

# Resource Centre



## Resource Centre (RC)

### Service Hours:

#### Monday – Thursday:

8:30 am – 1:00 pm  
2:00 pm – 6:30 pm

#### Friday:

8.30 am – 12.15 pm  
2.45 pm – 6.30 pm

**Saturday, Sunday and Public Holiday:**  
Closed



Self-Service  
PRINTING &  
PHOTOCOPYING



Get your Absec  
Prepaid Card at  
RC Counter.  
Price: RM13  
(for 102 pages)

## SERVICES & FACILITIES

### Services

- Acquisition
- Circulation
- Reference
- Turnitin Registration
- EZproxy Registration
- Staff & Student ID Card

### Facilities

- Wireless Internet
- Photocopying Service
- Printing Service
- Scanning service
- Computers

**While you are in the Resource Centre, please obey the following rules and regulations:**

BE SILENT



NO SMOKING



PLEASE ENSURE YOUR MOBILE  
PHONE IS IN SILENT MODE



NO FOOD OR  
BEVERAGES ALLOWED



NO CHILDREN ALLOWED



## Admission to the Resource Centre

- The RC is open for the purpose of study and research to current members of the School.
- All users must possess a current Student Card and show it on request to RC staff. RC users are responsible for the use of their Student Card and should not allow others to use it. Users who are found to have allowed entry to unauthorised people will be subject to disciplinary procedures.

## Book Loan Allowance:

How many? **5 books**

How long? **2 weeks**

## Book Loan Renewal:

**1 week**, except those in high demand and those requested by other users.

## Overdue Items:

If you have an item that is overdue, you won't be able to borrow or renew loans. Fines will apply, **RM0.20 per day**.

## List of Items:

Log in to Putra Student Portal to view the list of items available in RC.

Step 1: Go to Putra website, [putrabusinessschool.edu.my](http://putrabusinessschool.edu.my)

Step 2: Click on "Student Portal"

Step 3: Click on "Student"

Step 4: Key in your username and password, then click "Login"

Step 5: Click on "Library Management" and select "List of Items"

## Loan facilities and terms of borrowing

- Loans may normally be renewed if the book is not required by the RC for another user.
- A current Student Card is required whenever borrowing items.
- RC materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- All RC materials borrowed must be returned within the stipulated loan period. Failure to do so will result in a fine.
- Fines shall be charged at rates determined from time to time by the School Management.
- Late return of materials borrowed, or failure to pay a fine imposed for late return, may result in suspension of borrowing privileges and access.
- Where an item is lost or stolen, returned damaged, or not returned after a reasonable period of time, the borrower will be charged for the item at replacement cost. An item charged for in this way remains the property of the PUTRA Business School.
- No book or other RC property may be taken from the building at any time without authority.

## UPM Library (Perpustakaan Sultan Abdul Samad)



[www.lib.upm.edu.my](http://www.lib.upm.edu.my)

Students also have access to the main UPM library, which currently holds a collection of 670,000 volumes of books and bound journals, as well as a collection of maps, sound recordings, microforms, video tapes and slides. The library also subscribes to 80 online databases which provide access to about 80,000 full text articles on various fields. Students just have to login to EZproxy system to access all subscribed online databases and journals.



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