Library User Guide

Address: PTD 64888, 15km, Jalan Skudai,
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
- Circulation Counter
- Malay Books
- Reserve Books
- Newspaper Reading Area

Main Library 1st Floor
- 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 马华文学馆
Traditional Chinese Medicine Library 中医图书馆
Shuxianglou Collection Room 书香楼馆藏室
Malaysian Chinese Literature Centre
- MCL @ 2nd floor of Main Library
  • Books & Periodicals
  • Exhibition of MCL Special Topics
  • Newspaper Clipping database

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

**Library Hours** – Counter closes 15 minutes before the closing time

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Library / Malaysian Chinese Literature Centre</strong></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>8:30am - 9:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30am - 12:00pm</td>
</tr>
<tr>
<td>Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Main Library : Audio Visual Room</strong></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>8:30am - 4:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30am - 11:45am</td>
</tr>
<tr>
<td>Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Main Library : Discussion Room</strong></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>8:30am - 7:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30am - 11:45am</td>
</tr>
<tr>
<td>Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Main Library : Research Room</strong></td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>8:30am - 8:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30am - 11:45am</td>
</tr>
<tr>
<td>Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Shuxianglou Collection Room

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>Closed BUT provides <a href="#">Closed Stack Item Request Service</a> at the main library</td>
</tr>
<tr>
<td>Saturday, Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

TCM Library

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8:30am – 5:15pm</td>
</tr>
<tr>
<td>Saturday, Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**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.
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 libaq@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](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 and Research 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. **Internet Access**
   Wireless access to the Internet is available throughout the library. User can surf the internet using a laptop within the library.

4. **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)

5. Copying
Photocopier is available on the 1st floor of the Library. User needs to buy a reloadable copy card at the circulation counter. Each copy for A4 black & white is charged RM0.15.

6. Printing
Print your document by using the Reference Area computers and then approach the circulation counter for the collection and payment. Each page for 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/

   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](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.
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

<table>
<thead>
<tr>
<th>Number</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Computer science, information &amp; general works</td>
</tr>
<tr>
<td>100</td>
<td>Philosophy and psychology</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
</tr>
<tr>
<td>300</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>400</td>
<td>Language</td>
</tr>
<tr>
<td>500</td>
<td>Science</td>
</tr>
<tr>
<td>600</td>
<td>Technology</td>
</tr>
<tr>
<td>700</td>
<td>Arts &amp; recreation</td>
</tr>
<tr>
<td>800</td>
<td>Literature</td>
</tr>
<tr>
<td>900</td>
<td>History &amp; Geography</td>
</tr>
</tbody>
</table>

### New Classification Scheme for Chinese Libraries Tables - For Chinese Collections

<table>
<thead>
<tr>
<th>Number</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General 总类</td>
</tr>
<tr>
<td>100</td>
<td>Philosophy 哲学类</td>
</tr>
<tr>
<td>200</td>
<td>Religions 宗教类</td>
</tr>
<tr>
<td>300</td>
<td>Natural Sciences 自然科学类</td>
</tr>
<tr>
<td>400</td>
<td>Applied Sciences 应用科学类</td>
</tr>
<tr>
<td>500</td>
<td>Social Sciences 社会科学类</td>
</tr>
<tr>
<td>600-700</td>
<td>History and Geography 史地类</td>
</tr>
<tr>
<td>800</td>
<td>Language and Literature 语文类</td>
</tr>
<tr>
<td>900</td>
<td>Arts 艺术类</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>658.8</th>
<th>STE:2-2</th>
</tr>
</thead>
</table>

The first line describes the subject of the book:  
**658.8 = marketing**

The second line represents the author’s last name:  
**STE = Stern**  
**:2 = the second author with the same surnames as STE**  
**:2-2 = the same author but another book**

Books are shelved according to call number as below:

<table>
<thead>
<tr>
<th>658.8</th>
<th>658.8</th>
<th>658.8</th>
<th>658.8</th>
<th>658.9</th>
<th>659.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>STE</td>
<td>STE:2</td>
<td>STE:2-2</td>
<td>TOY</td>
<td>LMM</td>
<td>LMM</td>
</tr>
</tbody>
</table>

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.
Currently, the Library has over 130,000 books and AV materials, and continues to add thousands of new items each year. You can search where they are through the Library Catalogue.

You can access it from the library website 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).

