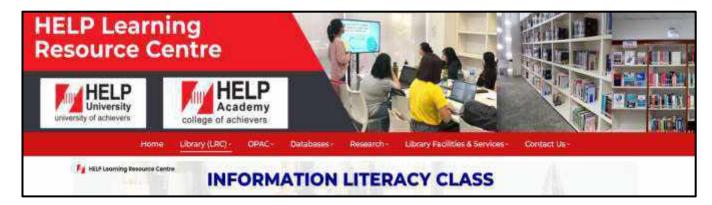
# HELP LEARNING RESOURCE CENTRE

LIBRARY FACILITIES

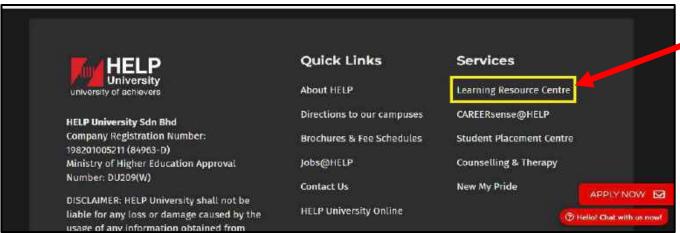


## **ACCESS LEARNING RESOURCE CENTRE**

✓ Library Homepage: <a href="https://library.help.edu.my/">https://library.help.edu.my/</a>



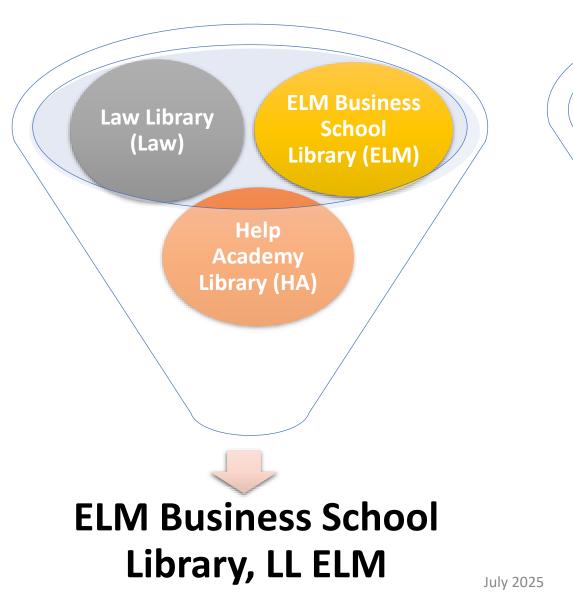
✓ HELP Homepage: https://university.help.edu.my/

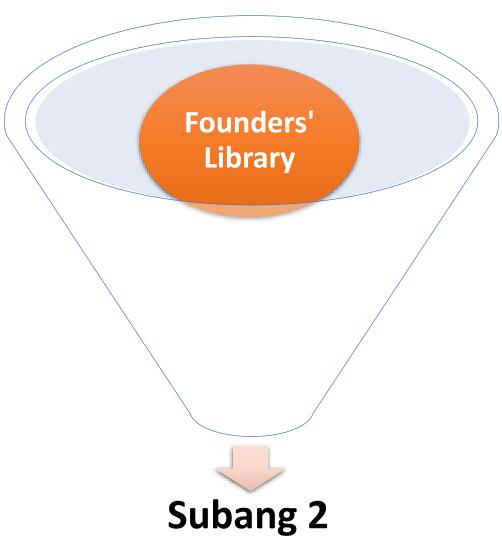


Click 'Learning Resource Centre'



## **HELP LIBRARIES**





#### **OPENING HOURS AND LOCATION**

	S2 LIBRARY	ELM LIBRARY	
Monday – Friday	8.30AM to 8.30PM	8.30AM to 6.00PM	
Saturday	9.00AM to 1.00PM	9.00AM to 1.00PM	
Sunday and Public Holidays	CLOSED		

#### **ADDITIONAL STUDY AREAS:**

After the library is closed, alternate study areas are at:

- Students at S2 Library can use Student Lounges at G-floor next to CMD office and Batic at Block H, S2 campus
- Students at ELM Library can use Student Lounge, 9th Floor ELM

Campus Library Location can be found at <a href="https://library.help.edu.my/contact-us/">https://library.help.edu.my/contact-us/</a>



## **ADDITIONAL STUDY AREAS**

Student lounge on UL Floor, ELM Business School
(for Postgraduate Students only)

ELM Business School Library





Skyline lounge on 9th Floor, ELM Business School





Study Room next to ELM library, ELM Business School





Founders Library

Student lounge on Ground Floor (next to CMD Office), S2 campus





Student lounge at BATIC, Block H, S2 campus







#### LIBRARY PRINTING FACILITIES





Self- Service Printing, Photocopying and Scanning (Ricoh & HP Printer)

Ricoh: RM0.15 / page for black and white

Ricoh: RM1.00 per page for colour

HP: RM0.10 / page for black and white

HP: RM1.00 per page for colour

> If library staff card access

RM0.20 page for black and white RM1.50 page for colour



# **LIBRARY FACILITIES**















# LIBRARY FACILITIES - COMPUTER FACILITIES

#### **PC and Workstations**









# **BOOKS – LOAN POLICY (STAFF/STUDENTS)**

Loan Policy	Open Shelf	Redspot	Magazine	Bound Magazines
Pre University/ Undergraduate Students	4 books/ 14 days	<ul><li>Non- circulating</li><li>Can be</li></ul>	Non-circulating	1 copy / 14 days
Postgraduate Students	5 books/ 14 days	borrowed and used within library	Non-circulating	1 copy / 14 days
Staff	6 books/ 90 days	for 3 hours	Non-circulating	1 copy / 14 days

#### **BOOKS - FINES**

BOOKS	FINES (inclusive of holidays)
Open Shelf	RM 0.50 per book per day
Redspot	RM 1.00 per book per hour

#### **LOSS OR DAMAGE**

A replacement copy (being the latest edition at the time of loss) at borrower's own expense + Overdue Fines (if any)

OR

The borrower pays double the price of the current market price of the latest edition of the lost or damaged item + Overdue Fines (if any).



# **OVERDUE NOTICE (email) : 1 - 2**





{ Note: Overdue notice will be sent to student Helplive email Inbox account }

#### **Overdue notices**

A reminder only Courtesy notices only



Library will not accept responsibility for undelivered notices regardless of the circumstances.

