Perpustakaan Tun Abdul Razak

PTAR
Guide Book

PTAR
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UNIVERSITI TEKNOLOGI MARA

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MISSION

To improve library services through physical resources, knowledge management and current technology to support learning and research through delivery of quality services and conducive ambience for UiTM communities.

VISION

To make PTAR UiTM a world class center to generate scholars of excellence in teaching, learning and research attainable through manual and virtual means..

OBJECTIVES

To be an excellent information center with emphasis on customer services.

To provide an up-to-date and comprehensive information resources, ICT facilities as well as emphasizing continuous improvement in work processes and cost effectiveness.

To develop highly skilled and innovative staff, ethical, proactive with strong team-work through continuous training and learning

To develop staff integrity and accountability, resilient, practice good values and strive to be knowledgeable, creative and open- minded.

To ensure cost effectiveness in library expenditure

To maximize the use of resource (manpower, facilities, system collection and space)

INTRODUCTION

The library was first set up in 1960 under the Rural and Industrial Development Authority (RIDA) in Petaling Jaya. Later a new main library building was completed in Shah Alam and named Perpustakaan Tun Abdul Razak. In 1986, a second library (PTAR 2) was completed to serve the users in the second Academic Complex. In addition to the two libraries there are six other component libraries namely:

Faculty Libraries and Special Collection
Besides the main library which is known as PTAR I, there are seven other component libraries, namely:

Perpustakaan Tun Abdul Razak 2 (PTAR 2)
PTAR 2 provides reading materials to support the teaching, learning and research needs of the students and staff of the Faculty of Business Management, Faculty of Law and Faculty of Administrative Science & Policy Studies.

Perpustakaan Tun Abdul Razak 3 (PTAR 3)
Specialized collection for the Faculty Mechanical, Civil, Electrical and Chemical Engineering.

Perpustakaan Tun Abdul Razak 4 (PTAR 4)
Reading materials for Faculty of Pharmacy, Faculty of Medicine, Faculty of Sport Science and Faculty of Information Technology & Quantitative Science.

Faculty of Architecture, Planning & Surveying Library
The library is attached to the Faculty of Architecture, Planning and Surveying. Materials available in the library are also focused on subjects offered by the Faculty.

Jalan Othman Library in Petaling Jaya
The library's main collection is for the Faculty of Health Sciences besides providing reading and reference materials for the off campus and distance learning students.

Puncak Perdana Library
Reading materials for the Faculty of Information Management and Faculty of Mass Communicationand Media Studies (Diploma program)

Section 17 Library
The library support the study and teaching for the Faculty of Education <Performing Arts and A-Level Program.

Hospital Selayang Library
The library support the Faculty of Medicine study and teaching.

LIBRARY DEPARTMENT

Department of Administration
Department of System and Information Technology
Department of Information Services
Department of Customer Relations and Collection Management
Department of Faculty Libraries
Department of Journals and Online Databases
Department of Bibliographic Development and Technical Processing
Department of Collection Development

MEMBERSHIP

The library membership is only opened to students and faculty members of UiTM. Outside membership will be considered only through written approval of the Chief Librarian. The current student population in Shah Alam campus is around 37,427 with more than 2,000 lecturers' and 2,300 administrative staff.

BORROWER'S ELIGIBILITY

Borrowers Type	No. of Books	Period
Students		
Full-time	20	14 days
Masters/PhD	40 / 60	29 days
PJJ / FLP	20	14 days
PKLK / Matriculation	10	14 days
Academic Staff		
Full-time	30	29 days
Part-time	4	29 days
Contract	12	29 days
Non-Academic Staff		
Full-time	10	29 days
Part-time	2	29 days
Contract	4	29 days
Instructor		
Full-time	6	29 days
Part-time	2	29 days
Contract	6	29 days

OPENING HOURS

Monday - Friday	: 8.30am - 9.45 pm
Saturday & Sunday / Public Holiday	: 8.30am - 4.15 pm
1st & 3rd Saturday: Main Library	: 8.30am - 4.15 pm
1 Month before Examination Period	: 8.30am - 10.45pm
Semester Break	: 8.30am - 4.15 pm

PTAR is opened on most public holidays

LIBRARY COLLECTIONS

To date, the library has more than 600,000 volumes comprising books, pamphlets, conference papers and other printed materials.

