



PATRON USER MANUAL

PUSAT PENYELIDIKAN

MAJLIS AGAMA ISLAM SELANGOR



Open Any Browser:    

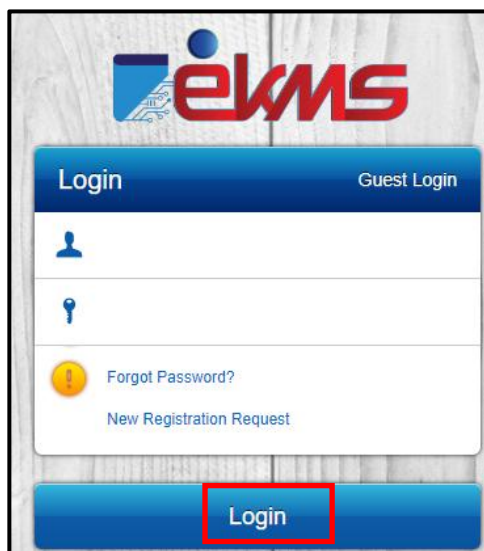
Open : <https://ekms.mais.gov.my/>

GUEST

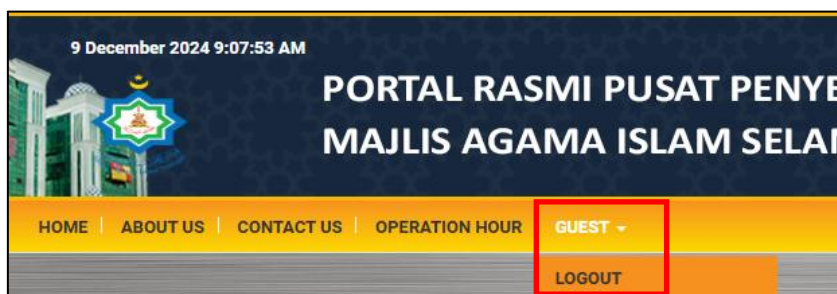
Guest can only access the information that has been made public only. Guest only can make a searching for catalogue. They cannot reserve the materials. If patron did not have a library account can use 'Guest' login



Step 1: Click 'Login'.



Step 2: Click 'Guest Login'.



REGISTERED MEMBER**Click login****Step 1:** Click 'Login'.**Step 2:** Insert login ID and click login.


Username: MAIS Staff ID

Password: ***** (Please ask library staff for the password)



1. PROFILE DETAILS

Profile Details



elmsb

nrlamanina@electric-lib.com

Member Id:	elmsb
Contact No:	0173223954
Membership:	30/10/2024 - 30/10/2044
Final Borrow Date:	26/06/2028

Update InfoChange PasswordUpdate Profile Pic

i- To update patron info,

Update InfoUpdate Profile Pic

Step 1: Click 'Update Info' button.

Update Info

New Email *

Address *

City *

State *

Postcode *

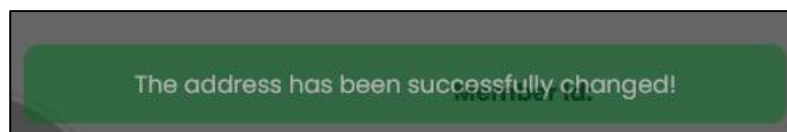
Cancel Update Email

Cancel Update Address

Step 2: Enter new email or new address.

Step 3: Click 'Update' button.

System will prompt alert message for successfully change or update the changes.



ii-To change the profile details,

Update Info

Update Profile Pic

Step 1: Click button 'Update profile pic'.

Update Profile Pic:

Choose File

Submit

Step 2: Click 'Choose File' and select the photo.

Step 3: Click 'Submit' button.

2. MY QR CODE

QR Code can use for the circulation process at counter



3. MY WISH LIST

In my wishlist, patron can request new books that they really need or can suggest the new or popular books to the library staff if it is still not in library collections.

