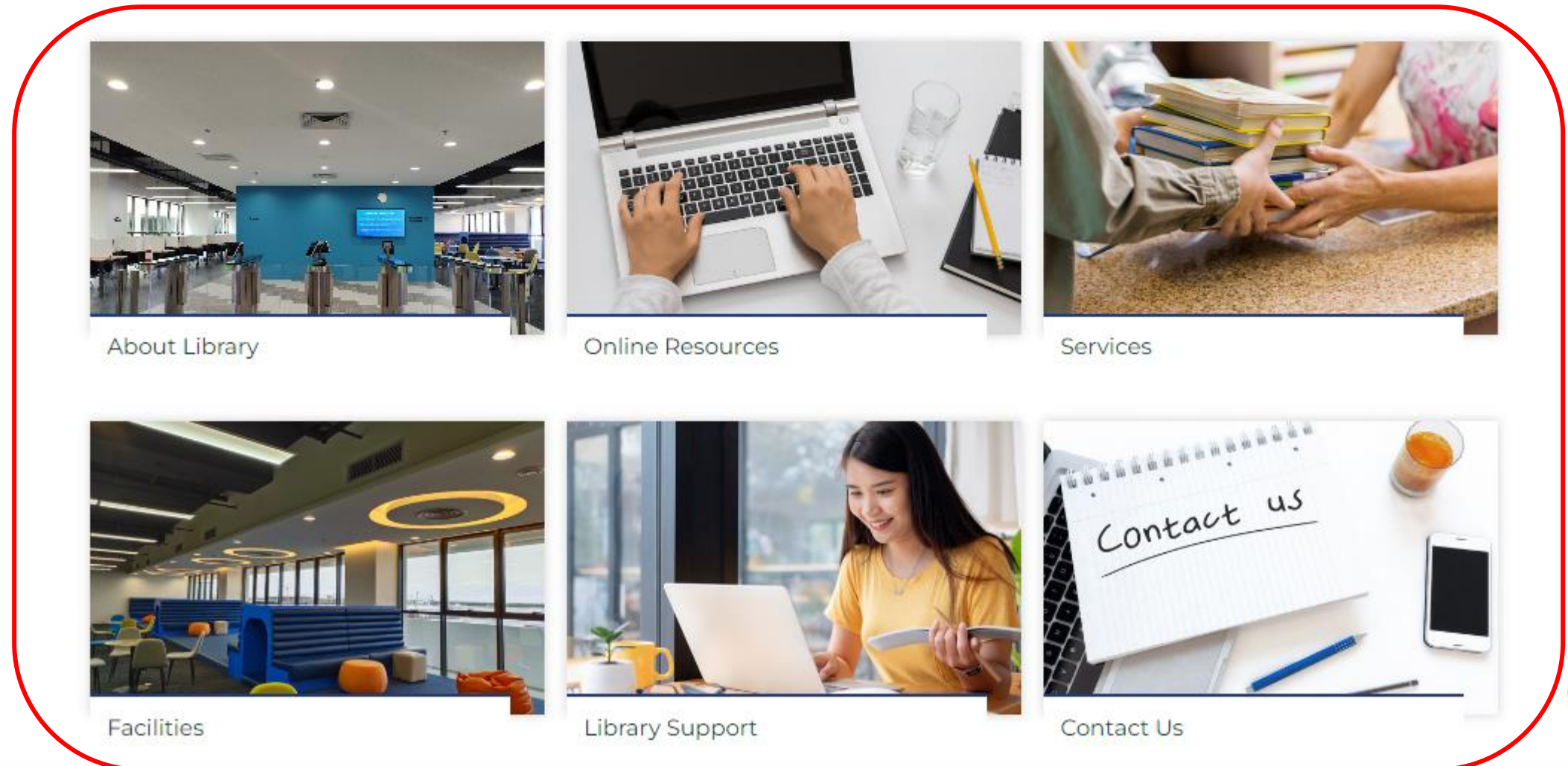