The library also holds about 1148 periodical titles currently subscribed or received through request/donations. Apart from that, more than 3,000 titles of journals on full text are subscribed from 46 online databases.

The library also holds non-print materials such as music scores, computer diskettes, compact disk, CD-ROM and other media.

SERVICES

ITEM	SERVICES
User Education (Library Information Skill Classes)	Information skills package/ongoing classes for new students and staff: OPAC/Infoline/WebOpac usage and search strategy, PTAR's web portal, Online database, Digital Collection: Past years exam question, thesis, journal's TOC, seminar and Uitm publications
Liaison Officer	A librarian has been assigned to each faculty to liased with the faculty members regarding library services and collections.
Library Orientation	General overview of library services to new student All students are encouraged to attend library information skill Classes.
Inter Library Loan	Free service with all academic libraries and National Library of Malaysia: Incoming Request: Book / Article Outgoing Request t: Book / Article
Portal	Instant and convenient access anywhere and any time Access to e-library resources – BDMS (Union Catalogue), Cd-Networking –intranet, Digital Collection, News Arrivals, Repository browser, Online Database
Membership Management	Personalized portal services offered to all registered users. URR: http://ilmu2.ptar.uitm.edu.my/eQUIP/equiplogin.jsp
Facilities Management	Offered to all registered users to make booking of provided services, such meeting room, IT Center, Discussion Room, etc.
Virtual Research Facilitator	Serves as a platform for users to send queries or research title for academic researching. URL: *http://ilmu2.ptar.uitm.edu.my/elmu-vrf*

FACILITIES

ITEM	SERVICES
Student Locker	Provided for Student personal locker with minimum fee for RM10.00 per semester
Computer Lab	Provided for UiTM communities with free Internet access, word processing, multi-media, scanner, Cd-writer, etc.
Self-check Machine	Available for the users to charged book loan personally at the machine.
24 Hours Reading Room	A room provided for the users to study, group discussion, etc.

ONLINE DATABASE

Business / Management / Accountancy / Economics / Social Sciences
EBSCOhost : *Academic Search Premier   * A-Z   * Business Source Premier *ERIC
* Econlit   * SPORTDiscus   *   (Ebscohost) * *Datastream* * Thomson One Banker * GMID*

PROQUEST: * ABI / INFORM Global (BPO Online)   * ProQuest Digital Dissertations
* H.W. Wilson – Business ; Humanities Abstract/Full-text

Computer Science / Science / Mathematics
* ACM Digital Library   * CSA Internet Database Services (IDS) * Computer Source
* IOP Electronic Journals   * The LINK   *   * Science Direct (Elservier Publications)
* H.W.Wilson Applied Science & tech.; Biological & Agricultural Indexplus
* Lipincott, Willian & Wilkin

Engineering and Construction
* ASCE Online Journal   * IEEE EXplore * Engineering Village 2

Laws
* LawNet   * LEXIS-NEXIS* *Metastock

Library Science and Business / Management
* Emerald Fulltext   * Global Book in Print (US, Canada and UK)
* Lisa-Net Ulrichs (Bibliographic)   * H.W Wilson* * ITS Marc *Ulrich

Medical Science / Allied Health /
* Health & Wellness Resource Center (Gale Group)   * MD Consult Medical Resources
* Ovid Technologies Online Services   * Tomes Plus * Health Reference Center*

Music/Art
International Index to Music Periodicals   *H.W.Wilson Art Full Text

Social Sciences
* AIDSearch (MEDLINE AIDS/HIV Subset, AIDSTRIALS & AIDSDRUGS)   * Child Abuse,
Child Welfare & Adoption   * WILSON Complete * H.W.Wilson Social Science

LOCAL DATABASES

* BLIS - BERNAMA Library and Infolink Service

E-Book/e-journal
*Kluwer-book * Kluwer e-journal

LIBRARY INTRANET

For internal users:
* CD-Networking
* Digital collections – Thesis, Journal content pages, News clippings, Question papers, Seminar papers, UiTM publications
* Library journals table of content

The library INFOTRACK

OPAC
The Online Public Access Catalogue (OPAC) allows users to access the library collections via an Intranet or over the Internet. It provides access to bibliographic details for books, serials, journal articles, and map-catalogued items in the ILMU System as well as allowing access to attached images.

