



قوليتيكنيك بروني

POLITEKNIK BRUNEI

LIBRARY

GUIDE BOOK



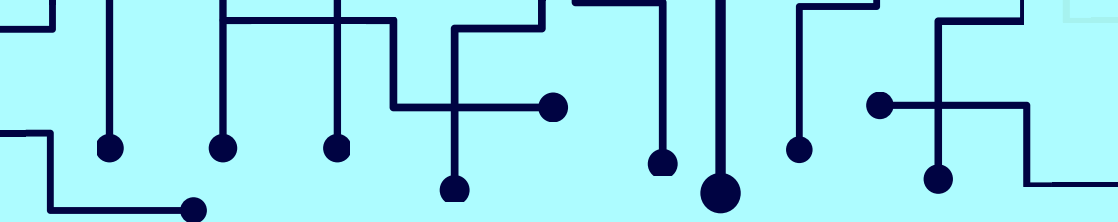
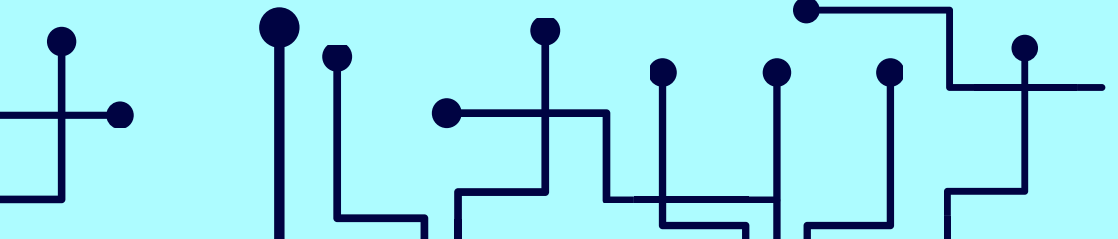


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Introduction

The library was established in 2012 together with Politeknik Brunei, serving its purpose to staff and students; providing information with much updated facilities in a comfortable and serene environment in support of the school's mission to equip students with sustainable skills and quality education.



Objective

To provide information resources towards supporting, teaching, learning and research mandates for staff and students of Politeknik Brunei.



Normal Hours:

Monday - Thursday & Saturday:

8:00 AM - 4:30 PM

Fasting Month:

Monday - Thursday & Saturday:

8:00 AM - 2.00 PM

Semester Break:

Monday - Thursday & Saturday:

**8:00 AM - 12:15 PM & 1:30 PM
-4:30 PM**



Address:

**Library and Learning Centre
Politeknik Brunei**

Block 2 Level 3 (ROOM 2E 3-01)

Ong Sum Ping Condominium

Jalan Ong Sum Ping

Bandar Seri Begawan BA1311

Brunei Darussalam



**Library Politeknik
Brunei**



**+673 2234466
ext 210 & 306**



pplib



library@pb.edu.bn

**Membership is open to: Staffs,
Lecturers and Students of
Politeknik Brunei only**



**The student ID are their membership
card to be presented and brought at
all times upon using any of the
library's facilities.**

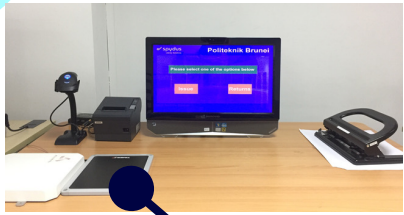


PaperCut MF™

**Facilities
Offered**



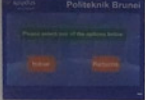
OPAC
Online Public Access Catalog





A self-check-out and self-return device for staff and students to be able to borrow and return materials without having to get assistance from the librarian.





How to borrow book?


STEP 1  **Politeknik Brunel**
Please select one of the options below.
Issue Return
Select the "Issue" option using the Touch Screen LCD Self Service Machine.

STEP 2  Using the BAR CODE Scanner, SCAN the Membership ID.

STEP 3  **ALIEN**
Place and Scan the book on to the RFID scanner.

STEP 4  **Politeknik Brunel**
Please select one of the scanned book to borrow.
Check the list of scanned book to borrow.

STEP 5  **Politeknik Brunel**
In the Touch Screen LCD Self Service Machine Hit the FINISH button to complete the procedures.