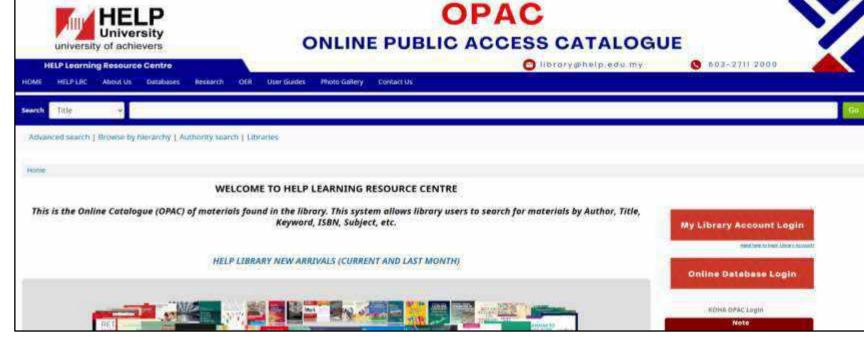


# **OPEN PUBLIC ACCESS CATALOGUE (OPAC KOHA)**



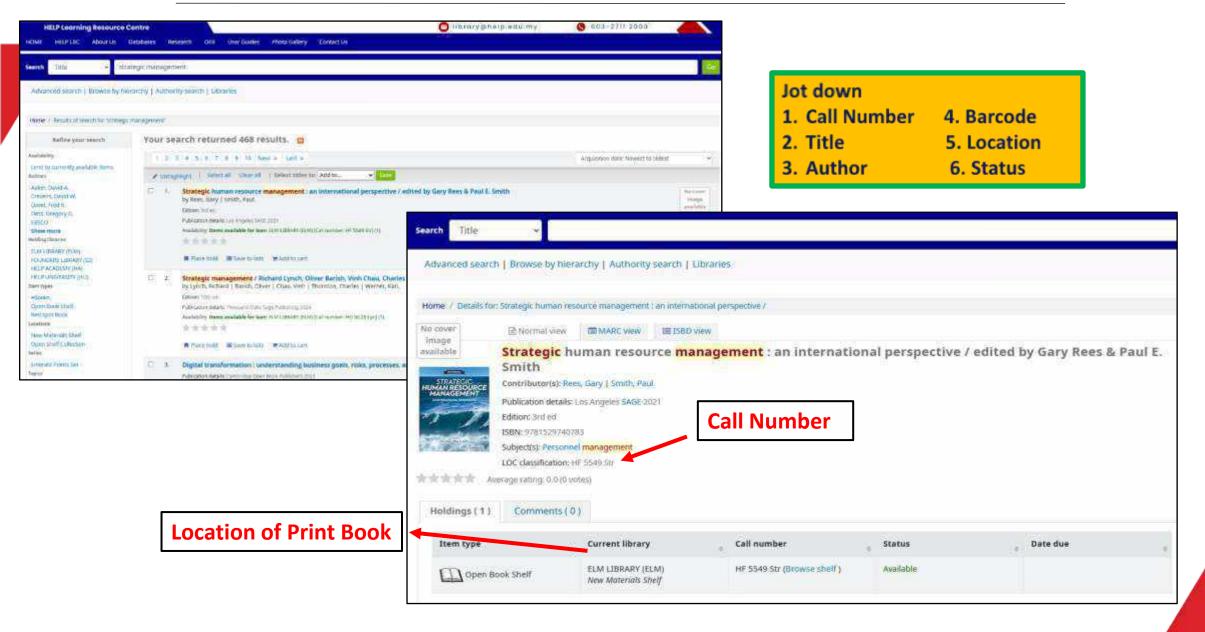
How to look for book?







# **BOOKS SEARCH RESULTS (OPAC KOHA)**





# Library of Congress (LC) Classification

**A - G** 



A: General Works (Dictionary)

B: Philosophy,
Psychology, Religion

C: Auxiliary Science of History

D: World History and History of Europe, Asia, Africa, etc

**E:** History of Americas

**F:** History of Americas

G: Geography, Anthropology, Recreation H - P



**H:** Social Sciences

HB: Economics,
HF: Accounting,

Business,

Finance,

**HM:** Sociology,

**HV: Criminology** 

J: Political Science

K: Law

L: Education

M: Music

N: Fine Arts

P: Language and

Literature

**Q** - **Z** 



Q: Science

**QA: Mathematics ,IT** 

QC: Physics

**QD: Chemistry** 

QH: Biology

R: Medicine

**S**: Agriculture

T: Technology

TA: Engineering and

**Technology** 

TT: Arts and Crafts

**TX:** Hospitality

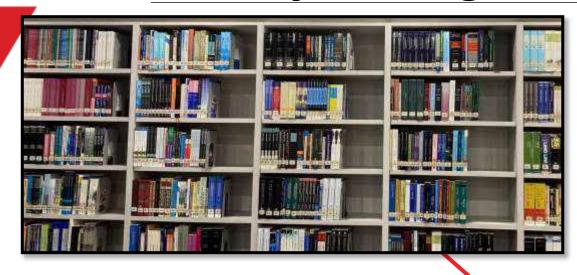
**U:** Military Science

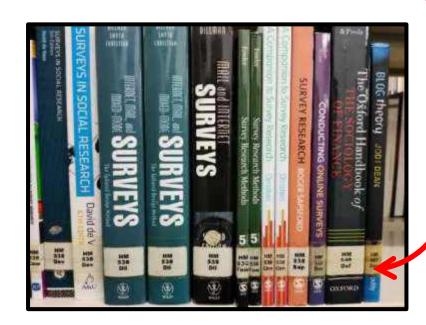
V: Naval Science

Z: General, Library



# **US Library of Congress (LC) Classification System**





Books arranged on the bookshelves according to LC classification system:

Call Number: HF 5635 Wat

**HF** Accounting, Business & Finance

5635 Specific 'Accounting' subject

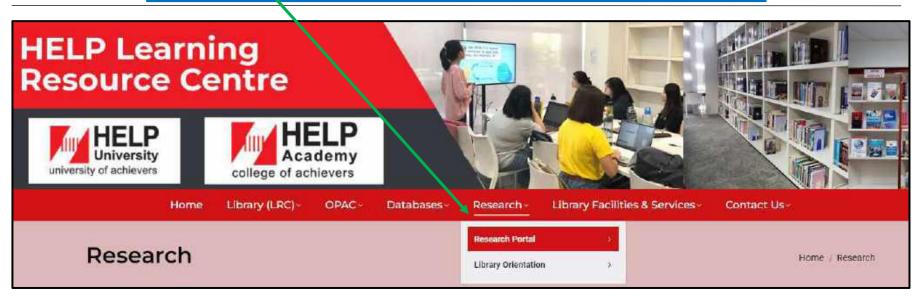
First 3 digits of Author Surname



Wat

#### RESEARCH PORTAL FOR POSTGRADUATE STUDENTS

https://library.help.edu.my/research-portal-2/



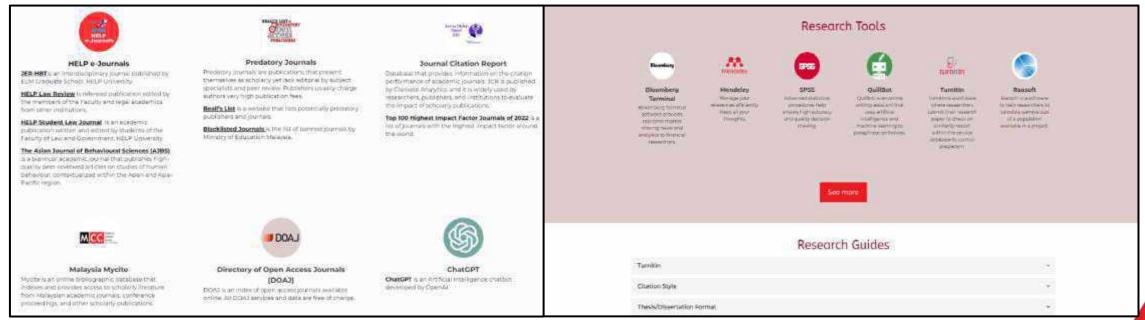




#### RESEARCH PORTAL FOR POSTGRADUATE STUDENTS

https://library.help.edu.my/research-portal-2/





## **User Manual**

https://library.help.edu.my/wp-content/uploads/2025/02/HELP-LRC-User-Manual-2025-2026-8-Feb-2025.pdf

