HELP LEARNING RESOURCE CENTRE

LIBRARY FACILITIES



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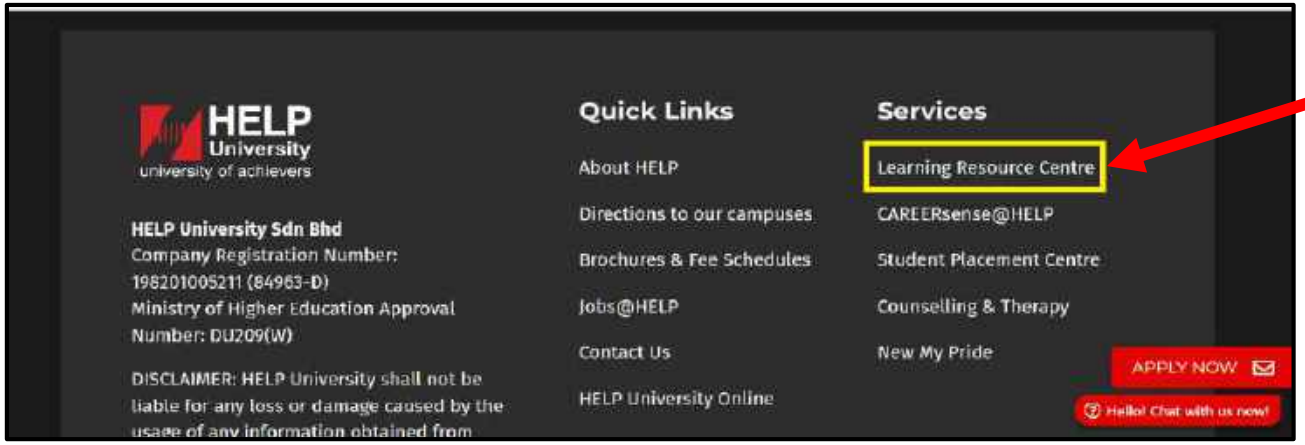
June 2024

ACCESS LEARNING RESOURCE CENTRE

✓**Library Homepage: https://library.help.edu.my/**

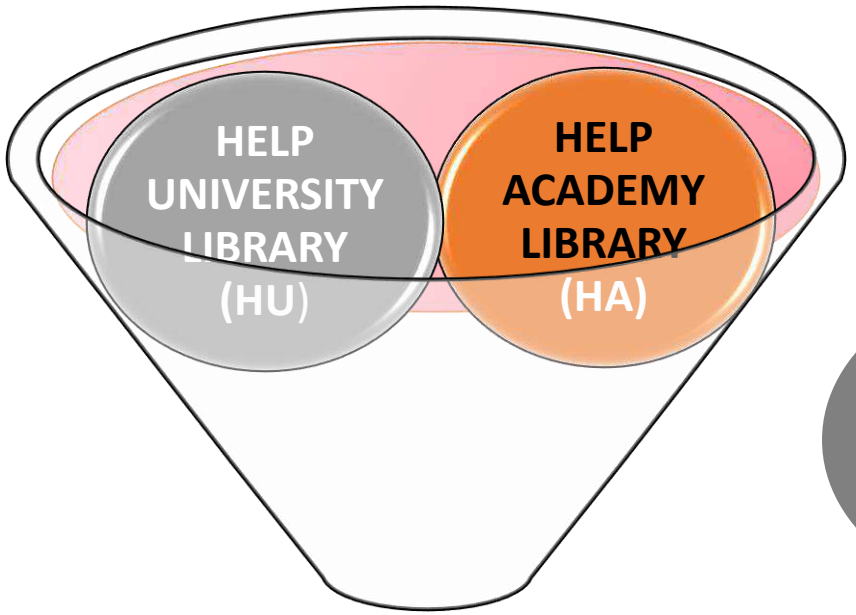


✓**HELP Homepage: https://university.help.edu.my/**



Click 'Learning Resource Centre'

HELP LIBRARIES



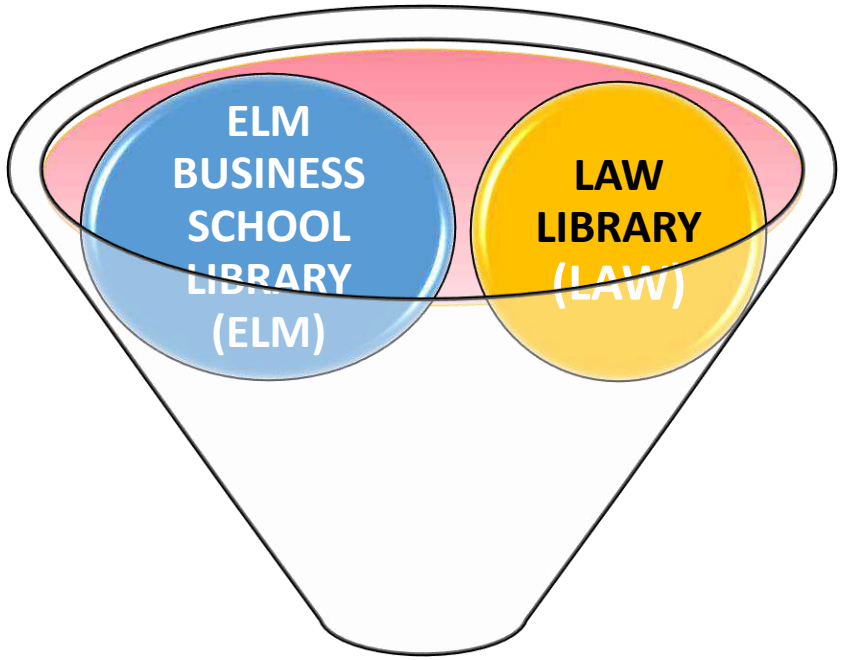
HU/HA Library

WISMA HELP

FOUNDERS LIBRARY (SUBANG 2)

Founders' Library

Subang 2



ELM Library

OPENING HOURS AND LOCATION

	S2 LIBRARY	ELM LIBRARY	HU/HA LIRBARY
Monday – Friday	8.30AM to 8.30PM	8.30AM to 6.00PM	8.30AM to 8.30PM
Saturday	9.00AM to 1.00PM	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**
- **Students at HU/HA Library can use study room at G floor, Wisma HELP**

Campus Library Location can be found at https://library.help.edu.my/contact-us/

ADDITIONAL STUDY AREAS

ELM Library	**Student lounge on UL Floor, ELM Business School** **(for Postgraduate Students only)**  	**Skyline lounge on 9th Floor, ELM Business School**  
HELP Academy Library	**Student lounge on Ground Floor, Wisma HELP**  	**Student lounge on LC Floor, Wisma HELP**  
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 REFERENCE SERVICES



Some of the Services provided to students include:

- **Guide students individually or in groups on how to search online catalogue (OPAC) and locate the physical books on the shelves**
- **Guide students how to search online databases for their assignments**
- **Students can receive advice on required information from multiple sources for their studies**

LIBRARY FACILITIES

















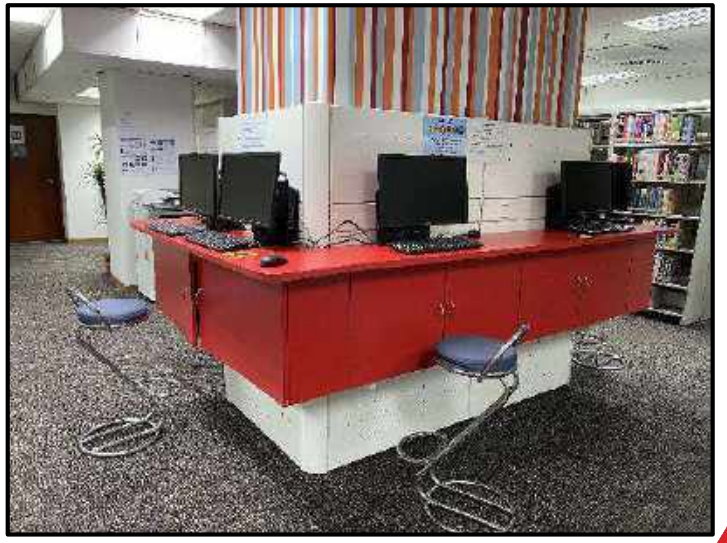
LIBRARY FACILITIES - COMPUTER FACILITIES

PC and Workstations









BOOKS – LOAN POLICY (STAFF/STUDENTS)

