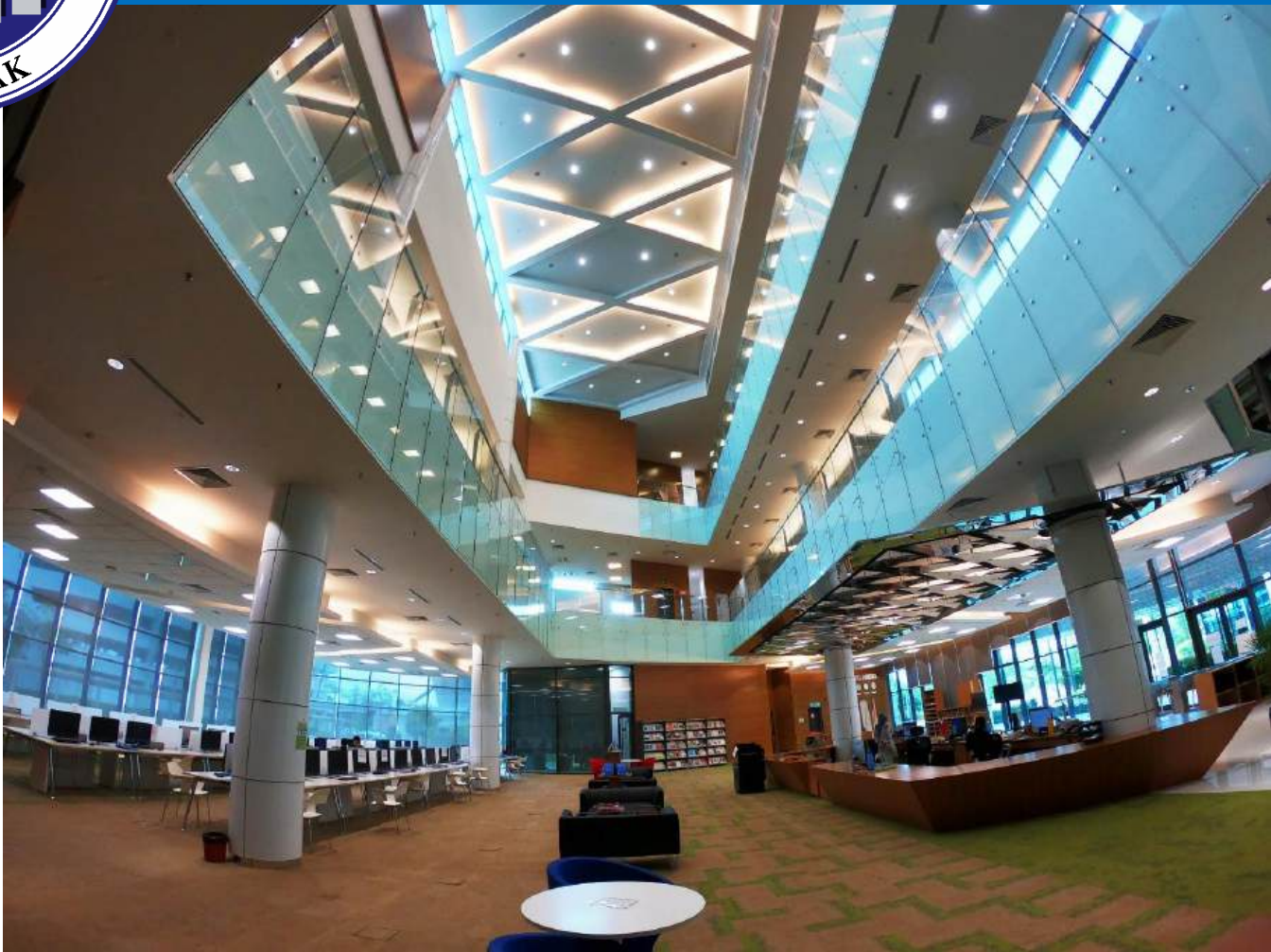


# User Guide

(UTS-ARC-ARCUG)