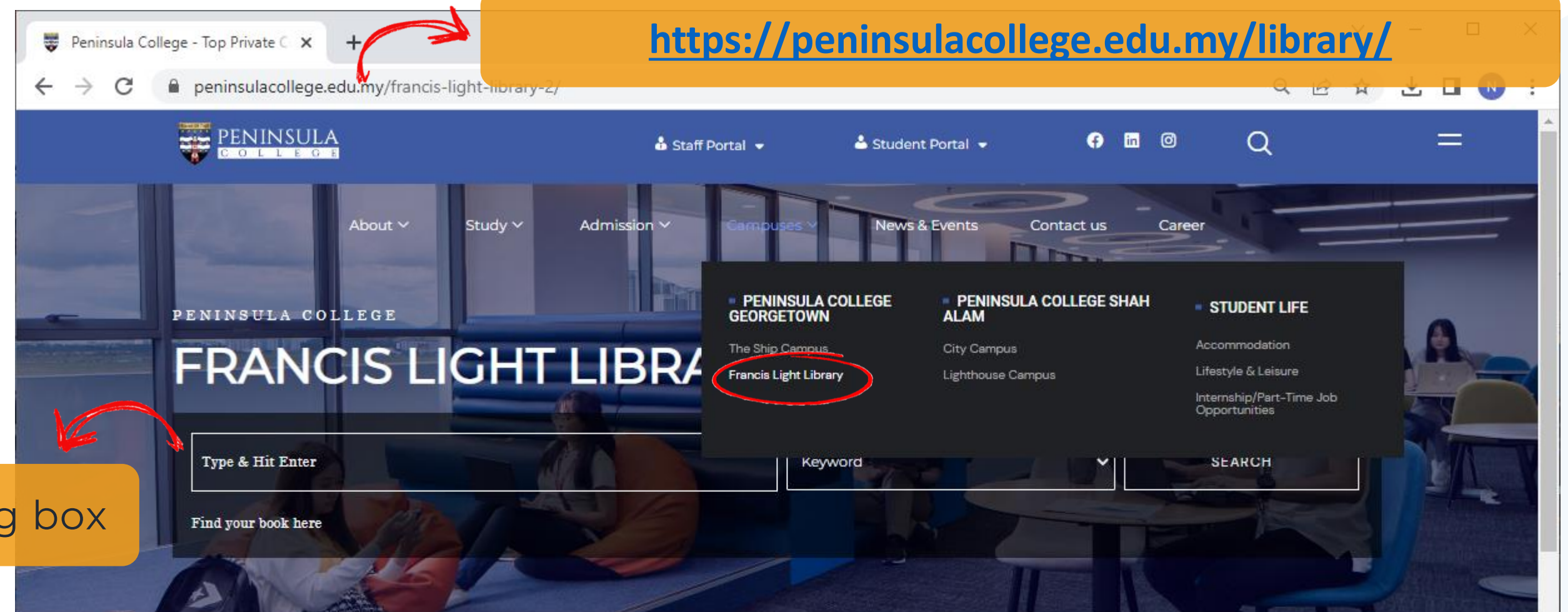


