

## Introduction to the Library

# WEBOPAC MODULE



<https://www.facebook.com/upmlib/>



<https://twitter.com/upmlibrary>



03 9769 8642



<https://www.instagram.com/upmlibrary/?hl=en>



<http://www.lib.upm.edu.my>

# CONTENT MODULE



INTRODUCTION

❑ [WEBOPAC](#)

SEARCHING METHODS

❑ [BROWSE SEARCH](#)

❑ [ADVANCED SEARCH](#)

RESERVATION

❑ [HOW TO MAKE RESERVATION???](#)

PATRON RECORD

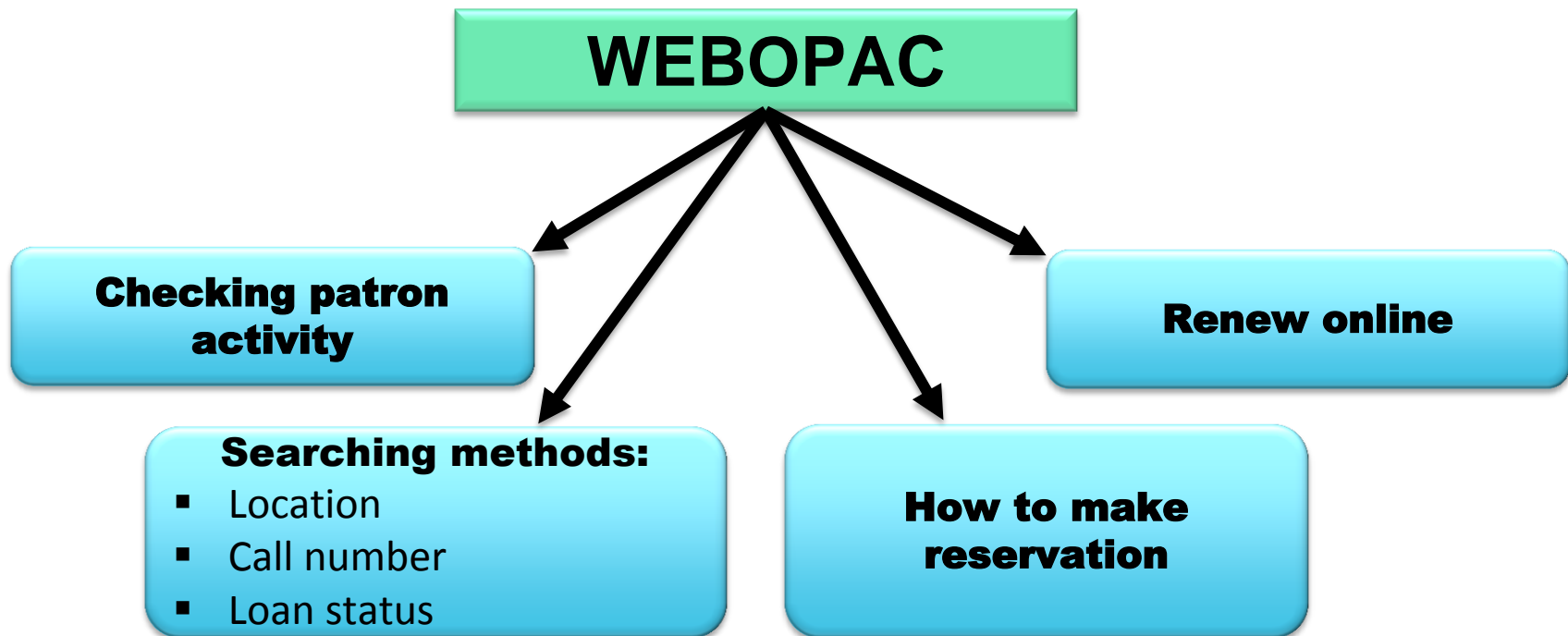
❑ [CHECKING PATRON RECORD](#)

❑ [RENEW ONLINE](#)



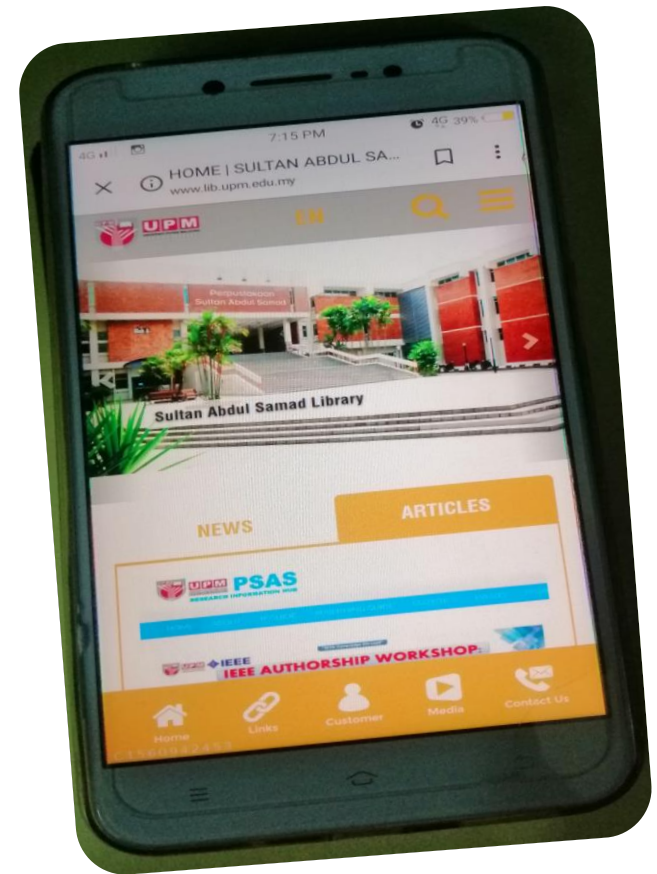
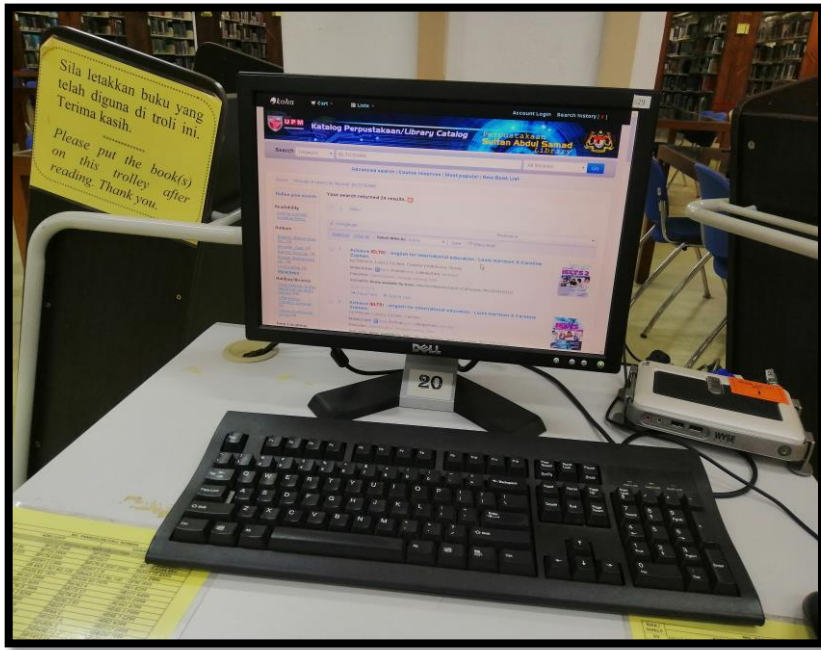
**Web + Online Public Access Catalogue = WebOPAC**

**WebOPAC** is a PSAS catalogue system based on web which is used to locate items in the library.



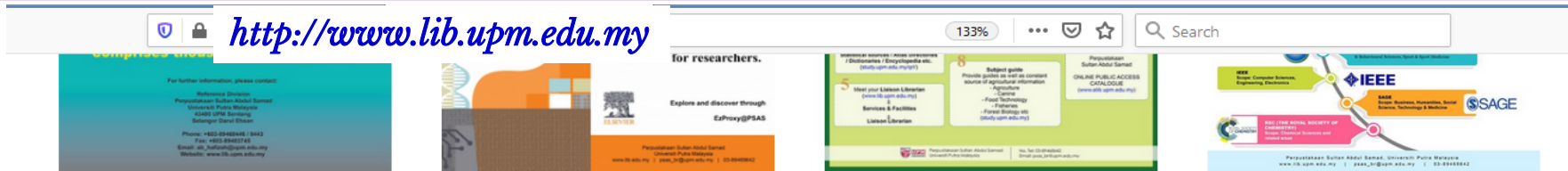
# HOW TO ACCESS WEBOPAC?

