



# info@cais

centre for academic information services

2012/2013

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## Welcome to the Centre for Academic Information Services

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Greetings!

A Library is a critical part of any higher education institution. Libraries play an ever increasing role in providing vital information resources to their clients amidst facing mounting challenges brought about by changes happening in the organizations and higher education worldwide, advancement in the ICT world that bring about new modes of information storage, assessing and dissemination, changes in learning environment, increasing student internationalization, new mode of research and many more. With the current scenario of emphasizing

outcome-based in higher education, librarians need to restructure their roles to support teaching, learning and research activities. All these put increasing demand on them to enhance their knowledge and skills.

Librarians need to keep abreast with changes and to be pro-active, innovative and be able to work closely with the organization so as to be able to serve the community efficiently and effectively. They must add values to their libraries and services they provide and to show their importance to the organizations. They must be able to show positive returns to the investments made on them. Most important of all is the communication part, how do librarians communicate clearly the value of their services? How do librarians ensure that the services they provide fulfill what their clients' want and not what they think their clients need?

I hope that this [info@cais](mailto:info@cais) is useful to our clients seeking information. Please do not hesitate to contact any of our officers if you have any query about our products and services.

Kind regards,  
*Margaret Simeng*  
Chief Librarian

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### Vision

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To be an efficient and effective one-stop information centre.

### Mission

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The Centre for Academic Information Services (CAIS) supports the University's commitments towards achieving excellence in learning, teaching, research and development of new ideas. This is achieved by the following objectives:

- acquiring, managing, supervising and disseminating information resources to support the University's teaching, learning and research activities
- to provide access opportunities towards knowledge and information for the University and society
- to develop skills in searching and usage of information among users

### Motto

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UNIMAS Excellence, Our Inspiration



## CLIENT CHARTER

In line with CAIS' vision to be an efficient and effective one-stop information centre, we promise to:

1. Manage and provide relevant, quality and up-to-date knowledge resources in diverse subjects
  - Ensure feedbacks on the proposals for the acquisition of knowledge resources are given within three(3) working days
  - Ensure that all subscribed electronic resources can be accessed within 24 working hours upon receipt of the notices from the suppliers/publishers
  - Ensure that at least 85% of knowledge resources received through purchase can be accessed by users within twenty one (21) to thirty (30) working days upon receipt from Knowledge Resources Development Unit
2. Provide diverse facilities and information services in line with technological advancement as well as meet the demands and needs of our customers
  - Ensure the process of check-in and check-out of books at the Circulation Counter can be done within one (1) minute, subjected to Information and Communication Technology System.
  - Ensure at least 85% of internal inter library loan requests are forwarded to the lending institutions within three (3) working days upon receipt from the requestors
  - Ensure all electronic resources can be accessed 24X7 subjected to Information and Communication Technology System.
3. Assist customers to search, access and find fast the right and quality information towards the enculturation of lifelong learning
  - Ensure feedbacks to the customers' information needs are given within two (2) working days
4. Provide professional customer-friendly services and are open to suggestions and constructive criticisms towards our services
  - Ensure that at least 85% of participants for each Information Literacy session are satisfied
5. Provide a conducive and pleasant environment for our customers' satisfaction.

### Background

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The Centre for Academic Information Services (CAIS), Universiti Malaysia Sarawak (UNIMAS) was established in early 1993 and began its operation in May 1993. The Centre has actively acquired library materials including CD-ROM databases to build its collection. CAIS started providing library services and facilities to users especially the pioneer batch of students and academics at Jalan Taman Budaya, Kuching before moving to Kota Samarahan in early 1994. The Centre acquired Micro-VTLS (Virginia Tech Library System) in August 1994 mainly for cataloging and online catalog before migrating to VTLS in July 1995. Users were then able to have access to the collection via our Online Public Access Catalog Easy PAC. In 1995, the Centre acquired CDNET, a CD-ROM Networking System to enable all networked users to have access to the CD-ROM databases available in the Centre.

### CAIS Medical

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2002 also marked another milestone for CAIS. In November, the Medical Library was set up at the Faculty of Medicine and Health Science's new building at Lot 77, Jalan Tun Ahmad Zaidi Adruce, Kuching to support the Faculty's teaching, learning and research activities. It occupies an estimated area of 6500 sq.ft. that can accommodate about 200 patrons, 2 Computer Laboratories for 60 seats and a shelving area that can take up to 80,000 volumes of books and journals.

### Moving Forward

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In March 2005 CAIS has migrated to a new Integrated Library System, which consists of 3 main subsystems i.e. Library management system Millennium, Materials Flow Management System and Extended Modules. The Materials Flow Management System supports and automates daily activities in the areas of security, materials processing, self check-in and check-out as well as inventory control. Extended Modules consists of Smart Library Skills, Smart Reference Desk, Academic Forum and Visitor Tracking. The Integrated Library System was activated on 22 June 2005 and subsequently opened to patrons on 4 July 2005.

On 6 February 2006, CAIS officially started operation in the new building. The impressive new building, with an area of about 22,600 square metres, spreads over 5 floors. It is a contemporary building specially designed to be one of the pull centers in the campus. The Centre offers a variety of services and facilities such as a big

## GENERAL INFORMATION

exhibition area, an auditorium, seminar rooms, discussion rooms, computer laboratories, carrel rooms, media room, 24-hour reading room as well as chill-out rooms.

CAIS functions as the Knowledge Centre for the university. The Centre supports directly and contributes to the success of the academic programmes. CAIS's strategic location enables students and academics easy access to the Centre. The IT infrastructure enables the Center to function as an integrated user-oriented Centre for the acquisition, processing and dissemination of information and knowledge. CAIS has been building up its bibliographic database thus enabling users to access the Centre's collection through Web OPAC, an online public access catalog. Besides the bibliographic database, CAIS together with the other public university libraries have embarked on a few projects to develop online databases such as the Malaysian Theses Online, the Malaysian Gateway to Internet Resources, the Serials Online, the University Repository as well as the National Union Catalog.

