PREFACE

Assalamu’alaikum warohmatullohi wabarakatuh.

Alhamdulillahi robbil ‘alamin, All praise is to Allah SWT hwo has given rahmat, hidayah and also His bless so that we can release the booklet of Library of Muhammadiyah University of Surakarta in the year of 2015/2016.

This book contains bunch of information related to activities and services of UMS Library. We hope this book can simplify and becomes references to public who intend to use the services of UMS Library.

The Library of UMS as the center of academic activities will alawys try to improve itself to be developed and modern library which is needed by society. therefore, the increase of the elements inside is very needed, especially the increase of service system used and human resource proffessionality. Various services that we do today have been based on information technology, so a costumer can get assistance and services easier and quicker.

Alhamdulillah, by the hard work of various parties especially staff and UMS Library, now UMS Library get Accreditation "A" from NLI. With these results, we, as UMS Library managers, are required to further improve our performance in order to deliver a more advanced, developing and professional UMS Library.

Wassalamu’alaikum warohmatullohi wabarakatuh.
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**Introduction**
The library is the heart of the University, like the function of the heart that pumps blood to flow to all the organs of the body, the Library is also required to collect various disciplines and information to be streamed and disseminated to various elements of the University.
UMS Library continues to develop various services in accordance with the development of science and technology to what is presented in the UMS Library in accordance with the needs of the user.
Various information technology-based services such as SMS Gateway, Android, Repository and Self-Release services, e-journals, e-book collections have been presented to meet the needs of most digital generation users.

**Vision, Mission, Goals**

**Vision**
Becoming a center of information technology-based management and dissemination in order to support the implementation of teaching, research and community service and developing knowledge and Islamic values.

**Mission**
1. Improve the ability to manage and disseminate information to support the information needs for UMS academicians.
2. Improve managing capabilities and Disseminate information on the scientific wealth owned by UMS.
3. Support the information network system among the Library of Higher Education and other libraries at the National and International level.
4. Manage and disseminate information about the development of Islam in Surakarta and surrounding areas.

**Goals**
1. Providing and seeking the availability of access to information to advocate for the teaching-learning process, research and community service by utilizing information technology capabilities.
2. Documenting and disseminating the work of the community of academicians with information technology capability.
3. Seeking the realization of information networks within the Muhammadiyah University Library or other libraries at the National and International levels.
4. Documenting and disseminating information about the development of Islam by utilizing information technology capabilities.

**Organizational structure**
To support the overall activities, UMS Library is run by a head assisted by a Head, 4 heads of affairs (kaur), 21 supporting staff and 26 partime workers. Of the number of existing employees, there are 10 librarians.
The organizational structure of UMS Library is as follows

![Organizational Structure Diagram]

**Opening Hours UMS Library:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Thursday</td>
<td>07.00 s / d 20.00</td>
</tr>
<tr>
<td>Friday</td>
<td>7 am to 11 pm</td>
</tr>
<tr>
<td></td>
<td>13.00 s / d 20.00</td>
</tr>
<tr>
<td>Saturday</td>
<td>7 am to 4 pm</td>
</tr>
</tbody>
</table>

Note

*Every Saturday of the last week of every month, the library is closed for shelving activities (book arrangement on shelves)*

**Code of Conduct**

1. Visitors of the Library are obliged to wear polite attire and shoes
2. Library visitors who carry a *cell phone* are expected to reduce the volume of the ringing or change your profile to silent while in the library room.
3. Library visitors are allowed to bring a laptop to the provisions applicable
4. Library visitors are not allowed
   - Wearing a jacket (similar clothes)
   - Smoking in the library
   - Tearing, destroying and contaminating library collections
   - Have 2 or more library cards
   - Borrow and return the books not through officers or without going through the procedures.
   - Bring home keys Locker will be liable to a fine of Rp 10,000.- / day and you will be penalized in the form of a fine of Rp 25,000.- if you eliminate it.
   - Make a noisy in the library
Membership
Members of UMS Library are:

- Community of Academicians of Muhammadiyah University of Surakarta (students, faculty and staff) who is still active.
- Non academic community of Muhammadiyah University of Surakarta (UMS Alumni, general public outside UMS)

How to become a member of UMS library is by registering in UMS library administration section. Terms of registration as follows:

- For UMS academic community members:
  - College student
    1. New Member:
       a. Shows Student Card (KTM) which is still valid.
       b. Submit 1 sheet of 2 x 3 colored photo (female students should wear veil / jilbab)
  2. Old members (applies to libraries members that wish to have new members card due to lost / damaged card)
     a. Shows the current KTM card and last SPP slip
     b. Submit 1 sheet of 2 x 3 colored photo (female students should wear veil / jilbab)
     c. Pay Rp.5000 for administration fee, - (for a lost card)

- Lecturer / Employee
  Submit a copy of SK

- For Non Member UMS academic community (public community outside UMS)
  1. Extraordinary Member
     a. Submit 1 sheet of a valid identity card
     b. Pay Rp. 25.000, - for administration fee and it is valid for 1 semester (6 months)
     c. For UMS alumni administration fee is Rp 10.000, - and it is valid for 1 semester (6 months)
  2. Members of 1-day visit
     a. Leave a valid ID card
     b. Administration fee is Rp 5.000, - for 1 day visit during library opening hours
  3. Family Member
     Membership type of member of family member is husband / wife and child of lecturer / employee of UMS. Membership of the family is based on the lecturer / employee concerned. The risk burden caused by this type of member (fines, damages, lost, etc.) is borne by the lecturer / employee concerned. Family member card is valid for 1 semester (6 months).
     a. Submit Photocopy of KK

UMS Library Collection
Based on its classification, the collection of UMS Library is divided into two parts:
a. *General Collection*, using a system of the classification of DDC (Dewey Decimal Classification) edition 2 3, which divides knowledge into 10 groups big.

Class 000  Public Works  
(Research, Library & Information, Computer Science)
Class 100  General Philosophy and Psychology
Class 200  Religion
Class 300  Social Sciences
Class 400  Languages
Class 500  Pure Sciences (Mathematics, Physics, Chemistry, Biology)
Class 600  Applied Sciences (Technology)
Class 700  Arts and Sports
Class 800  Literature
Class 900  History, Geography and Biography

b. *Islamic collections (class 297)*, using a classification system version of Islam Issued by the National Library of Indonesia

Class 297  Religion of Islam
Class 297.1  The Qur'an and related sciences
Class 297.2  Hadith and related sciences
Class 297.3  Aqaid and Science Kalam
Klas 297.4  Jurisprudence
Klas 297.5  Morals danTasauf
Klas 297.6  Social and Cultural
Klas 297.7  Developments
Klas 297.8  Flow & Sects
Klas 297.9  Islamic History and Biography

**Kinds of Collection Services and Search**

**Information Services**
Information services are provided to serve members with regard to the information needs of all services and activities in the UMS library. All information about the library can be accessed through the library's website at [http://library.ums.ac.id/](http://library.ums.ac.id/)

**E-journal and e-book**
*E-journal* is a collection of electronic services in subscribed UMS Library, published by UMS etc. Can be accessed directly in certain procedures and can also be ordered.
The collections are:
- UMS Journal Articles
  All journal articles published by UMS supplied can be downloaded for free at: [http://publikasiilmiah.ums.ac.id/](http://publikasiilmiah.ums.ac.id/)
International Journal Articles
Database is a collection of international journals subscribed by the library UMS including ProQuest, Ebsco, all of which can be accessed via: http://library.ums.ac.id/, both from the campus and outside campus
Note: for users who will access the journal on the outside of wifi range UMS must install VPN, which can be downloaded at http://library.ums.ac.id/,

E-book: Emerald, Ebsco, Gale Cengage, Wiley

Online Journal Searching
Open UMS Library Web page: http://library.ums.ac.id/ then Select One Journals subscribed Database UMS
E-book Search

_Ebook (electronic book)_ is one of the collections owned by the UMS Library. To make use of it the visitor can follow the following search methods:

1. Open UMS Library website at the address [http://library.ums.ac.id/](http://library.ums.ac.id/) then select one of these databases owned eBook Library UMS (eg Ebsco) as shown below:

2. Once entered into the database and select one of the desired e-book titles, can by entering the title of the e-book that we are looking for on the search or directly click the cover of the title of e-book we want.

