



UNIVERSITI  
TEKNOLOGI  
MARA



# UiTM DIGITAL LIBRARY

◎ SERVICES ◎ PROCESS  
◎ COLLECTIONS

PERPUSTAKAAN TUN ABDUL RAZAK  
<https://library.uitm.edu.my>

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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.

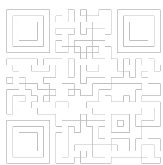


**Ts. NOOR HIDAYAT BIN ADNAN**  
Chief Librarian



# 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.

**eKKM**



Bookings for the information literacy class can be done through the portal  
<https://ekkm.uitm.edu.my>





# LIBRARY e-RESOURCES

<https://ptar.uitm.edu.my/pddt/subjects/databases.php>

The e-Resources Zone Terminal is a service provided to Library users to gain fast to access the library's electronic resources without needing to go through the Library e-Resources login screen



★ **One stop centre for e-Resources @ PTAR**

★ **e-Resources available are :**

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

★ **Direct access to e-Resources**



# CHAT WITH LIBRARIAN

<https://ptar.uitm.edu.my/libchat/>

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**

Fill out this form to start a chat

Name\*  
Nurazrina

E-mail\*

Phone

## STEP 3

**CHAT  
WITH  
LIBRARIAN**



**Chat with Librarian**

**Start your chat  
with the librarian**

**ANYWHERE  
ANYTIME  
ANYONE**

**ONLINE**





# 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.

NEW ARRIVALS

GENERAL READING MATERIALS

eBOOKS

INSTITUTIONAL  
REPOSITORY

READING MATERIAL  
RECOMMENDATION

DIGITAL QUESTION  
PAPERS

ONLINE  
DATABASES

HIGH IMPACT  
JOURNALS  
SCOPUS

Personalized  
For You

ITEM IN LOAN

LOAN HISTORY

FINES DUE

OPENING  
HOURS

OVERDUE  
ITEMS

## Features of MyKM

SINGLE LOGIN

SEARCH FUNCTION  
(Within your field resources)

