



UNIVERSITI
TEKNOLOGI
MARA

Perpustakaan
Tun Abdul Razak

Unleashing Potentials
Shaping the Future

i-Library

Your Library Handbook

STAY CONNECTED
ANYWHERE | ANYTIME | ANYONE



ISO 9001:2015 No. Sijil : 0048803

INTRODUCTION TO UiTM LIBRARY



The establishment of the UiTM Library began after establishing the RIDA Training Hall in Jalan Othman, Petaling Jaya, in 1956. Initially, it was known as the RIDA Library, which contained reading materials for the Book Keeping Course, Accounting, and preparatory courses. To sit for the London Chamber of Commerce (LCC) Examination. In 1972, the ITM Library moved to a permanent building on the main campus in Shah Alam with a four (4) story building.

A total of 43 Digital Library initiatives have been provided to cover digital services to users and the entire library management. The library's collection until September 2021 is 1,936,631 copies of materials consisting of books, bound magazines, media materials, e-books, and e-journals.

The internal library management process has been fully automated. Library users can access UiTM Library services through the website 24 hours a day, seven days a week, and 365 days a year at the link <https://library.uitm.edu.my>.

The library website plays a vital role as a virtual reference source for researchers, lecturers, and students. It can be referenced at all times and wherever they are with the concept of Anywhere, Anytime, Anyone.

Today, PTAR has grown to 39 libraries throughout Malaysia and is led by Ts. Noor Hidayat bin Adnan as the Chief Librarian from 2011 until now.



WELCOME SPEECH BY THE CHIEF LIBRARIAN

السلام عليكم



UiTM Tun Abdul Razak Library (PTAR) remains committed to realizing the aspirations of Universiti Teknologi MARA (UiTM) to continue creating excellence and elevating UiTM to a higher level. Therefore, strengthening the quality of the information delivery system has always been the focus of PTAR in meeting customers' needs and satisfaction, especially with the New Norms of Library Services.

In line with the delivery and learning online and distance learning (ODL) during the 2021/2022 session, which began on 10 October 2021 at UiTM, Tun Abdul Razak Library (PTAR), has been fully prepared in providing online learning support services through Digital Services to all UiTM citizens. The delivery of these digital services can be accessed through online systems that include digital collections and services.

Finally, Perpustakaan UiTM hopes that the i-Perpustakaan UiTM will help library users continue using all the physical and virtual services through digital library services.

We hope that the library's services can be a catalyst towards first-class minds and, in turn, produce more scholars. In addition, it can contribute to the transformation of national development and can foster a culture of knowledge and excellence of mind among the global community. In line with the LIBRARY for ALL slogan, PTAR is always committed to providing the best service to consumers.

Ts. NOOR HIDAYAT BIN ADNAN
Chief Librarian
Universiti Teknologi MARA (UiTM)

UiTM LIBRARY NETWORK

UiTM Library (PUIiTM) has seen its development through 39 library networks throughout Malaysia, focusing on the main core of services to meet the needs of university residents.

The development of UiTM State Library is in line with the development of UiTM State which aims to provide library services to customers.



UiTM Shah Alam

- Perpustakaan Tun Abdul Razak
- Perpustakaan Tun Abdul Razak Undang-Undang
- Perpustakaan Tun Abdul Razak Kejuruteraan
- Perpustakaan Tun Abdul Razak Sains dan Teknologi
- Perpustakaan Tun Abdul Razak Alam Bina

UiTM Cawangan Selangor

- Perpustakaan Tun Abdul Razak, Kampus Puncak Alam
- Perpustakaan Tun Abdul Razak, Kampus Puncak Perdana
- Perpustakaan Tun Abdul Razak Kompleks Alam Bina
- Perpustakaan Tun Abdul Razak, Kampus Dengkil
- Perpustakaan Tun Abdul Razak, Kampus Sungai Buloh
- Perpustakaan Tun Abdul Razak, Kampus Selayang
- Perpustakaan Tun Abdul Razak, Kampus Teluk Intan
- Perpustakaan Hospital UiTM



UiTM Cawangan Kelantan

- Perpustakaan Tengku Anis Kampus Machang
- Perpustakaan Tengku Anis Kampus Kota Bharu



UiTM Cawangan Perak

- Perpustakaan Tun Abdul Razak, Kampus Seri Iskandar
- Perpustakaan Tun Abdul Razak, Kampus Tapah



UiTM Cawangan Negeri Sembilan

- Perpustakaan Tun Abdul Razak Kampus Kuala Pilah
- Perpustakaan Tun Abdul Razak Kampus Seremban
- Perpustakaan Tun Abdul Razak Kampus Rembau



UiTM Cawangan Pulau Pinang

- Perpustakaan Tun Dr. Ismail Kampus Segamat
- Perpustakaan Tun Dr. Ismail Kampus Pasir Gudang



UiTM Cawangan Melaka

- Perpustakaan Tun Abdul Razak Kampus Alor Gajah
- Perpustakaan Tun Abdul Razak Kampus Bandaraya Melaka
- Perpustakaan Tun Abdul Razak Kampus Jasin



UiTM Cawangan Kedah

- Perpustakaan Sultan Badlishah Kampus Sungai Petani



UiTM Cawangan Johor

- Perpustakaan Tun Dr. Ismail Kampus Segamat
- Perpustakaan Tun Dr. Ismail Kampus Pasir Gudang



UiTM Cawangan Perlis

- Perpustakaan Dato' Hassan Jaafar Kampus Arau



UiTM Cawangan Pahang

- Perpustakaan Al-Bukhari Kampus Jengka
- Perpustakaan Tun Abdul Razak Kampus Raub



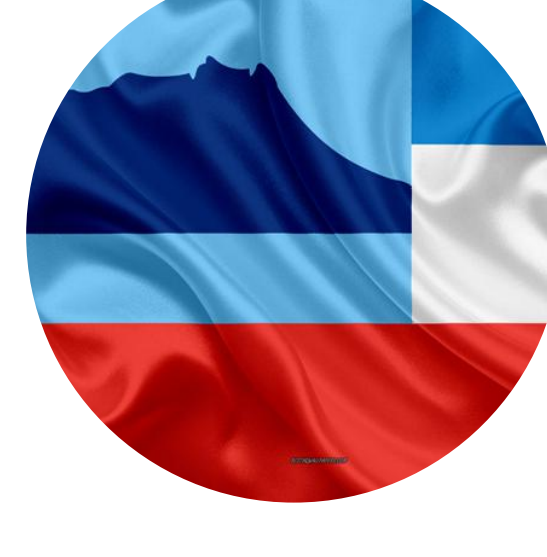
UiTM Cawangan Sarawak

- Perpustakaan Tun Abdul Razak Kampus Samarahan
- Perpustakaan Tun Abdul Razak Kampus Samarahan 2
- Perpustakaan Tun Abdul Razak Kampus Mukah



UiTM Cawangan Terengganu

- Perpustakaan Cendekiawan Kampus Dungun
- Perpustakaan Cendekiawan Kampus Bukit Besi
- Perpustakaan Cendekiawan Kampus Kuala Terengganu



UiTM Cawangan Sabah

- Perpustakaan Tun Abdul Razak Kampus Kota Kinabalu
- Perpustakaan Tun Abdul Razak Kampus Tawau

POLICIES, VISION & MISSION OF UiTM LIBRARY

POLICIES

UiTM Library's policy is to fulfill UiTM's Thrust in teaching and learning, innovation research and commercialization, industry and community academia, leadership and entrepreneurship through library management, university institution repositories and university archives to achieve the university's strategic direction.

VISION

To make UiTM a world leading university in the fields of Science, Technology, Humanities and Entrepreneurship

MISSION

A catalyst for knowledgeable UiTM citizens through access to comprehensive, relevant and up-to-date information as well as quality facilities for the purpose of meeting the needs of teaching, learning and research.

1. Department of Library Services

- Ensure the performance of customer counter service satisfaction at 90%.
- Ensure that every new book title received is notified in New Arrivals on a weekly basis.
- Interlibrary Loan Materials are supplied within two (2) weeks from the date of application
- Ensure that accepted information skills classes are implemented according to the applications received.
- Ensure that the feedback of the Chat With Librarian (Response Waiting Time Lib Chat) service does not exceed 5 minutes.
- Ensure that Customers' Complaints and feedback are given immediate feedback within one (1) working day.