2. Then select PDF Full text to read the ebook as a whole
3. Then Select one of the chapters that we will read, then click save pages

4. *This section* then select and click *Save PDF*

5. After that, it will come the command for open the file or save the file in the folder that we want.
6. Examples of saved results

Administrative Services and Cashier Services
The UMS Library administration service is on the 1st floor. This service is in charge of providing some services to users related to the activity:

- Member library registration
- Activation of Member Card Library
- Member Card Library Creation
- Correspondence
- Checking upload a scientific paper (thesis and final)
- Free Library Loan

Cashier Service
This service is a financial services service in charge of receiving all payments from several payment activities which include book fines, photocopying, activation of extraordinary members, replace lost cards, and others. This service is located on the 1st floor side by side with the administration service

Scientific Work Collection Service (KKI) and Self-upload
Collections of Scientific Works (KKI) are the work of UMS academicians who can be used as reference material to develop other scientific researches. This collection is thesis, thesis, dissertation, final project report and research report.
Scientific Work Collections Service (KKI) is a service provided to the user, related to the results of scientific writing (research) conducted by UMS civitas academic. This ICC service is used by the user as reference material for developing and writing new researches. Terms of use of the collection of scientific papers both thesis, thesis, final project reports and research reports can be accessed through the UMS library website, Http://library.ums.ac.id/

Scientific Collection Working Book (KKI)
UMS Perpustakkan already provide interfaces to facilitate pemustaka to search the collection with a URL address http://library.ums.ac.id/.

Step 1:
Go to the library website address then select thesis tab / thesis, enter the desired keyword.

Step 2: on this page the user is also offered to search based on course, type, year of graduation, faculty and author

![Search Interface](image-url)
Step 3: Then click in FULLTEXT SHOW to view the entire text content using your SSO account.
Note:
1. Collection Thesis / Thesis can be accessed directly via the address [http://eprints.ums.ac.id](http://eprints.ums.ac.id)
2. Due to copyright reasons and to avoid plagiarism the user is only allowed to download the Publication Text, Front Page, CHAPTER I, and bibliography. To see full text of the reader can still access in full using the SSO account

**Self-Upload Service**
This service is an independent service to upload his work in the form of final project, thesis, thesis, dissertation to all academic community who have completed the study in UMS .. Upgrading this independently can be done anywhere by using internet network. Noteworthy is the work to be in the upload must be in accordance with the format specified by the UMS library, the format and guide can be viewed in the library website.

Step I; Access the following website: [http://unggah.eprints.ums.ac.id/](http://unggah.eprints.ums.ac.id/)
Will appear as follows:

![UMS Central Authentication Service (CAS)](image)

Enter username and password obtained from IT UMS
Then the image will appear as follows:
Further follow the steps to upload according to the guidelines above. Upon completion of the self-supporting upload, the result of the upload will be verified by the officers, who then in accordance with the provisions will be given a certificate of submission of scientific papers.

**Internet service**
Internet service is a free internet access service for UMS library members. This service is equipped with 15 computers that can be utilized by all library users. In this internet space is also used for training that searches online journal, e-book and turn-it-in compliance.

**Circulation Service**
Circulation service is a service of borrowing, return and renewal of books for UMS academicians who have become members of UMS Library. The books that can be borrowed are collections located on the 2nd floor (circulation collection).

Circulation Collection
A collection of textbooks that users can use to read on the spot or borrow (take-home) in accordance with the lending procedure.

Borrowing
The procedure for borrowing circulation collection is done by:
1. Submit KAP (Library Membership Card) premise that the status is still active and who want to borrow books to the officer.
2. Fill in / stamp dates back to the slip dates back located at the end of the book page.

The number of books that can be borrowed and the loan period is as follows:

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Loan Amount</th>
<th>Deadline</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>College student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D3, D4, S1</td>
<td>8 titles</td>
<td>7 days</td>
<td>Can be extended 1 time *</td>
</tr>
<tr>
<td>S2, S3</td>
<td>8 titles</td>
<td>14 days</td>
<td>Can be extended 1 time *</td>
</tr>
<tr>
<td>Lecturer / Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td>10 titles</td>
<td>6 months</td>
<td>8 Indonesian and 2 Foreign Languages (Can not be renewed)</td>
</tr>
<tr>
<td>Not Fixed / Contract</td>
<td>8 titles</td>
<td>1 month</td>
<td>6 Indonesian and 2 Foreign Languages (Can not be renewed)</td>
</tr>
</tbody>
</table>

Note:
* Extension of loan period can only be done before the expiration of the loan collection
** Not allowed to use the KAP others, if you violate these guidelines sanctioned warning and confiscation of the card. If repeated again subject to sanction is
Return

- Return procedure
  Submit a book that will be returned to the return officer on the 2nd floor of the circulation section.