MOBILE RESPONSIVE UI

INTERACTIVE DASHBOARD

WHO CAN ACCESS?  
UITM STUDENTS & STAFF



SWIPE UP  
FOR MORE DETAILS





# UPDATES@PTAR

<http://update.library.uitm.edu.my/>



**LIBRARY  
COLLECTION**

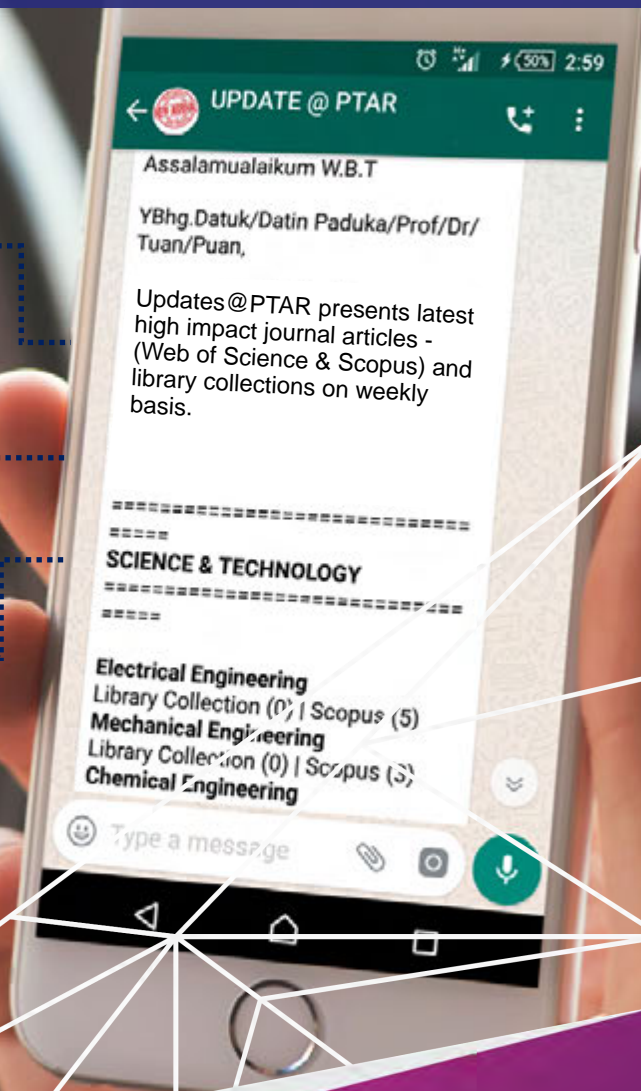
**Scopus®**

**SCOPUS**



WEB OF SCIENCE

**WEB OF  
SCIENCE**





# 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.

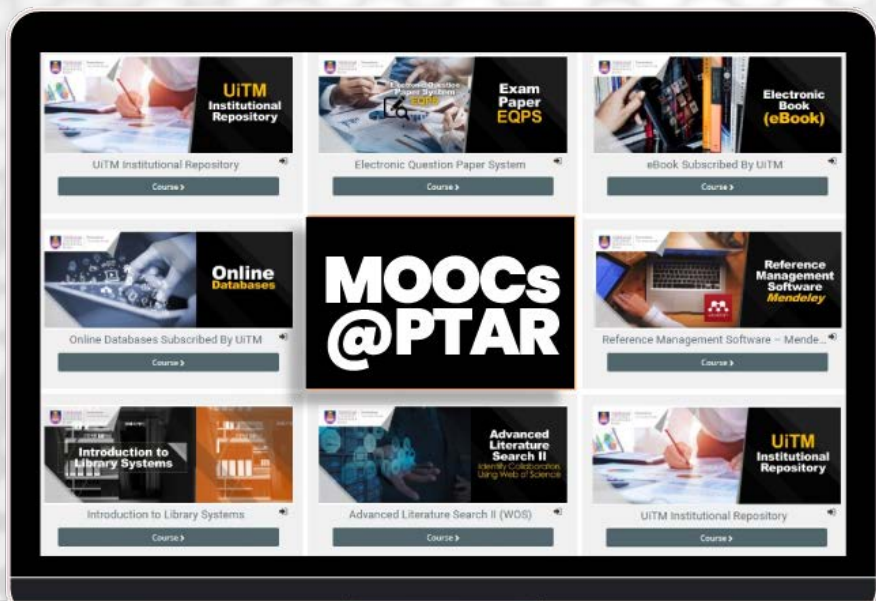




# MOOCs@PTAR

Massive Open Online Courses

<https://mooc.library.uitm.edu.my>



**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



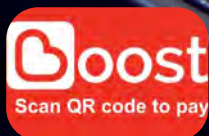
Terminal  
Debit / Credit



**38** Locations  
UiTM Library



## eWallet at PTAR Locations



Perpustakaan  
Tun Abdul Razak



Perpustakaan  
Tun Abdul Razak  
Undang-Undang



Perpustakaan  
Tun Abdul Razak  
Kejuruteraan



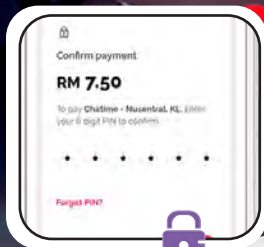
Perpustakaan  
Tun Abdul Razak  
Sains & Teknologi



Perpustakaan  
Tun Abdul Razak  
Alam Bina



Scan the QR Code & Pay

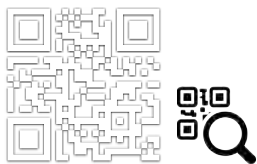


Secure payment with PIN

**EASY**

**FAST**

**SECURE**



# UNIVERSITY ARCHIVE SYSTEM

<https://arkib.uitm.edu.my/ofa/>





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



# OFA

ONLINE FINDING AID  
ARKIB UNIVERSITI TEKNOLOGI MARA

TO PROVIDE A REFERENCE ARCHIVE UNIVERSITY

Publications	Collections	Audio Recordings	Documents
 <b>BAHAN PENERBITAN</b> Laporan Tahunan, Buletin, Brosur, Buku Program, Buku Konvokesyen, Kertas Kerja, Teks Ucapan	 <b>KOLEKSI</b> Koleksi Gambar, Koleksi Peta/Plan, Koleksi Keratan Akhbar UITM	 <b>AUDIO</b> Bahan Audio Visual (VCD/VHS)	 <b>DOKUMEN</b> Fail Pentadbiran, Fail Tatatertib Staf, Fail Peribadi Staf, Fail Peribadi Pelajar, Dokumen Kontrak