With the availability of the Campus Wide-Area Network, users can access the system not only from within the Centre's building but also remotely. In an effort to fulfill the ever-increasing and challenging information needs of users, CAIS has subscribed to online databases in related subjects. In addition to printed materials and e-books, CAIS has subscribed to a growing number of e-journals to further enhance the accessibility of information and knowledge.

The Library Management System being user-friendly serves as a one-stop access point to all services and facilities provided by CAIS. Users can access our WEB OPAC at <http://cais-mill.unimas.my/>. Users can check and update their own record, their loan status as well as fine accrued. For resource development, users can suggest materials to be acquired by filling up the Online Suggestion Box. For materials not found in the Centre or out of print, patrons can fill up the Online Interloan & Document Delivery Service Form. CAIS also provides Online Patron Registration Form to enable outside communities to apply as external members.

Being awarded Best Counter Services by the University in 2009 and MS ISO 9001:2008 Quality Certification by SIRIM QAS in 2011 has shown the Centre's commitments towards providing quality services.

## GENERAL INFORMATION

### CAIS ILF Sibul

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In 2007 a Resource Room was established at the Integrated Learning Facilities in Sibul to provide information resources for the medical students doing their clinical postings. With a floor area of around 200 sq.meter, it can accommodate about 5000 volumes of reference materials, 50 seats and a computer laboratory that can accommodate 15 workstations.

### CAIS Pre University Studies

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CAIS Pre University Studies, located at UNIMAS East Campus was established in 2010 to support the learning and teaching needs of students and staff of the Pre University Studies



## OPENING HOURS

### CAIS

During Semester	
Monday - Friday	08.00 am - 12.00 pm
Saturday - Sunday	09.00 am - 11.00 pm
Public Holiday	Closed

### CAIS Pre-University Studies

During Semester	
Monday - Friday	08.00 am - 10.00 pm
Saturday - Sunday	09.00 am - 05.00 pm
Public Holiday	Closed

### CAIS & CAIS Pre-University Studies

During Semester Break & Inter Semester Break	
Monday - Friday	08.00 am - 05.00 pm
Saturday - Sunday	09.00 am - 05.00 pm
Public Holiday	Closed

### CAIS Medical

Monday - Friday	08.00 am - 10.00 pm
Saturday - Sunday	09.00 am - 10.00 pm
Public Holiday	Closed

### ILF SibU

Monday - Friday	1.00 pm - 6.00 pm 7.00 pm - 10.00 pm
Saturday	9.00 am - 2.00 pm
Sunday & Public Holiday	Closed

## Web OPAC

OPAC is the Centre's online public access catalog and accessible to all users and the community via Internet. Please visit CAIS website at [www.cais.unimas.my](http://www.cais.unimas.my) to check on any titles/ materials available in the Collection.

## Loan

Books available for loans are shelved at Level 1 (Social Sciences and Humanities, Library of Congress call no. range A-P) and Level 2 (Science and Technology, call no. range Q-Z). They are arranged on the shelves according to the Library of Congress (LC) Classification System as shown below:

### Library of Congress Classification System

<b>A</b>	<b>General Works</b>
AC	Collections
AE	Encyclopedias
AG	Dictionaries
AI	Indexes
AM	Museums
AN	Newspapers
AP	Periodicals
AS	Academies and learned societies
AY	Yearbooks. Almanacs. Directories
AZ	History of scholarship. The humanities
<b>B</b>	<b>Philosophy. Psychology. Religion</b>
B	Philosophy (General)
BC	Logic
BD	Speculative philosophy
BF	Psychology
BH	Aesthetics
BJ	Ethics
BL	Religion. Mythology. Rationism
BM	Judaism
BP	Islam. Bahaim. Theosophy, etc.
BQ	Buddhism
BR	Christianity
BS	The Bible
BT	Doctrinal theology
BV	Practical theology
BX	Christian denominations

<b>C</b>	<b>Auxiliary sciences of history (General)</b>
CB	History of civilization
CC	Archaeology
GD	Diplomatics. Archives. Seals
CE	Technical chronology. Calendar
CJ	Numismatics
CN	Inscriptions. Epigraphy
CR	Heraldry
CS	Genealogy
CT	Biography (General)
<b>D</b>	<b>History (General). Europe (General)</b>
DA	Great Britain
DAW	Central Europe
DB	Austria. Hungary. Czechoslovakia
DC	France
DD	Germany
DE	The Greco-Roman World
DF	Greece
DG	Italy
DH	Low Countries. Benelux Countries
DJ	Netherlands (Holland)
DJK	Eastern Europe (General)
DK	Russia. Soviet Union. Former Soviet Republics. Poland
DL	Northern Europe. Scandinavia
DP	Spain. Portugal
DQ	Switzerland
DR	Balkan Peninsula. Turkey
DS	Asia
DT	Africa
DU	Oceania (South Seas)
DX	Gypsies
<b>E-F</b>	<b>History: America</b>
E	United States (General)
F	United States local history. Canada. Latin America



<b>G</b>	<b>Geography. Anthropology. Recreation</b>
G	Geography (General). Atlases. Maps
GA	Mathematical geography. Cartography
GB	Physical geography
GC	Oceanography
GE	Environmental sciences
GF	Human ecology. Anthropogeography
GN	Anthropology
GR	Folklore
GT	Manners and customs (General)
GV	Recreation Leisure
<b>H</b>	<b>Social Sciences</b>
H	Social Sciences (General)
HA	Statistics
HB	Economic theory. Demography
HC	Economic history and conditions
HD	Industries. Land use. Labor
HE	Transportation and communications
HF	Commerce
HG	Finance
HJ	Public finance
HM	Sociology (General)
HN	Social history and conditions. Social problems. Social reform
HQ	The family. Marriage. Women
HS	Societies: secret, benevolent, etc.
HT	Communities. Classes. Races
HV	Social pathology. Social and public welfare
HX	Socialism. Communism. Anarchism
<b>J</b>	<b>Political Science</b>
J	General legislative and executive papers
JA	Political science (General)
JC	Political theory
JF	Political institutions and public administration — General
JK	Political institutions and public administration — United States
JL	Political institutions and public administration — Canada. Latin America
JN	Political institutions and public administration — Europe
JQ	Political institutions and public administration — Asia. Africa. Australia. Pacific area
JS	Local government. Municipal government
JV	Colonies and colonization. Emigration and immigration. International migration
JZ	International relations