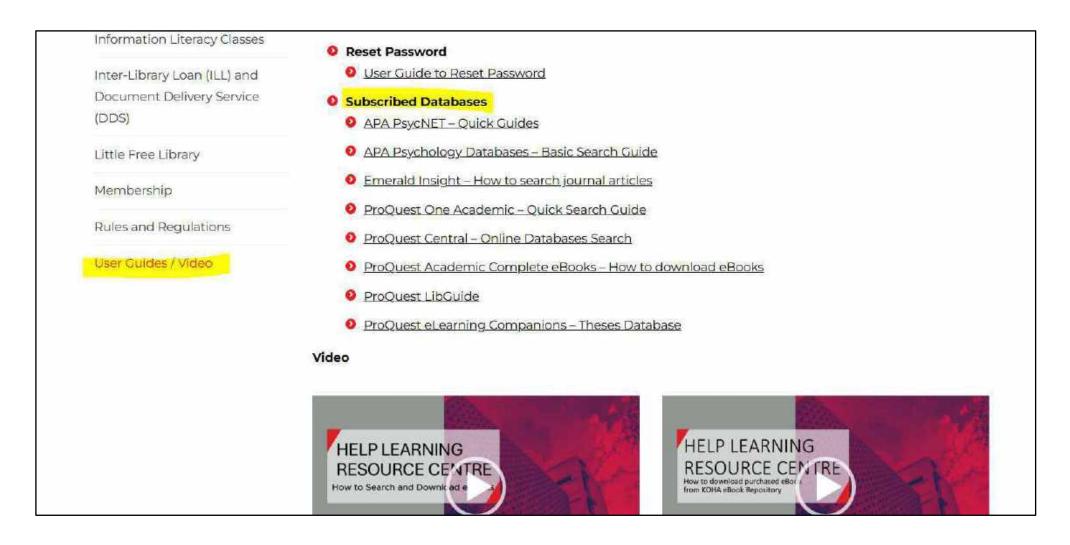


HELP Learning Resources Centre
User Manual



#### **User Guides**

#### https://library.help.edu.my/user-guides-video/





# **Online Databases**



What is the difference?
Why Print/eBooks and Database Journals?



#### **Difference – Books vs Journals Articles**

- BOOKS (Print or eBooks)
- Books authors need time to write the book usually take 1 to 2 years.
- The book content is slightly outdated because of time taken to publish.
- Books are required to obtain information on theories and facts of a topic or subject area.
- DATABASE JOURNALS
- Journals published the latest findings of a subject area.
- For research, assignment and final year projects, you need the latest
- findings of a subject area.
- But you also need books for theories and facts.



#### 1. What is ChatGPT

- Al chatbot developed by OpenAl
- Understands and generates human-like text
- Trained on internet data and knowledge
- Can assist with questions, summaries, writing, coding



#### 2. What is the Benefit for Student?

- Understand complex topics faster
- **Prainstorm ideas for assignments**
- Paraphrasing and grammar help
- **Summarize long texts or chapters**



- Al is a tool to improve literature searches not a shortcut
- Use AI to reduce time spent on routine tasks
- Understand the concept, please do not just copy and paste
- Combine AI with reliable sources
- Use prompts creatively
- Use AI responsibly and ethically
- Always verify information accuracy
- Explore different tools
   e.g. ChatGPT / DeepSeek / Co-Pilot

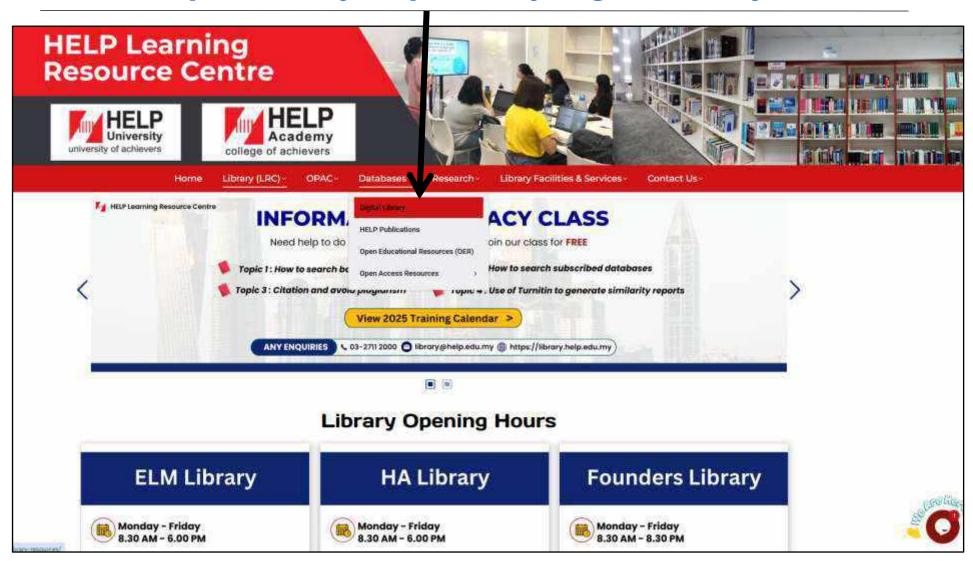


- 3. What is the danger in using ChatGPT
  - May provide inaccurate or outdated information
  - Risk of plagiarism if content is copied blindly
  - Can lead to over-reliance and lack of critical thinking
  - Students may submit work they don't fully understand



#### **Databases Access**

Website: <a href="https://library.help.edu.my/digital-library-resources/">https://library.help.edu.my/digital-library-resources/</a>