My Wish List

[Make a request](#)

Show entries

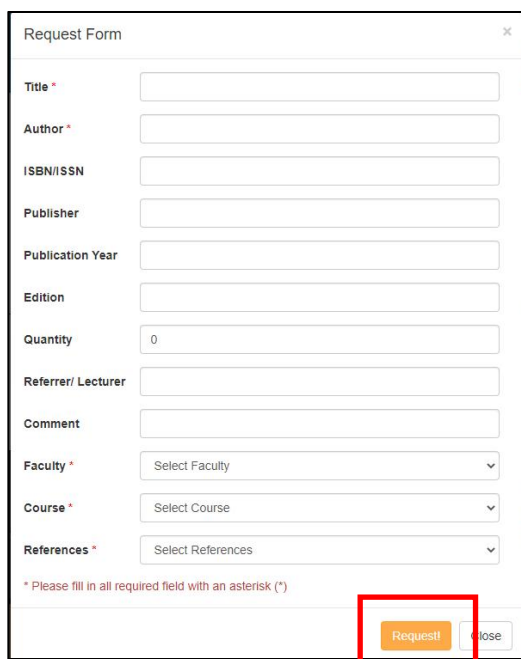
Filter

Title	Author	Publisher	Edition	Created Date	ISBN/ISSN	Quantity	Referrer/ Lecturer	Remarks	Comment	Status	Action
No data available in table											

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Step 1: Click 'Make a Request' button.



Request Form

Title *

Author *

ISBN/ISSN

Publisher

Publication Year

Edition

Quantity 0

Referrer/ Lecturer

Comment

Faculty * Select Faculty

Course * Select Course

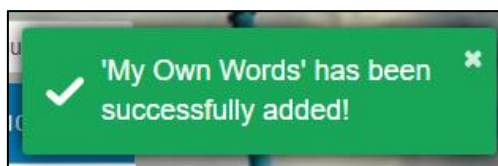
References * Select References

* Please fill in all required field with an asterisk (*)

Request! Close

Step 2: Enter the details needed.

Step 3: Click 'Request!' button.



The message will prompt to indicate successfully added new wishlist.

The wishlist will be listed in 'My Wish List' table.

My Wish List												
<div>Make a request</div> <div> Show 10 entries <div>Filter</div> </div>												
Title	Author	Publisher	Edition	Created Date	ISBN/ISSN	Quantity	Referrer/ Lecturer	Remarks	Comment	Status	Action	
My Own Words	Ruth Bader Ginsburg			24/09/2020		1				In Progress	Remove	Edit
Showing 1 to 1 of 1 entries											<div>Previous</div> <div>1</div> <div>Next</div>	

*User can remove or edit the wishlist if the librarian still not approves the wishlist. Once librarian has approved the wishlist, patron cannot do anything about it.

4. MY FAVOURITES

My favourite will list out all the items that has been like by patron. In this screen, patron can remove their favourite item.

My Favourite

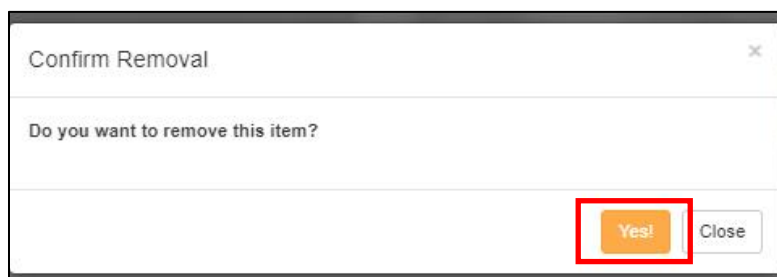
Show entries

Title	Author	Created Date	ISBN/ISSN	Action
Salted Egg Chicken	Jibril	05/11/2021	23876523456	<button>Remove</button>
Kaleidoscope /: Reading In Education/		02/11/2021	0614305831(pbk.)	<button>Remove</button>
Hunters	Alexander	02/11/2021	1020142525	<button>Remove</button>

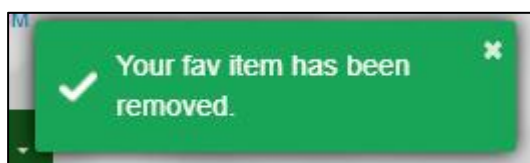
Showing 1 to 3 of 3 entries

Previous **1** Next

Step 1: Click 'Remove' button.



