

Our ref. : (7)PSMB/17/14 Kulit 1
Date : 6 September 2011

**EMPLOYERS CIRCULAR NO. 8/2011
THE HRDF E-LIBRARY SYSTEM**

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers on the new services provided by PSMB which is the HRDF E-Library System.
- 1.2 For the time being, this service is offered only to PSMB's registered employers.

2.0 BACKGROUND

- 2.1 As the technology evolves rapidly, the landscape of learning has changed dramatically. Today, online learning has becoming more and more predominant as the new generation of workforce filling up the workplace. This assimilation has also resulted in a growing demand for knowledge to be acquired anytime, anywhere, any place and through any mediums.
- 2.2 In this regard, PSMB has taken another step forward in enriching its services to its registered employers by introducing a new online system called HRDF e-Library. This system provides access to online books, enabling employers to enhance their knowledge and capability in Human Resource, Training and Management. The

eBooks or online materials can be viewed using laptops, desktops or mobile phones.

2.2 The HRDF e-Library system is accessible through PSMB Portal at <http://www.hrdf.com.my> or directly from <http://hrdf.lib.overdrive.com>.

3.0 THE HRDF E-LIBRARY SYSTEM

3.1 The HRDF e-Library system offers employers an experience to locate and borrow books from the internet at no cost. The access can be initiated from any compatible devices such as the following:-

- i) PC / Mac®
- ii) iPod®
- iii) iPhone® / iPad®
- iv) Zune®
- v) Sony Reader™
- vi) Nuke™
- vii) Windows Mobile®
- viii) Android™
- ix) Any other compatible devices

3.2 What is required for the employers to qualify for the access is a just simple online registration. This must be done via the registration page located at PSMB Portal (www.hrdf.com.my). An employer will need to fill-in minimal information fields and a confirmation email will be sent automatically noticing the employer of the receipt of the application. Upon approval, an email containing information on the employer's Dedicated Library Card and Pin Number will be emailed

to the registered email address. The employer will then have full access to the system.

- 3.3 To ensure quality reading, employers will only be allowed to checkout 2 books at any given time. Each book downloaded will have a maximum of 7 days loan period whereby the book will be automatically deleted from the employers' devices after the lapse of the 7th day.
- 3.4 The mode of checking out the books is similar to that of an online purchase whereby the purchaser will be required to select the item, enter it in a shopping cart and checkout once confirmed.
- 3.5 An account is deemed inactive if no checking out activity takes place lapse a month from the registration date or date of the last transaction. Inactive account will be terminated and access to the eLibrary will be prohibited. Once terminated, employers would have to re-register to consume the service again.
- 3.6 Please refer to the complete terms and conditions of the usage in **Appendix 1** for more details.

5.0 **DATE OF IMPLEMENTATION**

- 5.1 The effective date for this service is 6 September 2011.
- 5.2 Please feel free to contact our Customer Service at (03) 2096 4800 or email to support@hrdf.com.my for further clarification or assistance on the matter.

6.0 CONCLUSION

PSMB hopes that employers would take this opportunity to enjoy the service given and continue to enrich their knowledge through ebooks and online materials provided through the HRDF e-Library system.

Thank you.

“PSMB – SHAPING PEOPLE”
“Pekerja Merealisasi Transformasi Negara”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

APPENDIX 1

THE HRDF E-LIBRARY SYSTEM TERMS AND CONDITIONS

1.0 INTRODUCTION

These terms and conditions apply to Registered Employers and association members of the Pembangunan Sumber Manusia Berhad ('PSMB') using the PSMB's Digital Library Website (<http://hrdf.lib.overdrive.com>).

2.0 REGISTRATION

- 2.1 In order to check out AudioBooks and eBooks from the Website and/or access certain sections on the Website ('Registered User Services'), employers will need to register as a Registered User on the PSMB Portal. Registration is restricted to only 1 user per company's registration number.
- 2.2 Upon duly completing the relevant registration process, employers will be assigned a Library Card Number and become a Registered User of the PSMB Digital Library (given at no cost to the Register User).
- 2.3 Details of such Library Card number and Password will be emailed to the registered email address provided during the registration.

- 2.4 The authority to access the Registered User's Services commences upon the relevant Library Card number and Password being successfully created and ends if terminated pursuant to inactivity.
- 2.5 Employers are solely responsible for the security of the Library Card number and Password and must not disclose the Library Card numbers and/or Password to anyone. Employers must inform PSMB immediately if the Library Card numbers and/or Password have been compromised. In such a case, the Library Administrator will reset the Library Card numbers and/or Password. In this regard, please contact the Library Administrator at support@hrdf.com.my. All communication must be made in writing either through email or postal letter.

3.0 HOW TO BORROW AUDIOBOOKS AND EBOOKS

- 3.1 Library cards and limits
- Users must have a current, valid Library card numbers to check out materials.
 - Users may borrow a maximum total of 2 items upon each check out.
- 3.2 Loan period
- Loan materials may be borrowed for a maximum of 7 days. Upon expiration, the loan materials will automatically be taken out from your account by the system.

4.0 REGISTERED USER'S OBLIGATIONS

- 4.1 Employers shall NOT make available the Library Card numbers and Password and/or any part of the Registered User Services available to anyone. Where such disclosure of Username and/or Password occurs, employers shall inform PSMB immediately so that the PSMB can take appropriate security measures. In addition, if employer wishes to unregister as a Registered User, employers MUST inform PSMB e-Library administrator so that appropriate measures can be taken;
- 4.2 Employers shall notify PSMB immediately of any errors or inaccuracies in respect of any information and/or data extracted from any section of the Website which forms part of the Registered User Services. In this regard, employers shall contact PSMB by emailing to support@hrdf.com.my.

5.0 TERMINATION

- 5.1 Employers agree to be an active user of the HRDF e-Library for the duration of 12 months upon registration. PSMB reserves the right to terminate your Digital Library membership if employers are proved to be inactive. Inactive is defined as not checking out any materials apse a month from the registration date or date of the last transaction.
- 5.2 Employers may terminate the membership at any time by giving PSMB 7 days prior written notice through email at support@hrdf.com.my or postal letter.

- 5.3 In the events deemed justifiable, PSMB reserves the right to terminate the Digital Library membership at any time at its sole discretion.
- 5.4 Upon termination for any reason, employers will no longer be able to use any of the PSMB Digital Library Registered User Services.
- 5.5 The termination of these terms and conditions shall not affect or prejudice the accrued rights of the Parties as at termination, or the continuation after termination of any provision expressly stated to survive or implicitly surviving termination.

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