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



3 DAYS BEFORE DUE



ON THE SAME DAY

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

Overdue notices

A reminder only

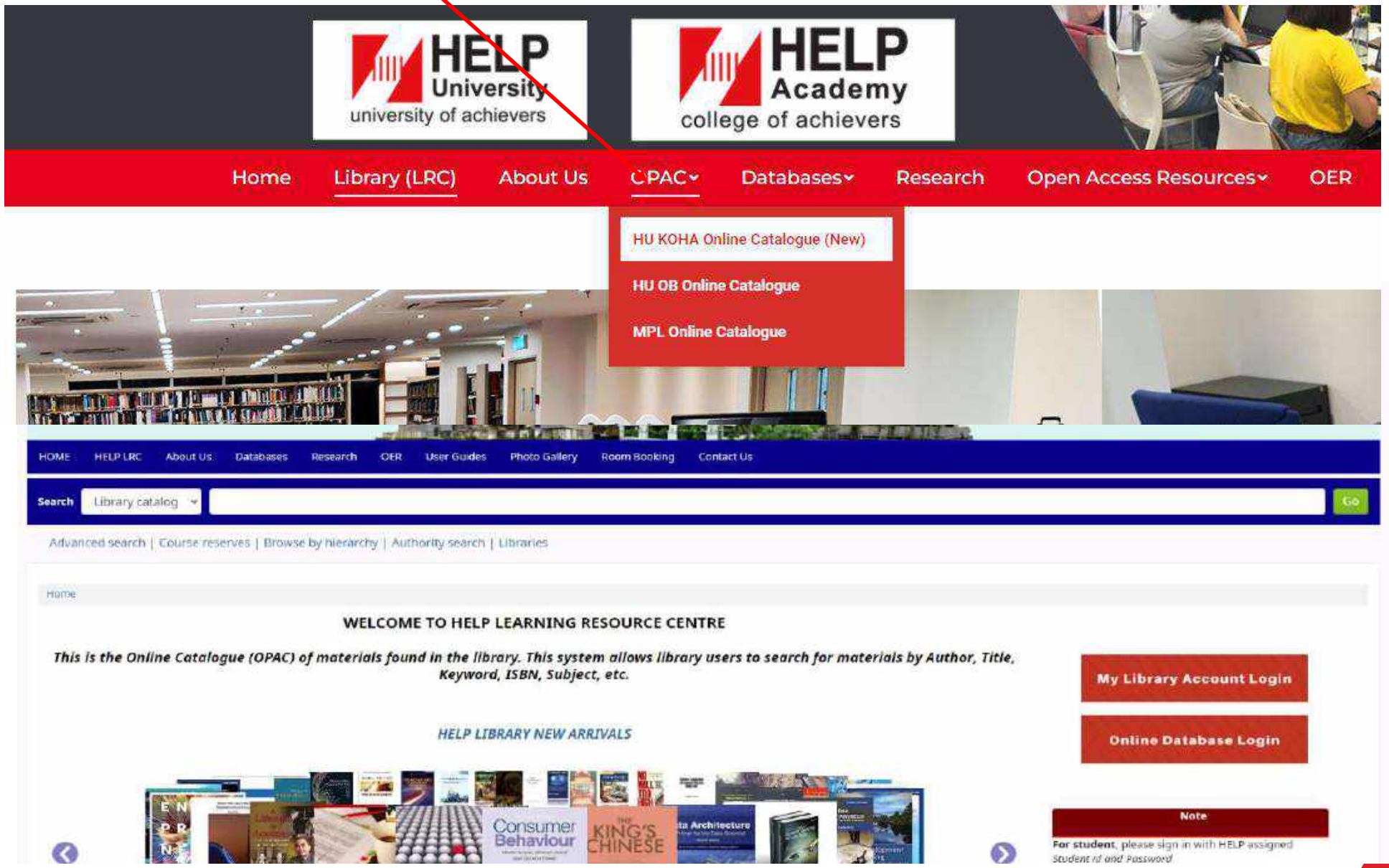
Courtesy notices only



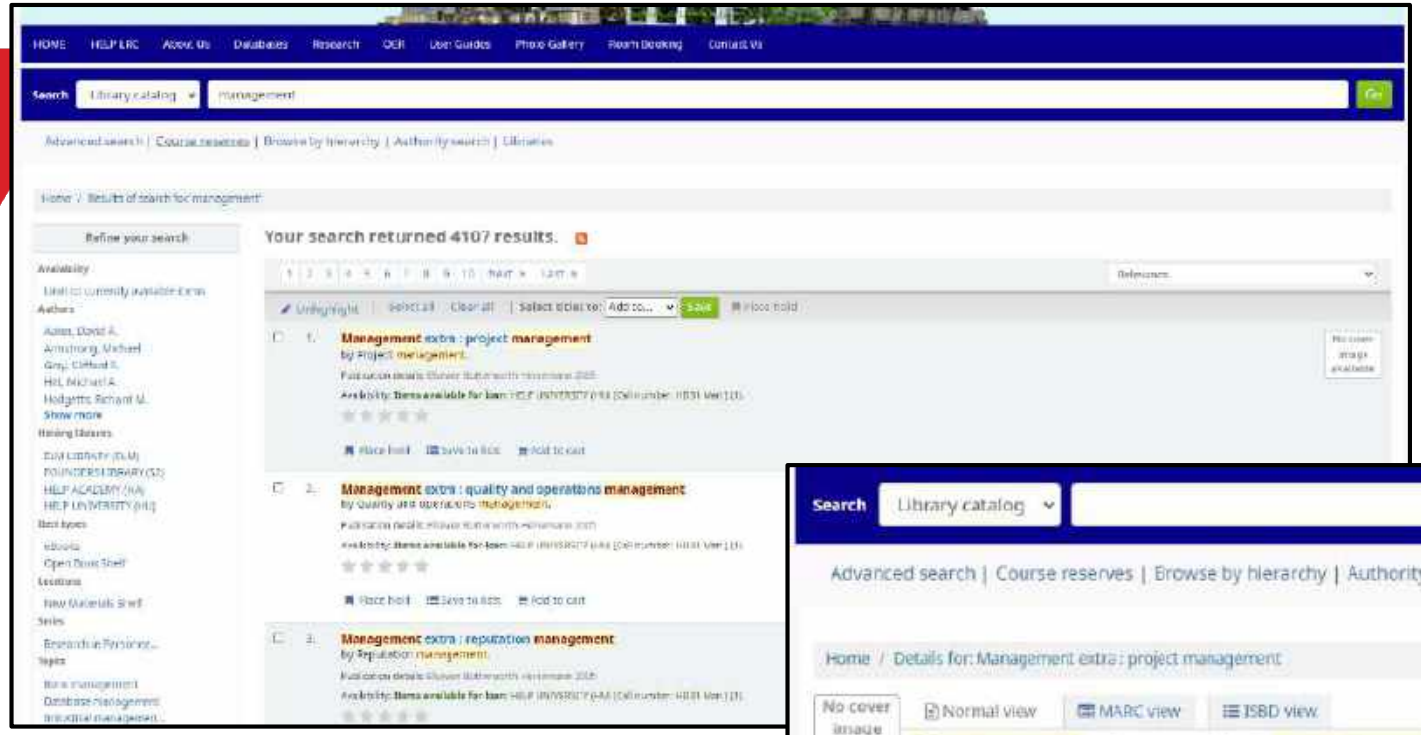
Library will not accept responsibility for undelivered notices regardless of the circumstances.

OPEN PUBLIC ACCESS CATALOGUE (OPAC KOHA)