## 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

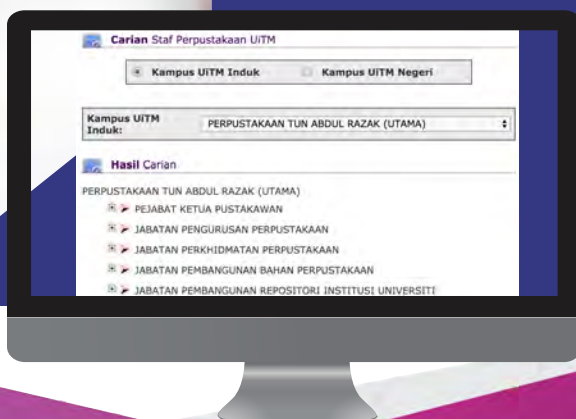
4

ERA Year : All



## WHO'S WHO PTAR

<https://koleksi.uitm.edu.my/staff/>



Contains the directory of the  
UiTM library staff



# DIGITAL LIBRARY COLLECTIONS





# UiTM INSTITUTIONAL REPOSITORY

<http://ir.uitm.edu.my>

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

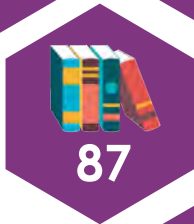
## THESES



## MONOGRAPHS



## AUDIO



## VIDEOS

## ARTICLES

## BOOKS



## SEMINARS / WORKING PAPERS

## TEACHING MATERIALS

## BOOK SECTION






# eLIBRARY GUIDES

<https://library.uitm.edu.my/ptar-services/library-guide-video>

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




How to Install EndNote




How to Install Mendeley




How to Find Printed Book



How to Find Exam Paper



How to Make Online Book Reservation




How to Renew Book Online




How to Find UTM Thesis



How to Find Article




Online Book Recommendation



Interlibrary Loan



Information Searching Strategy



Pay per View



How to Access Online Databases

BLENDING LEARNING



# PTAR PUBLIC REPOSITORY

<http://uitmprepo.uitm.edu.my/information.html>

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 EDUCATIONAL RESOURCES

Open Access Discovery

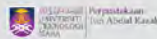
<http://openaccess.library.uitm.edu.my/>

## OPEN ACCESS DISCOVERY

<http://openaccess.library.uitm.edu.my/>

Open access literature is defined as "digital, online, free of charge, and free of most copyright and licensing restrictions."

- Budapest Open Access Declaration



Perpustakaan  
Tan Abdul Karim

#SCAN ME

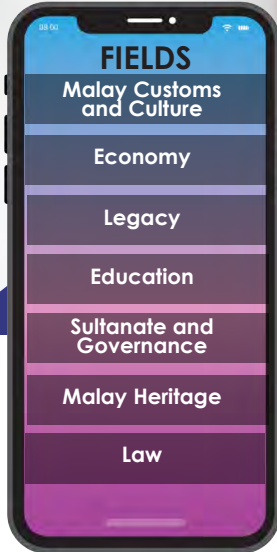




# KHAZANAH MELAYU REPOSITORY

<http://melayu.library.uitm.edu.my/>

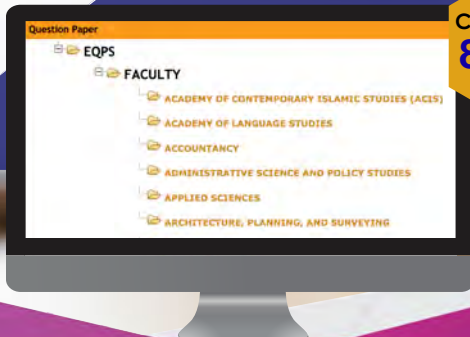
The Khazanah Melayu Repository is offered online as a reference and research resource regarding the culture and Malay institution. This repository is the main gate in the collection of writings, research, publications, and documentaries in the form of printed media and publications from government bodies, NGOs and individuals both inside and outside of the country



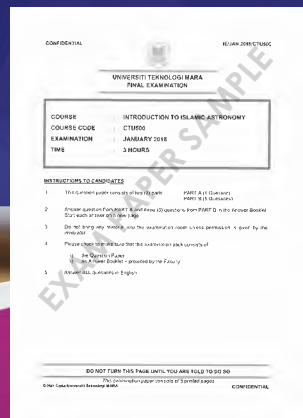
# ELECTRONIC QUESTIONS PAPER SYSTEM (EQPS)