Via PSAS's portal  
<http://www.lib.upm.edu.my>



WEBOPAC terminal

# SCREENSHOOT OF LIBRARY WEBPAGE



## CONTACT US

**SULTAN ABDUL SAMAD LIBRARY**  
 Sultan Abdul Samad Library  
 Universiti Putra Malaysia  
 43400 Serdang Selangor Darul Ehsan

☎ 03 9769 8642

📞 03 9769 4747

✉ lib@upm.edu.my

## HOTLINE

UPM SECURITY DIVISION  
 (24 HOURS)  
 03-9769 7990 | 03-9769  
 7470 |  
 03-9769 1999

## ONLINE SERVICES

Faculty Resource Centre -  
 Online Public Access Catalog  
 (KOHA)  
 Discovery@Lib Portal  
 Agri@UPM Portal  
 EZAccess Portal

## EXTERNAL LINKS

IFLA General Conference and  
 Assembly  
 Public Service Department of  
 Malaysia  
 Malaysian Administrative  
 Modernisation and  
 Management Planning Unit  
 (MAMPU)  
 Portal myGovernment  
 Malaysian Qualifications  
 Agency (MQA)  
 Multimedia Super Corridor  
 (MSC)  
 MyHealth Portal  
 Online Networking Database  
 (BOND) provides ideas for  
 business sustainability  
 Kuala Lumpur World Book  
 capital 2020

## QUICK LINKS

**FACULTY / PTJ /  
 ADMINISTRATION**  
 National Library of Malaysia  
 Portal of UPM Library Courses  
 Malaysian Academic Library  
 Union Catalog (MalCat)  
 Malaysian Academic Library  
 Institutional Repository  
 (MALRep)  
 Malaysian Theses Online  
 (MyTO)



# WEBOPAC SCREENSHOOT

The screenshot shows the homepage of the UPM WebOPAC library catalog. The browser address bar displays <http://www.elib.upm.edu.my>. The page features a dark blue header with the UPM logo, the text "Katalog Perpustakaan/Library Catalog", and "Perpustakaan Sultan Abdul Samad Library" alongside the Malaysian national emblem. Below the header is a search bar with a "Keyword" dropdown, a search input field containing "Search for library catalog", a "All libraries" dropdown, and a "Go" button. Navigation links include "Advanced search", "Course reserves", "Most popular", and "New Book List". A left sidebar contains menu items: "Home", "About Library", "Service Hour", "Services & Facilities", "Contact", and "Account Login". The main content area has a "Home" breadcrumb and a "WELCOME TO PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA" heading. Below this is a paragraph: "Welcome to Perpustakaan Sultan Abdul Samad (PSAS), Universiti Putra Malaysia (UPM). UPM WebOPAC is computerized online catalogue of the materials held in library. The OPAC consist of an index of the bibliographic data cataloged in the system, offering a variety of search capabilities such as the author/ title/ call number/ subjects, together with an interactive request and renewal functionality." A "NEW BOOK SHOWCASE 2018" section features a carousel of book covers, including titles like "SUSTAINABILITY POLICY PLANNING AND GENTRIFICATION IN CITIES", "ENVISIONING NETWORKED URBAN MOBILITIES", "LITERATURE Space and Order", "DESIGN FOR THERAPEUTIC SPACES", and "TURBID ESCAPE". The bottom of the page shows a file path "853503453\_391608.jpg" and a "Show all" button.



# BROWSE SEARCH

## SEARCHING METHODS



Methods used multiple keywords :

**BROWSE  
SEARCH**

KEYWORD

TITLE

AUTHOR

SUBJECT

ISBN

SERIES

CALL NUMBER

# BROWSE SEARCH

## SEARCHING METHODS

The screenshot shows the UPM Library Catalog search page. At the top, there is a navigation bar with 'koha', 'Cart', 'Lists', and 'Account Login'. Below this is a banner for 'Katalog Perpustakaan Library Catalog' and 'Perpustakaan Sultan Abdul Samad'. The search bar contains the text 'Decorating fabric : print, stencil, paint and dye 100 inspirational projects'. A dropdown menu is open, showing search options: Title (selected), Keyword, Author, Subject, ISBN, Series, and Call number. The location is set to 'All libraries'. A 'Go' button is visible. Below the search bar, there are links for 'Advanced search', 'Course reserves', 'Most popular', and 'New Book List'. The main content area displays 'WELCOME TO PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA'.

1

2

3

4

### STEPS

1. **Type title** Example: “Decorating fabric : print, stencil, paint and dye 100 inspirational projects”
2. **Select searching type.** Example: “Title”
3. **Select location.** Example: “All Libraries”
4. **Click “Go”.**



# BROWSE SEARCH

## SEARCHING METHOD

**Decorating fabric** : print, stencil, paint and dye 100 inspirational projects / Susie Stokoe.

By: **Stokoe, Susie.**

Material type: Book

Publisher: London : **Hermes House**, 2009

Description: 256p. : col. ill. ; 23cm.

ISBN: 9781846814662 (hbk).

Subject(s): [Textile painting](#)

average rating: 0.0 (0 votes)

Current location	Call number	Status	Date due	Barcode	Item holds
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	NK9500 S874 <a href="#">(Browse shelf)</a>	Available			

Current location	Call number	Status	Date due	Barcode	Item holds
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	NK9500 S874 <a href="#">(Browse shelf)</a>	Checked out	15/11/2019	1000764406	

**Item location**

**Call Number**

**Item status**

**Due date for the book**

# GET THE BOOK ON THE SHELF



1. Check Call number on the shelf
2. Go to the shelf
3. Get the book



RAK/ SHELF	NO. PANGGILAN/CALL NUMBER					
	KIRI/LEFT		KANAN/RIGHT			
	KOLEKSI AM / MAIN COLLECTION					
27	JQ1062 M3 O	-	KD7578 O999	KD7578 P	-	LA633 B999
28	LA633 C	-	LB1027.5 E999	LB1027.5 F	-	LB1050 L399
29	LB1050 L4	-	LB1555 G999	LB1555 H	-	LB2331 B399
30	LB233 B4	-	LB2844 Z999	LB2844.1 A	-	LC889 Z999
31	<del>LC900 A</del>	-	<del>LC4900 Z999</del>	<del>LC5000 A</del>	-	<del>ML3830 Z999</del>
32	ML3831 A	-	P37 P999	P37 R	-	P92 U5 H999
33	<del>P92 U5 I</del>	-	<del>P148 Z999</del>	<del>P149 A</del>	-	<del>PE1112 B62</del>
34	PE1112 B63	-	PE1408 E37	PE1408 E38	-	PL855 Z999
35	PL856 A	-	PL5131 H999	PL5131 I	-	PL5139 P999
36	PL5139 R	-	PN1992.5 Z999	PN1992.51 A	-	PN4781 M999
37	PN4781 N	-	PR2842 Z999	PR2843 A	-	PR9539 Z999
38	PR9540 A	-	PZ4 L999	PZ4 M	-	Q319 Z999

**Call Number**

**Call number: NK9500 S874**

# BLOCK A

# ITEM LOCATION

## Perpustakaan Sultan Abdul Samad (Main Library)

Location (WebOPAC)	Location
<i>Archives Collection</i>	Ground floor
<i>Audiovisuals Collection</i>	Ground floor
<i>Maps Collection</i>	Ground floor
<i>Bibliography Collection</i>	1 <sup>st</sup> Floor
<i>Fictions Collection</i>	1 <sup>st</sup> Floor
<i>Reference Collection</i>	1 <sup>st</sup> Floor
<i>Reference Desk Collection</i>	1 <sup>st</sup> Floor
<i>Foreign Language Collection</i>	2 <sup>nd</sup> Floor
<i>Stack Reference</i>	2 <sup>nd</sup> Floor
<i>Stack Room</i>	2 <sup>nd</sup> Floor
<i>Open Shelf Collection</i>	2 <sup>nd</sup> Floor