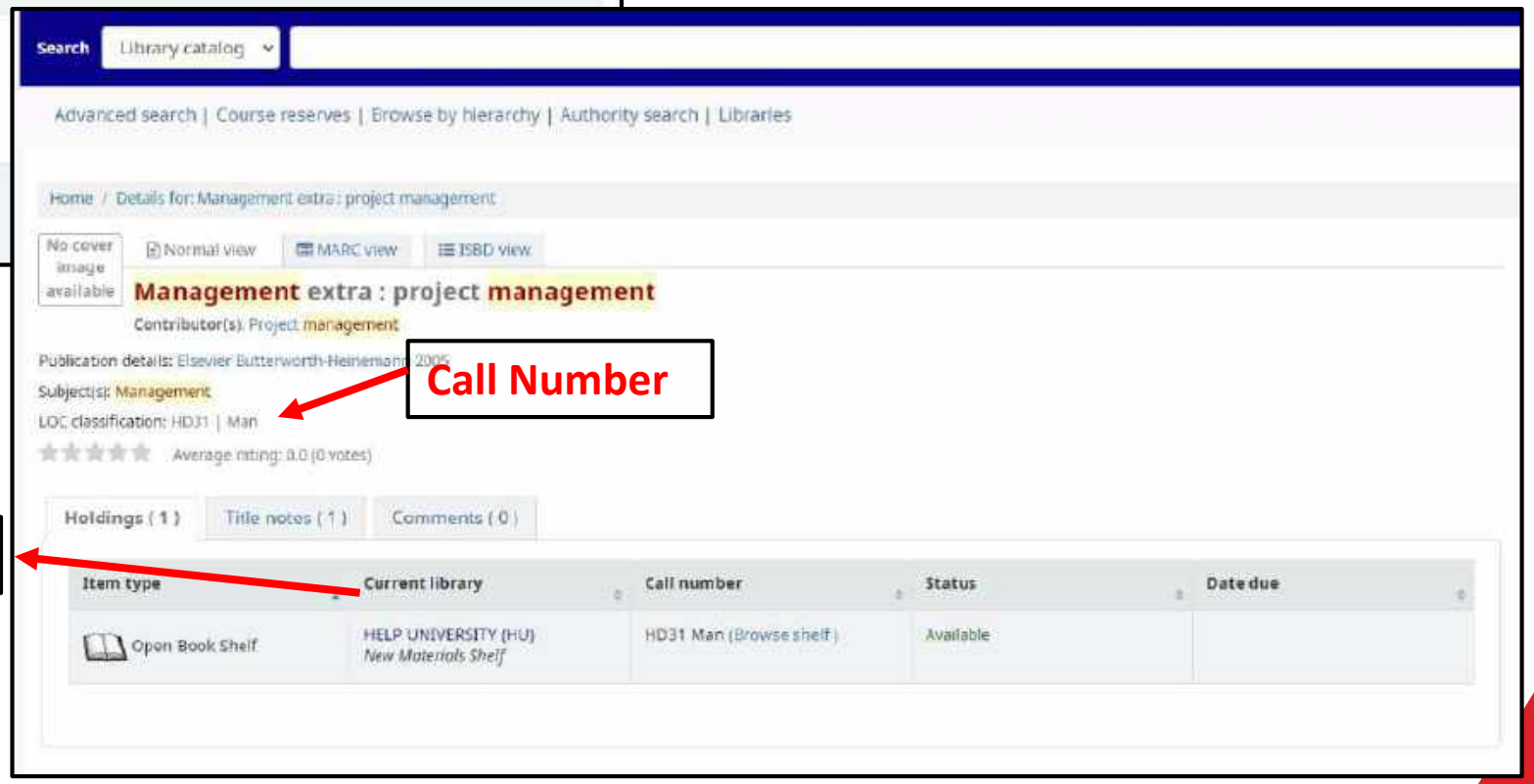


BOOKS SEARCH RESULTS (OPAC KOHA)



Jot down

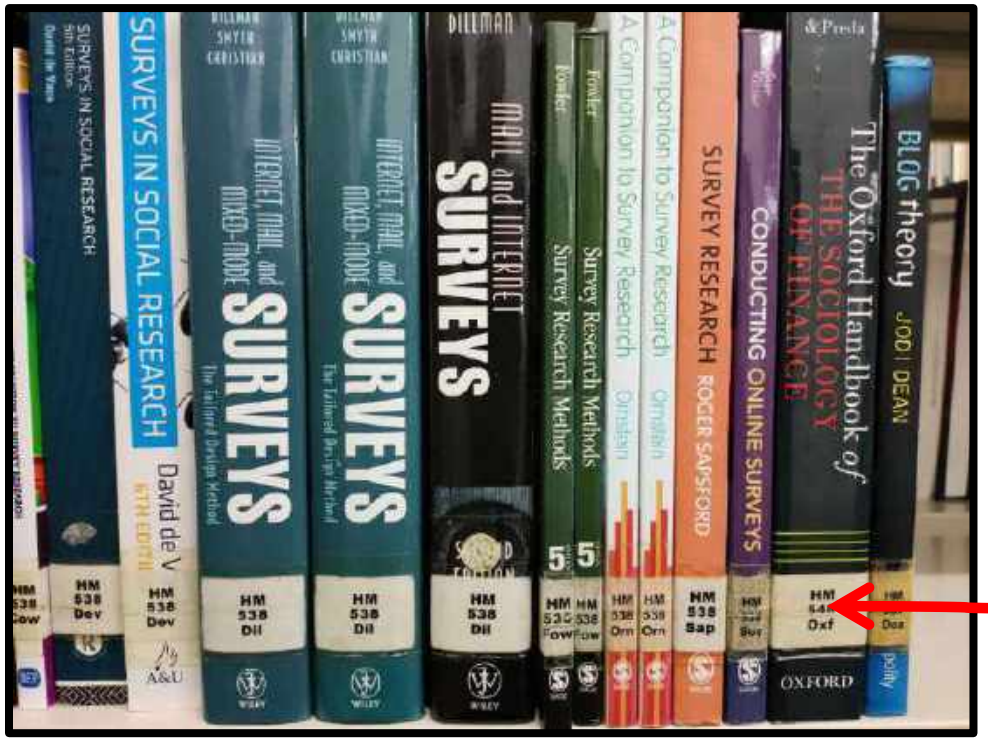
1. Call Number
2. Title
3. Author
4. Barcode
5. Location
6. Status



Call Number

Location of Print Book

Library of Congress (LC) Classification



Call Number: ***HF 5635 Wat***

HF	**Accounting, Business & Finance**
5635	**Specific 'Accounting' subject**
Wat	**First 3 digits of Author Surname**

Library of Congress (LC) Classification



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: 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: 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

RESEARCH PORTAL FOR POSTGRADUATE STUDENTS

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



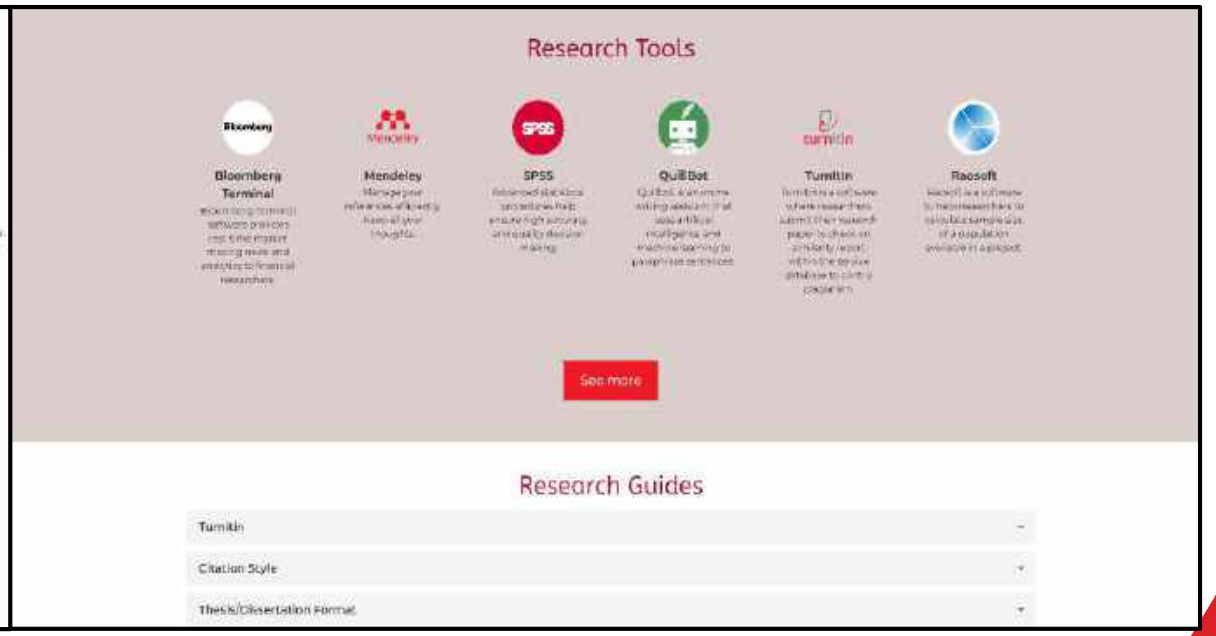


RESEARCH PORTAL FOR POSTGRADUATE STUDENTS

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







User Manual

https://library.help.edu.my/wp-content/uploads/2024/01/HELP-LRC-User-Manual-6-Jan-2024-DRAFT.pdf

HELP Learning Resources Centre

User Manual

June 2024

Online Databases



What is the difference ?