<https://koleksi.uitm.edu.my/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



**TOTAL COLLECTIONS**  
**80,541**  
**papers**







# 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



## INTEGRATION

Integration between Financial System (FAIS) and Web Based Integrated Library System (WILS)



## DEAN PORTAL

Material recommendation approval by the Dean using the Dean Portal



## VENDOR PORTAL

Management of resource purchase from the supplier through the Vendor Portal



## ARTICLES INDEXING

Search for newspaper clippings through Article Indexing



## RECOMMENDATION ONLINE

Purchase of recommended materials by lecturers through Recommendation Online



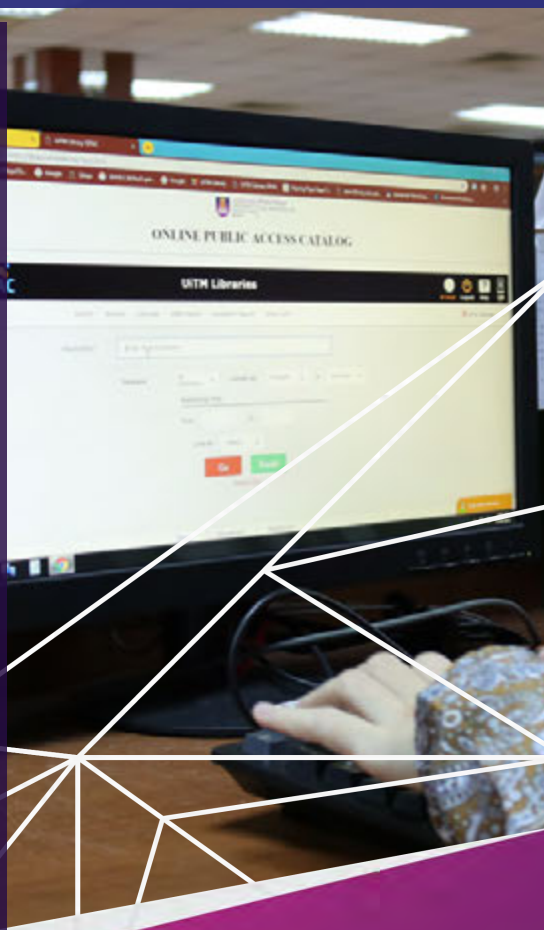
## CATALOGUING

Cataloguing of university resources through Cataloguing



## CIRCULATION

Use of Circulation for borrowing / returns / bookings / renewals





# REFERENCE DESK MANAGEMENT SYSTEM (RDMS)

<http://online.ptar.uitm.edu.my/rdms/>

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

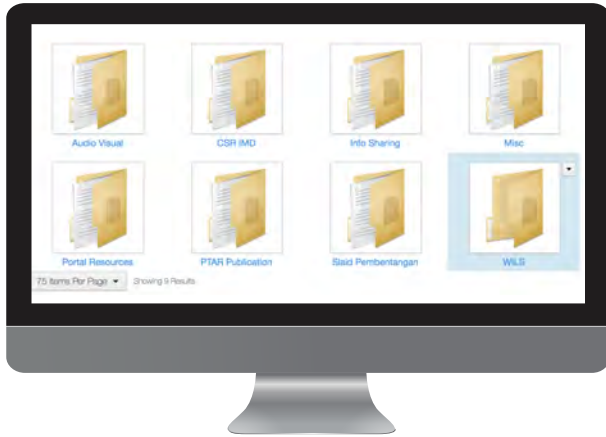
## Query Types

- Online Databases
- Digital Collection
- Internet
- OPAC
- Law Collection
- Reference Citations



# LIBRARY DOCUMENT MANAGEMENT SYSTEM

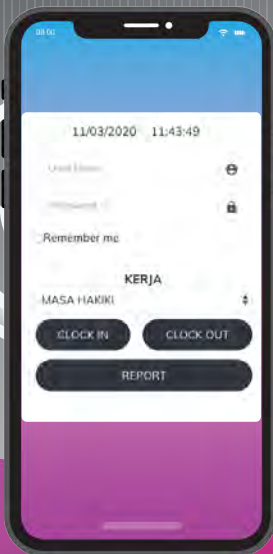
The management system for digital management documents of the library



