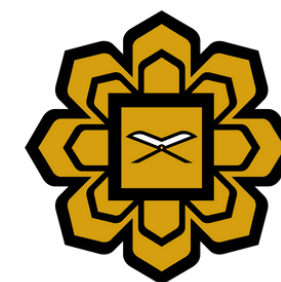


DAR AL-HIKMAH

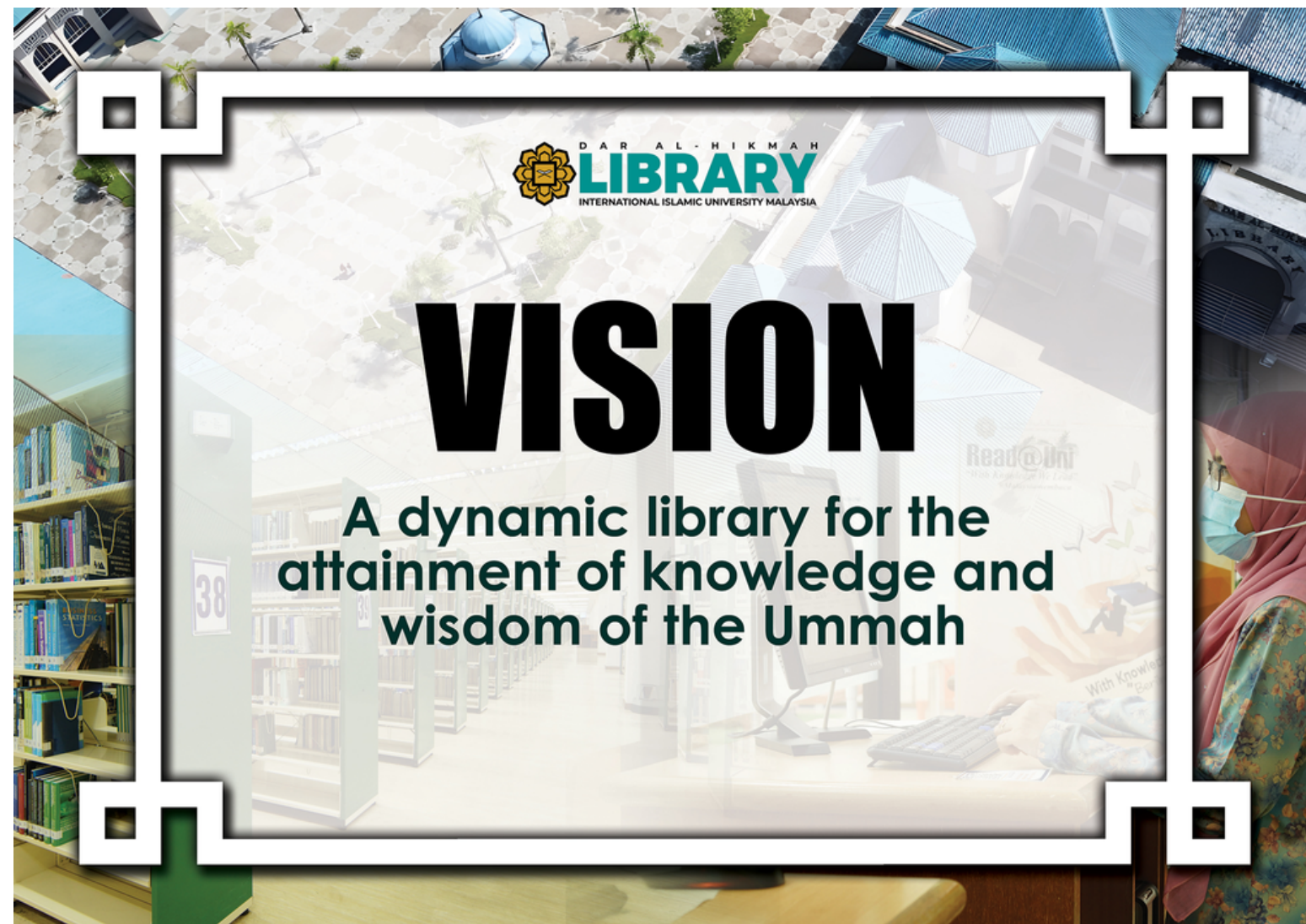
# CFS - DAR AL-HIKMAH LIBRARY



D A R A L - H I K M A H  
**LIBRARY**  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA



# LIBRARY VISION & MISSION

The graphic features a background collage of a library interior with bookshelves, a computer workstation, and a person wearing a pink hijab and a blue face mask. At the top, the logo for 'DAR AL-HIKMAH LIBRARY INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA' is displayed. The word 'VISION' is written in large, bold, black letters. Below it, the text reads: 'A dynamic library for the attainment of knowledge and wisdom of the Ummah'.

