

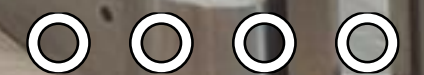


PENINSULA
COLLEGE

LIBRARY INFORMATION LITERACY TRAINING

FRANCIS LIGHT LIBRARY

BY: NOOR SHAHIDAH BINTI ABDUL SAMAD



LIBRARY INFORMATION LITERACY CONTENTS

1

PART 1
LIBRARY INTRODUCTION

2

PART 2
OPAC
(Online Public Access Catalog)

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PART 3
E-RESOURCES

4

PART 4
PRIMO (UOP Electronic Library)



LIBRARY LITERACY CLASS

PART 1 :
LIBRARY INTRODUCTION



WHAT WILL YOU LEARN?

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



LIBRARY STAFF



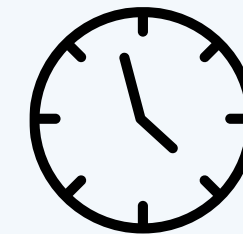
Noor Shahidah
Librarian

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 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)



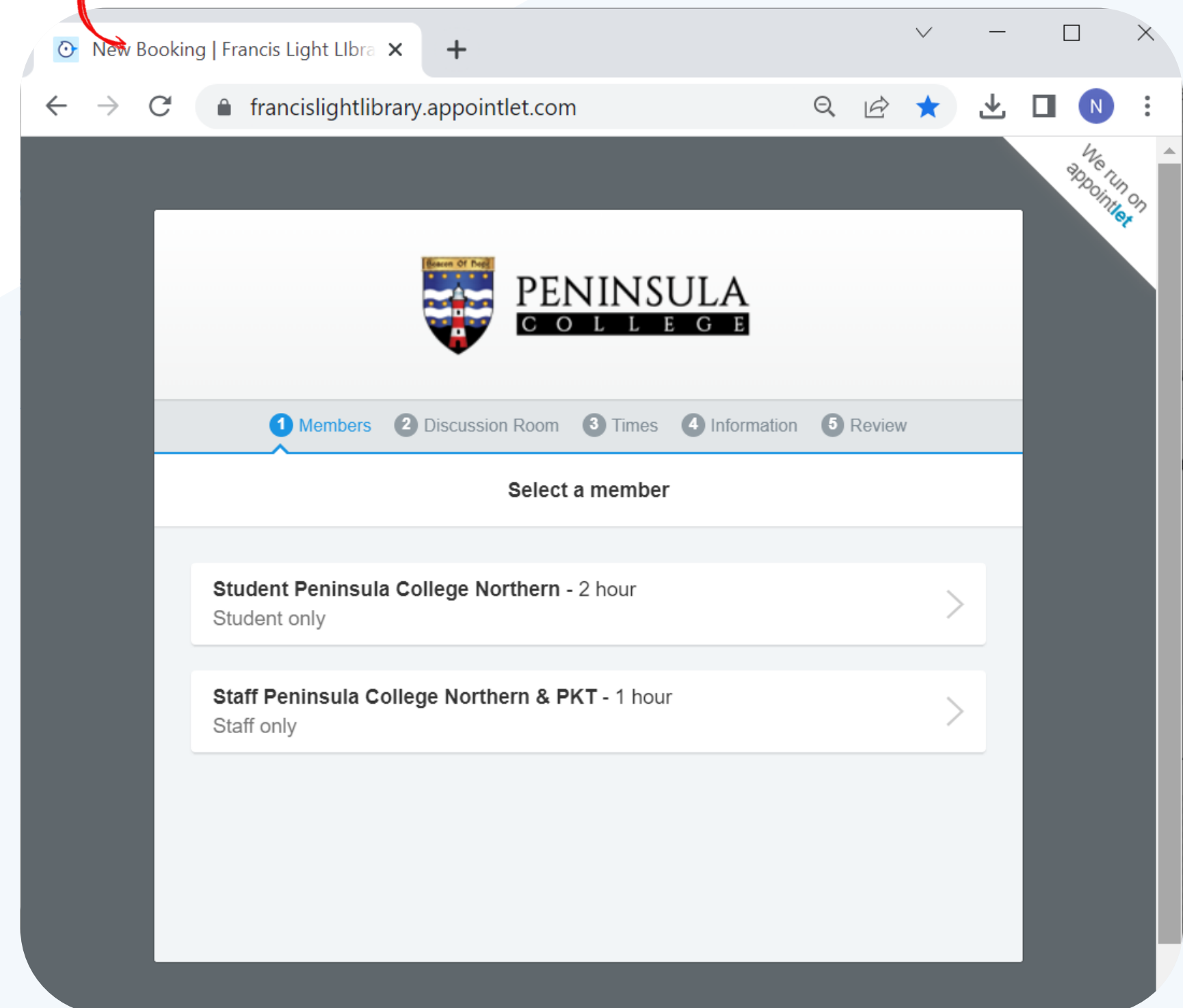
LIBRARY POLICIES



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
--------------------	--------