2. Department of Archives University

- Ensure that the application for reference of University Archive materials is prepared within one (1) working day.
- Ensure that the order of Online Finding Archive (OFA) materials is available within one (1) working day.
- Ensure that approval for uploading materials in the AMS is obtained within three (3) working days.

3. Department of Digital Library

- Ensure Digital Library Services operate 24/7.
- Ensure that the full text application of university repository materials can be accessed within one (1) working day from the time of application.







4. Department of Library Development and Planning

- Ensure payment of procurement of supplies, services and works is done within fourteen (14) working days from the date of receipt of the invoice.
- Ensure that the approval status of the proposed procurement of new materials (printed books / printed journals / eBooks / PDAT / eJournals) is informed to the proposer within three (3) working days after being presented in the PTAR Book and Magazine Purchase Approval Committee.

5. Department of Organizational Administration

- Ensure that each approved PTAR Policy (MPE / MEU / LPU) is announced to UiTM library staff within one (1) working day.
- Ensure that the course offer notification is issued within one (1) working day after the Approval of the Human Resource Development Panel Meeting (PPSM).

OBJECTIVES OF UiTM LIBRARY

-  Strengthen the service delivery system of UiTM Library as a center of excellence for information that always remains relevant, referenced, and respected.
-  Diversifying comprehensive, up -to -date and relevant knowledge resources covering a variety of physically and virtually accessible formats.
-  Provide a conducive environment for teaching, learning and research.
-  Improving the latest information and communication technology facilities focused on customer needs.
-  Empowering human capital through the value of iDART among PUiTM citizens.
-  Increase relationships and cooperation with external organizations in industrial networking activities.

ISO 9001: 2015 CERTIFICATION UiTM LIBRARY



ISO 9000 is a written standard that sets and describes the essential elements that must be present in a quality management system to ensure that the services provided by an organization can meet the needs of customers and be recognized internationally.

Tun Abdul Razak Library has taken the initiative and effort to transition to new requirements by changing and making amendments to the entire quality documents, procedures, and work instructions by the latest standards, namely MS ISO 9001: 2015 on 16 March 2017. Tun Abdul Razak Library obtained ISO 9001: 2015 certification on 2 March 2018 from Lloyd's Register Quality Assurance (LRQA).



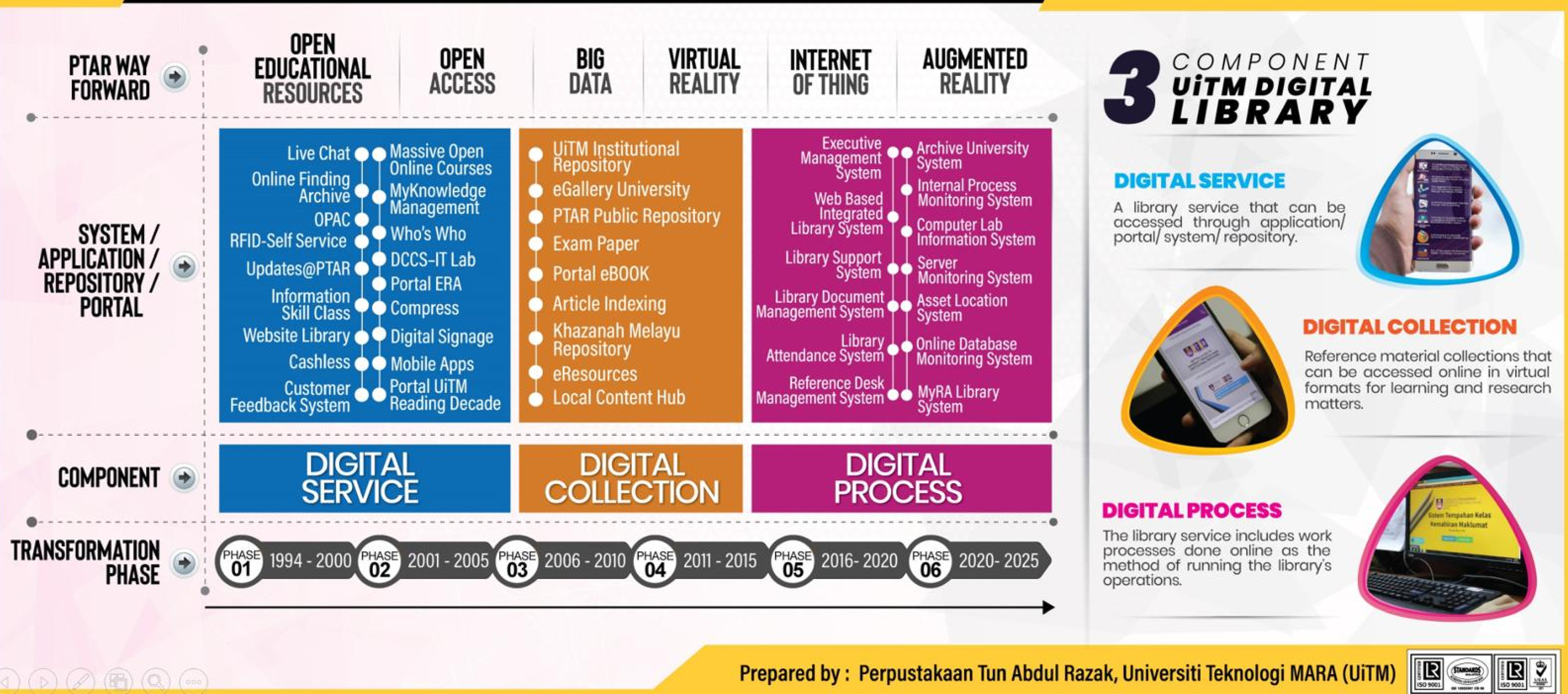
ISO 9001:2015 No. Sijil : 0048803

UiTM DIGITAL LIBRARY

UiTM DIGITAL LIBRARY



TOWARDS BECOMING A GLOBALLY RENOWNED UNIVERSITY



Prepared by : Perpustakaan Tun Abdul Razak, Universiti Teknologi MARA (UiTM)



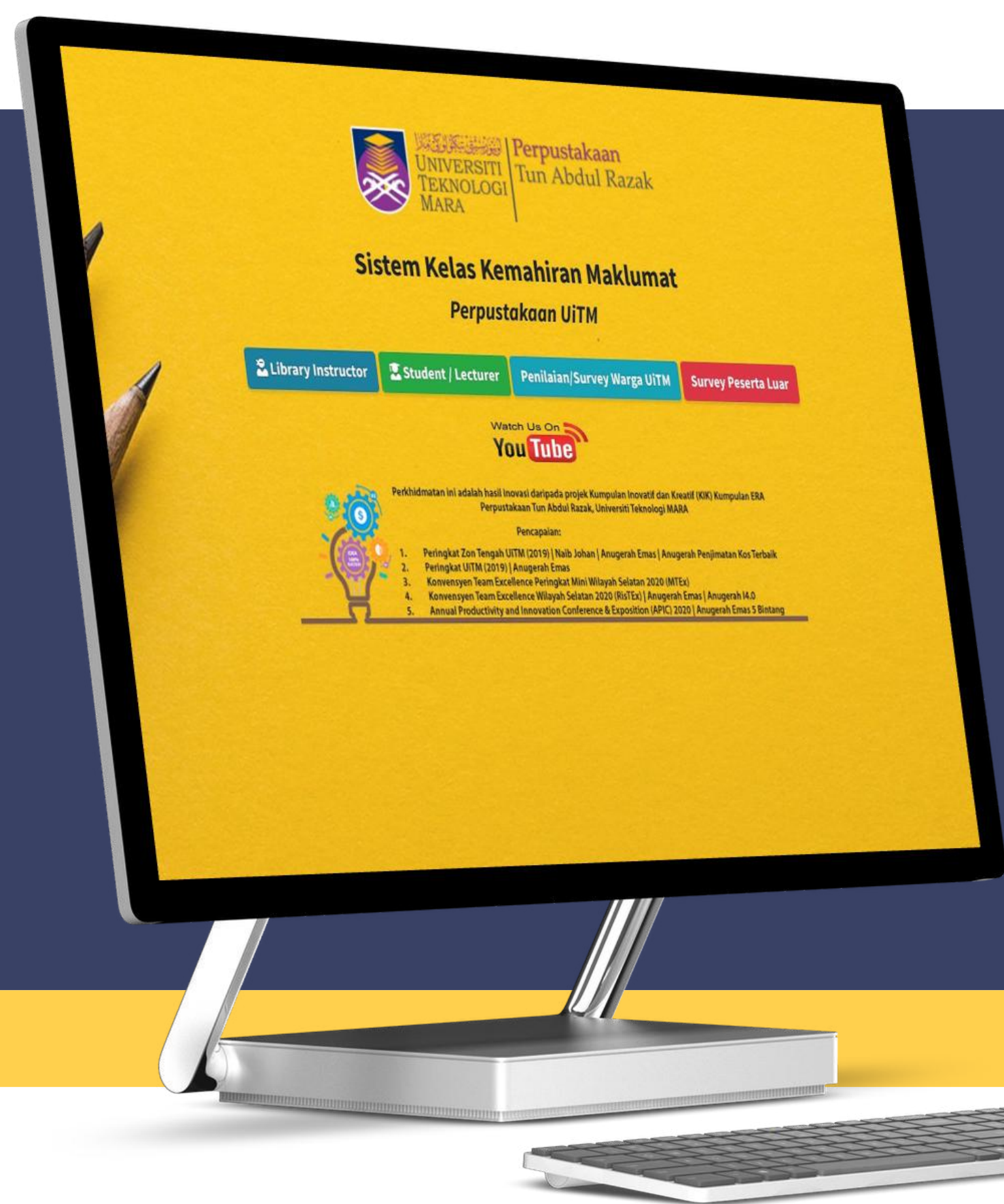
Perpustakaan Tun Abdul Razak (PTAR) UiTM is committed to realizing the aspirations of Universiti Teknologi MARA (UiTM) to continue achieving excellence and enhancing UiTM to the global level. Therefore, improving the quality of information delivery systems has become the focus of PTAR in meeting the needs and expectations of our customers. PTAR has gone through four (4) phases of transformation before becoming a Digital Library.