STEP 6  Get the Printed Transaction Receipt provided.

***How to return? Follow Step 1 to Step 6 excluding Step 2**
Reminders: Keep all Transaction Receipt for Reference
Note: For assistance please seek help from the librarian



When doing photocopies in the Library, students are to observe laws regarding copyright. Students are warned that they are fully responsible for any legal consequences that may arise concerning copyright.



A reference room for non-borrowable materials

PaperCut MF™

A system that allows students to print from the local PC's inside the library for a small cost by using coupons that are available at the counter.



5 Discussion Rooms available for students and staff to use.

- ROOM 338 (3-4 People)
- ROOM 335 (4-7 People)
- ROOM 345 (4-7 People)
- ROOM 342 (5-7 People)
- ROOM 349 (8-12 People)



Internet and Wireless Access.



Lockers.
Locker Services are available for students and staff to keep their belongings.



OPAC
Online Public Access Catalog

OPAC (Online Public Access Catalog)

-This system allows students and staff to check the online database of materials available in the library.



<http://10.106.164.6/cgi-bin/spydus.exe/MSGTRN/OPAC/BSEARCH>

Ask Your Librarian



'Ask Your Librarian' is a service provided for students to approach our librarians as a source provider for any information they would need from the library. The service includes inquiring materials that are not available to other HEI Library

Resources are such as:

Information
Literacy

Online Public Access
Catalogue (OPAC)

Reciprocal
Borrowing
Scheme

Research Tools

Reading
Materials

Citing
(Reference/
Bibliography)

For any information, do not hesitate to contact
our librarian at:

• muiz.hussin@pb.edu.bn

Loan, Renew and Return Services
Book Borrowing
Loan Privileges
Lecturer/Staff: 15 Books for 30 Days
Student: 8 Books for 14 Days

Borrowing Procedures

- i. Always bring along your own membership card upon borrowing from the library.
- ii. You are strictly not allowed to use another user's card.
- iii. Materials borrowed must be returned on a specified date or before the date of expiry.
- iv. The book in loan should be treated with care

Renewal Procedures

- i. Only allow two times
- ii. Bring the loan book to the counter for the renewal

Fines

Fines will be imposed on all overdue items as stated in the table below. Should the fine exceed a certain amount, the user will be prevented and blocked in the system for any further borrowing of items until the user has returned all items. Therefore, users are advised to return the items promptly on time with the items in good condition.

Users will be charged 20 cents per day (including Fridays, Sundays & Public Holidays) for late return of books.

Returning Procedures

- i. Materials borrowed must be returned on a specified date or before the date of expiry.
- ii. If the materials being borrowed are damaged/missing, a report shall be made to the staff on duty at the library Main Counter.
- iii. All users must pay fines if books are damaged, missing or returned late to the library.

Photocopy Services

Available at the counter service using coupon deduction system.

Coupon Available:
\$1.00, \$2.00, \$3.00

Photocopy Services:

1. A4 (Black & White): \$0.10 per page
2. A4 (Black & White): \$0.15 per page (2 sided)
3. A3 (Black & White): \$0.20 per page
4. A3 (Black & White): \$0.30 per page (2 sided)

Printing Facilities

Printing facilities are using coupon deduction system which are available for sale at the counter desk before students self-print following the instructions at the desktop provided.

Coupon Available:
\$2.00, \$5.00, \$10.00

- Printing Charges:**
1. A4 (Black & White): \$0.10 per page
 2. A4 (Color): \$1.00 per page
 3. A4 (Color): \$1.50 per page (2 sided)
 3. A3 (Black & White): \$0.20 per page
 4. A3 (Color): \$2.00 per page
 5. A3 (Color): \$1.50 per page (2 sided)

Library Etiquette

Students and staff/lecturers of Politeknik Brunei are to follow with the rules and regulations set by the library. Any rules broken will be subjected to a verbal warning and ask to leave the library or a disciplinary action.