Ground Floor



1<sup>st</sup> Floor



2<sup>nd</sup> Floor



# BLOCK B

# ITEM LOCATION

## Perpustakaan Sultan Abdul Samad (Main Library)

LOCATION (WebOPAC)	LOCATION
<i>Serials Collection</i>	Ground Floor
<i>Malaysiana Agri Collection</i>	2 <sup>nd</sup> Floor
<i>Malaysiana - Company Report Collection</i>	2 <sup>nd</sup> Floor
<i>Malaysiana - Serials Collection</i>	2 <sup>nd</sup> Floor
<i>PJJ Collection</i>	2 <sup>nd</sup> Floor
<i>Prof. Chin Collection</i>	2 <sup>nd</sup> Floor
<i>Project Paper Collection</i>	2 <sup>nd</sup> Floor
<i>Red Spot Collection</i>	2 <sup>nd</sup> Floor
<i>Restricted Collection</i>	2 <sup>nd</sup> Floor
<i>Thesis Collection</i>	2 <sup>nd</sup> Floor



Ground Floor



2<sup>nd</sup> Floor



LOCATION (WebOPAC)	LOCATION
<i>Audiovisuals Collection</i>	Ground Floor
<i>Project Paper Collection</i>	1 <sup>st</sup> Floor
<i>Red Spot Collection</i>	1 <sup>st</sup> Floor
<i>Thesis Collection</i>	1 <sup>st</sup> Floor
<i>Reference Collection</i>	2 <sup>nd</sup> Floor
<i>Serials Collection</i>	2 <sup>nd</sup> Floor
<i>Open Shelf Collection</i>	2 <sup>nd</sup> Floor

Ground Floor



1<sup>st</sup> Floor



2<sup>nd</sup> Floor



LOCATION (in WebOPAC)	LOCATION
<i>Audiovisuals Collection</i>	Ground Floor
<i>Project Paper Collection</i>	Ground Floor
<i>Fiction Collection</i>	Ground Floor
<i>Thesis Collection</i>	Ground Floor
<i>Reference Collection</i>	Ground Floor
<i>Serials Collection</i>	Ground Floor
<i>Open Shelf Collection</i>	1 <sup>st</sup> Floor



**Ground Floor**



**1<sup>st</sup> Floor**



## LOCATION (WebOPAC)

*Audiovisuals Collection*

*Oversized Books Collection*

*Project Paper Collection*

*Red Spot Collection*

*Reference Collection*

*Serials Collection*

*Thesis Collection*

*Open Shelf Collection*



LOCATION (WebOPAC)	LOCATION
<i>Reference Collection</i>	Ground Floor, Reference Room.
<i>Borneo Collection</i>	Ground Floor, Reference Room.
<i>Red Sport Collection</i>	Ground Floor, Reference Room.
<i>Media Collection</i>	Ground Floor, Reference Room.
<i>Project Paper Collection</i>	Ground Floor, Main Counter
<i>Thesis Collection</i>	Ground Floor, Main Counter
<i>Hadah Collection</i>	Ground Floor, Main Counter
<i>General Collection</i>	Floor 1



**Ground Floor**



**1st Floor**



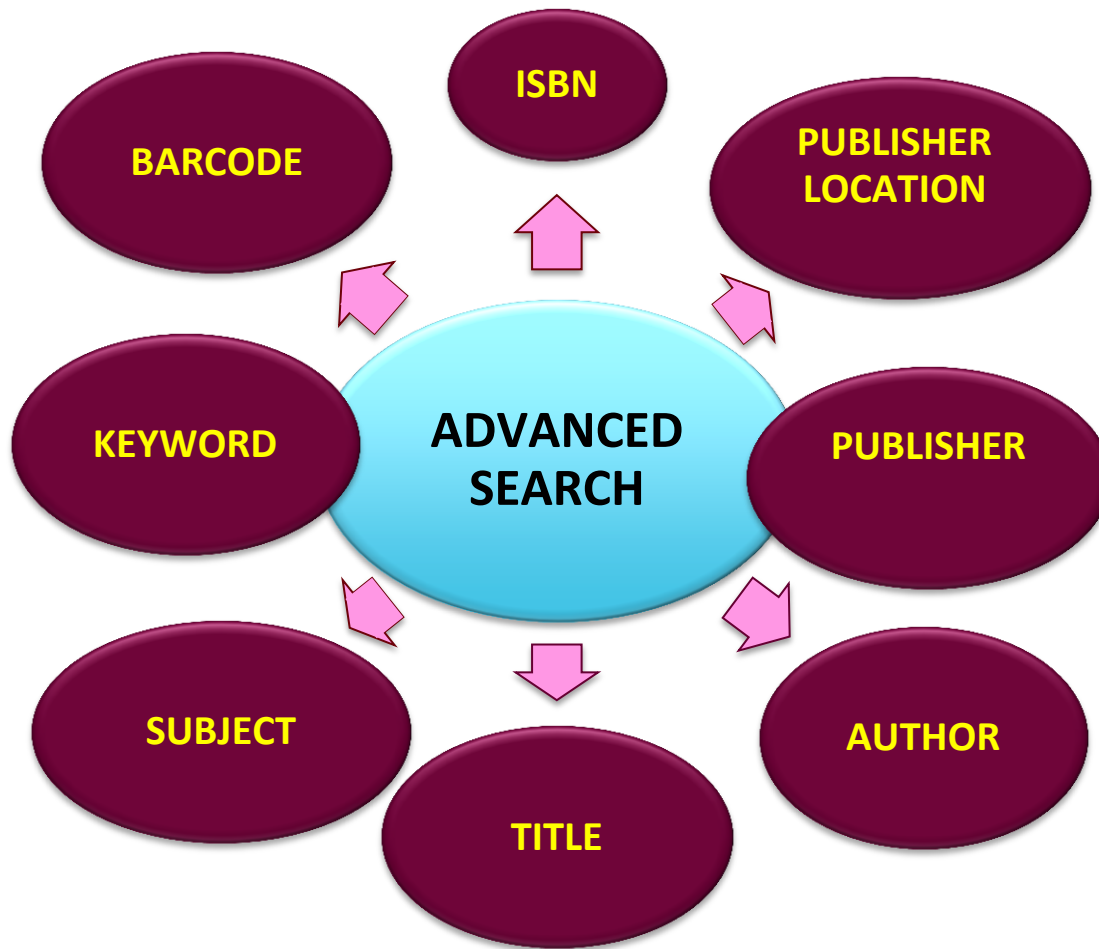
# ITEM STATUS

<b>STATUS ( WebOPAC)</b>	<b>ITEM</b>
<b>At Bindery</b>	<b>Item is sent out for binding</b>
<b>Available</b>	<b>Item is ready to be borrowed</b>
<b>Checked Out</b>	<b>Item is borrowed by others</b>
<b>Damaged</b>	<b>Item is damaged</b>
<b>In Process</b>	<b>Item is in cataloging process</b>
<b>In Transit</b>	<b>Item is in transit to its' permanent location in the Library from being on the holdshelf.</b>
<b>Missing</b>	<b>Item is missing</b>
<b>Not for loan</b>	<b>Item can be referred in the library only</b>
<b>On Hold</b>	<b>Item has been reserved by others</b>
<b>On Reserve</b>	<b>Item can be borrowed for 4 hours only</b>
<b>Ordered</b>	<b>Item has been ordered but not yet received by the Library</b>



# ADVANCED SEARCH

## SEARCHING METHOD



Method which you can use specific field or combination of the field.

# ADVANCED SEARCH

## SEARCHING METHOD

The screenshot shows the homepage of the UPM WebOPAC library catalog. At the top, there is a navigation bar with the 'koha' logo, a shopping cart icon, a 'Lists' menu, and links for 'Account Login' and 'Search history [x]'. Below this is a banner for 'Katalog Perpustakaan/Library Catalog' and 'Perpustakaan Sultan Abdul Samad Library' with the UPM and Malaysian national crests. A search bar is prominently displayed with a dropdown menu set to 'Keyword' and a search input field containing 'Search for library catalog'. To the right of the search bar are 'All libraries' and a 'Go' button. Below the search bar, there are links for 'Advanced search', 'Course reserves', 'Most popular', and 'New Book List'. A dark red callout box with a white border points to the 'Advanced search' link, containing the text 'Click *Advanced Search*'. The main content area features a 'Home' button, a sidebar menu with 'Home', 'About Library', 'Service Hour', 'Services & Facilities', 'Contact', and 'Account Login', and a main heading 'PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA'. Below the heading is a welcome message and a 'NEW BOOK SHOWCASE 2018' section with a collage of book covers.

