

2014 Basic Information Of The Library

| No. | Item | Main Branch | First Branch | Second Branch | Third Branch | Fourth Branch | Fifth Branch |
|-----|---|--------------------------------------|---------------|--------------------------|--------------|---------------------------|-------------------|
| 1. | Name of Public Higher Institution | UNIVERSITI TEKNOLOGI MALAYSIA | | | | | |
| 2. | Name of Library | Perp. Sultanah Zanariah | PSZ UTM KL | Perp. Raja Zarith Sofiah | IBD | Perpustakaan Menara Razak | Perpustakaan MJIT |
| 3. | Location | Johor Bahru | Kuala Lumpur | Johor Bahru | Johor Bahru | Kuala Lumpur | Kuala Lumpur |
| 4. | Year of Establishment | 1996 | 1972 | 2014 | 2004 | 2012 | 2013 |
| 5. | Area | | | | | | |
| | i. Square Metre | 18,639.5m | 8971.18m | 8,250 m | 202m | 2002m | 1359m |
| 6. | Operational Hour | 8.00-10.30 pm | 8.00-10.30 pm | 8.00-8.00 pm | 8.00-5.00 pm | 8.00-5.00 pm | 8.00-5.00 pm |
| 7. | Maximum Capacity at One Time | 3,422 | 1,200 | 2,000 | 22 | 32 | 14 |
| 8. | No. of Staff (2014) | 139 | 28 | 45 | 2 | 2 | 1 |
| | a. Officer (by grades) | | | | | | |
| | i. JUSA C | 1 | - | - | - | - | - |
| | ii. S54 | 1 | - | - | - | - | - |
| | iii. S52 | 1 | - | 1 | - | - | - |
| | iv. S48 | 4 | 1 | 2 | - | - | - |
| | v. S44 | 7 | - | 1 | - | - | - |
| | vi. S41 | 11 | 6 | 8 | - | 1 | 1 |
| | vii. F48 | - | - | - | - | - | - |
| | viii. F44 | - | - | 1 | - | - | - |
| | ix. F41 | - | - | - | - | - | - |
| | x. N48 | - | - | - | - | - | - |
| | xi. N44 | - | - | - | - | - | - |
| | xii. N41 | 1 | - | - | - | - | - |
| | b. Support Staff | | | | | | |
| | i. S Group | 81 | 20 | 34 | 2 | 1 | - |
| | ii. F Group | - | - | 2 | - | - | - |
| | iii. N Group | 24 | 2 | 6 | - | - | - |
| | iv. B Group | 1 | - | - | - | - | - |
| | v. J Group | 3 | - | - | - | - | - |
| | vi. R Group | 0 | - | - | - | - | - |
| 9. | No. of Training/Course for Staff (2014) | | | | | | |
| | i. Local (Outside UTM) | 15 | 6 | 7 | - | 1 | - |
| | ii. Oversea | 3 | - | - | - | - | - |
| 10. | No. of Collection Title (2014 Cumulative) | | | | | | |
| | a. Printed | | | | | | |
| | i. Book | 296,709 | 104,463 | 26,100 | 1,680 | 7,463 | 1,716 |
| | ii. Journal/Serial | 101,235 | 5,990 | - | 68 | - | - |
| | iii. Gift Journal | 8,491 | - | - | 100 | - | - |
| | iv. Thesis | 2,632 | 554 | 60,621 | 290 | - | - |