InfoLine
Access to bibliographic details for UiTM Theses, Seminar Papers and UiTM Publication. The collections are only for internal reference and intranet access only.

Patron Enquiry
Users can views and access via an Intranet or the Internet on their Personal Details, Circulation Status, Reservation Status, Receipting Transaction and Suggestion Box.

ILMU Mail – mail for LAN / ILMU

Library Information – activities and opening hours of the library

Suggestion Box – send in your comments or ideas to library staff

InfoLine Exam Papers - intranet access only, available from 1996 onward.

RULES and REGULATION;

To help the library provide a satisfactory service to all the users, it is necessary to draw up rules and regulation.

1. **Security**
   - Students are required to carry their valid Student Identity Card and must produce these to enter the library
   - The I .D card must be used by member only.
   - The removal of any material from the library must properly authorsed and recorded.
   - No bags, brief cases and helmets may be brought inside the library. Valuable personal items should be kept in the personal locker.

2. **Behavior in the library**
   - Silence is required in the library
   - Eating and drinking are prohibited in the library
   - Unlawful or malicious damage such as cuts, tars, defaces or damages of any library materials shall be referred to the Chief Librarian or Student Affairs Department (HEP) for further actions.
   - The use of cellular phones is not allowed in the library
   - Persons causing unnecessary d disturbance may be required to leave.

3. **Book Lost**
   Report immediately to the Customer Service and Collection Management Department for further action.

4. **Fines**
   - The Late return fine is t twenty cent (20 Cent) fine per day.
   - Book lost – price of the book and twenty dollars (RM 20.00) for the process.

CLASSIFICATION SYSTEM

All library materials are classified according to the Library of Congress Classification Scheme and National Library of Medicine Classification for Medical Collection. The outline:

A	General works
B	Philosophy. Psychology. Religion
C-F	History
G	Geography. Anthropology. Recreation
H	Social sciences
J	Political sciences
K	Law
L	Education
M	Music
N	Fine arts
P	Language and literature. Communication. Mass media
Q	Science
S	Agriculture
T	Technology
U	Military science
V	Naval science
W	Medical
Z	Bibliography. Library science

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LIBRARIAN'S DIRECTORY

Chief Librarian : Hajah Paiza Idris
Email   : *paiza@salam.uitm.edu.my*   Tel :   03-55442006
Fax. No.   : 03-55443730

CHIEF LIBRARIAN OFFICE

Contact Person	E-Mail	Ext.
Librarian: Roslina Mohd Ali EKMS (Enterprise Knowledge Management System)	*roslinam@salam.uitm.edu.my*	3756
Librarian: Junaida Kamaruddin (Quality Unit)	*junaida@salam.uitm.edu.my*	3704

Department of Administration

Contact Person	E-Mail	Ext.
Nor Aziah Hj. Abdullah Deputy Chief Librarian (Head)	*noraziah056@salam.uitm.edu.my*	3700
Librarian (Training Unit): Abdul Rashid Abdullah	*rashi664@salam.uitm.edu.my*	3757

Department of Customer Relation and Collection Management

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Department of Collection Development

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Department of System and Information Technology

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Department of Information Services

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Masnida Hanim Che Mahmood	idahanim@salam.uitm.edu.my	3728

