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FOREWORD

Assalamualaikum Warahmatullahi Wabarakatuh,
Greetings

Perpustakaan Tun Abdul Razak (PTAR) UiTM is committed to realize the aspirations of Universiti Teknologi MARA (UiTM) to continuously achieve excellence and uplift UiTM to the global level. Thus, improving the quality of the information delivery system has become the focus of PTAR in fulfilling the needs and expectations of our customers. PTAR has gone through four (4) phases of transformation before becoming a Digital Library. To ensure the library continues to be relevant and competitive, the library improves its service to its customers through service, collections and latest processes that conforms to the needs of teaching, learning and research in UiTM.

Multiple successes have been achieved, proving that PTAR is able to provide superior and quality service to meet current customer expectations. I hope that PTAR continues to foster smart partnerships towards developing a global brand to produce excellent and outstanding academics and graduates. This is in line with UiTM’s theme of “Unleashing Potentials, Shaping the Future”.

Finally, I hope that the UiTM Digital Library book becomes a useful resource for services, collections and processes offered by the university.

Ts. NOOR HIDAYAT BIN ADNAN
Chief Librarian
DIGITAL LIBRARY SERVICES
INFORMATION SKILLS CLASS (eKKM)

https://ekkm.uitm.edu.my/

Through the initiative of the eKKM system, Library users can perform bookings for the information management classes along with the registration when attending KKM online.
The e-Resources Zone Terminal is a service provided to Library users to gain fast access to the library’s electronic resources without needing to go through the Library e-Resources login screen.

LIBRARY e-RESOURCES
https://ptar.uitm.edu.my/pddt/subjects/databases.php

One stop centre for e-Resources @ PTAR

- E Books
- UiTM Institutional Repository
- UiTM Digital Collection
- Exam Papers (EQPS)
- e-Newspapers
- Library User Guides

Direct access to e-Resources
An online chatting service to answer queries from users regarding available services, collections, resources and research.

**STEP 1**
PTAR PORTAL
Access through the library’s service portal

**STEP 2**
USER INFORMATION
Key in user information

**STEP 3**
Chat with Librarian
Start your chat with the librarian

https://ptar.uitm.edu.my/libchat/
MyKM (KNOWLEDGE MANAGEMENT PORTAL)
https://mykm.uitm.edu.my/

PTAR’s myKM Portal is a component based on knowledge, integration and innovation in information and content management that is personalized at UiTM. This portal benefits users of the UiTM Library to access resources in multiple formats.
Updates@PTAR presents latest high impact journal articles - (Web of Science & Scopus) and library collections on weekly basis.
PLANTATION & AGRO LOCAL CONTENT HUB
http://agro.library.uitm.edu.my/

The Plantation and Agro Local Content Hub contains local resources that are available online to collect, conserve and spread information in the field of plantation and agrotechnology in Malaysia.
MOBILE APPS@PTAR
A mobile service initiative to obtain library information at the tip of your fingers.

- Live@PTAR UiTM
- Collection
- Liaison Officer
- Fine Check
- Resource Search

Available on the App Store
Available on Google Play
PTAR has created online learning courses through MOOCs@PTAR to continue our information skill class (eKKM). Let's join our online learning courses now.
CASHLESS@PTAR
An initiative for cashless payment service for the payment of late return of books and payment for lost books at the library’s information counter.

Debit / Credit Terminal
38 Locations
UiTM Library

Terminal
Debit / Credit

eWallet at PTAR Locations

EASY
FAST
SECURE

Scan the QR Code & Pay

Secure payment with PIN

Locations
Perpustakaan Tun Abdul Razak
Perpustakaan Tun Abdul Razak Undang-Undang
Perpustakaan Tun Abdul Razak Kejuruteraan
Perpustakaan Tun Abdul Razak Sains & Teknologi
Perpustakaan Tun Abdul Razak Alam Sina

Scan QR code to pay

Perpustakaan Tun Abdul Razak
The University Archive System is offered online as a resource for references and research pertaining to the university’s archived documents. This system is the main gate for the collection of materials under the categories of Publications, Documents, Collections, and University Audio Recordings.