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



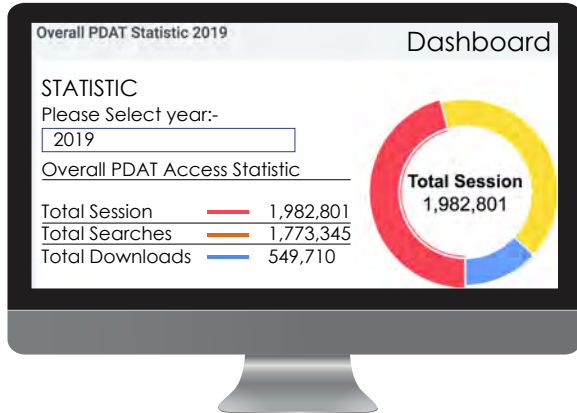
Perpustakaan  
Universiti  
Tunku Abdul Razak  
LibAttend  
Perpustakaan  
Tun Abdul Razak

- 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



User search using:

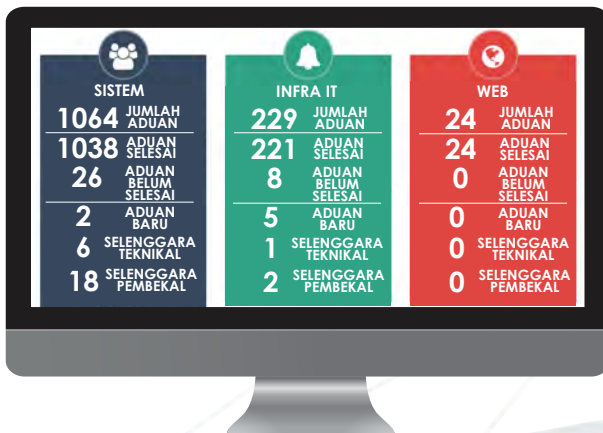
- Search
- Session
- Downloads

Access Limit:

Within UiTM's intranet

## LIBRARY SUPPORT SYSTEM

A system to record and monitor complaints regarding the library's System, IT Infrastructure and Web

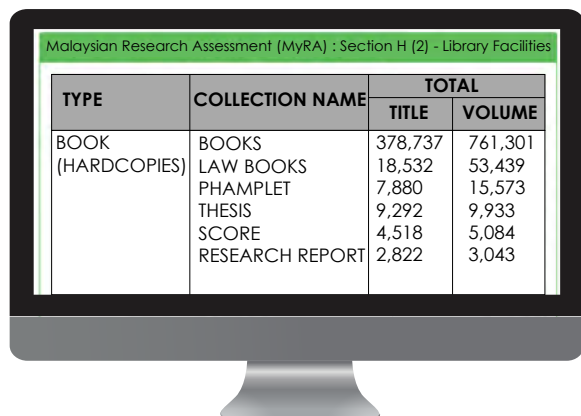


Support Categories

- 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



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

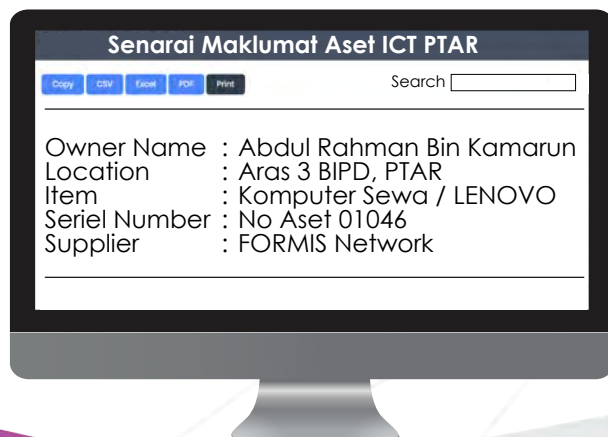
TYPE	COLLECTION NAME	TOTAL	
		TITLE	VOLUME
BOOK (HARDCOPIES)	BOOKS	378,737	761,301
	LAW BOOKS	18,532	53,439
	PHAMPLET	7,880	15,573
	THESIS	9,292	9,933
	SCORE	4,518	5,084
	RESEARCH REPORT	2,822	3,043

Resource Category

- **Print resources**
- **Non-print/Digital resources**
- **Subscribed online databases**

## 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**

Copy CSV Excel PDF Print

Search

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

The ICT asset and inventory is registered and updated according to owner and location