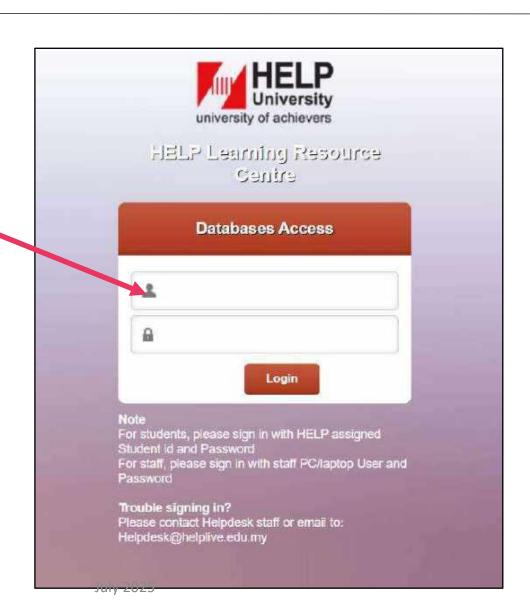




#### **Databases Access**

Website: <a href="https://library.help.edu.my/digital-library-resources/">https://library.help.edu.my/digital-library-resources/</a>

Enter
(Student ID and
Helplive email PW)
or
(Staff PC Login User
and PW)





#### **Databases Access**

Website: <a href="https://library.help.edu.my/digital-library-resources/">https://library.help.edu.my/digital-library-resources/</a>

#### **Students Login:**

Student Id and Student Helplive Email password

Any queries, email to <a href="mailto:helpdesk@helplive.edu.my">helpdesk@helplive.edu.my</a>
Refer User Guide to reset password on your own

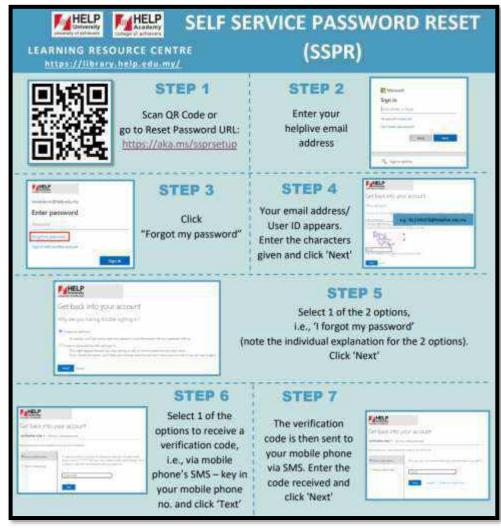
#### Same Student ID and PW details should be used for

- 1) HELPlive email.
- 2) Microsoft Teams.
- 3) Library Online Database.
- 4) Computer and Library PCs.
- 5) WIFI.



## **User Guide to Reset Password**

http://library.help.edu.my/wp-content/uploads/2022/12/User-Guide-to-Reset-Password-1.pdf

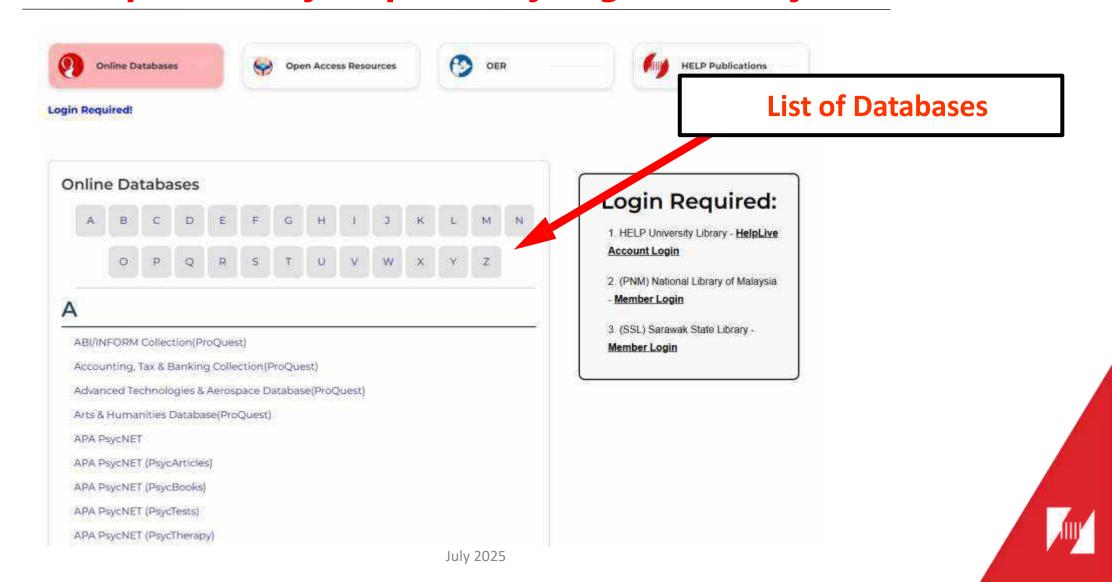


# HLMS Student Guide to Successful Online Learning

#### **Using Our University Digital Library** Other than the physical library, the University's digital library provides you with a wide array of learning materials like e-books, e-journals and other references which will be useful for you to complete your assignments or prepare for your final assessments/exams. Check out how you can access them and use these facilities! We have also provided here a guide to do a Self-Service Password Reset (SSPR) for your HELP Learning Resource account. Reset Password V Library Facilities V Mow to Download eBooks V Online Database Search V How do identify Fake News



# E-books and Search Database Guide Access Website: https://library.help.edu.my/digital-library-resources/



# **Subscribed Databases/ eBooks**

No	Database	Estimated No of Journals / Tools	Estimated No of e-Books
1.	APA PsycBooks	,	4,702
2.	ProQuest Academic Complete (eBooks)		273,557
3.	APA PsycARTICLES	122	
4.	APA PSYCTESTS	Psychological Test Tool	-
5.	ProQuest Dissertation and Thesis (5M with 3M fulltext)	3,000,000	
6.	ProQuest Academic Video Online	71,400	
	ProQuest ONE Academic		
	(47 Journals and News Streams Databases):		
7.	ProQuest ABI/INFORM Collection	9,851	
8.	ProQuest Accounting, Tax & Banking Collection	1,396	
9.	ProQuest Advanced Technologies & Aerospace	3,744	
10.	ProQuest Agriculture Science	1,335	
11.	ProQuest Arts and Humanities	707	
12.	ProQuest Asian & European Business Collection	714	
13.	ProQuest Australia & New Zealand	227	
14.	ProQuest Biological Science	2,474	
15.	ProQuest Business Market Research	114	