ARCHIVE COLLECTIONS
EXCELLENCE IN RESEARCH FOR AUSTRALIA (ERA)
http://online.ptar.uitm.edu.my/era/

PTAR offers a search portal for users to refer to journals that are published by ERA

Search Types
1. Journal Title
2. ISSN
3. Title / Subject
4. ERA Year : All

WHO’S WHO PTAR
https://koleksi.uitm.edu.my/staff/

Contains the directory of the UiTM library staff
The University’s Institutional Repository stores intellectual property of the university in multiple formats which can be accessed for learning and research purposes. The university’s intellectual property contains materials written by the UiTM community.

**THESES**
- 2,600

**MONOGRAPHS**
- 3,243

**TOTAL COLLECTIONS**
- 15,697

**ARTICLES**
- 2,007

**BOOKS**
- 87

**SEMINARS / WORKING PAPERS**
- 275

**TEACHING MATERIALS**
- 4

**BOOK SECTION**
- 699

**AUDIO**
- 2

**VIDEOS**
- 16
### eLIBRARY GUIDES

Manual for the use of library services through YouTube to support online teaching and learning

<table>
<thead>
<tr>
<th>Topic</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Install EndNote</td>
<td><img src="image" alt="EndNote" /></td>
</tr>
<tr>
<td>How to Install Mendeley</td>
<td><img src="image" alt="Mendeley" /></td>
</tr>
<tr>
<td>How to Find Printed Book</td>
<td><img src="image" alt="Printed Book" /></td>
</tr>
<tr>
<td>How to Find Exam Paper</td>
<td><img src="image" alt="Exam Paper" /></td>
</tr>
<tr>
<td>How to Make Online Book Reservation</td>
<td><img src="image" alt="Book Reservation" /></td>
</tr>
<tr>
<td>How to Renew Book Online</td>
<td><img src="image" alt="Renew Book" /></td>
</tr>
<tr>
<td>How to Find UiTM Thesis</td>
<td><img src="image" alt="UiTM Thesis" /></td>
</tr>
<tr>
<td>How to Find Article</td>
<td><img src="image" alt="Article" /></td>
</tr>
<tr>
<td>Online Book Recommendation</td>
<td><img src="image" alt="Book Recommendation" /></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td><img src="image" alt="Interlibrary Loan" /></td>
</tr>
<tr>
<td>Information Searching Strategy</td>
<td><img src="image" alt="Information Searching" /></td>
</tr>
<tr>
<td>Pay per View</td>
<td><img src="image" alt="Pay per View" /></td>
</tr>
<tr>
<td>How to Access Online Databases</td>
<td><img src="image" alt="Online Databases" /></td>
</tr>
</tbody>
</table>

**BLENDED LEARNING**

The Public Repository is offered for users to upload documents for information-sharing.

Contains the following document types:
- Articles
- Books
- Artefacts
- Performance
- Audio
- Other
- Conference or Workshop Item
- Book Section
- Theses
- Show/Exhibition
- Images
- Dataset
- Teaching Resources
- Monographs
- Patents
- Composition
- Videos
- Experiments

Users must create an account before uploading documents.

Open Access Discovery
http://openaccess.library.uitm.edu.my/
The Khazanah Melayu Repository is offered online as a reference and research resource regarding the culture and Malay institution. This repository is the main gate in the collection of writings, research, publications, and documentaries in the form of printed media and publications from government bodies, NGOs and individuals both inside and outside of the country.

ELECTRONIC QUESTIONS PAPER SYSTEM (EQPS)

The Electronic Questions Paper System (EQPS) is an important resource for library users to obtain past year examination question papers of the university from all of UiTM’s faculties. This system can be accessed by the entire UiTM community and among students in UiTM’s associated colleges.

