

**e-Repository.** Taylor's e-Repository is a service of the Taylor's Libraries to collect, manage, preserve and make accessible the intellectual output of the Taylor's staff and students which are scholarly and heritage in nature in a variety of digital formats. The intellectual output includes articles, monographs, audio/visual presentations, working papers, journal articles, conference papers, posters, theses and dissertations.

## FACILITIES

**Discussion Rooms:** Discussion Rooms are provided for group study on a first come, first served basis. These rooms are located at Level 3 to 5. Discussion Rooms may be used throughout the day for 2 hours by groups with minimum 4 persons. Reservation of the rooms are not entertained. Please register at the Enquiries Desk, Level 2. Three Discussion Rooms are equipped with Interactive White Board and another 2 rooms with Multimedia equipment for students' group presentation and discussions.

**Theatrette:** Theatrette can seat 20 people and is strictly for the purpose to view educational materials. Theatrette may be used by students only when accompanied by or recommended by lecturer. Headphones are provided at Lending Services desk, Level 2.

**Print on Demand (P.O.D.) Service and Pay Station:** With Print on Demand (P.O.D) Service, patrons can print, copy and scan with speed, quality and convenience. Copying, printing and scanning can be done in black and white and in colour. These machines are located on Level 2, 3, 4 and Study Room @Taylor's.

Pay station machine is located at Level 3 to facilitate students reload their print quota.

**Computers & Internet Access:** All library computers have Internet access. Library is also Wi-Fi enabled. Patrons need to connect to I-Xcess, open a web browser and key in the username and password. The username and password are the same as that are used to access computers within Taylor's Lakeside Campus.

**Study Room @Taylor's :** Library provides a study room for students' convenience, 24/7 during major final examination and until 2.00am on normal semester. This room is under camera surveillance. Additional rooms are provided at Block C for overnight study (C8.07, C80.8, C8.09, C8.10)

**Self-services Loans and Book Returns:** Staff and students may use self check machines located at Level 2 to borrow books. Book Returns facility is available 24/7 hours and is located at the Study Room @Taylor's.

## LIBRARY HOURS

Closed on Sunday and Public Holidays

Note: Library opening hours are subject to change. Refer to Library website for updates

Campus	Mon – Fri	Saturday
Taylor's University Library	8:00am-9:00pm	9:00am-5:00pm
Tan Sri Loy Hean Heong Library	8:00am-6:00pm	Closed
Taylor's Clinical School Library	9:00am-6:00pm	Closed



## Taylor's University Library

# SERVICES AND FACILITIES

<https://taylorslibrary.taylors.edu.my/>

E-mail:  
[libraryenquiry@taylors.edu.my](mailto:libraryenquiry@taylors.edu.my)

## Special Collections

### Graduate Collection

This Collection includes books that are specially selected to support the Postgraduate courses. Graduate Collection books can be identified by the blue sticker with alphabet 'GC' on the spine of the book. Graduate students and lecturers are eligible to borrow these books.

### Reference Collection

Reference Collection consists of items that are usually consulted for facts and figures, e.g. encyclopedias, handbooks, atlases and dictionaries. These items cannot be taken out from the library. Reference items are indicated by an 'R' on top of call number at the spine. This collection is located at Level 2 and Level 3.

### Reserve Collection

This is a collection of heavily-used items which have been set aside to ensure equal access to high-demand materials such as textbooks and items on reading lists. Reserve items are identified by a sticker with '3 days loans no renewal no holds' or '7 days loans no renewal no holds'. Reserve items are placed in the Reserve Room located at Level 2.

**Periodical Collection:** The Periodicals Collection is a non-circulating collection. Periodicals in the Library have three possible formats: Current, Bound, & Electronic. Current Periodical issues are arranged alphabetically by title in the 'New Journal' shelves. Bound periodicals are those with hard bound cover and are stored at the External Storage. Users may request for Bound Journals online via Library website. Electronic Periodicals available in online full-text databases or as electronic journals can be accessed from any workstation anywhere with a connection to the Library's website.

**Examination Papers:** This collection comprises of past-year examination papers given to the Library by certain programmes. It can be accessed via e-Repository in Library Website

## Media Resources Collection

Media resources include material in non print (Audio and visual) formats. These formats include CD-ROMs, multimedia kits, CDs, sound discs, DVDs, VCDs and sound cassettes. These are kept in closed access and should be used in the library only or checked out for class use by lecturers. Online resources include online databases which provide direct access to e-books, journals and theses on a wide range of subject areas along with Corporate information and Industry profiles. Refer to Lending Services desk at Level 2 for assistance.

### Teaching Resource

This collection is reserved for staff and are kept in closed access. Refer to Lending Services desk at Level 2 for assistance.

## SERVICES

### Loans Services

The borrowing privileges are as follows:

#### Student 's Borrowing Privileges

Program	Main Coll.	Graduate Coll.	Reserve Coll.	Media Coll.
Post graduate	10	5	1	1
Diploma, Foundation & Pre U students, Undergraduates	10	-	1	1
Language Centre & Foundation in English students	3	-	1	1

**Self service loans and Book Returns:** Staff and students may use self check machines located at Level 2, 3 to borrow and return books (located in Study Room @Taylor's)

**Renewal:** Books not requested by other borrowers can be renewed once by logging in to 'My Account' in the Library Website.

**Intra Library Loan (ILL):** Taylor's University student may use and borrow (within their loan entitlement quota) from Taylor's Clinical School Library. The Intra Library Loan form is available from the Library Portal.

### Inter Library Loan & Document Delivery Service

Post graduate students and academic staff have full access to this service that allows them to request and utilize books, book chapters, journal articles that are needed but not available in the library's collection. Refer to respective pages in the Library website and Document Delivery services e-Brochure for more information.

**Library Orientation:** All new students and staff are given library orientation to introduce them to library resources, facilities and services. Sessions are arranged by the respective Academic Offices.

**Reference Service:** This service is available at the Information Desk at Level 3. At the reference desk, Reference librarians are available to help you with your queries, literature search and to ensure that your information needs are adequately met.

**Information Literacy /Skills Workshops:** All students and staff are invited to participate in the on-going workshops on research skills, effective usage of online databases and Taylor's Catalogue. Refer to the Information Services Desk at Level 3 for further information.

**MULT-search.** This is a one stop access to all Taylor's Library resources - an information retrieval technology that allows simultaneous search of multiple resources in a single query.