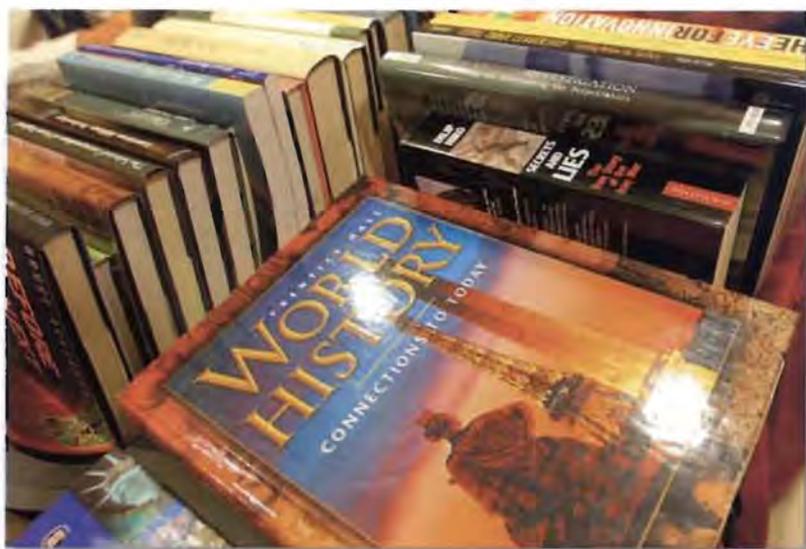
<b>K</b>	<b>Law</b>
K	General.
KBR-	Comparative and uniform law.
KBU	Jurisprudence
KD	Canon Law and Law of the Roman Catholic Church; The Holy See
KDZ	United Kingdom and Ireland
KE	America.
KF	North America
KG	Canada
KH	United States
KJ-KK	Latin America. Central America. West Indies
KL-	South America
KW	Europe
KZ	Asia. Africa. Pacific Area. Antarctica Law of nations
<b>L</b>	<b>Education</b>
L	Education (General)
LA	History of education
LB	Theory and practice of education
LC	Special aspects of education
LD	Individual institutions – United States
LE	Individual institutions – America (except United States)
LF	Individual institutions – Europe
LG	Individual institutions – Asia. Africa. Oceania
LH	College and school magazines and papers
LJ	Student fraternities and societies, United States
LT	Textbooks
<b>M</b>	<b>Music</b>
M	Musical works
ML	Literature on music
MT	Musical instruction and study
<b>N</b>	<b>Fine Arts</b>
N	Visual Arts (General)
NA	Architecture
NB	Sculpture
NC	Drawing. Design. Illustration
ND	Painting
NE	Print media
NK	Decorative arts. Applied arts
NX	Arts in general

<b>P</b>	<b>Language and Literature</b>
P	Philology. Linguistics
PA	Greek and Latin languages and literatures
PB	Modern languages (General). Celtic languages
PC	Romance languages
PD	Germanic languages (General). Scandinavian languages
PE	English language
PF	West Germanic languages
PG	Slavic, Baltic, Albanian languages and literature
PH	Uralic, Basque languages and literatures
PJ	Oriental philology and literature (General). Semitic languages and literature
PK	Indo-Iranian languages and literatures
PL	Languages and literatures of Eastern Asia, Africa, Oceania
PM	Hyperborean, Indian, and Artificial languages
PN	Literature (General)
PQ	French, Italian, Spanish and Portuguese literatures
PR	English literature
PS	American literature
PT	Germanic literatures
PZ	Fiction and Juvenile belles lettres
<b>Q</b>	<b>Science</b>
Q	Science (General)
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History. Biology
QK	Botany
QL	Zoology
QM	Human anatomy
QP	Physiology
QR	Microbiology



<b>R</b>	<b>Medicine</b>
R	Medicine (General)
RA	Public aspects of medicine
RB	Pathology
RC	Internal medicine
RD	Surgery
RE	Ophthalmology
RF	Otorhinolaryngology
RG	Gynecology and obstetrics
RJ	Pediatrics
RK	Dentistry
RL	Dermatology
RM	Therapeutics. Pharmacology
RS	Pharmacy and materia medica
RT	Nursing
RV	Botanic, Thomsonian, and eclectic medicine
RX	Homeopathy
RZ	Other systems of medicine
<b>S</b>	<b>Agriculture</b>
S	Agriculture (General)
SB	Plant culture
SD	Forestry
SF	Animal culture
SH	Aquaculture. Fisheries. Angling
SK	Hunting sports
<b>T</b>	<b>Technology</b>
T	Technology (General)
TA	Engineering (General). Civil engineering
TC	Hydraulic engineering. Ocean engineering
TD	Environmental technology. Sanitary engineering
TE	Highway engineering. Roads and pavements
TF	Railroad engineering and operation
TG	Bridge engineering
TH	Building construction
TJ	Mechanical engineering and machinery
TK	Electrical engineering. Electronics. Nuclear engineering
TL	Motor vehicles. Aeronautics. Astronautics
TN	Mining engineering. Metallurgy
TP	Chemical technology
TR	Photography
TS	Manufactures
TT	Handicrafts. Arts and crafts
TX	Home economics. Hospitality industry

