



# UNISSA Library



مكتبة جامعة السَّيِّدَةِ الشَّرِيفَةِ عَلِيٍّ الْإِسْلَامِيَّةِ







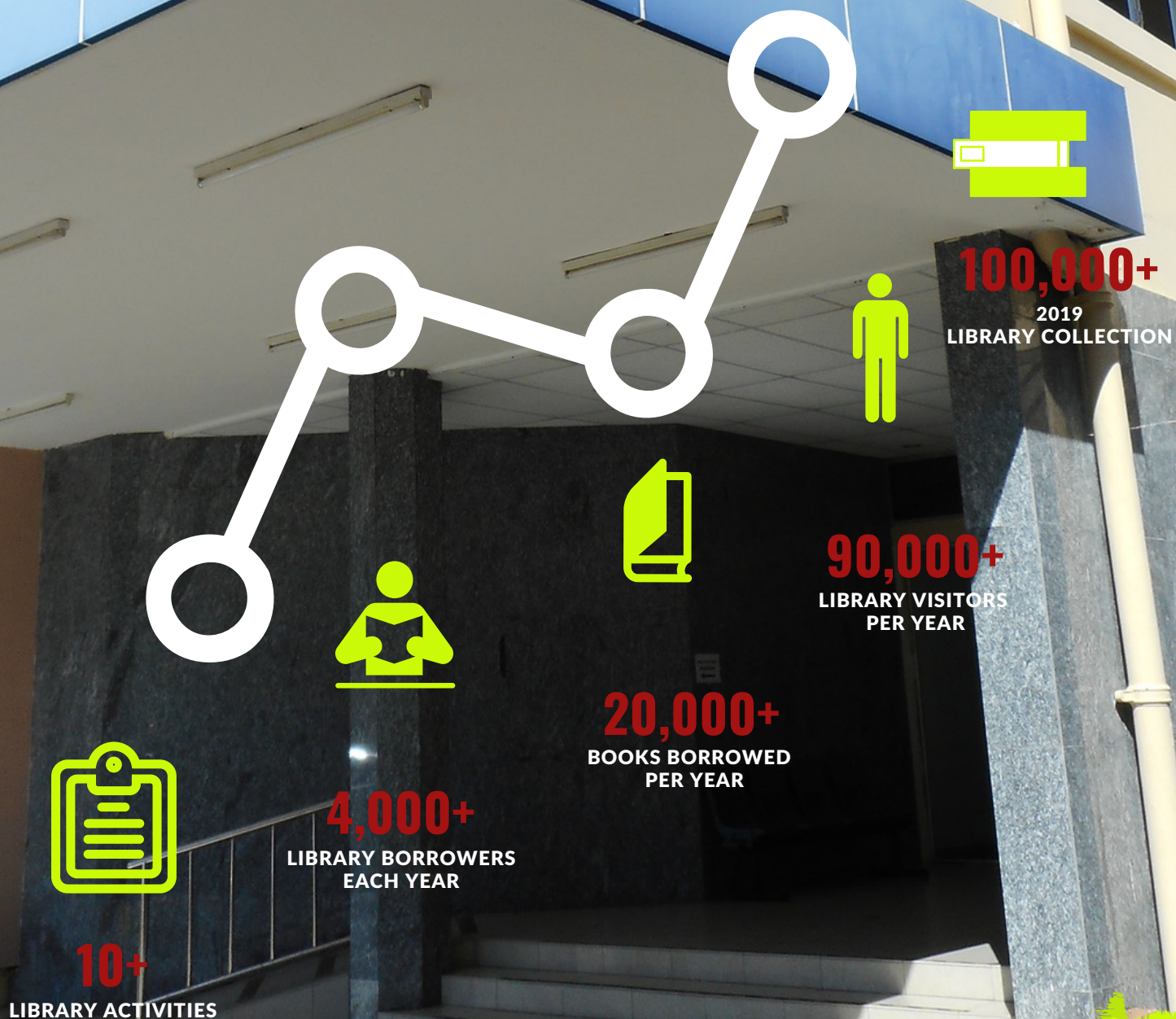
# UNISSA

## Library

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# Milestones



# Vision, Mission and Objectives

## VISION

To support UNISSA academic and research excellence and community services

## MISSION

To be a major Islamic academic library and Islamic information resources hub in Asia

## OBJECTIVES

- Providing comprehensive scholarly Islamic resources.
- Access to relevant databases.
- Technology-rich library system and equipment.
- Well-equipped facilities and conducive environment to study and research.
- High quality services.
- Expert reference assistance.
- Highly-skilled qualified librarian.
- Relevant and engaging information literacy programmes, library activities and community services.
- Well-recognized nationally and internationally.



