



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

**Universiti  
Putra  
Malaysia**

**#WeLoveUPM**

**BRIEFING FOR  
NEW POSTGRADUATE  
STUDENTS  
SECOND SEMESTER  
2023/2024**

*Presented by:*  
**Mdm Norazira Mohamed  
Senior Librarian  
Sultan Abdul Samad Library  
Universiti Putra Malaysia**



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# INTRODUCTION

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# INTRODUCTION

The main library, Perpustakaan Sultan Abdul Samad (PSAS) comprises of two blocks with a total floor area of approximately 19,007 square meters and it can accommodate about 2,000 users at one time.

There are 2 designated areas located at Block B, 'Graduate Wing' which is specially for postgraduates users and the 'Anjung Ilmu' which is equipped with various facilities for learning and research is to cater internal and external users.



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# BRANCH LIBRARIES



**Medicine  
and Health  
Sciences  
Library**



**Engineering  
and  
Architecture  
Library**



**Veterinary  
Medicine  
Library**



**Bintulu  
Sarawak  
Campus  
Library**



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# SERVICE HOURS

DAY	SEMESTER	SEMESTER BREAK
Monday - Friday	8.30 am – 10.45 pm	8.30 am – 6.45 pm
Saturday & Sunday	9.30 am – 4.45 pm	9.30 am – 4.45 pm
Public Holiday	CLOSED	CLOSED





# **LIBRARY SERVICES**

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# LIBRARY SERVICES

## ➤ Borrowing Book

- 20 copies within 30 days
- Late returning: RM0.20 per day



## ➤ Consultation Services







# **LIBRARY FACILITIES**

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# LIBRARY FACILITIES

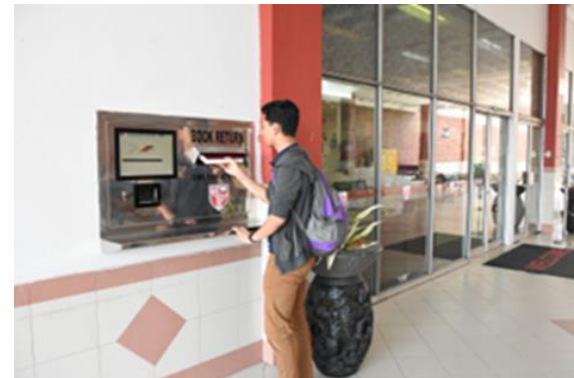
Self-Check Machine

Book Drop

Wireless Internet

Computer Lab

Facilities for Persons with Disabilities



# LIBRARY FACILITIES

Lockers

Printer  
Machines

Prayer  
Room  
(Muslim)

Cafe / He  
& She  
Coffee /  
Chatime

Discussion  
Room





# **LIAISON LIBRARIANS**

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# LIAISON LIBRARIAN

- ❖ **Providing information advice via telephone, email, online chat and face-to-face**
  - ❖ **Educate users how to access, identify and evaluate materials from multiple sources through the Information Literacy Program**
- ❖ **Support the need for teaching and learning information for all UPM community**



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# Meet our Liaison Librarians (Main Library)



**Norazira Mohamed**

Tel : 03-9769 1577  
[norazira@upm.edu.my](mailto:norazira@upm.edu.my)

- Faculty of Science (FS)
- Faculty of Biotechnology and Biomolecular Sciences (FBSB)
- Institute of Biosciences (IBS)
- Institute for Mathematical Research (INSPEM)



**Liza Ab Llah**

Tel : 03-9769 8625  
[ab\\_liza@upm.edu.my](mailto:ab_liza@upm.edu.my)

- Faculty of Food Science and Technology (FSTM)
- Faculty of Computer Science & Information Technology (FSKTM)
- Halal Product Research Institute (IPPH)
- School of Graduate Studies (SGS)



**Najah Mohd Ali**

Tel : 03-9769 7945  
[najah@upm.edu.my](mailto:najah@upm.edu.my)

- Faculty of Human Ecology (FEM)
- School of Business and Economics (SPE)
- Institute of Tropical Agriculture and Food Security (ITAFoS)
- Putra Business School (PBS)



**Fazlin Shamsudin**

Tel : 03-9769 7947  
[s\\_fazlin@upm.edu.my](mailto:s_fazlin@upm.edu.my)

- Faculty of Modern Languages and Communication (FBMK)
- Faculty of Education Studies (FPP)
- Institute of Social Sciences (IPSAS)
- Centre for the Advancement of Language Competence (CALC)
- Foundation of Agricultural Sciences (ASPer)



**Nabilah Mustapa**

Tel : 03-9769 7586  
[nabilahmustapa@upm.edu.my](mailto:nabilahmustapa@upm.edu.my)

