



Sept 2020



Library User Guide

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P.O. Box 76, 81300 Skudai, Johor, Malaysia.

Phone: +60-7-5586605 ext. 120

Fax: +60-7-5563306

E-mail: libcir@sc.edu.my

Website: **Library Website** -- <http://www.southern.edu.my/lib/>
Malaysian Chinese Literature Centre -- <http://www.southern.edu.my/mclc/>
Digital Archive -- <http://xsystem.sc.edu.my/>
Library Catalogue -- <http://library.sc.edu.my/>

Southern University College Library

Main Library 总馆

Malaysian Chinese Literature Centre 马华文学馆

Traditional Chinese Medicine Library 中医图书馆

Shuxianglou Collection Room 书香楼馆藏室

Gwee Yee Hean Collection Room 魏维贤馆藏室



Main Library 1st Floor

- Circulation Counter
- Malay Books
- Reserve Books
- Newspaper Reading Area
- Chinese Books (001 - 799)
- Reference Books
- New Arrival Area



Main Library 2nd Floor

- English Books
- Periodicals
- Ai-Wei Children Literature Collections
- Malaysian Chinese Literature Centre
- Exhibition of MCL Special Topics



Main Library 3rd Floor

- Chinese Books (800 - 999)
- Audio-Visual Materials
- Discussion Rooms
- Research Rooms



Malaysian Chinese Literature Centre - MCL @ 2nd floor of Main Library

- Books & Periodicals
- Exhibition of MCL Special Topics



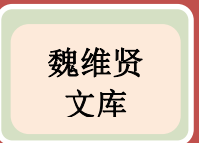
Traditional Chinese Medicine Library - TCM Library @ 4th floor of TCM Building

- Medical Books
- Periodicals



Shuxianglou Collection Room - Closed Stack @ 4th floor of Main Building

- Chinese Books
- Bound Newspaper Volume Collections



Gwee Yee Hean Collection Room - Closed Stack @ 4th floor of Main Building

- Chinese Books
- English Books

Library Hours – Counter closes 15 minutes before the closing time

Main Library / Malaysian Chinese Literature Centre

Monday to Friday	8:30am - 7:00pm
Saturday	8:30am - 12:00pm
Monday to Friday (School Holiday)	8:30am - 5:15pm
Sunday and Public Holiday	Closed

Main Library : Audio Visual Room

Monday to Friday	8:30am - 4:30pm
Saturday	8:30am - 11:45am
Sunday and Public Holiday	Closed

Main Library : Discussion Room

Monday to Friday	8:30am - 4:30pm
Saturday	8:30am - 11:45am
Sunday and Public Holiday	Closed

Main Library : Postgraduate Research Room

Monday to Friday	8:30am - 4:30pm
Saturday	8:30am - 11:45am
Sunday and Public Holiday	Closed
Shuxianglou Collection Room	
Monday to Friday	Closed BUT provides Closed Stack Item Request Service at the main library
Saturday, Sunday and Public Holiday	Closed
TCM Library	
Monday to Friday	8:30am – 5:15pm
Saturday, Sunday and Public Holiday	Closed
Gwee Yee Hean Collection Room	
Monday to Friday	Closed BUT provides Closed Stack Item Request Service at the main library
Saturday, Sunday and Public Holiday	Closed

Library Conduct

These rules are intended to keep the Library a comfortable, safe environment for everyone. Please respect the rights of others who are studying and working in the library. If you observe anyone violating these rules, please inform the library staff.

1. Noise & Hand Phones

If you need to talk, please whisper quietly or use a discussion room for extended conversations. If you need to take a call, please take your hand phone outside the Library. Keep the noise levels down on personal music devices and always wear your headphones.

2. Courteous Behavior

Keep your study area neat and clean. If you pull items from the shelves without checking them out, return them to the book carts behind the circulation counter. Refrain from writing in or marking on library materials. Erase the whiteboards in discussion rooms when you leave. Don't block pathways with laptop cords or backpacks. Users who are found stealing or tearing the books will be forfeited their library privileges and are subject to penalty.