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

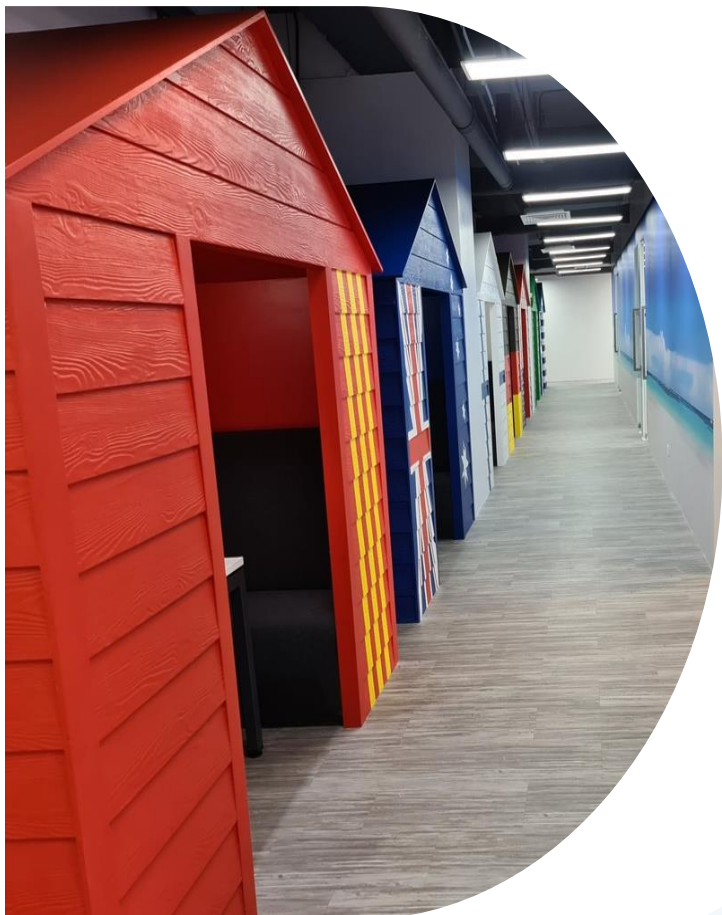
Black & White (A3)	RM0.20
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Colour (A3)	RM2.00
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LIBRARY FACILITIES



Private Study Area (Brighton Beach)



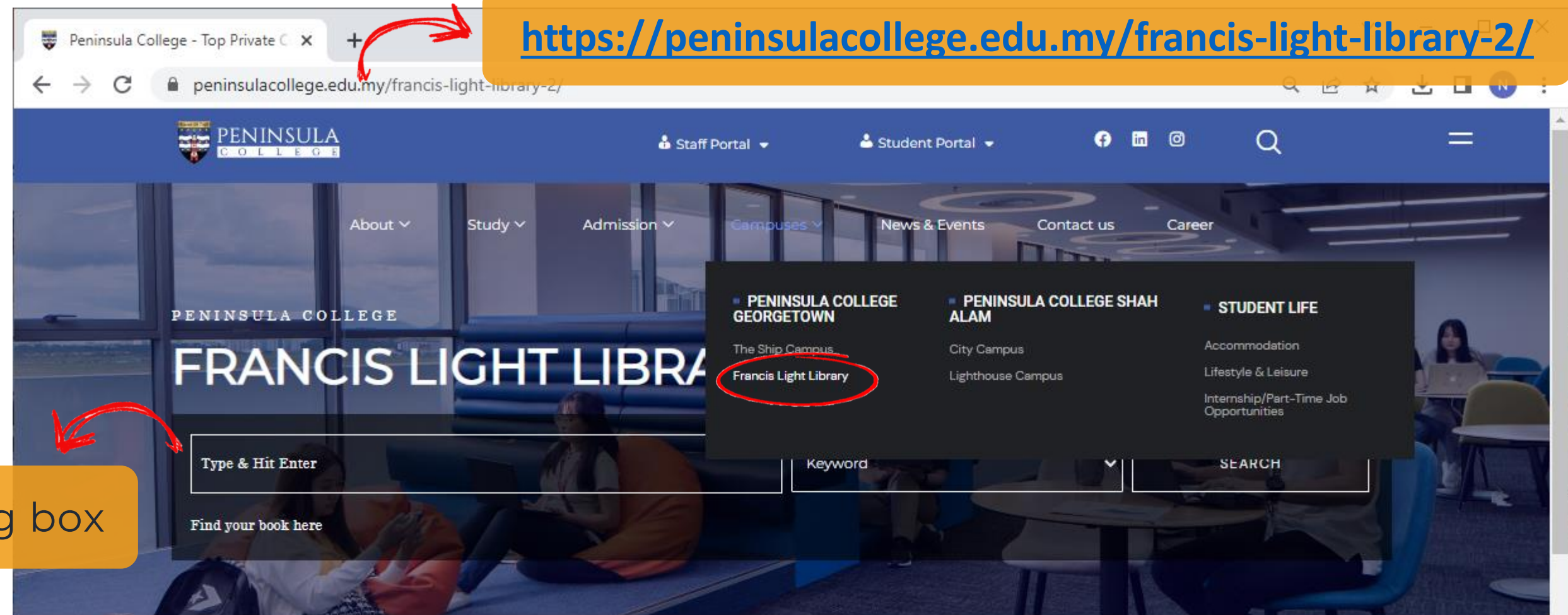
Discussion Rooms (Mediterranean Ports)

LIBRARY WEB LANDING PAGE



Shortcut to OPAC searching box

<https://peninsulacollege.edu.my/francis-light-library-2/>



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



About Library



Online Resources



Services



Facilities



Library Support



Contact Us



LIBRARY LITERACY CLASS

PART 2 :

OPAC

(Online Public Access
Catalog)



WHAT WILL YOU LEARN?

- Access to Lib OPAC
- Access to personal account
- How to search for library materials using OPAC
- How can I renew my book(s) online?
- Hold / reserve book(s) online



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. The main header features the Peninsula College logo and the text "Francis Light Library". Below the header is a search bar with a "Go" button and a dropdown menu set to "Library catalog". The interface includes several sections: a weather widget for Penang showing 25°C, an "Opening hours" table, a "Quote of the day" by Jorge Luis Borges, a "Francis Light Library Facilities Video" player, a "Visitor Counter" table, an "ANNOUNCEMENTS" section with a message about library hours, and a "Locate us" map showing the location of The Ship Campus. A "NOTE" section provides login instructions for students and staff.

Day	Hours
Monday	08:00 - 17:00
Tuesday	08:00 - 17:00
Wednesday	08:00 - 17:00
Thursday	08:00 - 17:00
Friday	08:00 - 17:00
Saturday	Closed
Sunday	Closed

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.

