LIBRARY ORIENTATION SEMESTER 1, 2020

MONASH UNIVERSITY MALAYSIA, LIBRARY AND LEARNING COMMONS
# LIBRARY OPENING HOURS

<table>
<thead>
<tr>
<th></th>
<th>Semester period</th>
<th>SWOT / Exam period</th>
<th>Semester Break</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>• 8.00am – 10.00pm</td>
<td>• 8.00am – 10.00pm</td>
<td>• 8.30am – 5.30pm</td>
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<tr>
<td></td>
<td>• 10.00pm – 12.00am (L1 &amp; L3 Expansion)</td>
<td>• 10.00pm – 3.00am (L1)</td>
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<td>• 24/7 (L3 Expansion)</td>
<td>• 24/7 (L3 Expansion)</td>
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<td>Saturday &amp; Sunday</td>
<td>• 10.00am – 6.00pm</td>
<td>• 10.00am – 6.00pm</td>
<td>CLOSED</td>
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<td></td>
<td>• 6.00pm – 10.00pm (L1 &amp; L3 Expansion)</td>
<td>• 6.00pm – 3.00am (L1)</td>
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<td></td>
<td>• 24/7 (L3 Expansion)</td>
<td>• 24/7 (L3 Expansion)</td>
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<tr>
<td>Public Holiday</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
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- Service counters will stop operating 15 minutes before closing.
- Three announcements will be made at 30 minutes, 15 minutes and at closing time.
LEARNING SPACES
TEACHING SPACES

The Library Teaching Spaces

- The level 1 Training Room
  - closed for renovation from 16 October to end of March 2020
- Library seminar room for library workshops available on Level 2.
QUIET (SILENT) STUDY ZONE

Quiet Zone
• Level 2 - Designated floor for quiet study and individual learning.
• Locate the Librarians and Learning Skills Advisers for research help

Quiet Zone Rules
• Library staff will request users to leave the Quiet Zone when on the phone
• Social gatherings and/or group discussions are not permitted in the Quiet Zone
• Individual carrels are designated for individual study only
COLLABORATIVE LEARNING SPACE

Collaborative Learning Space
• Designed as a flexible and reconfigurable zone at level 3
• Allows active collaboration and open discussions

Collaborative Learning space, Level 3
LIBRARY EXPANSION AT LEVEL 3

Library Lounge

Learn Zone

Create Zone

Contemplate Zone
LIBRARY EXPANSION AT LEVEL 3

Group discussion rooms

• 8 discussion rooms on level 3
• 2 hours per day per booking.
• Booking of the rooms can be made online. (Minimum 4 IDs)
SELF-SERVICE

2 Self check-out machines
At level 1 and level 3

24/7 Book Return machine
Outside the Library
LIBRARY PRINTING FACILITIES

Printing, scanning and photocopying machines, Level 1 & 3

Top up machine, Level 1 & 3
When in the Library, all users have a right to pursue their research or study without unnecessary disturbance or distraction. Keyword: RESPECT

**FOOD**
No food is allowed at all times in the Library. This includes the Library expansion and Create/Engage rooms.

**MOBILE PHONES**
Phones set to silent/vibrate mode are permitted except in the Quiet Zone where phone conversations are not allowed.

**DRINKS**
Only covered drinks (with lids) are allowed in the Library.

**WASTE**
Waste items are to be disposed of using the appropriate garbage and recycling bins.

**FACILITIES**
Loose furniture (chairs, armchairs, tables) should not be removed from the Library.

**SEAT HOGGING**
#PARKYOURSELFNOTYOURBAG
Users must not leave their personal items (laptops, tablets, cellphones, purses, backpacks, etc..) on computers, desks or other spaces to reserve them. Support the campus’ efforts by saying no to seat hogging.
Borrow / return library materials with your student ID card.

- Loan privileges (undergraduates):
  - 15 books for 14 days with 4 online renewals
  - Textbooks for short loan periods (1 day/3 days/5 days), no renewals

- Library fines
  - For open-shelf books, RM1.00 per day
PRINT RESOURCES AT LEVEL 2 & 3

• 75,577 items such as monographs / books, serials and newspapers and multimedia materials.

• **Open shelf books at Level 2**
  - Social Sciences, Arts, Humanities, Sciences (Call no. A to QA)
  - Bounded periodicals

• **Open shelf books at Level 3**
  - Science, Technology, IT, Engineering, Medicine and Health Sciences (Call no. QA to Z)
Monash University Australia library provides online resources for Monash Malaysia students

- 1.5 million electronic books
- 139,286 electronic journals
- 1,879 online databases
LIBRARY WEBSITE

https://www.monash.edu.my/library

- Use Library Search to search for print or online resources.

Online resources
- Databases by subject
- Databases A-Z

Services
- Discussion Room bookings
- Recommendations for purchase

Research and learning skills
- Library workshops
- Research and Learning Point
• Sign in into your Monash Library account to get full access of the features on the website (e.g. Saved Records & Saved Searches)
LIBRARY WEBSITE

Signing in

Login to Search

Select a sign-in option:

- Monash Staff & Students Login
- All other users login (alumni, CAVAL, etc.)

or go back to Search
SEARCHING FOR RESOURCES

- Refine your search by ticking the “Malaysia - Sunway” box.
- The results would show details on the availability of the resource.

Online resources would be labeled with “Online access”.
Physical copies of resources could be identified using its call number.
Some resources would showcase its availability through multiple versions. Choose one that suits your needs.
The Library provides additional reading and reference materials for you to refer to when accomplishing your assignments.
The Research and Learning team with Liaison Librarians & Learning Skills Advisers are here to help you with your research and academic needs.

https://www.monash.edu.my/library/research/school-contacts
RESEARCH & LEARNING

Liaison Librarians can help you with:

• Using Library resources effectively
• Finding information
• Using referencing software (EndNote and Mendeley)
• Formatting of reports through Microsoft Word functions

Learning Skills Advisers can help you with:

• Academic Writing
• Academic integrity with Citing and Referencing
• Presentation Skills
• Collaborative Learning
• Writing Literature Review
• Critical Thinking
• Study methods and exam preparation
RESEARCH & LEARNING POINT

Quick consultations regarding your assignments/studies?

Library and Learning Commons, Level 3
Days: Tuesday, Wednesday & Thursday
Operating hours: 11.00AM-2.00PM
(Operates from week 3 – week 10)
GENERAL LIBRARY WORKSHOP

From **WEEK 3 TO WEEK 7** of Semester 1 & 2, General Library workshops includes:

- Academic Integrity
- Search Strategies
- Academic Writing
- EndNote
- Mendeley

Go to the library website to register for the workshops

https://www.monash.edu.my/library/research/library-workshops
INFORMATION SERVICES COUNTER

Direct your **enquiries** towards the Information Services Counter @ Level 1 during library opening hours.

Register for hands-on briefing sessions from **week 1 to 3** at the Information Services Counter @ Level 1 during library opening hours.

Contact us at:
**Tel no:** 03-55146199  
**Email:** mum-lib-contact@monash.edu
Monash University Malaysia students can apply for Sunway University Library reciprocal membership

- Fill in reciprocal membership form and submit at the Information Services counter at Monash Library
- Membership duration: yearly (renewable); expires every 31 December
- Loans: Borrow a maximum of 5 books for 14 days from Sunway University Library
- No access to Sunway University Library e-resources
FIND US
https://www.monash.edu.my/library/research/school-liaisons
ONLINE TOUR VIDEO  https://www.youtube.com/watch?v=I7pWymLem6U&t=45s
THANK YOU