3. Food and Drinks

You may bring plain water into the library, but food is never allowed, so please don't bring it into the Library, even in closed containers.

4. Unattended Belongings

Bags, briefcases, helmets, umbrellas etc. should be kept in the locker room at the entrance. Please do not leave your valuable belongings unattended. The Library is open to the public and thefts, while not common, have occurred. The Library will not be responsible for any loss.

5. Restrictions

All users are to be properly attired as specified by the University College. Slippers and short-pants are prohibited.

Library Services

1. Information Service

- **Library catalogue:** Users can search for library collections and manage their personal library account via internet.
- **E-resources:** This service provides authorized users of the Southern University College access to all the electronic databases, electronic journals, and e-books available in the campus. Certain resources are available through off-campus connection.

2. Borrowing, Renewing and Reserving Service

Southern University College staff and students can use ID card to borrow general books from the library. The users can use online renewal service to renew their borrowing items if nobody else has requested them. Online reservations are only accepted if the item is borrowed by another user.

3. Recommend a Resource

Staff and student are encouraged and welcome to recommend resources to be added to the library's collection. Recommended resources that fall within the library's Collection Development Policy will be seriously considered depending on availability and cost.

Please email the library with your requests at libacq@sc.edu.my. You should include as much information about the resources as possible. At a minimum, author, title, and publisher should be included. Any other additional information such as ISBN, publication date, edition, and price will be helpful.

4. Reference Service

Reference service helps users find the information efficiently on:

- Using our library services and facilities
- Locating pertinent information sources
- Formulating search strategies
- Searching the library catalogue
- Using the article databases and other electronic resources

5. New Arrival Area

Located next to the Circulation Counter, the new materials are exhibited on a continuous basis and the materials can be borrowed through the standard practice of a borrowing process.

6. Exhibition on Malaysian Chinese Literature Topic

Located on the 2nd floor of the Main Library. The exhibits aim to inculcate knowledge and awareness on Malaysian Chinese Literatures.

7. Orientation and User Education Program

- The Library Tour is designed to introduce library services, policy and facilities to new students at the beginning of each semester.
- If you like to explore the library online resources more effectively, you can organize a group of 5 or more to request an information searching class.
- In order to support the teaching and learning, we also provide User Education Programmes in classes according to the request of lecturers.

8. Inter-Library Loan (ILL)

Materials not in the Library's collection may be requested from other libraries via interlibrary loan. This service only available for full time lecturer and staff. Before you make a request, please read our ILL guideline at <http://library.sc.edu.my/Using-the-library/Collection/Main-Library/GuidelinesForInterLibraryLoan>

9. Long-Term Loan

For the convenience of teaching or administrative requirement, the long-term loan service is available to all lecturers and staff for each semester. The loan period is one semester for the checked out items.

Library Facilities

1. Study Space

Individual study carrels and discussion tables can be accessed anytime during the library's operational hour.

2. Discussion Room

There are four discussion rooms located on the 3rd floor of the Library available for meetings or group study. These rooms can only be used for 2 hours and they can accommodate a maximum of 3 to 10 users only.

Besides that, one research room is provided on first come, first served basis to all lecturers and staff for academic research propose.

3. Postgraduate Research Room

Reserved for postgraduate candidates to conduct their research projects. Applicants need to deposit their ID cards at the circulation counter for collecting the key.

4. Internet Access

Wireless access to the Internet is available throughout the library. User can surf the internet using a laptop within the library.

5. Public Computer

Computers with Internet access are available in the library. Recreational gaming and surfing are not permitted. Facebook and other social networking sites should only be used for academic purposes.