Home

Home

About Library

Service Hour

Services & Facilities

Contact

Account Login

Search Keyword Search for library catalog All libraries Go

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA

Welcome to the Universiti Putra Malaysia (UPM) WebOPAC. UPM WebOPAC is computerized online catalogue of the materials held in library. The OPAC consist of an index of the bibliographic data cataloged in the system, offering a variety of search capabilities such as the author/ title/ call number/ subjects, together with an interactive request and renewal functionality.

NEW BOOK SHOWCASE 2018

# ADVANCED SEARCH

## SEARCHING METHOD

Advanced search | [Course reserves](#) | [Most popular](#) | [New Book List](#)

[Home](#) > [Advanced search](#)

**Search for:**

Keyword  and Author  and Keyword

**Combination  
Of keyword and author**

# ADVANCED SEARCH

## SEARCHING METHOD

Your search returned 6 results.

**Searching result**

**Availability**  
Item with the status 'available' only

**Author**

**Type of item**

Refine your search

Availability  
[Limit to currently available items.](#)

Authors  
[Dino S.S., \(1\)](#)  
[Rendra, W. S.](#)  
[Usman Awang](#)  
[Usman Awang, \(4\)](#)  
[Usman Awang, 1929-20...](#) (1)  
[Show more](#)

Holding libraries  
[Perpustakaan Sultan Abdul Samad \(Main Library\)](#)  
[UPM Bintulu Campus Sarawak](#) (1)

Item Locations  
[Bintulu Campus Library](#) (1)  
[Main - Reference](#) (1)  
[Main Library](#) (5)  
[Stack Room](#) (1)  
[UNK](#) (1)

Topics  
[Indonesian poetry](#) (1)  
[Malay poetry](#) (2)

1. **Bahasa Melayu dalam lapangan kesusasteraan bahagian puisi baru. [Chapter]**  
by **Usman Awang**, 1929-2001. [Chapter].  
Source: Kongres Bahasa dan Persuratan Melayu I-VI (1952-2002).  
Material type: Book; Format: print ; Literary form: not fiction  
Availability: No items available  
★★★★★  
[Add to cart](#)

2. **Rendra / dengan pengenalan oleh Usman Awang.**  
Rendra, W. S. (Willibordus Surendra), 1935- | **Usman Awang**, 1929-2001.  
 Book; Format: print  
Publisher: Kuala Lumpur : Dewan Bahasa dan Pustaka, 1992  
Availability: **Items available for loan:** Perpustakaan Sultan Abdul Samad (Main Library) [Call number: PL5089 R4R397] (2).  
★★★★★  
[Place hold](#) [Add to cart](#)

3. **Puisi-puisi pilihan sasterawan negara Usman Awang / Usman Awang.**  
by **Usman Awang**, 1929-2001.  
Edition: Edisi pelajar.  
Material type: Book; Format: print  
Publisher: Kuala Lumpur : Dewan Bahasa dan Pustaka, 1991  
Availability: **Items available for loan:** Perpustakaan Sultan Abdul Samad (Main Library) [Call number: PL5136 U85] (5). **Items available for reference:** [Call number: PL5136 U85] (2).

Relevance  
Relevance  
Popularity  
Popularity (most to least)  
Popularity (least to most)  
Author  
Author (A-Z)  
Author (Z-A)  
Call Number  
Call number (0-9 to A-Z)  
Call number (Z-A to 9-0)  
Dates  
Publication/Copyright date: Newest to oldest  
Publication/Copyright date: Oldest to newest  
Acquisition date: Newest to oldest  
Acquisition date: Oldest to newest  
Title  
Title (A-Z)  
Title (Z-A)

# ADVANCED SEARCH

## SEARCHING METHOD

Puisi-puisi pilihan sasterawan negara **Usman Awang** / **Usman Awang**.

By: **Usman Awang**, 1929-2001.

Material type: Book

Publisher: Kuala Lumpur : Dewan Bahasa dan Pustaka, 1991

Edition: Edisi pelajar.

Description: 192p. ; 22cm.

ISBN: 9836219412.

Subject(s): **Usman Awang**, 1928- -- Sasterawan Negara | Malay poetry -- Malaysia -- 20th century -- Collected works

average rating: ( votes)

Holdings ( 7 )

7 items

Current location	Call number	Copy number	Status	Item holds
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Available	
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Available	1000246612
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Checked out	19/11/2019
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Available	1000317482
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Missing	
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Available	
Perpustakaan Sultan Abdul Samad (Main Library) <i>Reference Collection</i>	PL5136 U85 ( <a href="#">Browse shelf</a> )	1	Not for loan	1000317464

In the shelf

Item has been borrowed

Item is missing

Item cannot be borrowed. To be referred in the library only





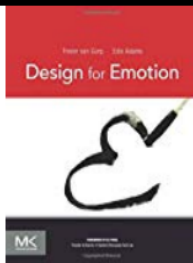
# BOOK RESERVATION

Online Reservation for books on loan only available with the status (**Checked out**).

Reservation is possible if :

- Your loan availability has not reached its maximum ([see loan availability](#))
- You do not have any fine.
- Your patron record is not blocked due to other penalties.

# BOOK RESERVATION



Normal view | MARC view | ISBD view

## Design for emotion / Trevor van Gorp, Edie Adams.

By: [Van Gorp, Trevor.](#)

Contributor(s): [Adams, Edie.](#)

Material type: Book

Publisher: Waltham, MA : [Morgan Kaufmann](#), 2012

Description: 217 pages : color illustrations ; 24 cm.

Content type: text Media type: unmediated Carrier type: volume

ISBN: 9780123865311 (pbk).

Subject(s): [Design -- Psychological aspects](#)

Contents:

Machine generated contents note: Chapter 1. Why [Design for Emotion](#)? Chapter 2. What is [Emotion](#)? Chapter 3. Why [Design for Emotion](#)? Chapter 4. Where Do We [Design for Emotion](#)? Chapter 5. How Do I [Design for Emotion](#)? Chapter 6. Interviews on [Designing Emotion](#).

●●●●● average rating: 0.0 (0 votes)

### Holdings ( 1 )

Title notes

Current location	Call number	Status	Date due	Barcode	Item holds
Perpustakaan Sultan Abdul Samad (Main Library) <i>Open Shelf Collection</i>	NK1520 V217 ( <a href="#">Browse shelf</a> )	Checked out	15/11/2019	1000751739	

Total holds: 0

1. Click *Place hold*

**Browse results**

Previous | [Back to results](#) | Next »

- [Place hold](#)
- [Print](#)
- [Add to your cart](#)
- [Unhighlight](#)
- [Save record](#) ▾
- [More searches](#) ▾

Share [Tweet](#)



# BOOK RESERVATION

The screenshot displays the library's website interface. At the top, there is a header with the UPM logo, the text 'Katalog Perpustakaan/Library Catalog', and 'Perpustakaan Sultan Abdul Samad Library' with the national emblem. Below the header is a search bar with a dropdown menu set to 'Keyword' and a search input field containing 'Search for library catalog'. To the right of the search bar are 'All libraries' and 'Go' buttons. Below the search bar are navigation links: 'Advanced search | Course reserves | Most popular | New Book List'. The main content area is titled 'Sultan Abdul Samad Library'. Underneath, there are two login options: 'CAS Login' with a 'Login with UPM-ID' button, and 'Normal Login'. The 'Normal Login' section has two input fields: 'Matric No./Staff.No.' and 'IC No./Passport No.'. Below these fields is a 'Login with Koha' button. Three callout boxes provide instructions: '2. Type username (Matric no./ Staff no.)' points to the first input field, '3. Type password (IC no./Passport no.)' points to the second input field, and '4. Click Login with Koha' points to the login button.

UPM **U P M** **Katalog Perpustakaan/Library Catalog** Perpustakaan **Sultan Abdul Samad** Library

Search Keyword Search for library catalog All libraries Go

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

Sultan Abdul Samad Library

CAS Login

Login with UPM-ID

Normal Login

Matric No./Staff.No.

IC No./Passport No.

Login with Koha

**2. Type username (Matric no./ Staff no.)**

**3. Type password (IC no./Passport no.)**

**4. Click Login with Koha**

# BOOK RESERVATION

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

[Home](#) > [Placing a hold](#)

## Confirm holds for: NAZIBAH KAMARUDDIN (3000011986)

Place a hold on [Design for emotion /](#) , by Van Gorp, Trevor.