Step 2: Click 'Yes' button.

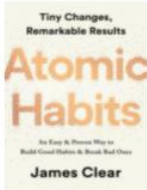


System will prompt 'Your fav item has been removed' to indicate successfully remove item from the list.

To add new favourite item, patron can go to book details;

[CIP View](#)
[MARC View](#)
[Export Citation](#)

Atomic Habits : the life-changing million



Atomic Habits
James Clear

Malaysia kaya dengan seni yang melambangkan budaya bangsa suatu masa dahulu. Pelbagai seni ini terus berkembang dan kekal sebagai khazanah warisan yang tidak ternilai dan wayang kulit adalah satu daripadanya. Di Malaysia, kesenian ini dipercayai telah wujud sejak tahun 1500. Terdapat banyak pendapat tentang asal-usul wayang kulit ini dan wayang kulit yang didapati di setiap negara adalah berbeza-beza dari segi bentuk patung, cerita, alat-alat muzik dan cara persembahan wayang kulit itu.

Author: James Clear

ISBN: 9781847941831

ISSN:

Call Number: AT2021MY

Publication: Monre Publication :

Publisher: 2019

Year: Not Available

Physical Description: Not Available

Subject:

Related Names:

URL:

0 Comments

★ ★ ★ ★ ★

♥

Step 1: Click 'love' icon.

5. MY ILL (Inter Library Loan)

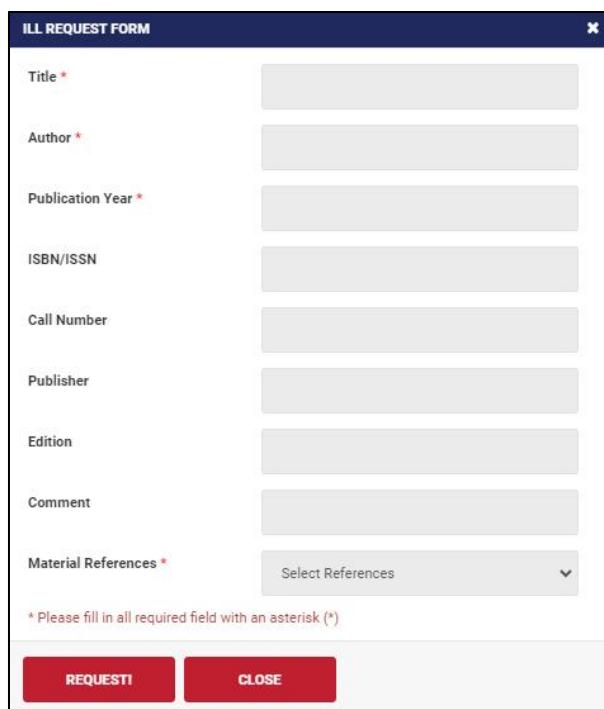
Interlibrary loan (ILL) is the cooperative arrangement among libraries that allows books and other materials from one library to be loaned out to a patron from another library.

My ILL

Make a request

Title	Author	Publication Year	Publisher	Created Date	ISBN/ISSN	Call Number	Remarks	Comment	Status	Remove	Edit
No data to display											