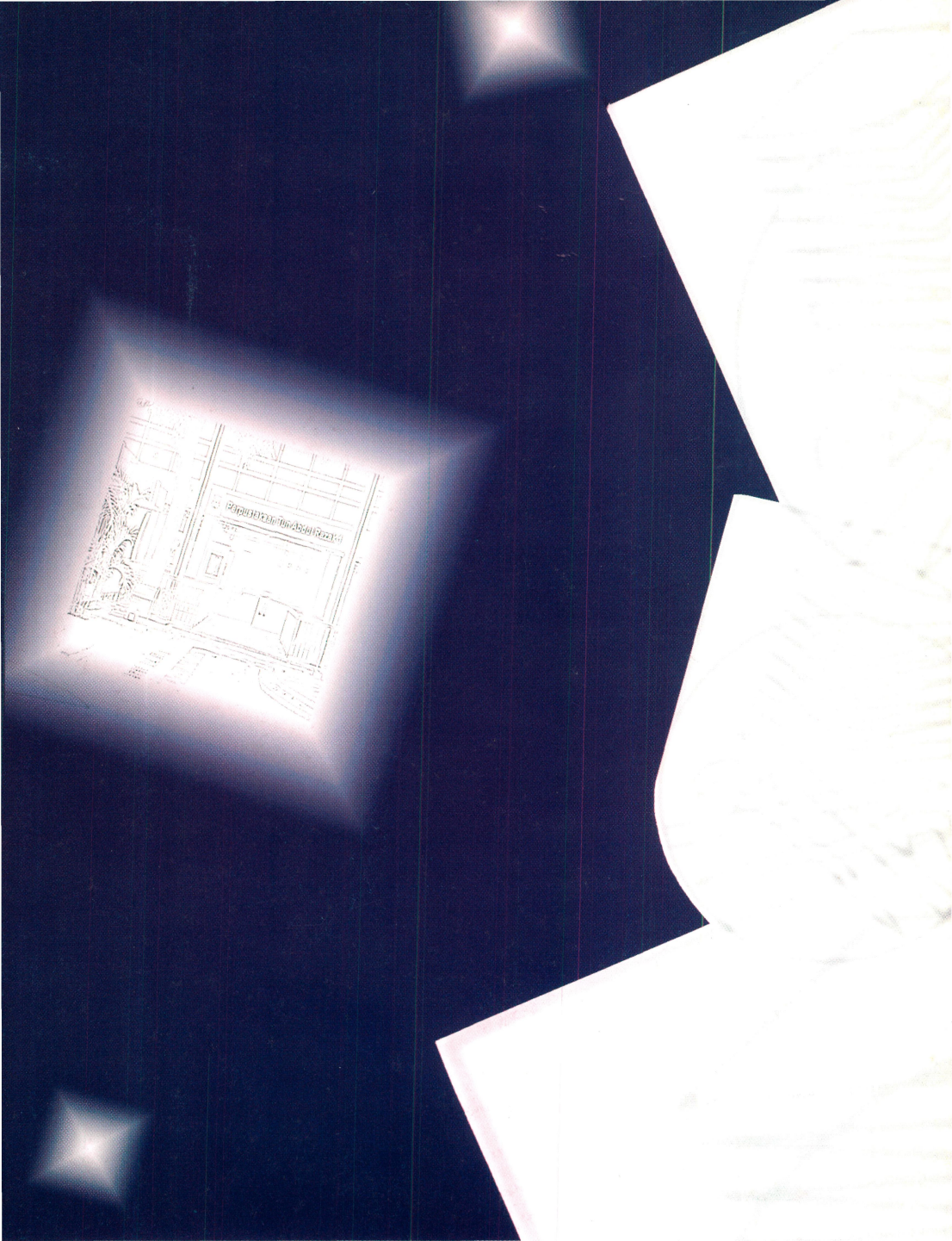## Department of Bibliographic Development and Technical Processing

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Aznur Umiza Abu Kassim @ Abu Kassim	aznurumi@salam.uitm.edu.my	3723

Section 17 Library (INTEC)

Contact Person	E-Mail	Phone No.
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Librarian: Nik Annita Nik Omar (Sec. 17)	annita@salam.uitm.edu.my	03-55227208
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Faculty Libraries

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Rozaimah Mat Sidek (Puncak Perdana)	rozaimah@salam.uitm.edu.my	03-79622070

Perpustakaan Tun Abdul Razak

أوَبَيُورِسِتِي تَيكَنُولُوكِّي مَارَا