LIBRARY WEB LANDING PAGE



Shortcut to OPAC searching box

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



Web OPAC

- Stands for Online public Access Catalog
- Web OPAC – Library catalogue system based on web used to locate items 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 'Quote of the day' section. On the right, there is a 'NOTE' section with login instructions for students and staff. At the bottom, there is an 'ANNOUNCEMENTS' section and a 'Locate us' map showing the library's location on The Ship Campus. A visitor counter is also visible on the left side of the page.

Francis Light Library catalog

opacfrancislightlibrary.peninsulacollege.edu.my/cgi-bin/koha/opac-main.pl

Welcome, Miss Shida

PENINSULA COLLEGE

THE SHIP CAMPUS

Francis Light Library

HOME + RESOURCES + SERVICES FACILITIES LIBRARY GUIDES FAQ

Search Library catalog Go

Advanced search | Course reserves | Authority search | Tag cloud | Library

Home

25° +25°
PENANG
Lihat Ramalan 7 hari

Quote of the day
"I have always imagined that Paradise will be kind of a library" ~ Jorge Luis Borges

Francis Light Library Facilities Video
Copy link

Francis Light Library

NOTE:

For Student:
Username: Student email (@peninsulamalaysia.edu.my)
Password: Student ID

For Staff:
Username: Staff email address (@peninsulacollege.edu.my)
Password: Staff ID

*Please change your password afterward

Locate us

The Ship Campus
View larger map

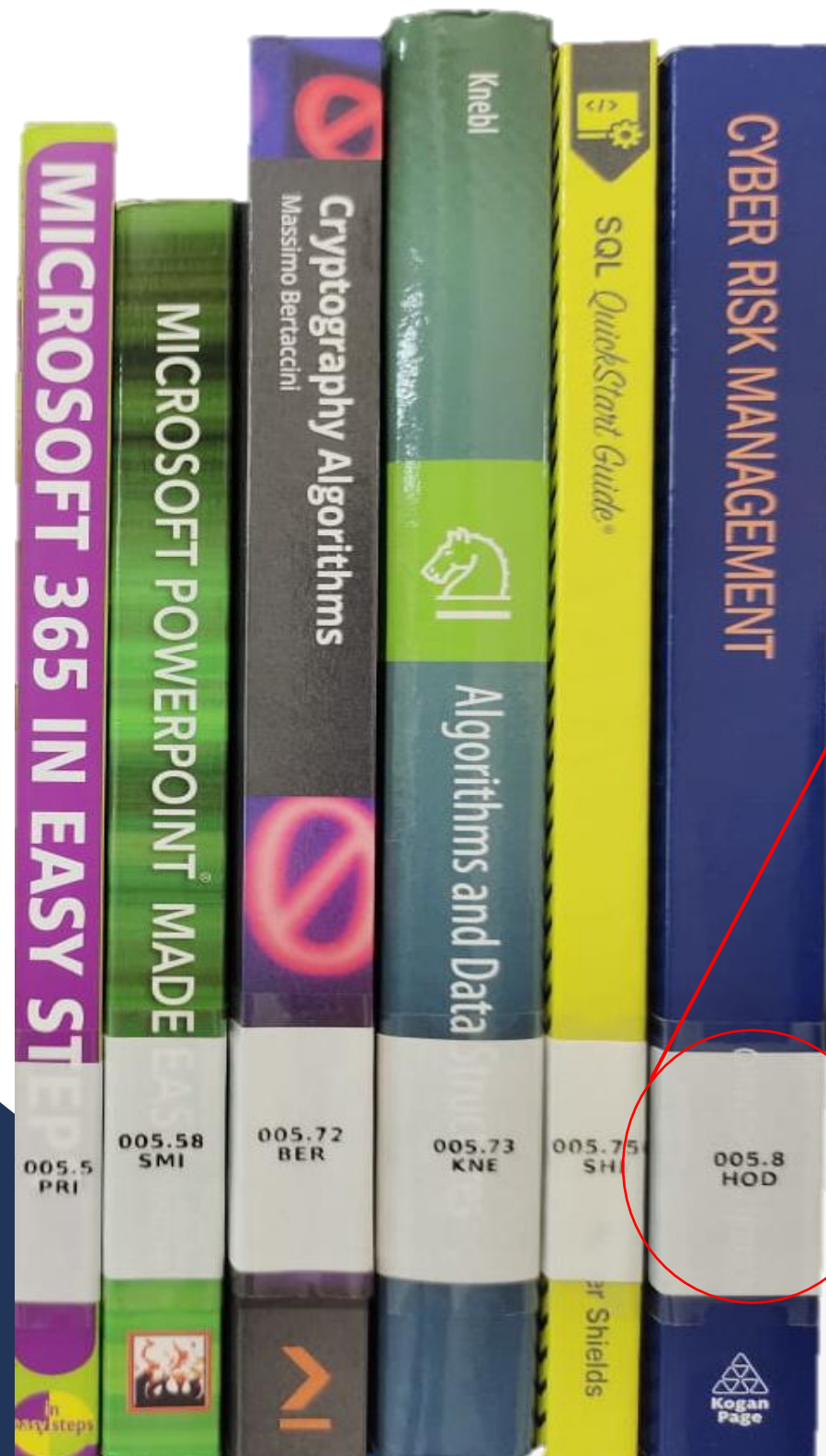
ANNOUNCEMENTS

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

Visitor Counter
Today 18
Yesterday 18
All 4400
Online 2

RETRIEVING PRINTED BOOKS

What is Call Number?