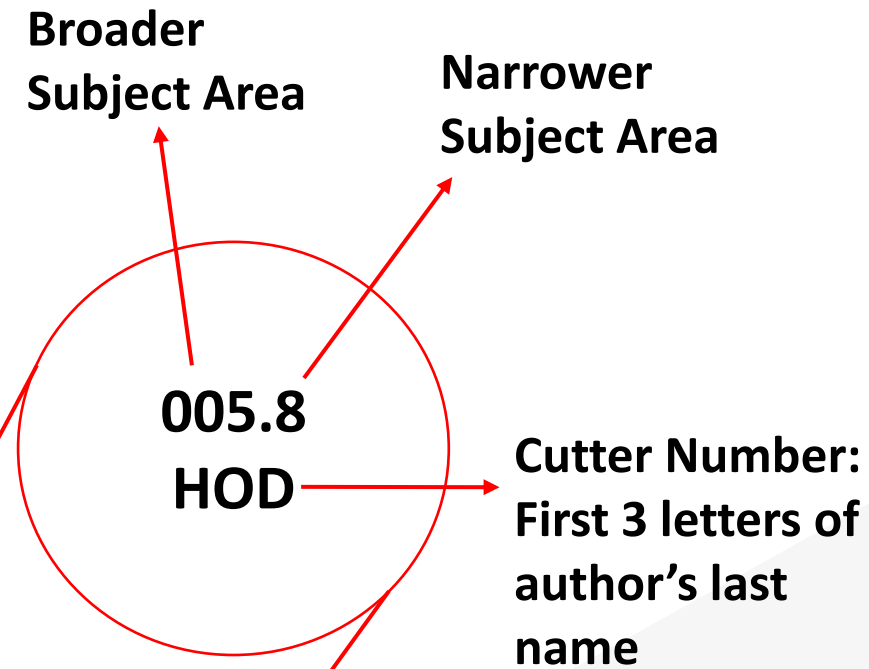
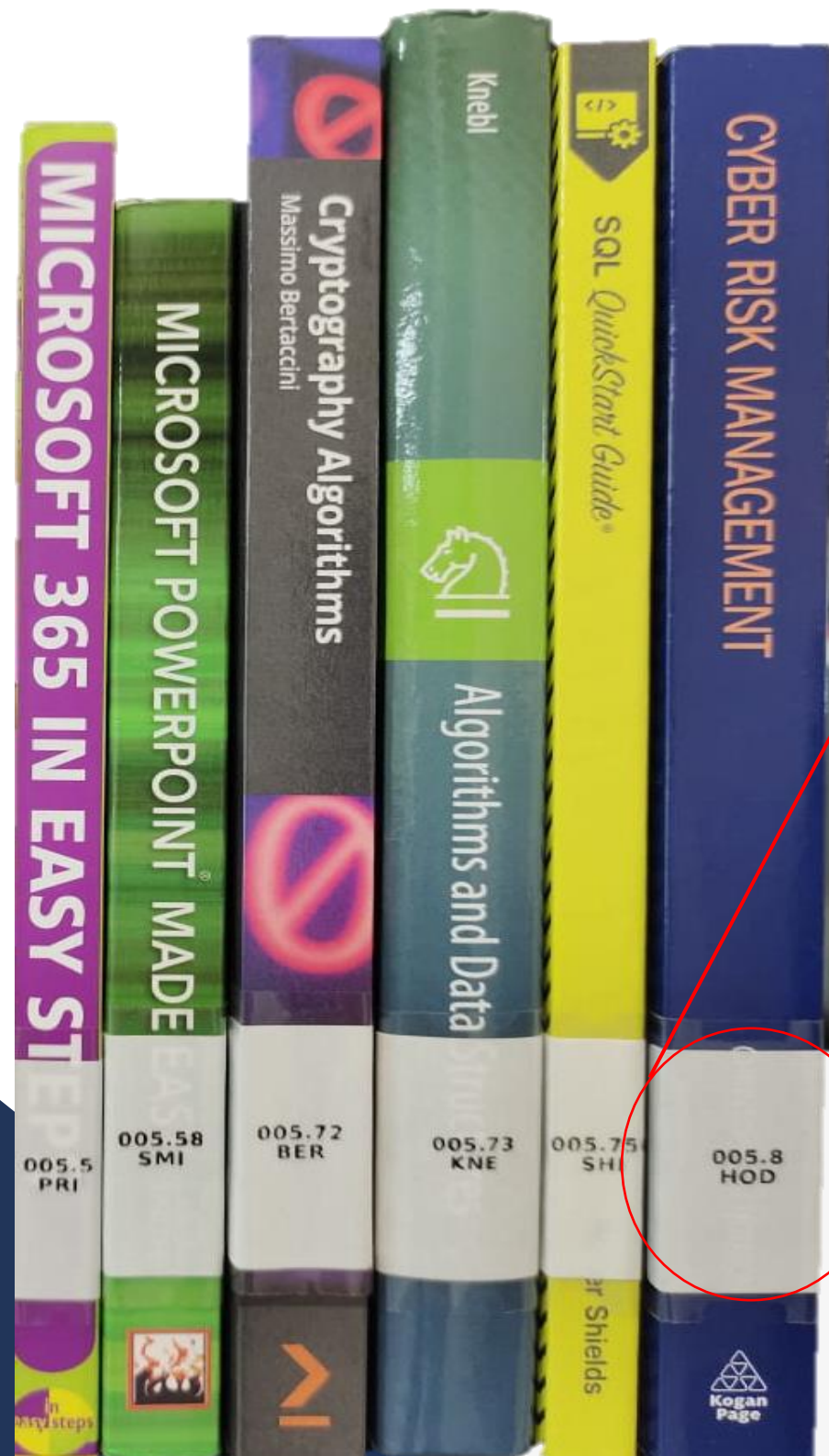
To all new students, we look forward to welcoming you to the campus, and to our returning students, welcome back.

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.