## Academic Resource Centre



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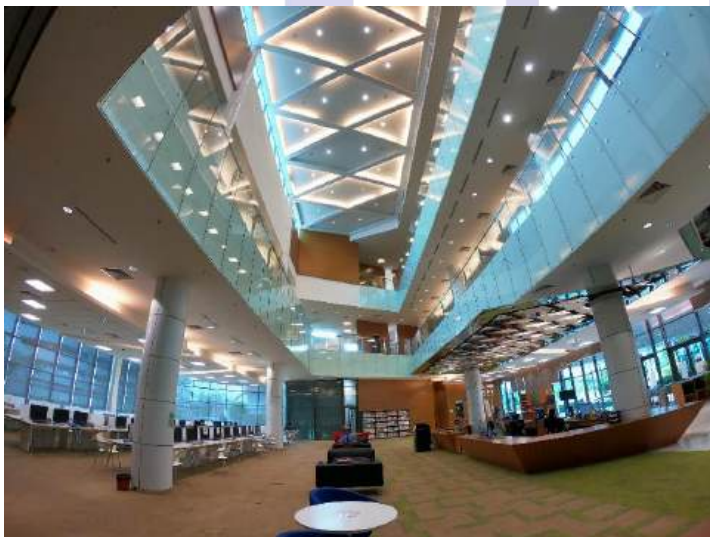
ACADEMIC RESOURCE CENTRE  
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# INTRODUCTION TO ACADEMIC RESOURCE CENTRE



UCTS library was established simultaneously with the setting up of UCTS campus in 2013. Initially, the library was operated at Kolej Laila Taib (KLT) campus before UCTS campus was ready to be used in September 2013.

In 2019 UCTS library changes its name to Academic Resource Centre (ARC). The ARC is an icon that supports teaching and learning in the university. In the year 2013, the total collections of ARC are 313 books whereas in 2023 total collection of ARC increased to 13,123 books, 1,768 e-books, 4 online databases, and 2 online journals. ARC also subscribed to online newspapers and magazines.



ARC is a 3-storey building located next to the Student Development and Services Department (SDSD) and has a total sitting capacity of 500 students at any one time. Apart from the physical books, ARC is also equipped with computers for students to view online materials and e-books. The computers in ARC may also be used by students for working on their assignments. It also has five discussion rooms (located on the 1st Floor) for group discussions/meetings.



# OPENING HOURS

DAY	DURING SEMESTER	DURING SEMESTER BREAK	DURING EXAM WEEK
MONDAY – FRIDAY	0800 - 2000	0800 - 1700	0800 - 2200
SATURDAY	0800 - 1200		0900 - 1800
SUNDAY & PUBLIC HOLIDAYS	<b>CLOSED</b>		(SUNDAY) 0900 – 1800  (PUBLIC HOLIDAYS) <b>CLOSED</b>

❖ Subject to academic calendar and change.

# RULES AND REGULATIONS

In order to provide a conducive environment for its users, the following will be enforced:

1. Only registered members (students and staff of UTS) or those who had permission are allowed to enter the centre and use the provided services.
2. Prior permission form Head of Library must be requested to use cameras and other recording devices in the library.
3. Dress code is as per stated in UTS STUDENT CODE OF CONDUCT in section B. Appearance (8.5 Attire) page 9 & 10. Centre's staff has the right to demand any user who is considered improperly dressed to leave the centre.
4. Student and staff ID card must be worn all time as all centre transactions will required the ID card.
5. Reservation of seats is not permitted. Books and other articles left on the tables or chairs will be removed by the library staff.
6. User are not encourage to smoke, drink or eat in the centre. (only mineral/drinking water and light dry refreshment are allowed)
7. Bags, helmet, and umbrella are not allowed to be taken into the library. Those materials must be place in provided locker. Centre are not responsible for any loss, damaged or misplaced of user's belongings.
8. Anything of value should not be left unattended in the centre. Centre does not take responsibility for the loss or damage of such items.
9. Users are not allowed to move, modify, tamper or misuse centre facilities. Users damaging centre materials or facilities of the library will be liable to pay full replacement cost as well as handling charge and fine.
10. Users caught mutilating or committing theft of centre materials and indecent behavior will be subject to disciplinary action.
11. The staff has the right to ask anyone causing disturbances to leave the centre.
12. Users found breaking the rules will have their privileges suspended.

