

OPTIMIZING LIBRARY RESOURCES

CONGRATULATIONS & WELCOME TO UTM LIBRARY

HALIZA BINTI ZAINAL





COURTESY@UTM







COURTESY@UTM





















COURTESY@UTM





















VISION

To be the knowledge centre of excellence in science, technology and engineering

MISSION

To contribute to the enhancement of knowledge through easy access, dissemination and sharing of resources in science, technology and engineering

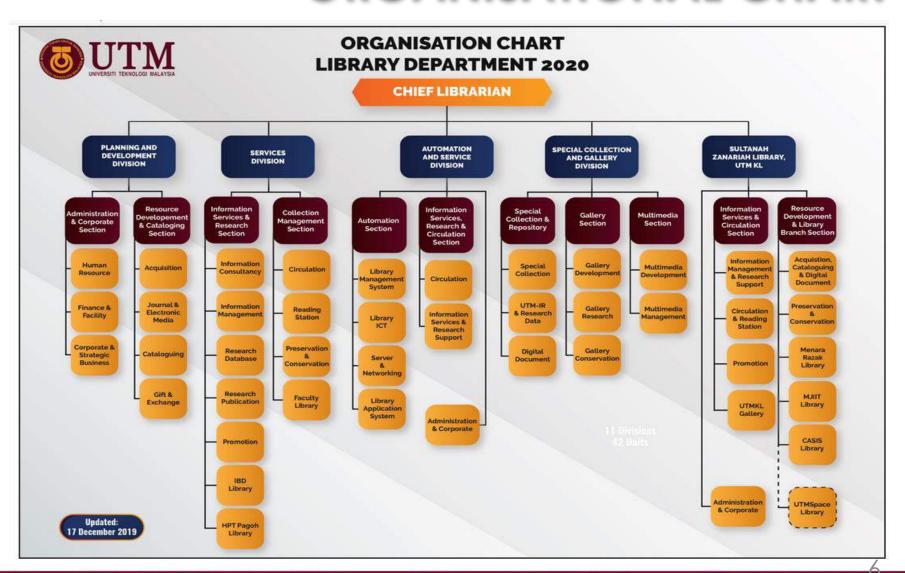
GOALS

- To provide information based services for its users.
- To manage information in line with the learning, teaching, research, consultancy, and publication of the university.
- To promote information services to UTM's internal and external community.
- To nurture a knowledge-based culture and towards excellence mind-set amongst UTM's internal and external community.





ORGANISATIONAL CHART





Chief Librarian Noraziah Sharuddin

MANAGEMENT & PROFESSIONAL STAFF



Deputy Chief Librarian (Planning & Development)
Nor Asikin Mohamad



Deputy Chief Librarian (Services) Zaleha Atan



Deputy Chief Librarian (Special Collection & Gallery) Hasling Othman



Deputy Chief Librarian (UTM KL Library) Nik Masriza Zakaria



Deputy Chief Librarian (Automation & Services)
Kamariah Mohamed Jong



MANAGEMENT & PROFESSIONAL STAFF



Head of Collection Management Section **Nasir Ibrahim**

Head of Resource Development & Cataloguing Section Haslina Nasir



Head of Information Services & Circulation Section Zafarina Dol

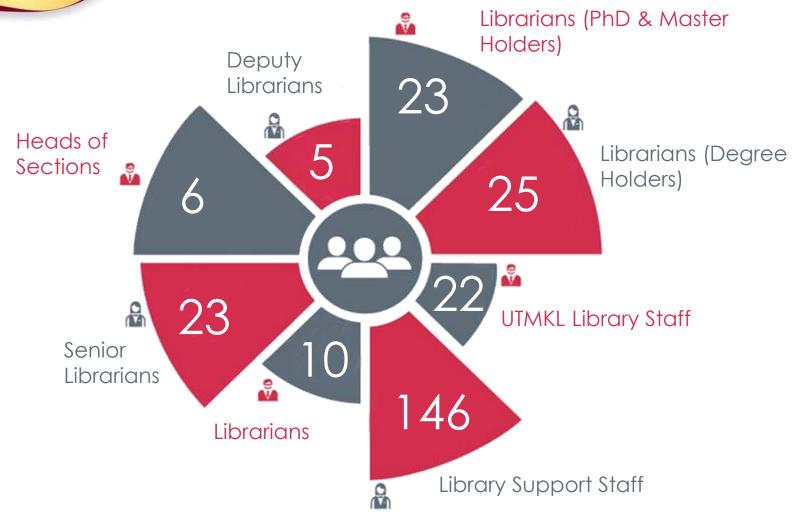
Head of Information Services & Research Head of Automation Section Section Khairulbahiyah Yaakub