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|-----|---|-------------|--------------|---------------|--------------|---------------|--------------|
| | v. Map | 5,090 | 203 | 305 | - | - | - |
| | vi. Measured Drawing | - | - | 5,783 | - | - | - |
| | vii. Research Report | 567 | - | 1,940 | - | - | - |
| | viii. Others | 31,050 | - | - | - | - | - |
| | b. Non printed | | | | | | |
| | i. Electronic Book | | | 87,737 * | | | |
| | ii. Electronic Thesis (licensed) | | | 2,615,917 * | | | |
| | iii. Online Database (licensed) | | | 87 * | | | |
| | iv. Full Text Electronic Journal (licensed) | | | 711,015 * | | | |
| | v. CD-ROM Database | 44 | - | - | - | - | - |
| | vi. UTM Institutional Repository (IR) | | | 38,982 * | | | |
| | vii. Document Management System (DMS) | | | 73,068 * | | | |
| | ix. Audio Visual Material | | | | | | |
| | - Compact Disc | 37,372 | 2,834 | 4,923 | 30 | - | 152 |
| | - Microfilm (rare material) | 15,983 | - | - | - | - | - |
| | - Video Cassette (rare material) | 2,447 | 548 | - | - | - | - |
| | - Audio Cassette (rare material) | 2,529 | - | - | - | - | - |
| | - Micro Material (Microfiche) (rare material) | 18,170 | - | - | - | - | - |
| | - Slide (rare material) | 133,363 | - | - | - | - | - |
| | - Learning Kit (rare material) | 93 | - | - | - | - | - |
| | - Diskette (rare material) | 2,959 | | | | | |
| | - Radiography film (rare material) | 1 | | | | | |
| | - Aperture card (rare material) | 10 | | | | | |
| | - Overlay (rare material) | 1,400 | | | | | |
| | - Gramophone record (rare material) | 102 | | | | | |
| | - Slide (rare material) | 133,363 | | | | | |
| | - Transparency (rare material) | 2,658 | | | | | |
| | x. Others | 16,115 | - | - | - | - | - |
| 11. | Facilities (Infrastructure) | | | | | | |
| | i. Carrel Room | 57 | 22 | 24 | - | - | - |
| | ii. Discussion Room | 11 | 13 | 2 | - | - | - |
| | iii. Seminar Room | 3 | 4 | 2 | 4 | - | - |
| | iv. Carrel with Computer Facilities | - | - | - | - | - | - |
| | v. Multimedia Room | 1 | - | - | - | - | - |
| | vi. TV/Video Viewing Area | 2 | 1 | 1 | 1 | - | 1 |
| | vii. Surau | 1 | 2 | 1 | 2 | - | - |
| | viii. Viewing Room | 1 | 1 | 1 | - | - | - |
| | ix. Computer Lab | 2 | 1 | 2 | - | - | - |
| | x. 24 Hour Room | 1 | 1 | - | - | - | - |
| | xi. Meeting Room | 2 | 1 | 2 | 2 | - | - |

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| | xii Executive Room (Professor) | 1 | 1 | 3 | - | - | - |
| | xiii. Research Carrel | 3 | 10 | - | - | - | - |
| 12. | ICT Facility | | | | | | |
| | i. Integrated System | SYMPHONY | | | | | |
| | ii. Total of PC for Users | 422 | 194 | 148 | 8 | 1 | 3 |
| | iii. Total of Library Server | 17 | - | - | - | - | - |
| | iv. Total of CCTV | 41 | 15 | 43 | - | - | - |
| | v. Radio Frequency Identification (RFID) | Yes | Yes | Yes | - | - | Yes |
| | vi. Security System | 2 | 1 | 6 | - | 0 | 1 |
| | vii. Wireless Network & Hotspot | 21 | 2 | 20 | - | 1 | - |
| | viii. Network Data Source (Nod) | 770 | 200 | 568 | 8 | 5 | 3 |
| | ix. Printer | 35 | 15 | 9 | 3 | 2 | 1 |
| | x. Scanner | 4 | 3 | 8 | 3 | - | - |
| | xi. "CD Writer" (not "Built-in") / Ext. DVD Writer | 3 | 1 | - | 2 | - | - |
| | xii Self Check Out Machine | 4 | 2 | 2 | - | - | - |
| | xiii. Self Check In Machine | 1 | - | - | - | - | - |
| | xiv. Self Check In Machine (Auto sorter) -new | - | - | 1 | - | - | - |
| | xv. Info Kiosk/Digital Signage | 2 | - | 7 | - | - | - |
| | xvi. Electronic Bulletin | 1 | - | - | - | - | - |
| 13. | Library Usage (2014) | | | | | | |
| | i. No. of Visitor | 391,344 | 363,158 | 11,904 | 10,331 | 2,470 | 1,137 |
| | ii. No. of Borrowing | 121,934 | 22,541 | 400 | 203 | 564 | 381 |
| | iii. No. of Membership | 42,534 * | | | | | |
| 14. | User Education (2014) - No. of Customer | | | | | | |
| | i. Info. Skill Class (Advance + UQP Class) | 849 | 57 | - | - | - | - |
| | ii. Library Orientation (Basic Library Class) | 962 | 163 | - | - | - | - |
| | iii. Advisory Service & Reference (No. of Customer) | 2,142 | 176 | 190 | 44 | 56 | 122 |
| | iv. Promotion | i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) UTM New Staff Orientation v) Library visit vi) K-Culture Programme | i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) UTM New Staff Orientation v) Library visit vi) K-Culture Programme | i) Publication (Brochure) | i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) UTM New Staff Orientation v) Library visit | i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) UTM New Staff Orientation v) Library visit | i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) UTM New Staff Orientation v) Library visit vi) MJIT Japan Day vii) Email to staff |
| 15 | Virtual user visits | | | | | | |
| | i. Total of Portal Users | 413,052 * | | | | | |
| | ii. No. of virtual database access | 8,321,394 * | | | | | |
| | iii. No. of UTMIR access | 13,713,576 * | | | | | |
| 16 | ISO Certification | Qualified on 1998 | Qualified on 2002 | - | - | - | - |

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| 17 | Collection Budget (2014) | Restricted | | | | | |

** Main PSZ joint usage from Jan - Nov 2014*