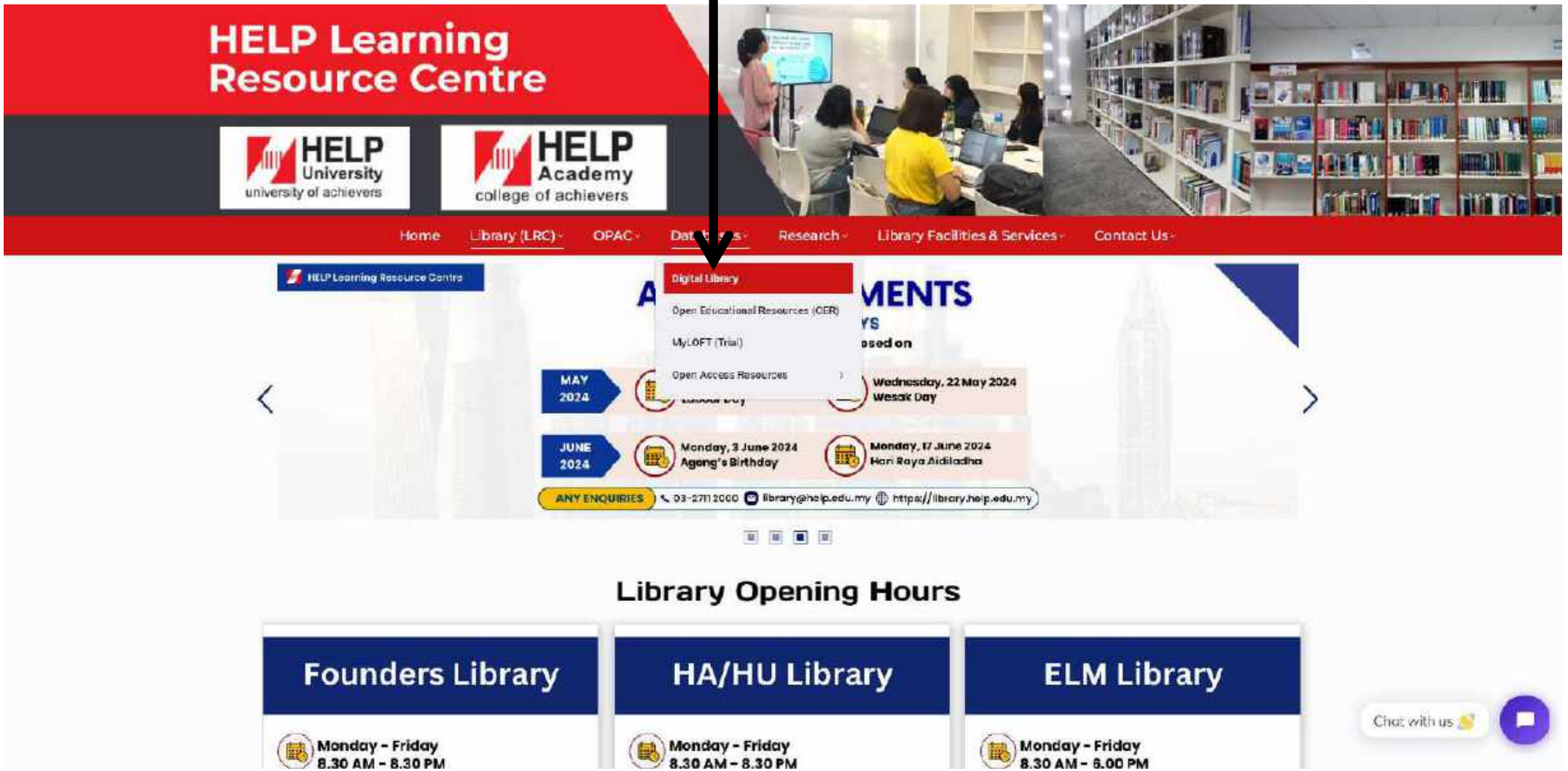
Why Print/eBooks and Database Journals ?

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.**

Databases Access

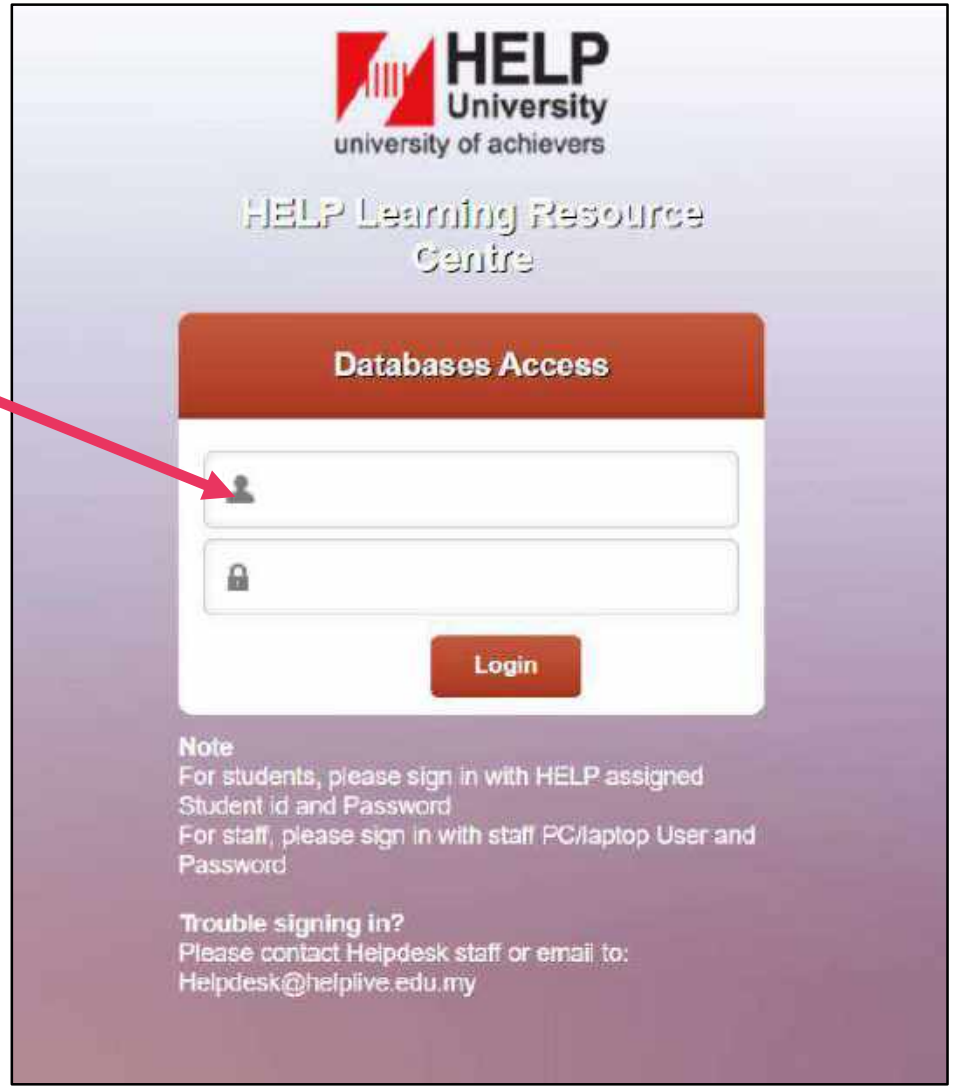
Website: https://ezproxy.help.edu.my/login



Databases Access

Website: https://ezproxy.help.edu.my/login

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



Databases Access

Website: https://ezproxy.help.edu.my/login

Students Login:

Student Id and Student Helplive Email password

Any queries, email to helpdesk@helplive.edu.my

Refer User Guide to reset password on your own

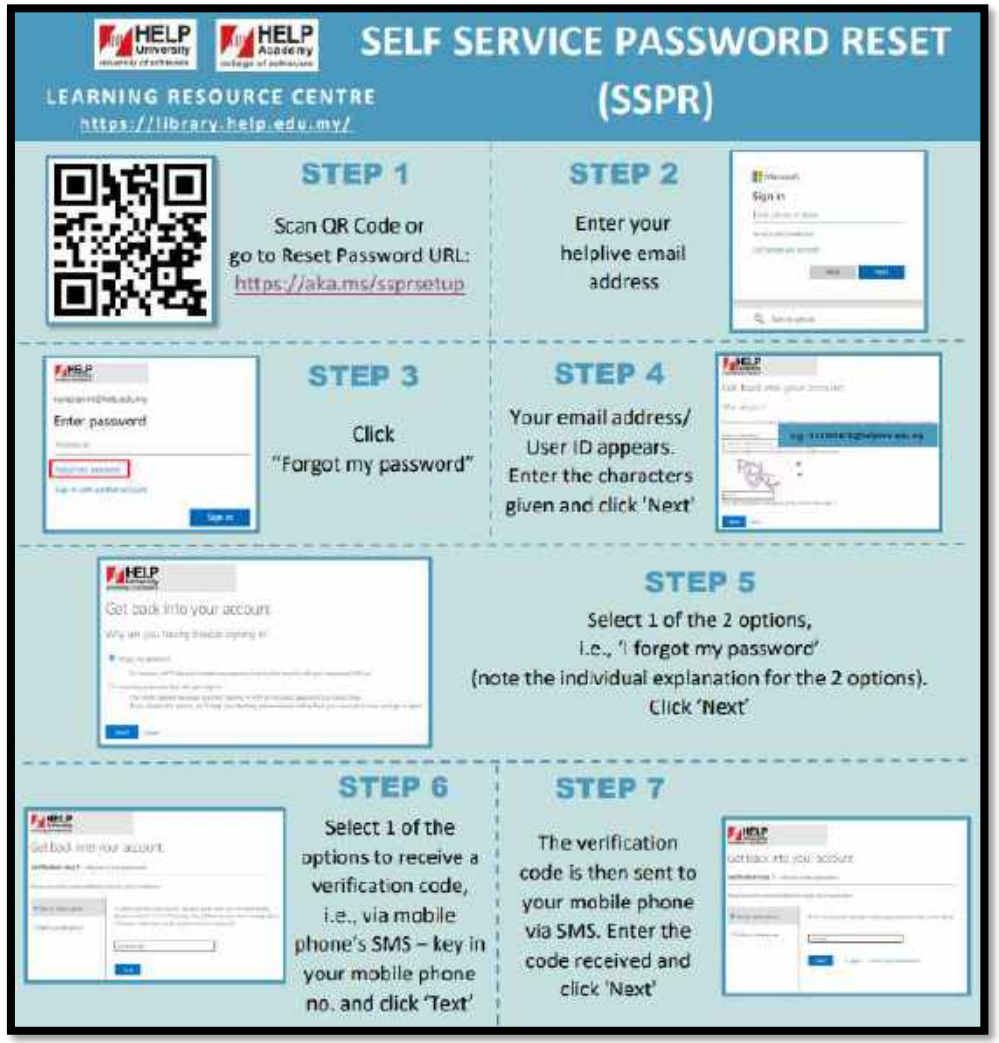
Same Student ID and PW details should be used for

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

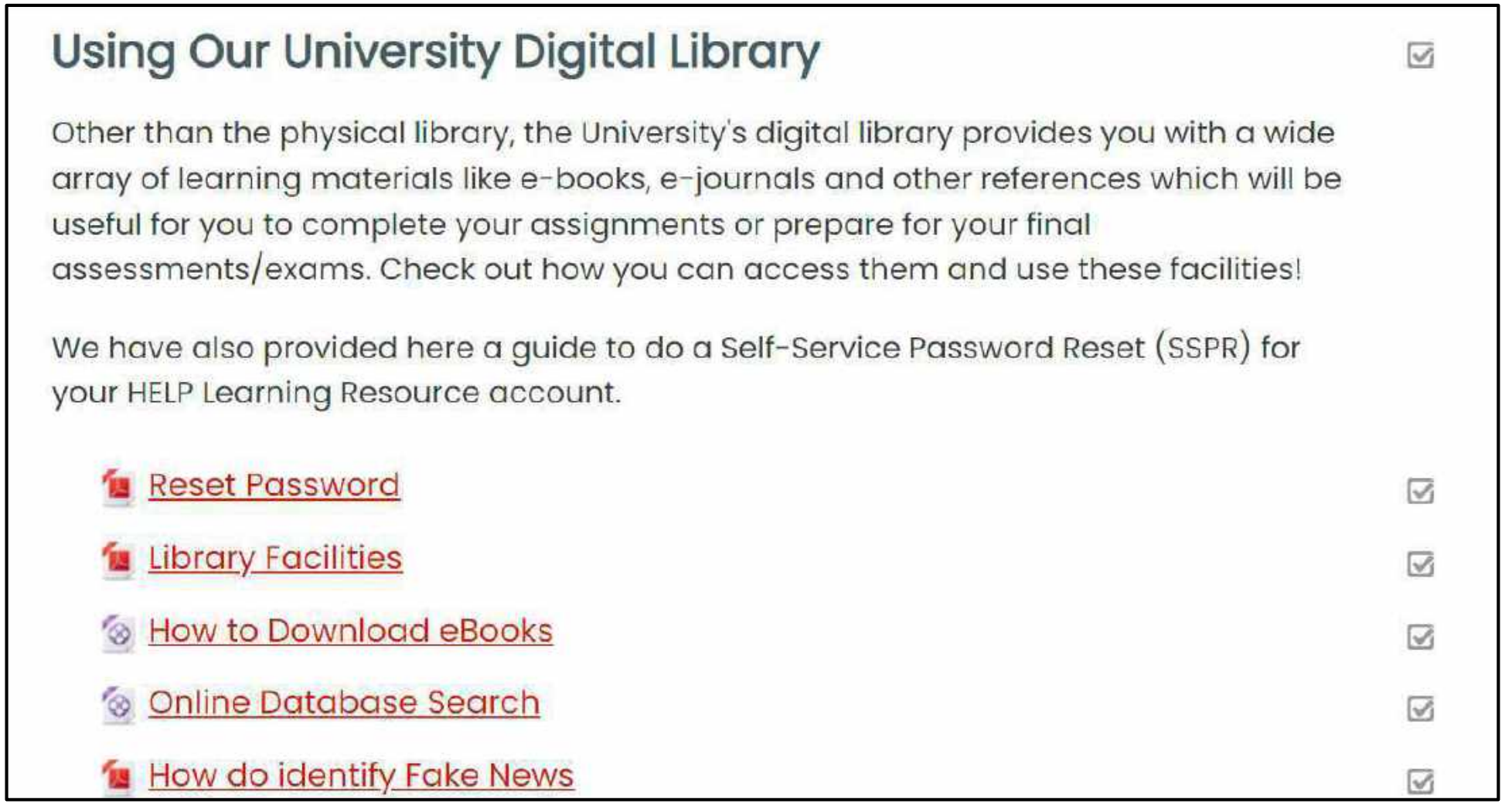
Note: Mypride and LMS use DIFFERENT Email and PW details.

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



E-books and Search Database Guide Access

Website: https://ezproxy.help.edu.my/login

Databases

1. ProQuest One Academic [Search Box For ProQuest Databases]
2. ProQuest Central (47 databases)**
3. ProQuest Academic Complete (Ebooks)*
4. ProQuest Academic Video Online
5. ProQuest Dissertations and Thesis
6. APA PsycNET (PsycBOOKS; PsycARTICLES; PsycTEST)
7. Cochrane Library
8. ELT Journal
9. Emerald Insight
10. Indian Kanoon Law Cases
11. Lexis Advance Malaysia
12. SAGE HSS (2010-2015)
13. WestlawNext

List of Databases

Subscribed Databases/ eBooks

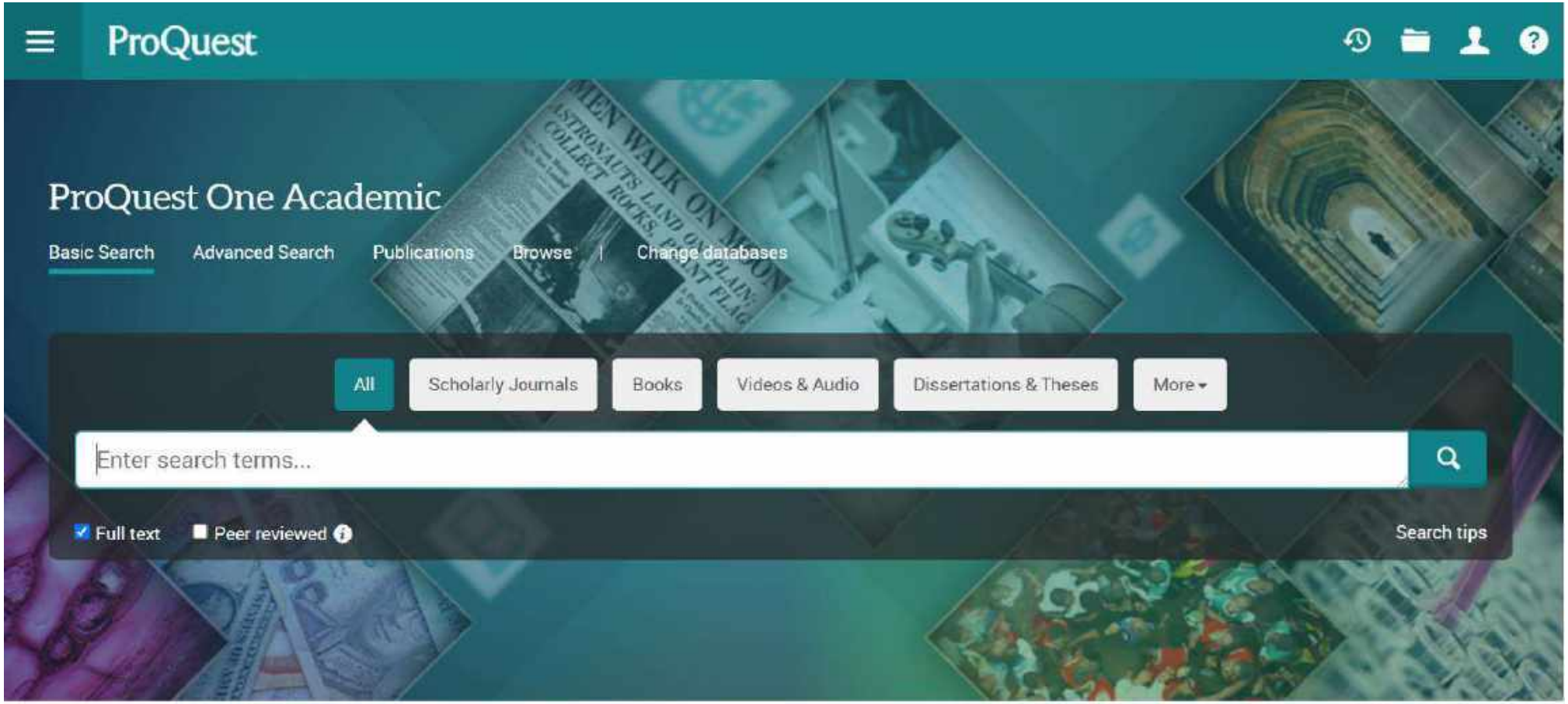
No	Database	Estimated No of Journals / Tools	Estimated No of e-Books
1.	APA PsycBooks		4,610
2.	ProQuest Academic Complete (eBooks)		230,378
3.	APA PsycARTICLES	122	
4.	APA PsycTESTS	Psychological Test Tool	-
5.	ProQuest Dissertation and Thesis (5M with 3M fulltext)	3,000,000	
6.	ProQuest Academic Video Online	71,400	
	ProQuest ONE Academic (47 Journal and News Streams Databases), including:		
7.	ProQuest ABI/INFORM Collection	9,715	
8.	ProQuest Accounting, Tax & Banking Collection	1,375	
9.	ProQuest Advanced Technologies & Aerospace	3,699	
10.	ProQuest Agriculture Science	1,291	
11.	ProQuest Arts and Humanities	624	
12.	ProQuest Asian & European Business Collection	693	
13.	ProQuest Australia & New Zealand	227	
14.	ProQuest Biological Science	2,393	
15.	ProQuest Business Market Research	94	