Md. Razib Karno



Head of Gallery & Multimedia Section Mohd Fuad Mohamed Yusof





UTM LIBRARY STAFF = 192

Additional Staff:

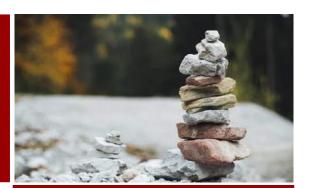
1 Deputy Registrar

1 Senior IT Officer





UTM Library



Services & Facilities

Online Public Access Catalogue



Online Resources





UTM LIBRARY BRANCHES

















UTM LIBRARY OPENING HOURS

Perpustakaan Sultanah Zanariah

	During Semester &	2 Weeks Before &	
Days	Semester Break	During Examination	
Sunday-Thursday	8.00 am - 10.30 pm	8.00 am - 10.30 pm	
Friday & Saturday	8.00 am - 5.00 pm	8.00 am - 10.00 pm	
Public Holiday	Closed	8.00 am - 10.30 pm	

Perpustakaan Raja Zarith Sofiah

Days	During Semester & Semester Break	2 Weeks before and During Examination
Sunday-Thursday	8.00 a.m - 8.00 p.m	8.00 a.m - 8.00 p.m
Friday & Saturday	8.00 a.m - 5.00 p.m	8.00 a.m - 8.00 p.m
Public Holiday	Closed	8.00 a.m - 8.00 p.m

^{*}Standard operating hours (8.00am-5.00pm) apply for all faculty libraries.



FRIENDS OF UTM LIBRARY (FOLY)

FRIENDS OF THE UTM

LIBRARY

provides exciting professional and social opportunities for UTM students who are interested in supporting the library in this rapidly changing environment. It also aims to foster closer relationship between the library and its customers.

Requirements

- Membership is open to all current UTM students.
- Have a passion and strong interest in performing voluntary work.
- Posses a positive mindset and able to contribute ideas in promoting, improving library services and reading culture to the society.

Benefits

- · Specially designed Friends of the UTM Library badge.
- Special invitation to library events and activities.
- Involvement in library dialog sessions to contribute ideas in library improvement.
- Involvement in library corporate social responsibilities (CSR) programmes.
- Certificate of participation and appreciation for being part of Friends of the UTM Library.

 PERPUSTAKAAN

KPK PRINCESS ELI



RULES & REGULATIONS

- Matric card must be displayed at all times.
- Eating/drinking are prohibited inside the Library.
- Mobile phones must be switched off upon entering the Library.
- Treat our books with care.
- Do not litter.
- Place the books on the trolley after reading.
- Do not misuse the Internet facilities.

STUDENT DRESS CODE

- Visitors are required to be properly attired as specified by the University.
- The Library reserves the right to ask any visitor who are not suitably dressed to leave the premise.