## IMPROPER ATTIRE NO ENTRY



# LOAN ELIGIBILITY AND FINES

## LOAN ELIGIBILITY

Category	Loan Limit /Loan Periods		Fines (1 day per item)
	Students	Staff	Students & Staff
Open Shelf	8 books	10 books	RM0.50
	2 weeks	3 weeks / 1 semester (upon on request)	
	Allowed to renew once		
Reference	NO loan transaction is available		
Red Spot			
Magazine / Periodical			
Multimedia Resources			
Online Resources	It can be accessed via university website		

## RESPONSIBILITY OF BORROWERS

Items charged out on a personal student and staff card remain the responsibility of the individual named on that card. All eligible borrowers are expected to have a current address and contact number.

- Borrowers are responsible for returning materials on time and in good condition.
- As a reminder to borrower, a due date slip is placed in all materials.
- Centre materials should be returned to the staff at the Circulation Counter located on the ground floor.
- Materials which are overdue, lost or damage, fines and penalty will be imposed to respective borrower.

# LOAN ELIGIBILITY AND FINES

## FINES IMPOSED FOR LATE MATERIALS

- Fines will be imposed once borrowers failed to return the materials on time.
- Staff need to list down all late borrowers before the end of semester. Borrowers will be informed through phone call or email for further actions and penalty be imposed.

## CONSIDERED LOST MATERIALS

- Finding are reposted after library stock taking activity.
- Reported by borrower.

## FINES IMPOSED FOR LOST MATERIALS

- Lost books: borrower will be required to replace or pay cost of replacement (price refer to catalogue records) plus late fee for each book.
- Lost discussion room key : cost of replacement as per cost stated

## PAYMENT PROCEDURE FOR LOST MATERIALS

- Staff will fill in the required amount need to pay.
- The borrower needs to pay amount due at ARC Circulation Counter.
- Staff will produce payment receipt to the borrower.
- Staff will inform Finance Department staff about the lost items.

## BARRING PROCEDURE

- Staff will list down all borrowers who recorded unsettled overdue/lost and/or fines before the end of every semester.
- Any borrower who have recorded list item or fines will be suspended from loan privilege until they settled the amount due.
- Final semester students, need to get clearance from ARC staff. Any borrower who recorded lost item or fines, a hold will be placed on the student's record and this will barred for graduation registration and the release of transcripts.



# COLLECTIONS



OPEN SHELF

The open shelf collection consists of textbooks of various subjects acquired to support learning, teaching and research needs of the university. All academic staff, administrative staff and students of UTS are allowed to borrow from this collection.



MAGAZINE /  
PERIODICAL

A collection of magazine and journal (local and overseas) and newspaper (local).



MULTIMEDIA  
RESOURCES

Collection of DVD's and CD's which are available for internal reference only.



BORNEO  
COLLECTION

Collection of books related to Borneo articles available for internal reference only.



Reference collection such as dictionaries, encyclopedias, handbooks, directories, thesis and resource guide to research are available for internal reference only.



Collection of textbooks and reference books which are available for internal reference only.



Library subscribes to major electronic databases in various subjects areas. These electronic database include e-journal and e-book. It can be accessed via centre website ([www.arc.uts.edu.my](http://www.arc.uts.edu.my)).



# LIST OF ONLINE RESOURCES

## ONLINE DATABASE

1. Emerald Insight
2. Science Direct
3. Scopus
4. Britannica Academic



## E-BOOK

1. World Technologies
2. Saylor Academy
3. Open Textbook Library
4. Wiley Online Library
5. Online Mathematics Textbooks
6. IntechOpen
7. BC Campus
8. OpenStax

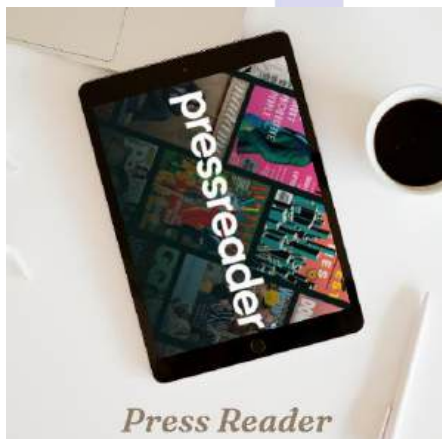


## ONLINE JOURNAL

1. Borneo Journal of Social Science and Humanities
2. Borneo Journal of Science and Technology
3. Building Research and Information
4. Construction Management and Economics
5. Journal of Construction Engineering and Management
6. Journal of Management in Engineering