Broader
Subject Area

Narrower
Subject Area

005.8
HOD

Cutter Number:
First 3 letters of
author's last
name

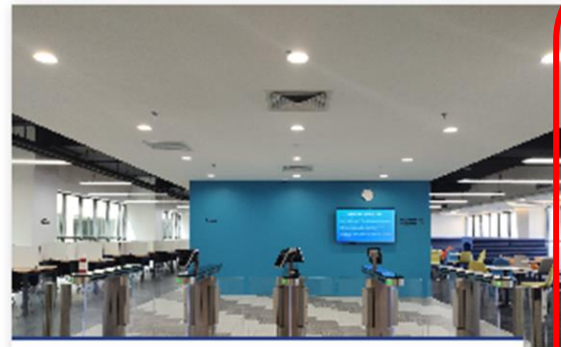
000	Computer science, information and general work
100	Philosophy and psychology
200	Religion
300	Social sciences
400	Language
500	Science
600	Technology
700	Art and recreation
800	Literature
900	History and geography

- 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.

PART 2 : ACCESS TO ONLINE LIBRARY RESOURCES

- Proquest ebook Central
- Francis Light Digital Library (Dspace)
- U-Pustaka
- UOP Electronic Library



About Library



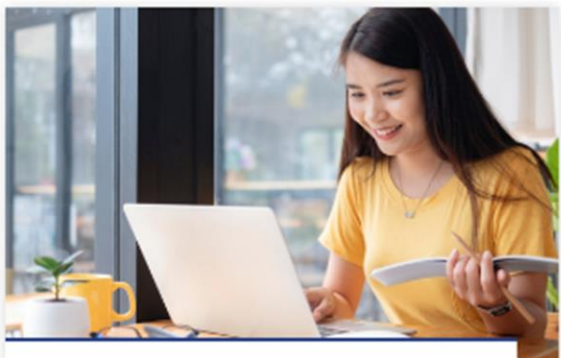
Online Resources



Services



Facilities



Library Support



Contact Us



Proquest eBook Central

Proquest Ebook Central is an eBook database for users to browse, find and read ebooks online. It contains 57534 subscribed titles in various subjects areas.



UOP Primo E-Library

The UOP Electronic Library (Primo) is one stop platform to find electronic books, journal articles, databases and more for UOP undergraduate students.