- Sanctions:
  If the book is returned in a damaged state (torn, wet, moldy, sticky, broken, reduced pages etc.) then the borrower must replace the book in accordance with the book damaged and charged Rp. 15,000, - per book.
  Late book return, subject to a fine of Rp.300, - / books / day

- Extension
  Terms of extension of borrowing can be made by the borrower if it meets the requirements:
  * Has never been extended
  * Not / not too late from time limit of return

Collection Book Search with Catalog
The catalog is a list of books, magazines, journals, and other library materials systematically arranged for easy retrieval of collections. With catalogs, information can be traced with the introduction of author names, document creators, titles, or other subjects or signs. Searches can be done through a collection of books and direct library.ums.ac.id in http://search.lib.ums.ac.id
Search flow:
Catalog ---> Collection Shelf ---> Collections found

How to Search the Catalog by using the Library Website
Step 1: Open the Library website, select the Catalog tab, enter the keyword you want to look for
Step 2: Click on the desired book, note the location of books in the main library when the means exist at the Central Library, Mapro means in Master of Professional Psychology, etc. Record the Call Number to locate it on the bookshelf. Also check the status of the book. Available means that books can be borrowed, not loaned means the book is located in the reserves and cannot be borrowed but may be photocopied, and Checked Out means being borrowed.

Multimedia Services (Audio Visual / AV)
Multimedia service (audio visual) is a service that is directly in contact with information technology. The service is there on the floor 2. The collection included in this service is a CD-ROM (Compact Disk Read Only Memory). This collection can be borrowed by the user, provided that the borrower is a UMS academic member who is a member of the library. Loan AV collection is served with a closed system.

The lending of the audio-visual collection is as follows:
1. Submit a KAP (library member card) of his / her own that is still active to the officer and indicate the title of the CD to be borrowed.
2. Only borrow 1 CD with 1 day time

Return of the borrowed audio visual collection is done by submitting KAP and CD to the officer

Sanctions:
1. The CD delay is fined Rp 5000. / Day
2. Damage or removal of CDs becomes the responsibility of the borrower with replace the same and original CD.

Subjects types CD collection owned by the UMS library is an encyclopedia, computer, internet, technology Chemistry, biography, psychology, economics, religion, engineering, etc.
In addition, multimedia services is equipped with cable TV service located on the 2nd floor and can be used by the customers directly (you can directly choose the desired channels, such as CNN, National Geographic, etc.).
Reference Service
The reference service is a service provided to the user, which aims to assist in the searching of referral information. Through this reference service users can locate and track information more specifically with a wider choice of subjects, making use of more search facilities available more optimally through reference or reference collections. This collection can only be read on the spot and photocopied. The types of reference collections held by UMS Library are dictionaries, encyclopedias, annual reports, directories, handbooks, indexes and abstracts, bibliographies, maps / atlas, government publications, statistical data, overseas study information, and so on. This collection is on the 3rd floor.

The Periodical Collection Service
This service provides information about the discourse of knowledge up to date than printed sources that have a certain time of issue, such as magazines, hardcopy journals, newspapers, newsletters etc. Journal print form (hardcopy) arranged in a rack journals by faculty, each faculty sorted by DDC classification numbers. To simplify searching the contents of journal articles, readers are encouraged to search through the Index of available journals.

The distribution and arrangement of journal collections printed on the shelves is as follows:

<table>
<thead>
<tr>
<th>Journal Name</th>
<th>Code</th>
<th>Journal Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal of Education</td>
<td>A</td>
<td>Journal of Health and Medicine</td>
<td>J</td>
</tr>
<tr>
<td>Journal of Economics</td>
<td>B</td>
<td>Journal of Pharmacy</td>
<td>K</td>
</tr>
<tr>
<td>Journal of Laws</td>
<td>C</td>
<td>Journal of Communication and Information Technology</td>
<td>L</td>
</tr>
<tr>
<td>Journal of Engineering</td>
<td>D</td>
<td>Cross-science Journal</td>
<td>Li</td>
</tr>
<tr>
<td>Journal of Geography</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal of Psychology</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal of Religion</td>
<td>G</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Backup Collection Services
The backup collection service is a service that provides a collection of textbooks which is a backup of all titles owned by the UMS library. This means that if the textbooks in the circulation service are out of lending, the reader can still search and use the book in the backup collection service. The purpose of this service is the principle of availability (availability) textbooks for customers. Collections located on the 3rd floor can only be read on the spot, photocopied and scanned.
Ahead of the holiday this collection can be borrowed to take home. Borrowing is known as the Holiday Loan (Loan Holidays).