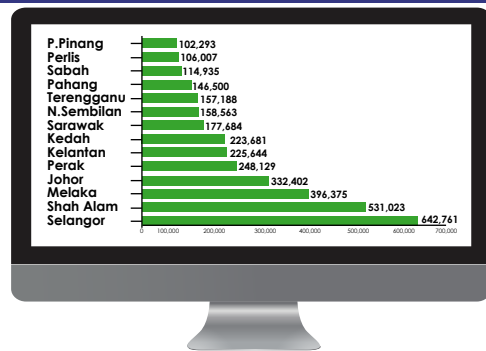


# EXECUTIVE INFORMATION SYSTEM

<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 :



## 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

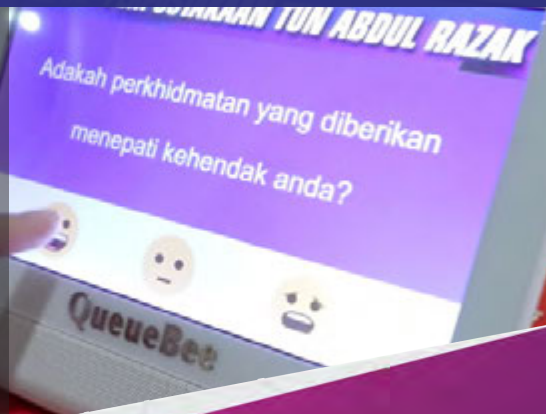


Level 4

Please Scan QR Code To Rate Us Today

You can direct your  
feedback to :

[korporatptar@uitm.edu.my](mailto:korporatptar@uitm.edu.my)





## DIGITAL SERVICES – FACILITIES





## SMART CLASSROOM



PTAR offers a Smart Classroom service at Level 4, PTAR



## WELCOME TO PTAR



A welcome greeting for users of Perpustakaan Tun Abdul Razak



## QR CODE



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



## LEARNING COMMONS



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



## WIFI



### PTAR@UITM

Service Provider : **Perpustakaan Tun Abdul razak**

SSID : **PTAR@UITM**

Required Password : **YES - pt4r@U1tm**



### UITM Salam Wifi

SSID : **uitmsalamguest / uitmsalamstaff / uitmsalamstudent**

Required Register : **Yes - UITM Wireless Application**



# IT CENTRE



PTAR has 100 computers



Perpustakaan Undang-undang  
has 92 computers



Perpustakaan Kejuruteraan  
has 44 computers



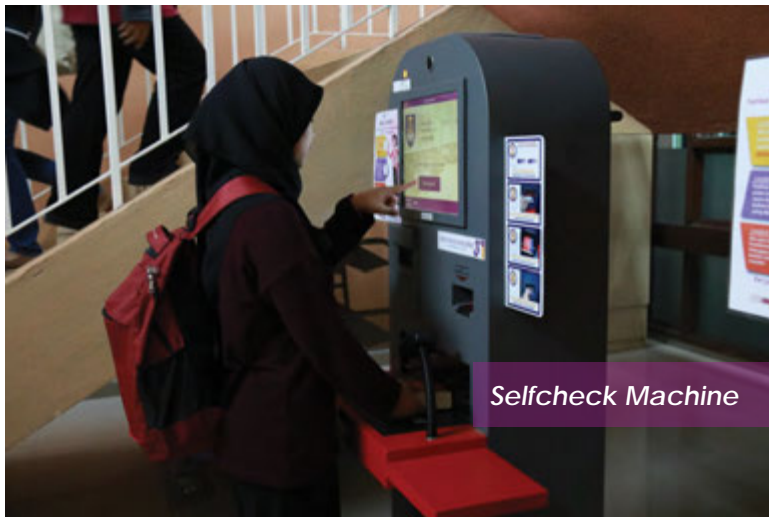
Perpustakaan Sains & Teknologi  
has 40 computers



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)