UTM LIBRARY COLLECTION

Printed Books

• 702,366

Serial Publications

• 12,804

Electronic Media

•3,997,046

Subscribed Online Databases • 24

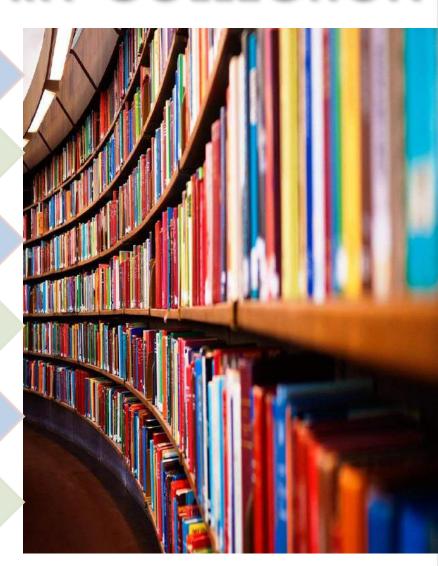
Cartographic Materials

• 44,257

AV Materials

• 229,705

Data as of 2020





UTM GALLERIUM

4 main galleries:

UTM Galleriu<u>m</u>

The Gallery of Eminent Researcher **Open Gallery**

Raja Zarith Sofiah Gallery



The Gallery of Eminent Researchers



UTM Gallerium



RAJA ZARITH SOFIAH GALLERY





The gallery showcases the personal collection of HRH Raja Zarith Sofiah, the forth Chancellor of Universiti Teknologi Malaysia. The gallery total collection is 2497 titles.









GALLERY









LOAN ELIGIBILITY

Collection Category		Asasi Student
Open Access	Max. Number	10
	Loan Period	2 weeks
Closed Access	Max. Number	1
	Loan Period	2 hours
Bound Journal	Max. Number	1
	Loan Period	3 days
Current Journal	Max. Number	1
	Loan Period	Overnight
Reference Book	Max. Number	1
	Loan Period	Overnight
Audio-Visual	Max. Number	1
Materials	Loan Period	2 hours / Overnight



BORROWING & RETURNING

- Borrowing
 - Self Check Out Kiosk
 - Circulation Counter
- Returning
 - Self Check In Kiosk
 - Circulation Counter
 - Book drop machine
- Self Online Renewal via OPAC





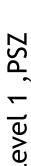


ENQUIRY DESK

- General Enquiries
- Map & Aerial Photographs
- 'Available But Not On Shelf' Item
- Item Reservation
- Membership Application









RESEARCH SUPPORT CONSULTANT

- Information Search via Online Databases
- Interlibrary Loan Application
- 'In Processing' Items Request
- Research Consultancy
- Customer Feedback
- Purchase Request
- Reference Items
- Visit to Other Libraries Application



Level 1, PRZS



RESEARCH SUPPORT SERVICES

Access to online databases

e.g. Web of Science, Scopus, IEEEXplore, ScienceDirect & Emerald

High Impact Journals Titles

Compiling of high impact journals titles by subject

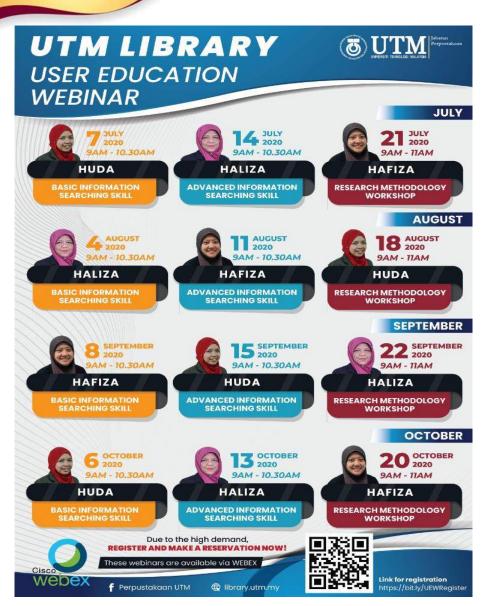
Research Methodology Workshops and Talks

