A Guide for Students

The Learning resource centre
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GENERAL INFORMATION

LOCATION
The Learning Resource Centre (LRC) is located at The Sir Christopher Edwards Building.

LRC OPENING HOURS
The LRC’s opening hours differ from day to day and throughout the year.

Information about current opening hours is available on standing signboard at the LRC main entrance.

ENQUIRIES
Enquiries on any aspect of the Library Service or IT Service can be directed to LRC staff at the LRC Counter.

THE LIBRARY ENVIRONMENT
Remember that the library is to be used by all its member. One of its’ main functions is as a place for study and therefore conversation and noise should be kept to a minimum in most areas of the library.

There are wide variety of study environments from relaxing and flexible learning spaces for groups, to quiet and silent areas for individual study.
There are three (3) types of study areas:
1. Social Learning Area, Ground Floor
2. Quiet Reading Area, First Floor
3. Silent Reading Area, Second Floor

When you finish a study session in the Library, it is helpful to place any library material that you have used and are not borrowing on the trolleys located in the Library so that other readers can find it more easily.

Please also place your rubbish in the bin provided. Remember it is your LRC so help to keep it tidy.
BORROWING AND RETURNING BOOKS

SMARTCARD
You are issued with Smartcard which is to be used as your University ID and Access Card after you have registered on your course. The card is valid for the length of their course.

Your Library Number is below the barcode, starting with prefix “U” on your Smartcard.

The Smartcard enables you to use for:
- Printing Services
- Access to some buildings

You MUST have your Smartcard with you at all times to access to all library services. Please look after your card. It is a proof that you are a member of the Library and you will need it for access into the library and to borrow books.

Do not lend your card to anyone. This is against the Library rules. If an item is lost and recorded as being on loan to your card, you will be asked to pay for the replacement, not the person who used your card.

If you do lose it, even if you cannot pay for the replacement immediately, please inform us that it is lost as soon as possible. We can put a block on the card to ensure that no one else uses it and we may also able to tell you if it has been found and available for collection.

If you do not report your Smartcard lost any costs incurred will remain your responsibility.

Be careful not to lose your Smartcard. A lost card will costs you RM100.00 to replace.
Self-loan station is a self-service for you to borrow, to return and to renew book/s. It is located at the LRC ground floor and 24 hours operated. You can also view your books’ due date at the Self Loan Station.

1. To use Self-Loan Station, please scan your Smartcard.

2. Once this screen on display, please choose an option either to borrow, to return or to renew.

3. Place the book/s on the platform provided.

4. Once completed, a receipt will be printed out from the Self-Loan Station. Keep the receipt for your reference.

*Click at the icon to play the video tutorial
Book Return Chute is for you to return the library books when you decided do not want to return the books at the LRC Counter or when LRC is closed.

1. Scan your library books. When the light turned **GREEN**, pull the Book Return Chute’s cover downward and you can drop three (3) books at once.

2. Once completed, a receipt will be printed out from the Book Return Chute. Keep the receipt for your reference.
**BORROWING PRIVILEGE**

**You are eligible to borrow at any one time a maximum of 10 items consist of:**

1. Long loan items with **WHITE** call label
2. MIL items with **BLUE** call label
3. MCQ items with **YELLOW** call label
4. STC 1 day loan with **GREEN** call label
5. STC 4 hours/overnight loan with **RED** call label

*STC = Student Texts Collection
*MIL = Medicine in Literature such as novel

**Long Loan, MIL and MCQ** items are issued for 2 weeks.

**Student Texts Collection** books:

- **GREEN** call label - can be borrowed for 1 day and the items must be returned by midday (12 noon) on the following working day.

- **RED** call label - can be borrowed for 4 hours (or overnight). For **Overnight Loan**, the items can ONLY be borrowed at in between 4.00pm to 6.00pm (Mon - Fri only) and the items must be returned at the book chute or Information Counter not later than 9.30am on the next day.

**Reference** (**ORANGE** call label) items are not for loan and for use in the library only.
**How to Borrow Books**

You must present your Smartcard to borrow items from the library. Take the books and your card to the LRC Counter or by using Self Loan Station. **Have a look at the due date for each book.** You need to look at the due date printed on the due date slip to make sure you know when the book should be returned or renewed.

You are responsible of all items that you borrowed and must not be passed on to other but must in all cases be returned to the Library and officially re-issued. You may not borrow books in anyone’s name but your own name.

