



قراويندا كيان، اوڭقور سينيغ
The University Library

LIBRARY PRIVILEGES

- 🔴 Lending Services
- 🔴 Research Information Services
- 🔴 Brunei Studies Collections
- 🔴 Library Opening Hours
- 🔴 Dos & Don'ts



Scan and Explore Us

Lending Services

The Lending Services Division are responsible in managing item loans, Interlibrary loans, housekeeping of library materials, membership registration, and collections of fines, photocopying/printing services, and SMS registration. The following are the details of the services of provided by the Lending Services Division.

Loan Privileges (Items/Durations)		
Category	UBD members	External members
General Collection	Students — 15 items/14 days PhD Students — 20 items/30 days Lecturers — 30 items/1 or 3 months General staff — 15 items/14 days UBD Alumni — 5 items/14 days UNISSA Lecturers — 30 items for 30 days UNISSA Students — 8 items for 14 days	Individuals — 5 items/14 days Government Officer — 5 items/14 days Temporary Students — 5 items/14 days Corporate Members — 5 items/14 days
Red Spot	1 item/4 hours	1 item/4 hours
Brunei Studies Collection	Open Access collection is allowed to borrow as General Collection category. Except for KBruS , can be allowed to use for in-house only. Closed Access collection is allowed for in-house only. (3 items/3 hours)	Open Access collection is allowed to borrow as General Collection category. Except for KBruS , can be allowed to use for in-house only. Closed Access collection is allowed for in-house only. (3 items/3 hours)
Individual & Discussion Room	2 hours	2 hours

Borrowing Through the Automated 'Self-Check Out' Machine

The "Self-Check Out" machine can be used for borrowing and renewing books. A borrower must have a UBD card ready and should follow the instructions as shown on the screen of the machine. The borrower loan record will automatically be updated and a date due slip will be issued when the process is complete.



Borrowing at the Lending Desk

Borrowing of certain types of items such as oversized books, media items, Red Spot items, and request for usage of individual study rooms and discussion rooms have to be transacted at the Lending Services Desk.

Renewal of Loans

Library materials can be renewed twice unless they have been reserved by others or the borrower owes fines exceeding BND10.00. Renewals can be done through the Online Catalogue (<http://eclik.ubd.edu.bn>) or the Dilibrary@UBD portal (<http://library.ubd.edu.bn/>). Renewal can only be made two days before the item due date.

Automated Book Return

You may return library books through the External Book Return terminal located near the entrance of the main library.

Reservation



General collection, media and new items on display can be reserved through the e-Clik Online Catalogue. Users are advised to check their account if the items are ready for pick-up. A maximum of two (2) reservation is allowed of any Pacific time. Any Reserved items will be kept for three (3) days. The non-claim of items within specified period will result in the reservation being cancelled.

Recall

Items that have been borrowed can be recalled if required by other users.

An email will be sent to current borrowers to return the item by certain date. Failure to return will incur fine of 40 cents per day per item.



DiLibrary@UBD Portal

A facility in the portal web part called Account Information enables a user to check his/her latest library account information, including viewing items they have on loan, the due dates for each item, as well as enabling clients to renew and reserve items online. This portal can be accessed at <http://library.ubd.edu.bn/>.

Fines

All loan items should be returned to the Library's Lending Services Desk or automated Book Return terminal. Fines will incur for all overdue items at the following rates:

20 cents / day	General Collection(s)
40 cents / hour	Red Spot Collection(s)
40 cents / day	Recall items
\$2.50 cents / day	Study Rooms

Damaged or Lost Items

It is the user's responsibility to take care of all library materials on loan to them. Lost/damaged loan material and lost of key of the discussion / individual study room will be penalised as follows:

- Replace damaged or lost item with the same item acceptable to the Library.
- Pay fines twice the original price of the item as set by the Library.
- Pay cost of key replacement including other charges if the whole lock has to be changed.

- Please refer to the collection Development Regulation Policy of the Library in the DiLibrary portal at <http://library.ubd.edu.bn/>.