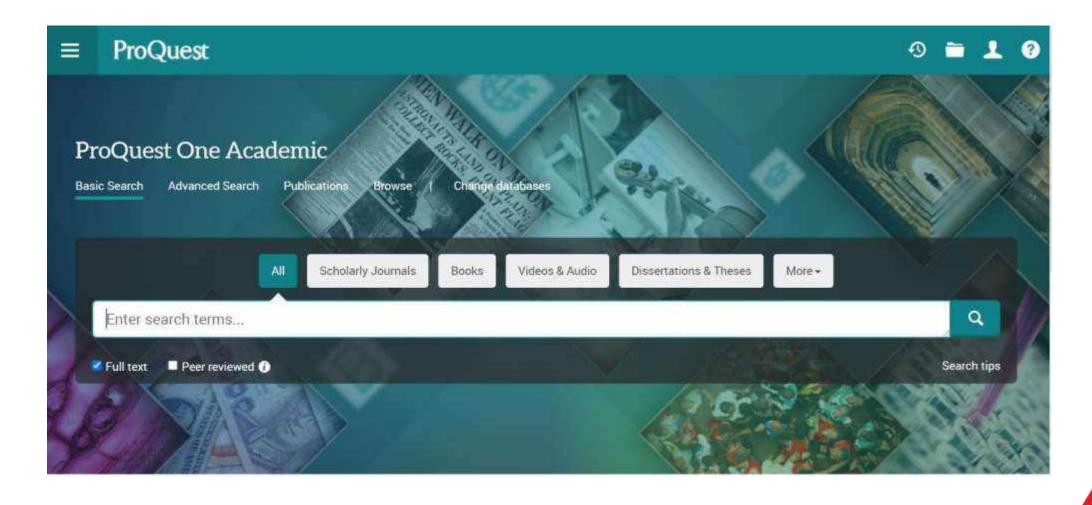
**Total Subscribed Databases: 56** 

Total Journals: 166,768; Theses: 3M; eBooks: 278,259; Videos 71,400



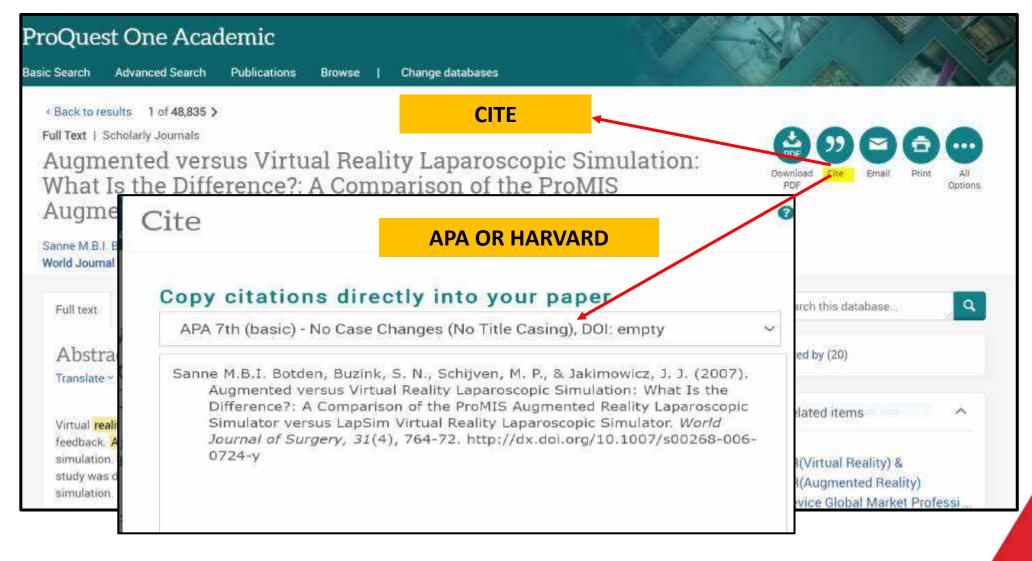
# E-books and Search Database Guide Access

# Website: https://library.help.edu.my/digital-library-resources/





# CITATION CITE: APA / HARVARD



#### **APA FORMATTING AND CITATION GUIDE**



# UM LIBRARY Citation format - APA Style 7th Edition

#### **URL:**

https://umlibguides.um.edu.my/c.php?g=939660&p=6807651



#### **CITATION FORMAT - BOOK**

#### **Basic Format for Books - 1 Author:**

Author Surname / Last Name, First Initial. Middle Initial. (Year of publication). *Title of work: Capital letter also for subtitle.* Publisher

#### **Example:**

Source Type	Reference List	In-Text Citations (Parenthetical &Narrative)
1 Author	Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action. (2nd ed.). American Psychological Association.	(Jackson, 2019) Jackson (2019)
	Sapolsky, R. M. (2017). Behave: The biology of humans at our best and worst. Penguin Books.	(Sapolsky, 2017) Sapolsky (2017)

URL: https://umlibguides.um.edu.my/c.php?g=939660&p=6807650



### **CITATION FORMAT - EBOOK**

#### **Basic Format for eBooks:**

Author, A. A. (Date of publication). *Title of book.* Publisher. http://www.someaddress.com/full/url/.

#### **Example:**

#### E-Books

Author, A. A. (Date of publication). Title of book. Publisher. http://www.someaddress.com/full/url/.

Source Type	Reference List	In-Text Citations (Parenthetical &Narrative)
E-Books	Steed, J., & Stevenson, F. (2012). Sourcing ideas. AVA Publishing.  http://search.ebscohost.com/login.aspx?direct=true&  db=nlebk&AN=441961&site=ehost-live	(Steed & Stevenson, 2012) Steed and Stevenson (2012)



## **CITATION FORMAT – JOURNAL**

#### **Basic Format for Journal:**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages.

#### **Example:**

Article Type	Reference List	In-Text Citations (Parenthetical &Narrative)
Article in Journal Paginated by Volume	Rush, M. A., Skora, J. I., Lawrence, J. H., & D'Aurora Richardson, L. (2019). Health care's new wilderness: The intersection of telehealth and ancillary services. Journal of Health Care Compliance, 21, 5-16.  Note: Continuous pagination throughout volume.	(Rush et al., 2019) Rush et al. (2019)



### **CITATION FORMAT - CONFERENCE**

#### **Basic Format for Conference:**

Contributor, A. A., & Contributor, B. B. (Year). Title of paper. In D. D. Editor, & E. E. Editor (Eds.), Title of conference (pages). Publisher. https://doi.org/xxxx OR https://xxxxx

#### **Example:**

Proceedings	Gross, J., & Böhm, R. (2020). Voluntary restrictions on self-	(Gross & Bohm, 2020)
published regularly online	reliance increase cooperation and mitigate wealth	Gross and Bohm (2020)
	inequality. Proceedings of the National Academy of	
	Sciences, 202013744. https://doi.org/10.1073/pnas.20	
	13744117	



### **CITATION FORMAT - WEBSITE**

#### **Basic Format for Website:**

Author or Group name. (Date of publication). Title of page. Site name (if applicable). http://www.someaddress.com/fullurl

#### **Example:**

Webpage Type	Reference List	In-Text Citations (Parenthetical &Narrative)
Webpage on a Website with an Individual Author	Ellis, R. (2020, September 11). Dining out linked to increased Covid-19 risk. WebMD. https://www.webmd.com/lung/news/20200911/diningout- linked-to-increased-covid-19-risk	(Ellis, 2020) Ellis (2020)
Webpage on a Website with Group Author	World Health Organization. (2020). Coronavirus disease (COVID-19)  pandemic. https://www.who.int/emergencies/diseases/novelco ronavirus2019?gclid=Cj0KCQjwoJX8BRCZARIsAEWBFMKdX YCSRt6IENnNd4RZ0tgjoPvcaC1vv8j61WKEYME5esHOOVxEqn kaAl4pEALw_wcB	(World Health Organization, 2020) World Health Organization (2020)



### **CITATION FORMAT - THESIS**

#### Online:

Author, A. A. (Year). Title of thesis [Type of thesis, Name of institution awarding degree]. Name of archive or site. https://xxxxxx

**Example:** 

Academic Exercise /	Cheah, W. Y. (2019). Microalgae cultivation in palm oil mill	(Cheah, 2019)
Thesis (Unpublished)	effluent for fuel feedstock production [Unpublished	Cheah (2019).
	doctoral dissertation]. Universiti Malaya.	