For internet access, you may need to login your staff/student ID and password as following example:

Username: D180001A@sc.edu.my OR D180001A@scdomain

Password: ***** (the password assigned by computer centre)

6. Self-service photocopy and printing service

Self-service photocopier is available on the 1st floor of the Library. User needs to buy a printing account at the circulation counter.

Printing Service: Please print your document by using the Reference Area computers and then approach the Circulation Counter for collection and payment.

Each page of A4 black & white is charged RM0.10.

7. Audio-Visual Device and Headset

The library provides audio visual materials, including videos, audiocassettes, CDs etc. The users can use them in the audio-visual room on the 3rd floor of the library.

Besides that, a limited supply of headsets is available to check out at the circulation counter. These can only be used in the library. All damage is accountable to the last person who checked out the headset.

8. Locker

Bags, briefcases, helmets, umbrellas etc. should be kept in the locker room at the entrance. Lockers are provided to store user's personal belonging. Kindly contact the staff at the circulation counter to obtain the key. The library is not liable for any lost or stolen personal property left in the library.

9. Suggestion Box

This box is located below the library notice board at the entrance.

Library Resources

The Library resources consist of books, periodicals, newspaper clippings, audio-visual materials and online resources. All these can be found through the library website at <http://www.southern.edu.my/lib/>

- 1. Library Catalogue** - <http://library.sc.edu.my/>
Library Catalogue allows you to check status and location of books, search AV materials collection by keyword and also allows you to login to view your library record, renew and reserve books.
- 2. Special Collection**
Several special collections have been allocated in the Library; all of them can be searched through the Library Catalogue.
 - **Malaysian Chinese Literature** @ Malaysian Chinese Literature Centre
 - **Children Literature** @ Ai-Wei Special Collection on 2nd floor of Main Library
 - **Medical and healthcare** @ TCM Library
 - **1970s Bound Newspaper volume** @ Shuxianglou Collection Room
- 3. Digital Archive System** (campus access only)
This system includes Malaysian Chinese Literature Database and Southern University College Newspaper Clipping Database, which allows you to search the index and view the full-text of relevant information.
- 4. Audio Visual Material**
The Audio Visual materials are categorized as Open stack AV material and Closed stack AV material, the former is located at the circulation counter and the latter is located at 3rd floor AV room. Please search the library catalogue to check the type of material.
- 5. Print Periodical**
More than 130 titles of current periodicals and the back issues are located on the 2nd floor of the main library, which includes magazines and journals. Journals are similar to magazines, but are generally of a more scholarly nature. Articles in journals may be more up-to-date than books. Only some magazines are available for loan and are catalogued in the Library Catalogue. A full title list of the current periodicals and the back issues can be accessed

at the website: <http://library.sc.edu.my/Using-the-library/Collection/Main-Library/PeriodicalsCatalog>

6. Newspaper

Nine daily newspapers are provided on the 1st floor of the library, which includes *The Star*, *New Straits Times*, *Berita Harian*, *Utusan*, *Sin Chew Daily*, *Nanyang Siang Pau*, *China Press*, *Guang Ming Daily* and *Oriental Daily News*. Newspapers may not be checked out and must remain in the library. The Library only reserves all the newspapers for the last three months.

7. Reserve Book

For the convenience of the students, the library has displayed all the recommended books which have been listed in the syllabuses. The reserve books are displayed at the Reserve Book Stack on the 1st floor according to the call number.

Lecturers and staff may borrow 8 items for 7 days and are not renewable. Students may check out 1 reserve book as 2 hours item within library opening hours by depositing their student ID cards, overdue fine will be charged RM1.00 per hour.

The lists of reserve books for particular subjects are placed on the library website for the convenience of the lecturers and students.

