

Library and Learning Commons (LLC)

It is **MORE** than a library

It integrates

- library resources
- IT services
- learning support services
- user-friendly learning environment

The Library and Learning Commons has

- Services to assist your learning
- Resources that support your study and research needs
- A flexible e-learning environment and facilities that accommodates multiple learning activities

Purpose of the LLC

- Provides effective services to support the needs of library users -- efficient & client focused via information literacy, learning skills, reference and lending services
- Includes assessing, anticipating, and meeting client needs and expectations

Information Services

Information research skills

- Finding information for student assignments
- Engage in independent learning
 - **Walk-in training sessions**
 - one-to-one sessions
 - group sessions
 - **Reference services**
 - Info Desk
 - Document Delivery

Consult with library staff
@ the Info Desk @ One-stop information centre

Information Services

One-stop Information Centre

- Reference services (library staff)
- IT support services (ITS staff)

Operation hours

Monday – Friday

9:00am – 5:00pm

Learning Skills

- **What do learning skills advisers do?**

Learning skills advisers assist students in improving their approaches to learning and academic English.

- **Who is the service for?**

All students of MUSC:
from first year undergraduates to higher degree students

Learning Skills

What does learning skills cover?

- study skills and methods
- effective listening and note-taking
- critical thinking
- reading strategies
- essay, report and thesis writing
- oral communication and presentation
- exam preparation
- academic English

Learning Skills

How do we deliver the Learning Skills programs?

- 1) Lunchtime Workshops
- 2) Integrated teaching within faculty curricula
- 3) Academic English classes (LEAP)
- 4) Postgraduate seminars
- 5) Drop-in sessions
- 6) Individual sessions for students
- 7) Print, online and e-resources



Lending Services

Library membership - Automatic

- Check your membership
 - at the self-loan machine or
 - with library staff

Lending Services: Sunway reciprocal borrowing program

- **Resource sharing scheme**
 - Tun Hussein Onn Library @ Sunway University
 - Borrow 5 books for 14 days with
 - 2 renewals
- **Membership process**
 - Reciprocal Borrowing Form
 - Attach with 1 photo
 - Submit it to library staff

Processing period: **within 3 working days**

Resources

- a) Print resources
- b) Multimedia materials
- c) Online resources

Resources

Print resources

- Growing collection of almost **85,000** items
- Books, dictionaries, handbooks, encyclopedias, etc.
- Mainly on Levels 2 & 3 (open shelf)

If the library doesn't have it?

- Put in a request
- Refer to “*Library Book Acquisition Charter*”

Print Resources > location

Reserve collection on Level 3

- prescribed reading
- recommended texts
- multimedia items

Loan period:
4 hours / 7 days

Print Resources > location

Reference resource on Level 2

- Dictionaries,
- Encyclopedias,
- Handbooks, etc

Loan period

They are used only within the library

Print Resources > location

Journals on Level 1

- Academic Journals
- Magazines
- Newspapers etc.

Loan period:

Current issues can only be read in the library

Multimedia Resources

Multimedia collection

Over 6,900 items

feature films / movies, documentaries @
Reserve collection on Level 3

Loan period:

3 days

4 hours

IT Resources

iPads & Notebook PCs

- for staff and students
- at the Lending Counter on Level 1
- duration : 3 hours (1 renewal)
- first-come, first-served basis
- used only within the campus
- RM10 fine for late return

* Understand the borrowing terms and conditions

IT Resources

170 multimedia workstations

- for accessing online resources throughout Levels 1 & 2

15 express terminals (OPAC)

- for catalogue access on all Levels

Check out computer labs @ Building 9

IT Facilities

Printing & photocopying

- integrated with student ID
 - on all Levels
- instant reload facilities
 - on level 1

IT Facilities

Reload system

- top up printing/photocopying credit - 3 easy steps using reload machine
 1. Swipe student ID card
 2. Insert notes or coins
 3. Press finish

IT Facilities > borrowing and returning

Self loans systems

- on Levels 1 & 3
- Borrowing open shelf books
 - Easy & convenient

IT Facilities > borrowing and returning

Book Returns

- returning books conveniently
- open 24x7
- only for open shelf books

Other items, return to
Reserve counter on Level 3

Learning space

- individual & group study areas
- collaborative areas

Zones

- Level 1 – Collaborative area
- Level 2 - Quiet zone area
- Level 3 – Collaborative + quiet area

Library entrance – convenient access
on Levels 1 and 3

Learning space

4 discussion rooms

- at Levels 2 and 3
- maximum 2 slots per group
- 1 slot = 2 hours
- booking at One-stop information centre on level 1

Library opening hours

- Normal opening hours : 8:00am - 10:00pm
- Extended opening hours : 8:00am - 11:00pm
- Semester breaks : 8:30am – 5:30pm

Displayed at the
library entrance & library website

Library Guidelines

Avoid bringing food into the library

Covered drinks (with lids) are allowed except near computer areas

Noise

**Level 2 and part of Level 3 are designated as quiet study areas
Moderate level of noise is permitted in Level 1 and part of Level 3**

Mobile phones

**Mobile phones set to vibrate or on
silent mode are allowed in the library**

Seat reservation is not encouraged

Use Monash email for communicating with us

Library Rules and Regulation

Read more from the library brochure available at Level 1

Understand and comply

- visit library website
- read community rules

Noncompliance

- asked to leave
- barred from library services
 - disciplinary action

Some advice

- **Label** your belongings
e.g. your name/ phone number
- Don't leave your valuables **unattended**
- During **emergency**, follow instructions
- Don't forget **Lost & Found** section on level 1

We appreciate your feedback

- suggestion box
- write to the library
- online surveys

General enquiries:

libraryenquiry@lib.monash.edu.my

Lending enquiries:

lendingsservices@lib.monash.edu.my