- for researchers, librarians, academics, students

Online Databases Demonstrations and Trainings

- for researchers, librarians, academics, students





USER EDUCATION WEBINAR

User Education Webinar

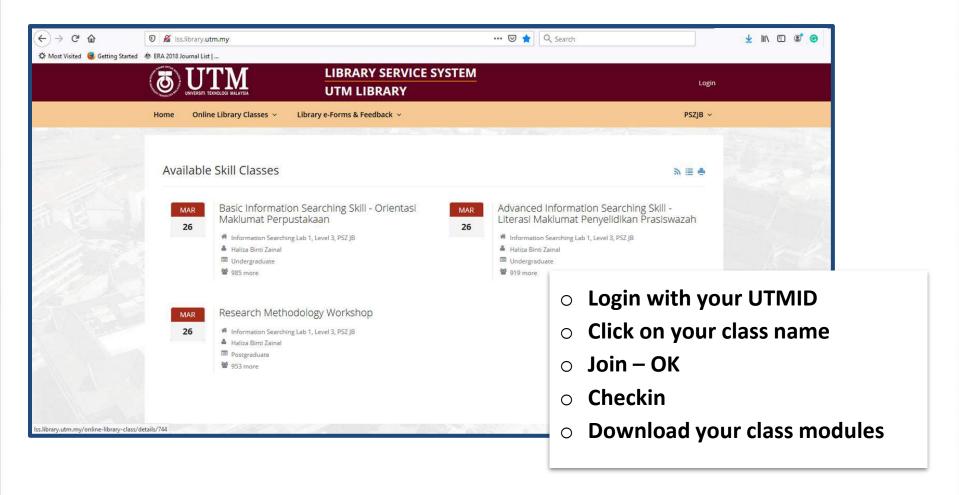
- Basic Information Searching Skills
- Advanced Information Searching Skills
- Research Methodology

REGISTRATION:

https://bit.ly/UEWRegister



USER EDUCATION PROGRAM MODULES



http://lss.library.utm.my/



LIBRARY SERVICES



Internet & Computer Facilities



User Education Program



Interlibrary Loan





Media Servies





Library Liaison



Research Support Consultation

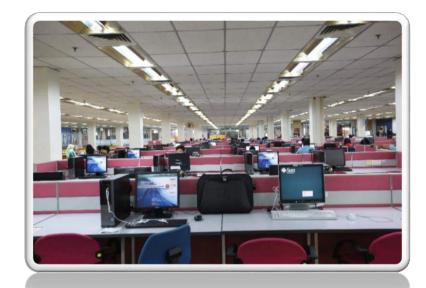




INTERNET & COMPUTER FACILITIES

- ☐ 16 PCs with Internet
- ☐ 4 OPAC Terminals
- ☐ WiFi Equipped
- ☐ Laptop Zone







Researcher's Discussion Room

Carrel Room

Discussion

Room

ROOM & AREAS FACILITIES

Indoor Games Area, Level 3,



Seminar Room

Audio Visual Room

Multimedia Room

TV/Video Viewing Area

Viewing Room

24 Hour Room

Newspaper Reading Area

Information Searching Laboratory

Interactive Area, Level 3,





ROOM & AREAS FACILITIES



Viewing Room









FACILITIES





Self Check Out Machine (Borrowing)

Leisure Area



Internet Area



Self Check In Machine (Returning)



FACILITIES FOR SPECIAL NEEDS

- Washroom facilities
- Wheelchair ramp at the main entrance
- Lift at all floors