Holiday Loan Regulations are as follows:
1. Lending is done on the day before the holiday, provided that the loan is served starting at 11.30 WIB and returned on the first day of entry after the holiday before 09.00 WIB
2. Number of books that can be borrowed 1 book title
3. Length of borrowing is 1 day
4. Loans and returns made at The backup service collection section
5. Fine delay of Rp. 5000, - per hour
6. This Holiday Loan applies to the community of academicians of UMS

Special Collection Service

Collections of (Alm.) Djazman Al Kindi
It is a collection of printed works that is a personal collection of Mr. (late) Djazman Al Kindi, former rector and co-founder of UMS, donated to UMS library to be served, read, utilized by all UMS academicians. This collection is located on the 3rd floor.

Collection of Arabic Books
It is a collection of Arabic books composed of various subjects. This collection is in the book collection room located on the 3rd floor.

Collection of Muhammadiyah Corner
A collection of printed and non-printed works (CDs and photos) on Muhammadiyah, works of Muhammadiyah figures, and articles on Muhammadiyah figures. This collection is located on the 1st floor.

Featured Services

Android service
The library also develops android services to make it easier for libraries to take advantage of the services available in the library. This android service has a service feature such as SMS gateway that includes: check the book fine, check lending book, extend the lending period book, the active period of library member cards, book suggestions and book reservations. To be able to activate this android service steps as follows:
1. Open play store services in the smartphone and then search for "ums library" then install
2. The application
3. Login with SSO

![UMS Library App](image)

**SMS GATEWAY**

Library UMS has developed the SMS gateway service and start using it as a new service. SMS gateway serves as a medium of communication between the mobile device and the computer. So with this sms gateway services, customers can transact with the library through SMS media. Such as extending the book's borrowing period, check fines, book suggestions and so on. The UMS Library sms center number is **0857-2812-3767**.

Available SMS services are:

1. Check the book fine
   
   SMS code: CEKDENDA # CARDNUMBER
   Example: CEKDENDA # D100130080

2. Check book loans
   
   SMS code: CEKPINJAMAN # CARDNUMBER
   Example: CEKPINJAMAN # D100130080

3. Extend the book's borrowing period
   
   SMS CODE: BARCODE RENEW #
   EXAMPLE: RENEW # 13-12345

4. Check the active period of the library card
   
   SMS code: MASAAKTIF # CARDNUMBER
   Example: MASAAKTIF # D100130080

5. Message *(booking)* books to be borrowed
6. Book order cancellation
   SMS code: unhold # CARDNUMBER # BARCODE
   Example: unhold # D100130080 # 13-12345

7. Proposed purchase of new book
   SMS code: USULBUKU # CARDNUMBER # TITLE # AUTHOR # PUBLISHER
   Example: USULBUKU # D100130094 # Enjoy Your Life! - Art Enjoying Life #
   DR. MUHAMMAD AL-AREIFI # QISTHI PRESS

8. Service Format Information

<table>
<thead>
<tr>
<th>SMS Fig Code</th>
<th>Types of information / directions</th>
<th>SMS format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Info renew</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Info fine</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Card's active life info</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Info booking</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Info cancel booking</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Book suggestion info</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Check loan info</td>
<td></td>
</tr>
</tbody>
</table>

NB:
Card number = The library member number listed on the library member's card.
Barcode = Barcode code located on the front cover of the book.

**SSO (Single Sign On)**

SSO is a service that allows customers access to various services / resources simply by using one account and one password only.

SSO works include:
1. See transactions in the library (loans, bill penalties, extend loans online)
2. Internet access / hotspot in the UMS
3. Login OPAC / Online catalog
4. Android service
5. International journal database access from outside the UMS WIFI range.

SSO accounts can be obtained from the IT UMS Section by showing Student Card or Library Card.
Virtual Private Network (VPN)

VPN is a medium for customers to access online journals subscribed by the university from outside the UMS WIFI range. Registration can use a VPN dialer "UMS Direct Access Journal" that has been provided by the library.

The steps are as follows:
1. Step 1: Open [http://library.ums.ac.id/](http://library.ums.ac.id/) select menu guide and then click Free Direct Access Journal
2. Step 2: Download Vpn Dialer and store in an accessible directory
3. Enter the User Name and Password SSO you can from IT UMS

Turn-it-in Services

Turnitin service is a service to identify or trace levels of similarity / resemblance to a text (thesis, papers, etc.) with other manuscripts that exist in cyberspace as well as in the database turn-it-in with the aim of preventing plagiarism.

