

Borrowing materials from the library

Who can borrow materials from the library?

- All UPM students staff and registered members.
- Individuals who are not UPM students or staff can apply to be the library members to entitle for the service.

What materials can be borrow?

- Books from the General Collections.

How long can you borrow items for the General Collection?

UPM Student	Loan Eligibility / Period
Post-graduate Students (Masters / PhD)	20 copies / 30 days
Distance Learning (Post-graduate Students)	15 copies / 30 days
Clinical Medical Student (Bachelor / Doctor)	10 copies / 30 days
Degree Students (Bachelor / Executive)	10 copies / 14 days
Diploma Students / Foundation Program	6 copies / 14 days
Distance Learning (Degree Students)	4 copies / 21 days
Non-Degree Students (including attachment graduate students from abroad)	4 copies / 14 days
Special Course (Short Term Course)	2 copies / 14 days

UPM Staff	Loan Eligibility / Period
Management and Professional	30 copies / 60 days
Lecturer	30 copies / 60 days
Contract Lecturer / Tutor / Fellow Researcher / Visiting Professor (with Authorized letter)	15 copies / 30 days
Part-time Lecturer, Contract Officer, Attachment Officer, Research Assistant	4 copies / 14 days
Associate Member : Associate Instructor, Department Advisor, Council Member	15 copies / 30 days
Support Staff	4 copies / 14 days

External Member	Loan Eligibility (General Collection only)
Corporate / Private Institution	3 names 2 copies /name / 14 days
Government Institution	3 names 2 copies /name / 14 days
Government staff	2 copies / 14 days
Alumni	2 copies / 14 days
Public Universities	2 copies / 14 days
Private Organization Officer	2 copies / 14 days
Private Universities	2 copies / 14 days
Family Members of UPM staff	2 copies / 14 days
UPM Pensioners	2 copies / 14 days