Step 1: Click 'Make a Request' button

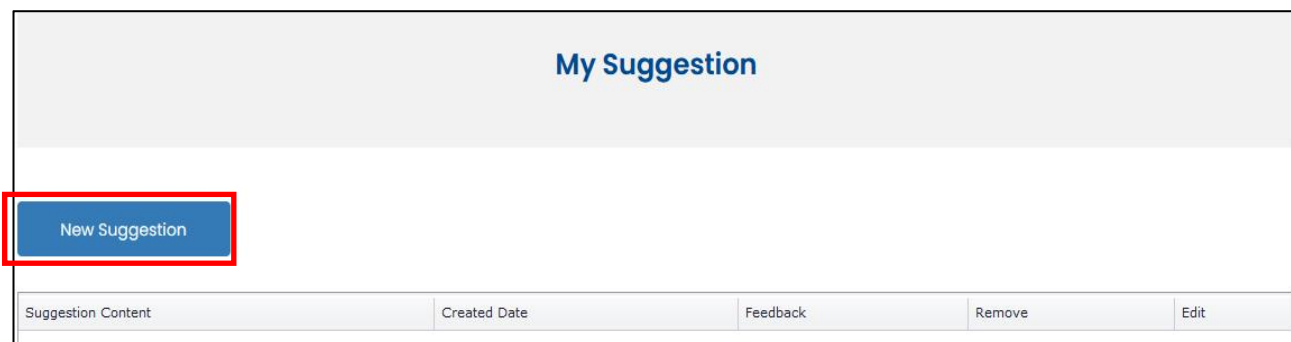


The image shows a web form titled "ILL REQUEST FORM" with a close button (X) in the top right corner. The form contains several input fields: "Title *" (required), "Author *" (required), "Publication Year *" (required), "ISBN/ISSN", "Call Number", "Publisher", "Edition", "Comment", and "Material References *" (required). The "Material References" field has a dropdown menu labeled "Select References". Below the fields is a red asterisk note: "* Please fill in all required field with an asterisk (*)". At the bottom are two red buttons: "REQUEST" and "CLOSE".

Step 2: Fill in a the details and click 'Request' button

6. MY SUGGESTION

Patron able to send suggestion or feedback using this system.

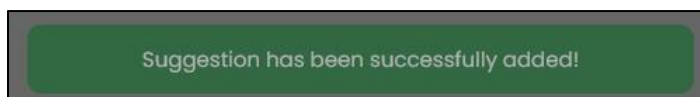


The image shows a web interface titled "My Suggestion". Below the title is a button labeled "New Suggestion", which is highlighted with a red rectangle. Below the button is a table with five columns: "Suggestion Content", "Created Date", "Feedback", "Remove", and "Edit".

Step 1: Click 'New Suggestion' button.

Step 2: Enter the suggestion or feedback.

Step 3: Click 'Suggest!' button to submit the suggestion.



System will prompt alert for successfully added or sent the suggestion.

After patron send a suggestion, they can edit or delete the suggestion as long as the librarian still not give feedback or reply to the suggestion.

New Suggestion				
Suggestion Content	Created Date	Feedback	Remove	Edit
Please open the library more longer	28/05/2021			
Page 1 of 1 (1 items) 1 Page size: 10				

7. MY EMAILS

Patron can check what email has been received in their google/yahoo or other email.

My Emails						
Show 10 entries		Filter <input type="text"/>				
No	Accession Number	Recipient Mail	Email Subject	Created Date	Date Sent	Status
1	P20181001568	izatul.hanie@electric-lib.com	New Material Request	27/09/2020 09:51:44	27/09/2020 09:51:46	Success
2	P20181001568	izatul.hanie@electric-lib.com	New Wish List	27/09/2020 09:41:45	27/09/2020 09:42:24	Success
3	P20181001568	izatul.hanie@electric-lib.com	New Wish List	24/09/2020 11:28:44	24/09/2020 11:28:49	Success
Showing 1 to 3 of 3 entries						Previous 1 Next

8. MY LOANS/RENEW

In this My Loans list, it will list all the active loans. Patron can renew their loan on their own without going to the library only if the material did not reach the due date yet .

My Loans/Renews								
Show	10	entries						
			Filter					
Accession	ISBN	Title	Loan Date	Due Date	Remarks	Status	Details	Renew
0000275399	9780674737358 hardback	Making China modern from the great Qing to Xi Jinping Klaus Muhlhahn	01/10/2020	03/11/2020		Loaned	0 / 2	Renew
Showing 1 to 1 of 1 entries								Previous 1 Next

Step 1: Click 'Renew' button.

For overdue items, there will be no 'Renew' button. Patron needs to go to library to return and make a loan again.

My Loans/Renews								
Show	10	entries						
			Filter					
Accession	ISBN	Title	Loan Date	Due Date	Remarks	Status	Details	Renew
0000140237	9789833707089	Peribadi oleh Hamka	26/06/2020	25/09/2020 (7 days)		Overdue!	0 / 2	
0000067481	9795615157	Terapi penyakit hati Syeikh Ibn Taimiyyah penerjemah, Jalaluddin Baba penyunting, Evis Erinawati	26/06/2020	25/09/2020 (7 days)		Overdue!	0 / 2	

9. MY ILL LOANS

In this My Loans list, it will list all the active loans for ILL items.

