PUSRAWI INTERNATIONAL COLLEGE OF MEDICAL SCIENCES LIBRARY

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The library was established in 2003, located at Level 5, Bangunan Tabung Haji. The library is growing in tandem with the college to accommodate services required. In July 2011, the PICOMS library moved at Level 6, Bangunan Wisma Baitulmal. In June 2012, a new library at Batu Muda campus was established and become as main campus library.

Mission

- The library aims to provide access to and delivery of information resources to students and staffs in support of research, teaching and learning of the College.

Objectives

- The Library provides services, including instruction of information literacy and management, to enable its users to fulfill their teaching and learning needs.

- To implement effective and systematic library management.

- To encourage users to use information sources properly.
Membership

- Membership is open to all registered staffs and students of Pusrawi International College of Medical Sciences (PICOMS).

Registration

- Students should register by filling up the Membership Form.
- Students are required to pay library fees.
- Membership Cards will be issued to all members. The loss of membership cards must be reported immediately to the Circulation Counter. A fee of RM 10.00 shall be charged for a replacement.
- Membership Cards must be returned to the Library once the students leave the college.

Opening Hours

- Monday to Friday 8.30 a.m. - 5.00 p.m.
  Jalan Ipoh campus 8.00 a.m - 5.00 p.m.
- Saturday, Sunday and Public Holidays Closed

Loan Hours

- Monday to Friday 8.30 a.m. - 5.00 p.m.
1. General / Open Collection
   - This collection comprises of various subjects. All staffs and students of the library are allowed to borrow from this collection.

2. Red Spot Collection
   - The collection consists of textbooks and references recommended by lecturers for students and placed on restricted loan. The item may be borrowed for 2 hours at a time or overnight.

   | Monday–Thursday | After 4.00 p.m. and return before 10.00 a.m. the following day |
   | Friday         | After 4.00 p.m. and return before 10.00 a.m. the following Monday |

3. References Collection
   - The collection comprises reference books such as dictionaries, encyclopedias, handbooks, directories, almanacs, etc. Reference items can be used only in the Library and are not allowed to be borrowed.

4. Serials Collection
   - This collection comprises of various subject areas. Current issues will be displayed and back issues will be kept.
   - There are three online journals that can be accessed at campus area:
     1) International Journal of Nursing Knowledge
     2) Nursing in Critical Care

5. Ebook Collection
   - This collection can be accessed at campus area only.
     url: http://portal.igpublish.com/iglibrary/feature/list.html
Light reading collection comprises of novels, motivational books, biographies and others. Suitable for all users.

7. Thesis/Project Report Collection
   - This collection consists of thesis and project reports of PICOMS students. This collection is for reference only.

8. Newspapers Collection
   - The library subscribes major newspapers such as Berita Harian and The Star.

Library Facilities and Services

1. Reading Area
   - The library is able to accommodate for 130 persons at one time.

2. Photocopy and Printing
   - This service is also available at the library. It provides self-service photocopying facilities. All users are charged RM 0.10 per sheet for photocopying and RM 0.10 per sheet for printing.

3. Lockers (Open)
   - The library provides lockers at the outside of library and users are not allowed to bring into the library irrelevant items such as bags, briefcases, food, drinks and etc. However, users are to be responsible of their own belongings kept inside the lockers.

4. Inter Library Loan (ILL)
   - Books which are not available at the library can be borrowed from other libraries for their use. Details of this service can be obtained at Circulation Counter.
5. Computer Room

- Library has provided computers (a total of 14 computers at Main campus, and 11 computers at Jalan Ipoh campus) for Internet access. Users need to inform staff to use the computer room.

6. Reservation

- Users can reserve library books at the Circulation Counter by filling up the Reservation Forms except for Red Spot Collection.
- The books will be kept for 5 days from the date of notice.
- Reserved books will be shelved or reissued to other users after 5 days.
- Reserved books can be collected in person.

7. OPAC (CDS-ISIS)

- The library provides OPAC to users for searching collections. Users may ask the staffs if they need any help.

8. WIFI Connection

- The library provides wireless network infrastructure for users. Users can bring their laptops to use this service. The usage is free and unlimited.
- Please refer to library staffs for Passwords.

9. Discussion Room

- The library provides discussion rooms (three rooms at main campus, and two rooms at Jalan Ipoh campus) for users. Terms of use please refer to the staff at the circulation counter.