<b>U</b>	<b>Military Science</b>
U	Military science (General)
UA	Armies: Organization, distribution, military situation
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry. Armor
UF	Artillery
UG	Military engineering. Air Force
UH	Other services
<b>V</b>	<b>Naval Science (for Naval History, see D-F)</b>
V	Naval science (General)
VA	Navy: Organization, distribution, naval situation
VB	Naval administration
VC	Naval maintenance
VD	Naval seamen
VE	Marines
VF	Naval ordnance
VG	Minor services of navies
VK	Navigation. Merchant marine
VM	Naval architecture. Shipbuilding. Marine engineering
<b>Z</b>	<b>Bibliography and Library Science</b>
Z	Books. Writing. Paleography. Books Industries. Trade. Libraries. Bibliography
ZA	Information resources (General)



## SERVICES

The loan eligibility for CAIS users are based on different categories of members as shown below:

Membership Category	Open shelf Collection	Bound Serials	Media Collection	Red Spot Collection	Electronic Resources
Academic staff	30 vols / 90 days	14 days	3 days	1 day	IP Authentication & Remote Access
Postgraduates	20 vols / 60 days	over-night	nil	2 hrs / overnight	
Managers/ Research Assistants	15 vols / 60 days	over-night	nil	2 hrs / overnight	
General Staff	10 vols / 14 days	nil	nil	2 hrs / overnight	
Undergraduates	10 vols / 14 days	nil	nil	2 hrs / overnight	
EXTERNAL MEMBERS	2 vols / 14 days	nil	nil	2 hours	IP Authentication

### Material Booking/Reservation

Request of material can be done online or at the Circulation Counter. Booking/reservation is only allowed for books on loan or still in process.

### Renewal

Renewal can be done online through <http://www.cais.unimas.my>. Users can renew their loans three (3) times provided the items are not booked/reserved by others or recalled by CAIS.



## How Books Are Arranged On the Shelves

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AB 171.5 E62 2011	AC 5 O58	AE 5 E56
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Books are shelved alphabetically (left to right) starting with the first letter or letters in the call number.

AM 7 G767 2004	AM 11 M986	AM 40 T737
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All books of the same first letter or letters are arranged numerically by the number following the top letter or letters

B 808.9 E96	B 808.9 F583	B 808.9 K44
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All books of the same number are arranged first alphabetically by the letter after the decimal point – and then decimally by number after the letter

B 1649 P63 P831	B 1649 P633 P8313	B 1649 P64 K18
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If the second letter and number combination appears after the decimal, it too is arranged first alphabetically within the previous number group and then decimally by the number after the letter.

BC 108 C783 1990	BC 108 H965 1995	BC 108 H965 2008
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Books which have several editions are arranged in the chronological order, starting with any undated edition, then sequentially from the earliest year.

AE 5 N532 Vol. 1	AE 5 N532 Vol. 2	AE 5 N532 Vol. 3	AE 5 N532 Vol. 4
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Volume sets are arranged in volume number order. If any volume is in multiple parts, those parts are arranged numerically and precede any higher volume numbers.

## Interloan and Document Supply Service (IL/DSS)

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**Interloan (IL)** is the first point of call if the material needed is not available in CAIS collection. It is a cooperative service among libraries in Malaysia. Interloan includes acquiring of journal articles and loaning of books, etc. Requests are sent via e-mail or fax. The delivery of the materials requested depends on their availability.

**Document Supply Service (DSS)**, on the other hand, helps users obtain any information or materials that are URGENTLY needed and are not available in Malaysia or Singapore. The goal of DSS is to obtain these materials in the most time-effective means possible.

## Online Suggestion Box

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We welcome your suggestions for books, journals, videos, CDs, etc. that you would like to be added to the collection. It is our goal to provide the items our users need for their teaching, learning and research.

## Media Services

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The Media Services located at Level G houses materials such as audio and videocassettes, compact discs, DVDs, multimedia CD-ROMS, slides, microfiches and kits. A wide range of equipments comprising of VOD system, PCs, Multi-System video recorders and televisions with selected ASTRO channels are provided for viewing.

## Reference and Information Services

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Reference and information services is provided to users to guide them in using CAIS services and facilities. Ready reference questions and reference interviews are welcomed at all times during office hours at the Reference Counter or Helpdesk which is located at Level 1.

## Information Literacy (IL)

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CAIS provides Information Literacy Program which is divided into five (5) modules as follows :

1. Introduction to CAIS
2. CAIS Web OPAC
3. Finding Information for Academic Writing
4. Finding Information on the Web
5. Citing References and Plagiarism

Users can request any of the modules to be conducted at any time convenient to them.

## Online Patron Registration

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This service allows members of the community to register online as an external patron of the Centre for Academic Information Services.

## Research Support Services (RSS)

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The Research Support Services (RSS) is provided to support researchers. In order to emphasize the importance of retrieving relevant information for research and innovation in UNIMAS, CAIS provides assistance in information search and online repackaging of information based on keywords. Requests can be submitted through RSS Forum available online in CAIS homepage at [www.cais.unimas.my](http://www.cais.unimas.my)

## Focus Group Discussion

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This is an informal group meeting to discuss current issues pertaining to CAIS services and facilities. It also serves as a platform to update members with new emerging technologies that could be acquired by CAIS in future. Focus Group Discussion involves the Undergraduates, Postgraduates and Academic Staff.

## Facebook

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Get updates on our latest collection and information finding tools available to UNIMAS users. You can also post comments, suggestions and queries pertaining to our services, collection and facilities. Get connected with us at [www.facebook.com/caisunimas](http://www.facebook.com/caisunimas)

## Institutional Repository

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UNIMAS IR is developed to collect, preserve, manage and disseminate the digital intellectual output and property of the entire University with the objective of increasing the visibility of UNIMAS authors and researchers. The Centre for Academic Information Services (CAIS) is responsible in establishing, collaborating, managing, maintaining and disseminating the content of the Repository. Access to the content is subjected to the Access Policy

## Online Tutorial

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Besides formal sessions, CAIS is also providing online tutorials for users, such as on how to use Web OPAC, finding information using Emerald database, information resources for research and teaching as well as Turnitin user manual. The contents of tutorials are updated from time to time to ensure relevancy to users' needs.