مَرْحَباً بِكُمْ فِي مَكْتَبَةِ جَامِعَةِ السُّلْطَانِ الشَّرِيفِ عَلِيِّ الْإِسْلَامِيَّةِ

SELAMAT DATANG KE PERPUSTAKAAN UNIVERSITI ISLAM SULTAN SHARIF ALI

WELCOME TO THE SULTAN SHARIF ALI ISLAMIC UNIVERSITY LIBRARY



# Opening Hours

## SCHOOL TERM

MONDAY, TUESDAY & WEDNESDAY	8.00 AM - 9.00 PM
THURSDAY & SATURDAY	8.00 AM - 5.30 PM
FRIDAY, SUNDAY & PUBLIC HOLIDAYS	CLOSED

## REVISION & EXAM WEEK

MONDAY, TUESDAY & WEDNESDAY	8.00 AM - 9.00 PM
THURSDAY & SATURDAY	8.00 AM - 5.30 PM
FRIDAY & SUNDAY	8.00 AM - 12.00 PM 1.30 PM - 5.30 PM
PUBLIC HOLIDAYS	CLOSED

## MID/INTER-SEMESTER BREAK/LONG VACATION

MONDAY-THURSDAY & SATURDAY	8.00 AM - 12.00 PM 1.30 PM - 4.30 PM
FRIDAY, SUNDAY & PUBLIC HOLIDAYS	CLOSED





# Rules



**Loan will only be  
issued to the  
valid UNISSA  
card owner**

**No sleeping in the library**

**Pay your fees and fines**

**No food allowed and  
drinking is limited to  
mineral water in bottles  
with tops**

**Avoid all unnecessary noise**

**Observe the  
university dress  
code**

**Making marks, defacing,  
mutilation or damage to  
library books or facilities is  
strictly forbidden**

**No smoking or vaping**

**Male and female  
students are not  
allowed to sit  
together**



# Library Collections

## **General Collection**

*Ground Floor & First Floor*

## **Reference Collection**

*First Floor*

## **UNISSA Archive**

*First Floor*

## **Bruneiana Collection**

*First Floor*

## **Journal Collection**

*First Floor*

## **Newspaper**

*First Floor*

## **Thesis**

*Ground Floor*

## **Examination Papers**

*Ground Floor*

## **Multimedia Collection**

*Ground Floor*

## **Donated Collection**

*Basement*

## **International Collection**

*Basement*

## **Mazhab Syafie Collection**

*Basement*

## **Restricted Collection**

*Basement*





# *Types of* LIBRARY MEMBERSHIP

## **INTERNAL MEMBERSHIP**

All registered students, full-time and part-time academic and non-academic staff of the university are automatically registered as UNISSA library members.

## **RECIPROCAL BORROWING SCHEME**

All of UNISSA staff and students are qualify for onsite borrowing privileges at UBD, UTB, KUPU SB, POLITEKNIK AND IBTE.

## **ALUMNI MEMBERSHIP**

Former staff and all UNISSA graduates may apply for alumni membership to get access to some of library collection and services.

## **EXTERNAL MEMBERSHIP**

Non UNISSA members (Non-alumni) may apply for external membership to use UNISSA library.



**SOME OF MEMBERSHIP ABOVE REQUIRE PAYMENT  
KINDLY REFER THE COUNTER OR LIBRARIAN FOR  
FURTHER DETAILS AND ASSISTANCE**



## LOAN PRIVILEGES

USER CATEGORIES	NO. OF BOOK	PERIOD
Academic & Administrative Staff	20	60 days
Doctor of Philosophy (Phd)	17	14 days
Masters & Postgraduate Diploma	12	14 days
Undergraduates	8	14 days
Diploma	8	14 days
Alumni Membership	5	14 days
External Membership	5	14 days
Reciprocal Borrowing Scheme (RBS)	2	10 days

### ***Long term loan (14 days):***

*General Collection, Multimedia Collection, Mazhab Syafie Collection and International Collection.*

### ***Short term loan (3 days):***

*Second copy of Reference, Bruneiana, UNISSA Archive and Personal Donation Collection.*

### ***For Reference Only:***

*First copy of Reference, Bruneiana and UNISSA Archive, Journal, Thesis, Examination Paper, Personal Donation 1 (KP1) and Restricted Collection.*





## **LOAN**

Material loan can be made at the library counter or through self check-out machine provided.

## **RETURN**

All loan material can be returned at the circulation counter or through manual and automated book drop machine.

## **OVERDUE**

Overdue charges must be paid for failure in returning or renewing items on time.



## **RENEWAL**

Material on loan can be renewed twice. It can be done via the library OPAC.

## **RESERVATION**

Reservation of books is a service to ensure that a book which is out on loan will be held for applicant when it is returned.

## **INTERLIBRARY LOAN**

An Interlibrary Loan is a service whereby UNISSA Library lends book from other libraries to obtain materials that are not available in UNISSA library collection but required by UNISSA library users.

## **BOOK RECOMMENDATION**

Users are welcome to make a suggestion to purchase book/s for library collection if: The library does not own a copy or more copies needed.

## Books Search Request

UNISSA Library provides assistance for lecturers requesting help to search and hold book titles. The retrieved books will be reserved in a holding desk to be collected within 3 days after the search request was made. Only UNISSA Lecturers can place a book search request.

## Reference Assistance

UNISSA Library will also provide assistance for those needing further references and additional resources about their research. Those who are keen may make a one-on-one appointment with the Reference Librarian via email : [library@unissa.edu.bn](mailto:library@unissa.edu.bn)

# Information Services

## New Releases

UNISSA Library releases new book titles every two weeks, these books are then displayed in the designated book racks located at the Ground Floor of the library. Whereas, UNISSA newest publications are displayed on the Iqra' book shelf. Patrons can also view the new releases via our Facebook and Instagram.

