

OPENING HOURS

MONDAY - FRIDAY	8.30 AM - 6.00 PM
SATURDAY & SUNDAY	CLOSED
PUBLIC HOLIDAY	CLOSED

FACILITIES

- 4 computers – for online services
- Study sofa
- Discussion room- Netflix

RULES & REGULATIONS

- Staff ID cards are compulsory for admission into LRC.
- LRC staffs are authorized to deny entry of students who do not have valid student ID cards.
- Staff ID cards are not transferable
- Food, drinks, wet umbrellas, bags and safety helmets should not be taken into the LRC areas.
- Users must observe silence in the LRC area. If you need to talk, do so quietly.
- Hand phones should be on silent mode.
- LRC staffs are not responsible for lost and damaged items or any valuables left within LRC premises. Property found in the LRC premises will be passed to Student Services at the first day of each week.
- All members are urged to cooperate to ensure that the LRC is conducive for private study and research

CONTACT NUMBERS

If you have any problems and require more information, please contact us at:

CHIEF LIBRARIAN

Shaeiddah Akmar Abd Rahman

Tel: 603 2687 Ext: 7047

Email: shaeiddah@berjaya.edu.my

Library Official Email: library2@berjaya.edu.my



LEARNING RESOURCE CENTRE

General Information

Staff
Edition



ABOUT US

The Learning Resource Centre (LRC) effectively opened with the establishment of the Berjaya University College (BERJAYA UC) in 2008. It supports the learning, teaching and research needs of the students and academic staff in a highly specialized field of study which includes the culinary arts, tourism, hospitality, business and liberal arts.

The LRC is located near the main entrance to the university college. It occupies 3520 square meters of space and can cater for a seating capacity of about 100 users at one time.

LRC COLLECTIONS

There are 4 categories of materials in the LRC:

1- OPEN ACCESS

Materials in the Open Access collection may be borrowed by registered users according to their entitlement (see Borrowing Entitlement).

2- CLOSED ACCESS

Materials in the Closed Access collection are primarily those on student reading lists that are highly in demand. Priority access is given to academic staff and students of the University (see Borrowing Entitlement).

3- TEACHER'S RESOURCES

This collection contains educational and motivational materials for lecturer's usage ONLY.

4- REFERENCE

- Books marked REFERENCE are for internal use ONLY and may not be borrowed out.
- Others Reference Materials: Celebrity Chef, Autobiography & Biography, Travel Log & Guide Book, and, Dissertations.

BORROWING ENTITLEMENT

USER	OPEN ACCESS + AV COLLECTION (ACCOMPANYING MATERIALS)	CLOSED ACCESS + AV COLLECTION (IN-HOUSE MATERIALS)	TEACHER'S REFERENCE MATERIALS	SERIALS COLLECTIONS
Academic Staff	28 Days (20 items)	2 Days (2 items)	90 Days (5 items)	7 Days (2 Items)
Admin Staff	14 Days (2items)	No Loan	No Loan	2 Days (2 Items)

SERVICES

1- MEMBERSHIP

- All users must be **registered** before they are allowed to use the LRC. Staff ID card must be produced for registration as a user.

2- BORROWING

- All members must produce their **staff ID card** to borrow items from the LRC.
- Items on loan which are due for return on the date/time stamped on the loan's slip.
- Reminders to return items on loan will be sent through e-mail addresses

3- RENEWALS

- Items from the Open Access collections may be renewed **twice (2)** personally or online renewal if not reserved by others.
- Items for the Closed Access collection cannot be renewed.

4- RETURNING

- Users are responsible for returning borrowed items to the LRC before the due date
- Users are responsible for borrowed items until the loan record is cleared in the database.

5- RECALL

The Librarian may recall an item on loan from the Open Access collection **if required**.

6- OVERDUE LOANS

Fines will be imposed from the first day that a loan is overdue until the loan record is cleared in the database OR until the item is reported lost.

Open Access - 50 cents per day

Closed Access - 50 cents per hour

*** (User privileges will be suspended when fine reached RM1.00)**

7- HOLDS

- Members may **place on hold** item that currently on loan. Applicable for **Open Access** items **ONLY**.
- Item reserved/hold will be kept **three (3) days** before given to next reservation or put back to the respective shelf.

8- LOST & DAMAGED ITEMS

Losses and damages must be reported at the Circulation Counter. A borrower has to:

- Replace a new copy (**ONLY** exact edition or new edition + overdue fine if any).
- Replace with new book or current publication (same subject, not available in the library collections with equivalent price).
- Paying **DOUBLE (2x)** cost of missing item (item price + overdue fine if any).
- Deducting the item cost from salary (**ONLY** when staff is withdrawing library membership).

OTHER SERVICES

- Library Orientation
- Information Skill Training
- Reference & Information Services (Help Desk) @ Reference Desk Services
- Inter Library Loan or document supply