8. Library E-resource

Currently the Library subscribes to the following databases:

- **ProQuest Ebook Central (formerly known as Ebrary)** - A growing collection in more than 140,000 titles of searchable full-text e-books in multiple disciplines. It can be accessed on campus and off campus (via E-learning while off campus).
- **ProQuest Research Library** - An e-journals database provides more than 6,000 titles, over 5,000 in full text, from 1971 onwards. It covers the most used popular subjects and features a highly-respected, diversified mix of scholarly journals, trade publications, magazines and newspapers. It can be accessed on campus and off campus (via E-learning while off campus).
- **CNKI** – It includes databases as below. Free on-campus access; 5 concurrent users, i.e. the 6th user will be rejected to access.
 - I. China Academic Journals Database
 - II. China Doctoral Dissertations/ Masters' Theses Database

9. Online Reference Resource

Besides the e-resources that the library subscribes to, we also provide useful reference sites that are freely accessible on internet. The links are separated

into various categories, such as Academic Writing Guides, Electronic Full Text, etc.

10. Subject Guide

The **Report Writing Guide** provides information for relevant fields according to the department such as Faculty of Business and Management. The information is separated into various categories of online resources, books, magazines and journals, audio-visual and reference.

Classification of Library Collection

The Library uses the **Dewey Decimal Classification** and the **New Classification Scheme for Chinese Libraries Tables** for cataloging and shelving its holding. The classification lists are as below:

Dewey Decimal Classification - For English and Malay Collections

Number	Classification
000	Computer science, information & general works
100	Philosophy and psychology
200	Religion
300	Social Sciences
400	Language
500	Science
600	Technology
700	Arts & recreation
800	Literature
900	History & Geography

New Classification Scheme for Chinese Libraries Tables - For Chinese Collections

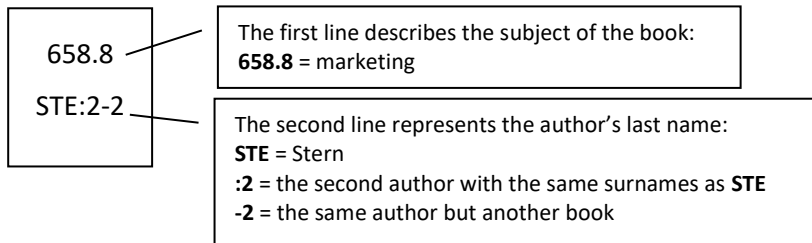
Number	Classification
000	General 总类
100	Philosophy 哲学类
200	Religions 宗教类
300	Natural Sciences 自然科学类
400	Applied Sciences 应用科学类
500	Social Sciences 社会科学类

600-700	History and Geography 史地类
800	Language and Literature 语文类
900	Arts 艺术类

Shelving - Call number

Each book in the library has a unique **call number**. Call number is like an address, to identify where the book is located in the library. They appear on the spine of books. Every book is given a number and is put on the shelf in number order. Each number stands for a special subject. Books with the same number are put in alphabetical order by the author's last name.

Example: Title of book: Marketing channels Author: Louis W. Stern



Books are shelved according to call number as below:

658.8	658.8	658.8	658.8	658.9	659.1
STE	STE:2	STE:2-2	TOY	LMM	LMM

When you are searching the Library Catalogue, please note down the call number of your requested item before you go to the book shelf. At the same time, you also need to take a look at the barcode of the items, to determine which location it may belong to.

Searching Library Catalogue

Currently, the Library holds over 130,000 books and AV materials, and continues to add thousands of new items each year. You can search for them through the library online catalogue at <http://library.sc.edu.my/>

Basic Search function searches keyword in all fields (e.g. title, author, subject, series title, etc.) at the same time, while **Advanced Search** allows you to specify which field you want your keyword to appear in (e.g. title, author, call number).