## Computer Laboratories

The computer laboratory are available at Level G and Level 1. CAIS provides about 170 PCs and access to the internet is available to all users.



## Patron Shelfcheck System

Patron Self Check System is a facility provided to enable patrons to check-out materials without having to queue up at the Customer Services/ Circulation Counter. Two (2) units of the Patron Check-out machines are available on Level G, CAIS and One (1) unit at CAIS-Pre University Studies for this purpose.

## Book Drop/Book Sort

Smart Check-in System /Book Drop allows check-in 24x7 to enable users to return materials at their convenience. Book sorting facilities with five (5) bins are also available. The Book Drop/ Book Sort is accesible from at the terrace next to the Main Entrance.



## Electronic Security System

An electronic security system is in operation to ensure that all materials are properly issued and to prevent their unauthorized removal from the Centre. Disciplinary action will be taken against anyone found removing materials without proper authorization.

## WIFI Facility

Wireless internet access is available throughout the building. Should you require assistance please approach the help desk at the Centre for Information and Communication Technology Services which is located at the Lower Ground Floor CAIS, building.

## Auditorium

Located at Level G and with a capacity of 150 people is available for conducting seminars/conferences/workshops. The auditorium is equipped with various facilities such as a PA system, an LCD projector, and also Wi-Fi. The Auditorium has a capacity of 150 people. The Auditorium is the venue of choice for seminars and other UNIMAS activities such as training classes and workshops.



## Discussion Rooms

Six (6) units that can accommodate around 20 people each are available for users to conduct forums and group discussions. These rooms are available at Level 1 near the Reference Counter and Level 2.

## FACILITIES

### 24 Hour Reading Room



A 24-hour Reading Room is available for patrons who wish to use the facility during or after the Centre's opening hours. It is accessible from the terrace outside, next to the Main Entrance.

### Carrel Rooms

Forty-one (41) units of carrel rooms are provided for users. Any registered user can request to use the room; however priority is given to graduates and academics as well as final year undergraduates. All users are bound by the following rules and regulations.



### Exhibition Area

A big exhibition area is available at Level G to cater for multi-purpose activities. This area is adjacent to the Auditorium near the main entrance.

### Executive Knowledge Café

This room is reserved for professionals and academic staff including the top management. Besides having a PC with Internet access, reference books mainly on management and leadership, drinks and light snacks are also provided. It is located at Level 3.



## Student Lounge

This lounge is meant for all students to come and rest while having light discussions among themselves. They are allowed to bring food and drinks into the room. It is located near the Auditorium at Level G.



## Free Ringing Zone

CAIS provides four (4) rooms for students and other users to use their mobile phones as well as charging their phones. Two (2) rooms each are at Level 1 and Level 2.



## Chill-out Rooms

CAIS provides two (2) Chill-out Rooms for students to take a rest in between their heavy schedules and private study. The rooms are furnished with easy chairs, large pillows and some light reading materials.



## Food Kiosk

There is a Food Kiosk located outside the Lower Ground Floor of CAIS building and it is operated by students from the Entrepreneurship Club.

## RESOURCES

Collection	Location	Status
<b>Open Shelf Collection</b> Mainly requested by Faculties /Institutes/Centres	Level 1 (Humanities) Level 2 (Science and Technology)	Available for loans
<b>Red Spot Collection</b> Textbooks, lecture notes, articles requested by lecturers placed on restricted loan.	Level G – Circulation Counter	Can be used in the centre on a 2-hourly basis and/or overnight
<b>Theses and Dissertations</b> Includes Bachelors, Masters and Ph D theses by UNIMAS students and academia.	Placed in Red Spot Collection, Level G – Circulation Counter, users can check the titles through the Web OPAC.	Can be used in the centre on a 2-hourly basis.
<b>Reference Collection</b> Encyclopedias, statistics, dictionaries, guidebooks, indexes and bibliographies.	Level 1, indicates by the letter 'R' before the classification number.	Access in CAIS only
<b>Serial Collection</b> Periodicals, Annuals, Annual Reports & numbered bulletins published in series.	Level LG – Circulation Counter	Access in CAIS only. Bound journals are available for loans for 2 weeks.
<b>Newspaper Collection</b> Major local and overseas newspapers.	Level LG	Access in CAIS only
<b>Media Collection</b> Audio, video cassettes, compact disc, DVDs, multimedia CD-ROMs, slides, microfilms, microfiches and kits.	Level G	Available for loans for 2 week
<b>Maps and Atlases</b> Aerial photographs and topographic maps of Malaysia, Brunei and Asia, acquired from the Malaysian Department of Land Survey and The Malaysian Geological Department are available.	Media Division at Level G	Access in CAIS only

Collection	Location	Status
<p><b>Online Databases, e-Books and e-Journals</b> CAIS subscribes to a number of online databases based on subjects of programs offered by the University. The titles include Science Direct, SpringerLink, Scopus, Hospital Package, IEEE Xplore, ACM Digital Library and Emerald Management e-Journals. E-Books include Safari Tech Books Online, Books24x7 and Encyclopedia Britannica.</p>		IP authentication and remote access
<p><b>Special Collection</b> This is a reserve collection, which comprises of Borneo collection, UNIMAS collection as well as Private collections. The Special Collection also houses the newspaper cuttings.</p>	Special Collection at Level 3	Access in CAIS only. Available for loans for academic staff for 1 week.
<p><b>Medical Collection</b> All range of knowledge resources provided by the Centre. Selected medical titles are also available at ILF Sibul</p>		Available for loans
<p><b>UNIMAS Institutional Repository</b> Materials such as research journal articles, and digital versions of books, theses and dissertations, also include other digital assets such as books, awards and etc.</p>		IP authentication and remote access
<p><b>Pre University Studies Collection</b> Provided mainly for Pre University Studies students</p>		Available for loans

## RULES AND REGULATIONS

### Loan Eligibility

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- One must be a registered member.
- Borrow according to privileges.
- Should not borrow material for another user.
- Not allowed to borrow if user has overdue fine or book.
- Users are responsible to ensure that all borrowed materials have been properly recorded, this can be checked via Anjung Unimas/CAIS Notification or through My Account in CAIS Website
- Fine will be imposed if material is;
  - o Overdue
  - o Vandalised
- Misplaced materials (users will be given 2 weeks to search or replace with same title and edition or latest edition).

