



ISLAMIC CENTRAL LIBRARY  
**PERPUSTAKAAN  
UNISSULA**  
SULTAN AGUNG ISLAMIC UNIVERSITY



Bismillah Membangun  
Generasi Khaira Ummah

# *LIBRARY*

# *HANDBOOK OF*

## UPT Perpustakaan UNISSULA





YAYASAN BADAN WAKAF SULTAN AGUNG  
**UNIVERSITAS ISLAM SULTAN AGUNG (UNISSULA)**  
Jl. Raya Kaligawe Km.4 Semarang 50112 Telp. (024) 6583584 (8 Sal) Fax.(024) 6582455  
email : informasi@unissula.ac.id web : www.unissula.ac.id

PERPUSTAKAAN

Bismillah Membangun Generasi Khaira Ummah

## **HANDBOOK OF UNISSULA LIBRARY**

### **Introduction**

The UNISSULA Library has four main excellences namely the interior design, services, facilities, and human resources. The excellences have led the library to achieve a letter of “A” in accreditation from the National Library of Indonesia (PNRI) on November 16<sup>th</sup>, 2021. The award and certificate were directly given by the Head of the National Library of Indonesia, Drs. Muhammad Syarif Bando, MM., to the Head of the UNISSULA Library Dr. H. M. Ja'far Shodiq, M.Si, Ak. CA. The award is expected to be a motivation for the UNISSULA Library to maintain and improve its quality either in management aspects, services, facilities, and collections.

The library model that is centered and integrated with technology becomes a necessity in the future. Therefore, the UNISSULA Library attempts to embody the technology-based Central Library to improve its range and service so it is not limited by time and space. This objective can be attained by the support of all parties, starting from the Head of the University, the Head of the Library as the decision-maker, and the Library staff who works hard to realize the goal. With a good work system, it is possible to reach the goal so that the Unissula Library can be recognized as one of the best modern University libraries, not only in the Central Java region but also in Indonesia.



## History

Sultan Agung Islamic University (UNISSULA) was established by Yayasan Badan Wakaf Sultan Agung (YBWSA) on May 20<sup>th</sup>, 1962 which corresponded to Dzulhijjah 16, 1381 H. By the establishment of UNISSULA, the history of the UNISSULA Library was begun in October 1968. Mr. H.R. Rachmad as the Head of the State Library (Semarang) was requested to manage 2500 copies of the books in English to be used as a library. The UNISSULA Library occupied the UNISSULA secretariat office in Ahmad Yani street which was sized 3,5 m x 3,5 m and had only one librarian. In 1969 the library was only accessible for college students.

In the middle of 1972, the UNISSULA Library moved to the back room of a multipurpose building in Seroja Tengah street. The width of the room was 3 m x 7 m. The library moved to another room which was the front left room that previously was a reception room of the UNISSULA's multipurpose building. The width of the room was 7 m x 10 m. At the moment, the librarian had become 3 people. In 1972, Mr. H.R. Rachmad had retired from the State Library Semarang and later, he fully managed the library. Since then, the number of the library staff has grown to 4 people. At that moment, the library held 6.770 book titles and 12.500 copies. The library staff was added since the collections increased.

At the beginning of 1984, the construction of the UNISSULA campus at Kaligawe street was finished. All faculties that were previously placed in Seroja Tengah street moved to Kaligawe street including the library. Since the library building had not been constructed, the assembly room of Sultan Agung Islamic Hospital was used for the library. The library placed the room in width 10 m x 24 m. In 1992, UNISSULA started to build the library building in Kaligawe street, and at the end of December 1993, the 3 floors building was finally established. The first floor of the building has an area of 600m<sup>2</sup>, the second floor is 680m<sup>2</sup>, and the third floor has an area of 710m<sup>2</sup>. The number of book collections at that time was 13.492 with 20.250 copies and 165 magazine collections. Since the end of December 1993, the library of UNISSULA had occupied the new building in Kaligawe street until today.



Along with the times, the Library of UNISSULA has made many changes. In 2010, the library made an evolution by reforming all library aspects. The rector of UNISSULA at that time brought a transformation for the development of the UNISSULA Library. The effort had led the library to be a convenient library with the concept of World Class Cyber Library. The library was designed to comfort the library users, even though at that time the library placed only two floors of the building since the third floor was borrowed by the Faculty of Language. The collections were renewed to update the library users. The collections were not only printed collections, but also electronic collections including CDs (Compact Disk) and electronic journals. Today, the library has 17 staff and 8 of them have an educational background in library science. In 2014, in the leadership era of Rector H. Anis Malik Thoha, Lc., MA., Ph.D., it had the vision to reconstruct science by conveying a central library concept. It aims to remove the dichotomy of science with Islamic science. In this context, all libraries in Sultan Agung Islamic University will be integrated for centered management. From its establishment until today the UNISSULA Library has reconstructed its leadership nine times:

1. H.R. Rachmad (1968 – 1996)
2. M. Mochtar Arifin Sholeh, M.Lib (1996 – 2008)
  - Sri Anik, S.E.,M.Si.
  - Dra. Hj. Ahyati Rahayu
3. Abdul Rochim, S.T., M.T. (2008 – 2009)
  - Wafqi Ajroh, S.S.
4. Wafqi Ajroh, S.S. (2009 – 2010)
  - Dra. Hj. Ahyati Rahayu
5. Dra. Hj. Ahyati Rahayu (2010 – 2011)
  - Zaenal Arifin, S.Kom.
6. Chrisna Suhendi, S.E.Akt., MBA. (2011 – 2013)
  - Wafqi Ajroh, S.S.
7. Hj. Siti Ummu Adillah, S.H., M.Hum. (2013 – 2015)



