



AL GHAZALI LIBRARY BRIEFING

AL-GHAZALI LIBRARY STAFF

PERPUSTAKAAN AL-GHAZALI KOLEJ POLY-TECH MARA BANGI



PENOLONG PENGARAH
NORAZIZAN OMAR @ OTHMAN
PUSTAKAWAN

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PEMBANTU
PERPUSTAKAAN KANAN
UNIT MEDIA



PEMBANTU PERPUSTAKAAN
UNIT EDARAN TERHAD



PEMBANTU PERPUSTAKAAN
UNIT KATALOG



KERANI KANAN
UNIT SIRKULASI



KERANI KANAN
UNIT KHIDMAT



KERANI
UNIT PEMBANGUNAN



VISION

To be an efficient provider of knowledge and information



MISSION

A commitment to provide quality collections and services in support of the teaching & learning needs of the college community



OBJECTIVE

- ❖ To provide relevant, current, well organized, efficiently maintained print and media collections and online resources in support of the college's academic programs.
- ❖ To improve the library ICT infrastructures so as to facilitate users with access to a wide range of information resources.
- ❖ To provide a conducive environment for study and learning



WHEN I CAN GO TO LIBRARY



DAYS	HOURS
Monday – Thursday	8:15 am – 5:30 pm
Friday	8:45 am – 5:30pm
Saturday - Sunday	CLOSED <i>*Open Upon Request</i>
Public Holidays	CLOSED


DURATION OF LOAN

PATRONS	ITEM ON LOAN	LOAN PERIODS	COPIES
Full Time Students	Open Shelf Books	14 Days	5
All Patrons	<ul style="list-style-type: none"> Reserve books / Reference Only / Magazines / Journals 	<ul style="list-style-type: none"> 2 hours, In library use only Photocopy allowed 	2

LIBRARY FINES

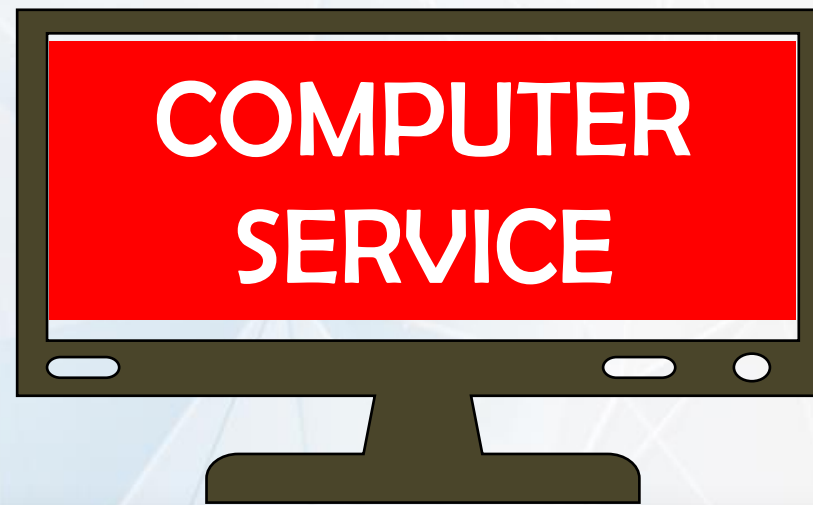
Patrons are expected to be responsible for keeping track of due dates and returning materials on time.

Unpaid fines can result in suspension of borrowing privileges, cancellation of membership, blocked transcripts, and delayed graduation



MATERIALS	FINES
General Books	RM 0.50 a day per item
Reserve Books	RM 2.00 an hour per item
Books on recall	RM 2.00 a day per item

AVOID FINES!
RETURN BOOKS ON TIME



- ✓ Please register your ID at reference desk before use computer service.
- ✓ You're not allowed to make any downloading into this pc's.
- ✓ **Computer service is provided to find the source of learning information only. You're PROHIBITED to access pornography site, Social Medium and so on that are not included in your academic purposes.**
 - ✓ Service is available for one student per computer. All students given time period 1 hour to use this service.
 - ✓ Your are encouraged to save all your work in email drive. Please use student's email as your primary email

FREE WIFI SERVICE

KPTM
KOLEJ POLY-TECH MARA

Terms and Disclaimer Agreement

You are about to access Internet content that is not under the network access provider. The network access provider is therefore not responsible for any of these sites, their content or their privacy policies. The network access provider and its staff do not endorse nor make any representations about these sites, or any information, software or other products or materials found there, or any results that may be obtained from using them. If you decide to access any Internet content, you do this entirely at your own risk and you are responsible for ensuring that any accessed material does not infringe the laws governing, but not exhaustively covering, copyright, trademarks, pornography or any other material which is slanderous, defamatory or might cause offence in any other way.