## Library Activities

The library coordinates a number of activities held every year:

- Best Academician Patron
- Social Media Month
- Mini Book Bazaars
- Cube for Book and Stationery Sales
- Amnesty Week
- UNISSA Book Fair (Ma'rid al-Kutub)
- Library Club
- Book Drive

## Special Exhibition

To highlight UNISSA Library diverse collection, the library organises special exhibitions to celebrate Brunei Darussalam special occasions throughout the year. Additionally the library will have special displays of books and collections on relevant topics as well as notable figures in Brunei Darussalam.





## MODULE 1 OUTLINES: BASIC LIBRARY SKILLS: OPAC

PART 1: Introduction to Information Literacy skills and how to save time in finding information

PART 2: UNISSA Library

PART 3: Online Public Access Catalogue (OPAC)

PART 4: Practical session on locating books in UNISSA Library



## MODULE 2 OUTLINES: DATABASES & INFORMATION SEARCHING STRATEGIES

PART 1 : Beyond UNISSA Library: E-resources

PART 2: Databases

PART 3: Repository

PART 4: Open Access Resources

PART 5: Practical session



## MODULE 3

PART 1: INTRODUCTION TO CITATION

PART 2: REGISTER & INSTALL  
MENDELEY

PART 3: THE REFERENCE MANAGER

PART 4: PRACTICAL ON CITING

PART 5: SHARE YOUR REFERENCE

# Information Literacy Skills

## Training

Exclusive for UNISSA  
postgraduate and undergraduate  
students



# e-Services

## UNISSA LIBRARY IN UNISSA WEBSITE

<http://www.unissa.edu.bn/current-student/library/>

About us  
Our collections  
Our services  
Our activities  
Our rules  
FAQ  
Contact us

UNISSA OPAC

e-i'lami  
UNISSA  
Institutional  
Repository

Our  
Subscribed  
Databases  
[www.ebscohost.com](http://www.ebscohost.com)

OPAC of other  
libraries:

- UBD
- UTB
- KUPUSB
- Politeknik
- IBTE
- DBP
- Perpustakaan Islam Brunei

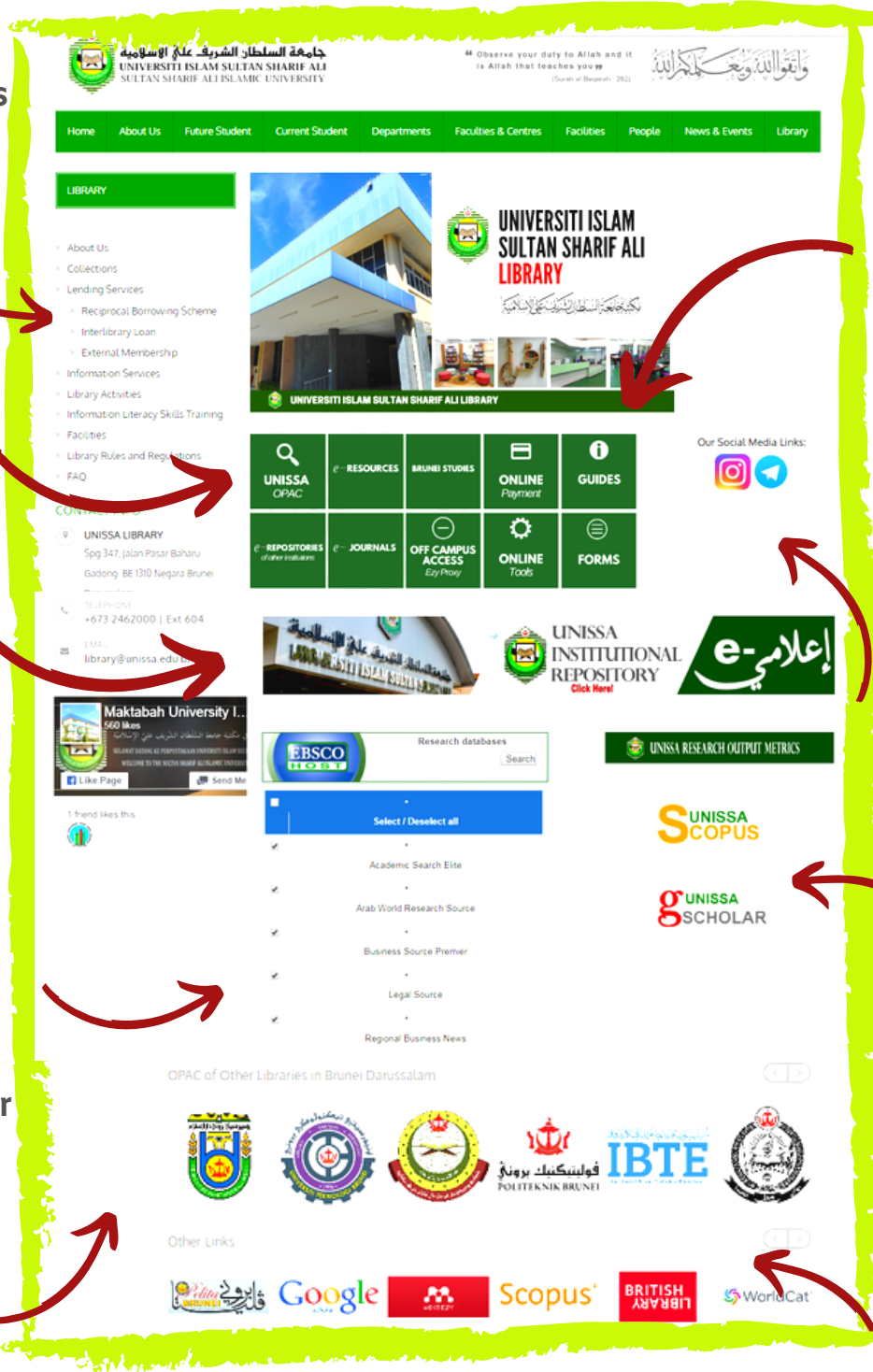
Open access  
item:

- e-Journal
- e-Repositories
- e-Resources
- Online payment
- Online tools
- Guides
- Forms

Our Social  
Media Sites

UNISSA  
research  
output  
metrics:  
drives from  
Scopus &  
Google  
Scholar

Other relevant  
links





Use this  
to find  
books in  
our  
library

UNIVERSITI ISLAM SULTAN SHARIF ALI  
LIBRARY  
*Online Resource to Knowledge & Information Discovery*

Your information pulse  
Home | Login | Arabic.OPAC | Malay.OPAC

**Navigation**

- (+) Find Information
  - Catalogue
  - Online Databases
  - Ask a Librarian
- (+) My Library
- (+) Services
- (+) New Resources
- (+) About Us
- (+) Help

Where you are: Home » Find Information ~ Catalogue ~ Title Search

**Catalogue**

Quick | **Title Search** | Author | Subject | Advanced | Help

Series Title   
All Titles   
Series Title  Browse ☐ Phrase ☐ Exact Match

OK Clear

Enter your  
search here!

Login to  
your  
library  
account

UNIVERSITI ISLAM SULTAN SHARIF ALI  
LIBRARY  
*Online Resource to Knowledge & Information Discovery*

Your information pulse  
Home | Login | Arabic.OPAC | Malay.OPAC

**Navigation**

- (+) Find Information
  - Catalogue
  - Online Databases
  - Ask a Librarian
- (+) My Library
- (+) Services
- (+) New Resources
- (+) About Us
- (+) Help

Where you are: Home » My Library ~ Login

**Login**

Spdyus will remember your login information for this session only. To protect your privacy please make sure you Logout when you have finished using Spdyus.

\*Borrower ID:   
\*PIN:

Tip: Your Borrower ID is the barcode from your library card.

Login

1 Click the LOGIN

2 Fill in Borrower ID with your IC number with (-).  
Eg: 00-112233

3 Fill in Pin with your IC number without (-).  
Eg: 00112233

## List of things that you can do with your account:

- ✓ Check your loans
- ✓ Check your fines
- ✓ Make your reservations
- ✓ Renew your loans

# UNISSA

## Digital Collection

### UNISSA INSTITUTIONAL REPOSITORY

# إعلامي-e

<http://e-ilami.unissa.edu.bn:8080/jspui/>

E-I'lami UNISSA Institutional Repository serves as the "Memory of UNISSA", a platform for digital storage that enable global visibility of UNISSA archive material and scholarly studies conducted by UNISSA's academic-staff and students.

**Login to your  
library account**

**Enter your  
search here!**



### List of collection in e-i'lami:

- Article
- Book
- Book Section
- Conference or Workshop Item
- Examination Paper
- Guide Book
- Hafl Al-Takharruj
- Image
- Journal
- Newsletter
- Newspaper
- Other
- Project Paper
- Research Report
- Thesis and Dissertation
- Video

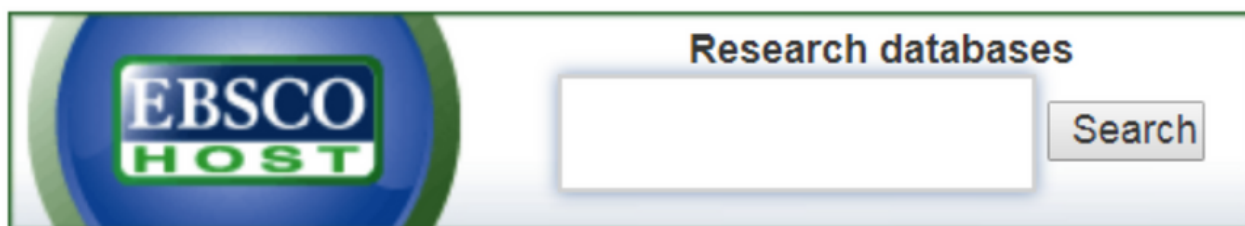
#### **\* To have full access:**

**For UNISSA Academic Staff  
Please register and login  
using your UNISSA email.**

**For UNISSA Student please  
get your password from  
UNISSA Library Counter**



<https://search.ebscohost.com/>



### **List of subscribed databases:**

- Academic Search Elite
- Arab World Research Source
- Business Source Premier
- Legal Source
- Regional Business News

### **\* How to access Ebscohost?**

The EBSCO database is accessible through:

- UNISSA website under the Library tab or
- Direct link <https://search.ebscohost.com>.

This database can be accessed directly (without a password) within the UNISSA campus.

For academic staff who wish to access this database outside the campus kindly:

- Complete the request form which can be downloaded through <http://www.unissa.edu.bn/current-student/library/>
- Email us the form at [library@unissa.edu.bn](mailto:library@unissa.edu.bn).

<https://ifikr.isra.my/>

The Islamic Finance Knowledge Repository (I-Fikr) is an innovative and dynamic platform initiated by the International Shariah Research Academy for Islamic Finance (ISRA) to cater to the growing demand of the industry for sound knowledge about Islamic economics and finance from a reputable source.