QUIET ZONES & STUDY AREAS



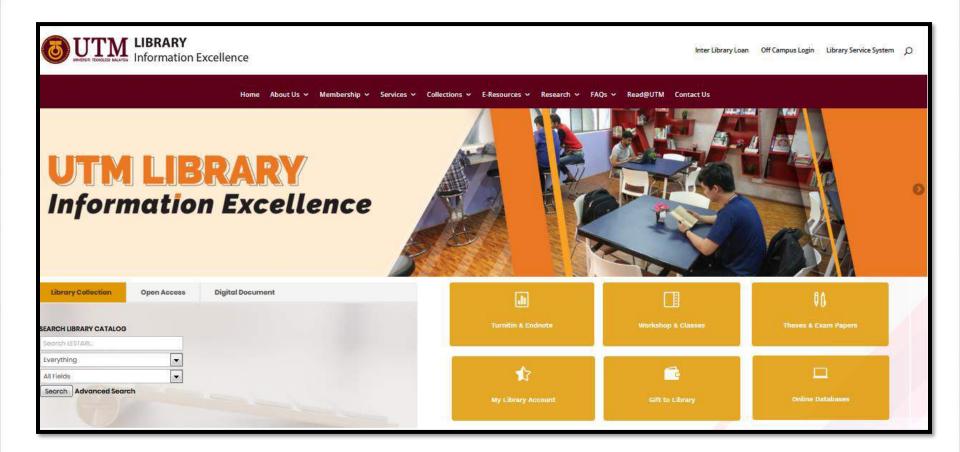








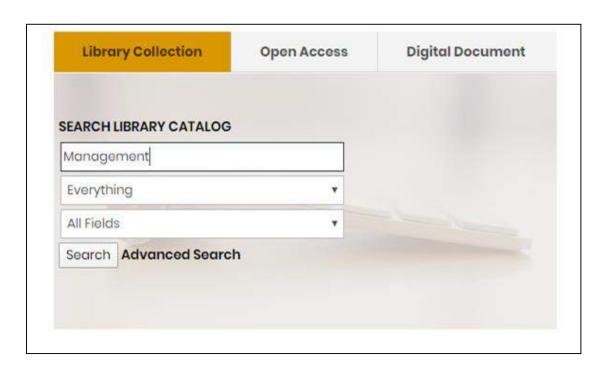
LIBRARY WEBSITE



https://library.utm.my/



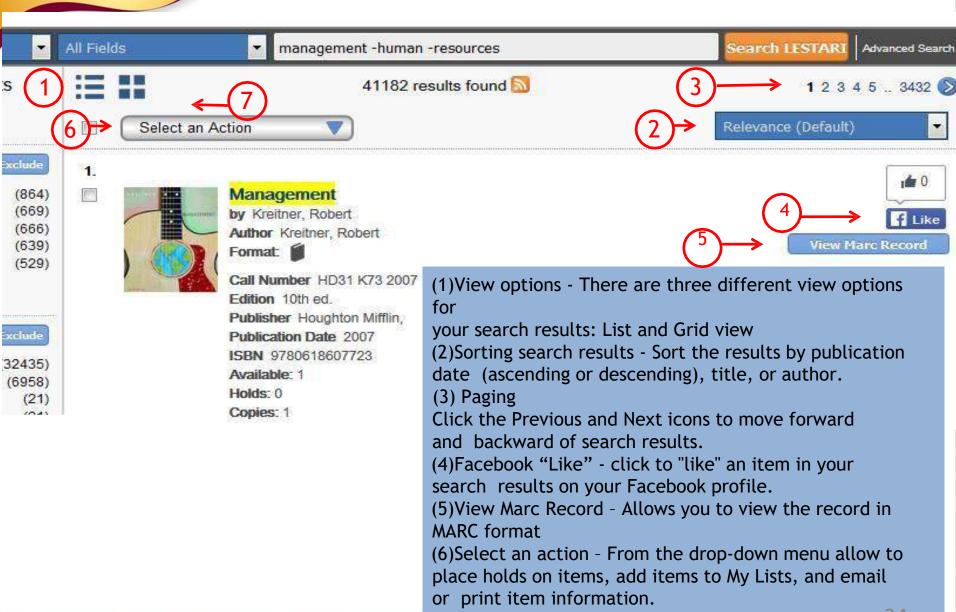
LET'S START! LIBRARY OPAC



- Type any keyword (for example 'Management')
- Click on 'Search'

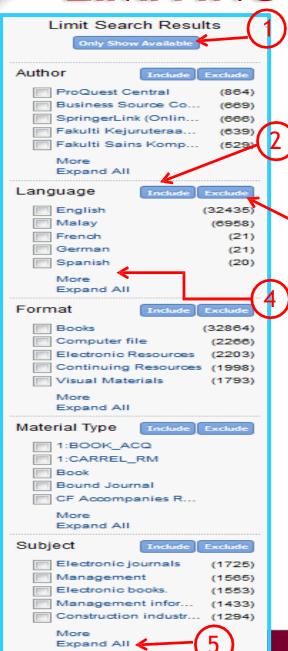


LIBRARY OPAC: RESULT





LIMITING SEARCH RESULTS



(1) Only Show Available - limit your search results to only items that are available for checkout.