**DAR AL-HIKMAH LIBRARY**  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

## VISION

A dynamic library for the attainment of knowledge and wisdom of the Ummah

The graphic features a background collage of a library interior with bookshelves, a computer workstation, and a person wearing a pink hijab and a blue face mask. At the top, the logo for 'DAR AL-HIKMAH LIBRARY INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA' is displayed. The word 'MISSION' is written in large, bold, black letters. Below it, the text reads: 'To deliver high quality and comprehensive information resources and services to support teaching, learning and research needs of the clients'.

**DAR AL-HIKMAH LIBRARY**  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

## MISSION

To deliver high quality and comprehensive information resources and services to support teaching, learning and research needs of the clients

# MEET OUR TEAM



## THE LIBRARIANS



## THE ASSISTANTS



# ORGANIZATIONAL CHART



Sahaniza Ibrahim  
HEAD OF DAHL, CFS



Siti Nor Md Idris  
HEAD OF CLIENT SERVICES UNIT  
& LIAISON LIBRARIAN

## COLLECTION MANAGEMENT



Hisyamuddin  
Ismail



Nadzirah  
Khairuddin



Fatin Nurhazwani  
Darus

## CIRCULATION & LOANS



Mohd Sharizal  
Hasan



Ahmad Aqil Syazwan  
Ahmad Yani



Amira Syuhada  
Saiful Hizar



Nur Diyana  
Ghazali

## FACILITIES & ICT INFRASTRUCTURE



Ahmad Hisham  
Muda



Ahmad Rahimi  
Razali

## KNOWLEDGE & CLIENTS SUPPORT



Zauyah  
Abdul Ghani



Illika Awfiah Nabilah  
Suhaimi



Nurain  
Mohd Rozi



# OPENING HOURS



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

LEADING THE WAY  
DHALIFAH - AMANAH - IZAT - BAKHSATAN IB-ALAMIN  
LEADING THE WORLD



DAR AL-HIKMAH  
**LIBRARY**  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

DAR AL-HIKMAH LIBRARY  
CENTRE FOR FOUNDATION STUDIES (CFS), IIUM

## OPENING HOURS

DAY	LECTURE WEEKS	REVISION/ EXAM WEEK	SEMESTER BREAK
MONDAY-FRIDAY	8.30AM-10.00PM	8.30AM-10.00PM	8.30AM-5.00PM
SATURDAY	8.30AM-5.00PM	8.30AM-5.00PM	CLOSED
SUNDAY	CLOSED	8.30AM-5.00PM	CLOSED
PUBLIC HOLIDAY	CLOSED	8.30AM-5.00PM	CLOSED

Notes:

1. The library will be closed during Friday break from 12.30 pm to 2.30 pm.
2. The circulation counter will be closed 30 minutes before the library closing time.
3. The opening hours is subject to change and the announcement will be made through official notice.

