

## 2016 Basic Information of the Library

No.	Item	Main Branch	First Branch	Second Branch	Third Branch	Fourth Branch	Fifth Branch	Sixth Branch
1.	Name of Public Higher Institution	<b>UNIVERSITI TEKNOLOGI MALAYSIA</b>						
2.	Name of Library	Perp. Sultanah Zanariah	PSZ UTM KL	Perp. Raja Zarith Sofiah	IBD	Perpustakaan Menara Razak	Perpustakaan MJIT	Perpustakaan CASIS
3.	Location	Johor Bahru	Kuala Lumpur	Johor Bahru	Johor Bahru	Kuala Lumpur	Kuala Lumpur	-
4.	Year of Establishment	1986	1972	2014	2001	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	14	32	14	-
8.	No. of Staff (2016)	125	26	49	1	2	1	1
	a. Officer (by grades)							
	i. JUSA C	1	-	-	-	-	-	-
	ii. S54	1	-	-	-	-	-	-
	iii. S52	1	-	1	-	-	-	-
	S48/52	2	-	-	-	-	-	-
	iv. S48	2	1	2	-	-	-	-
	v. S44	7	-	2	-	-	-	-
	S41/44	9	1	3	-	-	-	-
	vi. S41	5	3	3	-	1	1	1
	vii. F48	-	-	-	-	-	-	-
	viii. F44	-	-	1	-	-	-	-
	ix. F41	-	-	-	-	-	-	-
	x. N48	-	-	-	-	-	-	-
	xi. N44	-	-	-	-	-	-	-
	xii. N41	1	-	-	-	-	-	-
	xiii. Q41	2	-	-	-	-	-	-
	b. Support Staff							
	i. S Group	71	18	28	1	1	-	-
	ii. F Group	-	-	2	-	-	-	-
	iii. N Group	20	3	6	-	-	-	-
	iv. B Group	1	-	-	-	-	-	-
	v. J Group	2	-	1	-	-	-	-
	vi. R Group	0	-	-	-	-	-	-
9.	No. of Training/Course for Staff (2016)							
	i. Local (Outside UTM)	10	2	3	-	-	-	-
	ii. Oversea	-	-	-	-	-	-	-
10.	No. of Collection Title (2015 Cumulative)							
	a. Printed							
	i. Book	445,232	104,381	15,011	2,060	7,535	1,911	-
	ii. Journal/Serial	102,857	5,990	-	-	-	-	-
	iii. Gift Journal	8,624	-	-	2	-	-	-
	iv. Thesis	2,632	554	75,248	365	-	-	-
	v. Map	5,099	203	305	-	-	-	-
	vi. Technical Drawing	-	-	5,478	-	-	-	-
	vii. Research Report	567	-	1,940	-	-	-	-
	viii. Others	31,185	-	-	-	-	-	-

No.	Item	Main Branch	First Branch	Second Branch	Third Branch	Fourth Branch	Fifth Branch	Sixth Branch
	b. Non printed							-
	i. Electronic Book			61,823				-
	ii. Electronic Thesis (licensed)			2,630,216				-
	iii. Online Database (licensed)			36				-
	iv. Full Text Electronic Journal (licensed)			1,482,529				-
	v. E - Standards			68,451				-
	vi. E- Video			164				-
	vii. CD-ROM Database	44	-	-	-	-	-	-
	viii. Internal Database(Digitization)/e-UTM Theses	90,967*	90,967*	90,967*	90,967*	90,967*	90,967*	-
	viii. UTM Institutional Repository (IR)			52,162				-
	ix Document Management System (DMS)			92,750				-
	x. Audio Visual Material	-	-	-	-	-	-	-
	- Compact Disc	42,436	2,834	-	37	-	195	-
	- 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	-	-	-	-	-	-
	- Transparency (rare material)	2,658	-	-	-	-	-	-
	x. Others	16,825	-	-	-	-	-	-
11.	Facilities (Infrastructure)							-
	i. Carrel Room	62	22	24	-	-	-	-
	ii. Discussion Room	11	13	2	-	-	-	-
	iii. Seminar Room	3	4	2	3	-	-	-
	iv. Carrel with Computer Facilities	-	-	-	-	-	-	-
	v. Multimedia Room	1	-	-	-	-	-	-
	vi. TV/Video Viewing Area	4	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	3	3	-	-	-
	xii Executive Room (Professor)	1	1	2	-	-	-	-
	xiii. Research Carrel	3	10	-	-	-	-	-

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12.	ICT Facility							
	i. Integrated System	SYMPHONY						
	ii. Total of PC for Users	382	210	157	5	3	3	-
	iii. Total of Library Server	3	-	16	-	-	-	-
	iv. Total of CCTV	41	15	53	-	-	-	-
	v. Radio Frequency Identification (RFID)	Yes	Yes	Yes	-	-	Yes	-
	vi. Security System	2	1	6	-	0	1	-
	vii. Wireless Network & Hotspot	21	2	20	-	Yes	Yes	-
	viii. Network Data Source (Nod)	770	200	457	5	3	3	-
	ix. Printer	58	20	17	2	1	1	-
	x. Scanner	19	4	10	3	-	-	-
	xi. "CD Writer" (not "Built-in") / Ext. DVD Writer	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	-	6	-	-	-	-
	xvi. Electronic Bulletin	1	-	-	-	-	-	-
13.	Library Usage (2015)							
	i. No. of Visitor	334,028	191,387	36,980	9,347	2,115	2,123	-
	ii. No. of Borrowing	80,972	9,456	5,238	101	877	755	-
	iii. No. of Membership	28,169						
14.	User Education (2015) - No. of Customer							
	i. Endnote	1,161	432	150	-	-	-	-
	ii. Library Orientation (Basic Library Class)	477	181	-	-	-	-	-
	iii. Advisory Service & Reference (No. of Customer)	1,859	130	1756	110	50	91	-
	iv. Promotion	i) Publication (Bulletin, Brochure, Library Handbook) ii) Customer Day Participation iii) User Education Programme iv) Library visit v) K-Culture Programme vi) Library Roadshow vii) CSR viii) Library Exhibition	i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) UTM New Staff/ Student Orientation v) Library visit vi) K-Culture Programme vii) Road Show viii) CSR	i) Publication (Bulletin, Brochure, Digital Signage, Library Portal) ii) Customer Day Participation iii) User Education Programme (Library Orientation/Advance Skill Classes) iv) UTM New Staff/ Student Orientation v) Library Visit vi) K-Culture Programme vii) Road Show viii) CSR ix) Library Exhibition x) Library Carnival	i) Publication (Bulletin, Brochure) ii) Library visit iii) Email to staff iv) Newsletter	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	593,477						
	ii. No. of virtual database access	9,918,986						
	iii. No. of UTMIR access	9,418,449						