- Faculty of Agriculture (FP)
- Faculty of Forestry and Environment (FHAS)
- Institute of Tropical Forestry and Forest Products (INTROP)
- Institute Plantation Studies (IKP)
- International Institute of Aquaculture and Aquatic Sciences (I-AQUAS)



# Meet our Liaison Librarians (Branch Libraries)



**Akiza Roswati Abdullah**

Tel : 03-9769 2361  
[akiza@upm.edu.my](mailto:akiza@upm.edu.my)

- Faculty of Medicine and Health Sciences (FPSK)
- Malaysian Research Institute on Ageing (MyAgeing™)



**Siti Khairiah Yusof**

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- Faculty of Design and Architecture (FRSB)
- Faculty of Engineering (FK)
- Institute of Nanoscience and Nanotechnology (ION2)



**Khairil Ridzuan Khahirullah**

Tel : 03-9769 8604  
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- Faculty of Veterinary Medicine (FPV)



**Daisy Pawie**

Tel : (6086)-855 296  
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- Faculty of Humanities, Management and Science (FKPS)
- Faculty of Agricultural and Forestry Sciences (FSPH)





# RESEARCH LIBRARIANS

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# RESEARCH LIBRARIAN

- ❖ **Provide face-to-face consultation and training sessions related to research/publication tools.**
- ❖ **Manage Research Information Portal contents to facilitate access to research information resources.**



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# RESEARCH LIBRARIAN



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Iberahim**

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**Nida Hidayati  
Ghazali**

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**Roziana Shamsuri**

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# **INFORMATION SKILLS CLASSES**

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# INFORMATION SKILLS CLASSES

UPM Library provides a range of classes with the objective to equip UPM community with appropriate information literacy skills for their research needs and lifelong learning. This programme is divided into 3 categories:

## 1. Class for New Students

- Postgraduate
- Undergraduate

## 2. Scheduled Classes

- Weekly Classes
- Class for Undergraduate
- Online Databases Classes

## 3. Classes on Request

- Min 5/group – physical class
- Min 3/group – online class

## MODULE

Advanced Literature Search

Managing References with Mendeley

Similarity Checker with Turnitin

Styling and Formatting with Microsoft Word

Scholarly Publishing Guide



PERPUSTAKAAN  
SULTAN ABDUL SAMAD  
سُلْطَانْ اَبْدُالْصَمْدْ

# Welcome to **INFORMATION SKILLS CLASSES**

FOR NEW POSTGRADUATE STUDENTS  
(SECOND SEMESTER 2023/2024)

18<sup>th</sup> – 29<sup>th</sup> March 2024 (10.00AM | 2.00PM)

**REGISTER  
HERE**

Scan me!!



Module :

- »» Advanced Literature Search
- »» Managing References with Mendeley
- »» Similarity Checker with Turnitin
- »» Scholarly Publishing Guide
- »» Styling and Formatting with Microsoft Word

Any enquiries, please contact us:

Tel : 03-97691577 | Email : norazira@upm.edu.my / s\_radziah@upm.edu.my

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4 SDGs



3 SDGs



AGRICULTURE · INNOVATION · LIFE

# INFORMATION SKILL CLASSES FOR NEW POSTGRADUATE STUDENTS (SECOND SEMESTER 2023/2024)

TIME	DATE	18/3/2024 (Monday)	19/3/2024 (Tuesday)	20/3/2024 (Wednesday)	21/3/2024 (Thursday)	22/3/2024 (Friday)
<b>10.00 AM</b> PHYSICAL (Malawati Room, PSAS)		<b>ADVANCED LITERATURE SEARCH</b>	<b>SIMILARITY CHECKER WITH TURNITIN</b>	<b>SCHOLARLY PUBLISHING GUIDE</b>	<b>MANAGING REFERENCES WITH MENDELEY</b>	<b>STYLING AND FORMATTING WITH MICROSOFT WORD</b>
<b>2.00 PM</b> (Google Meet)		<b>MANAGING REFERENCES WITH MENDELEY</b>	<b>STYLING AND FORMATTING WITH MICROSOFT WORD</b>	<b>ADVANCED LITERATURE SEARCH</b>	<b>STYLING AND FORMATTING WITH MICROSOFT WORD</b>	<b>2.30 PM</b> <b>SIMILARITY CHECKER WITH TURNITIN</b>