VIDEO RECORDING : Access to Library OPAC

The screenshot shows the Francis Light Library OPAC website. The browser address bar displays the URL: `opacfrancislightlibrary.peninsulacollege.edu.my/cgi-bin/koha/opac-main.pl`. The page features a blue header with the Peninsula College logo and 'THE SHIP CAMPUS' branding. A large banner image of a library interior contains the text 'Francis Light Library'. Below the banner is a navigation menu with links: HOME, RESOURCES, SERVICES, FACILITIES, LIBRARY GUIDES, and FAQ. A search bar is located below the menu, with a dropdown set to 'Library catalog' and a 'Go' button. A secondary navigation bar includes links for 'Advanced search', 'Booking', 'Course reserves', 'Authority search', 'Tag cloud', and 'Libraries'. The main content area is divided into three columns. The left column contains a weather widget for Penang (27°C) and an 'Opening hours' table. The middle column features a 'Quote of the day' by Jorge Luis Borges and a video player titled 'Francis Light Library Facilities Video'. The right column has a 'Log in to your account' section with login and password fields, a 'Log in' button, and a 'Forgot your password?' link. A 'NOTE' section at the bottom right provides login instructions for students and staff. A 'Visitor:' section is partially visible at the bottom left.

Francis Light Library

HOME + RESOURCES + SERVICES FACILITIES LIBRARY GUIDES FAQ

Welcome to

Search Library catalog Go

Advanced search | Booking | Course reserves | Authority search | Tag cloud | Libraries

Home

Weather: +27°C PENANG

Opening hours:

Day	Hours
Monday	08:00-17:30
Tuesday	08:00-17:30
wednesday	08:00-17:30
Thursday	08:00-17:30
Friday	08:00-17:30
Saturday	closed
Sunday	closed

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

Francis Light Library Facilities Video

Log in to your account:

Login:

Password:

Log in

[Forgot your password?](#)

NOTE:

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

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

ANNOUNCEMENTS

Visitor:

WHAT WILL YOU LEARN?

PART 3 :

Library e-resources

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



WHAT WILL YOU LEARN?

I. ProQuest eBook Central

- Introduction and features
- Ebook searching

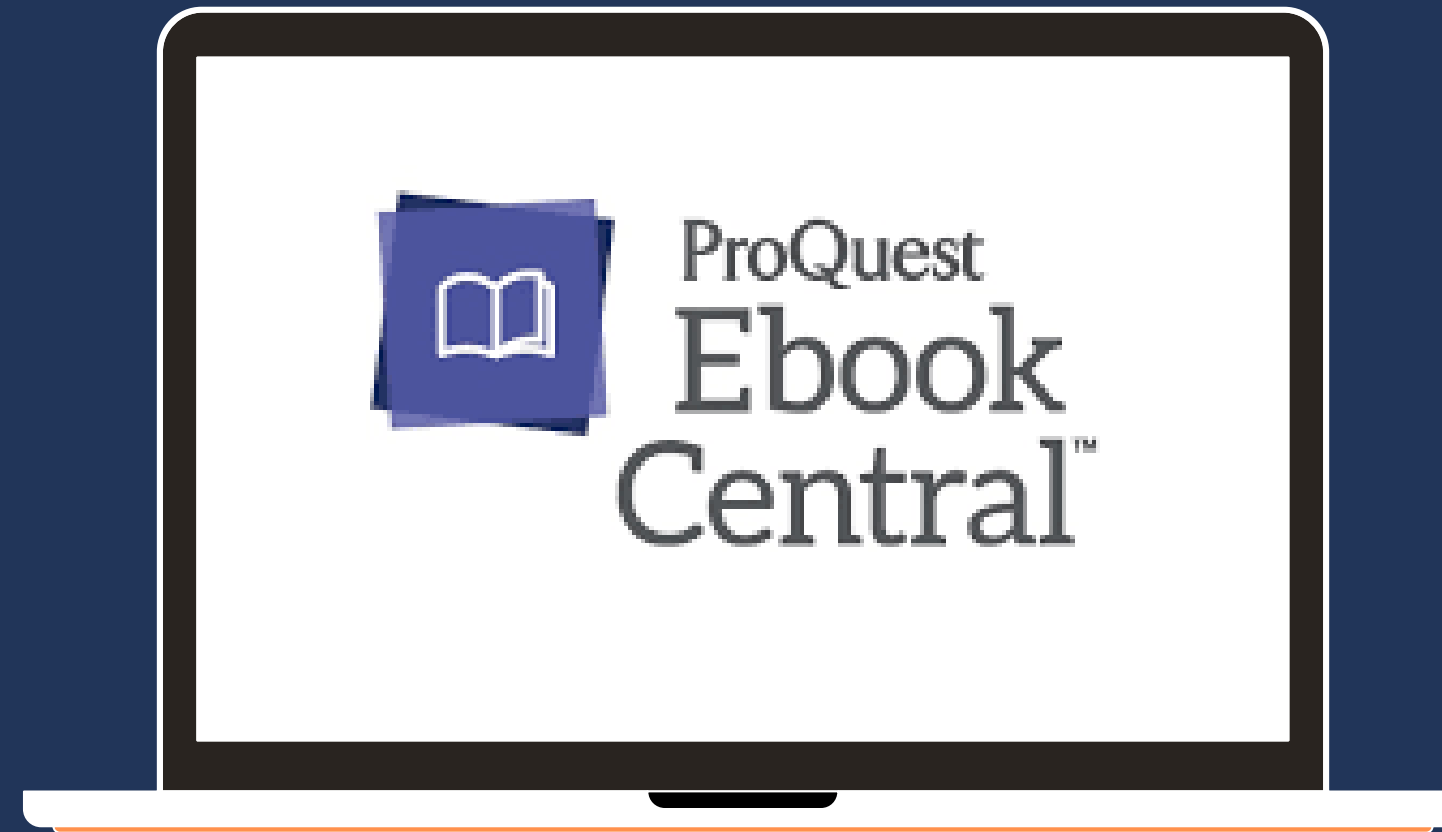
II. Francis Light Digital Library (Dspace)

- What is Dspace?
- Types of knowledge assets and how to explore the digital contents.

III. U-Pustaka

- Introduction and getting started with u-Pustaka
- Types of free databases and description





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 Features



Search book using basic search and advanced search.



Ebook Central Online Reader for PDF and EPUB.