My ILL Loans							
Show	10	entries					
Accession No	ISBN	Title	Loan Date	Due Date	Remarks	Status	Details
000000010	9781933333455	Introduction to History	11/04/2023	26/04/2023		Loaned	0 / 2
Showing 1 to 1 of 1 entries							Previous 1 Next

10. MY LOANS HISTORY

In this list, it will show the history of patron loan. It will show the all the date start with loan date, due date and return date.

My Loan History					
Show 10 entries		Filter			
Accession Number	ISBN	Title	Loan Date	Due Date	Return Date
1000090002	9781473635050	100 Things Successful People Do Little Exercises for Successful Living: 100 self help rules for life	03/10/2020	07/01/2021	03/10/2020

11. MY RESERVATIONS

In my reservation, this will show the list where patron reserved the books that they want. After they make a reservation, they will get an email about the book details and the date they need to pick up the book at the library. Then, it will goes to this list. Patron can cancel their reservation if they did not want the book anymore within period of collection.

My Reservations				
Show 10 entries		Filter		
ISBN	Title	Author	Status	Action
9780395393918 (pbk.)	Line by line : how to edit your own writing / Claire Kehrwald Cook	Cook, Claire Kehrwald	Reserved	Cancel
Showing 1 to 1 of 1 entries				Previous 1 Next

12. MY OVERDUES

This list will show all the patron overdues because of late on returning the book.

My Overdues

Show 10 entries

Filter

Accession Number	ISBN	Title	Loan Date	Due Date	Overdue days	Fine
0000140237	9789833707089	Peribadi oleh Hamka	26/06/2020	25/09/2020	7	RM0.90
0000067481	9795615157	Terapi penyakit hati Syeikh Ibn Taimiyyah penerjemah, Jalaluddin Baba penyunting, Evis Erinawati	26/06/2020	25/09/2020	7	RM0.90
0000182578	8178983885	An interpretation of Islam Laura Vecchia Vaglieri	26/06/2020	25/09/2020	7	RM0.90

13. MY FINES

My fines will show patron fines that they have and need to paid.

My Fines

Show 10 entries

Filter

Accession Number	ISBN	Title	Loan Date	Due Date	Overdue days	Fine
0000253705	9781483353043	Scientific writing for psychology lessons in clarity and style Robert V. Kail	26/06/2020	25/09/2020	6	RM0.70

Showing 1 to 1 of 1 entries

Previous 1 Next

14. MY OTHER CHARGES

My other charges will show other fines that the patron may have. If patron has paid the fine, it will be removed from the list.

My Other Charges

Show 10 entries

Filter

Type	Remarks	Status	Created Date	Amount
Carrel Room	2-15 (Fine)	Pending	22/01/2021	RM2.00

Showing 1 to 1 of 1 entries

Previous 1 Next

15. MY SEARCH HISTORY

My search history contain what patron have been searching on the search field at OPAC search.

Show entries

Search:

Search Area	Search Keywords	Search Date
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020
EKCMS Catalogue,Windows Search	science	01/10/2020
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020