SEARCH LIBRARY CATALOGUE

Basic Search

Advanced Search

Course Reserves

Search for books, music scores, journals, media and more



TIPS ▼

FIND: EVERYTHING SEARCH TIPS

Use "..." to search for an exact phrase, e.g. **"visual culture"**, **"singapore arts festival"**, **"study skills"**

Use * to truncate, e.g. **jewe*** for finding jewel, jewels, jewellery, jewelry, jewellery

After you enter your search, you can further sort the results through the options on the right. Once you find an item in the catalogue, click on its title, and then you can see where the item is, whether you can check it out, and if it is available right now. Note down the **call number** for locating the item from the bookshelf.

2 results found

Select All

No Image Available

Effective presentation / Antony Jay
by Antony Jay
Pearson Education (c1993)
Call No. 808.5 J4V

No Image Available

Effective presentation : how to create and deliver a winning presentation / Ros Jay & Antony Jay
by Ros Jay & Antony Jay
Prentice Hall (c2004)
Call No. 808.5 J4V2
2nd ed.

Sort By
Relevance

Search Filters ▼
Keyword effective Presentation

Publication Year ▼
1900 2018

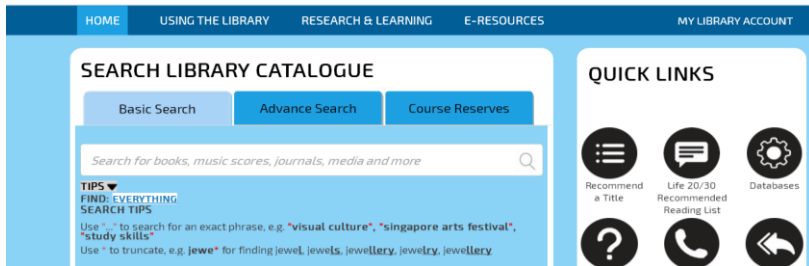
Information Type ▼
Books 15 (2)

What is "My Library Account"?

Register and login to My Library Account allows you to view your loan record, make renewal and book reservation, etc.

Please follow the steps below to set up you My Library Account

Step 1: Click on **MY LIBRARY ACCOUNT** to reset your password.



Step 2: Click on **Reset Password**

The image shows a 'My Library Account' login form. It has two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a blue link that says 'Reset Password'. At the bottom of the form, there are two buttons: 'Login' and 'Cancel'.

Step 3: Key in **Username** (ID number) , **Registered Email** (B18xxxx@sc.edu.my) and **Captcha** on the website

The image shows a 'Reset Password' form. It has four input fields: 'Username', 'Registered Email', 'Captcha', and 'Enter Captcha'. Below the 'Enter Captcha' field, there is a blue button that says 'Submit'. A red box highlights the 'Username', 'Registered Email', 'Captcha', and 'Enter Captcha' fields.

Step 4: The system will inform you to check your email in order to reset your password

HOME USING THE LIBRARY RESEARCH & LEARNING E-RESOURCES MY LIBRARY ACCOUNT

Reset Password

Please check your e-mail for instructions on how to change your password.

Username:

Step 5: After you check your email and follow the instruction to reset your password, you can login to **MY LIBRARY Account**.

My Library Account

Username

Password

[Reset Password](#)

Step 6: Through your own account, you may check your **Loans**, **Reservations**, **Fines**, **Renewal** etc.

HOME USING THE LIBRARY RESEARCH & LEARNING E-RESOURCES Muthu

Loans Reservations Favourites Fines Search History Loan History Recommend Title

Show 10 entries Search:

No.	ItemNo.	Title	Type	Loan Date	Due Date	
1	E019287	Happiness is...	Books 图书	2018-09-19	2018-11-17	Renew Loan