**FIELDS**

- Malay Customs and Culture
- Economy
- Legacy
- Education
- Sultanate and Governance
- Malay Heritage
- Law

**Total Collections**

80,541 papers

**3,032 Titles**
DIGITAL LIBRARY PROCESS
WEB BASED INTEGRATED LIBRARY SYSTEM
https://library.uitm.edu.my/opac.html

Library's management system that includes the main module such as the purchase of resources (books and serial publications), cataloguing, circulation (borrow, return, renew and book), materials search, article indexing, inter-library loans, and material recommendations.
The RDMS system is offered online to manage the questions posed by the library’s customers at the library’s consultation desk. Information about the queries can be retrieved through the RDMS system.

**Reference Category**
- Face to face
- Email from chat
- Telephone
- Email
- Social Media
- Instant Messenger

**Query Types**
- Online Databases
- Digital Collection
- Internet
- OPAC
- Law Collection
- Reference Citations
LIBRARY DOCUMENT MANAGEMENT SYSTEM
The management system for digital management documents of the library

Among the documents accessible are Forms, PTAR Photo Collections, Minutes of Meeting, Reports, and Circulars. There are also public documents shared with external users such as presentation slides, PTAR publications, CSR activities and Info Sharing.

PTAR ATTENDANCE SYSTEM
A recording system for the library’s staff attendance to the office using biometric technology

Integration with Human Resources Management
Easy reporting
Intranet access
ONLINE DATABASE MANAGEMENT SYSTEM
A user monitoring online database resource that is subscribed by the university

LIBRARY SUPPORT SYSTEM
A system to record and monitor complaints regarding the library’s System, IT Infrastructure and Web

User search using:
- Search
- Session
- Downloads

Access Limit: Within UiTM’s intranet

Support Categories
- System
- IT Infrastructure
- Web
PTAR’S MYRA MONITORING SYSTEM
This monitoring system is offered for MyRA’s auditing needs based on Section H: Library Facilities

Resource Category
- Print resources
- Non-print/Digital resources
- Subscribed online databases

Malaysian Research Assessment (MyRA) : Section H (2) : Library Facilities

<table>
<thead>
<tr>
<th>TYPE</th>
<th>COLLECTION NAME</th>
<th>TOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOK (HARDCOPIES)</td>
<td>BOOKS</td>
<td>378,737</td>
<td>761,301</td>
</tr>
<tr>
<td></td>
<td>LAW BOOKS</td>
<td>18,532</td>
<td>53,439</td>
</tr>
<tr>
<td></td>
<td>PHAMPLET</td>
<td>7,880</td>
<td>15,573</td>
</tr>
<tr>
<td></td>
<td>THESIS</td>
<td>9,292</td>
<td>9,933</td>
</tr>
<tr>
<td></td>
<td>SCORE</td>
<td>4,518</td>
<td>5,084</td>
</tr>
<tr>
<td></td>
<td>RESEARCH REPORT</td>
<td>2,822</td>
<td>3,043</td>
</tr>
</tbody>
</table>

ASSET LOCATION SYSTEM
This system is offered to record assets and inventories of the Library's ICT through owner name and location

Senarai Maklumat Aset ICT PTAR

Owner Name : Abdul Rahman Bin Kamarun
Location : Aras 3 BIPD, PTAR
Item : Komputer Sewa / LENOVO
Seriel Number : No Aset 01046
Supplier : FORMIS Network

The ICT asset and inventory is registered and updated according to owner and location
EXECUTIVE INFORMATION SYSTEM
https://eis.uitm.edu.my/pentaho/Login
UiTM’s Library offers the Executive Information System for strategic data management of 38 libraries.