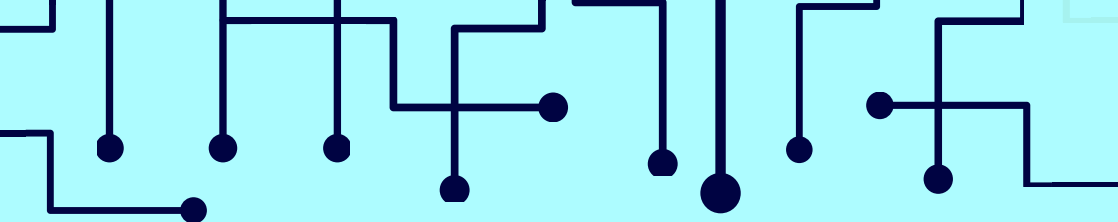


Smoking, Eating, Drinking and Sleeping are not allowed in the library. "Only drinking water is allow"

Students are not allowed to make noise in the library or do anything that will disrupt the learning environment of the library.



Students are not allowed to do any immoral behaviors that are against the MIB values such as close proximity between the non-mahram men and women is strictly prohibited.



Students will be responsible for the library materials they use including the furniture and properties of the library. Any books defaced or destroying of any library equipment is considered an offence.

All library materials are not permitted out of the library except if the student has gone through the borrowing processes.

All library materials used shall be returned to the designated places provided. Users should not hide reference materials for themselves, this is against the code of behavior of the library.

All transactions at the Circulation Counter will cease thirty minutes before the Library closing time. All library users should be prepared to leave the library.

All device laptop, cellular phones are to be in silent mode to prevent interruption for other students.

The library staff has the right to reprimand, advice or enforce disciplinary action against students if they are caught disobeying library regulations.

When doing photocopies in the Library, students are to observe laws regarding copyright. Students are warned that they are fully responsible for any legal consequences that may arise concerning copyright.

Reciprocal Borrowing Scheme

It is a cooperative onsite borrowing agreement among 12 academic libraries in Brunei Darussalam. Under the agreement, faculty, staff and students from the participating institutions are qualified for onsite borrowing privileges at each other's libraries.



Institutes following Reciprocal Borrowing Scheme's Contact Number

Participating Libraries Telephone Number:

No	Participating Libraries	Phone Number
1.	Politeknik Brunei	2234466 ext 210
2.	Universiti Brunei Darussalam (UBD)	2460922 ext 1210
3.	Universiti Teknologi Brunei (UTB)	2461020 ext 6091
4.	Universiti Sultan Sharif Ali (UNISSA)	2462000 ext 604/603
5.	Kolej Universiti Perguruan Ugama Seri Begawan (KUPU SB)	2236277 ext 386
6.	IBSE Kampus Sultan Saiful Rijal	2343208
7.	IBSE Kampus Jefri Bolkiah	+673 7130463
8.	IBSE Kampus Nakhoda Ragam	2395109
9.	IBSE Kampus Sultan Bolkiah	3228050
10.	IBTE Kampus Agro-Teknologi	+673 8784819
11.	IBTE Kampus Bisnes	+673 8809020 or +673 8900656
12.	IBTE Kampus Mekanikal	2470124 ext 119

Reciprocal Borrowing Scheme Policies

	PB	UBD	UTB
No. of Item for Loans	ONLY TWO BOOKS		
Loan Period	10 DAYS		
Recalls	5 DAYS	3 DAYS PRIOR	5 DAYS
Fines (Late Returns)	\$0.20 CENT PER DAY		
Lost/Damaged Materials	FEE OR REPLACEMENT	TWO TIMES THE PRICE OF THE ITEM OR REPLACEMENT	ORIGINAL PRICE (FOLLOWING CURRENT EXCHANGE OF RATE)
Photocopy	PROVIDED @ \$1, \$2, AND \$3	PROVIDED @ \$6 (100 PCS) & \$12 (200 PCS)	
Scanners	FREE		
Room booking	N/A		SYNDICATE ROOM & PRESENTATION CORNER
Printing	PROVIDED PRINTING COUPON RATE @ \$2, \$5, \$10. C A4 - \$1 C A3 - \$2	PROVIDED PRINTING CARDS @ \$1, \$3 & \$5	B&W - \$0.30 C - \$0.50
Internet	PROVIDED	PROVIDED VIA DESKTOP ONLY	PROVIDED VIA DESKTOP / Wi-Fi (PASSWORD OBTAIN FROM COMPUTER)
Electronic Resources	N/A	UPON REQUEST (CAMPUS ONLY)	