Selfcheck Machine

Book lending through self-service



BookDrop Machine

Return of books through self-service



# LIST OF ELECTRONIC JOURNAL SUBSCRIPTIONS



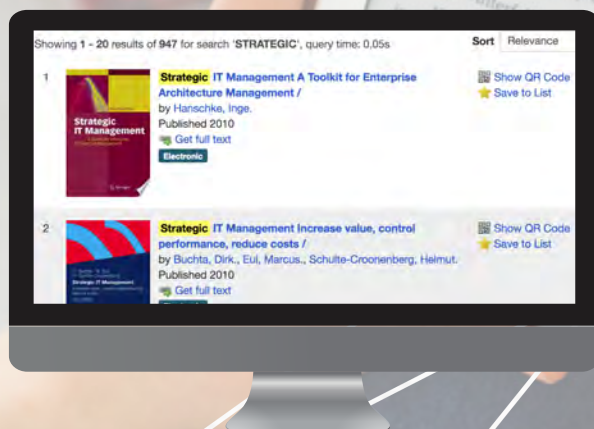


# LIST OF eBook SUBSCRIPTIONS

<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



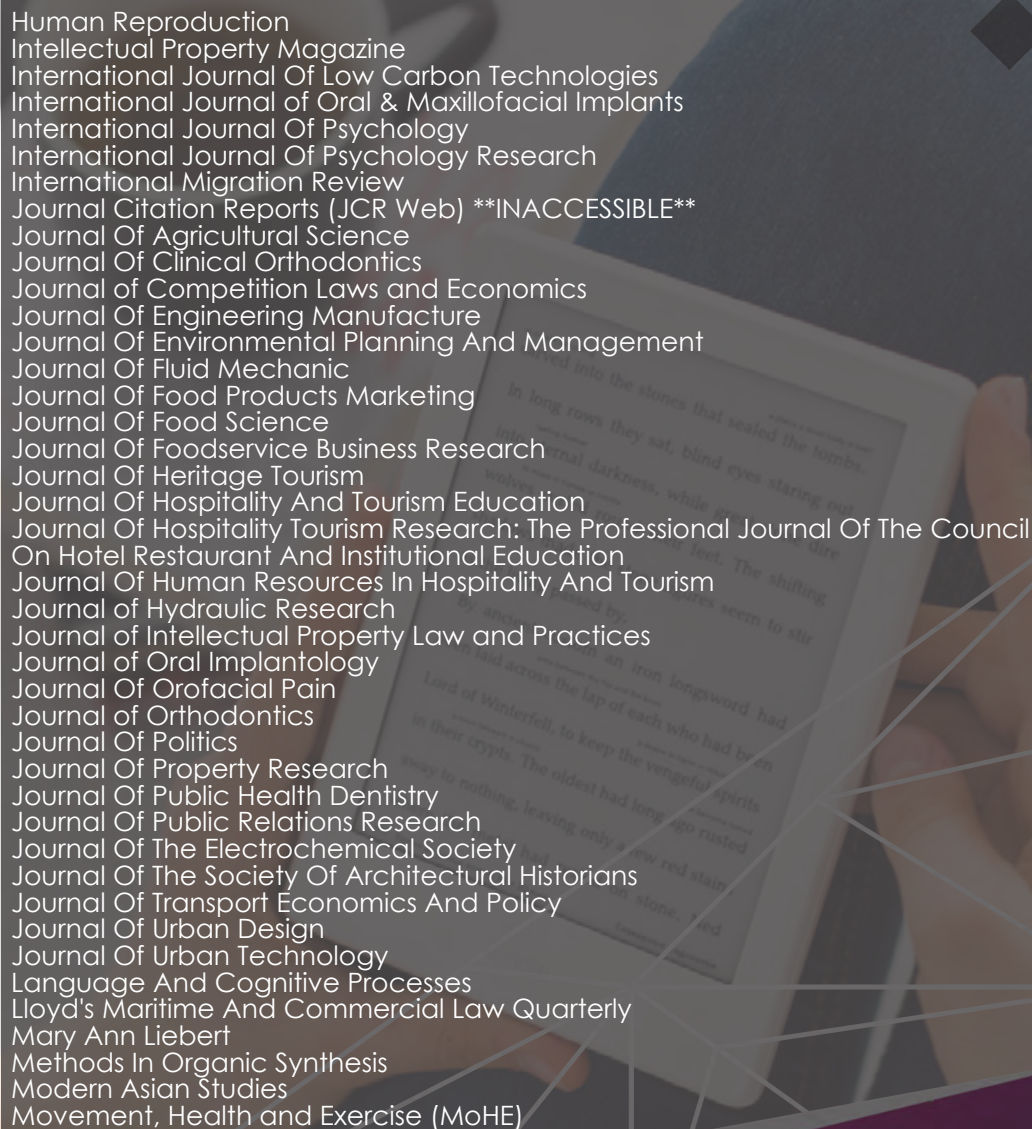
**Search of eBook  
materials is through  
the eBook Portal**  
**TOTAL COLLECTIONS :  
30,100**