Do you agree with above terms?

Username:

Password:

* For the first time logging please go to self service portal to change the password.
Use your ID and password: kptm123



DAMAGE OR LOSS OF MATERIALS



- Every borrower is held responsible for the condition of the items borrowed.
- The borrower will be charged the cost of the item and the accumulated overdue fines and processing fees
- Payment for the replacement of materials is not refundable.

PLEASE TAKE CARE OF BORROWING ITEMS FROM LIBRARY

LIBRARY COLLECTION



Open Shelf (OS) - [open for borrowing]

Periodicals : magazines / journals – [Reference only]

E- Journal & E-Book – [Online Access]

Lecturers' Reserve Collection – [Lecturer's only]

Reference Collection – [Dictionaries / Encyclopedia/Handbook]

Media Collection – [CD's / VCD's] , PS System

**Past Examination Papers - [Reference Only
,Photocopy allowed]**

AL-GHAZALI LIBRARY ONLINE ACCESS



<https://ebookcentral.proquest.com/lib/kptm-ebooks/home.action>

ProQuest EBook Central as a key e-book provider.
Login : Your ID
Password : KPTMBG2020

<http://epbg.kptm.edu.my:7480/>

Access to the Examination Question Paper [*capital letter sensitive*]
Login : Your ID
Password : xxxxxxxx

<http://bglib.kptm.edu.my:70/>

Web OPAC that is used to searching the Library's collections.
Login : Your ID
Password : xxxxxxxx

<http://www.lawnet.com.my/>

Online Library of Malaysian Laws.
Login : kptmbangi
Password : xxxxxxxx

<https://www.u-library.gov.my/portal/ms/web/guest/home>

National Library Open source of various online collections
REGISTER HERE! <https://www.u-library.gov.my/portal/ms/registration>