Your priority: 1

Number of holds: 1

Pick up location:  ▾

[Show more options](#)

Place hold

**5. Click**  
*Place hold*

Perpustakaan Sultan Abdul Samad, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor

Phone: +603-89468642 | Fax: +603-89483745 | E-mail: [lib@upm.edu.my](mailto:lib@upm.edu.my)

# BOOK RESERVATION

Home > NAZIBAH KAMARUDDIN > Your summary

Hello, NAZIBAH KAMARUDDIN

Click here if you're not NAZIBAH KAMARUDDIN

Checked out (2) **Holds (1)**

**Holds (1 total)**

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
<a href="#">Design for emotion</a> / Van Gorp, Trevor.	16/08/2019	Never expires	Perpustakaan Sultan Abdul Samad (Main Library)	1	Pending	<a href="#">Cancel</a>

**Hold (1) :** Show 1 item has been successfully reserved.

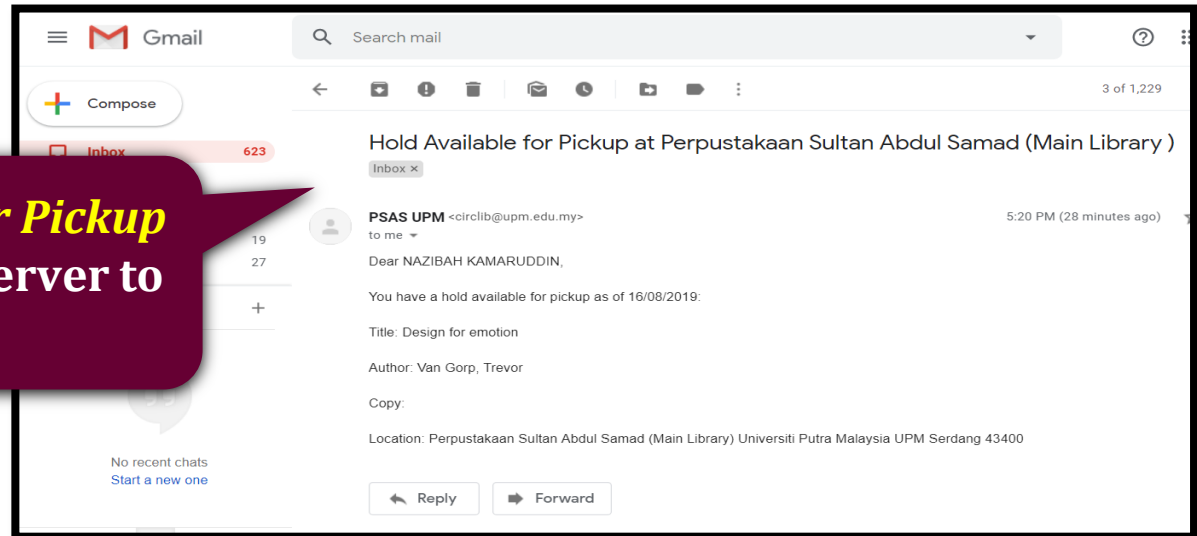
**Priority:** Show no. of students reserved

**Status Pending :** Item has not been returned/check in

# BOOK RESERVATION

Item is ready to pick up

E-mail *Hold Available for Pickup* ... will be sent to the reserver to pick up the item



Go to circulation counter when *pending status* change to *Item waiting at...*

Advanced search | Course reserves | Most popular | New Book List

Home > NAZIBAH KAMARUDDIN > Your summary

Home  
About Library  
Service Hour  
Services & Facilities  
Contact  
Account Login

Hello, NAZIBAH KAMARUDDIN  
[Click here if you're not NAZIBAH KAMARUDDIN](#)

Checked out (2)   Holds (1)

Holds (1 total)

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
<a href="#">Design for emotion / Van Gorp, Trevor.</a>	16/08/2019	-	Perpustakaan Sultan Abdul Samad (Main Library)	0	Item waiting at <b>Perpustakaan Sultan Abdul Samad (Main Library)</b> since 16/08/2019 until 23/08/2019	<a href="#">Cancel</a>

# BOOK RESERVATION

Reserved item is not success

Home > Placing a hold

Sorry, you cannot place holds.

- You have unpaid fines. Amount: 0.20.

Cannot be reserved if you  
have **pending fine**.

San Abdul Samad, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor

+603-89468642 | Fax: +603-89483745 | E-mail: lib@upm.edu.my.





# PATRON RECORD

Click  
Account Login

The screenshot shows the homepage of the UPM Library Catalog. At the top left is the Koha logo, followed by 'Cart' and 'Lists' dropdown menus. The main header features the UPM logo, the text 'Katalog Perpustakaan/Library Catalog', and 'Perpustakaan Sultan Abdul Samad Library' with the national emblem of Malaysia. Below the header is a search bar with a 'Search' dropdown set to 'Keyword', a text input field containing 'Search for library catalog', a 'All libraries' dropdown, and a 'Go' button. Navigation links for 'Advanced search', 'Course reserves', 'Most popular', and 'New Book List' are centered below the search bar. A left sidebar contains a 'Home' button and a blue menu with items: 'Home', 'About Library', 'Service Hour', 'Services & Facilities', 'Contact', and 'Account Login'. The main content area has a heading 'WELCOME TO PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA' and a paragraph of introductory text. Below this is a 'NEW BOOK SHOWCASE 2018' section featuring a collage of various book covers.

## WELCOME TO PERPUSTAKAAN SULTAN ABDUL SAMAD (PSAS), UNIVERSITI PUTRA MALAYSIA

Welcome to Perpustakaan Sultan Abdul Samad (PSAS), Universiti Putra Malaysia (UPM). UPM WebOPAC is computerized online catalogue of the materials held in library. The OPAC consist of an index of the bibliographic data cataloged in the system, offering a variety of search capabilities such as the author/ title/ call number/ subjects, together with an interactive request and renewal functionality.

### NEW BOOK SHOWCASE 2018



# PATRON RECORD (Account Login)

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

Sultan Abdul Samad Library

**CAS Login**

[Login with UPM-ID](#)

**Normal Login**

[Forgot your password?](#)

**2. Type Matric No./ Staff No. (login ID)**


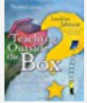

**3. Type IC no./ Passport no. (password)**

**4. Click Login with Koha**

# PATRON RECORD (Account Login)

Your summary : Checked out

The screenshot shows a library website interface. On the left is a blue navigation menu with options: Home, About Library, Service Hour, Services & Facilities, Contact, and Account Login. Below the menu are buttons for 'your summary', 'your fines', 'your personal details', 'change your password', 'your search history', 'your reading history', and 'your lists'. The main content area is titled 'Hello, NAZIBAH KAMARUDDIN' and includes a link to 'Click here if you're not NAZIBAH KAMARUDDIN'. Below this, there are two buttons: 'Checked out (4)' (highlighted with a dashed orange circle) and 'Holds (1)'. A table titled '4 item(s) checked out' displays the following data:

	Title	Due	Barcode	Call no.	Renew	Fines
	<b>New restaurant design</b> / Ryder, Bethan.	20/08/2019	1000728184	NK2195 R4R992	(On hold)	No
	<b>Gardening in small spaces /</b> Schneek, Marcus.	20/08/2019	1000703402	SB453 S358	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	No
	<b>Teaching outside the box :</b> Johnson, LouAnne.	15/11/2019	1000723488	LB1025.3 J67 2011	No renewal before 14/11/2019 12:00 AM (1 of 2 renewals remaining)	No
	<b>Decorating fabric :</b> Stokoe, Susie.	19/11/2019	1000764406	NK9500 S874	No renewal before 18/11/2019 12:00 AM (1 of 2 renewals remaining)	No

At the bottom of the table area are two buttons: 'Renew selected' and 'Renew all'.

**Checked out** – Show information the items you are borrowing : Title, Due date, Barcode, Call No., Renewal and fine.



# PATRON RECORD (Account Login)

Your summary : Hold

The screenshot shows a library website interface. On the left is a blue navigation menu with items: Home, About Library, Service Hour, Services & Facilities (with a dropdown arrow), Contact, and Account Login. Below the menu is a vertical list of links: your summary (highlighted with a dashed orange box), your fines, your personal details, change your password, your search history, your reading history, and your lists. The main content area is white and contains the following elements:

- Greeting: Hello, NAZIBAH KAMARUDDIN
- Link: Click here if you're not NAZIBAH KAMARUDDIN
- Summary: Checked out (4), Holds (1) (the 'Holds (1)' link is circled with a dashed orange box)
- Section: Holds (1 total)
- Table with columns: Title, Placed on, Expires on, Pick up location, Priority, Status, and Modify.