# LIST OF ELECTRONIC JOURNAL SUBSCRIPTIONS



New England Journal of Medicine  
Nutrition Abstracts And Reviews Series A: Human And Experimental  
Nutrition Abstracts And Reviews Series B: Livestock Feeds And Feeding  
Oral Health And Preventive Dentistry  
Organic Biomolecular Chemistry  
Physics Today  
Political Insight  
Political Studies  
Politics : Surveys And Debates For Students Of Politics  
Quarterly Journal Of Engineering Geology And Hydrogeology  
Quintessence International  
Review Of Plant Pathology  
SAGE Journals  
Science  
Scientometrics  
Shipping And Trade Law  
Soils And Fertilizers Abstracts  
Sports Biomechanics International Society Of Biomechanics In Sports  
Sports Medicine  
Tce : The Chemical Engineer  
Technical Textiles International  
The Arab World Geographer  
The International Construction Law Review  
The International Journal Of Periodontics Restorative Dentistry  
The International Journal Of Prosthodontics  
The Journal Of Finance  
The Modern Law Review  
The Quarterly Journal Of Experimental Psychology  
The Sociological Review  
Thinking Reasoning  
Tourism Analysis  
Tourism And Hospitality : Planning & Development  
Tourism Economics  
Tourism Recreation Research  
Trusts & Trustees  
Twist


# LIST OF ELECTRONIC JOURNAL SUBSCRIPTIONS



Human Reproduction  
Intellectual Property Magazine  
International Journal Of Low Carbon Technologies  
International Journal of Oral & Maxillofacial Implants  
International Journal Of Psychology  
International Journal Of Psychology Research  
International Migration Review  
Journal Citation Reports (JCR Web) \*\*INACCESSIBLE\*\*  
Journal Of Agricultural Science  
Journal Of Clinical Orthodontics  
Journal of Competition Laws and Economics  
Journal Of Engineering Manufacture  
Journal Of Environmental Planning And Management  
Journal Of Fluid Mechanic  
Journal Of Food Products Marketing  
Journal Of Food Science  
Journal Of Foodservice Business Research  
Journal Of Heritage Tourism  
Journal Of Hospitality And Tourism Education  
Journal Of Hospitality Tourism Research: The Professional Journal Of The Council  
On Hotel Restaurant And Institutional Education  
Journal Of Human Resources In Hospitality And Tourism  
Journal of Hydraulic Research  
Journal of Intellectual Property Law and Practices  
Journal of Oral Implantology  
Journal Of Orofacial Pain  
Journal of Orthodontics  
Journal Of Politics  
Journal Of Property Research  
Journal Of Public Health Dentistry  
Journal Of Public Relations Research  
Journal Of The Electrochemical Society  
Journal Of The Society Of Architectural Historians  
Journal Of Transport Economics And Policy  
Journal Of Urban Design  
Journal Of Urban Technology  
Language And Cognitive Processes  
Lloyd's Maritime And Commercial Law Quarterly  
Mary Ann Liebert  
Methods In Organic Synthesis  
Modern Asian Studies  
Movement, Health and Exercise (MoHE)



# 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  
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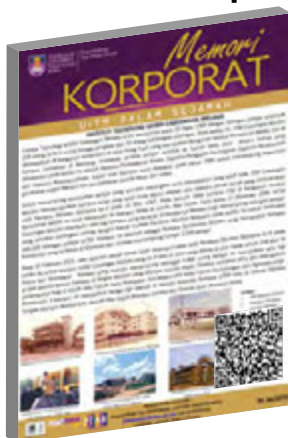


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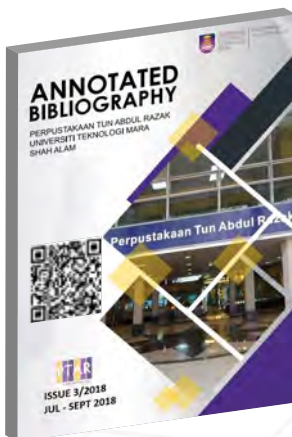
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