Ask a member of the Library staff if you need help.
**RENEWALS**

You can renew books as long as they are not requested by another reader and there are no blocks on your Library record.

STC (4 hour/ Overnight Loan) items may not be renewed.

You can renew items:

1. **Online (two times only)** by LOGIN into your LIBRARY ACCOUNT at “**LIBCAT**”.
   - At your LIBRARY ACCOUNT, list of book/s you have borrowed will be on displayed and please select the title/s that you want to renew accordingly.

2. **In person** at the Circulation Counter or by using Self Loan Station, located at the LRC Ground Floor (with or without the books)

3. **Phone** +607 555 3851 (Monday - Friday: 8.00am—8.00pm)

*N.B. Items can be renewed up to two times “remotely” (by phone or email). Take care to note new due dates - the best method is to add the new due date to the due date slip yourself.

**What to do when the item you require is on loan?**

**Books**

If you wish to borrow a book where all the loan copies are out on loan, you can easily place a hold on the title by drop by to the Circulation Counter and ask Library Staff to assist you.

Or

Click **[REQUEST]** button at the Library Catalogue web page at “**LIBCAT**”.

*N.B. If the item with status AVAILABLE, please do not hit the REQUEST button because your request will not be processed.

Please do not hesitate to ask Library staff for help!
**RETURNING BOOKS YOU HAVE BORROWED**

You should always try to return books that you have borrowed by the return date and time. You may be asked to return a book earlier than the due date as it may be required by another reader. If you receive an email requesting an earlier return please return it as soon as possible and certainly by the new due date.

**FINES**

Fine charges vary depending on the loan period of the book and how overdue the book is. This is the chart:

<table>
<thead>
<tr>
<th>Item category</th>
<th>Fine charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Loan – 2 Weeks Loan</td>
<td>RM1 per day</td>
</tr>
<tr>
<td>STC – 4 hour/Overnight Loan</td>
<td>RM5 immediate overdue charge plus (+) RM1 per hour thereof</td>
</tr>
<tr>
<td>STC – 1 Day Loan</td>
<td>RM5 per day</td>
</tr>
</tbody>
</table>

If you cannot pay the fine when you return the book, it will remain on your library record until you have paid it. If your fines being accumulated to RM20 or more. Your privileges of borrowing, renewing and hold will be blocked until you have paid.

Fines for overdue or recalled books – a fine may be levied per day or per hour for failure to return books to the LRC Counter.

Persistent offenders may have their borrowing privileges reduced or suspended at:

“**LIBRARY RULES & REGULATIONS**”

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You can pay your fines by CASH (in Ringgit Malaysia) only at the LRC Counter.
HOW TO AVOID FINES?

We suggest that you:

- Always check the due date and time stated on the due date slip.
- Remember that for Overnight Loan, the items must be returned at the library counter not later than 9.30am on the next day.
- Return all the items that you have borrowed on time, you can avoid being fined.

Please read the *Library Regulations* for more information on the Use of the Library and its services.

OTHER CHARGES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>FINES CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study room key (individual or group)</td>
<td>• RM 20.00 for lost room key.</td>
</tr>
<tr>
<td>(room are only bookable for maximum of two hours)</td>
<td>• RM 1.00 per hour for late return of keys.</td>
</tr>
<tr>
<td></td>
<td>(The person who booked the room will be responsible for the key.)</td>
</tr>
<tr>
<td>Lost book</td>
<td>• Replacement with a new copy of the same item or Replacement by the library of the same item plus (+) processing fee of RM 20.00</td>
</tr>
<tr>
<td>Damage/Vandalised book</td>
<td>• Full replacement cost (+) processing fee of RM 20.00</td>
</tr>
<tr>
<td>Inter Library Loan (ILL)</td>
<td>• RM 5.00 per request (+) rate as charged by the loan library.</td>
</tr>
</tbody>
</table>
FINDING BOOKS

GUIDES TO FIND LIBRARY MATERIAL

Library material is arranged by Dewey Decimal Classification number (DDC), you may have seen the same numbering system in your public or school library.

Each number signifies a particular subject. Shelf markers at the end of each shelf range indicate where books with particular numbers are located and also give a basic guide to the subject coverage.