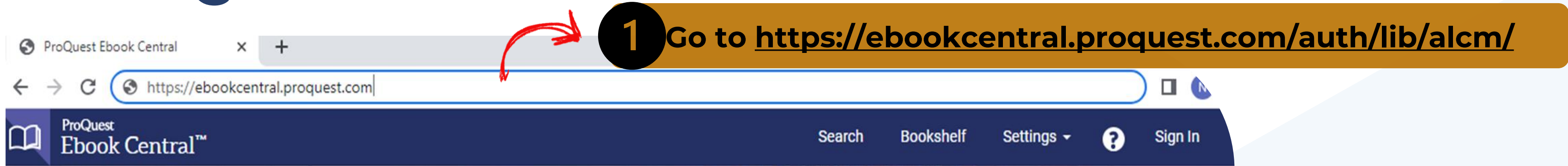
Download books and chapter for offline access.



Keeps a record of your downloads, loans, and saved books

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



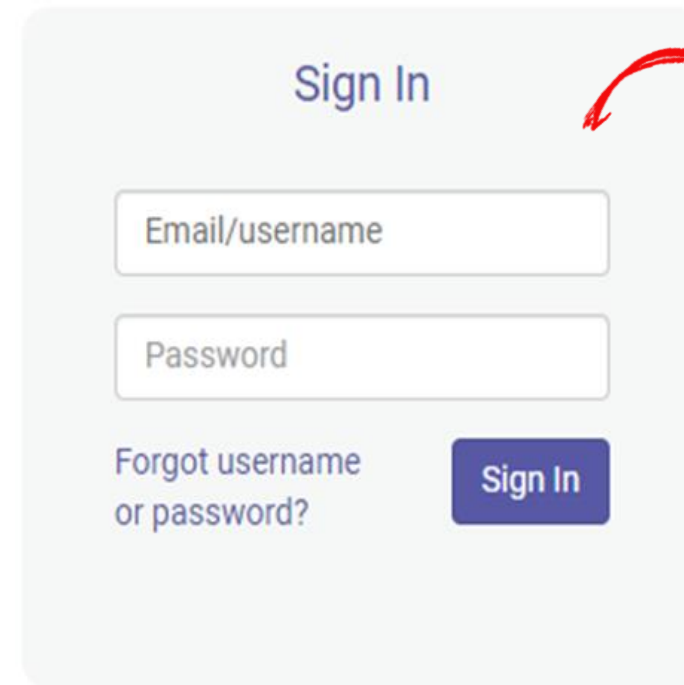
Sign In to use authoritative ebooks provided by Peninsula College

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

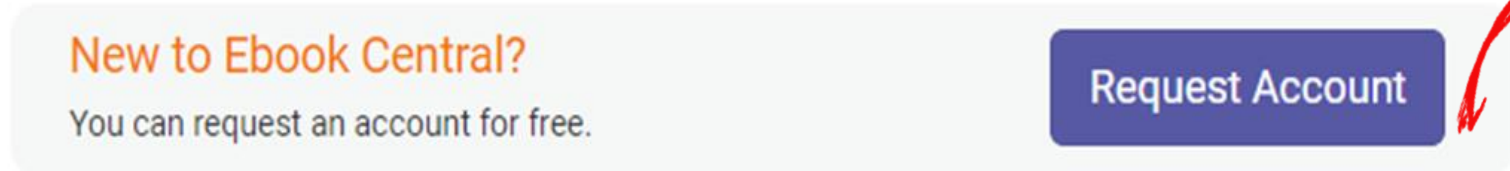
Save and Share
Create highlights, notes, and bookmarks for later, and share research with others

Sign In

[Forgot username or password?](#) 

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

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



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



VIDEO RECORDING : Access to ProQuest Ebook Central

ProQuest Ebook Central

https://ebookcentral.proquest.com/auth/lib/alc/

Incognito

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

Sign In

Email/username

Password

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

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

ProQuest

Privacy Policy | Terms & Conditions | Cookie Policy | DMCA Policy | Personal Data Options | Manage cookie preferences | Accessibility

9:52 AM
15/6/2023



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

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



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 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.

Online Databases : Nationwide access

Databases	Description
	<p>About 4,476 titles of e-book, 140 audiobooks and 98 titles of ebook+audiobook (read along) are available in PNM's Overdrive. 2 titles (1 week)</p>
	<p>Access to more than 8,000 titles with almost 14,167 licensed access to titles from local and foreign publishers and writers 5 titles (1 week)</p>
	<p>Provides important sources of information that you can use to help your research, investigation and analysis. more than 4,768,880 articles on local news and 279,227 articles of international news), more than 9,162 biography / profile figures in Malaysia, more than 9,712 full text of the speeches, facts and statistics pertinent to Malaysia, sectoral reports, directories and links.</p>
	<p>Provides access to e-books, articles from thousands of e-journals and various sources of information from more than 100 sub-databases. Consist of 5,277 e-book titles in various subjects, including the arts, business, economics, education, marketing, social science, medicine and others.</p>

Online Databases : Nationwide access

Databases	Description
	<p>Help organizations to find information on best practices, performance measurements and benchmarking. developed by Malaysia Productivity Corporation (MPC)</p>
	<p>Provides access to 429 e-book titles in the subject of economic, political and social science from the collection of the Institute of Southeast Asian Studies (ISEAS) and 249 e-book titles published by the American Library Association (ALA)</p>
	<p>ODILO is the leading ecosystem for Intelligent digital libraries and collaborative learning considered by many as the “Netflix for Education”. ODILO exclusively offers a Netflix-styled and highly engaging digital library experience. ODILO covers 20,000 reading materials in various subject fields including Soft Skills, Self Help, Health & Wellness, General Business & Entrepreneurship, Life-long learning, Literature & Novels, Career and Jobs, General Science, Early Learning, Chinese Novels (Mandarin), and some Magazines.</p>
	<p>Basic Sciences, Social & Management Sciences, Engineering & Technology and Art & Humanities Packages.</p>

LIBRARY LITERACY CLASS

PART 4 :

UOP Electronic Library
(PRIMO)



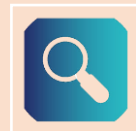
WHAT WILL YOU LEARN?