Instructor Account : Given to Lecturer, Thesis Bureau or appointed staff of the Faculty
Student Account : Given to students who are taking the thesis
• Turn-it-in Account Registration can be obtained at Information section
**Self Services**
Self Service is a service to facilitate the reader to know about the ongoing circulation transactions such as collection period, extend the book, the number of bills owned by the user, provide library collections for self-help, and update the data of the user.

**Other Services**
1. **Photocopy Service**
   To facilitate the user, the library provides photocopying services on the 3rd floor. Photocopy service is provided to the users who want to photocopy the collection in the library, with the applicable provisions in the library.
2. **Locker Service**
This locker service is provided to travelers who want to store bags, books and other items except for valuables

3. Discussion Room
This space is used for various library activities, such as: discussion, meeting, training, and others. This discussion room is located on the 1st, 2nd and 3rd floor. Besides used for library activities, this space can be used for the activities of the academic community.

4. Mosque
Mushola is provided for users who want to pray in the library. It is located on the 1st floor in the KKI room.

5. Canteen
Facilities supporting activities in the Library, provided to serve customers who want snacks and drinks. It is located on the 2nd floor.

Proposed Collection
UMS Library provides a very broad and flexible opportunity to propose the required collection. It is intended that the library can provide a collection that really suits the needs of the user.

Proposed activities can be done through 3 ways, namely
1. Through the proposal sheet that has been available in various services on various floors. Sample proposal sheet.

2. Through the library's website, using the facilities SSO (Single Sign On). Cara perform proposals through the library website are as follows:
   a. Login through your SSO account
   b. Select the menu my purchase suggestions, and then click the new purchase suggestions
   c. Fill in the proposed collection that you want, and then click the submit your suggestions
3. Through SMS Gateway and android

**Activity Improvement Enhancement Activity**
UMS Library provides a variety of excellent activities related to improving the ability of the librarian in the empowerment of the library, teaching and learning (lectures), and other academic activities. Activity increased competence in the form of
- Education User (User Education) for new students
- Information Literacy Training for customers
- Training Turn-it-in
- Training of Research Methods and Writing for students
- Training Job Seeker and Entrepreneurship for students and alumni of UMS.

**Cooperation**
UMS Library establishes good cooperation relations between the library and the college library or any other library. PT established cooperation with the library in the library FPPTI (Indonesian Higher Education Libraries Forum). With following Muhammadiyah University Library in FSPPTM (Forum Silaturohim Library Muhammadiyah University. With Libraries College Islam in the Association of University Library Islam (APPTIS). This is carried out because the Library requires other partners in order to fulfil the diverse service and information to customers.

**Obligations and Rights of Customers**

**Obligations**
1. Dress modestly, clean, tidy and close the genitals (Muslim dress) for women,
2. Not jackets and the like, in matching T-shirts, flip-flops and wear a hat in the library
3. Maintaining cleanliness, order and tranquility while in the library
4. Entering printed books, binders, bags and jackets into a locker, and carry valuable items such as laptops, wallets, mobile phones, money, jewelry and the like. Loss of valuable items in the library is not the responsibility of the library
5. Using all equipment in the library in accordance with the function / allocation, and not for the benefit beyond the existing provisions
6. Showing valid identification when using all existing facilities in the library
7. Filling the attendance list by way of scanning a membership card in the machine provided

**Right**
1. Getting a library services such as user access, borrowing, and a doubling of library materials (photocopy)
2. Responsible for utilizing infrastructure UMS Library in the framework of academic and scientific activities in accordance with applicable regulations
3. Putting forward proposals to complete the collection of library materials

**Suggestions for Customers**
1. The books that have been read / use do not be returned on a bookshelf because if one of the placements is changing, it will be difficult for search
2. Suggestions, criticisms and suggestions can be submitted via the PR & Information Library UMS via email perpus@ums.ac.id, mailboxes are available on each floor of the library, and the number hotline library of 0856-4143-8555
3. Please do not use the KAP others, because of the use or which have to be penalized in accordance with applicable regulations
4. Please maintain not to lose or damage the books borrowed
5. Please do not play back the date stamp
6. Love your library as you love yourself, with no action that could be detrimental as taking no procedure, ripping or damaging the collection
7. Asked the librarian immediately if you have difficulty in using existing facilities.
8. Together we keep and build the library as a learning resource.

**Closing**

Library UMS guidebook was created to provide a complete overview of the UMS library and instruction to the customers to access optimal services, facilities owned and activities that could be followed by customers at UMS library. Suggestions and constructive criticism are needed so we expect to improve and perfect the upcoming issue and allow us to provide more qualified services.

*UMS Library Guide Book*