To ensure that the library remains relevant and competitive, the library enhances its services to customers through the latest services, collections, and processes that suit the needs of teaching, learning, and research at UiTM.

Various successes have been achieved, proving that PTAR can provide superior and quality services to meet current customer expectations. I hope PTAR fosters innovative partnerships to grow a global brand to produce outstanding and outstanding academics and graduates. This is in line with UiTM's theme "Unleashing Potential, Shaping the Future."

DIGITAL LIBRARY SERVICE

Information Management Skills Class (eKKM)



Administrative System for Information Management Skills Class (eKKM)

Through the eKKM system initiative, Library users can make reservations for information management classes and registration when attending KKM online.

Information management class booking is through the portal.



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

e-Resources Zone Terminal

The e-Resources Zone terminal is a service provided to Library users to access the library's electronic resources quickly without going through the e-Library Resources login screen.

It is located at level 4, PTAR



Chat with Librarian

Online chat service to answer queries from users about available services, collections, resources, and research.

Step 1: PTAR Portal - Access through the Library Portal
Step 2: User Information - Enter the user information
Step 3: Chat with Librarian - start Chat with Librarian



<https://library.uitm.edu.my/en/digital-initiative/services/chat-with-librarian>

DIGITAL LIBRARY SERVICE

MY KNOWLEDGE PORTAL (myKM)



UiTM Library has developed the My Knowledge Management (MyKM) knowledge management system by collecting, managing, and disseminating knowledge information based on reference materials produced by authors and researchers from UiTM worldwide.

Features of myKM

- Information Resources
- My Resources
- My Courseware
- My Account
- My Fine Payment
- My QR
- Knowledge Sharing
- Theses



<https://mykm.uitm.edu.my/v2/>

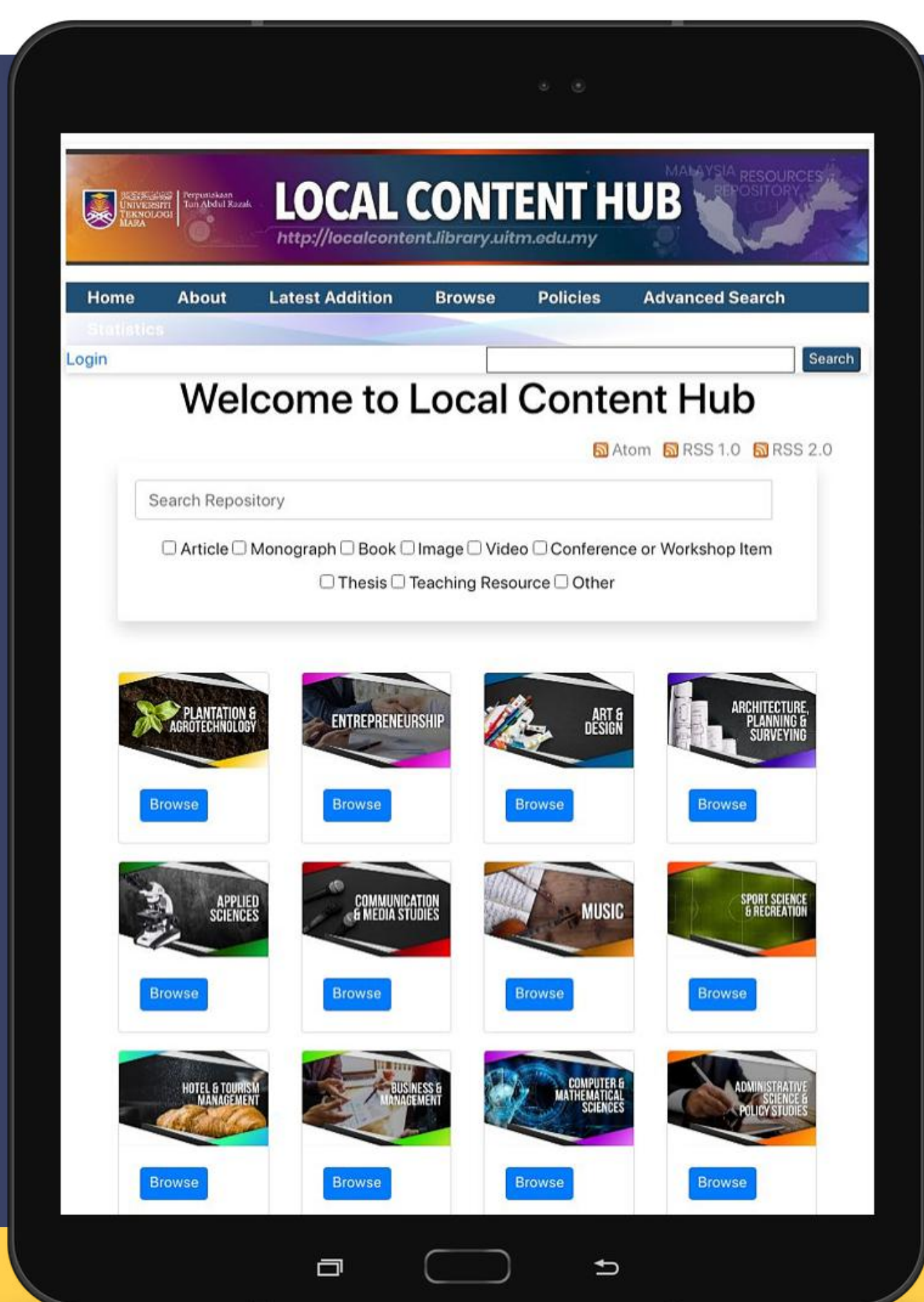
Updates@PTAR

Updates@PTAR features the latest high-impact journal articles - (Web of Science & Scopus) and a weekly library collection.



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

Local Content Hub



Local Content Hub is a center on/about Malaysian resources. This database is created and designed by Perpustakaan Tun Abdul Razak, Universiti Teknologi MARA, Malaysia. It acts as an online digital database that collects preserve. It disseminates publication on Malaysian Local Resources such as reports, articles, books, journal articles, conference papers, thesis, students' projects, working papers, conference proceedings, book chapters, newspapers, technical reports, data, and other types of research publications and also unpublished manuscripts and articles.

