



KEY AMAL INDICATOR (KAI) **JABATAN PERPUSTAKAAN UTM** **TAHUN 2025**

Innovating Solutions

www.utm.my

BAHAGIAN ILMU PENGETAHUAN INSTITUSI

UNIT PEMBANGUNAN KOLEKSI KHAS | UNIT REPOSITORI & DOKUMEN DIGITAL

LAPORAN Q2 : APRIL - JULAI 2025



SEKSYEN KOLEKSI KHAS & REPOSITORI - UGK

| KAI 2025 | Action Plan & Target Q1 | Action Plan & Target Q2 | Action Plan & Target Q3 | Action Plan & Target Q4 | Achievement 2025 (%) | Status (Pending / In Progress / Achieved) |
|--|---|--|---|---|------------------------------------|---|
| <p>Number of new materials representing institutional knowledge preserved.</p> <p>OD Increase number of item received in IKLAS (Institutional Knowledge Library Acquisition System)</p> <p>Note: Thesis not included</p> | <p>Collaborations with 'PTJ', Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement 44 titles @ 176% out of 25 titles.</p> <ul style="list-style-type: none"> Exam paper – 41 Archive - Book - 3 <p>(up to 4 March 2025)</p> <p>Notes: 1. There will be fluctuations in file delivery through the IKLAS system depending on the availability of digital content produced by PTJs. 2. Out of 100 titles (cumulative), current achievement is 44%.</p> | <p>Collaborations with 'PTJ', Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement 4% @ 1 title out of 25 titles.</p> <ul style="list-style-type: none"> Poster - 1 <p>Notes: Out of 100 titles (cumulative), current achievement is 45%.</p> <p>Justification: Please refer to slide 4.</p> | <p>Collaborations with 'PTJ', Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement</p> | <p>Collaborations with 'PTJ', Faculty etc.</p> <p>Target 25 titles</p> <p>Achievement</p> | <p>45 titles (up to July 2025)</p> | <p>In progress</p> |

JUSTIFICATION - Q2:

- i. The faculty/department (PTJ) is still unaware of the process for submitting archival materials through IKLAS. UGK will implement promotional efforts to raise awareness and increase the volume of materials received.
 - a. The promotional session with FKT, initially scheduled for March 2025, was postponed by the Deputy Dean (Academic) due to her involvement in examination mark entries and meetings related to the examination process. A follow-up was conducted by P(GK) in May 2025, but a response is still pending as they are awaiting the appointment of a new officer to replace the current Deputy Dean (Academic), who is retiring soon. P(GK) remains in contact with FKT to arrange a briefing on the submission of materials through IKLAS.
 - b. P(GK) contacted the Undergraduate Coordinator of FABU in May 2025 to offer a briefing on the submission of materials through IKLAS. However, discussions are still ongoing as the person-in-charge has yet to respond. A follow-up on this matter is currently under consideration.
 - c. In June 2025, P(GK) approached representatives of the Student Representative Council (Majlis Perwakilan Pelajar) to arrange a briefing on the submission of materials through IKLAS. UGK is still awaiting feedback from them to confirm a suitable date for the session.

CURRENT EFFORTS TO HELP INCREASE SUBMISSIONS VIA IKLAS

- i. Any digital documents found on social media will be considered for posting via IKLAS through the efforts of P(GK) to increase the submission of digital documents.
- ii. Internal staff of UTM Library are encouraged to submit any digital documents they have created—such as slides for the Anugerah Kualiti Perkhidmatan, Anugerah Inovasi Perkhidmatan, Kumpulan Inovatif & Kreatif, Department/Section Annual Reports, etc.—as best examples to help develop the UTM Archive collections.
- iii. UGK is interested in participating in library-led events, such as roadshows to faculties or departments (PTJs), to further enhance the promotion and visibility of IKLAS.

SEKSYEN KOLEKSI KHAS & REPOSITORI - URD

| KAI 2025 | Action Plan & Target Q1 | Action Plan & Target Q2 | Action Plan & Target Q3 | Action Plan & Target Q4 | Achievement 2025 (%) | Status (Pending / In Progress / Achieved) |
|--|--|--|--|--|----------------------|---|
| <p>Number of research data deposited in Research Data Management (RDM) repository.</p> <p>OD</p> <p>Increase number of research data which meet principles of FAIR (Findable, Accessible, Interoperable, Reusable).</p> <p>1. Collaborations with postgraduate students conducting research funded by UTM / non UTM grants.</p> <p>2. Collaboration with UTM Community (RG,CoE)/ Government Bodies/Schools/NGOs: 3 records.</p> | <p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target 0 titles</p> <p>Achievement No achievement</p> <p>Justification:</p> <p>1. UTM-RDM underwent significant system platform migration, which included data verification, metadata structuring, and confirmation of completed data migration.</p> <p>2. The requirements for the Temporary Daily Staff application related to data deposition have been submitted to the HR department for further action, as discussed in the Mesyuarat Jawatankuasa Pembangunan Bakat dan Pelan Penggantian (PBPP) of the UTM Library Department, Bil. 1/2025, dated 31st January 2025.</p> | <p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target 0 titles</p> <p>Achievement No achievement</p> <p>Justification: Please refer to slide 6.</p> | <p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target 50 titles</p> <p>Achievement</p> | <p>Number of open research data deposited in Research Data Management (RDM) repository.</p> <p>Target 50 titles</p> <p>Achievement</p> | 0 titles | In progress |

JUSTIFICATION - Q2:

1. As of June, the target has not been achieved because the UTM Institutional Knowledge (UTMIK) system has not been officially launched for the data deposit process. The deposition of open research data is planned to be done through self-deposit by academic staff and UTM researchers once the system is fully operational. Only raw research data will be deposited into the system at this stage.
2. The Library has just finished the Data Management Plan (DMP) template and is now preparing to send it to the appointed team for review before it can be used by all UTM researchers.
3. A discussion on Open Science data development was held with a research group from the Faculty of Computing, led by Prof. Dr. Siti Zaiton Mohd. Hashim. The group has agreed to collaborate and serve as the pioneer group for this initiative.
4. Following the discussion, a committee has been established to support and implement the initiative effectively.
5. Target for Q3 and Q4 will be revised from current target to 50 records for each quarter.

TERIMA KASIH

DISEDIKAN OLEH:

| | |
|-------------------------------|-----------------------------------|
| Hamizah Sumin | Norazila Safri |
| Pustakawan Kanan | Pustakawan Kanan |
| Unit Pembangunan Koleksi Khas | Unit Repositori & Dokumen Digital |

DISEMAK OLEH:

Haslina Hussin
Ketua | Seksyen Koleksi Khas & Repositori