Starting 1<sup>st</sup> October 2023

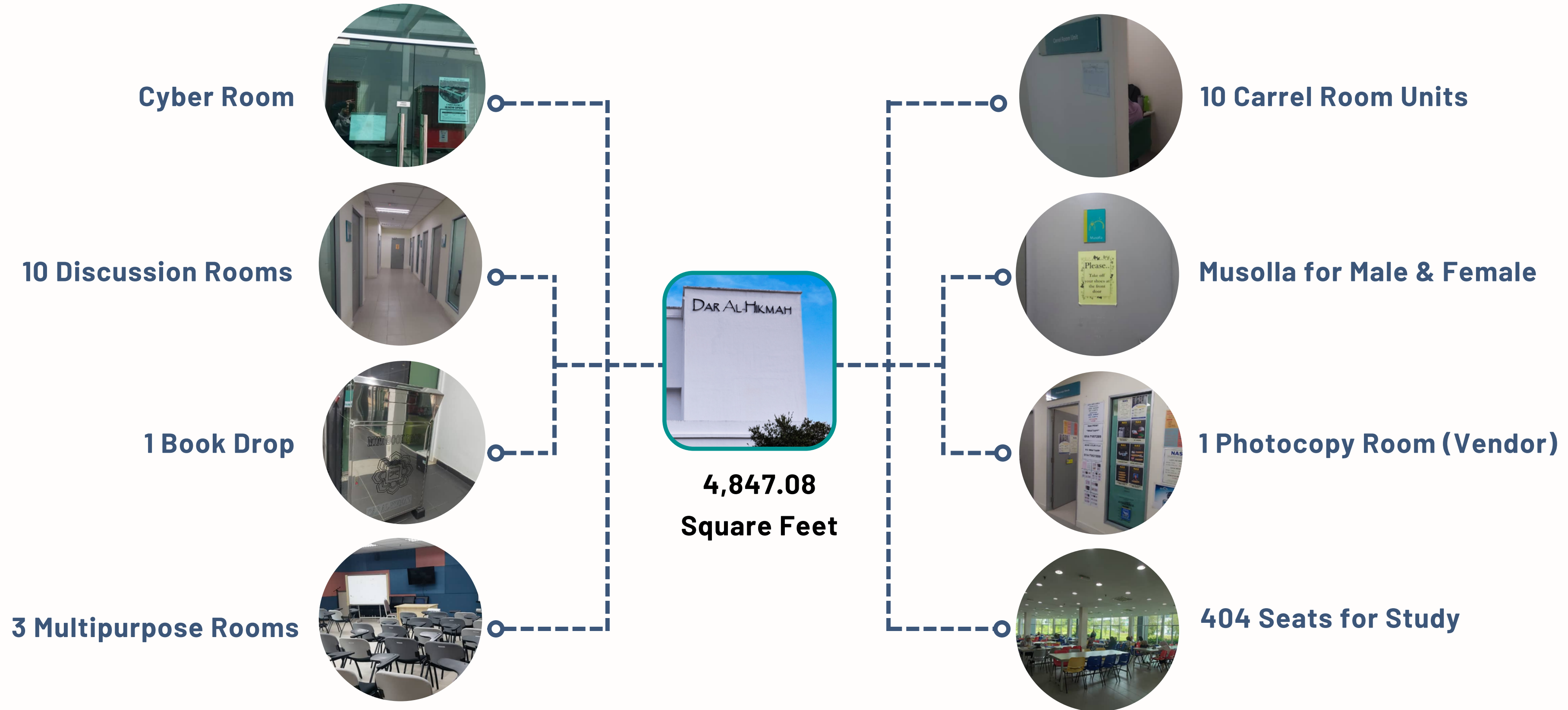


DAR AL-HIKMAH LIBRARY, IIUM  
<https://www.iium.edu.my/division/lib>

[cfslib@iium.edu.my](mailto:cfslib@iium.edu.my)  
09-5183480



# LIBRARY FACILITIES





# LIBRARY SERVICES : SERVICES OFFERED AT THE CIRCULATION COUNTER

**Request for InterLibrary Loan and Document Delivery Services**

**Matters related to membership**



**Payments of fines and charges**

**Borrowing, returning and booking of library items**



# LIBRARY SERVICES : BORROWING PRIVILAGES

Borrower	No. of item	Duration
Academic Staff	30	60 days
Academic Fellow/Trainee	5	30 days
Post Graduate Student	20	30 days
Undergraduate Student	15	30 days
Administrative Staff (Officer Full Time)	20	60 days
Administrative Support Staff (Full Time)	15	30 days
Academic/ Administrative Staff (Part Time)	10	30 days

# LIBRARY SERVICES : OVERDUE CHARGES

**General books - 50 cents/day**

**Non-printed items - 50 cents/day**

**Red spot materials - RM1.00/day**

**Never permit others using your library account as you are financially responsible for any unreturned/lost books.**

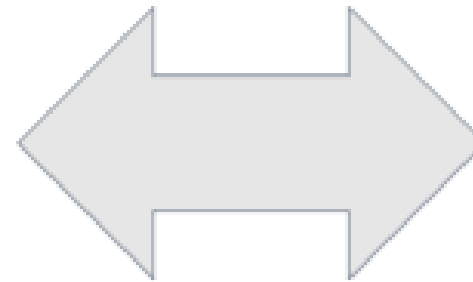


# LIBRARY SERVICES : PAYMENT METHODS

## 1. Debit Card

### PAYMENT THROUGH E-PAYMENT SYSTEM

- IIUM Library's new method for payment of library's fines and fees.
- All Library customers must pay their FEES and FINES through the e-payment system
- Only **BANK CARD (ATM)** with **DEBIT CARD** function accepted.
- The payment machine is located at the Circulation Counter
- If you need further assistance or have any questions, please seek help from staff at the counter.