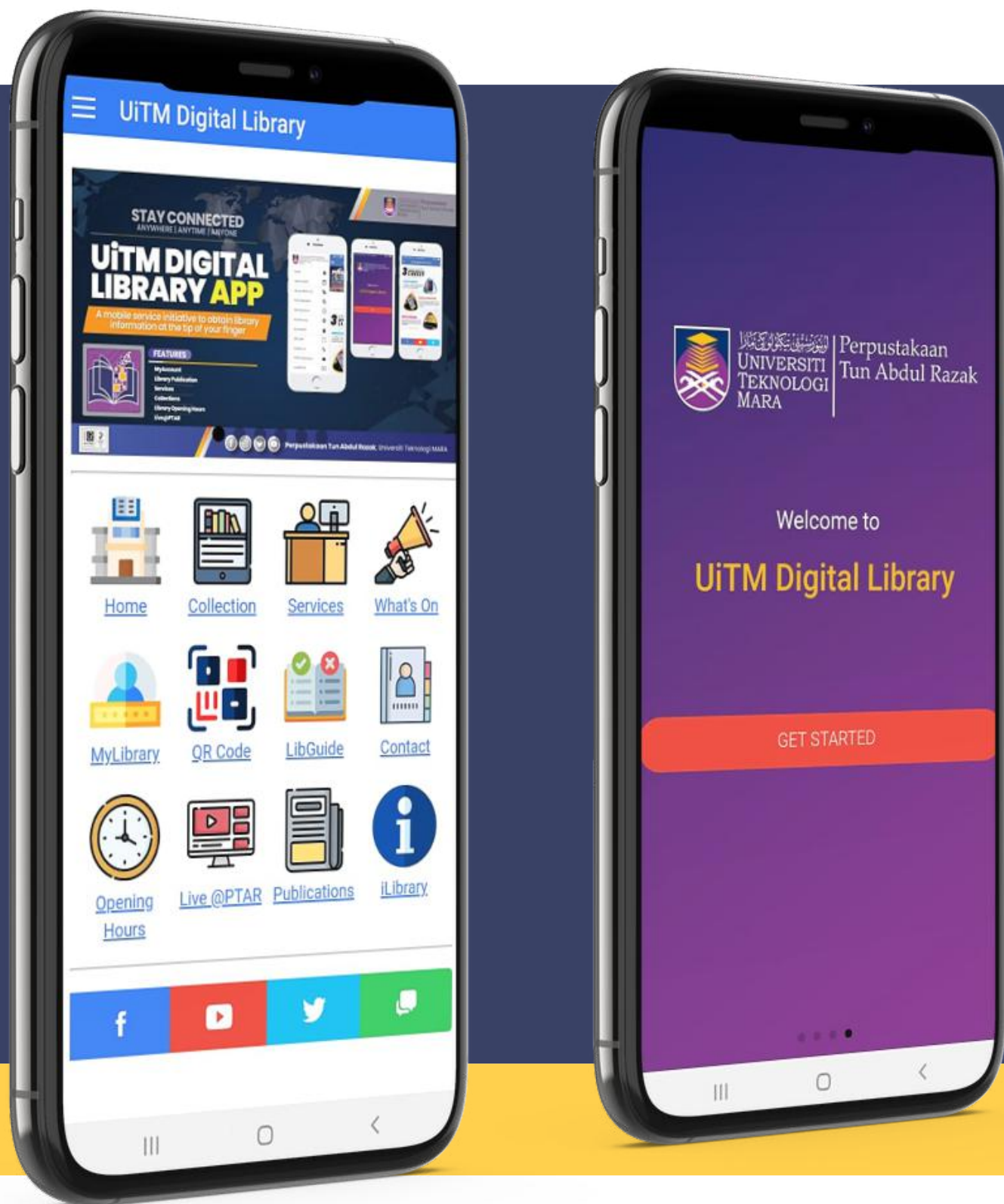
14 LOCAL CONTENT HUB SUBJEK

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



DIGITAL LIBRARY SERVICE

MOBILE APP@PTAR



A mobile service initiative to get library information at your fingertips

- FB Live Library
- Online Officer
- Good inspection
- Source Search
- The main menu



<https://library.uitm.edu.my/en/digital-initiative/services/mobile-apps>

Massive Open Online Courses UiTM Library



MOOCs@UiTM Library helps you how to get reference materials wherever you are, anytime online

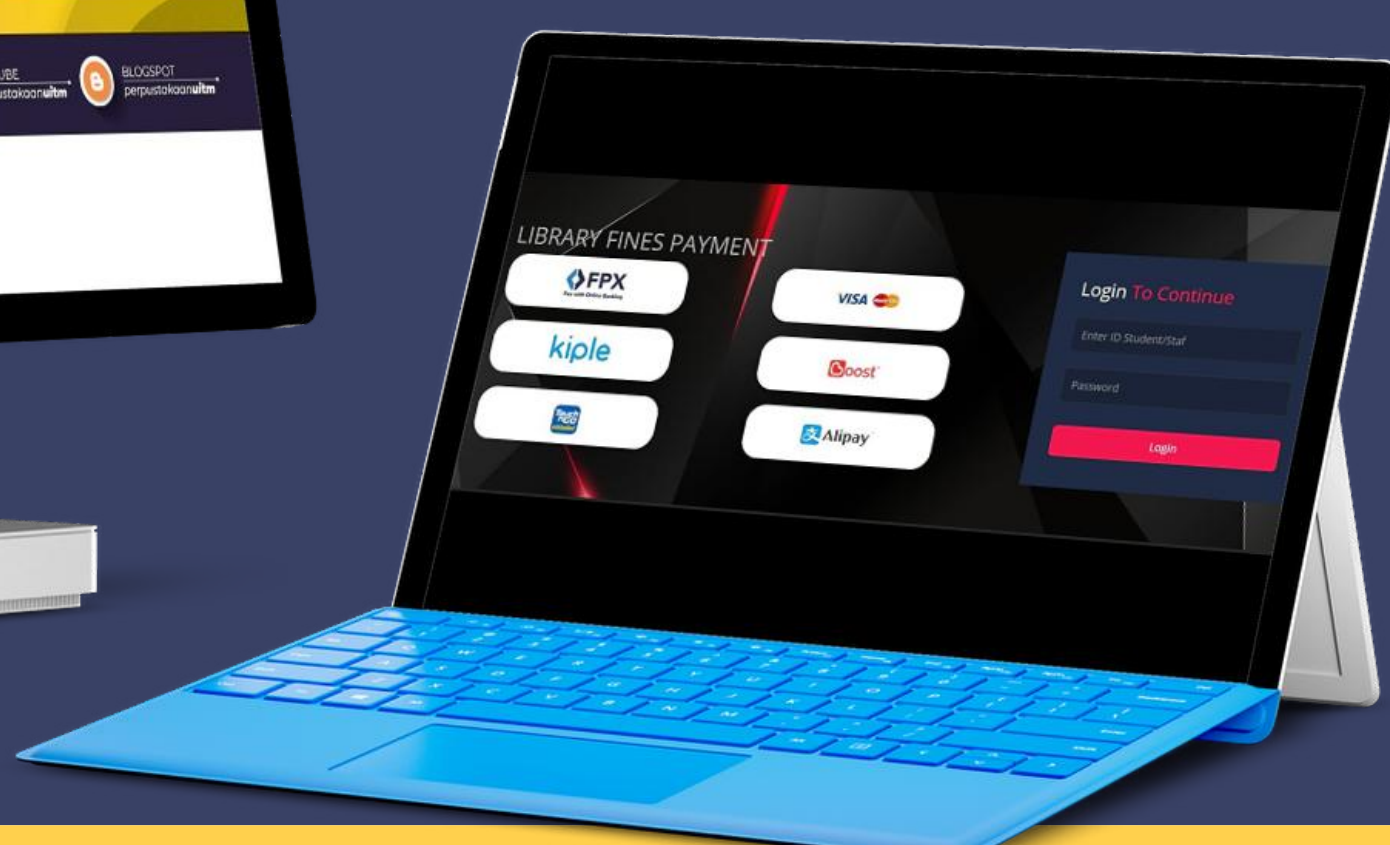


<https://mooc.library.uitm.edu.my/>

Cashless @ Library UiTM

This is the first cashless payment service initiative provided by the Library in Malaysia through eWallet for fines and lost payments through books without going to the library counter. Only through the MyKM portal can payment transactions be executed.