- Wafqi Ajroh, S.S.,M.Ikom. (2013)
- Muhammad S. Alam, SIP. (2014)
- 8. Muhammad Qomaruddin, M.Sc., Ph.D. (2015 – 2018)
  - Muhammad S. Alam, S.I.P.
- 9. Dr. H. M. Ja'far Shodiq, M.Si, Ak. CA (2018 – sekarang)
  - Muhammad S. Alam, S.I.P. (2018)
  - Ahmad Hidayah, S.Hum (2018)
  - Ahmad Muzaki Nurdin, S.Hum (2019)
  - Eti Sumiati, S.I.P. (2021)



## **Vision and Mission**

### **Vision**

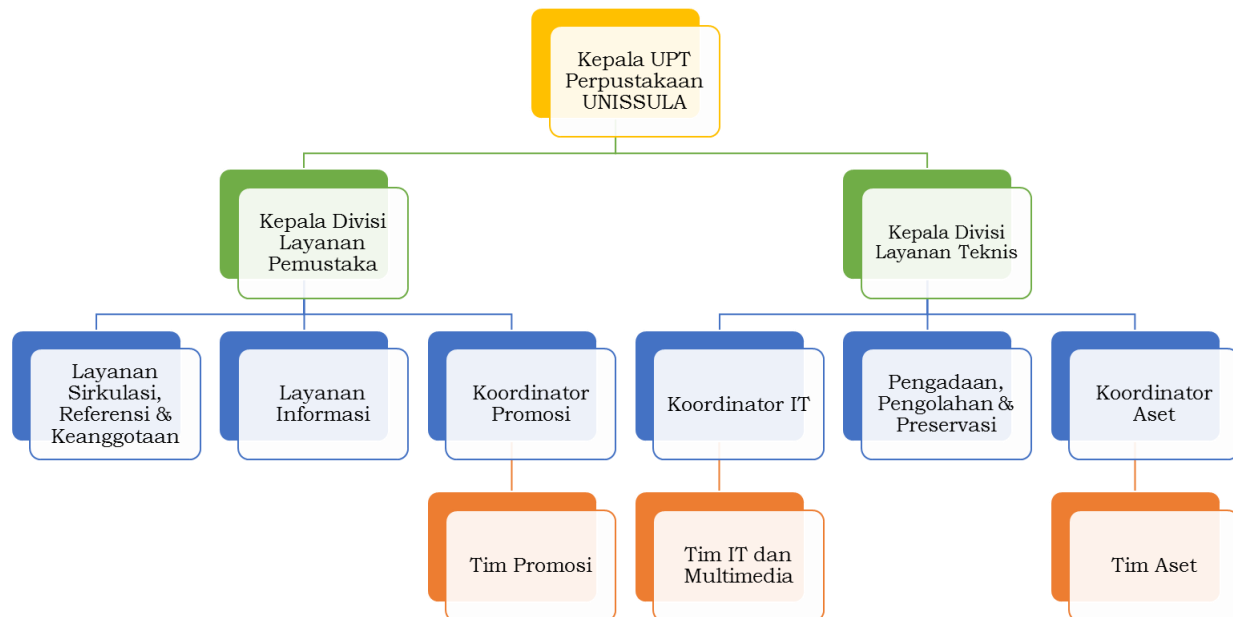
The library is the Heart of the University. The vision of the UNISSULA Library is to be an excellent library, as the center of information and documentation that implements Islamic values in supporting teaching and learning process, research and development, as well as community service, to create *khaira ummah* generation and the UNISSULA as a World-Class Islamic University.

### **Mission**

1. To develop, organize, and utilize the library materials;
2. To utilize information and communication technology in library development;
3. To provide references in supporting teaching and learning process, research and development, as well as community service;
4. To give excellent service by implementing Islamic values.



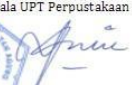
## The Organization Structure



### STRUKTUR ORGANISASI UPT PERPUSTAKAAN UNISSULA



Semarang, 1 April 2022  
Kepala UPT Perpustakaan UNISSULA.

  
Dr. H. Muhammad la'far Shodiq, M.Si., Ak. CA  
NIK 211498009



## Opening Hours

Day	Opening Hours	Information
Monday - Friday	07.00 – 18.00 WIB	Break for Dzuhur: 11.30 – 13.00 WIB Break for Ashar: 15.00 – 15.30 WIB
Saturday	08.00 – 14.00 WIB	No Break

## Orders

Orders that are applied in UNISSULA Library are the regulations that must be obeyed by all the library users. It aims to provide security, comfort, and discipline in the library. Here are the lists of the UNISSULA Library's orders:

1. The library users must wear neat, proper clothes, and cover the body:
  - a. The men wear shirts and pants.
  - b. The women wear a long sleeve shirt, skirt, and veil.
2. The library users are allowed to bring a laptop and mobile phone inside the room;
3. The library users have to maintain calmness, cleanness, and politeness;
4. The library users are not allowed to:
  - a. Wear a jacket.
  - b. Smoke.
  - c. Bring food and drink from outside.
  - d. Fold, tear out, stain, write off, or get rid of the library collections.
  - e. Use friends' registration numbers to borrow the library collections.
  - f. Borrow and return the library collections not based on the procedure and the provision.



- g. Make noise in the library room.

## Membership

Membership service is provided for the library users to utilize services and the existing facilities in the UNISSULA Library.

