HELP LEARNING RESOURCE CENTRE

**WELCOME**

**Introduction**

HELP Learning Resource Centre runs the Help University Library, which consists of the following libraries, namely,

- HELP University Main Library (HU),
- Law Library (Law),
- ELM Business School Library (ELM),
- S2 Founders Library (S2)
- HELP Academy Library (HA),
- HELP College of Arts and Technology (HELP CAT)

The Library has a collection of over 60,000 text and reference books, periodicals and multimedia, print journals and newspapers. The books are classified according Library of Congress Classification System (LC). All libraries are wireless enable. There are PCs with Online Public Access Catalogue (OPAC) and terminals for internet usage and access to the library collection. The library uses an open source system Open Biblio, which is an online library system with OPAC, circulation, cataloguing and staff administration.

The Library also provides access to online resources such as subscribed databases, ebooks, and multimedia materials. New resources are continuously introduced as the needs arise. The online resources are accessible from the library website. Other facilities such as scanning and photocopying services are also available in the Library.

**Library Collections**

1. **Open Shelf Collection**
   
   Open shelf collection is a collection of library materials that can be checked out from the Library. The open collection consists of academic and general books in various subject areas.

2. **Reference Collection**
   
   Reference collection refers to reference books such as Encyclopedia, Dictionaries, Handbooks, and Directories. These are non-circulating items which can only be used within the Library.

3. **Redspot Collection**
   
   Only one Redspot book may be borrowed at any one time and the duration of loan shall be 3 hours. They are non-circulating items which can only be used within the Library.

4. **Periodicals Collection**
   
   Periodicals collection refers to print journals and magazines subscribed by the Library. Some of the journals and magazines include Readers' Digest, Fortune, etc. These are non-circulating items which can only be used within the library. These items may be requested from the library staff on duty at the Circulation Counter.

5. **Multimedia Collection**
   
   Multimedia collection includes audio video materials, DVDs and CDs. There are non-circulating items to be used within the library only. These items may be obtained from the Circulation Counter.

**Open Access Resources**

[http://library.help.edu.my/resources/open-access-resources.html](http://library.help.edu.my/resources/open-access-resources.html)

The Library has created links to various selected online open access resources in the Library website. These resources may be relevant and useful to students and staff.

**Subscribed Databases and eBooks**

The Library subscribes to over 20 online databases and ebooks of various disciplines.

The Library also regularly arranges with database vendors or publishers for 1-2 months trial access to online databases/journals and broadcast the trial access information to the University community via emails and intranet. The purpose of trial databases is to obtain feedback from users the usefulness or suitability of the databases to the users.
The databases can be accessed via:
http://library.help.edu.my/resources/online-databases.html

**Subscribed Print Journals / Magazines**
The Library subscribes to print journals and magazines. The patrons are allowed to borrow and use these materials within the Library for 3 hours at any one time.

**Facilities and Services**
http://library.help.edu.my/about-us.html?id=41#services
- Study Area
- Carrel Desks
- Quiet Discussion Areas
- Internet and Wireless
- PCs
- Photocopying
- Scanning

**Library Rules and Regulations**
http://library.help.edu.my/about-us.html?id=45
- Loans, Recall, Returns and Renewal
- Loss and Damages to Library Materials
- Loss of Personal Items
- Security Deposit
- Copyright
- General

**MEMBERSHIP AND LOANS**
(http://library.help.edu.my/about-us.html?id=41#loan-policy)

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>OPEN SHELF</th>
<th>REDSPOT/ MAGAZINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-University / Undergraduate Students</td>
<td>4 books for 14 days</td>
<td>Allow to borrow and use within the Library for 3 hours at any one time</td>
</tr>
<tr>
<td>Postgraduate Students</td>
<td>5 books for 14 days</td>
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<tr>
<td>Academic Staff (Full Time)</td>
<td>6 books for 90 days</td>
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</tr>
<tr>
<td>Admin Staff</td>
<td>6 books for 90 days</td>
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</tbody>
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**FINES for OVERDUE LOAN MATERIALS**

<table>
<thead>
<tr>
<th>COLLECTION</th>
<th>FINES (INCL HOLIDAYS)</th>
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<tbody>
<tr>
<td>Open shelf books</td>
<td>RM 0.50 per book per day</td>
</tr>
<tr>
<td>Redspot books</td>
<td>RM 0.50 per book per hour</td>
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</tbody>
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**Library Catalogue (OPAC)**
OPAC can be accessed via the Library website at:

**Library of Congress Classification System (LC)**
The library materials are arranged according to the Library of Congress Classification System (LC). The LC number forms part of the call number which is a guide to assist the users to find the materials in the Library. Each LC number represents a subject. The main classes of LC can be found at: http://www.loc.gov/catdir/cpso/lcco/

**CAMPUS LIBRARIES LOCATIONS**

HELP UNIVERSITY LIBRARY (HU)
1st floor, Wisma HELP, Jalan Dungun
50490 Kuala Lumpur, Malaysia
Tel: 603-26711 2000

LAW LIBRARY (LAW)
2nd floor, Wisma HELP, Jalan Dungun
50490 Kuala Lumpur, Malaysia
Tel: 603-26711 2000

ELM BUSINESS SCHOOL LIBRARY (ELM)
Lower Level (LL), 15 Jalan Sri Semantan 1
Off Jalan Semantan, Bukit Damansara
50490 Kuala Lumpur, Malaysia
Tel: 603-2716 2017

HELP ACADEMY LIBRARY (HA)
3rd floor, Block E,
Kompleks Pejabat Damansara (KPD), Jalan Dungun
50490 Kuala Lumpur, Malaysia
Tel: 603-2095 8791

FOUNDERS LIBRARY (S2)
1ST & 2ND Floors, Block C
Persiaran Cakerawala, Subang Bestari
Seksyen U4. 40150 Shah Alam, Selangor, Malaysia
Tel: 603-7849 3077

HELP COLLEGE OF ARTS AND TECHNOLOGY LIBRARY (HELPCAT)
3.01 Level 7, Kompleks Metro Pudu
1, Jalan Metro Pudu 2, Fraser Business Park
55200 Kuala Lumpur, Malaysia
Tel: 603-2788 2027

Library Website: http://library.help.edu.my/
AS A LIBRARIAN: Email: library@help.edu.my

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