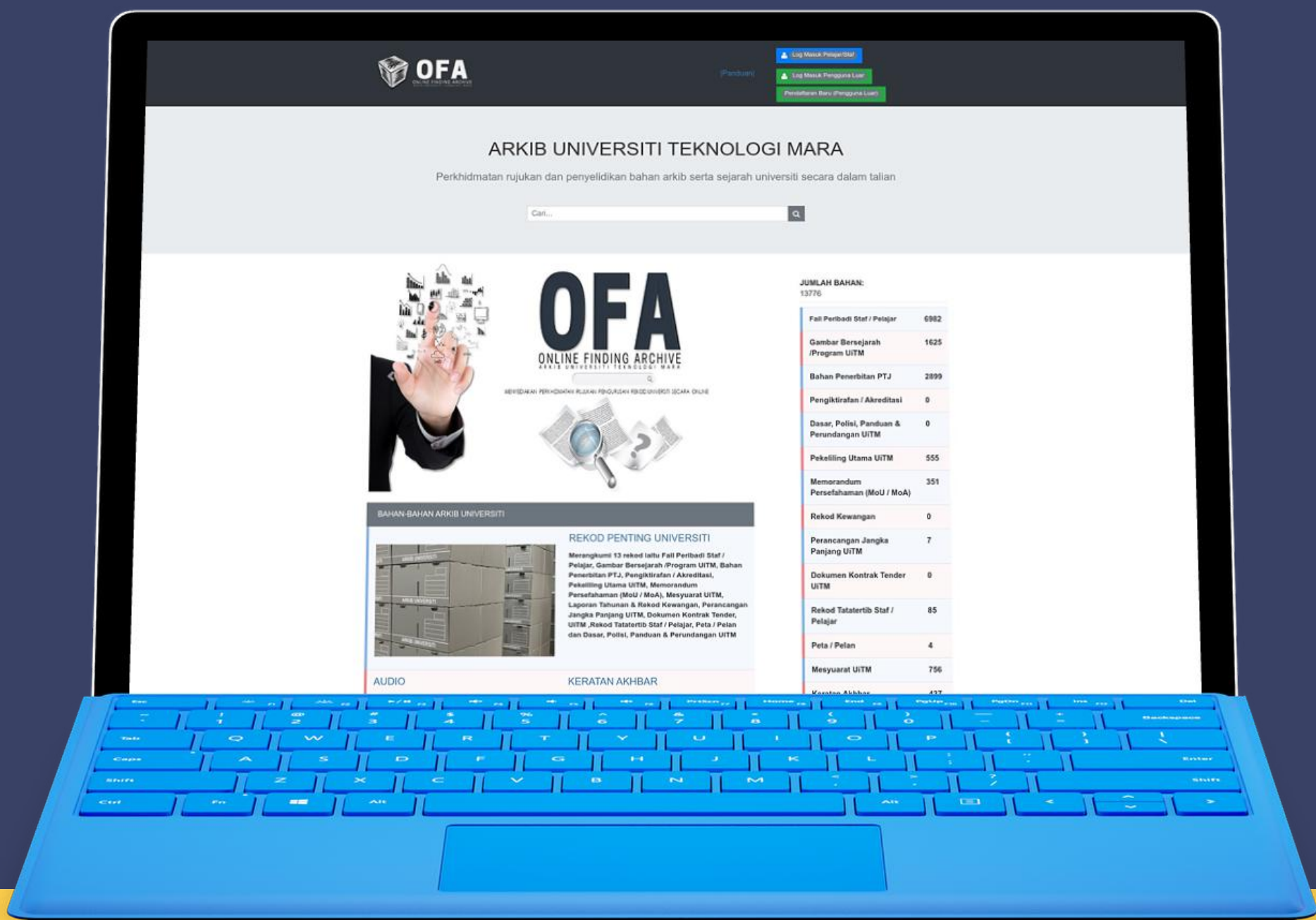
EASY. FAST. SAFE



<https://mykm.uitm.edu.my/v2/>

DIGITAL LIBRARY SERVICE

University Archive System



The University Archive System is developed online as a reference and research by users regarding university archive documents. The system is the main gateway for collecting materials under the University Publications, Documents, Collections, and Audio categories.

- Publishing Materials
- Document Materials
- Collection Materials
- Audio Material



<https://ams.uitm.edu.my/ofanew/>

Excellence in Research for Australia (ERA)

PTAR developed a search portal for users to refer to journals published by ERA.



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

WHO'S WHO PTAR

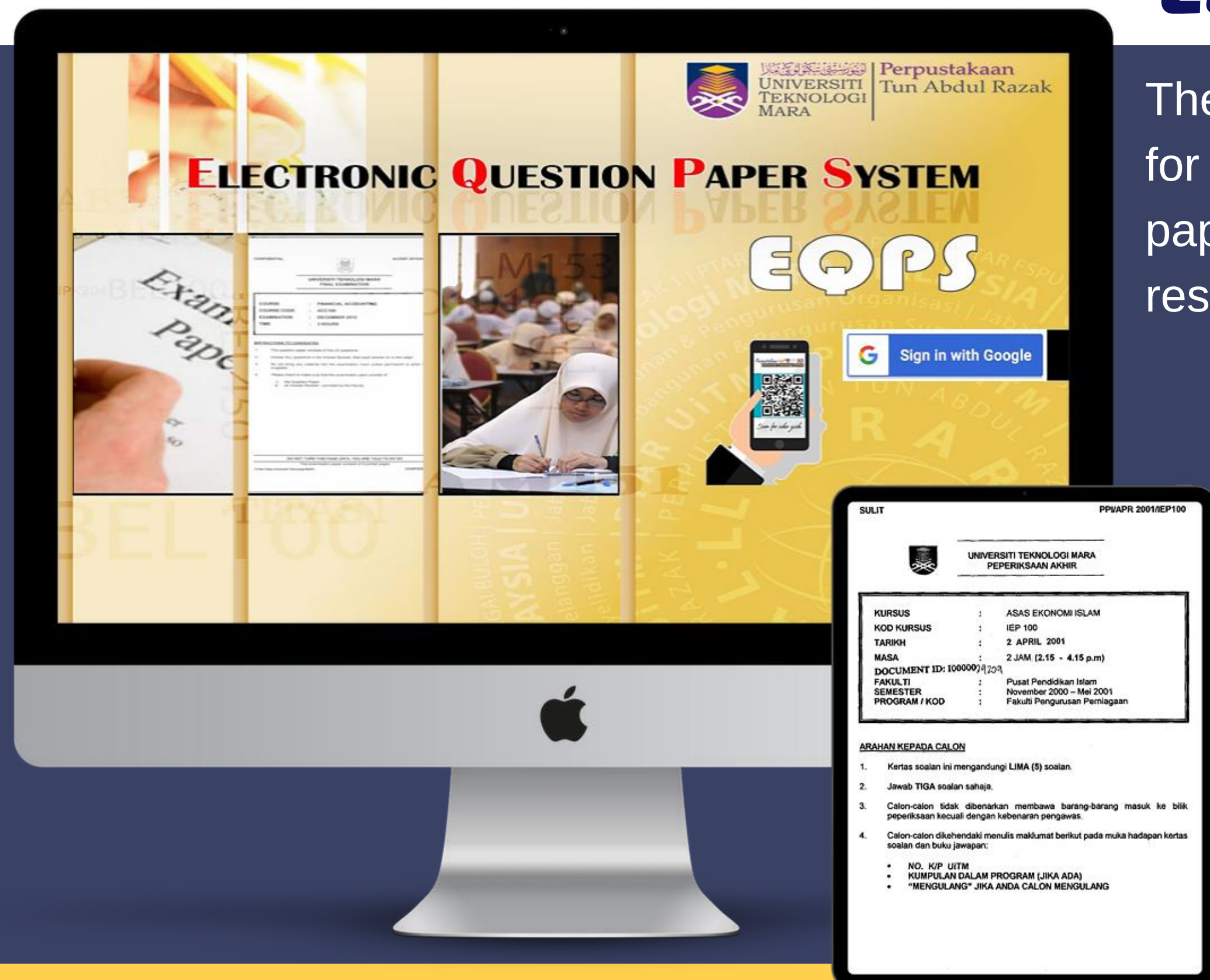
Who's Who is a portal that displays the latest directory information of UiTM library staff according to the placement location.



