

# KAI SEKSYEN

## INTERNAL PROCESS

### STRATEGIC OBJECTIVE

P3. High Performance Delivery To Support Learning & Teaching

### KAI

To process and catalogue library materials according to the international standards

### INITIATIVES

Process and catalog :

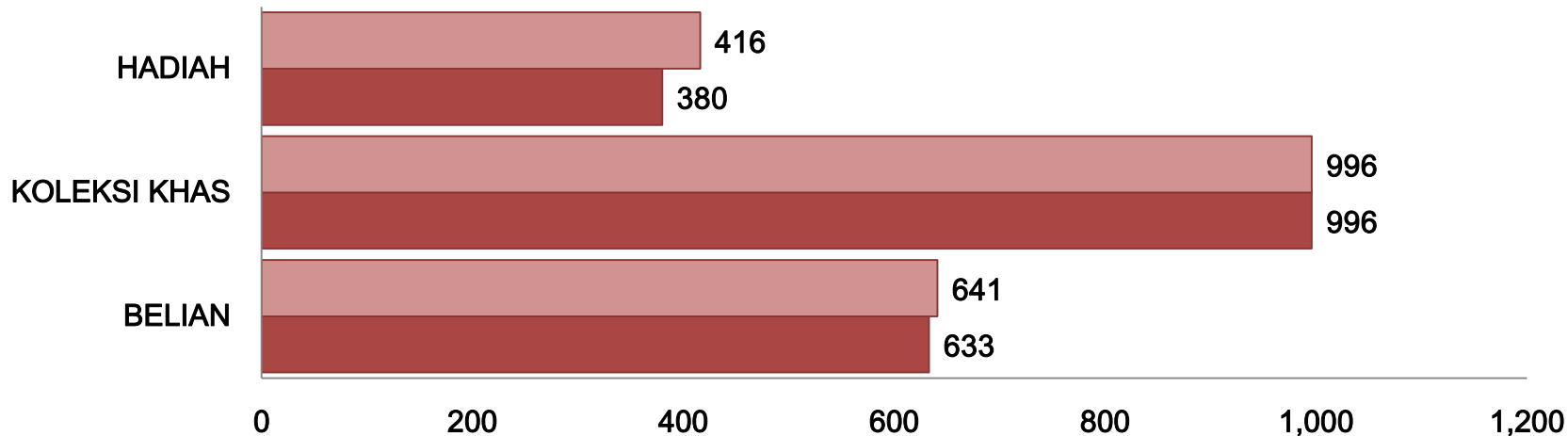
- All the purchased materials received from Acquisition Unit
- Gifts and exchange materials received from Unit Hadiah dan Pertukaran
- Special collection
- Gallery collection
- Housekeeping of serial records (special collection, eg.: annual reports & convocation books)

### TARGET :

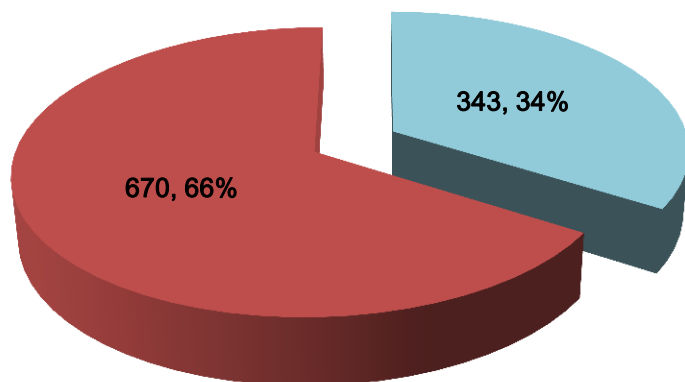
4,400 titles (12,000 titles – All Sections)

