CIRCULATION

Who may borrow from the Library?
- All current students, faculty, and staff.

Remember to:
- Bring your student/staff ID card to borrow materials
- Keep your contact information current

Loan Period:
- Open Collections: 2 weeks and up to 3 renewals
- Closed Reserved (RBR): 3 days
- Reference: Non circulate
*Books are subject to recall

Borrowing & Returning Library Items:
- All items can be checked-out/returned using the Self Loan Machine or at the Circulation desk.

Book renewal:
- By email: circulation@curtin.edu.my
- By Phone: 058-630037/38
- Self Loan machine
- E-Library
- Circulation counter
- BookMyne (Phone Application)

Fines:
- RM0.50 per day; per item

Library Collection:

<table>
<thead>
<tr>
<th>Library User</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation/IEP</td>
<td>8 books for 2 weeks (14 days)</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>10 books for 2 weeks (14 days)</td>
</tr>
<tr>
<td>Postgraduates</td>
<td>15 books for 6 weeks (42 days)</td>
</tr>
<tr>
<td>General staff</td>
<td>10 books for 1 month (30 days)</td>
</tr>
<tr>
<td>Academic staff</td>
<td>20 books for 1 month (30 days)</td>
</tr>
</tbody>
</table>

FACILITIES
- Computers / IT room
- Toshiba Printers (function as a photocopy & scanner as well)
- Wireless network
- Self Loan Machine
- Multimedia rooms - TV & Audio Visual Room
- Ipad Zone

SERVICE HOURS

Semester Commences
- Monday - Friday: 8.00 a.m. - 8.00 p.m.
- Saturday: 9.00 a.m. - 5.00 p.m.
- Sunday: CLOSED

Examination
- Monday - Friday: 8.00 a.m. - 2.00 a.m.
- Saturday: 9.00 a.m. - 6.00 p.m.
- Sunday: 9.00 a.m. - 5.00 p.m.
- Public Holiday: 8.00 a.m. - 5.00 p.m.

Semester Break
- Monday - Friday: 8.00 a.m. - 5.30 p.m.
- Saturday: CLOSED
- Sunday: CLOSED

NOTE: Changes to these hours will be posted at: http://library.curtin.edu.my/

WELCOME NEW STUDENT

Greetings, a very warm welcome to our new students and hello to our returners. The Library is the best place to start your University Life, so to help you get familiar with our library services and collections and also to access and use its various search tools, we have Information booth and Information Literacy Classes to help you learn a wide range of information and research skills.

FOLLOW US
- Curtin Malaysia Library
- Curtin Malaysia Library
- CMlibrary
ELECTRONIC RESOURCES
• 150,000 electronic journal titles (Accessible via Curtin Perth, WA)
• 420,000 electronic books (Accessible via Curtin Perth, WA)
• 283 titles (Accessible via Curtin Malaysia, Library website)
• Approximate 600 databases
• Popular databases such as Business Source Complete, Emerald, ProQuest, Science Direct, Scopus, Web of Science and many more.

NEED HELP
For quick questions to in-depth research assistance:
• In Person: Come to our Reference Counter (1st Floor) for help
• By Phone: 085 - 630039
• By Email: reflib@curtin.edu.my
• By Appointment
Please check the Information Training Timetable to book a class.

PRINT COLLECTION
• More than 33,000 books
• Bounded Journals
• Special Collections:
  - Borneo Collection
  - T&L Collection (Teaching & Learning)

NEED MORE
• To access materials not owned by Curtin Malaysia Library, request for interlibrary loan at: circulation@curtin.edu.my
• The cost and charges involved in the request of the items vary, depending on the item type, level of service and location of the item.

RESERVE MATERIAL
• Reserve materials are placed at the Circulation Counter.
• Please pick up your reserve materials immediately upon receiving your notification email.
• Reserve Materials will be removed after a period of three (3) days.

SUGGEST A BOOK:
• For staff (Academic & Professional) & Postgraduate Students who wish to suggest purchase of book(s) for the library collection.
• The link is found on the library webpage library.curtin.edu.my

ORIENTATION AND INSTRUCTION SESSIONS
• Learn how to use the collections, facilities, and services of the library
• To book an orientation or for more information about the library and the facilities, please email, reflib@curtin.edu.my

BASIC RULES
• Be reasonably quiet
• NO loud disruptive behaviour
• ALWAYS present your Student ID for every transaction at the Circulation Counter
• When you have finished with a book, please return it properly
• NO reservation of tables & chairs
• DO NOT MOVE any tables & Chairs in the study area

DESIGNATED AREA
Learning Commons (Ground floor)
A collaborative space to study

Quiet Study Area
The 1st Floor at the library has been designated a quiet study area

Silent Study Area
The 2nd floor at the library has been designated a silent study area