After you enter your search, the search results will be displayed on the left, 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.
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

Note down the **call number** for locating the item from the book shelf.
Step 2: Click on **Reset Password**

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

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

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

![Library account interface showing loans and other options]
## Loan Entitlement

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Materials</th>
<th>Item</th>
<th>Loan Period</th>
<th>Renewal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecturer and Staff</strong></td>
<td>Library general books</td>
<td>20</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>MCL general books</td>
<td>10</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>TCM general books</td>
<td>20</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>TCM reference books</td>
<td>5</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>TCM reserve books</td>
<td>8</td>
<td>7 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Shuxianglou general books</td>
<td>10</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>Ai-Wei general books</td>
<td>6</td>
<td>60 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>Periodicals (back issue)</td>
<td>8</td>
<td>14 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Reference books</td>
<td>5</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>Reserve books</td>
<td>8</td>
<td>7 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Closed stack AV materials</td>
<td>2</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>Open stack AV materials</td>
<td>2</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>Current periodicals</td>
<td></td>
<td></td>
<td>Borrow within 30 minutes on library’s closing and return within 1 hour of opening on the following day</td>
</tr>
<tr>
<td><strong>Part Time Lecturer and Staff</strong></td>
<td>Library general books</td>
<td>15</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>MCL general books</td>
<td>8</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>TCM general books</td>
<td>15</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>TCM reference books</td>
<td>2</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>TCM reserve books</td>
<td>5</td>
<td>7 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Shuxianglou general books</td>
<td>8</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>Ai-Wei general books</td>
<td>5</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td></td>
<td>Periodicals (back issue)</td>
<td>5</td>
<td>14 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Reference books</td>
<td>2</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>Reserve books</td>
<td>5</td>
<td>7 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Closed stack AV materials</td>
<td>2</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>Open stack AV materials</td>
<td>2</td>
<td>7 days</td>
<td>7 days</td>
</tr>
<tr>
<td></td>
<td>Current periodicals</td>
<td></td>
<td></td>
<td>Borrow within 30 minutes on library’s closing and return within 1 hour of opening on the following day</td>
</tr>
<tr>
<td>Category</td>
<td>Type of Materials</td>
<td>Item</td>
<td>Loan Period</td>
<td>Renewal Period</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------</td>
<td>---------------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Post-graduate</td>
<td>Library general books</td>
<td>15</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>MCL general books</td>
<td>8</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>TCM general books</td>
<td>15</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>Shuxianglou general books</td>
<td>8</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>Ai-Wei general books</td>
<td>5</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>Periodicals (back issue)</td>
<td>5</td>
<td>3 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Open stack AV materials</td>
<td>1 (max. 4 copies)</td>
<td>3 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Reserve books</td>
<td>1</td>
<td>2 hours with ID deposit</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Student</td>
<td>Library general books</td>
<td>10</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>MCL general books</td>
<td>5</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>TCM general books</td>
<td>10</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>Shuxianglou general books</td>
<td>5</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>Ai-Wei general books</td>
<td>4</td>
<td>14 days</td>
<td>14 days</td>
</tr>
<tr>
<td></td>
<td>Periodicals (back issue)</td>
<td>4</td>
<td>3 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Open stack AV materials</td>
<td>1 (max. 4 copies)</td>
<td>3 days</td>
<td>Not allowed</td>
</tr>
<tr>
<td></td>
<td>Reserve books</td>
<td>1</td>
<td>2 hours with ID deposit</td>
<td>Not allowed</td>
</tr>
</tbody>
</table>
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 your 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 answer general queries about the library.

Reference Area
This area includes encyclopedias, specialized dictionaries, handbooks and other reference tools. They are non-circulating items. However, lecturers and staff may borrow maximum 2 items (only certain type of materials).

AV (Open-stack)
The titles of the circulating audio visual materials are displayed at this corner. Users may check the list first then request and borrow the materials they need at the circulation counter.

New Arrival
This section displays the newly added books and they are ready to be borrowed.
General Dictionaries
This section includes general dictionaries of three languages. They are non-circulating items.

Reserve books
They are recommended textbooks of all the courses of Southern University College. 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 the call numbers 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, Malaysian Chinese Literature Centre, and books donated by authors.
Malaysian Chinese Literature Centre (MCLC) (Open-stack)
MCLC aims to collect, preserve and promote materials and information of Malaysian Chinese literature for teaching and research. It includes related books and 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 New Arrival
MCLC newly added books and they are ready to be borrowed.

MCLC Special Collection Room (Closed-stack)
To read these materials, users need to apply it at the circulation counter first because they are closed-stack materials. Also, they are non-circulating so they can only be read in the library.

MCLC Newspaper Clipping Room
The scanned version of the newspaper clippings can be found on Digital Archive http://xsystem.sc.edu.my/ on the library website.

English General Collection
They are circulating general English books.

Periodicals
It includes 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 literature donated by Malaysian Chinese writer Miss Aiwei.

Aiwei Periodicals
A special collection of non-circulating periodicals on children literature donated by Malaysian Chinese writer Miss Aiwei.
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 for students to do group discussion. Users may request or reserve it at the circulation counter and deposit their ID cards (student/staff card) to get the keys.

Research Room
It is exclusively for lecturers, staff and master students.

Chinese General Collection (800-999)
They are circulating general Chinese books with the call numbers 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.my