### **I-Fikr Content:**

- Ontology
  - Fatwa
  - Directory
  - Event
  - Column
  - Experts
- IF Resources
    - Books
    - Journals
    - Thesis
    - Articles
    - Research Output
    - Regulations
    - Reports
    - Proceedings
    - Prospectus

### **\* How to access I-Fikr?**

I-Fikr is accessible through:

- <https://ifikr.isra.my/>
- UNISSA website under the Library tab.

To get full access kindly get your password from UNISSA Library counter.



AL-GHAZALI LOUNGE



AL-BUKHARI READING AREA



AL-QURTUBI LOUNGE



IBNU RUSHD STUDY AREA



IBNU FIRNAS LOUNGE



Meeting/Discussion rooms.  
- Overhead Projector



Self Study Room

- Personal Computer
- Two Hourly Selfstudy - Free
- Weekly Reserved Rooms - \$5



# Our Facilities

2. Automated Self-check Out Machine



3. Automated 24/7 Book Drop  
- Located in front of the library



Prayer Room  
(First Floor)



Lockers  
(Ground Floor) - \$1 per day



Laminating & Binding Machine



Photocopying & Printing Machine

900 - 926

910: Information  
921: Photocopying  
922: Selfstudy  
923: Selfstudy  
924: Selfstudy  
925: Selfstudy



# *Discussion Rooms*

## **PROCEDURE OF LOAN**

D1 : Al-Itqan (3-12 people)

D2 : Al-Ihtiram (3-12 people)

D3 : Al-Ikhlās (3-8 people)

D4 : Al-Indhibat (3-8 people)

D5 : Al-Tasamuh (3-8 people)

D6 : Al-Ta'awun (3-8 people)

- Priority are given to lectures & tutorials authorized by ADEX.
- Room D6 is exclusively for postgraduate students only.
- The rooms are offered on first come first serve basis and interested users need to fill in the forms at the Circulation Counter and UNISSA ID card must be given.
- The rooms can be loaned for two hours and can only be extended if the room is not reserved by others.
- Any late returns of keys will be fined \$1.00 per 30 minutes.
- All discussion rooms are each provided with overhead projector.



# *Selfstudy Rooms*

## **PROCEDURE OF LOAN**

SS1 : Al-Ta'annin

SS2 : Al-Tawadu'

SS3 : Al-Jiddun

SS4 : Al-Syuja'ah (Master)

SS5 : Al-Syukrun (Master & PhD)

SS6 : Al-Sabrun

SS7 : Al-Sidqun (Reserve)

SS8 : Al-Wafa

SS9 : Al-Yaqeen

- Rooms are for individual use only.
- The rooms are offered on first come first serve basis and interested users need to fill in the forms at the Circulation Counter and UNISSA ID card must be given.
- The rooms can be loaned for three hours for PhD students and two hours for master, postgraduate, degree and diploma students.
- Loaned hours can only be extended if the room is not reserved by others.
- The room can be reserved weekly for \$5.00





# Self Check-out MACHINE

The SelfCheck machine allows you to borrow and renew book loans by yourself without going to the library counter.



*Location: Ground Floor Reading Area*

To use the machine:

- ✓ Slide your UNISSA student ID card under the barcode scanner.
- ✓ Then slide each book under the barcode scanner.
- ✓ The machine will check the books out to your account and de-sensitize the book's security strip.
- ✓ Step-by-step instructions are displayed on the screen.


# Printing & Photocopying

**1**

Purchase an access card from the library counter for \$7.00 (100 units).  
Kindly use only one output : 1) Photocopier @ Ground Floor OR  
2) Photocopier @ 1st Floor


## How to print :

**2**



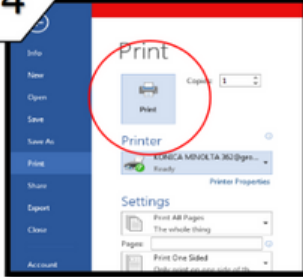
Choose whichever desktop computers at the library to print.

**3**




Open your desired file and select your output printer.

**4**



Click Print. This will prompt a pop-up box.


**5**



Enter characters as presented on the access card.

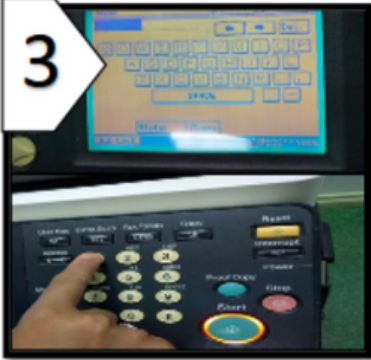
## How to copy:

**2**




Turn on photocopier. An authorization page will alight.

**3**




Key-in characters as printed on your access card and hit "Enter". Repeat steps for both User ID & Password.

**4**



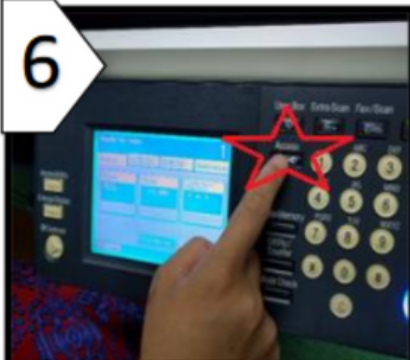
Press "Access" button afterwards to ensure your access.