Using Limits:

Limits are organized by fields (like Author, Language, Material type, Subject, etc.). You can use limits in one of the following ways:

- (2)Include to include limits in your search results.
- (3)Exclude to exclude limits from your search results
- (4)More / Fewer -Use to expose or hide limits within a field incrementally.
- (5)Expand All or Collapse All to either show all limits in a field, or go back to only showing the first five.



MY LIBRARY ACCOUNT

Register Yourself

email to lib-enquiryjb@utm.my your matrix card picture front and back

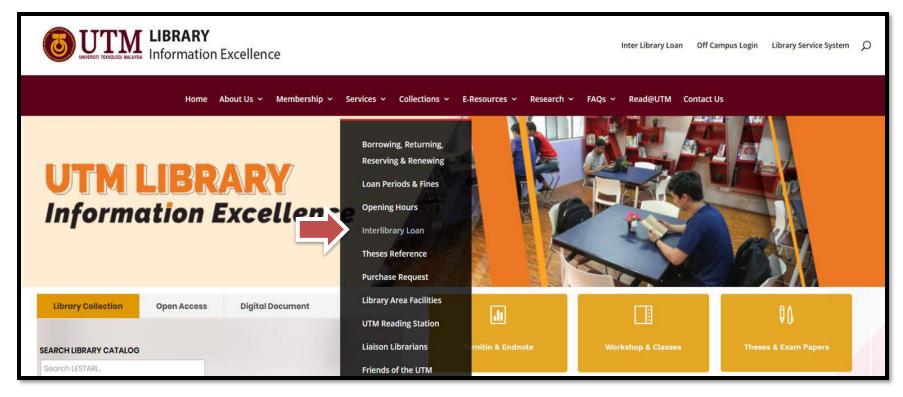
- Borrowing records
- Online renewal
- Book hold/reservation
- Check fines
- Update PIN or address



https://library.utm.my/



INTERLIBRARY LOAN



- Interlibrary Loan (ILL) is a service which helps eligible users obtain materials that are unavailable in the UTM Library.
- The materials include theses (within UTM), printed books and unsubscribed articles from database.



LIBRARY COLLECTION

Closed Access Media Collections Reference Materials

Standards & Patents

Maps & Aerial Photographs

Open Access

Advanced Management Collection

Indexes & Abstracts

Journals Collection

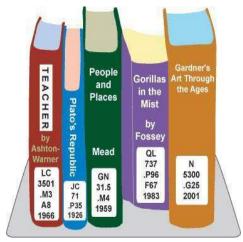
UTM Theses
Collection

Newspaper Articles Creative Collection



COLLECTION SYMBOLS

- a. Special Collection
- b. University Prospectus/Calendar
- d. Dictionary / Terminologies
- e. Encyclopedias
- f. Folio Book (>27cm)
- h. Banned Book
- j. Journal
- k. Small Book (<10cmx15cm)
- m. Atlas
- r. Reference Material
- w. Government Publication
- x. Abstract / Indexes
- y. Examination Question Paper
- rp. Expensive Material



Use symbol to differentiate type of collection.

There are 2 formats:

U

Z

- 1. single: a, r, f and x
- Combination:ra,re,rd, ry and others

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Congral Works

Α	General Works
В	Philosophy Psychology
	Religion
С	Auxiliary Science of History
D	History : General & Old World
E-F	History: America
G	Geography Anthropology
	Recreation
Н	Social Sciences
J	Political Sciences
K	Law
L	Education
M	Music
N	Fine Arts
P	Language & Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
	. sermology

Military Science

Naval Science

Library Science



ONLINE DATABASES



Welcome to e-Resource UTMLIBRARIES



http://ezyproxy.psz.utm.my

PLEASE LOG IN



- ONLINE DATABASES: Subscrib to UTM Library registered memb account. Please note that Copy downloading or printing.
- For security reasons, please to are done accessing services that

This page is for registered users of UTM Library, Universiti Teknologi Malaysia electronic resources.