## 2. Online Banking

### PAY LIBRARY CHARGES ONLINE

Bank Account Name :  
Account Number :  
Bank Name :  
Branch Address :

**UIAM OPERATING ACCOUNT**  
**1407-000000-4716**  
**BANK MUAMALAT (M) BERHAD**  
**BANK MUAMALAT UIA**  
**W.P, Ground & First Floor Azman**  
**Hashim Complex**  
**Pt 5063 Mukim, Jalan Gombak, 53300**  
**Kuala Lumpur**  
**BMMBMYKL**

Swift Code (*Mandatory for international TT*) :  
Payment for:

*Library charges (Student/Staff no.)*  
*Library charges (IC/Passport no.) - for non-IIUM staff and students*  
[libpayment@iium.edu.my](mailto:libpayment@iium.edu.my)

Email proof of payment to:

# LIBRARY SERVICES : NTERLIBRARY LOAN / DOCUMENT DELIVERY SERVICES

Request for books or journal articles which are not available in IIUM Library collection.

**Inter-Library Loan:** Books  
(2 copies / 2 weeks / person)

**Document Delivery Service:**  
Journal Articles  
(Local / International)

## Fee

ITEMS	LOCAL INSTITUTION	BRITISH LIBRARY/ OVERSEAS INSTITUTION
Books	No charge	RM110.00 per book or as per charged
Articles	RM2.00 per article	RM60.00 per article or as per charged



# LIBRARY COLLECTION

- General collection
- Red Spot collection
- Reference collection
- Serials collection
- Theses collection
- Multimedia collection
- Online Databases
- E-Books collection
- Leisure Readings
- Magazines
- Official publication
- Law collection

# LIBRARY CATALOG /OPAC

<https://hikmahlib.iium.edu.my>

The screenshot shows the HikmahPac library catalog website. At the top, there is a navigation bar with the logo of Dar al-Hikmah Library, the text "Dar al-Hikmah Library", a "Lists" menu, and links for "Log in to your account", "Search history", and "Clear". Below the navigation bar is a large banner image featuring a collage of a library building, a university campus, and a group of people studying at a computer. The text "HikmahPac" is overlaid on the left side of the banner. Below the banner is a search bar with a dropdown menu set to "Library catalog", a search input field, a dropdown menu for "All libraries", and a "Go" button. Below the search bar is a navigation menu with links for "Advanced search", "Course reserves", "Authority search", "Libraries", "Smart Siddiq Directory", and "Admin Login". On the left side, there is a vertical menu with links for "Dar al-Hikmah Library Website", "Library Opening Hours", "IIUM Resource Centre", "IIUM Repository", "IIUM Student Repository", "IIUM Digital Manuscript", "Knowledge Management", "List of Online DB & E-Books", "Off Campus Access", and "Contact". The main content area has a heading "Welcome to HikmahPAC" and a paragraph of text: "HikmahPAC is the Dar al-Hikmah Library's new online public access catalogue for all knowledge resources available at the library. For staff: Log in using the HURIS' username and password. For students: Log in using the iMaalum username and password. For any inquiries about HikmahPAC, please contact us at 03-6421 4815 or email to library@iium.edu.my". Below this text is a link for "Dar al-Hikmah Library Opening Hours - All Campus". On the right side, there is a blue announcement banner with the text "Announcement on Self Check Out Machine" and "All students and staff can now borrow book(s) from the library at the self check out machine using matric/staff card." Below the banner is an image of a library card and a Visa card, with the text "If your card is lost or stolen, please take immediate action as below:".

Dar al-Hikmah Library Website

Library Opening Hours

IIUM Resource Centre

IIUM Repository

IIUM Student Repository

IIUM Digital Manuscript

Knowledge Management

List of Online DB & E-Books

Off Campus Access

Contact

**Welcome to HikmahPAC**

HikmahPAC is the Dar al-Hikmah Library's new online public access catalogue for all knowledge resources available at the library. For staff: Log in using the HURIS' username and password. For students: Log in using the iMaalum username and password. For any inquiries about HikmahPAC, please contact us at **03-6421 4815** or email to [library@iium.edu.my](mailto:library@iium.edu.my)

[Dar al-Hikmah Library Opening Hours - All Campus](#)

**Announcement**  
on Self Check Out Machine

All students and staff can now borrow book(s) from the library at the self check out machine using matric/staff card.

If your card is lost or stolen, please take immediate action as below:



# SUBSCRIBED ONLINE DATABASE



The screenshot displays a library website interface with two main sections: 'Online Databases' and 'eBooks'. Each section has a header with a globe icon and a list of resources below. The 'Online Databases' section is titled 'BMJ Case Report' and lists 20 resources. The 'eBooks' section is titled 'ACS Publication' and lists 30 resources. Each resource entry includes a checkmark icon and the name of the database or eBook collection.