- What is Primo?
- What can I find using Primo?
- How can I get access to Primo?
- E-books searching
- Where to find Journals on Primo?
- Other useful links –
 - Library Subject Guides
 - Reading List





What is Primo?

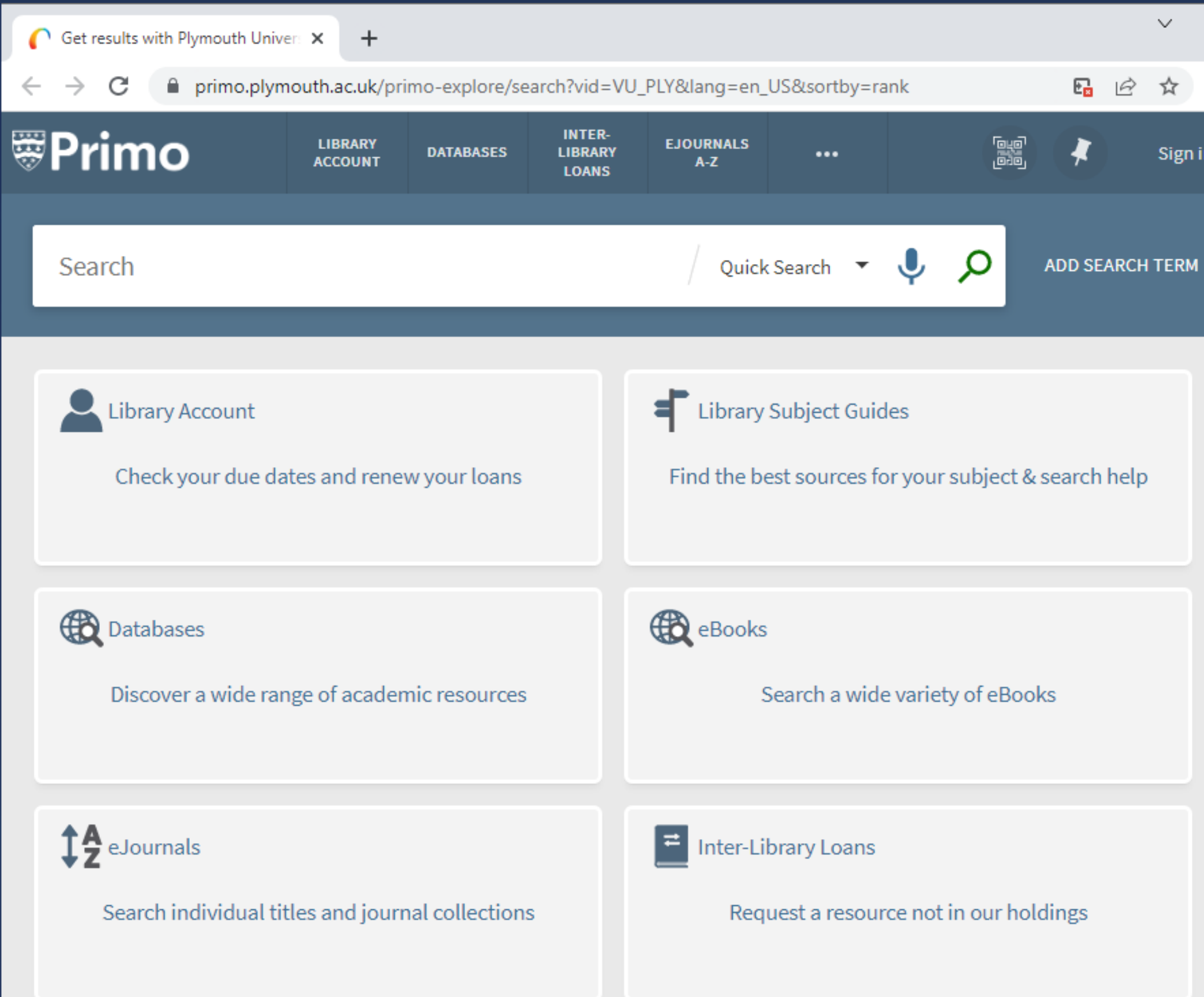


Primo is library search tool to help you find the best quality resources to support your learning, teaching and research.



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

MENU BREAKDOWN AND THEIR FUNCTIONS



LIBRARY ACCOUNT

To check items you have borrowed, due date and loan details.

DATABASES

List of databases the library subscribes. They contain more subject specific articles and may be a better way to find more relevant items.

E-JOURNALS

This is a list of online journals the library subscribes to. Again, you may find more specific items in this section.

LIBRARY SUBJECT GUIDES

For each course, there is a library subject guide created by subject Information Specialist. These pages give tailored advice on research methods, navigating the library and information literacy.