10. Library Orientation

- Library orientation will be given to new students. The staffs will introduce the services, rules, facilities and all information about the library.
Rules and Regulations

1. Loan Regulations
   - Applicable only for members.
   - Users need to produce their student cards/membership cards (compulsory) at the Circulation Counter.
   - Borrowers are not permitted to borrow or renew on behalf of other members.
   - Staffs and students who withdraw from or leave the college must return all loaned books to the library.

2. Renewal
   - General/Open Shelf Collection can be renewed (2) two times only except for Red Spot Collection or books that have been reserved by other users.

3. Lending Qualification

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<tbody>
<tr>
<td>Staffs</td>
<td>8 items for 2 month</td>
<td>1 item for 1 week</td>
<td>1 item for 1 month</td>
<td>Reference only</td>
<td>Reference only</td>
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<tr>
<td>Students</td>
<td>2 items for 2 weeks</td>
<td>1 item for 2 hours/ overnight</td>
<td>Reference only</td>
<td>Reference only</td>
<td>Reference only</td>
</tr>
<tr>
<td>External Members</td>
<td>2 items for 1 weeks</td>
<td>Reference only</td>
<td>Reference only</td>
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*External members need to pay fees annual loan RM50.00 and fill application form and pictures measuring passport.

*Please bring matrix/confirmation letter/personal identity from library/Department/Institution respectively.

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4. General Rules

- Identification Cards / Matrix Cards must be produced when entering the library.
- Users are responsible for every item borrowed and will be liable to pay the full replacement cost if the item is damaged.
- No bags, umbrellas, parcels, files may be brought into the library. The library is not responsible for any loss of items or valuables.
- Animals or pets may not be taken into the library.
- External users must have written applications given to the Librarian.
- Smoking, eating and drinking are prohibited at the library.
- Users are not allowed to remove any materials at the library.
- Silence must be observed at all times at the library.
- Hand phones should be switched off or put on silence mode upon entering the library.
- All users are to be properly dressed and follow all rules as stated in College Dressing Ethics.
- Users must return items that you have borrowed from the library by the due dates. You will be fined if books or other items that are on loan to you are returned late.
- Users are responsible for any action liable and contravene the copyright act 1987.
- Taking out any material from library without loan process/permission will be charged as theft.
- Library staffs have the authority to bar any users from using library facilities for any infringement of the Library Rules and Regulations.
- Library may amend any library rules and regulations from time to time when necessary without notice.
Library Fines

1. General / Open Collection
   - Fines for overdue is RM 0.50 per day and maximum fine is RM 200.00.
   - Saturday, Sundays and Public Holidays are not included.

2. Red Spot Collection
   - Fines for overdue is RM 0.50 for every 1/2 hours.
   - Saturday, Sundays and Public Holidays are not included.

3. Loss of Library Cards
   - Loss of library cards must be informed immediately to Circulation Counter. Each replacement card will be charged RM 10.00.

4. Loss of Materials
   - Users must report immediately to Circulation Counter.
   - Users must replace the same materials or new edition and processing fee of RM 20.00 or
   - Users pay twice the price of the materials and processing fee of RM 20.00.

5. Materials Not Returned
   - Staffs ï Deduction from salary.
   - Students ï Fined / Suspended.

6. Misuse of Membership Cards
   - Students ï Suspended for one semester to Cardholders and Borrowers.

7. Reminder
   - First reminder will be issued with total fine that imposed and glued in notice board.
   - If there is no feedback, their names will be submitted to the Chief Executive Officer (CEO) for appropriate actions.
Contact Us

For any question or suggestion please contact:

Main campus:

- Perpustakaan Kolej Sains Perubatan Antarabangsa Pusrawi (PICOMS)
  Tingkat 1, No 3, Jalan 31/10A ,
  Kawasan Perindustrian IKS,
  Taman Batu Muda
  68100 Batu Caves,
  Selangor, Malaysia.
  - Telefon: 03-61869506/07 ext 161 atau 163
  - Faks: 03-61879501
  - Emel: azli@picoms.edu.my
    noorhidayah@picoms.edu.my
    farissa@picoms.edu.my

Jalan Ipoh campus:

- Perpustakaan Kolej Sains Perubatan Antarabangsa Pusrawi (PICOMS)
  Tingkat 6, Bangunan Wisma Baitulmal,
  Lot 132-138, 51200 Jalan Ipoh,
  Kuala Lumpur, Malaysia.
  - Telefon: 03-40449504/05 ext 601
  - Faks: 03-40449502
  - Emel: azli@picoms.edu.my
    emillia@picoms.edu.my
    norazhani@picoms.edu.my
    warith@picoms.edu.my