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
<a href="#">Design for emotion</a> / Van Gorp, Trevor.	16/08/2019	-	Perpustakaan Sultan Abdul Samad (Main Library)	0	Item waiting at <b>Perpustakaan Sultan Abdul Samad (Main Library)</b> since 16/08/2019 until 23/08/2019	<a href="#">Cancel</a>

**Holds – Show information of reserved item**

# PATRON RECORD (Account Login)

## Your summary : Fines

Home NAZIBAH KAMARUDDIN Your summary

Home Hello, NAZIBAH KAMARUDDIN  
Click here if you're not NAZIBAH KAMARUDDIN

Please note: You cannot renew your books online. Reason: You have fines.

Checked out (1) Fines (0.20)

Fines and charges

Amount  
You currently owe fines and charges amounting to: 0.2

**ATTENTION :**  
Fine late return book :  
**1 book for 1 day RM0.20**

**Fine not pay yet**

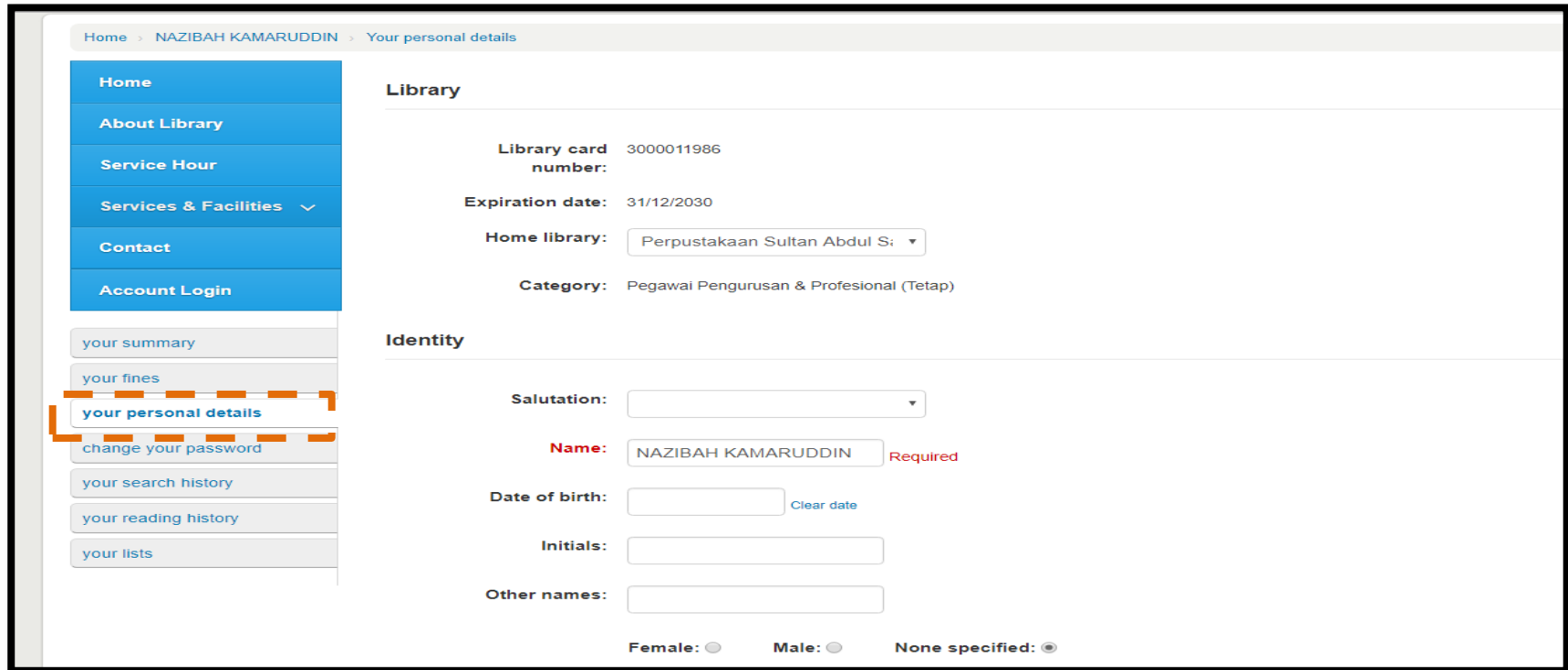
Date	Description	Fine amount	Amount outstanding
16/08/2018	Fine, F 68476 (Decorating fabric :)	0.20	0.20
25/04/2019	Payment, thanks	-30.00	0.00
25/04/2019	Lost item	10.00	10.00
25/04/2019	Payment, thanks	-5.00	0.00
25/04/2019	Lost item	5.00	0.00
25/04/2019	Credit , DEN	-30.00	-30.00
25/04/2019	Lost item	50.00	20.00
25/04/2019	Writeoff , Writeoff (Membentuk identiti remaja /)	2.60	0.00
25/04/2019	Fine , Membentuk identiti remaja / 08/04/2019 11:59 PM (Membentuk identiti remaja /)	2.60	0.00
22/11/2018	Payment, thanks	-0.40	0.00
22/11/2018	Fine , Solat emergency : 19/11/2018 11:59 PM (Solat emergency :)	0.40	0.00
Total due			0.20

Your fines – Show the amount of the fine, or the reason of the fine.

**Your Fines**

# PATRON RECORD (Account Login)

## Your personal details



Home > NAZIBAH KAMARUDDIN > Your personal details

**Library**

Library card number: 3000011986

Expiration date: 31/12/2030

Home library: Perpustakaan Sultan Abdul S.

Category: Pegawai Pengurusan & Profesional (Tetap)

**Identity**

Salutation:

Name: NAZIBAH KAMARUDDIN Required

Date of birth:  [Clear date](#)

Initials:

Other names:

Female:  Male:  None specified:

**Your personal details** – Show the details information of the patron. Please update your email and phone number.

# PATRON RECORD (Account Login)

## Change your password

Home > NAZIBAH KAMARUDDIN > Change your password

**Home**

About Library

Service Hour

Services & Facilities ▾

Contact

**Account Login**

your summary

your fines

your personal details

**change your password**

your search history

your reading history

your lists

### Change your password

Your password must be at least 3 characters long.

Current password:

New password:

Re-type new password:

[Cancel](#)

**Change your password – Change your password. Please change your password.**

# PATRON RECORD (Account Login)

## Your search history

**Search history**

**Current session**

[Select all](#) [Clear all](#) | **Select searches to:** [x Delete](#)

	Date	Search	Results
<input type="checkbox"/>	19/08/2019 10:07 AM	kw,wrdl: 1000246612	1
<input type="checkbox"/>	19/08/2019 10:06 AM	kw,wrdl: puisi and au,wrdl: usman awang	6
<input type="checkbox"/>	19/08/2019 10:06 AM	kw,wrdl: puisi and kw,wrdl: usman awang	10
<input type="checkbox"/>	19/08/2019 10:05 AM	kw,wrdl: puisi and au,wrdl: othman putih	6
<input type="checkbox"/>	19/08/2019 10:05 AM	kw,wrdl: puisi and au,wrdl: usman awang	6
<input type="checkbox"/>	19/08/2019 10:01 AM	kw,wrdl: puisi and au,wrdl: usman awang	6

[Remove selected searches](#)

**Previous sessions**

[Select all](#) [Clear all](#) | **Select searches to:** [x Delete](#)

	Date	Search	Results
<input type="checkbox"/>	18/08/2019 08:02 PM	kw,wrdl: puisi and au,wrdl: usman awang	6

**Navigation sidebar:**

- Home
- About Library
- Service Hour
- Services & Facilities
- Contact
- Account Login
- your summary
- your fines
- your personal details
- change your password
- your search history**
- your reading history
- your lists

Your search history – Show the searching history.