<https://www.economist.com/>

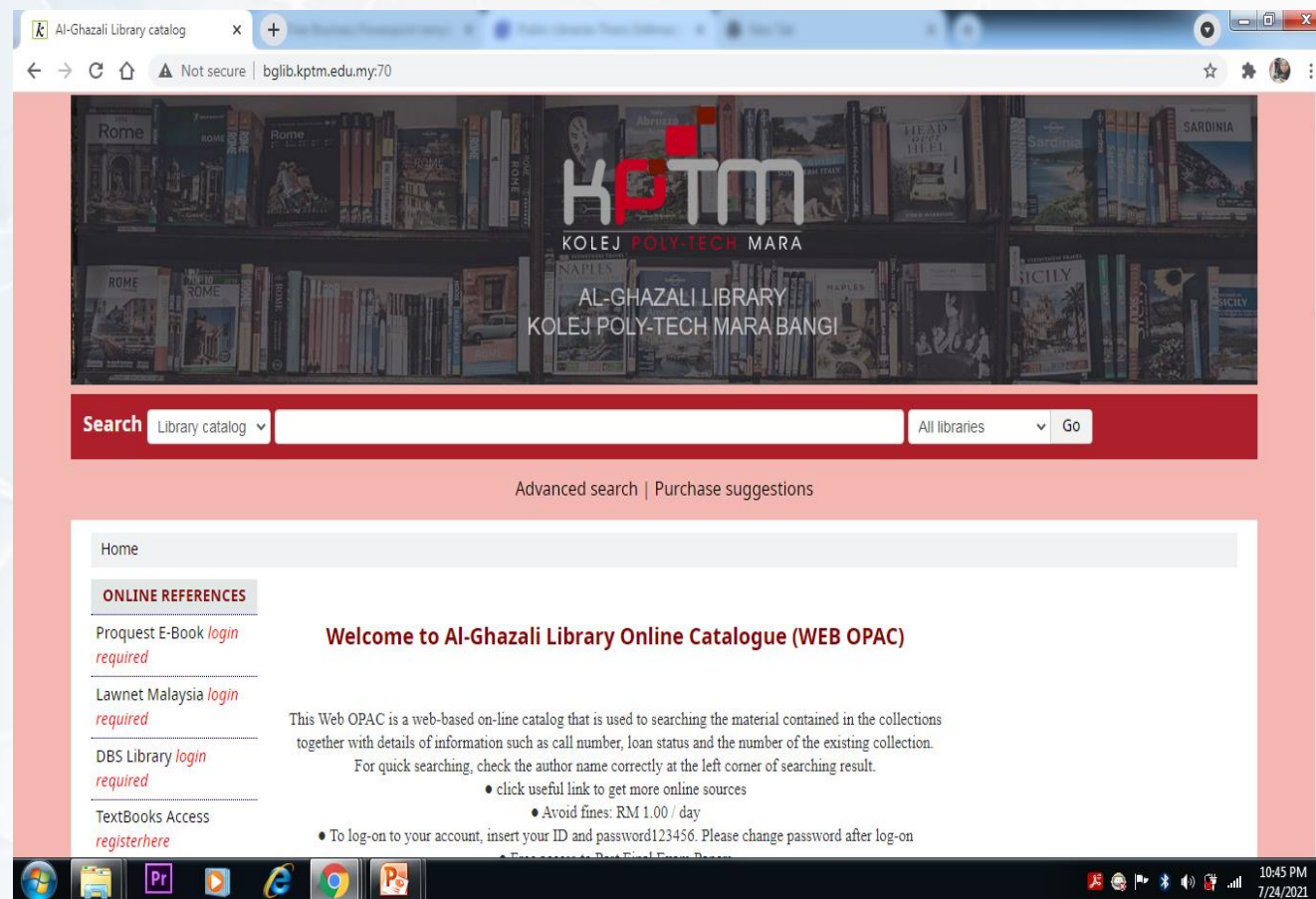
Online Newspaper all regarding economics matters
Login: alghazali@gapps.kptm.edu.my
Password: xxxxxxxx

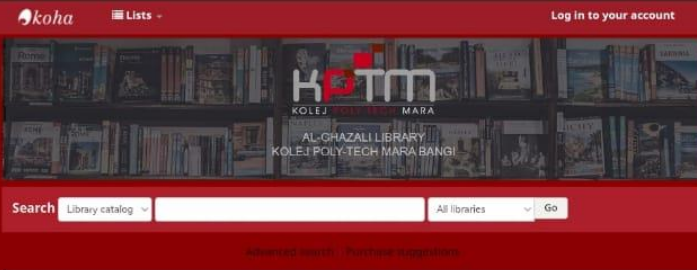
<https://www.ft.com/>

Online Magazines all regarding finance and economics
Login: alghazali@gapps.kptm.edu.my
Password: xxxxxxxx

HOW TO FIND LIBRARY COLLECTION PHYSICALLY AND ONLINE

ONLINE PUBLIC ACCESS CATALOG (OPAC)





HOME

ONLINE DATABASE

RemoteXs
please activate via email given

Proquest
E-Book *insert your ID and password*

Lawnet
Malaysia *login required*

DBS Library
insert your ID and password

ProQuest 1
Business *(TRIAL VERSION)*

World EBook
Library *(TRIAL VERSION)*

KPTMBG REPOSITORY

Past Examination
Paper *insert your ID and password*

KPTM News-Cutting

Buletin KPTM

WELCOME FRESHIE!!