Online Databases	eBooks
<input checked="" type="checkbox"/> BMJ Online Journals	<input checked="" type="checkbox"/> al-Manhal e-Books
<input checked="" type="checkbox"/> Classification Web	<input checked="" type="checkbox"/> American College of Physicians (ACP)
<input checked="" type="checkbox"/> ClinicalKey for Nursing	<input checked="" type="checkbox"/> American Library Association (ALA)
<input checked="" type="checkbox"/> Cochrane Library	<input checked="" type="checkbox"/> Anmol Publications
<input checked="" type="checkbox"/> Doody's Core Titles in the Health Sciences	<input checked="" type="checkbox"/> Association for Talent Development (ATD)
<input checked="" type="checkbox"/> EBSCO Discovery Service (EDS)	<input checked="" type="checkbox"/> Brill e-books
<input checked="" type="checkbox"/> Emerald Insight	<input checked="" type="checkbox"/> Cambridge Books Online
<input checked="" type="checkbox"/> HeinOnline	<input checked="" type="checkbox"/> Clinical Publishing
<input checked="" type="checkbox"/> IEEE Xplore	<input checked="" type="checkbox"/> EBSCO e-books
<input checked="" type="checkbox"/> Islamic Finance News (IFN)	<input checked="" type="checkbox"/> Emerald e-books series*
<input checked="" type="checkbox"/> JSTOR	<input checked="" type="checkbox"/> EngnetBase @ CRC NetBase
<input checked="" type="checkbox"/> LawNet	<input checked="" type="checkbox"/> Gale virtual reference
<input checked="" type="checkbox"/> Lexis Advance Malaysia	<input checked="" type="checkbox"/> Hart Publishing
<input checked="" type="checkbox"/> Oxford Journals	<input checked="" type="checkbox"/> IET e-Books
<input checked="" type="checkbox"/> ProQuest Dissertations and Theses	<input checked="" type="checkbox"/> IGI Info Science e-books
<input checked="" type="checkbox"/> ProQuest Health & Medical Complete	<input checked="" type="checkbox"/> Morgan & Claypool
<input checked="" type="checkbox"/> RDA Toolkit	<input checked="" type="checkbox"/> Oxford Handbooks Online (OHO)
<input checked="" type="checkbox"/> Science Direct	<input checked="" type="checkbox"/> Oxford Medicine Online (OMO)
<input checked="" type="checkbox"/> Scopus	<input checked="" type="checkbox"/> Oxford Scholarship Online (OSO)
<input checked="" type="checkbox"/> SpringerLink	<input checked="" type="checkbox"/> Palgrave Publications
<input checked="" type="checkbox"/> UptoDate	<input checked="" type="checkbox"/> ProQuest Ebook Central
<input checked="" type="checkbox"/> Wiley Online Library	<input checked="" type="checkbox"/> RIBA (Royal Institute of British Architects)
	<input checked="" type="checkbox"/> Science Direct
	<input checked="" type="checkbox"/> SIAM ebooks
	<input checked="" type="checkbox"/> Springer E-books
	<input checked="" type="checkbox"/> Taylor & Francis e-books
	<input checked="" type="checkbox"/> Wiley e-Books
	<input checked="" type="checkbox"/> Woodhead Publishing
	<input checked="" type="checkbox"/> World Scientific

Website IIUM:

<https://division.iium.edu.my/lib/>

# INFORMATION LITERACY CLASS



- Course that teaches individuals the skills to find, evaluate, and use information effectively.
- Conducted by the liaison librarians.
- Method: Face to Face or Online session

# LIBRARY RULES

1. Display IIUM Staff/Student Card upon entry.
2. Abide by IIUM dress code.
3. Coupling, smoking, and eating are strictly prohibited in the Library.
4. Mutilating or stealing Library materials/properties are liable to strict disciplinary action.
5. The Library assumes no responsibility for lost of personal belonging(s) left unattended.
6. Silence should be observed all the time.
7. Clients are not allowed to remove or change the placement of chairs, tables or any other furniture in the Library.



# LIBRARY SOCIAL MEDIA

**Get the latest announcement, information, etc. from the Library.  
Be a friend today!**



iiumlibrarycfs



cfslibraryium

# FEEL FREE TO REACH OUT!



**Madam Sahaniza Ibrahim**  
Head of DaHL, CFS



09-518 3476



sahaniza@iium.edu.my



**Madam Siti Nor Md Idris**  
Head of Client Services & Liaison Librarian



09-518 3477



nors@iium.edu.my