Showing 1 to 5 of 5 entries

Previous

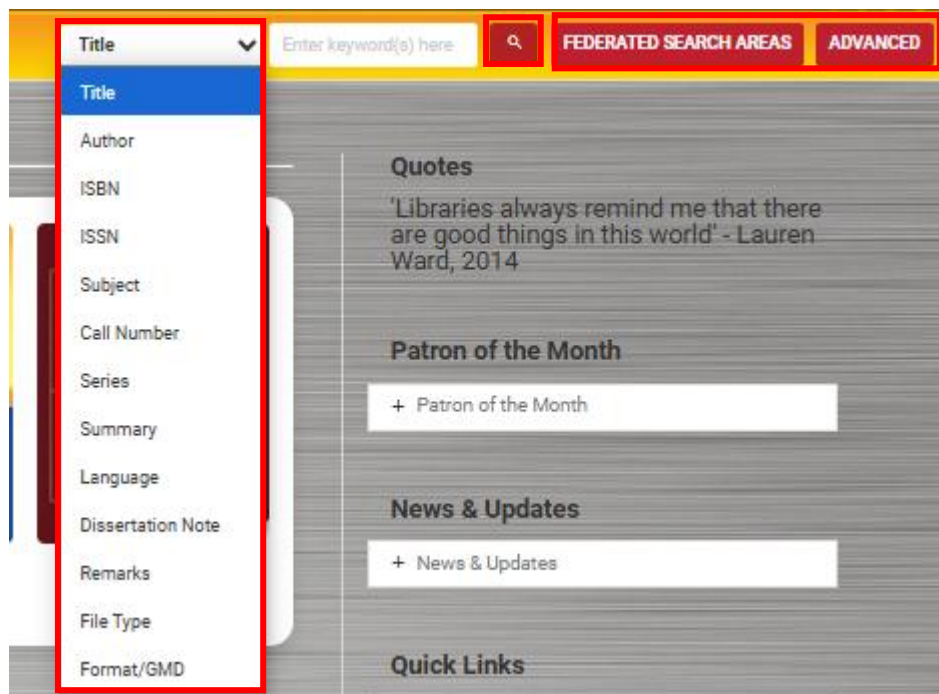
1

Next

DISCOVERY SERVICES PORTAL

a- OPAC SEARCH

To search for printed collections that has been catalogue in the system.



Step 1: Drop-down and select the search option.

Step 2: Enter keyword.

Step 3: Press enter or click 'Search' button.

Catalogue – for printed book in the library

Diagram illustrating the search interface for the Catalogue (Any Location and Any Material Type) with annotations:

- Total search**: Points to the search bar containing the keyword "science".
- Can enter other keywords to narrow down the result**: Points to the search bar.
- Can enter specific year**: Points to the search bar.

Search Results for "science"

Catalogue (Any Location and Any Material Type) 256

Cover	Title	Author	Call Number	Barcode Number	GMD	Material Category	Publication Year	Available
No Book Cover	Science and religion : consideration of conflicts / Md. Ferdouse Khan	KHAN, Md. Ferdouse	BP190.5.S3K45 2007	1064869	Book	Open Shelf	2009	0 / 1
No Book Cover	Science and the near-death experience : how consciousness survives death / Chris Carter	CARTER, Chris	BF1045.N4C323 2010	1065311 1065816	Book	Reference (Green spot)	2009	1 / 2
No Book Cover	Science education within the context of the great islamic heritage / Z.R.M. El Nagggar	El NAGGAR	BP134.C6E37 2008	1070088	Book	Open Shelf	2017	0 / 1
No Book Cover	Science in the sublime morals and manners of prophet Muhammad (SAW) / Mohammad H. R.Talukdar	TALUKDAR, Mohammad H. R.	BP75T152 2003	1033145 1062830	Book	Open Shelf	2020	1 / 2
No Book Cover	The science of nutrition / Janice L. Thompson, Melinda M. Manore and Linda A. Vaughan	THOMPSON, Janice L. Manore, Melinda M. Vaughan, Linda A.	TX354T473 2008	1052849 1052850	Book	Reference (Green spot)		2 / 2
No Book Cover	Islam science and technology / edited by Anuar Abd Razak & Abu Bakar Abd Majeed	Anuar Abd Razak Abu Bakar Abd Majeed	BP190.5.S3I82 1997	1009084 1009083 1009082 1017526	Book	Reference (Green spot)		4 / 4

Total available / total items that allowed to be borrow

If user enter wrong spelling, system will give the suggestions based on keywords enter.

