

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 University 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

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.

A pay station machine is provided to facilitate students to reload their print quota.

Computers & Internet Access

Library is 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 Libraries.

Skype

Skype is being provided to the user at the Information Desk for assistance when no Library staff available. Staff will be stationed at TSL Library during this hour;

- 8AM to 9AM
- 11AM to 2PM
- 5PM to 6PM

Self-services Loans and Book Returns:

Staff and students may use Self check Loans to borrow books. Book Returns facility is available for returning library books and is open 24/7.

LIBRARY HOURS

Closed on Saturday, Sundays and Public Holiday

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-9:00pm	Closed

TAYLOR'S
COLLEGE



Wisdom • Integrity • Excellence
since 1969

Tan Sri Loy Hean Heong Library

SERVICES AND FACILITIES

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

E-mail:
libraryenquiry@taylors.edu.my

LIBRARY COLLECTIONS

Main Collection

Most books in the library are part of the open access Main Collection. A small collection of popular fiction is shelved separately on the fiction shelves.

Reference Collection

The 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 the Call Number at the spine.

Reserve Collection

This is a collection of heavily-used items which have been set aside to ensure equal access to high-demand items such as textbooks, items on reading lists and lecture notes. Items are placed on the shelf in front of the Information and Lending Services Desk.

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. 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.

Media Resources

Media resources include local access resources such as CD-ROMs, multimedia kits, CDs, sound discs, videocassettes, DVDs, VCDs and sound cassettes, and remote access resources such as online databases and general Internet resources. Local access resources (CD-ROMs, sound recordings, videos, DVDs, etc.) are kept on closed access. Students are allowed to borrow these items for viewing. Refer to Information Desk for assistance.

Teaching Resource (for Staff only)

This collection is reserved for staff and are kept in closed access. Refer to Information Desk for assistance.

SERVICES

Student's Borrowing Privileges

All students and staff at the Taylor's College are eligible to borrow material from any of the Taylor's Libraries. The borrowing privileges are as follows:

Collection	Loan Entitlement	Loan Period
Main Collection	10 items	14 days (Graduate student 30 days)
Reserve Collection	1 item	2 hours or overnight loan
Media Resources	1 item	4 hours in the library only

Borrowing

Users may access materials via the Library Website, locate the books on the book shelves, and then check them out at the Self-Service Loan.

Returning

Books can be returned via the Book Returns which is open 24/7.

Renewal

Books not requested by other borrowers may be renewed once either through self-service checkout or via the Library Website by logging in to My Account.

Inter Library Loan and Document Delivery Services

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. For more information refer to respective pages and Document Delivery services' e-Brochure in the Library website.

Library Orientation

All new students and staff are given library orientation to introduce them to library resources, facilities and services. Refer to Information Desk for the schedule of sessions.

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 Information Desk 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.