Showing 1 to 1 of 1 entries Previous 1 Next

Loan Entitlement

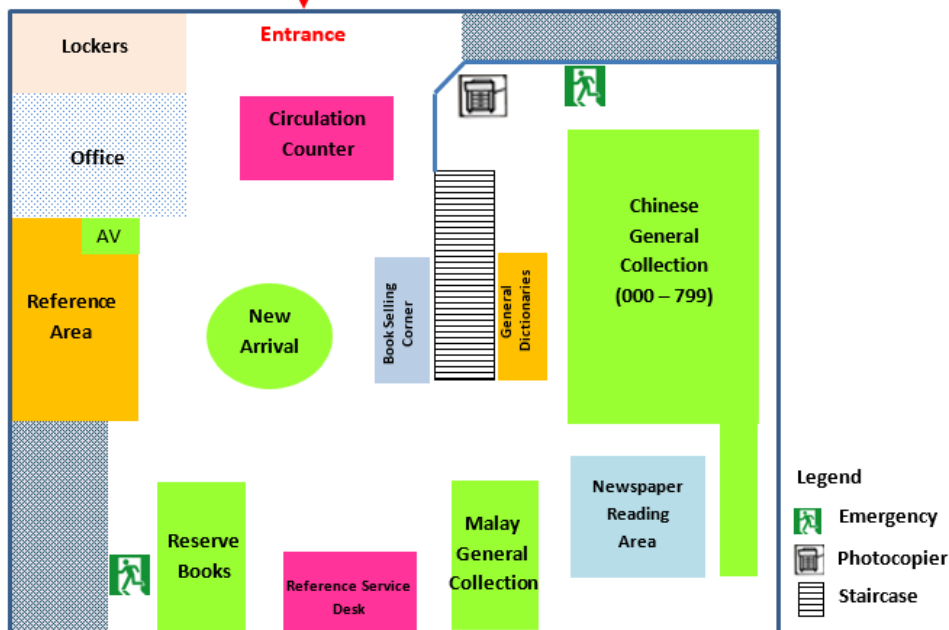
Category	Type of Materials	Item	Loan Period	Renewal Period
Lecturer and Staff	Library general books	20	60 days	60 days
	MCL general books	10	60 days	60 days
	TCM general books	20	60 days	60 days
	TCM reference books	5	7 days	7 days
	TCM reserve books	8	7 days	Not allowed
	Shuxianglou general books	10	60 days	60 days
	Ai-Wei general books	6	60 days	60 days
	Gwee Yee Hean general books	10	60 days	60 days
	Periodicals (back issue)	8	14 days	Not allowed
	Reference books	5	7 days	7 days
	Reserve books	8	7 days	Not allowed
	Closed stack AV materials	2 (max. 8 copies)	7 days	7 days
	Open stack AV materials	2 (max. 8 copies)	7 days	7 days
	Current periodicals	Borrow within 30 minutes on library's closing and return within 1 hour of opening on the following day		
Part Time Lecturer and Staff	Library general books	15	30 days	30 days
	MCL general books	8	30 days	30 days
	TCM general books	15	30 days	30 days
	TCM reference books	2	7 days	7 days
	TCM reserve books	5	7 days	Not allowed
	Shuxianglou general books	8	30 days	30 days
	Ai-Wei general books	5	30 days	30 days
	Gwee Yee Hean general books	8	30 days	30 days
	Periodicals (back issue)	5	14 days	Not allowed
	Reference books	2	7 days	7 days
	Reserve books	5	7 days	Not allowed
	Closed stack AV materials	2 (max. 8 copies)	7 days	7 days
	Open stack AV materials	2 (max. 8 copies)	7 days	7 days

	Current periodicals	Borrow within 30 minutes on library's closing and return within 1 hour of opening on the following day		
Category	Type of Materials	Item	Loan Period	Renewal Period
Post-graduate	Library general books	15	14 days	14 days
	MCL general books	8	14 days	14 days
	TCM general books	15	14 days	14 days
	Shuxianglou general books	8	14 days	14 days
	Ai-Wei general books	5	14 days	14 days
	Gwee Yee Hean general books	8	14 days	14 days
	Periodicals (back issue)	5	3 days	Not allowed
	Open stack AV materials	1 (max. 4 copies)	3 days	Not allowed
	Reserve books	1	2 hours with ID deposit	Not allowed
Student	Library general books	10	14 days	14 days
	MCL general books	5	14 days	14 days
	TCM general books	10	14 days	14 days
	Shuxianglou general books	5	14 days	14 days
	Ai-Wei general books	4	14 days	14 days
	Gwee Yee Hean general books	5	14 days	14 days
	Periodicals (back issue)	4	3 days	Not allowed
	Open stack AV materials	1 (max. 4 copies)	3 days	Not allowed
	Reserve books	1	2 hours with ID deposit	Not allowed

