Ibn Khaldun Library
Kolej Poly-Tech Mara
July 2020

~~Library For All~~

VISION

Information provider and knowledge that are efficient

MISSION

Having commitment to provide collection and service that are high quality in supporting
teaching requirement, learning and research for students and lecturers.

OBJECTIVES

1) Providing printed, non- printed and online that is suitable and latest, to support academic programmes.
2) Providing services in order to support teaching and learning process.

LIBRARY STAFFS

ASSISTANT DIRECTOR OF LIBRARY
Pn. Nabilah binti Abusah

CLERK
Pn. Ida Diana binti Mahayudin

LIBRARY ATTENDANT
Cik Hafizah binti Adnan

LIBRARY HOURS

MONDAY – FRIDAY :
8.30 PAGI – 5.30 PETANG

WEEKEND & PUBLIC HOLIDAY:
CLOSED

LIBRARY SERVICES

- Providing services, searching library collection via **OPAC**.

- Providing borrowing and returning library collections.

- Providing electronic books **(ProQuest Ebook Central)** and CD-Rom, DVD-Rom for academic purposes.

- Past Examination Paper in digital format

- Providing printing, photocopy and scanning services.

- Locker rental within 1 semester

CHARGING & DISCHARGING

Ibn Khaldun Library using KOHA system. Users that want to **borrowing** and **returning** library collection need to give his/her ID card to the library staff at the library counter.

RENEWAL PROCESS

Renewal can be made before the date of returning the book.

Renewal process can be made only 2 times.

Method: Bring along the book to the library counter for renewal process

NO. OF BORROWING ITEM

CATEGORY	TYPES OF COLLECTION	DURATION	NO. OF ITEM
Full time students	Book (OS)	2 weeks	5
Lecturer	Books for class instruction	4 month	4
	General Books	2 weeks	4
Staff	Book (OS)	2 weeks	5

FINEs

- Fine will be imposed to every book that is late returned
- 50 cents per day

LOST BOOK

- Immediately report to library staff.
- Replacement payment according to price of the book

ONLINE SERVICES

SERVICES	URL
Library website	http://iplib.kptm.edu.my:70/
Electronic book (ProQuest Ebook Central)	https://ebookcentral.proquest.com/lib/kptm-ebooks/home.action?ebraryDocId=null
U - pustaka	http://www.u-library.gov.my/portal/web/guest/home

SERVICES AND CHARGES

SERVICES	CHARGES
Black & white printing	20 cents/ page
Color printing	50 cents – RM2.00/ page
Scanning	30 cents/ page
Photostat	10 cents/ page

OTHER SERVICES

- Web OPAC (Book searching)
- Reference
- Discussion room
- Internet Access Room
- Wi-fi
- Locker Rental

INTERNET ACCESS ROOM

There are 6 (six) computers being provided in the internet access room.

Rules of usage:-

- Fill in log book and giving your ID card to the staff on duty.
- The staff will give a mouse.
- Duration of usage are within 1 hour
- Users need to return back the mouse in order to get his/ her ID card.

LOCKER RENTAL

- Locker rental is within 1 semester only.
- Location of the lockers are in the block A.
- Block A – 1st,2nd and 3rd floor

RULES OF LOCKER RENTAL

No.	Category	Fees
	Locker key (Deposit)	RM10.00 / semester
	Return **before** final semester leave	RM5.00 (Deposit) being return
	Return **after** final semester leave (late)	RM5.00 (Deposit) **NOT** return
	Lost	RM10.00

OTHER COLLECTIONS

ONLINE DATABASE

ProQuest Ebook Central	U - Pustaka

DIGITAL COLLECTION

Past Examination Papers

LIBRARY REGULATIONS

- All staffs and students must wear KPTM identification card upon entering the library.

- Patron must be properly attired in accordance with the stipulated dress code in the KPTM regulations.

GENERAL LIBRARY REGULATION

Matter prohibited in the library:

- Talking loudly

- Eating, drinking & smoking

- Making calls and receiving calls should be done in the lobby.

- Wearing round neck t-shirt, cap, and slipper are prohibited.

- Scribbling on the library books

- Misuse of ID card of others for borrowing book

- Bring along books outside library without permission

- Remove / change the arrangement of the library furniture.

ITEMS PROHIBITED TO BRING IN THE LIBRARY

- Bags

- Helmets

- Foods & drinks

- Umbrella

Please put all the items at the provided place.

Library will not be responsible for the LOST and damage of the item

Those who **did not return the Book and Locker key** before final semester leave will be **DETAINED** from registration for the next semester. Library will no be responsible on the late registration of that students

Thank You…