TIME	DATE	25/3/2024 (Monday)	26/3/2024 (Tuesday)	27/3/2024 (Wednesday)	28/3/2024 (Thursday)	29/3/2024 (Friday)
<b>10.00 AM</b> PHYSICAL (Malawati Room, PSAS)		<b>STYLING AND FORMATTING WITH MICROSOFT WORD</b>	<b>ADVANCED LITERATURE SEARCH</b>	<b>MANAGING REFERENCES WITH MENDELEY</b>	<i>PUBLIC HOLIDAY (NUZUL QURAN)</i>	<b>SIMILARITY CHECKER WITH TURNITIN</b>
<b>2.00 PM</b> (Google Meet)		<b>MANAGING REFERENCES WITH MENDELEY</b>	<b>STYLING AND FORMATTING WITH MICROSOFT WORD</b>	<b>SCHOLARLY PUBLISHING GUIDE</b>		<b>2.30 PM</b> <b>ADVANCED LITERATURE SEARCH</b>



# HOW TO ACCESS & REGISTER CLASS SCHEDULE

lib.upm.edu.my/?L=en

lib.upm.edu.my

upmlib Emerg upm KONA WebOPAC Turnitin Master Book List -... APA Guideline LCC ClassWeb Refinitiv Training Refinitiv Eikon Eikon Excel Datastream Eikon

HOME

DIRECTORY

LOCATION

VIRTUAL TOUR

SITE MAP

FAQ

FEEDBACK

DISCOVERY@LIB

EZACCESS



Search...



## SULTAN ABDUL SAMAD LIBRARY

ABOUT SERVICES & FACILITIES E-RESOURCES PSAS PUBLICATION USER EDUCATION  
DISCOVERY@LIB EXHIBITION GUIDE ASK A LIBRARIAN 18TH AUNILO MEETING

Book  
Delivery  
SERVICE



ailing

1

Browse and place request for the book

2

Users will be notified via email for

Book d through

# HOW TO ACCESS CLASS SCHEDULE

- HOME
- DIRECTORY
- LOCATION
- VIRTUAL TOUR
- SITE MAP
- FAQ
- FEEDBACK
- DISCOVERY@LIB
- EZACCESS

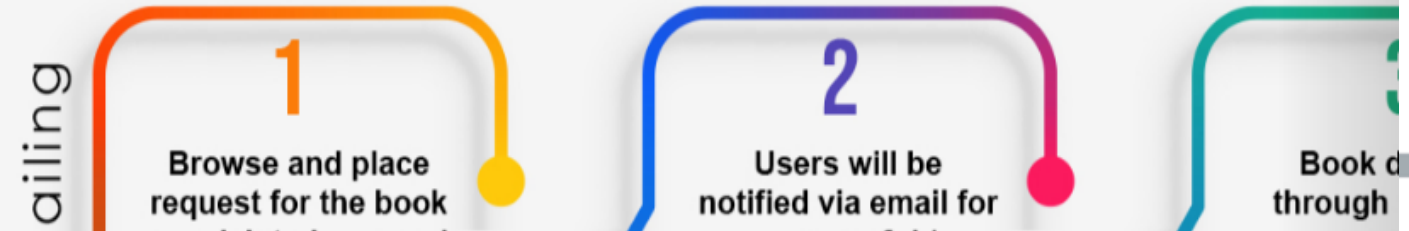


SULTAN ABDUL SAMAD LIBRARY

## USER EDUCATION

- ABOUT
- SERVICES & FACILITIES
- E-RESOURCES
- PSAS PUBLICATION
- USER EDUCATION**
- DISCOVERY@LIB
- EXHIBITION
- GUIDE
- ASK A LIBRARIAN
- 18TH ANNUAL MEETING

### Book Delivery SERVICE





# HOW TO ACCESS CLASS SCHEDULE

## USER EDUCATION

## SCHEDULE

### INFORMATION LITERACY PROGRAMME

- Programme Information
- Library Information Literacy Programme for New Students (Semester 2023/2024) Virtual Exhibition

### MODULE

- Information Literacy Programme Modules

### FORM

- Class Request Form
- Class Attendance Form
- Class Evaluation Form

### SCHEDULE

- Information Skill Class (Postgraduate Students)



# HOW TO ACCESS CLASS SCHEDULE

## SCHEDULE

- Information Skill Class (Postgraduate Students)



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# LIBRARY CLASS

- ❑ Class starting from **18<sup>th</sup> - 29<sup>th</sup> March 2024**
- ❑ Class is conducted via online and physical
- ❑ 2 session per day:
  - 1 sessions in the morning (Malawati Room, Main Library)
  - 1 session in the afternoon (Google Meet)
- ❑ Register first and then Lib will email the link for the Google Meet a day before
- ❑ Select any modules at any free dates and time



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## Keep In Touch With Us

For Enquires - Please use the following methods of communication



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@upmlibrary



03-9769 8642



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**Q n A**





Thank You