## PRESSREADER



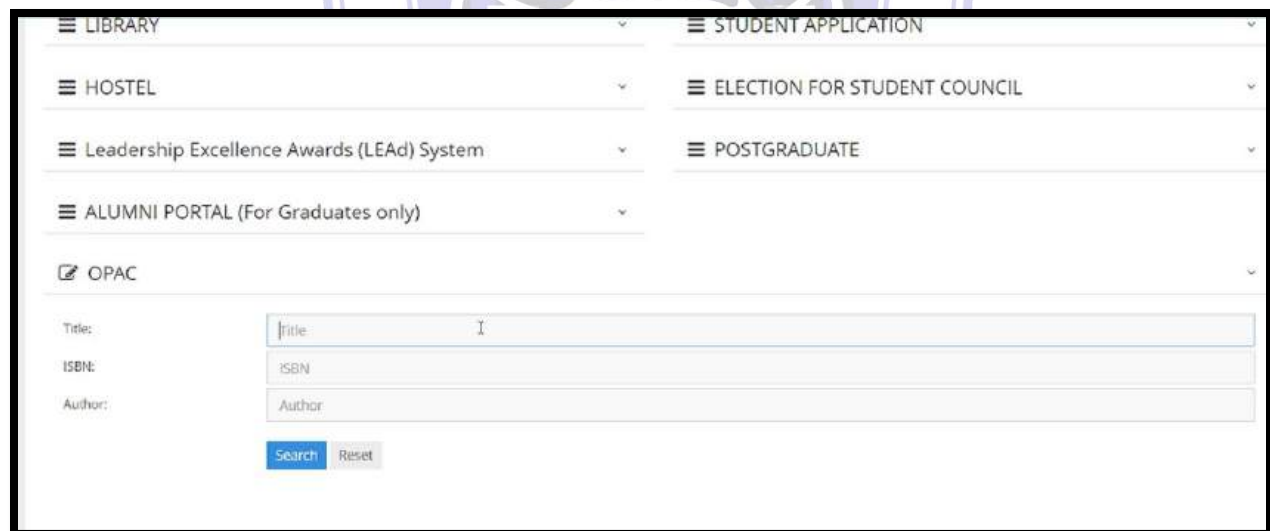
*Press Reader*

# Online Public Access Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) is the main platform to search resources. There are few approaches of searching include:

- Searching by TITLE
- Searching by ISBN
- Searching by AUTHOR

Please refer to OPAC user guide that are provided at each PC. Do not hesitate to ask for assistance from the staff on duty at Circulation Counter if you face any difficulties in using the OPAC.

A screenshot of the OPAC search interface. The interface is divided into two main columns. The left column contains a vertical menu with items: LIBRARY, HOSTEL, Leadership Excellence Awards (LEAd) System, ALUMNI PORTAL (For Graduates only), and OPAC (which is selected with a checkmark). The right column contains a vertical menu with items: STUDENT APPLICATION, ELECTION FOR STUDENT COUNCIL, and POSTGRADUATE. Below the OPAC menu item, there is a search form with three input fields: 'Title:' with a placeholder 'title', 'ISBN:' with a placeholder 'ISBN', and 'Author:' with a placeholder 'Author'. Below these fields are two buttons: 'Search' and 'Reset'. The background of the slide features a large, faint watermark of the University of Technology logo and the letters 'UTS'.