SUC Main Library Floor Plans

1st Floor

1st Floor



Lockers

Users may put their belongings such as bags, umbrella, etc, in the lockers. The keys for the lockers can be requested at the circulation counter by depositing their ID cards (student/staff card).

Circulation Counter

Users may borrow, return or renew circulating books, periodicals, and AV materials.

Reference Service Desk

The librarian provides reference service, guidance on how to use library resources, and answers general queries about the library.

Reference Area

This area includes reference books, encyclopedias, specialized dictionaries, thesis collection, and other reference tools. They are non-circulating items. However,

lecturers and staff may borrow a maximum of 2 items (limited to certain types of materials).

Audio-Visual materials (Open-stack)

The title list of circulating audio-visual materials is displayed in this corner. Users may check the list first, then make a request and borrow the materials at the circulation counter.

New Arrival

This section displays the recently added books and they are ready to be borrowed.

General Dictionaries

This section includes general dictionaries in three languages. They are non-circulating items.

Reserve books

They are recommended textbooks for all of Southern University College's courses. Lecturers and staff can borrow them for 7 days and students can borrow them for 2 hours.

Malay General Collection

They are circulating general Malay books.

Chinese General Collection (000-799)

They are circulating general Chinese books with call numbers ranging from 000 to 799.

Newspapers Reading Area

Users may read local newspapers of three different languages here.

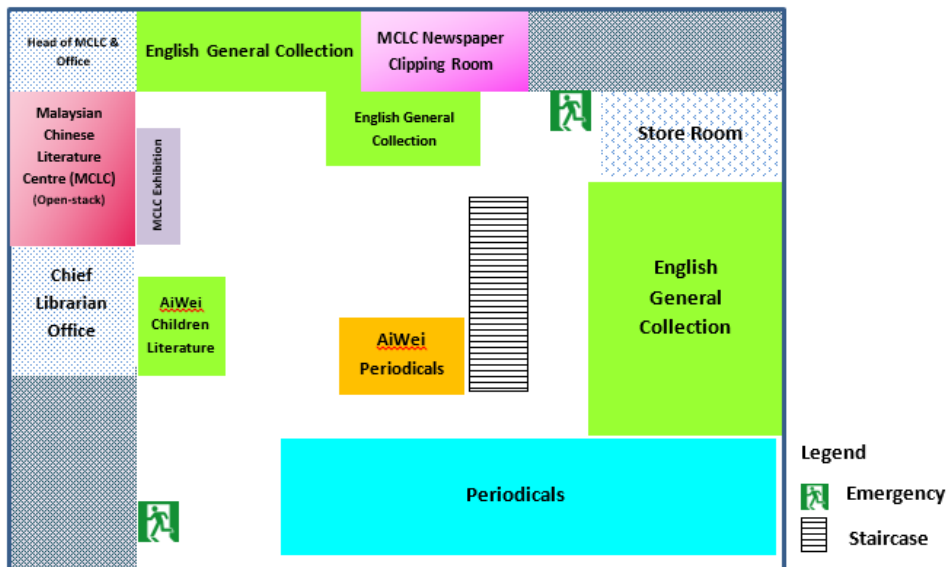
Photocopier

Self-service photocopier. Users may purchase the copy card at the circulation counter.

Book Selling Area

It displays the books published by Southern University Press, the Malaysian Chinese Literature Centre, and others books donated by authors. These books are available for sale.