Here is a simple breakdown of the Medical Science numbers:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>General information on the medical professions and services</td>
</tr>
<tr>
<td>611</td>
<td>Anatomy</td>
</tr>
<tr>
<td>612</td>
<td>Physiology</td>
</tr>
<tr>
<td>613</td>
<td>Promotion of health</td>
</tr>
<tr>
<td>614</td>
<td>Forensic medicine, epidemiology and public health</td>
</tr>
<tr>
<td>615</td>
<td>Pharmacology and therapeutics</td>
</tr>
<tr>
<td>616</td>
<td>Diseases</td>
</tr>
<tr>
<td>617</td>
<td>Surgery</td>
</tr>
<tr>
<td>618</td>
<td>Obstetrics, gynaecology, paediatrics and geriatrics</td>
</tr>
</tbody>
</table>

The number may be followed by a decimal point and then further numbers. This is because the book is on the narrower aspect of one of the subjects listed above, e.g. a book on the physiology of digestion may be located at 612.3 (the classification number for physiology of digestion) and a book on the even narrower aspect metabolism should be at the classification number 612.39.
There are many books on one subject so you may find that there are a few shelves of books with the same number. To help you find the particular book you want, the Library has added 3 letters to the end of the number (the letters are usually the first three letters of the author’s surname or of the book title). All the books with the same number are then arranged alphabetically by the three letters that follow the number.

Here is the example of how this works:

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>612</td>
<td>612</td>
<td>612</td>
<td>612</td>
<td>612</td>
<td>612</td>
<td>612</td>
</tr>
<tr>
<td>.311</td>
<td>.311</td>
<td>.311</td>
<td>.311</td>
<td>.311</td>
<td>.311</td>
<td>.311</td>
</tr>
<tr>
<td>BAC</td>
<td>CON</td>
<td>FAR</td>
<td>FAR</td>
<td>HOU</td>
<td>MOO</td>
<td>PAU</td>
</tr>
</tbody>
</table>

The Book Hunter
Spots the target by its author, title, and call number
Follows the trail to its section
Tracks down its shelf label
Checks out his find
ONLINE LIBRARY CATALOGUE

You can also search for books held at NUMed’s Library at the Library Catalogue's page at “LIBCAT”.

You can type the title or keyword on the SEARCH BOX on this page, then click Search.

This is how the Library Catalogue’s page look like:
**ELECTRONIC RESOURCES**

The electronic resources include e-journals, e-books and databases.

Newcastle University subscribes to an extensive range of periodical titles. To search the articles relevant for your interest, you can use one of the online databases.

To support the MBBS, BMS and FIS courses at NUMed, the electronic resources are available at [https://libguides.ncl.ac.uk/numed/e-resources](https://libguides.ncl.ac.uk/numed/e-resources)

This is how the page look like:
OTHER SERVICES

PRINTING SERVICES

LRC provides printing services which allows you to do printing, photocopying and scanning. You can only print and photocopy to A4 and A3 sizes, and perform reduction, enlargement and double-sided printing.

♦ IT Clusters : 4 printers
♦ LRC Ground floor : 3 printers
♦ LRC 1st floor : 1 printer

To use the service you will need your Student Card and credit in your print account. It is your responsibility to abide by the law of copyright. Details are available at the notice board in printing services area. Please read them carefully.

The cost of printing for:

♦ Black and White : RM0.10 per page
♦ Colour : RM0.60 per page

You can top up anytime your printing credit at any Self-Service Top Up Kiosk which are located:

♦ IT Cluster F.1.4
♦ LRC Ground Floor
**COMPUTERS**

There are computers for use at IT Clusters and Computer Lounge @LRC Ground Floor. You can use the computers to access internet, word-processing and email.

You can also connect to wire network with your own laptop and other devices.

**Connect to wireless**

Wireless is available across campus. For more details, please read the IT Services for *Students Handbook*.

**EMAIL NOTIFICATIONS**

Students will receive their Library notifications (e.g. a book that you have requested is available to collect or a book you have on loan is overdue) by email sent to your University email address. Please remember to always check your University email.
There are a wide variety of study environments from flexible learning spaces for groups to silent areas for individual study.