Research Information Services (RIS)

The main responsibility of RIS is to assist library users in searching and retrieving information in their fields of interests and at the same time to bring to their attention other relevant sources in their fields.

Services:

- 📖 Research Information Services Desk queries in person, by email, telephone and Library Chat.
- 📖 Training sessions on how to use e-resources such as databases, e-books, e-reference can be requested at Research Information Services Desk📖
- 📖 Information Literacy Classes give exposure to students on library skills, such as how to retrieve reference sources in their respective fields.

Brunei Studies Collections

This division provide a collection of materials pertaining to Brunei Darussalam written by local and foreign writers, and those published or unpublished in Brunei Darussalam and overseas. The materials include monographs, serials, newspapers, microfilms, audiocassettes, videocassettes, past year examination papers, theses, and dissertations, UBD Publications, UBD Archives, local newspaper articles, maps and documents. Other collections include materials on Borneo, rare books, personal collections and manuscripts.

There are two types of collection available:

- 📖 Open collection, can be loan out at Brunei Studies Services Desk
- 📖 A Closed accessed collection, 'for in-house use'.

Bruneiana Digital Collection

All Brunei Studies materials that have been digitized can be accessed at *Bruneiana Digital Collection* via <http://library.ubd.edu.bn/> or directly to <http://bruneiana.ubd.edu.bn>. (UBD user id and password is required)

Opening Hours

SEMESTER:

Monday to Thursday and Saturday: 8.00 am to 9.00 pm

Friday: 8.00 am to 12.00 pm and 2.00 pm to 5.00 pm

Sunday: 9.00 am to 4.30 pm

MID SEMESTER BREAKS:

Monday to Thursday and Saturday : 8.00 am to 9.00 pm

Friday: 8.00 am to 12.00 pm and 2.00 pm to 5.00 pm

Sunday: 9.00 am to 4.30 pm

MID TERM BREAKS

Monday to Thursday and Saturday : 8.00 am to 5.30 pm

Friday: Closed

Sunday: 9.00 am to 4.30 pm

RAMADHAN

Monday to Thursday and Saturday: 8.00 am to 4.30 pm

Friday: Closed

Sunday: 9.00 am to 3.00 pm

CLOSED

Public Holidays

**** Please note that library transactions will cease 15 minutes before the closing time. This will be announced through the library public address system.**

Dos & Don'ts Users are reminded to observe the following
Dos & Don'ts pertaining to university library:

Dos	Don'ts
<ul style="list-style-type: none"> • Use valid UBD cards for all library transactions and show them when requested by library staff. • Drinking mineral water is allowed. • Silence is required in the library. • Immediately leave the library building if the fire alarm sounded. Use staircase and exit the library through the main entrance or emergency exit. • Leave the library 5 minutes before the closing time. 	<ul style="list-style-type: none"> • Lending card to other users are not allowed. • Eating, soft drinks, smoking, sleeping and littering are prohibited. • Making noise, misbehave and do things prejudicial to the learning environment in the library or against the religious teaching and the local custom which may affect the image of the University. • Do not use lifts when the fire alarm sounded. • Do not sleep in the library. <p>If you are locked, please call security, ext. no. 1633/3333 for assistance.</p>

CONTACT

Research Information Services Desk (ext: 1209/1947)

Email: reference.library@ubd.edu.bn

Lending Services Desk (ext: 1210)

Email: custserv.library@ubd.edu.bn

Brunei Studies Collection Services Desk (ext: 2113)

Email: bsc.library@ubd.edu.bn

Chief Librarian Office (ext 1257)

Email: office.library@ubd.edu.bn

Tel:+673-2463001/ +673-2460921

Fax: +673246050

Chat with Librarian:

<http://library.ubd.edu.bn/>

<http://eclik.ubd.edu.bn/>



: Library@UBD



: UBDLibrary



: UBDLibrary

Website: <http://library.ubd.edu.bn/>

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