Total Subscribed Databases: 56

Total Journals: 166,768; Theses: 3M; eBooks: 234,988; Videos 72,000

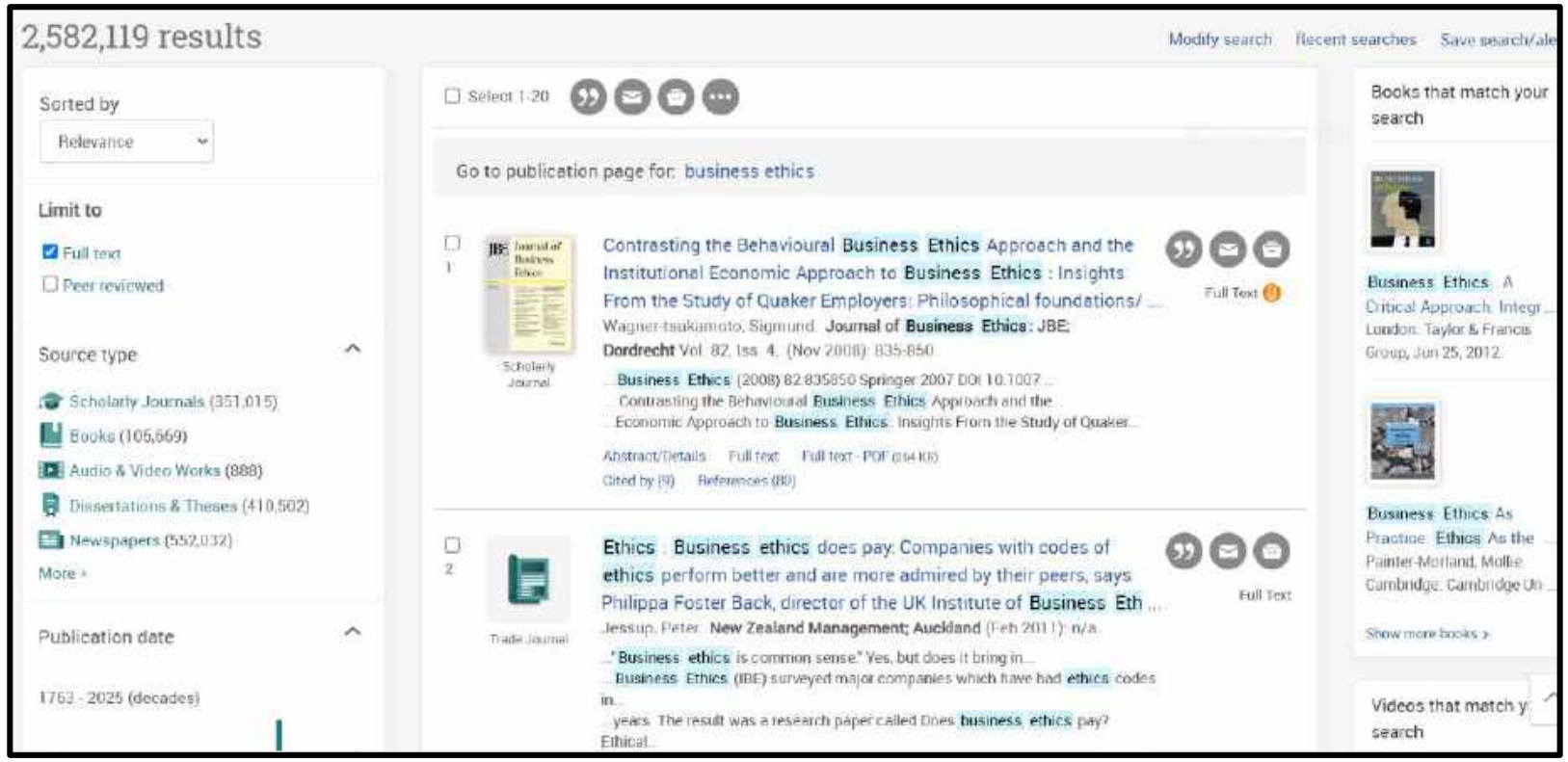
E-books and Search Database Guide Access

Website: http://library.help.edu.my



Database Search

Basic and Advanced Search



SEARCH TYPES

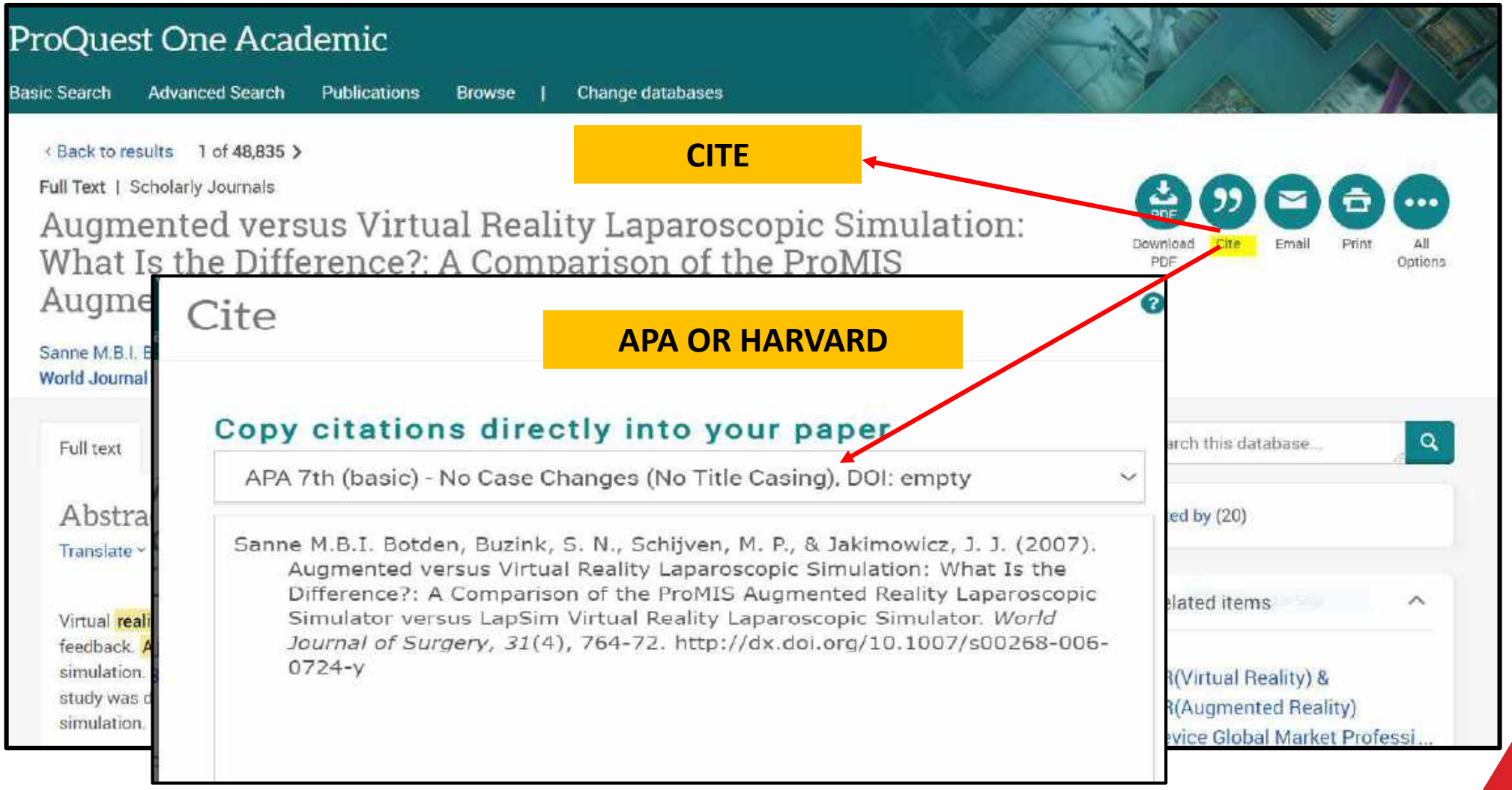
1. BASIC SEARCH
2. ADVANCED SEARCH
3. BOOLEAN SEARCH
4. TRUNCATED SEARCH