# PATRON RECORD (Account Login)


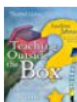



Home > NAZIBAH KAMARUDDIN > Your checkout history

## Your reading history (Checkout history)

Checkout history

Order by date ▼

Showing last 50 items. [Show all items](#)

	Title	Item type	Call no.	Date
	<b>Decorating fabric</b> : Stokoe, Susie.	Main Library	NK9500 S874	(Checked out)
	<b>Teaching outside the box</b> : Johnson, LouAnne.	Main Library	LB1025.3 J67 2011	(Checked out)
	<b>Decorating fabric</b> : Stokoe, Susie.	Main Library	NK9500 S874	16/08/2019
	<b>New restaurant design</b> / Ryder, Bethan.	Main Library	NK2195 R4R992	16/08/2019
	<b>Decorating fabric</b> : Stokoe, Susie.	Main Library	NK9500 S874	16/08/2019

your summary

your fines

your personal details

change your password

your search history

**your reading history**

your lists

Your reading history – Show the list of borrowed items

# PATRON RECORD (Account Login)

## Your lists

Home > NAZIBAH KAMARUDDIN > Lists

**Lists**

**Your lists** Public lists

New list

List name	Contents	Type		
CONSUMER	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
consumer behaviour	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
CONSUMER FINANCE	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
FINANCE COMPANIES	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
HOMES	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
HOUSES	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
LAW	1 item	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
TRAVEL	1 item	Private	<a href="#">Edit</a>	<a href="#">Delete</a>
USER BEHAVIOUR	20 items	Private	<a href="#">Edit</a>	<a href="#">Delete</a>

your summary

your fines

your personal details

change your password

your search history

your reading history

**your lists**

**Your lists – Show the list of books that patron created.**

# PATRON RECORD (Account Login)

## Your lists – Public lists

Home > NAZIBAH KAMARUDDIN > Lists

Home  
About Library  
Service Hour  
Services & Facilities  
Contact  
Account Login

your summary  
your fines  
your personal details  
change your password  
your search history  
your reading history  
your lists

### Lists

Your lists **Public lists**

New list

List name	Contents	Type	
AGRICULTURE 2017	160 items	Public	<a href="#">Delete</a>
AGRICULTURE 2018	64 items	Public	<a href="#">Delete</a>
AGRICULTURE 2019	83 items	Public	<a href="#">Delete</a>
BIOTECHNOLOGY & BIOMOLECULAR SCIENCES 2017	42 items	Public	<a href="#">Delete</a>
BIOTECHNOLOGY & BIOMOLECULAR SCIENCES 2018	50 items	Public	<a href="#">Delete</a>
BIOTECHNOLOGY & BIOMOLECULAR SCIENCES 2019	31 items	Public	<a href="#">Delete</a>
COMPUTER SCIENCE & INFORMATION TECHNOLOGY 2017	7 items	Public	<a href="#">Delete</a>
COMPUTER SCIENCE & INFORMATION TECHNOLOGY 2018	41 items	Public	<a href="#">Delete</a>
COMPUTER SCIENCE & INFORMATION TECHNOLOGY 2019	30 items	Public	<a href="#">Delete</a>
DESIGN & ARCHITECTURE 2017	54 items	Public	<a href="#">Delete</a>

**Public lists** – Show the list of book created by the system according subject.





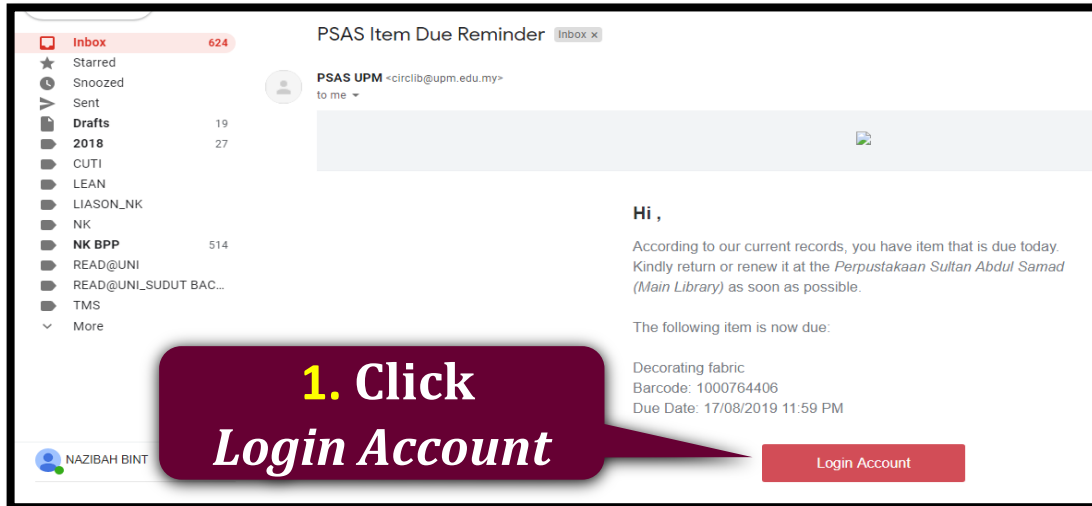
# RENEW ONLINE

Users can renew book online **TWICE** without coming to the library.

Online renewal is NOT available if

- Renew item too early. Renewal can only be done 1 day before the due date. Email will be send to patron email to inform this/
- Books are reserved by other person (Status : *On hold*)
- Books are overdue.
- User have fine.
- Renewal has access the limit.

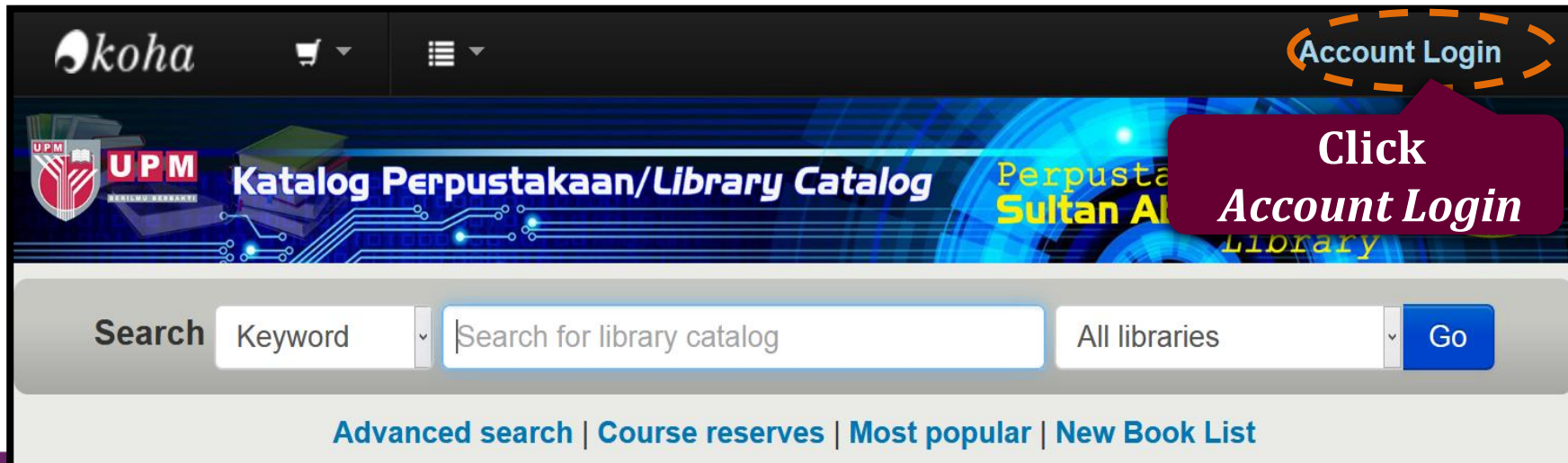
# RENEW ONLINE



## E-mail: Due date alert

**E-mail address**– Patron must make sure the email address is active. Patron can edit the details in the patron record 'your personal details'.

or



# RENEW ONLINE

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

Sultan Abdul Samad Library

**CAS Login**

[Login with UPM-ID](#)

**Normal Login**

Matric No./Staff.No.

IC No./Passport No.