# Classification Scheme

ARC materials are arranged on the shelves according to the Library of Congress Classification (LCC) Scheme. Summary of the scheme are as follow:

## 1st Floor

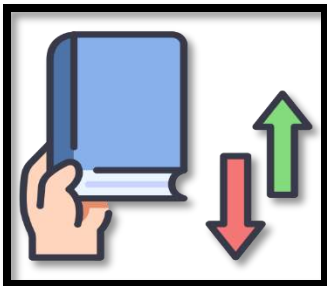
A	General Works	HJ	Public Finance
B	Philosophy and Religion	J	Political Science and Government
BF	Psychology	K	Law
BL - BX	Religion	L	Education
C	Auxiliary Science of History	M	Music
D	History General & Work History	N	Fine Arts
G	Geography & Maps	P	Philology. Linguistic
H	Social Science	PE	English Language and Practice
HA	Statistics	PL	Language of Eastern Asia, Africa, Oceania
HB	Economics	PN	Literature (General)
HC	Economic History and Condition by Countries	Q	Science
HD	Human Resource, Management	QA	Mathematics, Computer Science
HE	Transportation and Communication	QC	Physics
HF	Accounting, Commerce	QD	Chemistry
HG	Finance		

## 2nd Floor

R	Medicine
S	Agriculture
T	Technology
TA	Engineering, Civil Engineering
TC	Hydraulic Engineering
TD	Environmental Technology. Sanitary Engineering
TM	Building Construction
TJ	Mechanical Engineering and Machinery
TK	Electrical Engineering. Electronics. Nuclear Engineering
TP	Chemical Technology
TS	Manufacture
U	Military Science
V	Naval Science
Z	Bibliography and Library Science
Chinese Reference Books	



# ACADEMIC RESOURCE CENTRE SERVICE



## 1. Loan & return

Users are allowed to borrow ARC materials and need to return it before or during the due date. The number of materials could be borrowed is based on the types of user. Please refer to the table of loan eligibility and fines.



## 2. Circulation Counter

If users face any problem regarding centre facilities and services, they are encouraged to ask the staff in charge at the Circulation Counter.



## 3. Online Public Access Catalogue (OPAC)

OPAC can be used to search and get the details on ARC holdings.



## 4. User Education Program

This program is offered to all users.



## 5. New Book Display

Some selected new book will be displayed to provide awareness to users on the new item received.

# ACADEMIC RESOURCE CENTRE FACILITIES

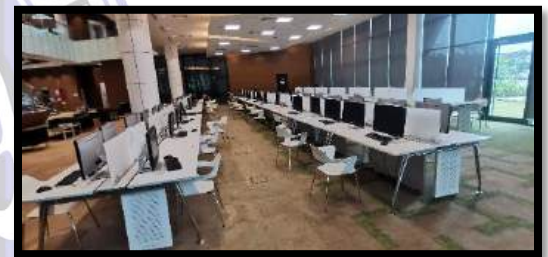


## 1. OPAC Corner

There are OPAC corner provided on the 1st and 2nd floor to ease user in order to check the ARC holdings, the item status and location.

## 2. Compute Area

The computer facilities are available within the centre. This is allow the users to access to the internet. The computers also equipped with Microsoft Office Software and AUTOCAD Software.



## 3. Photocopy Machine

A self-service photocopy machine is located on ground floor. This machine can be used to do photocopy and printing purpose. Photocopying and printing are charged at (per page):

Paper size	Black & White	Color
A4	RM0.10	RM1.50
A3	RM0.20	RM3.00



## 4. Locker

Lockers are provided to put user belonging.



## 5. Discussion Room

Five discussion room is available for discussion and study group. Each room can accommodate 8 - 15 users. This room is located on 1st floor and equipped with chair, table, white board and projector. Users have to request at Circulation Counter in order to use this room.

# STAFF DIRECTORY

## ACADEMIC RESOURCE CENTRE

### Organizational Chart



**ROSELIND DUAT**

Head of Department  
(HOD)

#### CIRCULATION AND COLLECTION MANAGEMENT UNIT



**ANDREAS RENTAP**

Executive



**MOHD. NOR AMIRA**  
Library Assistant



**DARA CLAUDIA**  
Clerk

#### INFORMATION RESOURCE DEVELOPMENT UNIT



**ADJIBAH AFFENDY**

Executive



**FARIS IDERIS**  
Senior Clerk



**ZUSIKA ERRA**  
Clerk



# CENTRE DIRECTORY

Ground Floor	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor
Circulation Counter	OPAC Corner	OPAC Corner
Staff Area	Discussion Room	Study Area
Magazine Area	Study Area	Book Shelve (R-Z)
Computer Area	Book Shelve (A-Q)	Chinese Reference Book
Repository Room		
Printing/Photocopy Area		

UTS



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