OPAC Search :: Title science

Search Results for "science"

Did you mean: **sconce** **since** **science** **cincin**


Catalogue (Any Location and Any Material Type) 0

Content (Any Location and Any Material Type) 0



Cover	Title	Author	Call Number	Barcode Number	GMD	Material Category	Publication Year	Available



No data to display

To view the book details;

OPAC Search :: Title science  [Federated Search Areas](#) [Advanced](#) [RBR](#)

Search Results for "science"

Catalogue (Any Location and Any Material Type)  256 [Content \(Any Location and Any Material Type\)](#)  0


Cover	Title	Author	Call Number	Barcode Number	GMD	Material Category	Publication Year	Available
	Science and religion : consideration of conflicts / Md. Ferdouse Khan	KHAN, Md. Ferdouse	BP190.5.S3K45 2007	1064869	Book	Open Shelf	2009	0 / 1
	Science and the near-death experience : how consciousness survives death / Chris Carter	CARTER, Chris	BF1045.N4C323 2010	1065311 1065816	Book	Reference (Green spot)	2009	1 / 2

Step 4: Click at title of the chosen item.

Book details will be open in a new tab of browser.

[CIP View](#) [MARC View](#) [Export Citation](#)

Science and the near-death experience : how consciousness survives death / Chris Carter



Summary Not Available

Author: CARTER, Chris

ISBN: 9781594773563 (pbk.)

ISSN:

Call Number: BF1045.N4C323 2010

Publication: Rochester

Publisher: Inner Traditions

To know the locations or availability of the items, can see at the bottom screen.

★★★★★

0 Comments

Availability:

Aras 2 / Aras 3 (1 Copy)

Step 5: Click at location.

Screen will show the location, accession number, material category and status of the item.

Availability:							
Cover	Location	Accession No	Material Category	Volume	Copy	Due Date	Status
	Aras 2 / Aras 3	0000152210	Koleksi Terbuka		1		Available

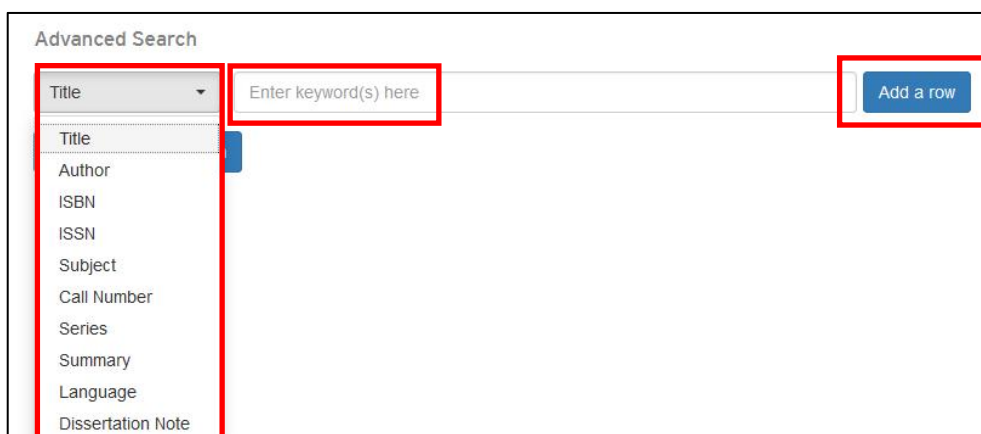
b- ADVANCED SEARCH

To search for more specific printed collections in the library using Boolean search.



The screenshot shows the top navigation bar of the library system. It includes a search bar with a dropdown menu set to 'Title' and a placeholder 'Enter keyword(s) here'. To the right of the search bar are two buttons: 'FEDERATED SEARCH AREAS' and 'ADVANCED'. The 'ADVANCED' button is highlighted with a red rectangular box.

Step 1: Click 'Advanced' button.



The screenshot shows the 'Advanced Search' section. On the left, there is a dropdown menu for selecting search criteria. The menu is open, showing options: Title, Author, ISBN, ISSN, Subject, Call Number, Series, Summary, Language, and Dissertation Note. The 'Title' option is highlighted with a red rectangular box. To the right of the dropdown is a text input field with the placeholder 'Enter keyword(s) here', also highlighted with a red rectangular box. Further to the right is a button labeled 'Add a row', which is also highlighted with a red rectangular box.

Step 2: Drop-down and select the search option.

Step 3: Enter keyword.

Step 4: Click 'Add a row' button.