#### **Database:**

Author, A. A. (Year). Title of thesis (Database Publication number, if assigned) [Type of thesis, Name of institution awarding degree]. Database Name.

#### **Example:**

Master's Thesis /
Doctoral
Dissertation from a commercial database

Richardson, D. D. (2019). Purloined subjects: Race, gender,
and the legacies of colonial surveillance in the British
Caribbean (Publication No. 27602842) [Doctoral dissertation, The University of Akron]. ProQuest
Dissertations and Theses Global.

(Richardson, 2019)
Richardson, 2019)



# Difference between Google and Google Scholar

#### **GOOGLE**

You can use google to search for freely accessible online reliable sources by using these searching techniques:

- Phrases searching using quotation marks like searching for "mental illness awareness" will only return results containing that exact phrase
- Use "filetype:" operator to filter search results by specific document formats. For example: "mental illness awareness filetype:ppt" will return PowerPoint files related to mental illness awareness. This method can also be used with other file types, such as DOCX, PDF, XLSX, and more



# **Difference between Google and Google Scholar**

### **GOOGLE**

- Include .. (Range): Use two periods to search for results within a specific number range (e.g., 2020..2023). For example: "mental illness awareness 2020..2023" will only show content from that range
- Browse open access journal articles from universities, research institutions, publisher's websites such Cambridge University Press, Taylor & Francis and more
- Prioritize information sourced from highly reputable, authoritative, and trustworthy domains, such as educational institutions (.edu), government agencies (.gov), and established organizations (.org)

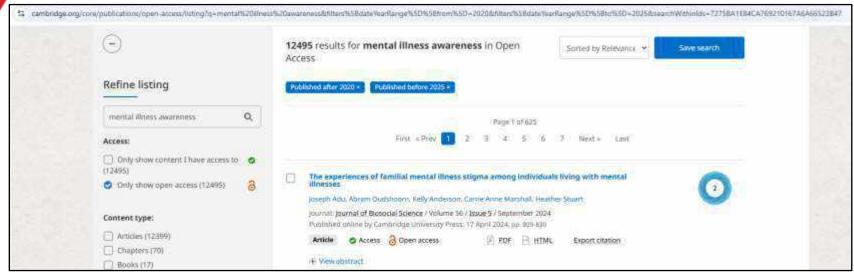
mental illness awareness 2020..2023

Mental Illness Awareness & Support Association
https://miasa.org.my > events > mental-illness-awareness... 

Mental Illness Awareness & Support Association

18 Oct 2023 — Kuala Lumpur, 11 October 2023 – The Mental Illness Awareness and Support Association
(MIASA), a leading advocate for mental health in Malaysia, ...

## **Example of open access articles from publishing companies**



#### **URL:**

https://www.cambridge.org/ core/publications/openaccess

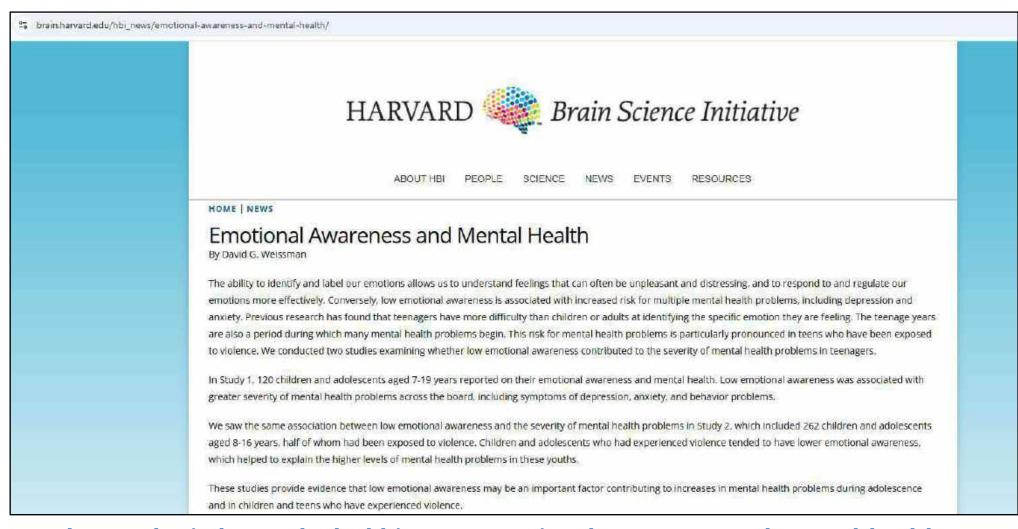


#### **URL:**

https://www.tandfonline.com/openaccess/openjournals



#### **Example of news from an educational institution**





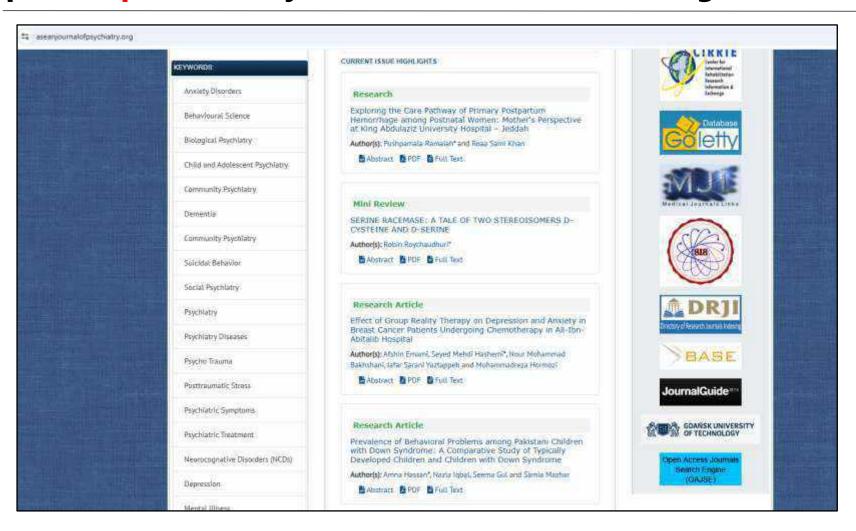
### **Example of information from a government agency**