# KEY AMAL INDICATORS (KAI) : PENCAPAIAN KESELURUHAN PENGKATALOGAN (BAHAN ASAL DAN BAHAN CIP)

KATEGORI / JENIS BAHAN	BUKU		CAKERA PADAT		TESIS		E-BOOK		BAHAN BERSIRI		LAIN-LAIN		JUMLAH		PERATUS
	J	N	J	N	J	N	J	N	J	N	J	N	J	N	
<b>BAHAN BELIAN</b>	J	N	J	N	J	N	J	N	J	N	J	N	J	N	
BAHAN ASAL	112	115	1	1	0	0	3	3	0	0	0	0	116	119	18.3
CIP	466	471	1	1	0	0	50	50	0	0	0	0	517	522	81.7
JUMLAH PENCAPAIAN	578	586	2	2	0	0	53	53	0	0	0	0	633	641	100.0
PERATUS PENCAPAIAN	91.3		0.3		0.0		8.4		0.0		0.0		14.4		
<b>BAHAN KOLEKSI KHAS</b>	J	N	J	N	J	N	J	N	J	N	J	N	J	N	
BAHAN ASAL	0	0	496	496	500	500	0	0	0	0	0	0	996	996	100.0
CIP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
JUMLAH PENCAPAIAN	0	0	496	496	500	500	0	0	0	0	0	0	996	996	100.0
PERATUS PENCAPAIAN	0.0		49.8		50.2		0.0		0.0		0.0		22.6		
<b>BAHAN HADIAH</b>	J	N	J	N	J	N	J	N	J	N	J	N	J	N	
BAHAN ASAL	223	247	0	0	0	0	0	0	4	5	0	0	227	252	59.7
CIP	141	144	1	1	0	0	0	0	10	18	1	1	153	164	40.3
JUMLAH PENCAPAIAN	364	391	1	1	0	0	0	0	14	23	1	1	380	416	100
PERATUS PENCAPAIAN	95.8		0.3		0.0		0.0		3.7		0.3		8.6		
<b>JUMLAH KESELURUHAN</b>	J	N	J	N	J	N	J	N	J	N	J	N	J	N	
BAHAN ASAL	335	362	497	497	500	500	3	3	4	5	0	0	1,339	1,367	66.7
CIP	607	615	2	2	0	0	50	50	10	18	1	1	670	686	33.3
JUMLAH	942	977	499	499	500	500	53	53	14	23	1	1	2,009	2,053	45.7
SASARAN	4,400														100.0
JULAT	2,391														54.3



	BELIAN	KOLEKSI KHAS	HADIAH
NASKHAH	641	996	416
JUDUL	633	996	380



■ BAHAN ASAL    ■ CIP

### PECAHAN BAHAN ASAL & CIP (BELIAN & HADIAH SAHAJA) :

- Bahan asal            = 343 J / 371 N
- Bahan CIP            = 670 J / 686 N

Jumlah                    = 1,013 J / 1,057 N

# PENILAIAN SEMULA SASARAN DAN PENCAPAIAN – PANDEMIK COVID19

## SEMAKAN SASARAN 2020 :

- Sasaran Asal = 4,400 Judul

# ? 8 bulan

### Mac – Sasaran 183.5 @ 184 Judul

- PKP @ 19.03.2020

### April – Sasaran 0 Judul

- PKP

### Mei – Sasaran 0 Judul

- PKP

### Jun – Sasaran 184 Judul

- Bertugas secara giliran dengan waktu bekerja 4 jam di pejabat dan 4 jam WFH (tiada aktiviti memproses & mengkatalog bahan).

### Disember – Sasaran 0 Judul

- Proses peralihan LMS dari Sirsi ke Koha.

## SEMAKAN SASARAN :

- Purata Sasaran =  $4,400 / 12$   
= 366.66 @ 367 Judul
- Sasaran Sebenar =  $367 \text{ Judul} \times 8 \text{ Bulan}$   
= 2,936 Judul Setahun

## PENILAIAN SEMULA PENCAPAIAN SEMASA :

- Pencapaian =  $2,009 / 2,936 \times 100$   
= 68.4%

## JULAT SASARAN & PENCAPAIAN :

- Peratus Pencapaian =  $68.4\% - 45.7\%$   
= 22.7% @ 1,464 Judul