ALERT: Excessive downloading of UTM eresources is subject to a serious offense which may result in suspension of UTM ID.

Please do the following:

- 1. Avoid opening multiple tabs at a time.
- 2. Download not more than 5 chapters/articles at a time.
- 3. Do not exceed downloading size (100MB in 15 minutes)
- 4. For Proquest Dissertations and Theses -> please download 1 title at a time and give some allowance of time in between.

http://ezproxy.utm.my/login



ONLINE DATABASES

Subscribed Databases Subscribed e-Journals Trial Databases/Ebooks & Complimentary Titles The following list of subscription databases are available to all current UTM students, faculty, and staff. When connecting to some of the Library's databases, you will see a security warning, either when you first connect or at some stage during your session. It is safe to ignore the warning and proceed. Current Access (2020) Academic Search Premier (via EBSCOHost) American Society of Mechanical Engineers (ASME) Digital Library Association for Computing Machinery (ACM) Digital Library Eikon (previously known as Datastream) - please download the software and contact haliza@utm.my to get the password access which is available during Emerald Engineering and Applied Science IEEEXplore Digital Library * Scopus ISTOR Lexis Malaysia (*)WILEY OnePetro ProQuest Dissertations and Theses Global (How to download PDF) ONLINE LIBRARY

WEB OF SCIENCE

More than **24**

specialized databases

that the Library subscribe to which are not available on Google® or other common search engines.



Reaxys

Scopus

ScienceDirect Journal

SpringerLink Journal*





SpringerLink





DOCUMENT MANAGEMENT SYSTEM



DOCUMENT MANAGEMENT SYSTEM UTM LIBRARY

Home	Show All 78615	Show	Quick Collection 0	Highlights +	Search History	Clear Session	Help	About UTM	
	Se	earch	Advanced Search	Browse +					

Home

Home



131,923 digital collection of the University's intellectual or research output. Document Management System centralize, collect, preserve and accessing collection of scholarly materials that showcases the research output of Universiti Teknologi Malaysia communities.

Resource Type	
News Paper Cuttings	57213
Exam Paper	12481
Thesis	9736
Indexed Paper	3912
Project Paper	2895
Non-Index Paper	1415
Article From UTM/Selected Journal	756
Online Database & ILL	669
Research Report	424
Book Chapter	102
Photograph/Relia/Multimedia	68
Photograph	23
Book	12
Electronic Book	11
Conference Papers	10
Internal Electronic Report	10
Top Management Profile	7
Journal Article	5
Realia	4

http://dms.library.utm.my:8080/



UTM INSTITUTIONAL REPOSITORY (UTM-IR)



52,224 digital collection of the University's intellectual or research output. Institutional repositories centralize, collect, preserve, and comply to open access concept of accessing collection of scholarly materials that showcases the research output of Universiti Teknologi Malaysia communities.

Resource Type	
Article	16430
Book Section	3143
Monograph	787
Conference or Workshop Item	14135
Book	610
Thesis	13931
Patent	1
Image	14
Video	2
Audio	1
Teaching Resource	672
Other	9

http://eprints.utm.my/id/eprint/



E-RESOURCES OPEN ACCESS INITIATIVES

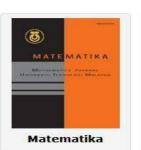
- UTM-IR Manual
- Open Archives Initiative
- Directory of Open Access Journal
- Registry of Open Access Repositories
- The Directory of Open Access Repositories
- Open Access Journals Search Engine (OAJSE)
- Open Science Directory
- Wiley Open Access
- IEEE Open Access
- Oxford Open
- Springer Open
- Taylor & Francis Open and Routledge Open
- Bentham Open Access
- UNESCO Open Access (UNESDOC)





E-RESOURCES UTM OPEN E-JOURNALS















Jurnal Teknologi Malay (A,B,C,D,E & F) Journ Fundam



Malaysian
Journal of
Fundamental &
Applied Sciences

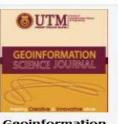
- Journal of Alam Bina
- Journal of Chemical and Natural Resources Engineering
- Journal of Information
 Systems Research and
 Innovation
- International Journal of Innovation and Business Strategy (IJIBS)
 - * The use of listed online journal contents must be according to publishers term of use.