<https://eisv2.uitm.edu.my/whoswho/index.php>

DIGITAL LIBRARY COLLECTION

Electronic Questions Paper System (EQPS)



The Electronic Questions Paper System (EQPS) is a vital reference source for library users to obtain last year's university examination question papers from all UiTM faculties. This system can be accessed by all UiTM residents and students at UiTM Associated colleges.

84,899
JUDUL



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

UiTM Institutional Repository

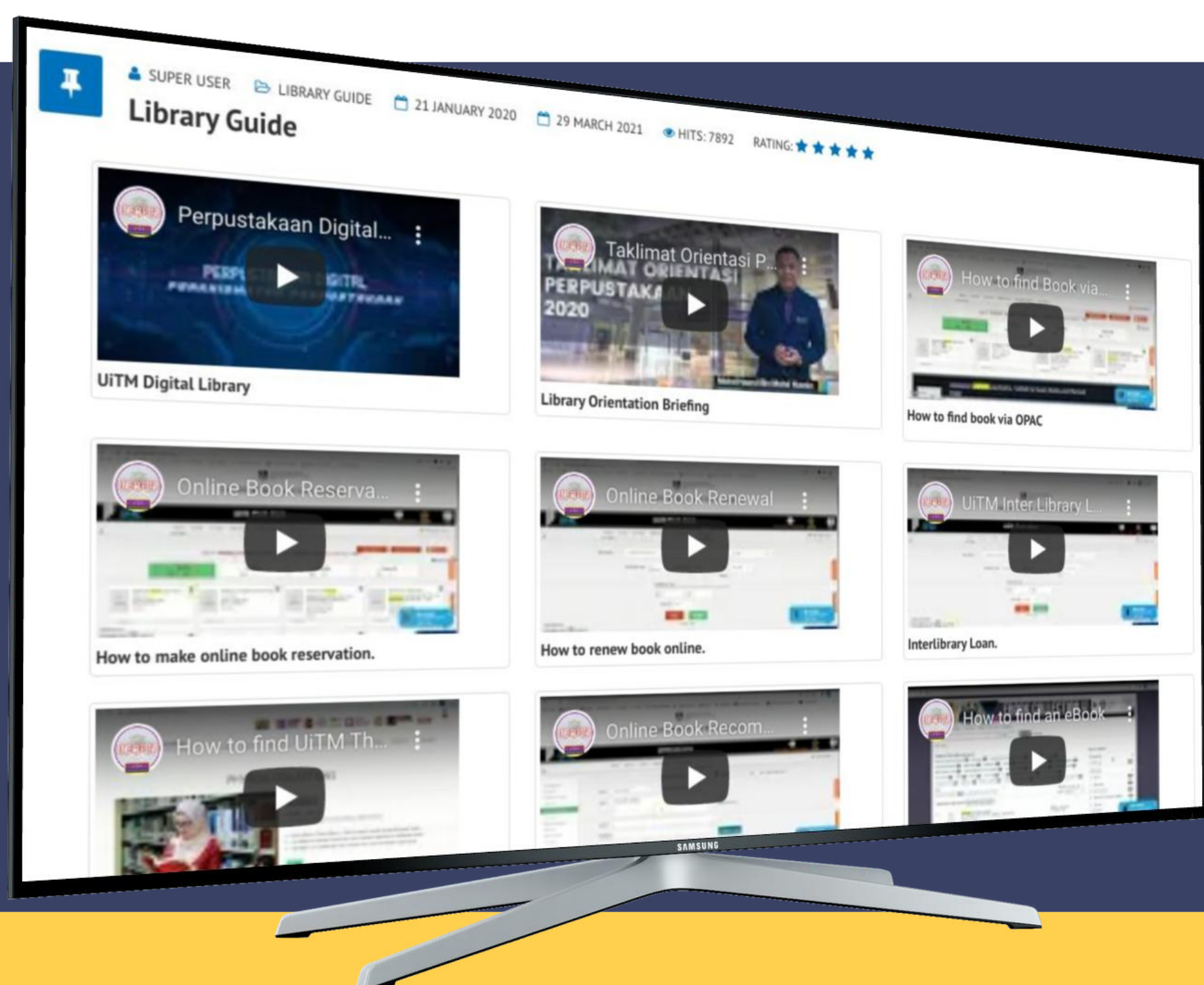
The University Institution Repository stores the university's intellectual property in various formats that can be referenced for learning and research purposes. The intellectual property of the university contains material written by UiTM.

- Thesis
- Monograph
- Audio
- Video
- Article
- Book
- Seminars / working paper
- Teaching Materials
- Book Section



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

e-Library Guides



Manual for using library services through YouTube to support virtual teaching and learning.



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

DIGITAL LIBRARY COLLECTION

Open Access Discovery

Open-access literature is defined as "digital, online, free, and free from copyright and licensing restrictions." The recommendations of the Budapest Open Access Declaration - including the use of liberal licensing (such as CC BY) - are widely recognized in the community as a method of making works genuinely open.



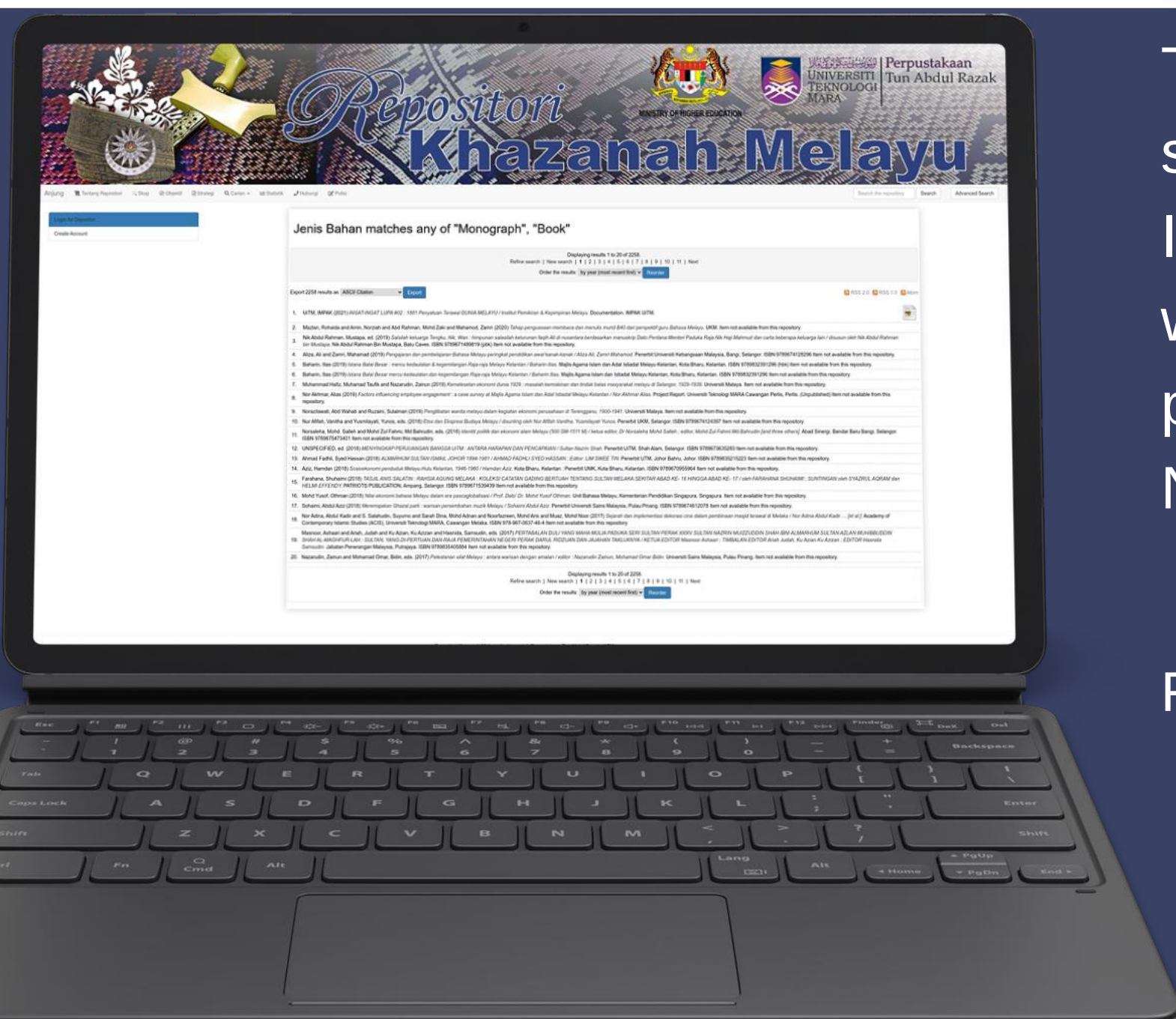
<https://openaccess.library.uitm.edu.my/>

Khazanah Melayu Repository

The Khazanah Melayu Repository was developed online as a source of reference and research on Malay Culture and Institutions. The repository is the main gateway for collecting writing materials, research, publications, documentaries in print media, and publications from government bodies, NGOs, and individuals either within or outside the country.