[Login with Koha](#)

[Forgot your password?](#)

**2. Type Matric No./ Staff No. (login ID)**

**3. Type IC No./ Passport No. (password)**

**4. Click Login with Koha**

# RENEW ONLINE

Home

About Library

Service Hour

Services & Facilities ▾

Contact

Account Login

your summary

your fines

your personal details

change your password

your search history

your reading history

your lists

Hello, NAZIBAH KAMARUDDIN



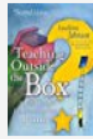
[Click here if you're not NAZIBAH KAMARUDDIN](#)

Checked out (3)

Holds (1)

3 Item(s) checked out

[Renew selected](#) [Renew all](#)

	Title	Due	Barcode	Call no.	Renew	Fines
	<b>Decorating fabric</b> : Stokoe, Susie.	20/08/2019	1000764406	NK9500 S874	<input checked="" type="checkbox"/> <a href="#">Renew</a> (2 of 2 renewals remaining)	No
	<b>New restaurant design</b> / Ryder, Bethan.	20/08/2019	1000728184	NK2195 R4R992	(On hold)	No
	<b>Teaching outside the box</b> : Johnson, LouAnne.	15/11/2019	1000723488	LB1025.3 J67 2011	No renewal before 14/11/2019 12:00 AM (1 of 2 renewals remaining)	No

Renew selected



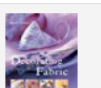
Renew all

5. Tick on the box the title you want to renew

6. Click *Renew selected*

# RENEW ONLINE

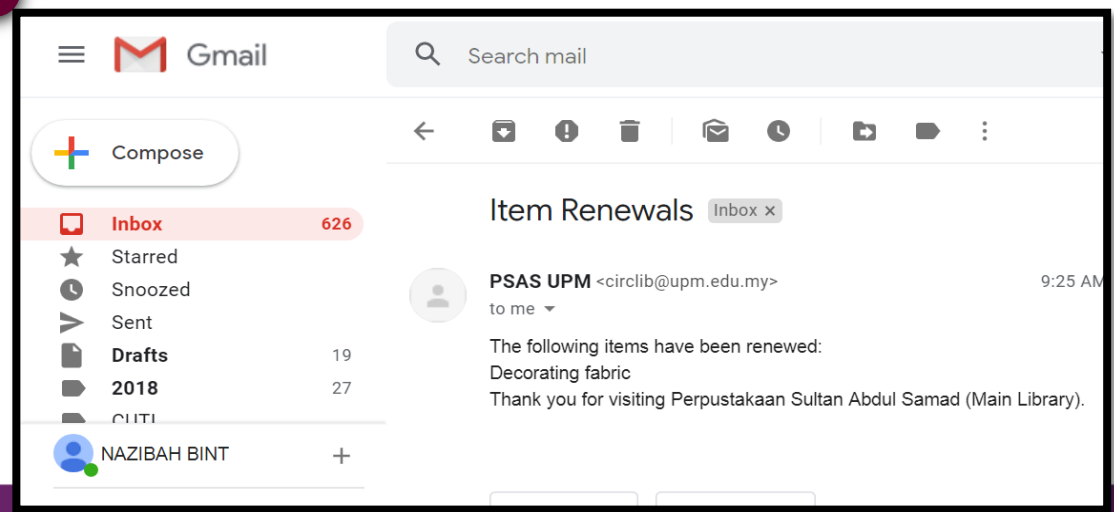
3 Item(s) checked out Renew selected Renew all

Title	Due	Barcode	Call no.	Renew	Fines
 <b>New restaurant design</b> / Ryder, Bethan.	20/08/2019	1000728184	NK2195 R4R992	(On hold)	No
 <b>Teaching outside the box :</b> Johnson, LouAnne.	15/11/2019	1000723488	LB1025.3 J67 2011	No renewal before 14/11/2019 12:00 AM (1 of 2 renewals remaining)	No
 <b>Decorating fabric :</b> Stokoe, Susie.	19/11/2019	1000764406	NK9500 S874	<b>Renewed!</b> No renewal before 18/11/2019 12:00 AM (1 of 2 renewals remaining)	No

Renew selected    Renew all

**7. New date for 'Due date'**

*(Email) Item Renewals:*  
Details of the successful renewal will be sent to the registered email.



Gmail interface showing an email titled "Item Renewals" from PSAS UPM. The email content reads: "The following items have been renewed: Decorating fabric. Thank you for visiting Perpustakaan Sultan Abdul Samad (Main Library)." The interface includes a search bar, a compose button, and a sidebar with folders like Inbox (626), Starred, Snoozed, Sent, Drafts (19), and 2018 (27).

# RENEW ONLINE

## Renewal online not successful

Home Hello, NAZIBAH KAMARUDDIN **Have fine**  
About Library Click here if you're not NAZIBAH KAMARUDDIN  
Service Hour  
Services & Facilities  
Contact  
Account Login

Please note: You cannot renew your books online. Reason: You have fines.

Checked out (2) Overdue (1) Fines (0.20) Holds (1)

2 Item(s) checked out

Title	Due	Barcode	Call no.	Renew	Fines
 <b>Decorating fabric</b> : Stokoe, Susie.	17/08/2019	1000764406	NK9500 S874	Not allowed (overdue)	Yes
 <b>Teaching outside the box</b> : Johnson, LouAnne.	15/11/2019	1000723488	LB1025.3 J67 2011	Not allowed (overdue)	No


The account has been blocked because of other penalties.

Service Hour  
Services & Facilities  
Contact  
Account Login

Please note: Your account has been frozen. Comment: "BUKU HILANG - 1000651522 - MJMF-19.08.2019" Usually the reason for freezing an account is old overdues or damage fees. If your account shows to be clear, please contact the library. [Go to your account page](#)

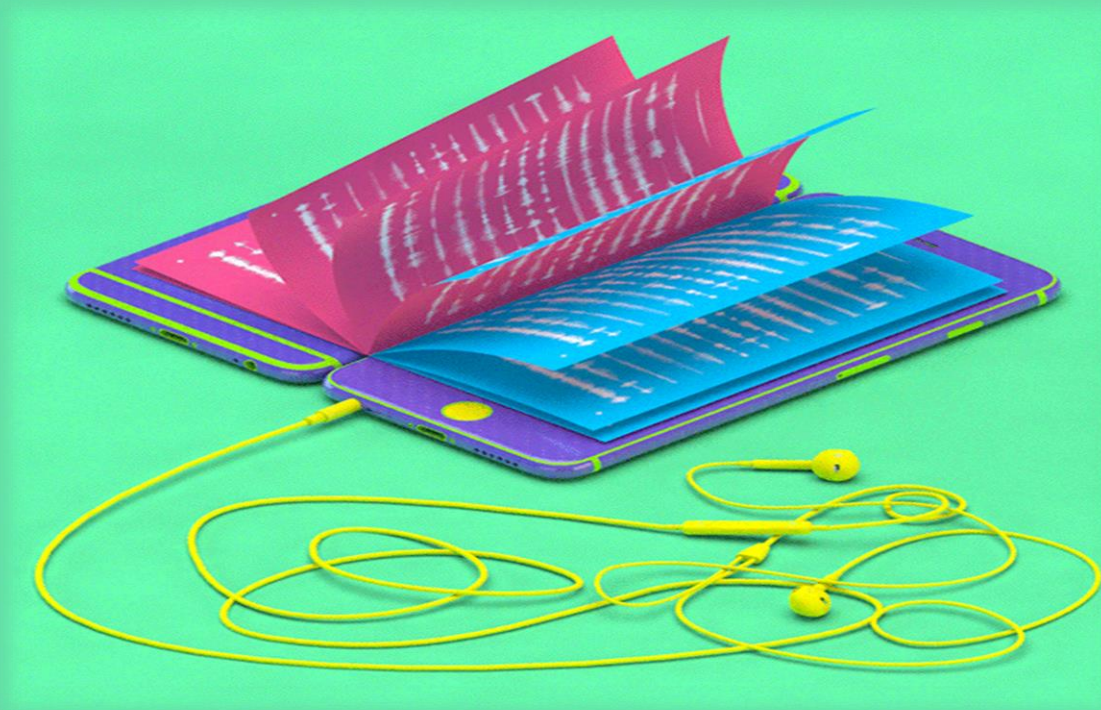
Checked out (4) Holds (1)

4 Item(s) checked out

Title	Due	Barcode	Call no.	Renew	Fines
 <b>New restaurant design</b> / Ryder, Bethan.	20/08/2019	1000728184	NK2195 R4R992	(On hold)	No

**On hold :**  
Item has been reserved by others.

# *Thank You*



# ADDED INFORMATION :

## KELAYAKAN PINJAMAN UNTUK PENGGUNA PERPUSTAKAAN

<b>UPM Staff</b>	<b>Loan Eligibility/ Period</b>
Management & Professional (Permanent)	30 copies / 60 days
Lecturer	30 copies / 60 days
Contract Lecturer/ Tutor	10 copies / 30 days
Support Staff	6 copies / 14 days
Part-time Lecturer, Contract Officer, Attachment Officer, Temporary Support Staff (more than a year), Research Assistant, etc.	4 copies / 14 days
<b>Student</b>	<b>Loan Eligibility/ Period</b>
Post-graduate Students	20 copies / 30 days
Clinical Medical Students/ Veterinary	10 copies / 30 days
Degree Students	10 copies / 14 days
Diploma Students/ Foundation Program	6 copies / 14 days
Distance Learning (Degree students)	10 copies / 30 days
Non-Degree Students (including attachment graduate students from abroad)	4 copies / 14 days
Special Course (Short Term Course – more than 6 month)	2 copies / 14 days