### 1. Procedures of the membership service

<b>Academic community</b>	<b>Non-academic community</b>
a) Doing offline membership activation via <a href="http://bit.ly/aktivperpuslib">bit.ly/aktivperpuslib</a>	a) The library users fill out the membership form
b) The library users are able to choose either they wish to print the membership card or not	b) The library users of the silver membership fill out the guest book in the information desk
c) If the library users choose to print out the membership card, they can contact the membership service on the second floor	c) The library users of the platinum and gold membership heading to the membership section on the second floor to print out the Library Membership Card
d) The librarian verifies the library users' data	d) The librarian in the membership section processes the registration
e) The librarian prints out the membership card	e) The library users make payment in the membership section



	f) The librarian prints out the non-academic community membership card
--	--

2. Provisions of membership service

<b>Academic community</b>	<b>Non-academic community</b>
	Non-academic community members are the alumni or general public
a. All academic community including students, lecturers, and staff who have been registered in Sultan Agung Islamic University are automatically members of the UNISSULA Library b. The active students of UNISSULA; c. c. Permanent or contract lecturers; d. Permanent or contract employee, and the applicant; e. The new academic community must activate the membership at	Platinum member (active for 1 year): a. Fill out the registration form b. Pay administration fee Rp 100.000,- c. Cannot borrow the library collections, is only allowed to read on the spot, is allowed to copy or scan the collections
	Gold member (active for 6 months): a. Fill out the registration form



<p>library.unissula.ac.id/anggot a link, or go to the staff on the 2<sup>nd</sup> floor by showing the Smart Kampus application installed on each mobile phone;</p>	<p>b. Pay administration fee Rp 50.000,- c. Cannot borrow the library collections, is only allowed to read on the spot, is allowed to print out, copy, or scan the collections</p>
<p>f. The academic community can go to the staff on the 2<sup>nd</sup> floor to make membership card by paying Rp 10.000,-, which is valid during their active status as the academic community; g. The academic community can borrow 4 copies of circulation collections and get a one time extension.</p>	<p>Silver member (is one-visited library user): a. Leave a valid ID card (<i>Kartu Tanda Penduduk</i>) at the information desk b. Pay administration fee Rp 10.000,- which valid for a 1-day visit during the library opening hours c. Cannot borrow the library collections, is only allowed to read on the spot, is allowed to copy or scan the collections</p>



## Library Collections

### 1. Printed Collection

The UNISSULA Library's collections are classified by the 23<sup>rd</sup> edition of Dewey Decimal Classification (DDC) which divides knowledge into 10 main classes:

Class 000	General Works (Computers, Library and Information, and General Reference)
Class 100	Philosophy and Psychology
Class 200	Religion
Class 300	Social sciences
Class 400	Language
Class 500	Science (Mathematics, Physics, Chemistry, dan Biology)
Class 600	Technology
Class 700	Arts and Recreation
Class 800	Literature
Class 900	History, Geography, and Biography

Lists of printed collections held by the UNISSULA Library:

Circulation Collection	39804 copies
Reference Collection	2451 copies
National Journal Collection	1522 copies
International Journal Collection	154 copies
Proceedings Collection	33 copies
Newspaper	6 newspaper titles
Tabloid / Popular Magazine	5 tabloid titles

Data processing: April 20, 2022

### 2. Digital Collection



### **a. E-books and E-journals**

Since 2021 the UNISSULA Library has subscribed to the EBSCO database. The EBSCOHost database can be accessed by all Unissula academic communities using Unissula's specific system or by registering the account to access from outside the campus. The subscribed collections are:

- 1) *Academic Search Complete*
- 2) *Education Research Complete*
- 3) *Art & Architecture Complete*
- 4) *Applied Science & Technology Source*
- 5) *Environment Complete*
- 6) *Literary Reference Center*
- 7) *Science Reference Center*
- 8) *Sports Discuss with Full Text*
- 9) *Business Source Complete*

All e-books and e-journals on EBSCOHost are accessible via <http://library.unissula.ac.id/> website.

### **b. Repository (Unissula's Softfile Local Content Collection)**

In August 2015, the Unissula Library had an electronic repository to store and publish the resources or well-known local content. This institutional repository is meant for accessing the UNISSULA holding online. Users can access around 22.426 scientific studies (paper, thesis, dissertation, and journal) generated by the academic community of Sultan Agung Islamic University, online at anywhere through the address of <https://repository.unissula.ac.id/>.



## Library Service

### 1. Information Service

The information service is located on the first floor of the UNISSULA Library. This service aims to provide information for the library users relating to the services, facilities, infrastructure, and the source of information in the Library of UNISSULA.

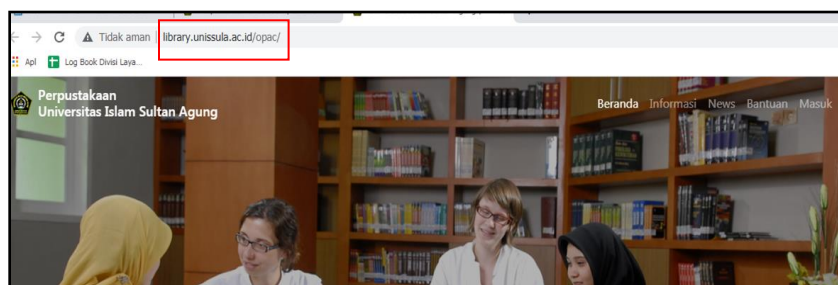
### 2. Collection Retrieval Service

Collection retrieval service is provided on every floor of the UNISSULA Library. This service is provided to help library users to search for information. Two types of searching in the UNISSULA Library are:

#### a. Online Public Access Catalog (OPAC)

OPAC is an online catalog that contains the information relating to bibliography data of the collections such as title, author, publication date, availability on a shelf, and other information. Information retrieval by library users can be more effective and efficient through the OPAC. Steps of retrieving collection via OPAC are as follows:

- 1) Access <http://library.unissula.ac.id/> website and select online catalog, or access directly via <http://library.unissula.ac.id/opac/> page



- 2) Insert keyword for book search through basic search or advanced search



Advanced Search

Title: Enter title

Author(s): Enter author(s) name

Subject(s): Enter subject

ISBN/ISSN: Enter ISBN/ISSN

Collection Type: Semua Koleksi

Location: Semua Lokasi

GMD: Semua GMD/Media

Find Collection

- 3) After the searching result pops up, click view detail to see the collections' availability

Text

**Histologi Dasar: Teks dan Atlas**

— Luiz Carlos Junqueira - Personal Name; Jose Carneiro - Personal Name; Jan Tambayong - Personal Name;

Ketersediaan

0094022012	611.018 LUI h	Lantai III - Sirkulasi (611.018)	Tersedia
15736032018	611.018 LUI h	Lantai III - Sirkulasi	Sedang Dipinjam (Jatuh tempo pada 2020-02-25)
15757032018	611.018 LUI h	Lantai III - Sirkulasi	Tersedia

## b. Manual Catalog

Similar to the online catalog, the manual catalog also contains the information of printed collections bibliography data that is ordered alphabetically for either rubric catalog card, author, or subject, so the library users take quite a long time in searching the catalog card.