ProQuest can further filtered by (See Left Panel)

- **Full Text**
- **Source Type (e.g. Books, Journals, Thesis, Newspapers, etc)**
- **Document Type (eg. Case Studies, Annual Report, Blog, etc)**
- **Publication Date, Subject, Language, Location, etc**

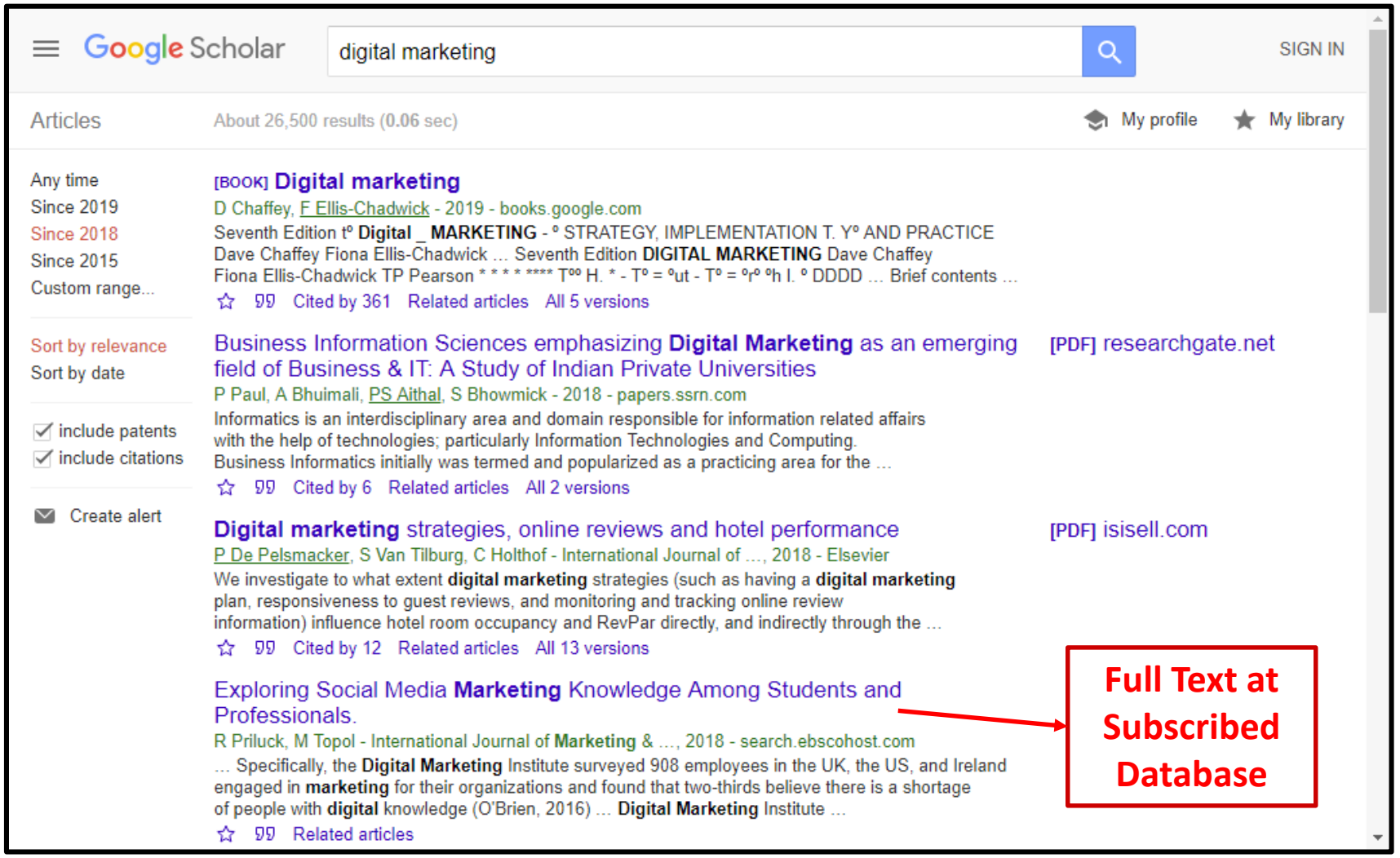
CITATION

CITE : APA / HARVARD



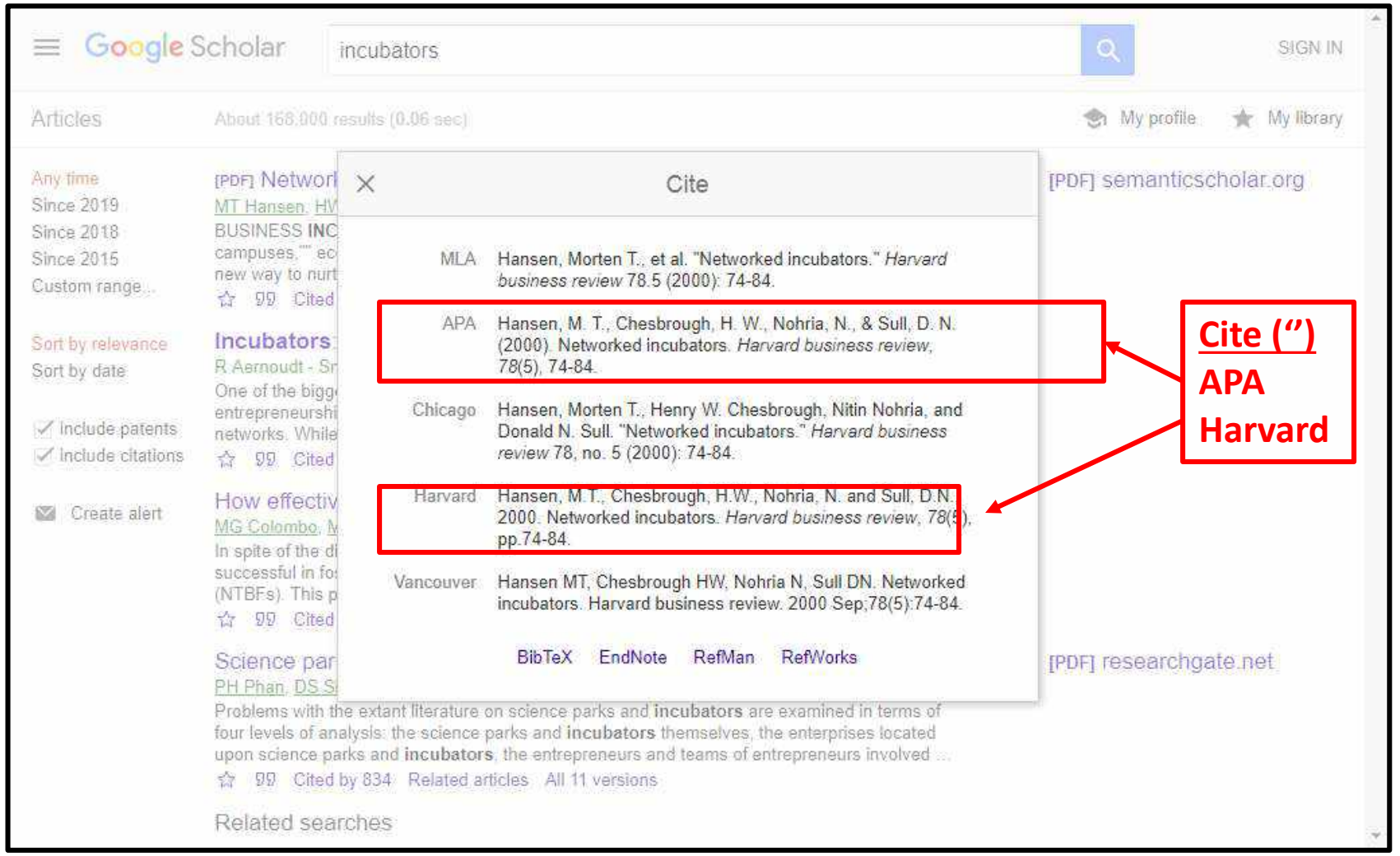
GOOGLE SCHOLAR

https://scholar.google.com/

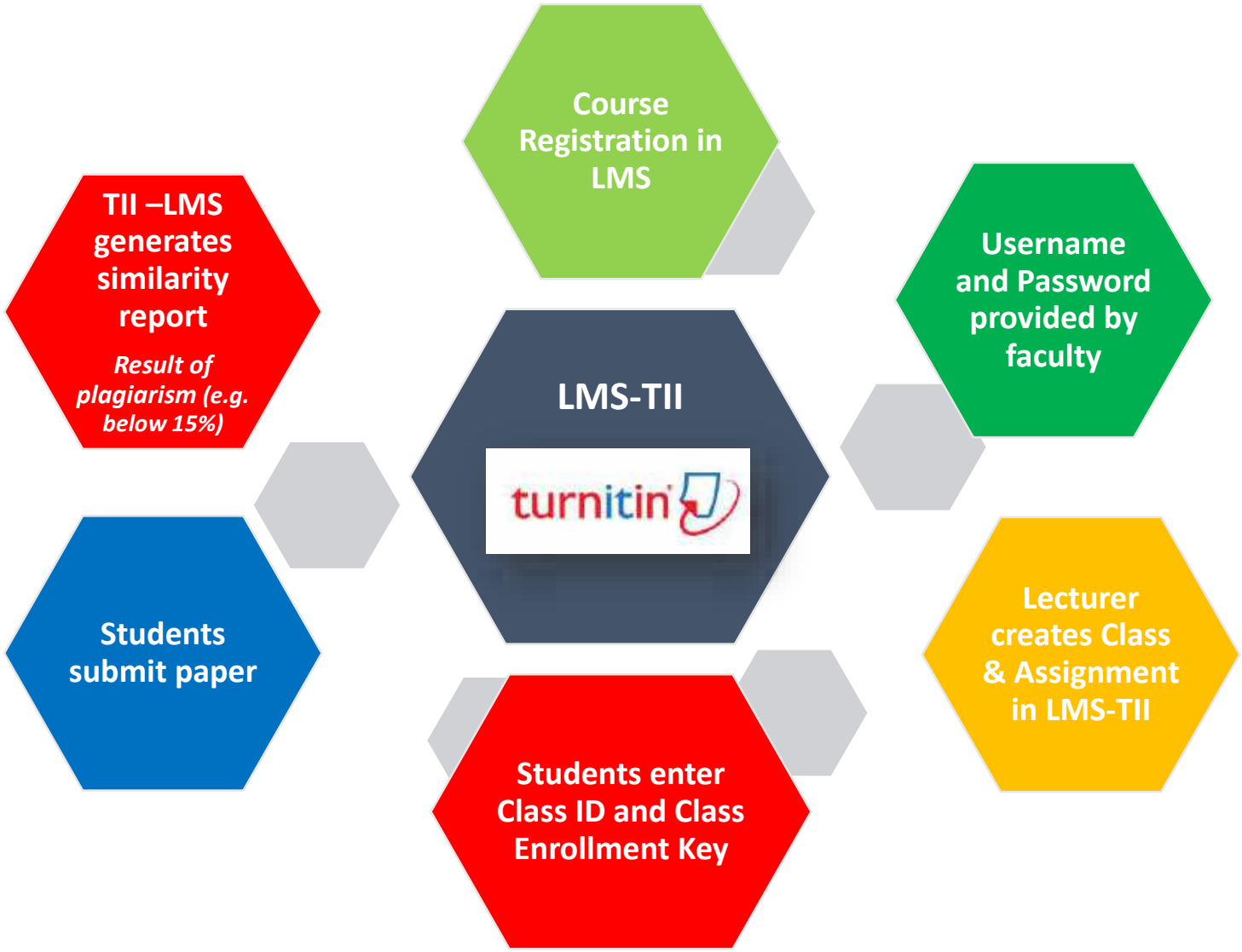


GOOGLE SCHOLAR

https://scholar.google.com/



AVOID PLAGIARISM - TURNITIN (LMS-TII)



AVOID PLAGIARISM - TURNITIN (LMS-TII)

Account