Your Library: Intro

How to Access
E-Book outside
Campus

E-Book Proquest
Tutorial

Remotexs Users
Guide

How to Use One
drive Ebook PNM

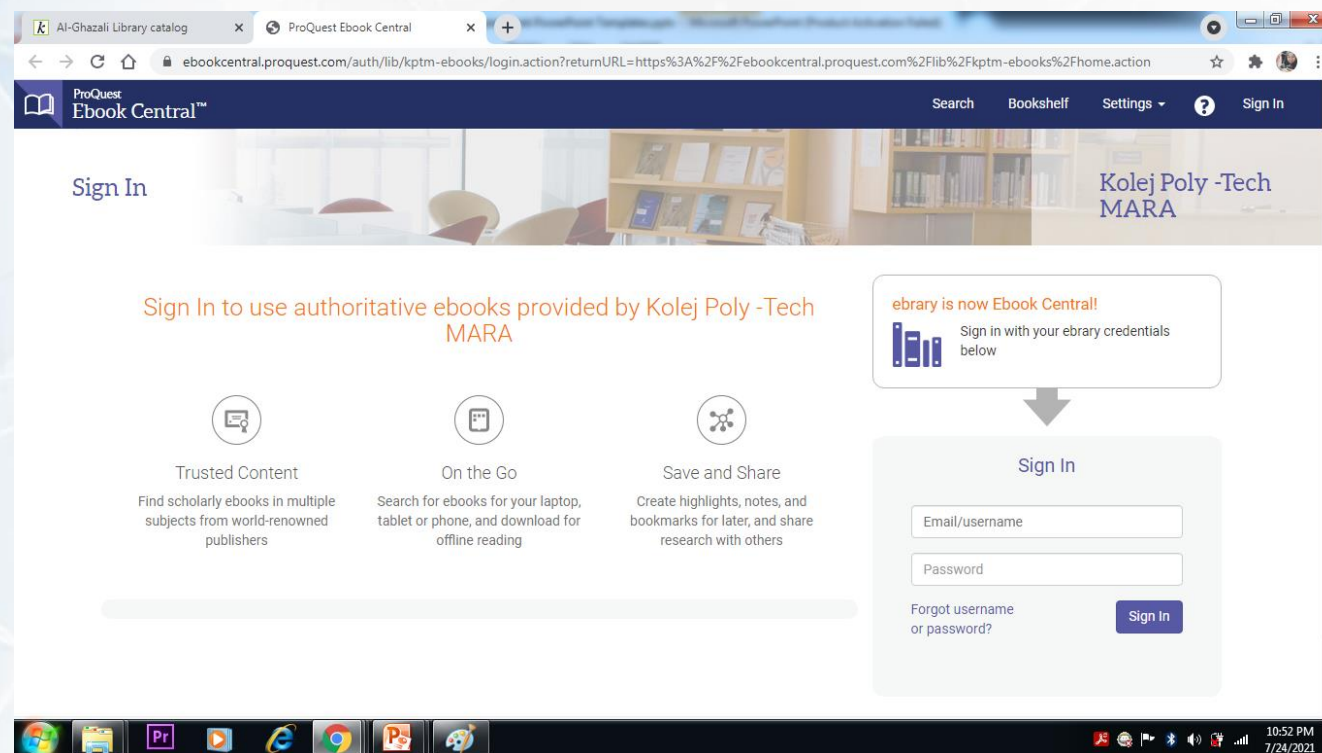
DBS Library
Guides(AA231)