These strategic data encompass the following information:

1. Library Services
2. Library Resources
3. University Archives
4. Institutional Repository
5. Library Management

CUSTOMER FEEDBACK SYSTEM (CFS)
A rating system of the university’s services in determining the satisfaction level of customers of the library’s delivery for all branches of UiTM’s library.

Please Rate Our Services
Or Scan QR Codes

Level 2  Level 3  Level 4

You can direct your feedback to:
korporatptar@uitm.edu.my
PTAR offers a Smart Classroom service at Level 4, PTAR

Generate your QR Code through https://mykm.uitm.edu.my and use as an entry and exit monitoring device to the library. Customers can also use their respective student/staff cards to enter the library.

The Learning Commons area at Level 5, PTAR is equipped with computers.

Welcome to PTAR

A welcome greeting for users of Perpustakaan Tun Abdul Razak

WIFI

PTAR@UiTM

Service Provider: Perpustakaan Tun Abdul Razak
SSID: PTAR@UiTM
Required Password: YES - pt4r@Uitm

UiTM Salam Wifi

SSID: uitmsalamguest / uitmsalamstaff / uitmsalamstudent
Required Register: Yes - UiTM Wireless Application
PTAR has 100 computers

Perpustakaan Undang-undang has 92 computers

Perpustakaan Kejuruteraan has 44 computers

Perpustakaan Sains & Teknologi has 40 computers

Perpustakaan Alam Bina has 15 computers

- Booking of the PTAR IT Centre is done online by https://bsu.uitm.edu.my
- Users can register use of the IT Centre through self-service by accessing the Diversified Computer Controlling System
RADIO FREQUENCY IDENTIFICATION (RFID)

Book lending through self-service

Return of books through self-service
LIST OF ELECTRONIC JOURNAL SUBSCRIPTIONS
LIST OF eBook SUBSCRIPTIONS
http://ebook.library.uitm.edu.my/

- ACS Surgery
- ANMOL eBook
- Bentham eBook
- CABI eBook Archive
- Cambridge eBook
- Clinical Publishing
- Ebrary eBook
- EBSCO eBook
- Elsevier eBook
- GALE Virtual Reference Library
- Hart eBook
- ICE eBook
- InfoSci eBook
- IOS eBook
- Morgan & Claypool eBook
- MyiLibrary eBook
- SpringerLink
- Palgrave eBook
- Taylor & Francis eBook
- Taylor & Francis
- CRCNetBase eBook
- Trans Tech eBook
- Wiley eBook
- World Scientific eBook
- CABI
- CABI Frontlist eBook
- Clinical Key eBook
- Elsevier Science Direct eBook
- Royal Institute of British Architects (RIBA) eBook
- Institute of Southeast Asian Studies (ISEAS) eBook
- Knovel eBook
- SAGE Reference Online eBook
- Springer eBook
- Proquest Ebook
- Emerald