Fields:-

- Malay Traditions and Culture
- Economy
- Heritage
- Education
- Sultanate and Government
- Malay Origin
- Legal System



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

Profile of UiTM Professors and Researchers

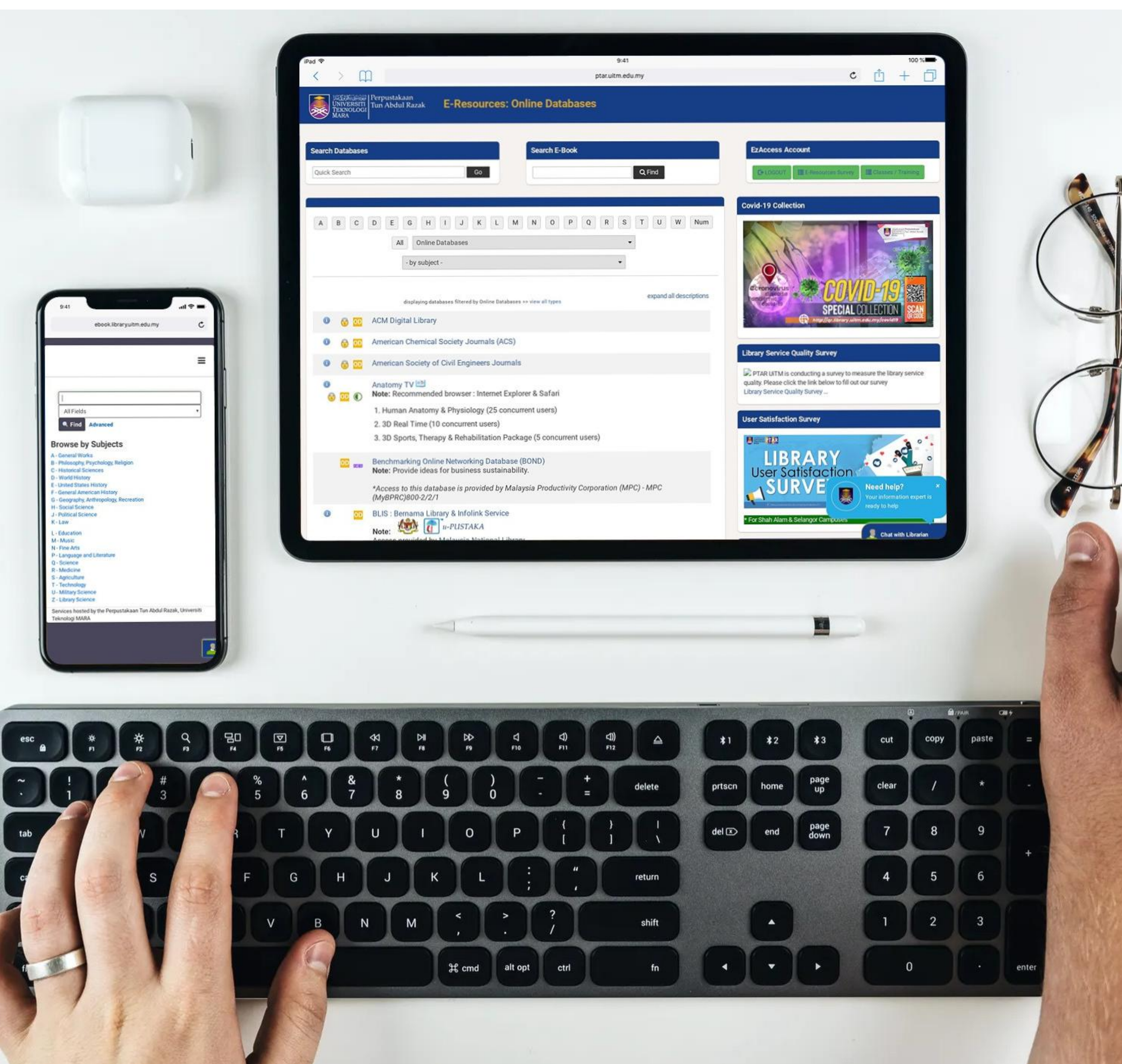
Profiles of UiTM Professors and Researchers display research, publications and collections of UiTM researchers in their respective fields of expertise

TOP RESEARCHER UiTM

PROFESSOR DATO' DR. MOHD ZAKI SALLEH
Director
Integrative Pharmacogenomics Institute (IPROMISE)
Universiti Teknologi MARA (UiTM)