Francis Light Digital Library

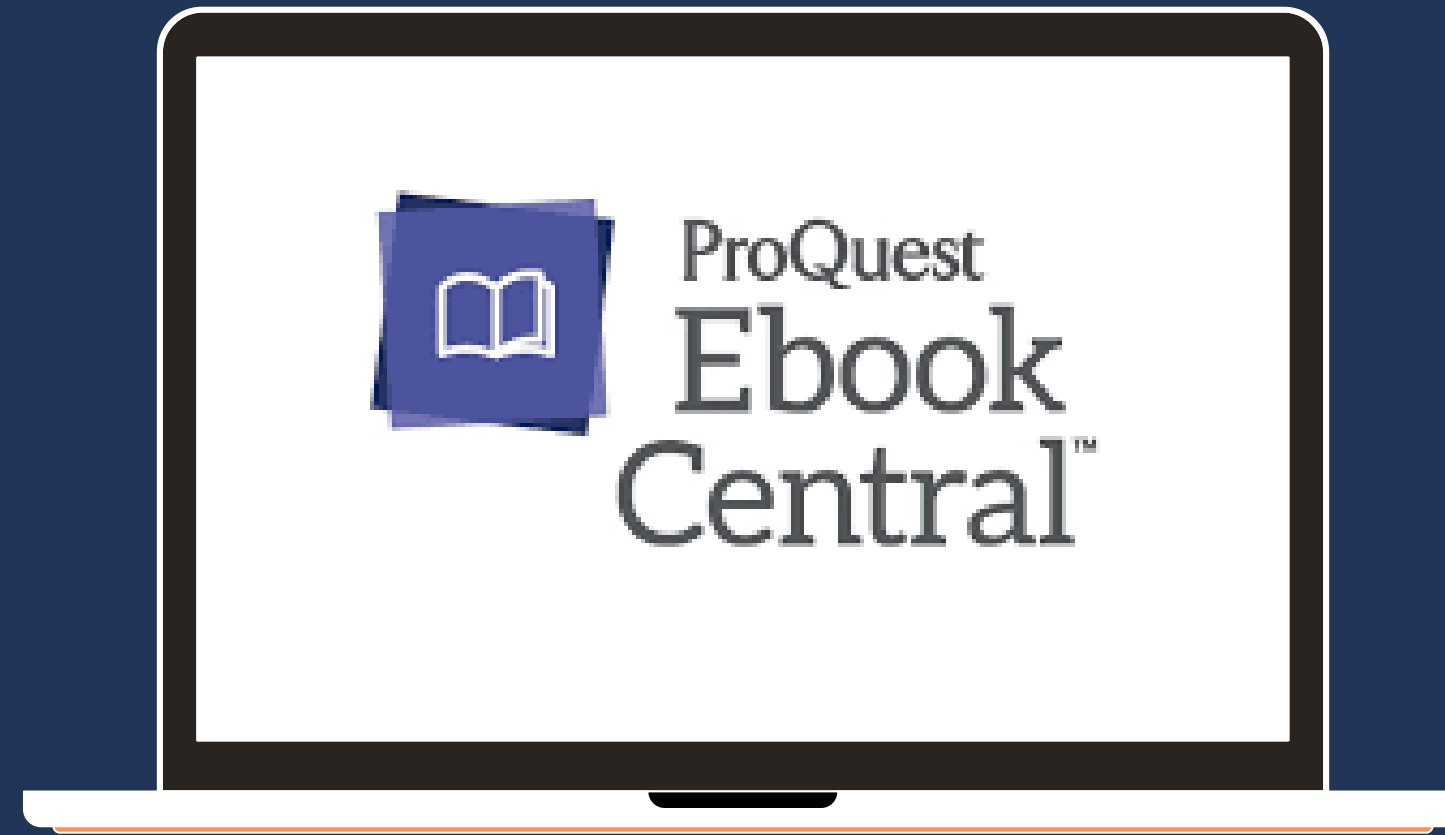
Francis Light Digital Library providing an access to past year exam papers, final year projects, newspaper cuttings and a various digital collection that have significant value to the Peninsula College community.



U-Pustaka Portal

U-Pustaka is a digital library service provided by National Library of Malaysia (PNM) that can be accessed by all Malaysian anytime and anywhere. It offers online databases such as Emerald Publishing, Sage Knowledge and many more.





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/alcml/>

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

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

[Request Account](#)

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

Sign In

Email/username

Password

Forgot username or password? [Sign In](#)

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




Francis Light Digital Library

<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

Log In

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



What is u-Pustaka

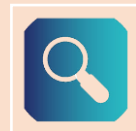
u-Pustaka is a digital library service by National Library of Malaysia (Perpustakaan Negara Malaysia) that can be accessed by all Malaysians anytime and anywhere.



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



What is Primo?



Primo is library search tool to help you find the best quality resources to support your learning, teaching and research.



Use Primo to discover specialist databases, theses, books@ebooks, journal articles and more – both printed and digital – with a single search.

Getting access to UOP E-Library (Primo)



UNIVERSITY OF PLYMOUTH

Menu Search... Login ^
Student
Staff

Leading the way in floating offshore wind
Achieving ambitious clean energy objectives through research, expertise and business collaboration

Work with us

Search for future oceans
University of Plymouth is perfectly positioned and equipped to substantially enable floating offshore wind developments in the Celtic Sea

Facilities that support businesses to develop, de-risk and deploy offshore floating wind

3.

PENINSULA COLLEGE

Staff Portal Student Portal

1. Other Resources

- Student Login
- Student Resources Online
- 2. University of Plymouth Online
- Login to Moodle (Central)
- Login to Moodle (Northern)
- Login to Turnitin
- Online Library
- University of Gloucestershire Online
- PTPTN Online
- MQA Online
- Newsletter

Proudly celebrating over two decades of education excellence, Peninsula College holds true to its motto – Your Employability... Our Priority.

2.

1.

4.

