

3- I-CHRIE

The International Council on Hotel, Restaurant and Institutional Education. A non-profit association for schools, colleges and universities offering programs in hotel and restaurant management, foodservice management and culinary arts.

The URL for this is:

<http://www.chrie.org>

To login, please approach the LRC staff at the Circulation Counter.

Other Services

- Library Orientation
- Information Skills' Training
- Reference & Information Services (Help Desk)
- ILL (Document Supply)

Facilities

- Photostat Machine
- Study sofas
- Audiovisual viewing corner
- Computers (computers in the LRC are for research and also for viewing AV materials only).

Rules & Regulations

- Student ID cards are compulsory for admission into LRC.
- LRC staff are authorized to deny entry of students who do not have valid student ID cards.
- Student ID cards are not transferable
- Food, drinks, wet umbrellas, bags and safety helmets should not be taken into the LRC areas.
- Users must observe silence in the LRC area. If you need to talk, do so quietly.
- Hand phones should be on silent mode.
- LRC staff are not responsible for lost and damaged items or any valuables left within LRC premises. Property found in the LRC premises will be passed to Student Services at the first day of each week.
- All members are urged to cooperate to ensure that the LRC is conducive for private study and research

Contact Numbers:

Should you have any problems or require more information, please contact following staff:

Shaeiddah Akmar Abd Rahman
University Librarian
Tel : 03-2687 7000 ext. 7047
E-Mail : shaeiddah@berjaya.edu.my

En. Khirudin Bin Harun
Library Assistant
Tel : 03-2687 7000 ext. 7050
E-Mail : khirudin@berjaya.edu.my

Puan Latifah Sher Mohamed
Library Assistant
Tel : 03-2687 7000 ext. 7048
E-Mail : latifah@berjaya.edu.my

UG/BUCH/SA
22 May 2009

Learning Resource Centre



User Guide



Berjaya UCH Online Catalogue
<http://10.10.20.17/uhtbin/cgisirsi.exe/x/0/0/49>

EBSCO Databases
<http://search.ebscohost.com>

I-CHRIE
<http://www.chrie.org>

About Us

The Learning Resource Centre (LRC) effectively dates from the establishment of the Berjaya University College of Hospitality (Berjaya UCH) in 2008. It supports the learning, teaching and research needs of the students and academic staff in a highly specialized field of study which includes the culinary arts, tourism, culture and performing arts, food services, and hospitality.

The LRC is located near the main entrance to the college. It occupies 3520 square meters of space. The seating capacity is for about 50 users at one time.

LRC Collections

There are 3 categories of materials in the LRC:

Open Access

Materials in the Open Access collection may be borrowed out by registered users according to their entitlement. (See Borrowing Entitlement)

Closed Access

Materials in the Closed Access collection are primarily those on student reading lists. They are high demand text and priority access is for academic staff and students of the University. (See Borrowing Entitlement)

Reference

Books marked REFERENCE are for internal use only and may not be borrowed out.

Borrowing Entitlement

Users	Open Access		Closed Access		AV Collection (Accompanying Materials)		AV Collection (In-House Materials)	
	Qty	Loan Period	Qty	Loan Period	Qty	Loan Period	Qty	Loan Period
Academic Staff	20	28 Days	2	2 Days	20	28 Days	2	2 Days
Management / Administrative Staff	4	14 Days	No Loans		4	14 Days	No Loans	
Diploma / Under-graduates Students	4	14 Days	2 Items for 3 hours Overnight loans Weekend Loans		4	14 Days	2 Items for 3 hours Overnight loans Weekend Loans	
Postgraduates Students	8	14 Days			8	14 Days		
Academic Visitor	4	14 Days			4	14 Days		
Non-Academic Visitor	2	14 Days	No Loans		2	14 Days	No Loans	
Alumni	2	14 Days			2	14 Days		
Interlibrary Loan (ILL)	4	28 Days			4	28 Days		

Opening Hours

Monday – Friday 9am - 6pm
Weekend / Public Holiday Closed

Services

1- Membership

- The LRC supports the teaching, learning and research needs of the staff and students of Berjaya UCH. The LRC is open to other bona fide users who may use the LRC with the express permission of the University authorities.
- All users must be registered before they are allowed to use the LRC. A valid University ID card must be produced for registration as a user. Other bona fide applicants must apply in writing and produce documentary evidence to support their application.

2- Borrowing

- All members must produce their University ID card to borrow items from the LRC.
- Items on loan which are due for return on the date/time stamped on the loan's slip, reminders to return items on loan will be sent through e-mail addresses
- Fines will be levied on late returns
- Members who damage or lost LRC materials on loan are required to replace the materials.

3- Renewals

- Items from the Open Access collections may be renewed twice in person or online renewal if not reserved by others.
- Items for the Closed Access collection cannot be renewed.

4- Returning

- Users are responsible for returning borrowed items to the LRC before the due date.
- Users are responsible for borrowed items until the loan record is cleared in the database.

5- Recall

- The Librarian may recall an item on loan from the Open Access collection if it is required for official use.

6- Overdue Loans

Fines will be imposed from the first day that a loan is overdue until the loan record is cleared in the database or until the item is reported lost.

Open Access - 20 cents per day

Closed Access - 20 cents per hour

* (User privileges will be suspended when fine reaches RM1.00)

7- Holds

- Members may place on hold one item in the Open Access collection currently on loan. The items will be kept in reserve on a first come first served basis.

8- Lost & Damaged Items

- Losses and damages must be reported promptly at the Circulation Counter.
- A borrower has to replace a new copy (being the latest edition at the time of loss) or undertake to pay the cost of the lost item plus the fines due on the day the loss is reported.

LRC Online Services

1- Berjaya UCH Online Catalogue

You can search for items in the Library by Author, Title, Subject and Keyword. Our online catalogue is interactive. If you wish:

- To place on hold (reserve) an item currently on loan
- To recommend books for the Library
- To renew your loans
- To contact Library staff

The URL for this is:

<http://10.10.20.17/uhtbin/cgisirsi.exe/x/0/0/49>

2- EBSCO Databases

We are subscribing to the following databases:

- Hospitality & Tourism Complete
- Business Source Premier
- Education Research Complete

The login details are:

URL: <http://search.ebscohost.com>

User id: **s3383204**

Password: **password**