The screenshot shows the 'Advanced Search' section with two rows of search criteria. The first row has a dropdown menu set to 'Title' and a text input field containing the keyword 'science'. The second row has a dropdown menu set to 'Title' and a text input field with the placeholder 'Enter keyword(s) here'. Below the first row is a button labeled 'Search', and below the second row is a button labeled 'Clear Form'. To the right of the search criteria is a dropdown menu for selecting Boolean operators. The menu is open, showing options: AND, OR, and NOT. The 'AND' option is highlighted with a red rectangular box. To the right of the Boolean operator dropdown is a button labeled 'Remove'.

Step 5: Drop-down and select Boolean search.

Advanced Search

Title science AND Remove

Title Enter keyword(s) here Add a row

- Title
- Author
- ISBN
- ISSN
- Subject
- Call Number
- Series
- Summary
- Language
- Dissertation Note

Step 6: Drop-down and select other search option.

Step 7: Enter keyword.

Advanced Search

Title science AND Remove

Author Saroja Add a row

Search Clear Form

Step 8: Click 'Search' button.

Result will only show item that have both keywords.

Advanced Search

Title science AND Remove

Author Saroja Add a row

Search Clear Form

Cover	Title	Author	Call Number	Publication Year	Available
No Book Cover	Science (Bilingual) form 4 / Saroja [and other]	Saroja , author			1 / 1

Page 1 of 1 (1 items) 1 Page size: 10

Repository – for digital content

Web OPAC ::

Search Results for "human rights"

KHub Metadata 4 **KHub Repository** 7 Library Catalogues 10

pdf 149 docx 3 mp4 2 mp3 1 jpg 1 doc 1 png 1

Discovery Services

Web OPAC ::

Search Results for "human rights"

KHub Metadata 4 **KHub Repository** 7 Library Catalogues 10

pdf 149 docx 3 mp4 2 mp3 1 jpg 1 doc 1 png 1

File	Action
document (4).pdf	
document (5).pdf	
document (8).pdf	
01361005.pdf	

List of file based on search result

Type of file based on keyword search

Tab based on Catalogue, Metadata, Repository





Metadata – for Multimedia content

Discovery Services

Web OPAC ::

Search Results for "human rights"

KHub Metadata 4 KHub Repository 7 Library Catalogues 10

Cover	Title	Author	Summary	Subject	Publication Date	GMD/File Types
	Human Rights Commission of Malaysia	SUHAKAM	Introduction about SUHAKAM	General	24/05/2021	youtube
	Human Rights Commission of Malaysia	SUHAKAM	Introduction about SUHAKAM	General	24/05/2021	mp4
	Human Rights - Hak asasi manusia	yohaneskia	Hak untuk pendidikan	Human Rights	25/03/2021	tiktok
	What are Human Rights?	National Disability Services	Human Rights	Human Rights	21/02/2021	vimeo

Page 1 of 1 (4 items) Page size: 10

1. List of metadata will be based on keyword search
2. Based on search result, still can drill down the result
3. To see document details click document title

introduction to rubber: summarization

Creator / Author

ELMSB	(21)
DBPMalaysia	(7)
Artor James	(6)
DBP	(5)
Juna Yusuf	(4)

[Show More](#)

Subject

General	(28)
Technology	(15)
Language	(11)
Science	(8)
literature	(7)

[Show More](#)


Format/GMD

jpg	(13)
pdf	(2)

[Metadata View](#)

[Export Citation](#)

introduction to rubber: summarization



PDF

Creator / Author Artor James

Date /c2022

URI / Elinbook <http://ekcms.electric-lib.com:355/Home/Elinbook/08c7da4b-723c-4b65-b39c-7c>

Document detail



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63000 Cyberjaya, Selangor Darul Ehsan
Tel : +603 8322 6857 | Fax : +603 5569 1372

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ENGINEERING / WAREHOUSE : No. 24A, Wisma Electric Library, Jalan Jubli Perak 22/1, Seksyen 22,
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Tel : +603 5569 6840 | Fax : +603 5569 1372

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*This Instruction Manual booklet is current as 2024.
For more information contact our Helpdesk Support (1-300-80-5188)*