- Students register for the subject
- 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

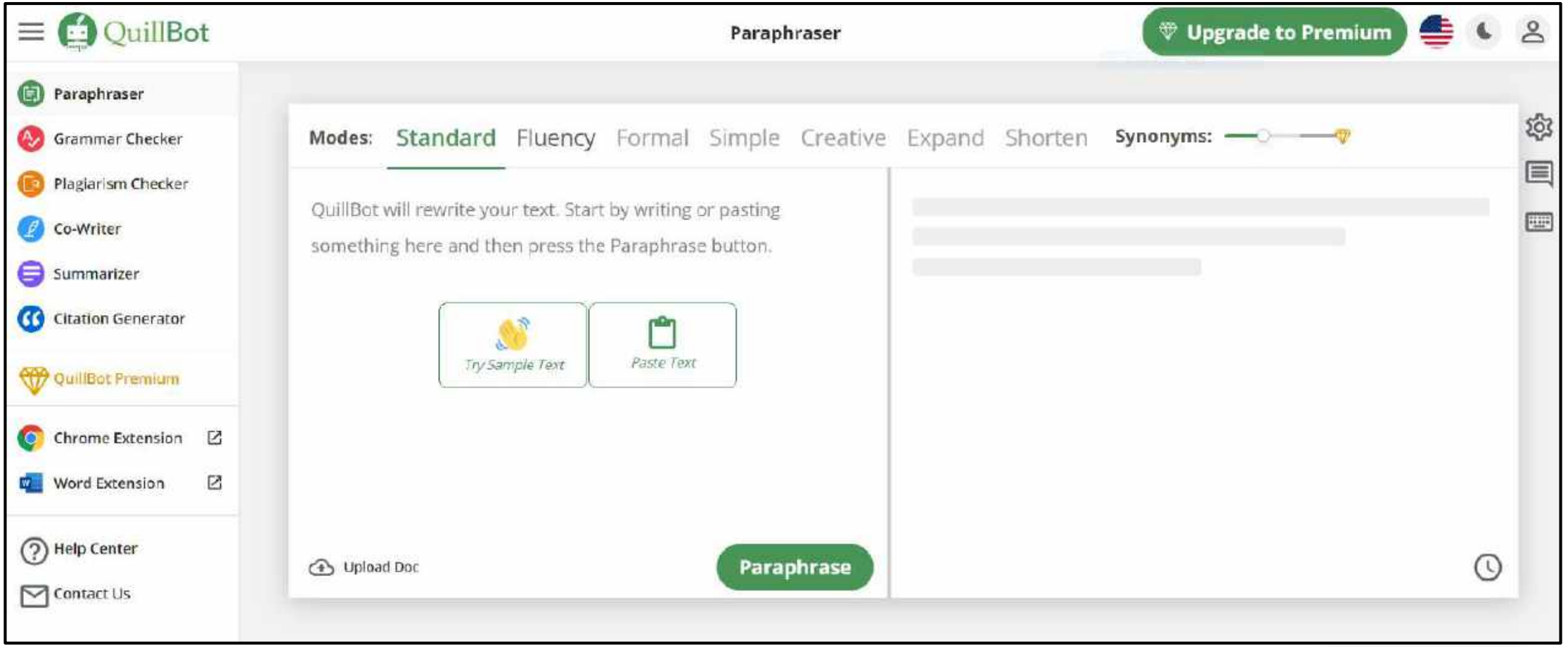
Submit Paper

- 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 https://library.pfeiffer.edu/Fake-News-Worksheet.pdf

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 Polic





✓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



https://emojiisland.com

FOR FURTHER INFORMATION



- Password related matters

Please email to

helpdesk@helplive.edu.my



- Library /databases related matters
- 'Contact Us'
- Email to : library@help.edu.my