### Material Booking

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Booking/Reservation is only allowed for books on loan or in process.

### Renewal

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Renewal is not allowed in the following situation,

- Patron with overdue fine
- Patron with overdue book
- Book is recalled by CAIS
- Damaged item(s)

### Overdue and Lost Items

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**Fines are charged for overdue items.**

- Open Shelf Collection: 20 cent/day
- Serial collection: 40 cent/day
- Media collection: 20 cent/day
- Red Spot Collection: 20 cent/hour
- Theses and dissertations: 20 cent/hour

For lost item the borrower will be charged twice the original price of the item or a replacement of the item be made.

For an item that was received as gift, the borrower is required to replace the item with similar title. However if the item is out of print, the borrower will be charged based on the total number of pages i.e. RM0.20 per page for local publication and RM0.40 per page for foreign publication. An additional RM50.00 processing fee and RM10.00 fine will also be imposed.

## RULES AND REGULATIONS

Anyone caught defacing/tearing pages out of any material (book/journal/media) shall be required to pay twice the original price of the material. Anyone caught trying to smuggle out any material (book/journal/media) shall be suspended membership for one (1) semester. Their names will also be submitted to the University's Disciplinary Committee for appropriate action.

### Fines for Overdue / Lost Books

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- Ten (10) days before a book is due, a courtesy reminder will be emailed to the borrower.
- Courtesy reminders will be sent through email after the book is one (1), two (2) and three (3) days overdue.
- One (1) week after the overdue date of a book, another reminder will be sent.
- If no response is received from the borrower, a third reminder will be sent one (1) week thereafter.
- If there is still no response from the borrower two (2) weeks after the third reminder, the book is considered lost. The borrower is required to replace the book with a similar title or pay twice the original price of the book.
- No refund will be made once payment has been effected.

### Usage of Carrel Rooms

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- Reservation from outside CAIS is not allowed.
- Only registered members are eligible to use the facility.
- Only one user is allowed in one carrel room at any time.
- Personal belongings left in the room will be taken and recorded as the Lost and Found and will be kept for 14 days. Announcement also will be made through CAIS website and notices
- Users who misplace the keys will be charged RM50.00.

### Copyrights

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Illegally copying and distributing any registered copyright materials are prohibited and users who are found doing the wrongful act are infringing the Copyright Act 1987 (Act 332). The Centre shall not be responsible for any dispute that may arise from the wrongful conduct committed by users.

## RULES AND REGULATIONS

### Eating and drinking

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Food may only be consumed in the designated places, such as at the Food Kiosk and Student Lounge

- Refreshments are permitted in discussion rooms only when preordered for formal events subjected to approval by the Centre
- Non-alcoholic drinks are acceptable in the public areas of the Library building, and should be consumed in non-spill containers such as mugs with lids, or in bottles
- Alcoholic drinks are not permitted anywhere in the Centre
- Please help to keep the Centre free of litter by using the bins provided

### Cell Phones/Handphones

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All cell phones usage in the Library should be kept to a minimum. If you must be on call, set your ring tone at the lowest level. Please respect others by keeping conversations at low levels. If it is necessary to use a cell phone while you are in the library, choose one of the following locations:

- The main lobby
- Public spaces away from quiet study areas
- Free Ringing Zone

However, maintenance personnel may use cell phones in all areas as needed.

## OFFICE & COUNTER DIRECTORY

Office	Location	General Telephone Number (082-58XXXX)
Chief Librarian's Office	Level 3	3899
Skills and Professional Development & Quality Assurance Management	Level 3	3927
Administration and Finance & Asset Management	Level 3	3892 / 3928 / 3929
Special & Archive Collection Management	Level 3	3926 / 3889
Reference and Information Services	Level 1	3923 / 3924
Media and Theses Collection Management	Level 6	3884 / 3886
Customer Services/Circulation	Level G	3916
Research Support and Outreach	Level G	3915
Institutional Repository	Level G	3915
Knowledge Resource Development	Level LG	3907 / 3889
Serials and Online Databases Management	Level LG	3908 / 3909 / 3911
Cataloging and Metadata	Level LG	3906
<b>Counters</b>		
Customer Services Counter	Level G	3919
Circulation Counter	Level G	3920 / 3921 / 3922
Reference and Information Services	<b>Level 1</b>	3923 / 3924
Serials and Online Databases Management	Level LG	3910
CAIS-Pre University Studies	UNIMAS East Campus	2416 / 2475
CAIS Medical	Level 4, FPSK	082-416550 ext 127

## MANAGEMENT DIRECTORY



Chief Librarian  
Margaret Simeng

Tel: 082 583897  
Direct Line: 082-665157  
mag@cais.unimas.my



Deputy Chief Librarian  
*Planning and Development*  
Korina Ibrahim

Tel: 082 583837  
rin@cais.unimas.my



Deputy Chief Librarian  
*Services*  
Zainun bt. Mat Nor

Tel: 082 583836  
mnzainun@cais.unimas.my



Senior Librarian  
*Skill and Professional  
Development & Quality Assurance  
Management*  
Valentino bin Abu Bakar

Tel: 082 583885  
abvalentino@cais.unimas.my



Senior Librarian  
*Customer Services/Circulation  
& CAIS-Pre University Studies*  
Mac Farlaine Gilbert Jim Dibwad

Tel: 082 583883  
gjdmacfarlaine@cais.unimas.my

## MANAGEMENT DIRECTORY



Senior Librarian  
*Administration and Finance  
& Asset Management*  
Zaiden bin Sanyut

