

## 2015 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	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 (2015)	129	27	51	1	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	-	-	-
	S41/44	7	1	4	-	-	-
	vi. S41	4	4	3	-	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	76	18	29	1	1	-
	ii. F Group	-	-	2	-	-	-
	iii. N Group	22	3	7	-	-	-
	iv. B Group	1	-	-	-	-	-
	v. J Group	2	-	1	-	-	-
	vi. R Group	0	-	-	-	-	-
9.	No. of Training/Course for Staff (2015)						
	i. Local (Outside UTM)	16	4	6	-	-	-
	ii. Oversea	1	-	-	-	-	-
10.	No. of Collection Title (2015 Cumulative)						
	a. Printed						
	i. Book	430,595	104,463	15,011	1,890	7,535	1,911
	ii. Journal/Serial	101,829	5,990	-	-	-	-
	iii. Gift Journal	8,603	-	-	2	-	-
	iv. Thesis	2,632	554	73,457	350	-	-
	v. Map	4,894	203	305	-	-	-
	vi. Technical Drawing	-	-	3,649	-	-	-
	vii. Research Report	567	-	1,940	-	-	-
	viii. Others	31,185	-	-	-	-	-
	b. Non printed						
	i. Electronic Book	88,619 *					
	ii. Electronic Thesis (licensed)	2,615,917 *					
	iii. Online Database (licensed)	81 *					
	iv. Full Text Electronic Journal (licensed)	1,279,239 *					
	v. E - Standards	186,630 *					
	vi. E - Video	2,059 *					
	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)	45,426 *					
	ix. Document Management System (DMS)	82,574 *					
	x. Audio Visual Material						
	- Compact Disc	40,352	2,834	23,322	35	-	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	16,536	-	-	-	-	-

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	2	3	-	-	-
	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	383	210	156	8	1	-	3
	iii. Total of Library Server	19	-	-	-	-	-	-
	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	-	1	-	-
	viii. Network Data Source (Nod)	770	200	568	8	5	-	3
	ix. Printer	58	20	17	3	2	-	1
	x. Scanner	19	4	11	3	-	-	-
	xi. "CD Writer" (not "Built-in") / Ext. DVD Writer	2	-	-	-	-	-	-
	xii. Self Check Out Machine	4	2	2	-	-	-	-
	xiii. Self Check In Machine	2	-	-	-	-	-	-
	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	386,653	202,629	40,253	8,499	2,489	-	1,786
	ii. No. of Borrowing	92,831	11,071	5,314	101	638	-	657
	iii. No. of Membership	35,285						
14.	User Education (2015) - No. of Customer							
	i. Endnote	1,259	21	235	-	-	-	-
	ii. Library Orientation (Basic Library Class)	0	7	-	-	-	-	-
	iii. Advisory Service & Reference (No. of Customer)	2,142	176	190	125	56	-	115
	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/ Student Orientation v) Library visit vi) K-Culture Programme vii) Road Show viii) CSR	i) Publication (Brochure)	i) Publication (Bulletin, Brochure) ii) Customer Day Participation iii) Class iv) Library visit v) Email to staff	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	703,768*						
	ii. No. of virtual database access	12,897,188 *						
	iii. No. of UTMIR access	3,216,107						
16.	ISO Certification							
		Qualified on 1999	Qualified on 2002	-	-	-	-	-