**5**



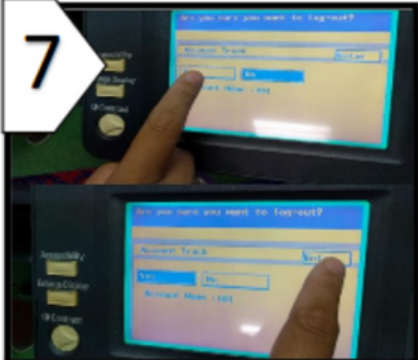
Place document and then press "Start" to start photocopying.

**6**



Once again, log out by pressing the "Access" button. This is HIGHLY important.

**7**



Press "Yes", and then "Enter" to end process.

# Fees

## MEMBERSHIP

Reciprocal Borrowing Scheme	Free
Alumni Membership	\$110.00
External Membership	\$130.00

## ROOM

Two hourly selfstudy room	Free
Weekly reserved selfstudy room	\$5.00 per week

## Locker

\$1.00 per day

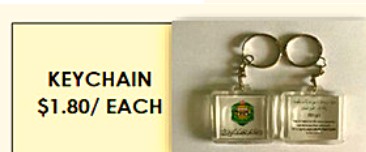
## SELFSERVICE

Printing and photocopying Card	\$7.00 (100 unit)
Ringbind	8mm: \$0.40 10mm: \$0.50 12mm: \$0.60 14mm: \$0.70 16mm: \$0.80 18mm: \$0.90 20mm: \$1.00
Covering paper (Black)	\$0.40
Covering plastic	\$0.40
Laminating paper	
A4 size	\$1.00
A3 size	\$2.00

## ASSISTED SERVICE

Assisted printing, binding or laminating	\$0.50 per item
--	-----------------

## LIBRARY MERCHANDISE





# Overdue & Lost Fines

## OVERDUE FINES

### BOOK

General Collection

\$0.20 per day

Short Term Loan

(Bruneiana, UNISSA Archive,  
Second Copy of Reference,  
Personal Donation)

\$0.40 per day

### KEY

Selfstudy & Discussion Room Key

\$1.00 per 30 minutes

Locker Key

\$2.00 per day

### EQUIPMENT

Headphones

\$1.00 per 30 minutes

Projector Wires

\$1.00 per 30 minutes

## LOST FINES

Book

2 X original price + \$10.00  
service charge per item

Key (Room & Locker)

\$10.00 per item

Equipment

\$10.00 per item



# Payment Procedure

## HOW TO MAKE YOUR PAYMENT?

- ✓ You can pay by cash or check at the UNISSA library counter at:  
Monday - Thursday : 8.00 am - 2.00 pm  
Saturday : 8.00 am - 10.00 am
- ✓ You can make BIBD online payment  
(Term and condition apply - please refer to UNISSA Library online payment using BIBD mobile).
- ✓ UNISSA Library will not accept:
  1. Payment after payment hours.
  2. Payment for materials borrowed from Reciprocal Borrowing Libraries (RBS). The payment should be made in person by the borrower at the lending libraries.
  3. Payment over the phone.

## WHAT HAPPEN IF YOU DON'T PAY YOUR FINES?

- ✓ If you have unpaid fines of more than \$10.00 your library account will be blocked. You will not be able to borrow until the fines are paid.
- ✓ Failure to settle all your library fees and fines at the end of your programme may cause your degree/diploma/certificate scroll to be withheld.



# Library Online Payment

## USING BIBD MOBILE

- 1 Return your loans or library books before making the online payment.
- 2 Pay your loans using BIBD mobile online payment  
*\*To make a payment transfer, the amount must exceed \$1.00.  
UNISSA library practices a no refund policy & any payment sent to the library account will not be given back to the payer.*

1

2

3

4

5

From account:

Preferred Payees All Payees

From

Payee Name	UNISSA CATEGORY 2: RENTAL/REVENUE/OTHERS
Bill / Ref. No. 1	name and student id
Reference No. 2	e.g.: library overdue
Reference No. 3	e.g.: if there are more than one f
Fee	BND 0.00
Bill Amount	BND 1.01
Date	28/11/2018

