

2017 Basic Information Of The Library

No.	Item	Main Branch	First Branch	Second Branch	Third Branch	Fourth Branch	Fifth Branch	Sixth Branch	Seventh 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 MUJIT	Perpustakaan CASIS	Perpustakaan UTM Pagoh
3.	Location	Johor Bahru	Kuala Lumpur	Johor Bahru	Johor Bahru	Kuala Lumpur	Kuala Lumpur	-	Pagoh
4.	Year of Establishment	1986	1972	2014	2001	2012	2013	-	2017
5.	Area								
	i. Square Metre	18,639.5m	8971.18m	8,250 m	202m	2002m	1359m	-	55m2
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	-	8.00am-5.00pm
7.	Maximum Capacity at One Time	3,422	1,200	2,000	14	32	14	-	15
8.	No. of Staff (2017)	112	26	54	1	2	1	1	3
	a. Officer (by grades)								
	i. JUSA C	-	-	-	-	-	-	-	-
	ii. S54	1	-	-	-	-	-	-	-
	iii. S52/54	-	-	1	-	-	-	-	-
	iv. S52	-	1	-	-	-	-	-	-
	v. S48/52	2	-	-	-	-	-	-	-
	vi. S48	3	-	3	-	-	-	-	-
	vii. S44	6	-	1	-	-	-	1	-
	viii. S41/44	9	1	4	-	-	1	-	-
	ix. S41	4	3	4	-	1	-	-	1
	x. F48	-	-	-	-	-	-	-	-
	xi. F44	-	-	-	-	-	-	-	-
	xii. F41/44	-	-	1	-	-	-	-	-
	xiii. N48	-	-	-	-	-	-	-	-
	xiv. N44	-	-	-	-	-	-	-	-
	xv. N41	1	-	-	-	-	-	-	-
	xvi. Q41	-	-	-	-	-	-	-	-
	b. Support Staff								
	i. S Group	63	18	30	1	1	-	-	2
	ii. F Group	-	-	2	-	-	-	-	-
	iii. N Group	20	3	7	-	-	-	-	-
	iv. B Group	1	-	-	-	-	-	-	-
	v. J Group	2	-	1	-	-	-	-	-
	vi. R Group	0	-	-	-	-	-	-	-
9.	No. of Training/Course for Staff (2017)								
	i. Local (Outside UTM)	9	5	2	-	-	-	-	1
	ii. Oversea	-	-	-	-	-	-	-	-
10.	No. of Collection Title (2015 Cumulative)								
	a. Printed								
	i. Book	443,154	104,522	3,512	2,325	7,535	1,911	-	18
	ii. Journal/Serial	104,455	5,990	-	-	-	-	-	-
	iii. Gift Journal	8,644	-	-	2	-	-	-	-
	iv. Thesis	2,632	554	75,248	378	-	-	-	-
	v. Map	5,097	203	305	-	-	-	-	-
	vi. Technical Drawing	-	-	5,511	-	-	-	-	-
	vii. Research Report	567	-	1,940	-	-	-	-	-
	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)	39,666							
	ix. Document Management System (DMS)	104,800							
	x. Audio Visual Material								
	- Compact Disc	45,630	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	16,793	-	-	-	-	-	-	-

No.	Item	Main Branch	First Branch	Second Branch	Third Branch	Fourth Branch	Fifth Branch	Sixth Branch	Seventh Branch
11.	Facilities (Infrastructure)								
	i. Carrel Room	65	22	24	-	-	-	-	-
	ii. Discussion Room	11	13	4	-	-	-	-	-
	iii. Seminar Room	3	4	2	3	-	-	-	1
	iv. Carrel with Computer Facilities	-	-	-	-	-	-	-	-
	v. Multimedia Room	1	-	-	-	-	-	-	-
	vi. TV/Video Viewing Area	4	1	-	1	-	1	-	-
	vii. Surau	1	2	1	2	-	-	-	1
	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	-	-	-	1
	xii. Executive Room (Professor)	1	1	1	-	-	-	-	-
	xiii. Research Carrel	3	10	-	-	-	-	-	-
12.	ICT Facility								
	i. Integrated System			SYMPHONY					
	ii. Total of PC for Users	120	150	63	5	3	3	-	1
	iii. Total of Library Server	3	-	16	-	-	-	-	-
	iv. Total of CCTV	41	15	57	-	-	-	-	-
	v. Radio Frequency Identification (RFID)	Yes	Yes	Yes	-	-	Yes	-	-
	vi. Security System	2	1	6	-	0	1	-	-
	vii. Wireless Network & Hotspot	21	8	20	-	Yes	Yes	-	Yes
	viii. Network Data Source (Nod)	770	200	457	5	3	3	-	5
	ix. Printer	41	18	17	2	1	1	-	1
	x. Scanner	19	3	10	3	-	-	-	1
	xi. "CD Writer" (not "Built-in") / Ext. DVD Writer	2	-	-	-	-	-	-	-
	xii. Self Check Out Machine	4	1	2	-	-	-	-	-
	xiii. Self Check In Machine	1	-	-	-	-	-	-	-
	xiv. Self Check In Machine (Auto sorter) -new	-	-	1	-	-	-	-	-
	xv. Info Kiosk/Digital Signage	2	-	6	-	-	-	-	-
13.	Library Usage (2017)								
	i. No. of Visitor	317,052	202,783	35,959	7,532	2,761	2,723	-	-
	ii. No. of Borrowing	39,128	6,927	5,747	45	378	474	-	-
	iii. No. of Membership					27,561			
14.	User Education - No. of Customer								
	i. Advance Skill Classes (Undergraduate, Postgraduate, Endnote)	2,109	362	414	-	-	-	-	1
	ii. Library Orientation (Basic Library Class)	398	1,108	-	-	-	-	-	-
	iii. Advisory Service & Reference (No. of Customer)	782	145	216	40	43	80	-	-
	iv. Promotion	i) Publication (Bulletin, Brochure, Library Handbook) ii) Library Carnival 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) User Education Programme iv) UTM New Staff/ Student Orientation v) Library visit vi) K-Culture Programme vii) CSR viii) Library Exhibition	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	i) Publication (Bulletin, Brochure) ii) Library visit iii) Email to staff iv) Newsletter	i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) User Education Programme iv) UTM New Staff Orientation v) Library visit	i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) User Education Programme iv) UTM New Staff Orientation v) Library visit vi) MUJIT Japan Day	i) Class ii) Library visit iii) K-Culture Programme iv) Exhibition	
15.	Virtual user visits								
	i. Total of Portal Users					438,893			
	ii. No. of virtual database access					7,294,379			
	iii. No. of UTMIR access					313,544			
	iv. No. of DMS access					211,044			