Tel: 082 583894  
szaiden@cais.unimas.my



Librarian  
*Serials & Online Databases  
Management*  
Shahron bin Saman

Tel: 082 583934  
sshahron@cais.unimas.my



Librarian  
*CAIS Medical*  
Norazlina bt. Abdul Rahman

Tel: 082 292128  
arnorazlina@cais.unimas.my



Librarian  
*Reference and Information Services*  
Huzaimah bt. Abdul Rani

Tel: 082 583835  
arhuzaimah@cais.unimas.my



Librarian  
*Research Support and Outreach*  
Wan Abd Rahman b. Wan Bujang

Tel: 082 583912  
wbwarahman@cais.unimas.my

## MANAGEMENT DIRECTORY



Librarian  
*Cataloging and Metadata*  
Sri Muniarty bt. John

Tel: 082 583841  
jsmuniarty@cais.unimas.my



Librarian  
*Cataloging and Metadata*  
Aziz bin Tuah

Tel: 082 583933  
taziz@cais.unimas.my



Librarian  
*Institutional Repository*  
Karen Kornalius

Tel: 082 583932  
kkaren@cais.unimas.my



Librarian  
*Special & Archive Collection  
Management*  
Siti Raffidah Bt. Tekat

Tel: 082 583890  
tsraffidah@cais.unimas.my



Librarian  
*Media and Thesis Collection  
Management*  
Mohd Khairol Hafiz B. Sanawi

Tel: 082 583838  
smkhafiz@cais.unimas.my

## MANAGEMENT DIRECTORY



Librarian  
*Knowledge Resource  
Development*  
Hejilda Ak Hendrick

Tel: 082 583839  
hhejilda@cais.unimas.my

### For further enquiries, contact:

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Centre for Academic Information Services (CAIS)  
Universiti Malaysia Sarawak  
94300 Kota Samarahan  
Sarawak, Malaysia  
Tel: +6082-583899/665157  
Fax: +6082-665156  
email: cais@unimas.my  
<http://www.cais.unimas.my>