## c. Access to e-journal and e-book

The international journal database subscribed by the UNISSULA Library can be accessed through <http://library.unissula.ac.id/>. The accessible journal database includes the EBSCO and Springerlink journals.

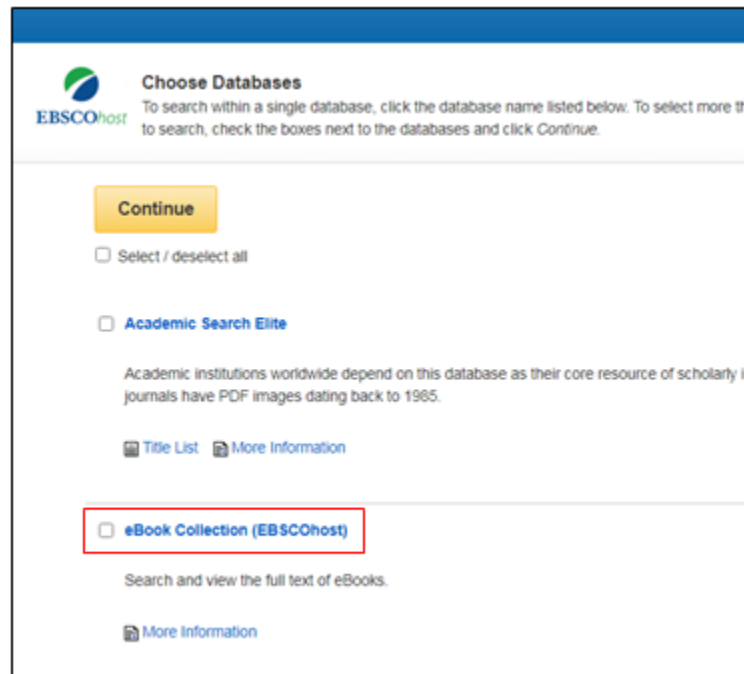
Steps to access the e-journal and e-book of EBSCO in UNISSULA are as follows:



- 1) Open the internet network of UNISSULA
- 2) Open browser and access <http://search.ebscohost.com> page
- 3) Look over the top right corner and make sure there is an 'Universitas Islam Sultan Agung' inscription

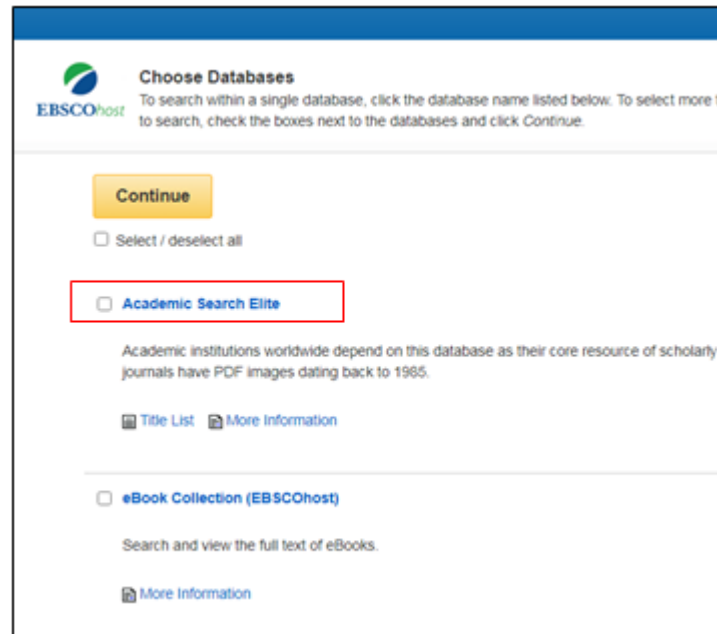


- 4) To find the collection of e-books, select menu eBook Collection or eBook Academic Collection





- 5) For the e-journal quest, select or click the Academic Search Elite menu



- 6) E-book and e-journal can be accessed in full text


Steps to access the EBSCO e-journal and e-book outside the Unissula can be undertaken as follows:

- 1) Using mobile data / outside internet service provider
- 2) Open a browser and access the <http://search.ebscohost.com> page
- 3) Sign in to the EBSCO webpage using the ID and password given by the library. To get access, the library users previously have to register via <http://library.unissula.ac.id/registrasi-database/>



EBSCO

Sign In

 Sign in with Google

Or

User ID

Password

[Forgot your My EBSCOhost password?](#)


Sign In

[Institutional Login](#)

[OpenAthens Login](#)

**Important User Information:** Remote access to EBSCO's databases is permitted to persons of subscribing institutions accessing from remote locations for personal, non-commercial use. However, remote access to EBSCO's databases from non-subscribing institutions is not allowed if the purpose of the use is for commercial gain through cost reduction or avoidance for a non-subscribing institution.

- 4) To find the collection of e-books, select menu eBook Collection or eBook Academic Collection

 **Choose Databases**

To search within a single database, click the database name listed below. To select more than one database, check the boxes next to the databases and click Continue.

[Continue](#)

Select / deselect all

**Academic Search Elite**

Academic institutions worldwide depend on this database as their core resource of scholarly journals and books. Academic journals have PDF images dating back to 1965.