DBS Library: Log on
to Library Resources
Remotely

DBS Library: Access
and use e-book
Collections

ONLINE REFERENCE

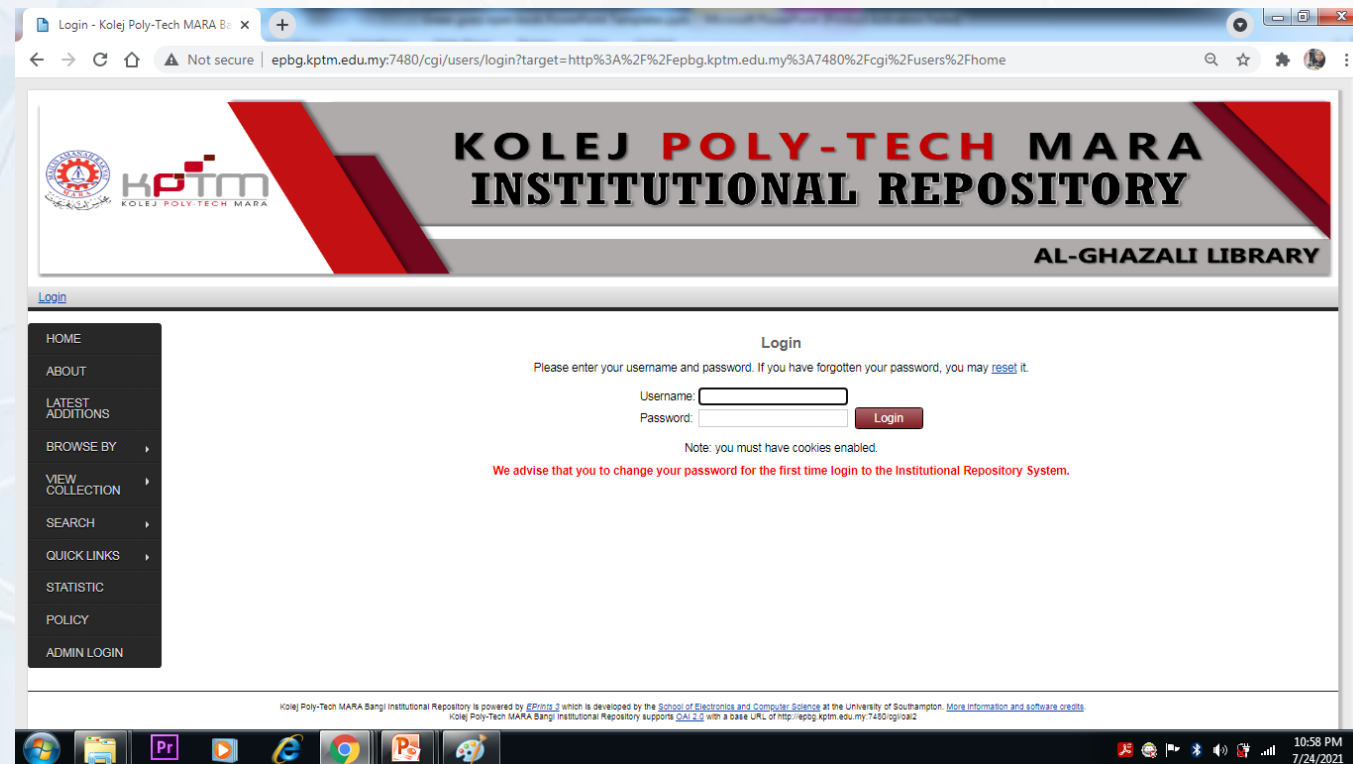
PROQUEST EBOOK CENTRAL



INSERT YOUR ID AND PASSWORD
(*CONTACT LIBRARY CUSTOMER SERVICE*)

E-PRINTS PAST EXAMINATION PAPERS

KPTMBG EPRINTS REPOSITORY



Login - Kolej Poly-Tech MARA B: x

Not secure | epbg.kptm.edu.my:7480/cgi/users/login?target=http%3A%2F%2Fepbg.kptm.edu.my%3A7480%2Fcgi%2Fusers%2Fhome

KOLEJ POLY-TECH MARA
INSTITUTIONAL REPOSITORY
AL-GHAZALI LIBRARY

Login

HOME
ABOUT
LATEST ADDITIONS
BROWSE BY
VIEW COLLECTION
SEARCH
QUICK LINKS
STATISTIC
POLICY
ADMIN LOGIN

Login

Please enter your username and password. If you have forgotten your password, you may [reset](#) it.

Username:
Password:

Note: you must have cookies enabled.

We advise that you to change your password for the first time login to the Institutional Repository System.

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Kolej Poly-Tech MARA Bangi Institutional Repository supports [OAI 2.0](#) with a base URL of <http://epbg.kptm.edu.my:7480/oai2/>

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7/24/2021

INSERT YOUR ID AND PASSWORD
(*CONTACT LIBRARY CUSTOMER SERVICE*)

GENERAL LIBRARY REGULATION

Must wear KPTM identification card upon entering the library.

Silence is strictly observed in the library.

Must be properly attired in accordance to the stipulated dress code in the KPTM regulations

Scribbling On The Library Books Is Strictly Forbidden.

Smoking, eating, and drinking are strictly prohibited in the library.

Cell phones are not allowed to be used in the library. Making calls and receiving calls should be done outside the library

Bags, helmets, slippers, files, and umbrellas are not allowed in the library

All patrons are required to show all books and other items for inspection upon request before leaving the library, or when the alarm is triggered at the exit gate.

Not allowed to remove or change the arrangement of the library furniture.

ALL THE BEST FOR ALL !

THANK YOU