

# IEM RESOURCE CENTRE USER GUIDES

AS UPDATE 2023/2024

## IEM RESOURCE CENTRE OPERATION

MON - FRI : 9.00 a.m - 6p.m

SATURDAY : 9.00 a.m - 1.00 p.m

SUNDAY & PUBLIC HOLIDAY : CLOSED

IEM Resource Centre is well stocked with numerous collection on various subjects such as engineering, management, social science and architecture. There are also books and eBooks on general topics which are interest to the engineering fraternity such as cyber security, artificial intelligence, climate change, aeronautical engineering, risk management and public administration.



## REGISTRATION

- ONLY registered IEM Members are allowed to use the Resource Centre and borrow book(s) from the Resource Centre
- Usage of Resource Centre by shows the IEM Membership card is **COMPULSORY**.

### DISCIPLINE:

- Silence
- Smoking or eating is prohibited
- Bags and briefcase to be left at the Library Counter at entrance
- Item (s) taken out from the shelves for perusal should be returned to the Resource Centre Counter or left on the trolley as provided

## ACQUISITION BOOKS

- All IEM Members are welcomed to recommend any new MS or books for purchase by IEM, subject to approval by the Resource Centre SubCommittee.
- IEM Members need to fill up Recommendation Form to purchase of new book(s) by request from Librarian at Library Resource Centre or email

## RULES & REGULATIONS

### RESPONSIBILITY OF BORROWERS

#### TERMS OF BORROWING

- Two books may be borrowed at any one time for a period of two weeks
- Only one extension of two week may be granted. Only one reminder will be sent to the borrower at the end of the borrowing period, and the book shall be returned within two weeks from the date of the reminder.
- If the book is not returned within two week , a fine of RM 1.00 per day will be imposed to the borrower
- Standards, Periodicals, Conference Proceedings, RED Spot Collection and IEM Publications are NOT allowed to borrow as these collection are kept under **REFERENCE COLLECTION**



# RESOURCE CENTRE MAIN SERVICES

There are four main types of information searching in IEM Resource Centre

## 1. Physical Book

- ♦ Only BOOKS with 6-digits BARCODE can be borrowed

## 2. Electronic Book (E-book)

- ♦ This service provided for ease IEM MEMBERS especially outside Klang Valley branches
- ♦ To use, MEMBER needs to enter MEMBER LOGIN via IEM Website:

## 3. Electronic Journal (E-Journal)

E-Journal has been subscribing by GETD which have 3 E-Journals :

- ♦ ASCE (American Society civil Engineering) - Journal of Geotechnical & Geoenvironmental Engineering
- ♦ NRC (Canadian Science Publication)
- ♦ ICE (Institution of Civil Engineers) - Geotechnique, Geotechnical Engrg & Ground Improvement

## 4. SIRIM Technical Library

- ♦ We provide this service for MEMBERS who are looking for Foreign Standards (BS, IEC, and ISO or other related engineering standard
- ♦ MEMBERS can borrow the 15 materials (standards or some guideline from SIRIM Technical Library) within 14 days
- ♦ SIRIM card can be collected from IEM Librarian

# COLLECTIONS & FACILITIES

The Library's collection can be categorized into five main groups, and each group comprises of a few types.

## 1. Monograph & Monographic Series

- ♦ Reference Collection
- ♦ Open shelves Collection

## 2. Serials and periodicals

- ♦ Journals and Magazines
- ♦ Newsletters
- ♦ Annual Reports and Brochures
- ♦ Newspapers

## 3. Special collections

- ♦ Government Publications, Standards, Guideline and legislation
- ♦ Reproduced articles, Research Papers & Conference Proceedings
- ♦ Press Cuttings

## 4. IEM publications

- ♦ Jurutera Bulletin
- ♦ Journal and Directories

## 5. Audio-visual and electronic databases

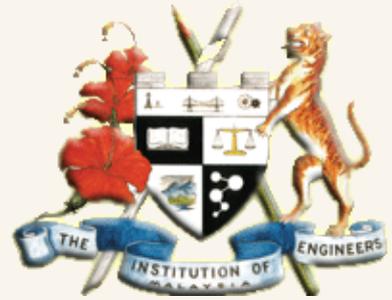
- ♦ Software
- ♦ CD-ROM
- ♦ Audio and Video Cassettes
- ♦ Photograph and Slides, etc.
- ♦ Online Database Services, Internet, etc.

## Facilities and Equipment

- ♦ Computer & hardware access
- ♦ Room of discussion
- ♦ Prayer room

FOR INQUIRIES, PLEASE CALL 603 7968 4012  
CONTACT US AT LIB@IEM.ORG.MY. OR VISIT US  
ONLINE AT MYIEM.ORG.MY

# THE INSTITUTION OF ENGINEERS MALAYSIA



THE INSTITUTION OF ENGINEERS, MALAYSIA (IEM) IS A PROFESSIONAL LEARNED SOCIETY SERVING MORE THAN 40,000 ENGINEERS IN MALAYSIA. AS PART OF THE INSTITUTION'S OBJECTIVE TO PROMOTE AND ADVANCE THE THEORY AND PRACTICE OF ENGINEERING AS WELL AS TO PROMOTE THE AWARENESS OF THE ENGINEER'S ROLE IN THE SOCIETY, IEM ORGANISE TALKS, SEMINARS, COURSES AND VISITS FROM TIME TO TIME FOR THE MEMBERS.

FOR DETAILS INFORMATION KINDLY CONTACT

IEM Resource Centre

The Institution of Engineers Malaysia (IEM)

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P.O.Box 223 (Jalan Sultan), 46720, Petaling Jaya, Selangor

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Website: [www.myiem.org.my](http://www.myiem.org.my)