[Title List](#) [More Information](#)

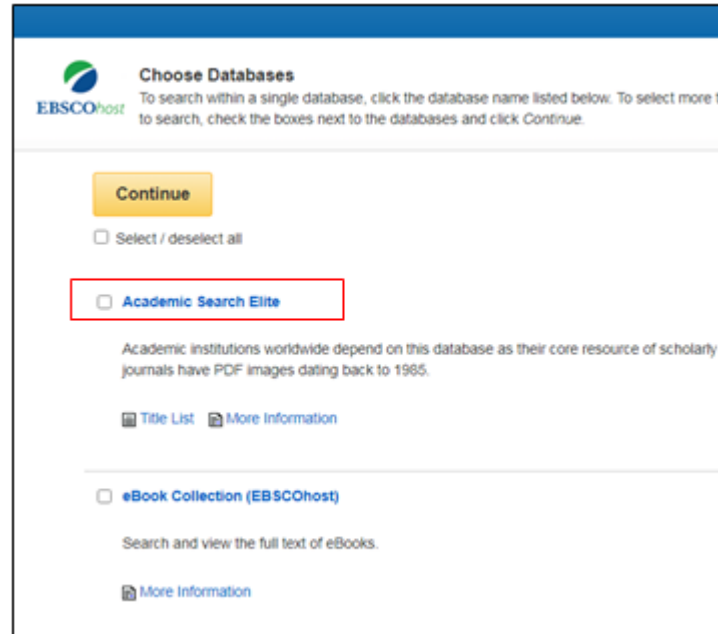
**eBook Collection (EBSCOhost)**

Search and view the full text of eBooks.

[More Information](#)



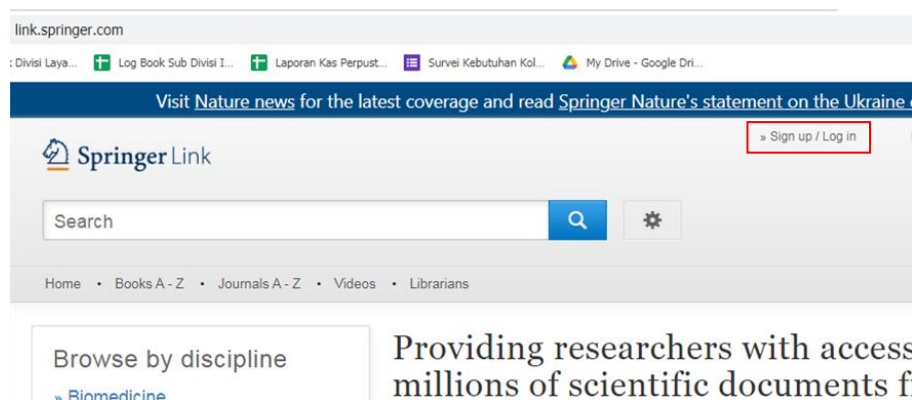
5) For the e-journal quest, select or click the Academic Search Elite menu



6) E-book and e-journal can be accessed in full text

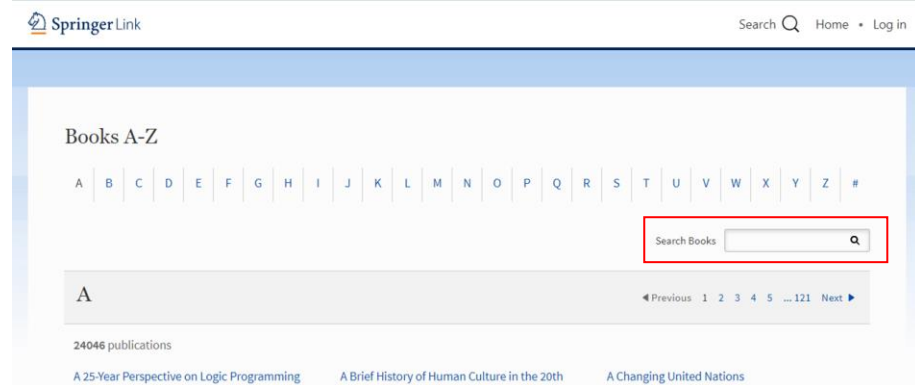
Steps to access the Springerlink e-journal and e-book are as follows:

- 1) Open the internet network of UNISSULA
- 2) Open browser and access <https://link.springer.com/> page
- 3) To access outside the UNISSULA's network, you can create Springerlink account at the top right corner

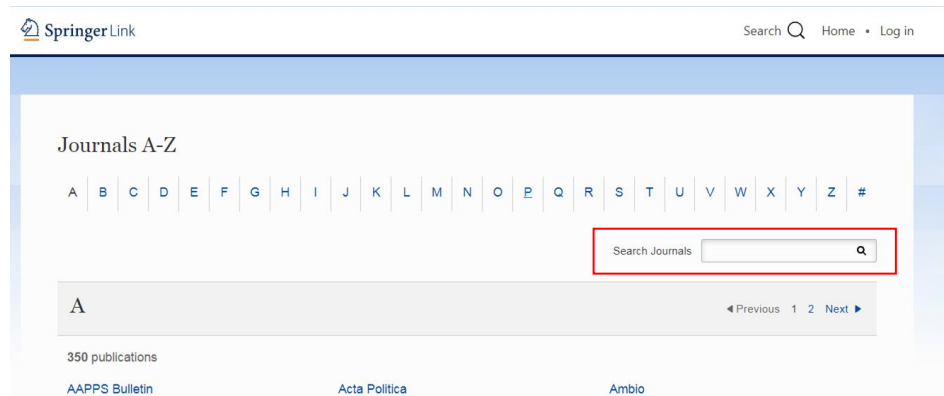




- 4) If you wish to access e-book, you can select “Books A-Z” at the bottom of the search field, as below:



- 5) If you wish to access e-journal, you can select “Journals A-Z” at the bottom of the search field, as below:



- 6) If you wish of the basic search, you can directly type the keywords in the search field

- 7) E-book and e-journal can be accessed in full text

#### d. Repository



Repository (all scientific study of UNISSULA students) is accessible for students through <http://repository.unissula.ac.id/> page. Steps to access the repository are as follows:

- 1) Open the Unissula Library web via <http://repository.unissula.ac.id/>, select repository menu or it can be accessed directly via <http://repository.unissula.ac.id/>



- 2) Select 'Search Repository' for doing a search



- 3) The repository search can be carried out in 2 ways which are: by the advanced search and simple search



- 4) Insert the keywords, and after selecting the 'search' button, some options of title will show. Further, the library users can select the title they searched.