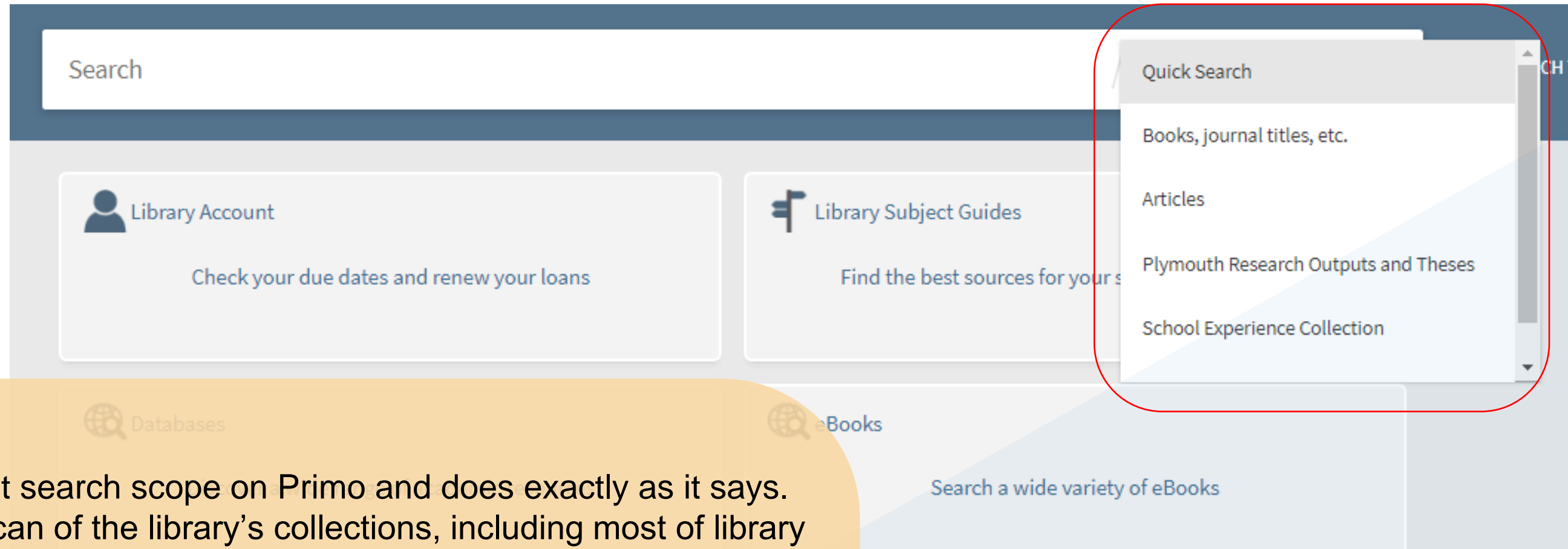
EBOOKS

This features enable users to search resources specifically in ebook format.

INTER LIBRARY LOAN

This takes you to the Inter Library Loans request form, if you require an item that Primo does not have access to.

SEARCH SCOPE



1. Quick search

This is the default search scope on Primo and does exactly as it says. It does a quick scan of the library's collections, including most of library subscribed content.

2. Books, journal titles, etc.

This search scope provides result that are printed/ ebooks, print journals and ejournals. This search scope is useful for identifying what the library subscribes to or holds in its collections.

3. Articles

This searches inside the majority of e-journals that the library subscribes to.

4. Plymouth Research Outputs and Theses

Use this option to search through University of Plymouth research outputs produced by Plymouth staff and PhD students that has been deposited into the PEARL repository.

5. School Experience Collection

Provides items from the school experience only; junior fiction and non-fiction books and resources for teacher training.

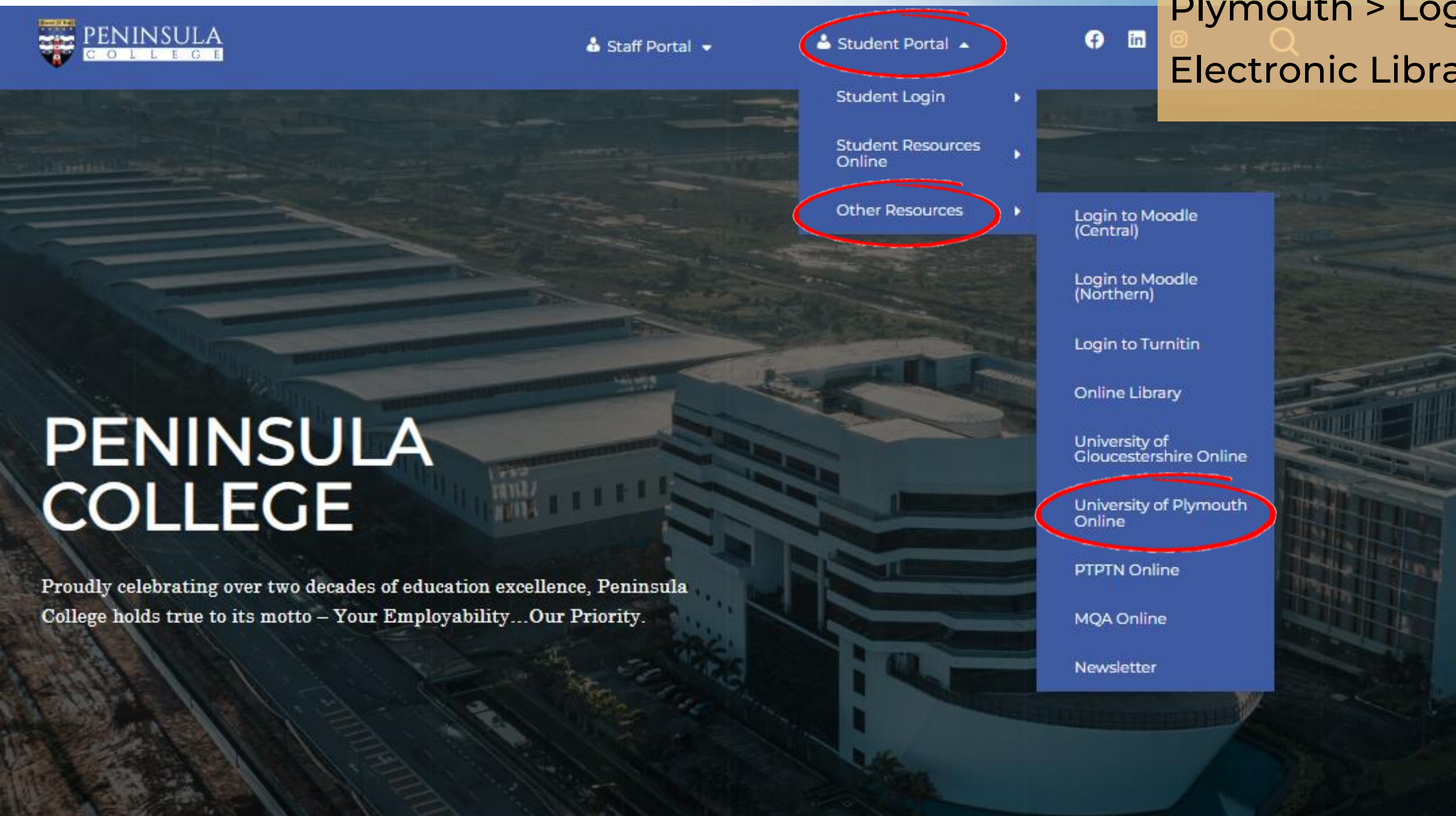
6. Special Collections

Including rare books, artists' books, rare journals and zines (not for loan)

How to get access to Primo?