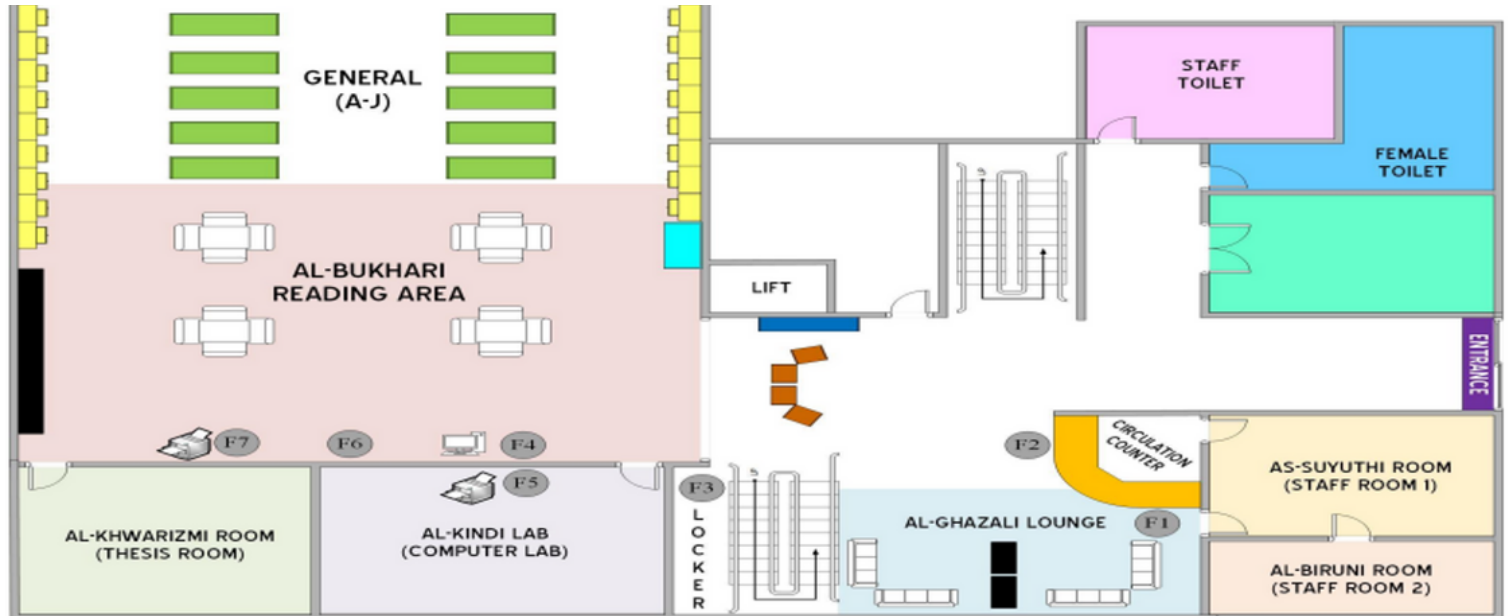
Edit Confirm

- 3 Print Screen the bank statement.
- 4 Email the proof of payment to [library@unissa.edu.bn](mailto:library@unissa.edu.bn)
- 5 Get your payment receipt from UNISSA library counter.



# Find Your Way

## Groundfloor



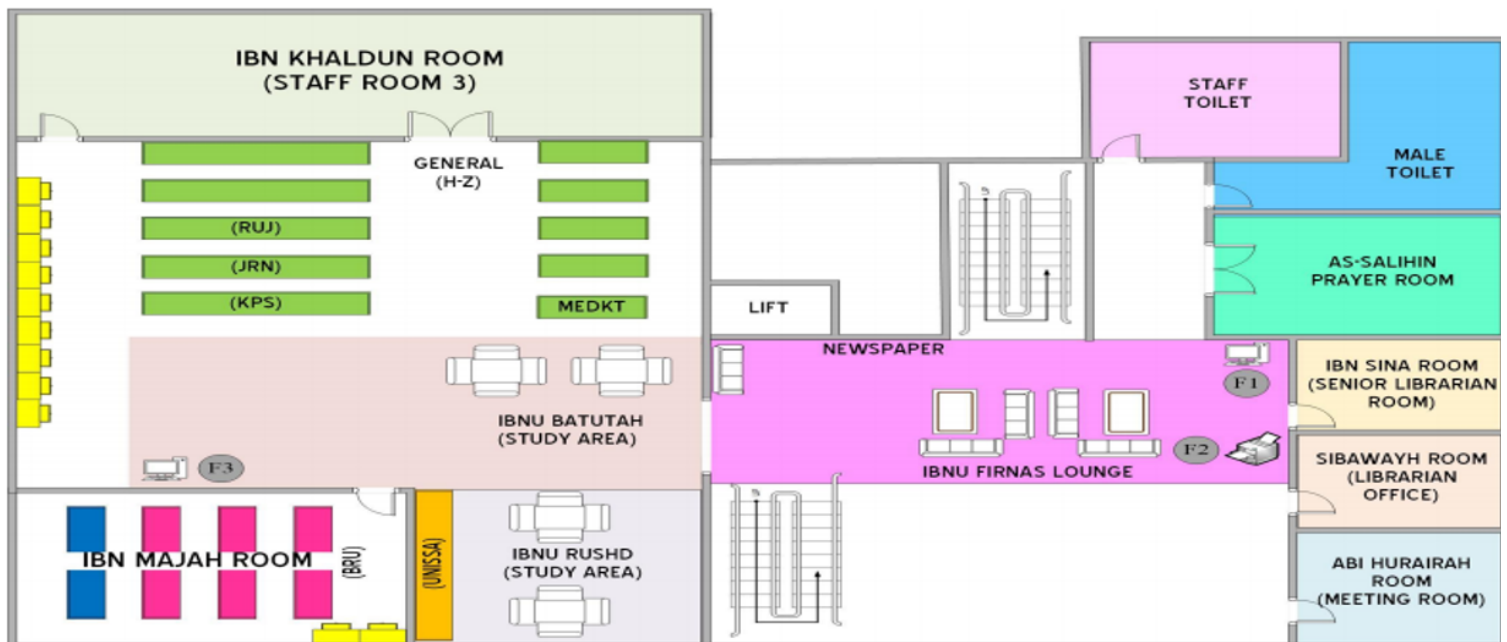
- ENTRANCE
- LIBRARY COUNTER
- NEW BOOKS DISPLAY
- MINI GALLERY BOOKS DISPLAY
- IQRA BOOKSHELF (NEW UNISSA PUBLICATIONS)