Estate Studies



International Journal of Innovative Computing



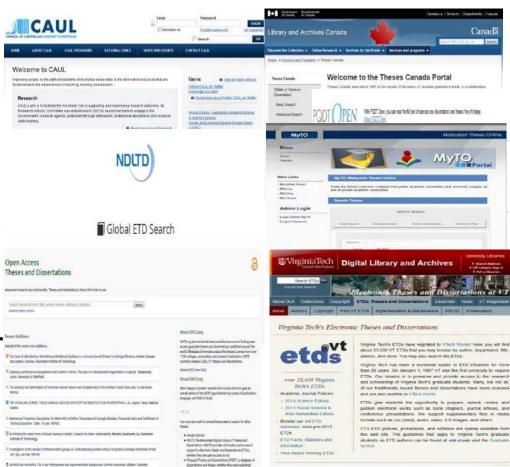
Geoinformation Science Journal (GSJ)

https://library.utm.my/



OPEN ACCESS ONLINE RESOURCES DIGITAL THESES

- PQDT Open
- Open Thesis and Dissertations
- Networked Digital Library of Theses and Dissertations
- Australasian Digital Theses
- Theses Canada Portal
- Virginia Polytech Institute & State University Digital Librar & Archives
- Malaysian Theses Online (MyTo)



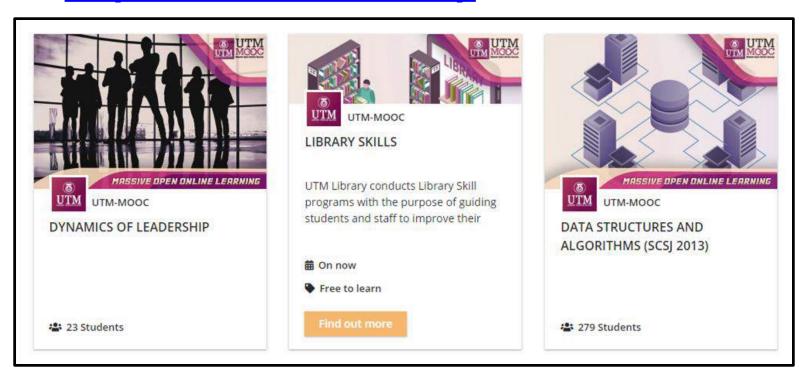
https://library.utm.my/



UTM-MOOC LIBRARY SKILLS

Where to start?

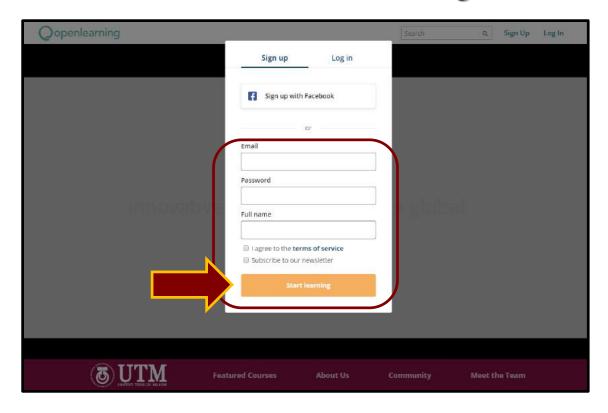
Go to https://mooc.utm.my



UTM LIBRARY



Fill up the Sign Up details Click on Start Learning



Email – UTM email
Password – dedicated
password for UTMMOOC



Choose Courses - Library Skills



Click on Learning Activities to participate in the course

You will received an e-certificate once you have viewed all the videos and 100% completed the course.







<u>lib-enquiryjb@utm.my</u> <u>lib-enquirykl@utm.my</u>



http://library.utm.my/



Perpustakaan Universiti Teknologi Malaysia