2nd Floor



Malaysian Chinese Literature Centre (MCLC) (Open-stack)

MCLC aims to collect, preserve and promote materials and information on Malaysian Chinese literature for teaching and research. It includes related books as well as back issue periodicals. Books with orange spots on the spine and periodicals are non-circulating.

MCLC Exhibition

This is the showcase for the exhibition of MCLC special topics. Each year it features a Malaysian Chinese Literature writer and showcases the writer's life, literary career, works, and characteristics.

MCLC Newspaper Clipping Room

The scanned version of the newspaper clippings can be found on Digital Archive System. <http://xsystem.sc.edu.my/>

English General Collection

They are circulating general English books.

Periodicals

It includes various journals and magazines of three languages, both current and back issues. Certain back issue titles can be borrowed (refer to the lists on the shelves).

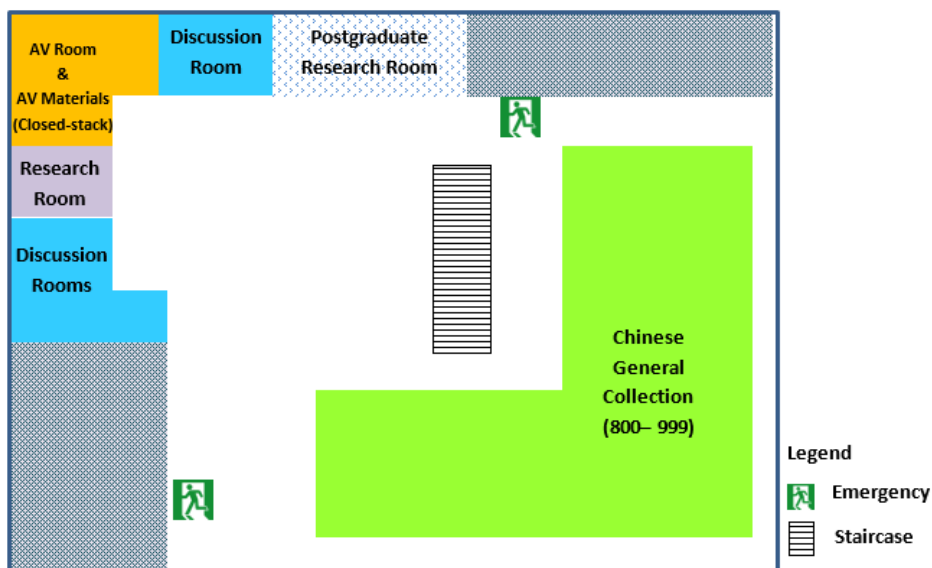
Aiwei Children Literature

A special collection of books on children's literature. Donated by the Malaysian Chinese writer, Miss Aiwei.

Aiwei Periodicals

A special collection of non-circulating periodicals on children's literature. Donated by the Malaysian Chinese writer, Miss Aiwei.

3rd Floor



AV Room & AV Materials (Closed-stack)

Closed-stack and non-circulating AV materials mainly include language learning materials, movies and local films. Users may search the titles in the online library catalogue and request to use the materials in the AV room. Only lecturers and staff may check out the materials.

Discussion Rooms

There are 4 discussion rooms available for students. Users may request or reserve it at the circulation counter and deposit their ID cards (student/staff card) to collect the keys.

Research Room

It is exclusively for lecturers, staff and master students.

Postgraduate Research Room

Reserved for postgraduate candidates to conduct their research projects. Applicants need to deposit their ID cards at the circulation counter to collect the key.

Chinese General Collection (800-999)

They are circulating general Chinese books with the call numbers ranging from 800 to 999.

This guide is intended to provide you with an introduction to the Library, get you started in using the Library's services, facilities and resources. For further information, please visit our website at <http://library.sc.edu.my/> or send e-mail to libref@sc.edu.mv