UNIVERSITY OF PLYMOUTH

Sign in

Your University email address

Can't access your account?

Back Next

Sign in using your University email address (such as sam.smith@plymouth.ac.uk) rather than your short login name (such as ssmith) used on University computers.

Sign-in options



SharePoint

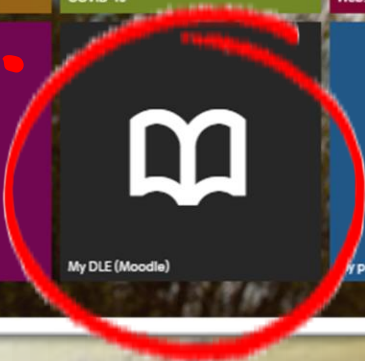
SHARE FOLLOW

Change password

COLLABORATE

Search	Working at UoP	Teaching, supervision & support	Student Information Portal
Useful links	Our sites	COVID-19	Website
My Email	My OneDrive	My DLE (Moodle)	My personal details

5.



UNIVERSITY OF PLYMOUTH Dashboard Tools & resources Library Student information Help

6. Search Primo

Library guides
About the Library

Dashboard

Timeline

Next 7 days Sort by dates Search by activity type or name

No activities require action

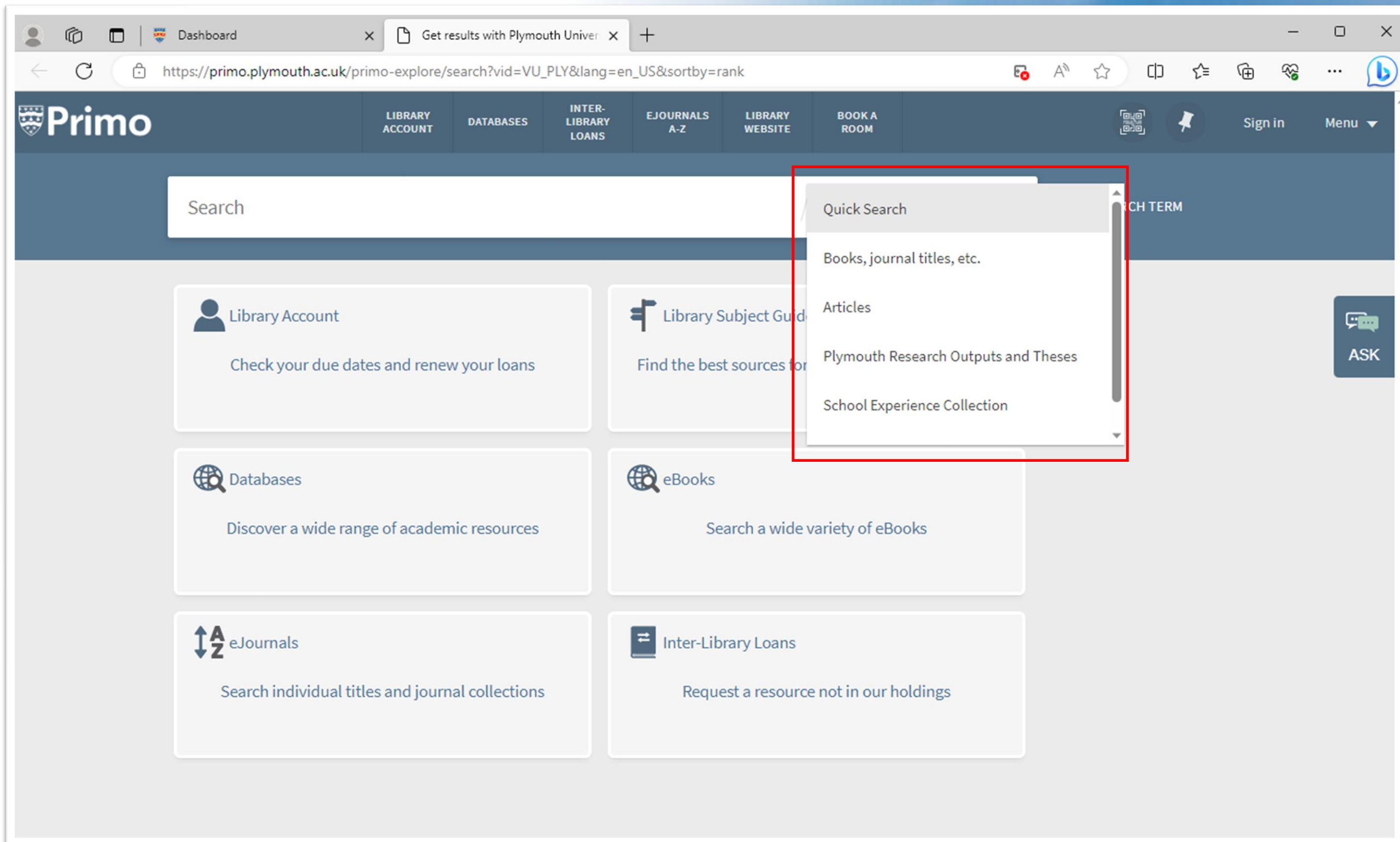
Course overview

In progress Search Sort by last accessed

- PCM Moodle Test Area
Demo courses
- Getting started with Moodle Quizzes (Playground)
Digital Education workshops
- Getting started with Moodle Quizzes
Digital Education workshops
- PCM Moodle Training Sessions - Hands On Activities
Demo courses

<https://dle.plymouth.ac.uk/my/#>

Menu breakdown and their functions



The screenshot shows the Primo library website interface. At the top, there is a navigation bar with the Primo logo and several menu items: LIBRARY ACCOUNT, DATABASES, INTER-LIBRARY LOANS, EJOURNALS A-Z, LIBRARY WEBSITE, and BOOK A ROOM. A search bar is located in the center of the top navigation bar. Below the navigation bar, there are several service tiles: Library Account, Library Subject Guide, Databases, eBooks, eJournals, and Inter-Library Loans. A search menu is open, showing options: Quick Search, Books, journal titles, etc., Articles, Plymouth Research Outputs and Theses, and School Experience Collection. The background of the website is a large image of a red and white lighthouse on a grassy field.

Dashboard

Get results with Plymouth Univer