- 5) Files that can be downloaded from the repository search are cover, abstract, table of content, chapter I, and references. To fully access the text, the library users can contact the staff via the library hotline on 08982846161.

### 3. Circulation Service

Circulation service is a borrowing, returning, and collection extension service in the UNISSULA Library. The circulation service is carried out by SLiMS (*Senayan* Library Management System) automacy system. The circulation service in the UNISSULA Library uses an open access system. This system enables the library users to explore



the collection independently or with the librarian's assistance. This service is provided on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the library building. The books provided on the 2<sup>nd</sup> floor have the classification numbers of 000 to 599. Whereas, the books provided on the 3<sup>rd</sup> floor have the classification numbers of 600 to 900.

a. Borrowing the library collection

1) Procedures of borrowing the collection

- a) The library users go to the circulation desk
- b) The library users show the membership card or the *Smart Kampus* application
- c) The library users present the barcode of the collection to be scanned
- d) The librarian puts a date stamp on the last page of the collection.

2) Provisions of borrowing the library collection

- a) The library users are the academic community
- b) They may borrow up to 4 copies of the library collection
- c) The collection that can be borrowed is the textbooks on the 2<sup>nd</sup> and 3<sup>rd</sup> floor
- d) The library users are free from the overdue bill
- e) The library users have not reached the borrowing collection quota

Type of membership	Numbers of loan	Due date	Information
Students (D-III, S-1, S-2, S-3)	4 copies	14 days	*can be extended once
Lecturer	20 copies	6 months	
Staff	10 copies	3 months	



b. Returning the library collection

1) Procedures for returning the collection

- a) The library users go to the circulation desk
- b) The library users return the collection to the staff
- c) The library users pay the overdue bill if any

2) Provisions of returning collection

- a) Book must be in well condition, must not tear off, wet, or damaged
- b) If the collection is lost or damaged, the library users are required to replace it with the original (not a photocopy) and exact edition
- c) If the library users have not found the exact edition of the lost collection, the users must pay the financial compensation equal to the current value of the collection
- d) The amount of the overdue bill is Rp 1.000,- per book per day

c. Extension of the library collection

1) Procedures of the extension

- a) The library users go to the circulation desk
- b) The library users confirm the extension time for borrowing the collection to the librarian, or
- c) The library users can confirm via the library hotline

2) Provisions of the extension

- a) The library users can extend the loan period of the collection once
- b) The library users can extend the loan period of the collection before, or on the returning time

d. Suggestion for collection



The library users are welcome to suggest collections, particularly the needed books by fulfilling the form of suggestion provided on the 2<sup>nd</sup> and 3<sup>rd</sup> floor. The suggestion is also available online by fulfilling the google form on page [https://bit.ly/Koleksi\\_Unissulalib](https://bit.ly/Koleksi_Unissulalib)

#### 4. Reference Service

Reference service is the main service in the library. It specifically provides reference collections for library users. In this service, the librarian helps the library users to find information by receiving inquiries from the library users and explaining using the existing reference collections. All collections in reference service are not for borrowing and can only be accessed on the spot. Lists of reference services include:

- a. Reference collection access/request of reference searching
- b. OPAC access
- c. Repository access
- d. Digital reference access (e-book and e-journal)
- e. Periodical collection access

The collections of reference services comprise:

Printed collection

- a. Dictionaries
- b. Encyclopedias
- c. Annual books
- d. Handbooks
- e. Almanacs
- f. Periodicals collection including newspapers, magazines, journals, bulletins, proceedings, scrapbooks, abstracts, and bibliographies/index



- g. Local content in the form of grey literature (published by Unissula)

Electronic collection

- a. E-book
- b. E-journal
- c. An institutional repository (digital scientific studies of students or lecturers)

The reference service also provides a printing facility, photocopy, and scan, so that the library users are not required to go outside the library.

## 5. Loan Free Service

Every student who either graduated or resigned from UNISSULA is obligated to finalize the loan-free certificate. The loan-free service is provided for the library members, especially students who require the certificate of the loan free from the Unissula Library. The procedures of the loan free are:

- a. Graduation candidate
  - 1) Students must confirm the library collection loan status to the librarian at the circulation service
  - 2) Students must return the library collection and pay the bill of the late return if any
  - 3) Students upload their scientific study on wisuda.unissula.ac.id web
  - 4) Students are allowed to print the loan free card independently
  - 5) The staff alters the membership type into 'alumni' on the automacy system SLiMS
- b. Moved or Resigned students



- 1) Students must confirm the library collection loan status to the librarian at the circulation service
- 2) Students must return the library collection and pay the bill of the late return if any
- 3) The staff alters the membership type into 'alumni' on the automacy system SLiMS
- 4) The staff prints out the loan free letter

## 6. Reservation Service

Reservation service is divided into 2 types:

### a. Reserve collection

#### 1) Procedures of the reserve collection

- a) The library users contact the staff via the library hotline
- b) The staff prepares the reserved collection
- c) The library users come to the library to take the collection and to do a borrowing process

#### 2) Provisions of the reserve collection

- a) The library users have not reached the borrowing collection quota
- b) The library users are the academic community
- c) The library users are free from the overdue bill

### b. Reserve room

#### 1) Procedures of the reserve room

- a) The library users contact the staff via the library hotline
- b) The library users submit an application letter addressed to the Head of the Unissula Library maximum 2 days before the schedule (only for smart lab and audio visual room reservations)



- c) The library users make a confirmation to the staff on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the availability of the reserved room. Further, the users are required to fill out the reservation list.