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

Student Portal > Other Resources > University of Plymouth > Login to My DLE Moodle > Library > Electronic Library (Primo)



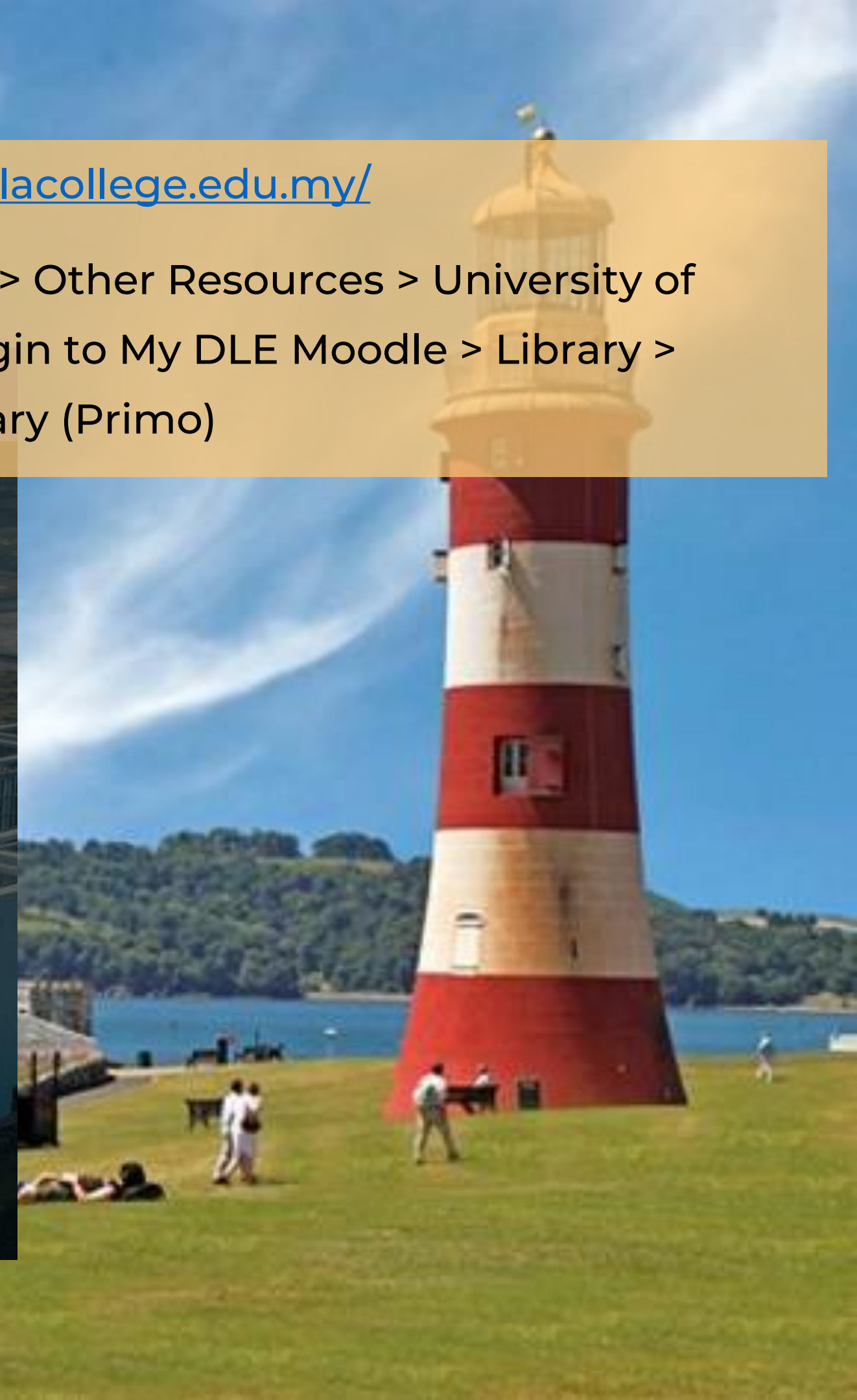
The screenshot shows the Peninsula College website navigation menu. The 'Student Portal' link is circled in red. A dropdown menu is open, showing 'Other Resources' circled in red. Within this dropdown, 'University of Plymouth Online' is also circled in red. A red arrow points from the URL above to the 'Student Portal' link.

Peninsula College logo and navigation menu items:

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

**PENINSULA
COLLEGE**

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



VIDEO RECORDING 'HOW TO SEARCH EBOOK USING PRIMO'

The screenshot shows the Primo library website interface. At the top, there is a navigation menu with links for LIBRARY ACCOUNT, DATABASES, INTER-LIBRARY LOANS, EJOURNALS A-Z, LIBRARY WEBSITE, and BOOK A ROOM. A search bar is prominently displayed in the center, with the text "Search" and a magnifying glass icon. To the right of the search bar, there are options for "Quick Search" and "ADD SEARCH TERM". Below the search bar, there are several service tiles: "Library Account" (Check your details), "Library Subject Guides", "Databases" (Discover a wide range of titles), "eJournals" (Search individual titles and journal collections), and "Inter-Library Loans" (Request a resource not in our holdings). A blue "ASK" button is visible on the right side of the page. The URL in the browser address bar is "primo.plymouth.ac.uk/primo-explore/search?sortBy=rank&vid=VU_PLY&lang=en_US".

2 ways to search ebooks

USEFUL LINKS

- Library Landing Page: <https://peninsulacollege.edu.my/francis-light-library-2/>
- 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

SCAN TO RETRIEVE
YOUR E-CERTIFICATE TRAINING





THANK YOU

*We look forward to assist
you..*