**URL:** <a href="https://www.nimh.nih.gov/health/topics">https://www.nimh.nih.gov/health/topics</a>



### Example of open access journal from established organization and domain



**URL:** <a href="https://www.aseanjournalofpsychiatry.org/">https://www.aseanjournalofpsychiatry.org/</a>



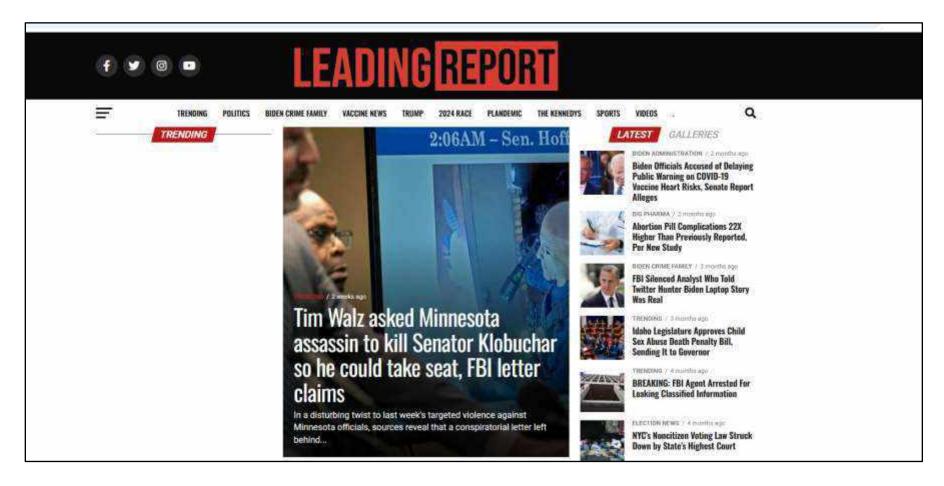
### Example of Google page of reputable organization and domain



Reference: Malaysian Journal of Economic Studies. (n.d.). <a href="https://mjes.um.edu.my/">https://mjes.um.edu.my/</a>



#### **Example of website with inaccurate and misleading information**



Reference: Who's behind the (Mis)Leading report? (2023, October 31). Science Feedback. <a href="https://science.feedback.org/who-is-behind-the-misleading-leading-report/">https://science.feedback.org/who-is-behind-the-misleading-leading-report/</a>



# **Difference between Google and Google Scholar**

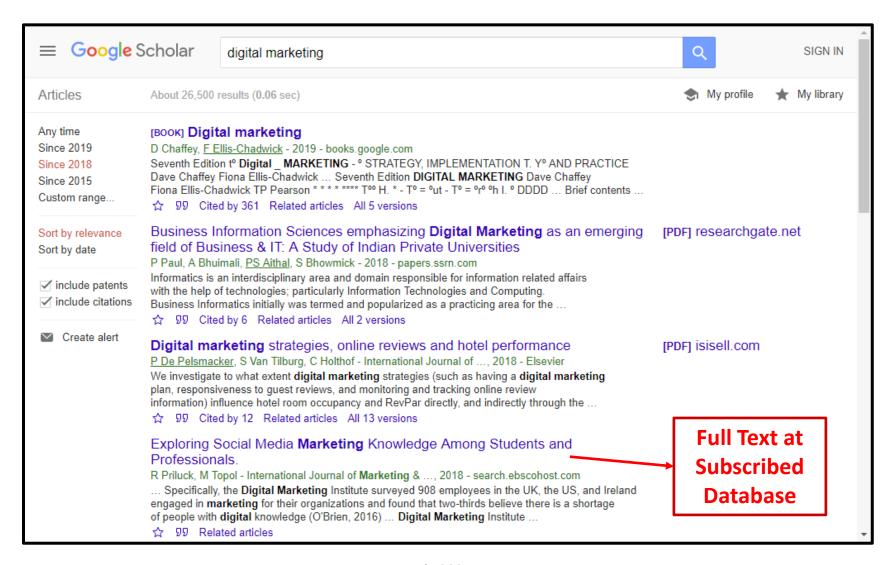
### **GOOGLE SCHOLAR https://scholar.google.com/**

- A wide range of scholarly literature such as journal articles, conference papers, theses, dissertations, and preprints
- A mix of peer-reviewed and non-peer-reviewed articles
- Not all available full-text, you may find full-text article on the publisher's website or through HELP subscribed databases
- Covers the open web and access to most scholarly information
- Students may miss relevant and important research that is not available for free online