## 7. Library users' assistance service and information literacy

This service effectively and efficiently educates the library users on how to utilize various information in the library based on the information needs. This service expects the library users to use retrieval information media optimally and ingeniously utilize the information technology. This service includes user education, final research consultation, workshops, seminars, book reviews, and socialization via social media.

## Facilities

### 1. Locker Service

Locker service is provided for all library users who want to access the services and utilize the facilities in the UNISSULA Library. The locker service is provided to minimize lost collection in the library. The locker service is for storing bags, jackets, and others except for valuables. The goods that are left in the locker are under the library users' responsibility. The library does not take responsibility for any losses of the library users.

#### a. Procedure of locker service

- 1) The library user visits the Unissula Library
- 2) The library user enters from the barrier gate
- 3) The library user goes to the locker room
- 4) The library user writes down his identity on the provided book
- 5) The library user takes the locker key on the librarian desk
- 6) The library user stores his bag, jacket, or other goods in the locker

#### b. Provisions of locker service



- 1) The library user who loses the locker key will be subject to a fine of Rp 50.000,-/locker key
- 2) The library user who brings home the locker key will be subject to a fine of Rp 20.000,-/day

## **2. Internet**

The library users can freely access the internet if they are listed as the active members of the library. The library provides 24 computers in the smart lab room and 4 units in the reference room. The computers are used to quickly access the internet and to be utilized by the library users or the library visitors who want to organize an internet workshop or other events that require internet facilities.

## **3. Photocopy, Scan, and Print the documents**

These facilities are provided to support and facilitate the library users in collecting the needed information. A photocopy facility is provided to facilitate the library users so they do not need to go outside the library to photocopy the pages they need, and they do not need to borrow the book.

### **a. Procedures of the photocopy service**

- 1) The library users select the library item that will be copied
- 2) The library users contact the staff or the librarian
- 3) The library users leave the valid ID card as a warranty
- 4) The library users fulfill the form that is provided
- 5) The library users go to photocopy room service

### **b. Provisions of the photocopy service**

- 1) The billing fee of the photocopy service paid by the library users
- 2) The academic community is allowed to use the photocopy service only for the reference collection
- 3) The non-academic community library users are allowed to use the photocopy service for circulation and reference collection



- 4) The maximum number of pages of the collection that can be copied is 100 copies
- 5) The copied pages are not allowed to be recopied
- 6) The photocopy staff puts a stamp as a sign that 'this book has been copied by the Unissula Library'
- 7) The library users are not allowed to copy all the information The information that is allowed to be copied is the needed information only.

The photocopy, scan, and print fee

Photocopy	Scan	Print
Rp. 250/page	Rp. 1.000/page	Rp. 500/monochrome page
		Rp. 1000/colored page

#### 4. Reading Area

The reading area is equipped on every floor of the library. The reading area on the 2<sup>nd</sup> and the 3<sup>rd</sup> floor is used by the library users who prefer to read a book on the spot without needing to borrow it. While the reading area on the 1<sup>st</sup> floor is utilized by the library users only for finishing their tasks or having discussion groups. Another reading area is a floored-reading area, equipped with a power connector provided for the library users' devices (laptop, mobile phone, etc).

#### 5. Carrel Room

A Carrel room is a specific room with a mirror partition, provided for the users who wish to study independently and privately. The carrel room consists of 8 rooms and each of them is equipped with 1 set of chairs and table, internet connection, and power connector to charge the library users' laptop or mobile phone. Each carrel room can be utilized by 1 person or 2 in every time. This room is provided for the library users so they will not be bothered by others



and can focus on their final research or other works. However, to utilize the room, the library users must register with the staff on the 3<sup>rd</sup> floor and fulfill the form of registration. The users can utilize the room at the opening service from 8 am to 11.30 am and 1 pm to 2.45 pm.

## 6. Smart Lab Room

The smart lab room is on the 3<sup>rd</sup> floor of the Unissula library. The library users can use this room to join educational workshop programs, or other programs such as computer application tutorials, English and Arabic learning, and so on. The library users also can reserve the room for other affairs or programs.

### a. Procedures of Smart lab service

- 1) The library users contact the staff on the 3<sup>r</sup> floor regarding the usage of the smart lab service
- 2) The library users fill out the room rental list that is provided on the 3<sup>rd</sup> floor

### b. Provisions of Smart lab service

- 1) The library users submit an application letter addressed to the Head of the Unissula Library
- 2) The letter is proposed a maximum 2 days before the schedule of the event or program
- 3) The smart lab can accommodate up to 24 people
- 4) The smart lab service is adjusted with the library opening hours
- 5) The library users who utilize the smart lab service must pay attention to cleanness, security, and consolation.

The users can utilize the smart lab room at the opening service from 8 am to 11.30 am and 1 pm to 2.45 pm.

## 7. Audio-Visual Room



The audio-visual room is on the 3<sup>rd</sup> floor and equipped with a set of audio, headset, and plasma tv. This room can accommodate up to 20 people. This room allows the library users to listen and watch audio-visual materials such as CD-ROM, VCD, and DVD. To carry out one of the library functions which is a recreation tool, this room is allowed to be utilized by all library users.

a. Procedures of Audio Visual service

- 1) The library users contact the staff on the 3<sup>r</sup> floor regarding the usage of the audio-visual service
- 2) The library users fill out the room rental list that is provided on the 3<sup>rd</sup> floor

b. Provisions of Audio Visual service

- 1) The audio-visual service can accommodate up to 12 people
- 2) The audio-visual service is adjusted with the library opening hours
- 3) The library users are prohibited from watching movie or video which contains issues of pornography, race, and against the constitutions.
- 4) The maximum usage duration of every session is 3 hours.
- 5) The library users who utilize the smart lab service must pay attention to cleanness, security, and consolation.