Please respect the behavior expected in different areas of the Library. There are three (3) types of study areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Learning</td>
<td>It is a social space for relaxing and group discussion, where talking is allowed but mobile phones must be on silent. Hot/cold drinks and cold food are permitted.</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>Quiet</td>
<td>Quiet study area where talking <strong>QUIETLY</strong> is allowed however mobile phones must be on silent. Hot/cold drinks and cold food are permitted.</td>
<td>First Floor</td>
</tr>
<tr>
<td>Silent</td>
<td>Silent study area, <strong>TALKING IS NOT ALLOWED</strong> at all in this area. Bottled water is permitted, but no food and mobile phones must be on silent.</td>
<td>Second Floor</td>
</tr>
</tbody>
</table>

Please observe low-level conversation at all times whenever you are in the library. Regardless of at which area you are, mobile phones must be set to either silent or vibration mode. If you need to talk on your phone, please leave the area where you do not disturb other people.

When you leave the library, please clear your rubbish away into a dustbin.
STUDY ROOMS

There are a wide variety of study environments from relaxing an flexible learning spaced for groups, to quite and silent areas for individual study. Library is committed to providing an environment that is comfortable, inviting, and conducive to study. There are three (3) types of study areas:

Types of Study Areas

- **Social Area**
  - Social spaces for relaxing & group discussion
  - Talking is allowed
  - Mobile phone in silent mode
  - Hot/cold drinks and cold food permitted

- **Quiet Area**
  - Quiet study area
  - Talking quietly is allowed
  - Mobile phone in silent mode
  - Hot/cold drinks and cold food permitted

- **Silent Area**
  - Silent study area
  - Talking is not allowed at all in this area
  - Mobile phone in silent mode
  - Bottled water is permitted
  - No food permitted

Ground Floor

First Floor

First Floor & Second Floor

All the study rooms are bookable in advance and issued on a ‘first come, first served’.

RULES FOR USE OF LRC STUDY ROOMS

- Bookings can be made at the LRC Counter or via the [Library Catalogue's page](#).
- You can type ROOM on the SEARCH BOX, then click Search.
- You need your University ID card to collect the room key. Depending on the availability, a booking can be made up to one day in advance.
- All study rooms are only bookable for a maximum of two hours. For group study rooms, minimum number of persons per group is four. Groups less than four are encouraged to use the reading areas.
- A penalty of RM20 will be charged for lost room key. Fines of RM1 per hour are levied for the late return of keys.
1. Group Study Room (with LCD)

<table>
<thead>
<tr>
<th>ROOM NO</th>
<th>SEATING CAPACITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.2.3</td>
<td>8-10 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.2.4</td>
<td>8-10 person</td>
<td>1st floor</td>
</tr>
</tbody>
</table>

2. Group Study Room (without LCD)

<table>
<thead>
<tr>
<th>ROOM NO</th>
<th>SEATING CAPACITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.2.6</td>
<td>4 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.2.7</td>
<td>4 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.2.8</td>
<td>4 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.2.9</td>
<td>4 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.3.6</td>
<td>4 person</td>
<td>2nd floor</td>
</tr>
<tr>
<td>D.3.7</td>
<td>4 person</td>
<td>2nd floor</td>
</tr>
<tr>
<td>D.3.3</td>
<td>6-8 person</td>
<td>2nd floor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROOM NO</th>
<th>SEATING CAPACITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.2.15</td>
<td>1 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.2.16</td>
<td>1 person</td>
<td>1st floor</td>
</tr>
<tr>
<td>D.3.14</td>
<td>1 person</td>
<td>2nd floor</td>
</tr>
<tr>
<td>D.3.15</td>
<td>1 person</td>
<td>2nd floor</td>
</tr>
</tbody>
</table>
MISCELLANEOUS INFORMATION

- The reservation of seats in the reading areas is not permitted.
- Books and other articles left for any length of time on chairs and tables may be removed by the Library staff.
- Articles left in the reading areas at closing time will be cleared away.
- The University accepts no responsibilities for personal belongings left in the Library
- Library users are not permitted to make telephone calls in the Library except in designated areas. Otherwise mobile phones must be switched off or switched to silent in the library.
- Notices must not be displayed or distributed by library users in any part of the Library except by or with the permission of the Library staff, nor may library users offer anything for sale in the Library.
- Whenever a fire alarm sounds in the Library building all library users must vacate the Library immediately.
- Computing equipment at the LRC Ground Floor must not be used for the creation, display, importation, circulation or storage of offensive material.

FINDING YOUR WAY ROUND THE LRC

Ask a member of staff for guidance, they will be happy to point you in the right direction.
Any information about the Library, please email to numed-library@newcastle.edu.my

or

You can call us at +607 555 3851

For IT support, please hit this button (available on the desktop)

or

email to numed-it-support@newcastle.edu.my