Search of eBook materials is through the eBook Portal

TOTAL COLLECTIONS: 30,100
LIST OF ELECTRONIC JOURNAL SUBSCRIPTIONS

New England Journal of Medicine
<table>
<thead>
<tr>
<th>Journal Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Reproduction</td>
</tr>
<tr>
<td>Intellectual Property Magazine</td>
</tr>
<tr>
<td>International Journal Of Low Carbon Technologies</td>
</tr>
<tr>
<td>International Journal of Oral &amp; Maxillofacial Implants</td>
</tr>
<tr>
<td>International Journal Of Psychology</td>
</tr>
<tr>
<td>International Journal Of Psychology Research</td>
</tr>
<tr>
<td>International Migration Review</td>
</tr>
<tr>
<td>Journal Citation Reports (JCR Web) <strong>INACCESSIBLE</strong></td>
</tr>
<tr>
<td>Journal Of Agricultural Science</td>
</tr>
<tr>
<td>Journal Of Clinical Orthodontics</td>
</tr>
<tr>
<td>Journal of Competition Laws and Economics</td>
</tr>
<tr>
<td>Journal Of Engineering Manufacture</td>
</tr>
<tr>
<td>Journal Of Environmental Planning And Management</td>
</tr>
<tr>
<td>Journal Of Fluid Mechanic</td>
</tr>
<tr>
<td>Journal Of Food Products Marketing</td>
</tr>
<tr>
<td>Journal Of Food Science</td>
</tr>
<tr>
<td>Journal Of Foodservice Business Research</td>
</tr>
<tr>
<td>Journal Of Heritage Tourism</td>
</tr>
<tr>
<td>Journal Of Hospitality And Tourism Education</td>
</tr>
<tr>
<td>Journal Of Hospitality Tourist Research: The Professional Journal Of The Council</td>
</tr>
<tr>
<td>On Hotel Restaurant And Institutional Education</td>
</tr>
<tr>
<td>Journal Of Human Resources In Hospitality And Tourism</td>
</tr>
<tr>
<td>Journal of Hydraulic Research</td>
</tr>
<tr>
<td>Journal of Oral Implantology</td>
</tr>
<tr>
<td>Journal Of Orofacial Pain</td>
</tr>
<tr>
<td>Journal of Orthodontics</td>
</tr>
<tr>
<td>Journal Of Politics</td>
</tr>
<tr>
<td>Journal Of Property Research</td>
</tr>
<tr>
<td>Journal Of Public Health Dentistry</td>
</tr>
<tr>
<td>Journal Of Public Relations Research</td>
</tr>
<tr>
<td>Journal Of The Electrochemical Society</td>
</tr>
<tr>
<td>Journal Of The Society Of Architectural Historians</td>
</tr>
<tr>
<td>Journal Of Transport Economics And Policy</td>
</tr>
<tr>
<td>Journal Of Urban Design</td>
</tr>
<tr>
<td>Journal Of Urban Technology</td>
</tr>
<tr>
<td>Language And Cognitive Processes</td>
</tr>
<tr>
<td>Lloyd’s Maritime And Commercial Law Quarterly</td>
</tr>
<tr>
<td>Mary Ann Liebert</td>
</tr>
<tr>
<td>Methods In Organic Synthesis</td>
</tr>
<tr>
<td>Modern Asian Studies</td>
</tr>
<tr>
<td>Movement, Health and Exercise (MoHE)</td>
</tr>
</tbody>
</table>
LIST OF ELECTRONIC JOURNAL SUBSCRIPTIONS

Acta Odontologica Scandinavica
Administration In Social Works
Advances In Textiles Technology
Analyst
Annals Of Leisure Research
Applied Economics
Applied Economics Letters
Applied Financial Economics
Applied Financial Economics Letters
Australian Journal Of Chemistry
Bioscience
British Journal of Criminology
British Journal Of Politics & International Relations
British Journal Of Politics: International Relations
Canadian Journal Of Remote Sensing
Chemical Communications
Community Dental Health
CRANIO: The Journal of Craniomandibular Practice
Critical Reviews In Biotechnology
Crop & Pasture Science
Crop Science
Dento-Maxillo-Facial Radiology
Education In Chemistry
Environmental & Planning B: Planning Design
Ethnomusicology
European Journal Of Prosthodontics And Restorative Dentistry
Event Management: An International Journal
Financial Regulation International
Food Technology
Fraud Intelligence
Gale Virtual Reference Library (GVRL)
Geological Magazine
Giscience And Remote Sensing
Global Jurist
Grasslands And Forage Abstracts
PTAR ELECTRONIC PUBLICATIONS COLLECTION

E-Bulletin - Iqra'

Memori Korporat

Read@Uni

Minda NC

Annotated Bibliography

New Arrivals @PTAR
2030 NATIONAL READING DECADE

“With Knowledge We Lead”

#Read@Uni
#Malaysiamembaca
#UiTMmembaca
https://library.uitm.edu.my/read@uni/