- GENERAL COLLECTION (A-J)
- STUDY CARRELS
- AL-QURAN

### FACILITIES

- F1 BINDER & LAMINATING MACHINE
- F2 BOOK DROP
- F3 LOCKER
- F4 OPAC & PRINTING DOCK
- F5 COMPUTER/SCANNER
- F6 SELF-CHECK MACHINE
- F7 PHOTOCOPY/PRINTING

## First Floor



- UNISSA ARCHIVE (UNISSA)
- NEWSPAPERS
- STUDY CARRELS
- BRUNEIANA COLLECTION (BRU)
- MAGAZINES COLLECTION

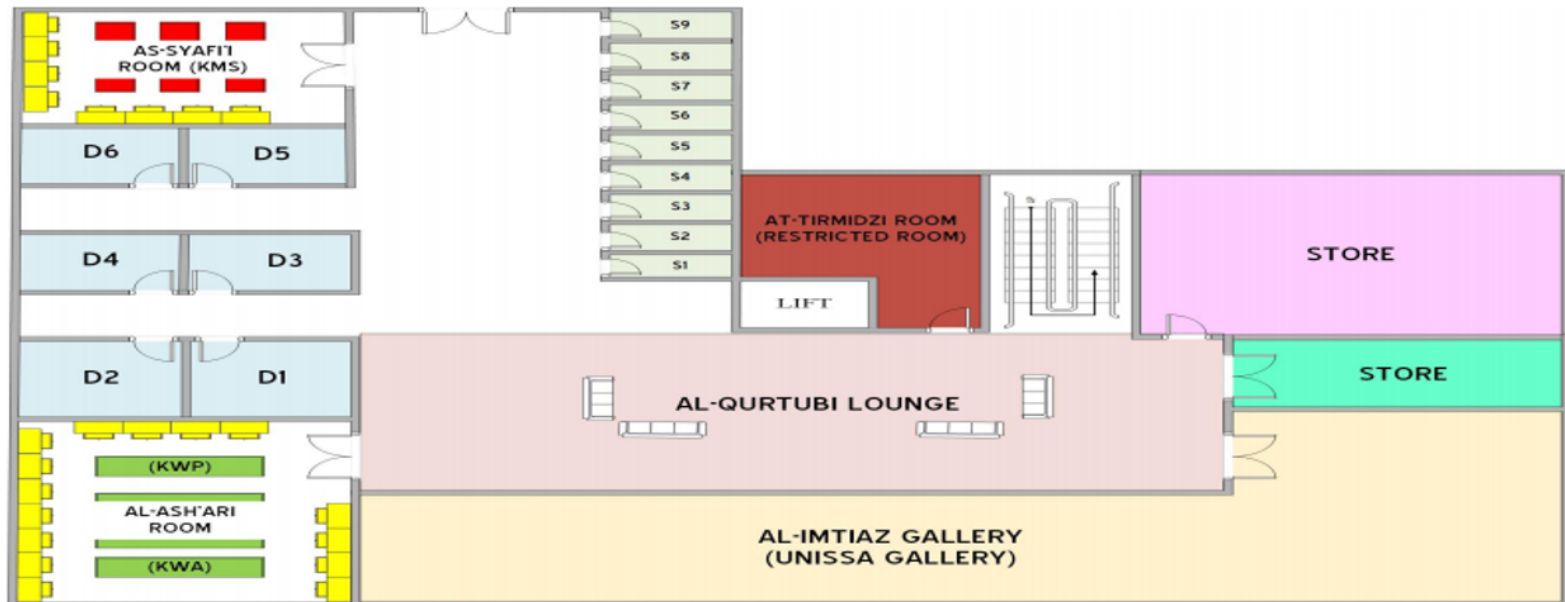
- GENERAL COLLECTION (GENERAL)
- SYARIAH LAW COLLECTION (KPS)
- JOURNAL COLLECTION (JRN)
- REFERENCE COLLECTION (RUJ)
- MULTIMEDIA COLLECTION (MEDKT)

### FACILITIES

- F1 OPAC & PRINTING DOCK
- F2 PHOTOCOPY/PRINTING MACHINE
- F3 OPAC

# in UNISSA Library

## Basement



- **DONATED (KWP) AND INTERNATIONAL COLLECTION (KWA)**
- **MAZHAB AL-SHAFI'I COLLECTION**

### DISCUSSION ROOM

D1: AL-ITQAN  
D2: AL-IHTIRAM  
D3: AL-IKHLAS  
D4: AL-INDHIBAT  
D5: AL-TASAMUH  
D6: AL-TA'AWUN

### SELFSTUDY ROOM

S1: AL-TA'ANNIN  
S2: AL-TAWADU'  
S3: AL-JIDDUN  
S4: AL-SYUJA'AH  
S5: AL-SYUKRUN  
S6: AL-SABRUN  
S7: AL-SIDQUN  
S8: AL-WAFA  
S9: AL-YAQEEN

# *We Welcome*

**Volunteer Student**

**Industrial Training (LI)  
Student**

**Book Donation**

**Book Exchange**

**in the library**

**KINDLY REFER THE COUNTER OR  
LIBRARIAN FOR FURTHER DETAILS AND  
ASSISTANCE**



# Contact Us: \_\_\_\_\_



## UNISSA LIBRARY

Spg. 347, Jalan Pasar Gadong  
BE1310 Brunei Darussalam.

Tel. : +673 2462000 | Ext 604/603

Email: [library@unissa.edu.bn](mailto:library@unissa.edu.bn)

## Quick links:

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