The users can utilize the audio-visual room at the opening service from 8 am to 11.30 am and 1 pm to 2.45 pm.

## Corner

### 1. BI Corner

BI Corner is a facility to provide education relating to the role and function of the central bank. It is accessible via electronic and printed collections. BI Corner contains works of literature and books in monetary, financial, banking, entrepreneur, and inspirational stories. The corner is equipped with additional facilities such as a television



and sofa. BI Corner is designed as comfortably as possible for the users using an attractive interior design, although the corner is not too wide. Not to mention, BI Corner collections are available to be borrowed by library users.

## 2. *Bawaslu* Corner

*Bawaslu* corner is a facility that is provided by the cooperation between the Library of UNISSULA and The General Election Supervisory Agency (*Bawaslu*) of Central Java Province. This facility is developed due to the concern of *Bawaslu* towards political and legal science in Indonesia. *Bawaslu* corner contains the books published by *Bawaslu*. The corner is also facilitated with bean bags that can be used for relaxed reading.

## 3. Center of ASEAN Regional Islamic Literature Study

The Center of ASEAN Regional Islamic Literature Study's corner is placed on the 2<sup>nd</sup> floor of the Unissula library. This facility is developed by collecting various reference collections of the development of the ASEAN regional Islamic civilization. This facility can be utilized by library users who are interested in analyzing the development of the ASEAN regional Islamic civilization. This facility is equipped with Islamic book collections, books, and scholarly thoughts that are recorded and available bilingually.

## Innovation of The Unissula Library

### 1. Barrier Gate

The library barrier gate system functions to count the number of the Unissula Library's visitors. The visitors who want to visit the library can do one-tap access via the "Smart *Kampus* Unissula" application. Other than using the Smart *Kampus* application, the visitors can use their library card, student card, or staff card which has a QR code from



Unissula Library. Particularly for public visitors, they are required to make a one-visited card to enter the Unissula Library (the silver member).

## 2. **Smart *Kampus* Unissula**

This application is created by the directory of the information system as a form of academic service. This application has a function as the information center for students. The library users can access the book catalog menu to facilitate reservation and book searching using this smart *kampus* application. Other features in the smart *kampus* application are borrowed book menu, e-book catalog, loan history, fines, and reservation. The Unissula academic community can download directly through Android Play Store or App Store. Further, the Unissula academic community may log in using SIM (Management Information System) Unissula to access this smart *kampus*.

## 3. **The Publication of Indonesian Journal of Sustainability (IJS)**

Since 2019, Unissula Library has initiated the publication of the Indonesian Journal of Sustainability (IJS). IJS is a peer-reviewed journal published twice a year (January and July) by the Library of Sultan Agung Islamic University. IJS intends to be an international journal that provides and promotes broader publication articles from multi-disciplinary resources. IJS also initiates to give more contributions to the policymakers in the related fields. IJS receives manuscripts on various topics including economics and business, engineering, Islamic studies, psychology, education, communication, law, dentistry, nursing, medicine, industrial technology, and other sustainability articles. IJS is accessible on page <http://jurnal.unissula.ac.id/index.php/ijs>

## 4. **DELICIOUS (*Delivery and Pick up Book Service for Us*)**



As a means to increase the quality of service, the library of Unissula has launched its new program called “DELICIOUS”. It is a delivery and pick-up book service specifically for UNISSULA’s employees and lecturers, by provisions below:

Status	Loan durations	Loan numbers
Lecturer	6 months	20 copies
Employee	3 months	10 copies

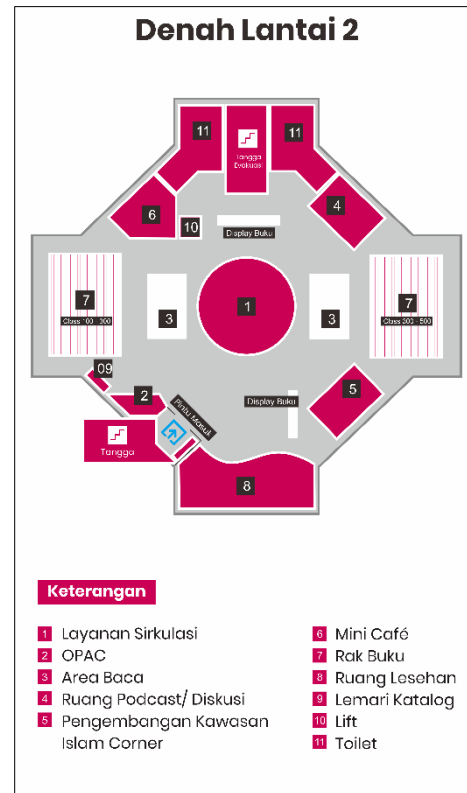
Procedures to utilize this service:

1. Access the Unissula library’s online catalog via <http://library.unissula.ac.id/opac/>
2. Call the Unissula library’s hotline via 08982846161
3. Send details of the reserved book
4. Librarian will prepare and deliver the reserved book
5. Make a confirmation if the book is received

This reservation service is available on Monday-Friday from 10 am to 2 pm.



## The Unissula Library Map





## **Closing**

As one of the educational media and promotion tools, the Handbook of UNISSULA Library is suitable as a practical handbook for library users, particularly for new students who wish to receive complete information regarding the UNISSULA Library. The best service will be useless if it is not utilized by the users. By reading this handbook, we expect that the users' curiosity will emerge and lead them to visit the Unissula library. We would like to thank many parties who have helped in the completion process of the Handbook of UNISSULA Library. This book is not yet perfect in which critics and suggestions are needed for better writing of the Handbook of UNISSULA Library in the future.

Wassalamu'alaikum Wr. Wb.