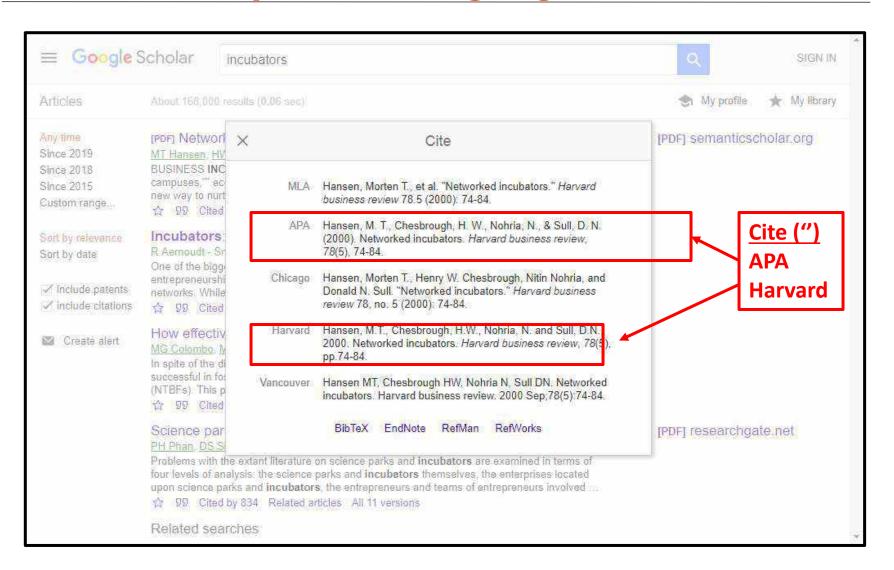
#### **GOOGLE SCHOLAR**

# https://scholar.google.com/



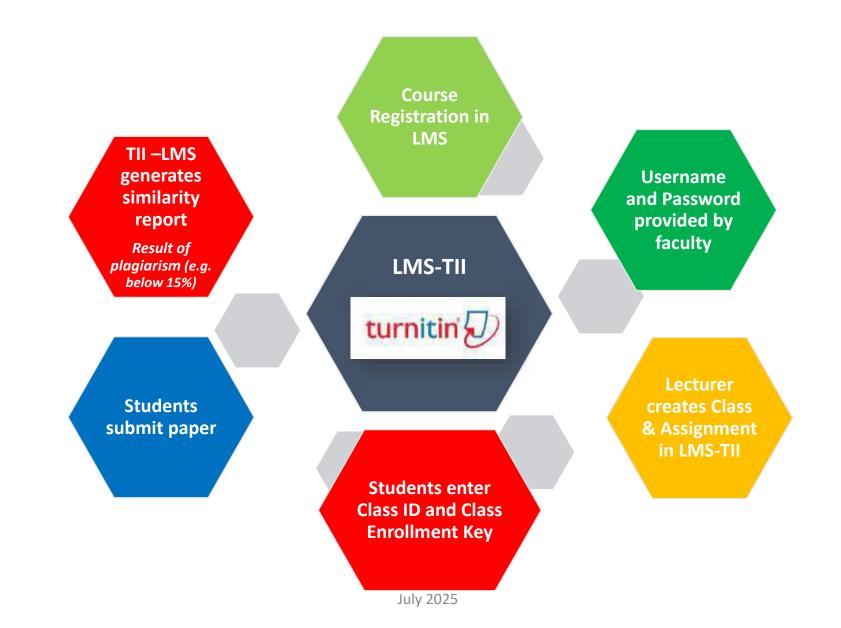
#### **GOOGLE SCHOLAR**

# https://scholar.google.com/





# **AVOID PLAGIARISM - TURNITIN (LMS-TII)**





# **AVOID PLAGIARISM - TURNITIN (LMS-TII)**

Account

- Students register for the subject in LMS
- Faculty provides Username and Password for LMS account

Enroll Class

- Lecturer creates a class and assignment in LMS-TII
- Lecturer provides the Class ID and Class Enrollment Key (Password) for students to submit an assignment
- Students enroll for the class with the Class ID and Class Enrollment Key provided by the lecturer

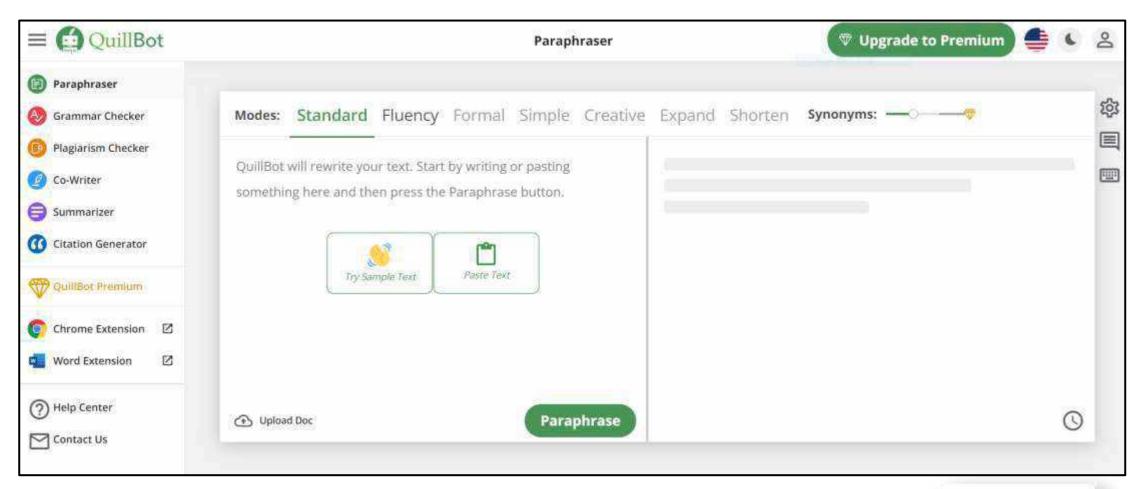
Submit Paper • Upload assignment/document in LMS-TII according to class enrolled

Check Similarity

- Turnitin in LMS generates Similarity Report
- Result of plagiarism/similarity % (e.g. below 15%)



# AVOID PLAGIARISM QUILLBOT PARAPHRASING TOOL







## HOW TO IDENTIFY FAKE NEWS OR INFORMATION

#### 1. Do a visual assessment

Does the news article and website seem high quality?

# 2. Identify the news outlet

Is the news outlet well known, well respected, and trustworthy?

#### 3. Check the web domain

Does the URL seem legitimate?

### 4. Check the "about us" section

Does the site provide detailed background information and contacts?

# 5. Identify the author

Does the article have a trusted or well known author?

# 6. Identify the central message

Does the article seem fair, balanced, and reasonable?



## HOW TO IDENTIFY FAKE NEWS OR INFORMATION

# 7. Access spelling, grammar and punctuation

Does the article have proper spelling, grammar, and punctuation?

# 8. Analyze sources and quotes

Does the article include and identify reliable sources?

#### 9. Find other articles

Are there multiple articles by other news outlets on this topic?

### 10.Turn to fact checker

Do the fact checkers say the news story is true?

#### Reference:

ProQuest. (n.d.). *How to identify fake news in 10 steps*. https://library.pfeiffer.edu/Fake-News-Worksheet.pdf. Retrieved September 28, 2021, from <a href="https://library.pfeiffer.edu/Fake-News-Worksheet.pdf">https://library.pfeiffer.edu/Fake-News-Worksheet.pdf</a>



# **Rules and Regulations**

### **✓ Return Borrowed Items before graduation**

Student must return borrowed items and settle outstanding fines by the last day of final examinations or before withdrawing from University.

## **✓** Copyright

**❖**Copyright protection in Malaysia is governed by the Copyright Act 1987. Patrons must comply with copyright laws and licensing agreements when using computers, software, online resources and photocopying facilities.

**❖**Copyright Act 1987



# **Rules and Regulations**

- Library patrons should be decently attired
- Silence should be observed in the Library. Mobile phones should be kept on silent mode in order not to disturb other users
- Library users who do not comply with the library rules and regulations or cause disturbances may be asked to leave the library by the library staff
- Reservation of seats is not allowed in the library. Any items left unattended in the Library will be removed
- **❖ Follow MOH SOPs** in the library



# **Library Food and Drink Policy**

# ✓ Drinking water is OK



NO beverages (eg. no coffee, tea, milk or sugary drinks)





**NO** food

(eg. No hot, smelly, messy or greasy food)

Otherwise, the ants, rats and other pests will come!



http://theconversation.com



https://www.hiclipart.com
July 2025



https://emojiisland.com



# FOR FURTHER INFORMATION

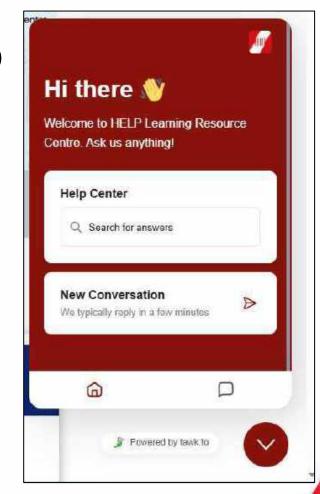
# Library related matters, please refer to

Library AI Chatbot on website
 OR

Email to: <u>library@help.edu.my</u>

# Password related matters

Email to: <a href="mailto:helpdesk@helplive.edu.my">helpdesk@helplive.edu.my</a>





# THANK YOU













DU028(W)