https://primo.plymouth.ac.uk/primo-explore/search?vid=VU_PLY&lang=en_US&sortby=rank

Primo

LIBRARY ACCOUNT DATABASES INTER-LIBRARY LOANS EJOURNALS A-Z LIBRARY WEBSITE BOOK A ROOM

Sign in Menu

Search

Quick Search

Books, journal titles, etc.

Articles

Plymouth Research Outputs and Theses

School Experience Collection

Library Account

Check your due dates and renew your loans

Library Subject Guide

Find the best sources for

Databases

Discover a wide range of academic resources

eBooks

Search a wide variety of eBooks

eJournals

Search individual titles and journal collections

Inter-Library Loans

Request a resource not in our holdings

ASK

FRANCIS LIGHT LIBRARY SERVICES AND FACILITIES



Web OPAC

- Collection of past year exam papers
- Discussion Room Booking
- Request User Education Programme
- Library Web Landing Page
- Library External Membership

You will be able to access all the library services and facilities available at the library at one click.

Scan Me!



<https://linktr.ee/francislightlibrary>

The screenshot shows a Linktree profile for '@francislightlibrary'. The profile picture is a circular image of a library interior. The bio reads '@francislightlibrary Provides access to the library services & facilities'. Below the bio are six buttons: 'Web OPAC', 'Collection of Past Year Exam Papers', 'Discussion Room Booking', 'User Education Programme', 'Library Web Landing Page', and 'Library External Membership Application'. The Linktree logo is at the bottom right, and 'Cookie Preferences' is at the bottom left.

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/>
- Proquest E-Book Central : <https://ebookcentral.proquest.com/auth/lib/alcm/>
- Access to Library Digital Collection : <https://digitallibrary.peninsulacollege.edu.my/home>
- Portal u-Pustaka : <https://www.u-library.gov.my/portal/>
- UOP Library services : <https://www.plymouth.ac.uk/services/library-services>
- Contact Librarian :
 - noorshahidah@peninsulacollege.edu.my
 - jazlyhanif@peninsulacollege.edu.my



Thank you!

*We look forward to assist
you..*