Reciprocal Borrowing Scheme Policies

	UNISSA	KUPUSB	IBTE SSRG
No. of Item for Loans	ONLY TWO BOOKS		
Loan Period	10 DAYS		
Recalls	N/A	5 DAYS PRIOR	N/A
Fines (Late Returns)	\$0.20 CENT PER DAY		
Lost/Damaged Materials	TWO TIMES THE PRICE OF THE ITEM OR REPLACEMENT		FEE OR REPLACEMENT
Photocopy	PROVIDED @ \$6 (100 PCS)	PROVIDED @ \$5.50 (100 PCS)	PROVIDED @ \$5 OR \$0.10 PER COPY
Scanners	FREE	N/A	
Room booking	N/A		
Printing	PROVIDED (TOGETHER WITH PHOTOCOPY CARDS RATE: \$6)	N/A	B&W - \$0.30 C - \$0.50
Internet	PROVIDED VIA DESKTOP & Wi-Fi	NO Wi-Fi	PROVIDED
Electronic Resources	UPON REQUEST (CAMPUS ONLY)	N/A	UPON REQUEST (CAMPUS ONLY)

Reciprocal Borrowing Scheme Policies

	IBTE JBC	IBTE NRC	IBTE SBC
No. of Item for Loans	ONLY TWO BOOKS		
Loan Period	10 DAYS		
Recalls	5 DAYS PRIOR	5 DAYS PRIOR	N/A
Fines (Late Returns)	\$0.20 CENT PER DAY		
Lost/Damaged Materials	TWO TIMES THE PRICE OF THE ITEM OR REPLACEMENT	ORIGINAL PRICE OR REPLACEMENT	
Photocopy	N/A	PROVIDED B/W A4 - \$0.10 C A4 - \$0.20	
Scanners	N/A	FREE	
Room booking	N/A		
Printing	N/A	B&W A4 - \$0.20 C A4 - \$0.40 B&W A3 - \$0.40 C A3 - \$0.80	
Internet	PROVIDED VIA DESKTOP ONLY	PROVIDE VIA DESKTOP & Wi-Fi	
Electronic Resources	UPON REQUEST (CAMPUS ONLY)	UPON REQUEST (CAMPUS ONLY)	N/A

Reciprocal Borrowing Scheme Policies

	IBTE ATC	IBTE MC	IBTE BC
No. of Item for Loans	ONLY TWO BOOKS		
Loan Period	10 DAYS		
Recalls	5 DAYS PRIOR	N/A	
Fines (Late Returns)	\$0.20 CENT PER DAY		
Lost/Damaged Materials	TWO TIMES THE PRICE OF THE ITEM OR REPLACEMENT	ORIGINAL PRICE OR REPLACEMENT	TWO TIMES THE PRICE OF THE ITEM OR REPLACEMENT
Photocopy	PROVIDED \$10 OR \$0.10 CENT EACH	\$0.10 CENTS PER COPY	N/A
Scanners	FREE	N/A	
Room booking	AVAILABLE		N/A
Printing	B&W ONLY \$0.50	N/A	
Internet	PROVIDED VIA INTERNET & Wi-Fi	PROVIDED	N/A
Electronic Resources	UPON REQUEST (CAMPUS ONLY)		N/A



Library of Congress Classification: Quick Reference



- A: General Works**
- B: Philosophy, Psychology, Religion**
- C: Auxiliary Sciences of History**
- D: History: Europe, Asia, Africa**
- E-F: History: America**
- G: Geography Anthropology, Recreation**
- H: Social Sciences**



Library of Congress Classification: Quick Reference



J: Political Sciences

K: Law

L: Education

M: Music

N: Fine Arts

P: Language and Literature

Q: Science





Library of Congress Classification: Quick Reference



R: Medicine

S: Agriculture

T: Technology

U: Military Services

V: Naval Science

**Z: Bibliography. Library Science.
Information Resources.**

Library Forms



SCAN QR CODE FOR
LIBRARY FORMS