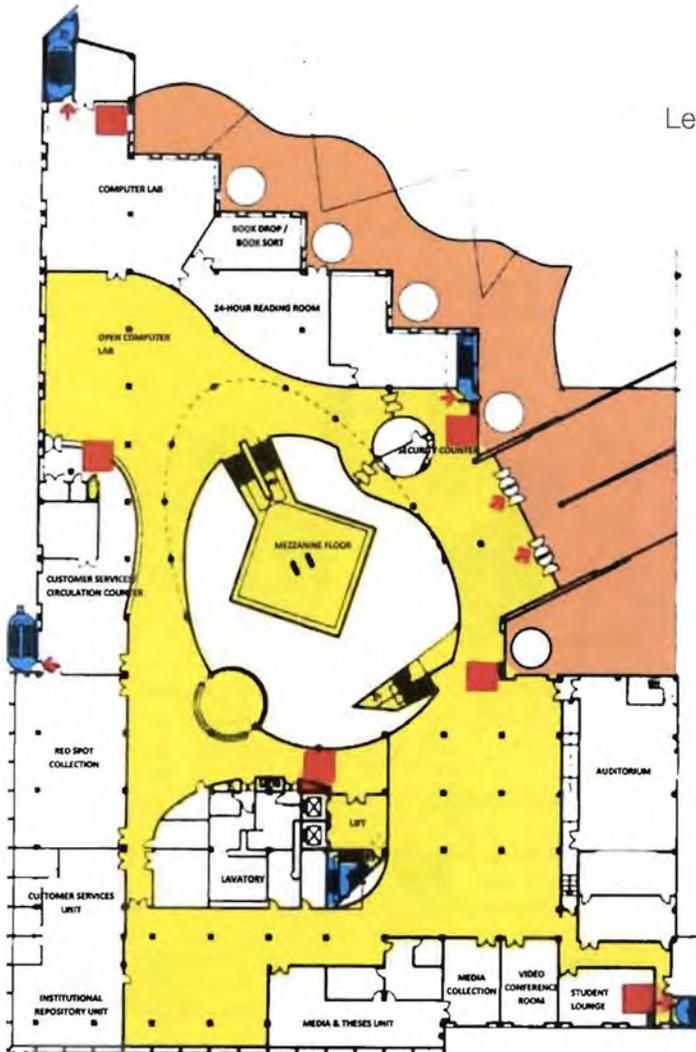
# FLOOR PLANS

Level LG



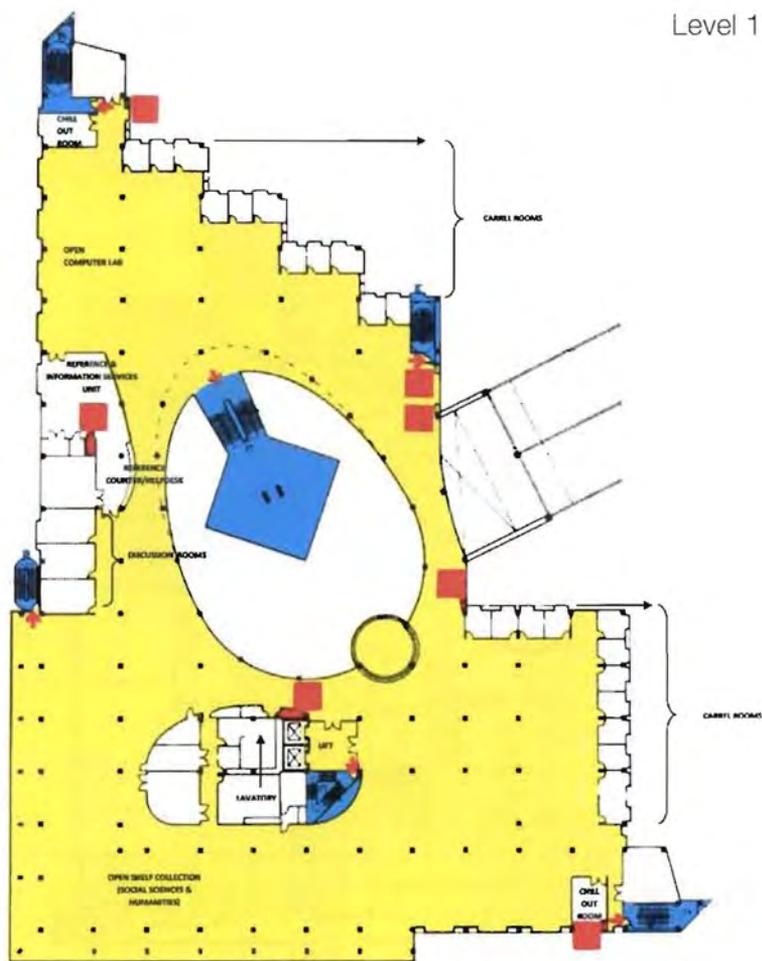
# FLOOR PLANS

Level G



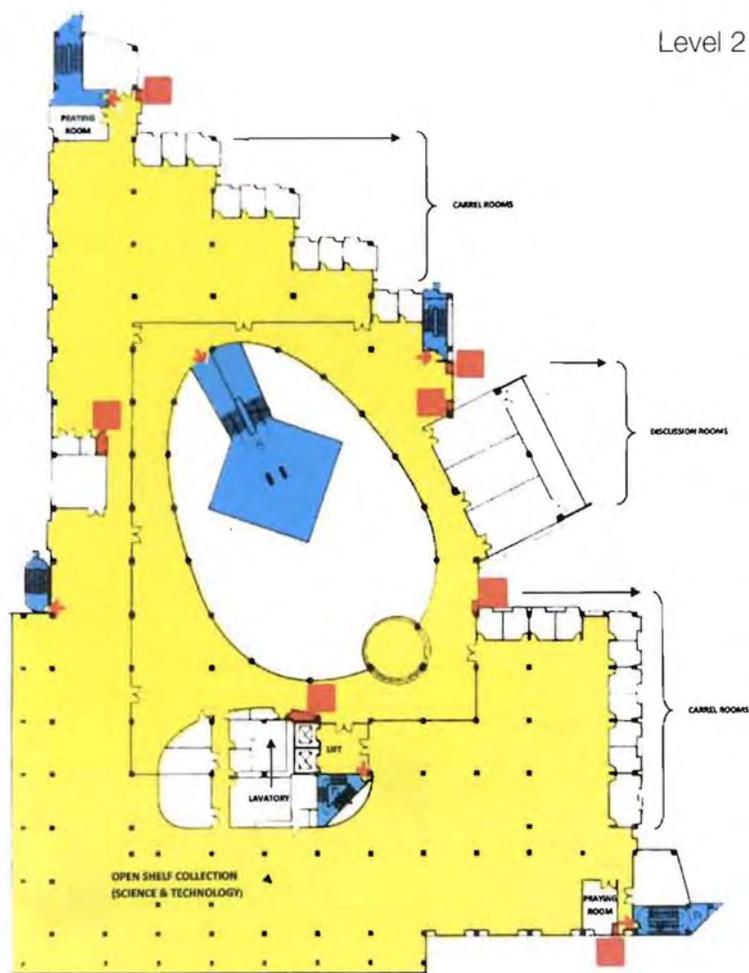
# FLOOR PLANS

Level 1



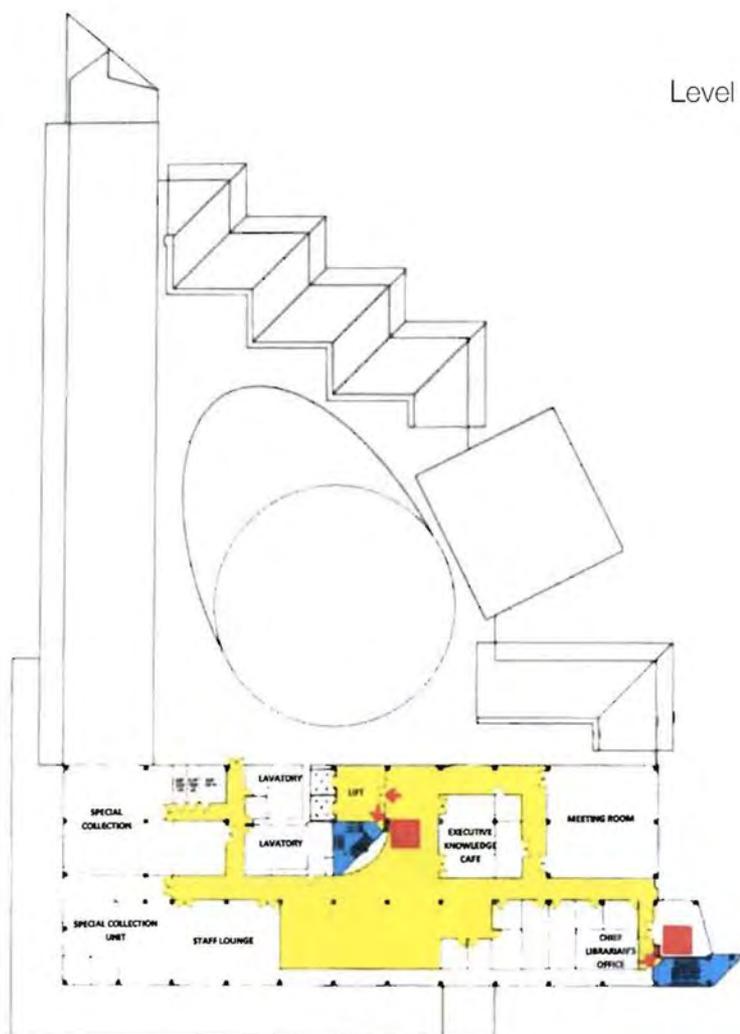
## FLOOR PLANS

Level 2



## FLOOR PLANS

Level 3





UNIVERSITI MALAYSIA SARAWAK  
94300 KOTA SAMARAHAN  
SARAWAK MALAYSIA

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