Expert area:
Molecular Microbiology/ Farmacogenomics

LIST OF ELECTRONIC RESOURCE

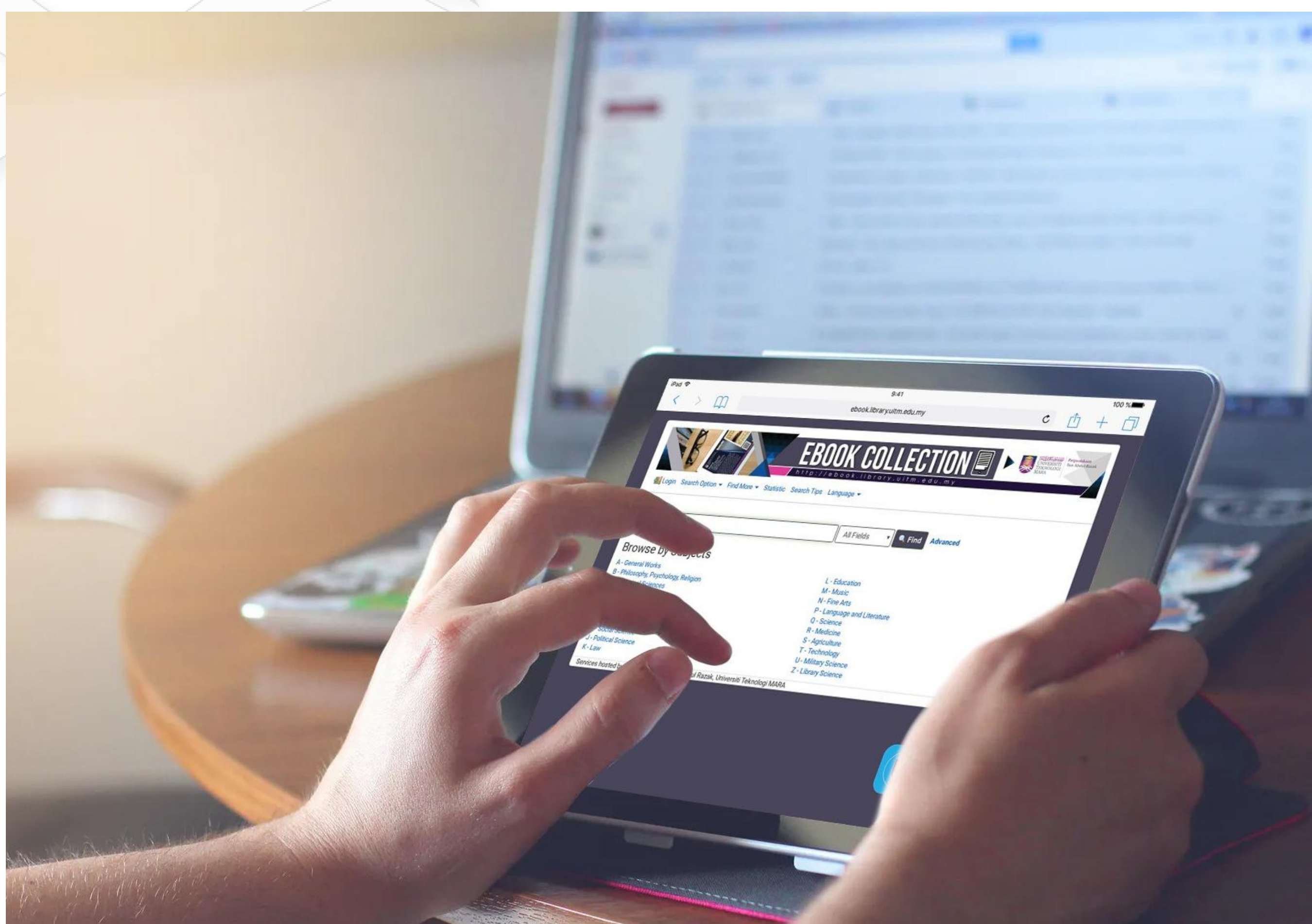


UiTM Online Databases

1. **ACM Digital Library**
2. **American Chemical Society Journal (ACS)**
3. **American Society of Civil Engineers Journal (ASCE)**
4. **ClinicalKey**
5. **ClinicalKey for Nursing**
6. **CLJ Law**
7. **Cochrane Library**
8. **Dictionary of Natural Products (DNP)**
9. **EBSCO: Medline Complete**
10. **EBSCO: Scientific & Medical Arts Imagebase**
11. **Eikon Datastream**
12. **Emerald**
13. **Heinonline**
14. **IEEE Explore**
15. **Lexis Advance Malaysia**
16. **LOC Classification Web**
17. **Nielsen Book Data**
18. **ProQuest Dissertation & Thesis**
19. **RDA Toolkit**
20. **Reaxys**
21. **ScienceDirect**
22. **Scopus**
23. **UpToDate**
24. **Web of Science (WOS, JCR, EndNote)**

EBOOKS:

1. **ACS Surgery eBook**
2. **ANMOL Publications (Reference)**
3. **Bentham eBooks**
4. **CAB eBooks**
5. **Cambridge Core**
6. **Clinical Publishing**
7. **CRCnetBASE**
8. **eBook Central (ProQuest)**
9. **EBSCO eBook**
10. **Emerald**
11. **GALE Virtual Reference Library**
12. **Hart Publishing**
13. **ICE eBook**
14. **Infosci Book**
15. **IOS Press**
16. **Morgan & Claypool Publishers**
17. **Royal Institute Of British Architects (RIBA)**
18. **SAGE Knowledge**
19. **ScienceDirect**
20. **Springer eBook**
21. **Taylor & Francis eBooks**
22. **Trans Tech Publications**
23. **Wiley Online Library**
24. **World Scientific**

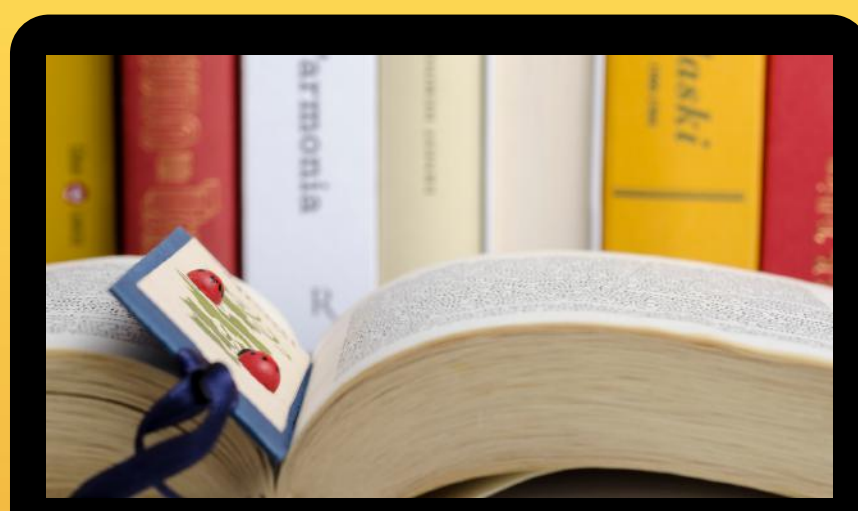


UiTM LIBRARY SERVICES



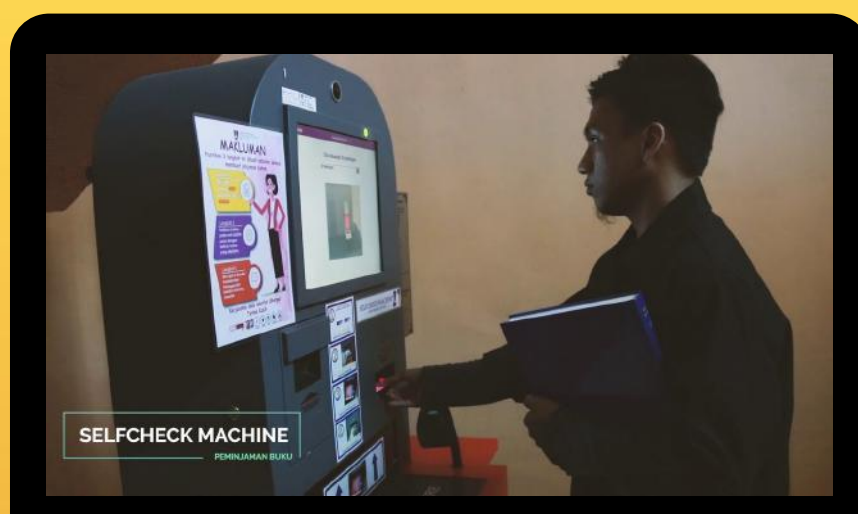
LIBRARY MEMBERSHIP

UiTM students and staff are automatically members of the library. The public and the industry, and outside UiTM can become library members. The membership form can be downloaded at <https://library.uitm.edu.my/en/download/94-form-ptar>.



LOAN ELIGIBILITY

Diploma Students	20 Copies	Degree Students	20 Copies
Masters Students	40 Copies	PhD Students	60 Copies
Academic Staff	30 Copies	Administrative Staff	20 Copies



LOANS AND RETURNS

- Book loan using a Self-Check Machine
- Book return using a book drop machine (Book Drop Machine) located outside the library building.



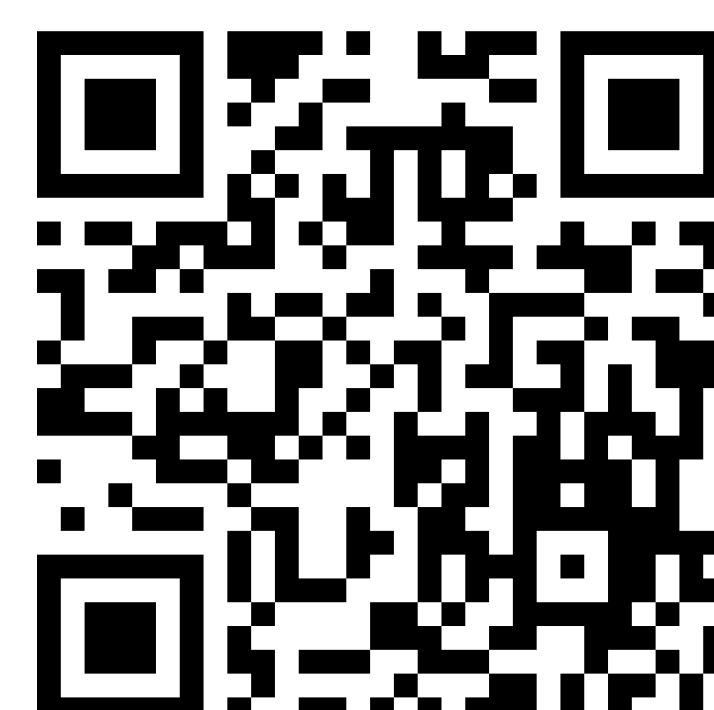
LATE FINE

- The late fine rate for the student category is 20 cents a day.
- Payment can be made by cashless



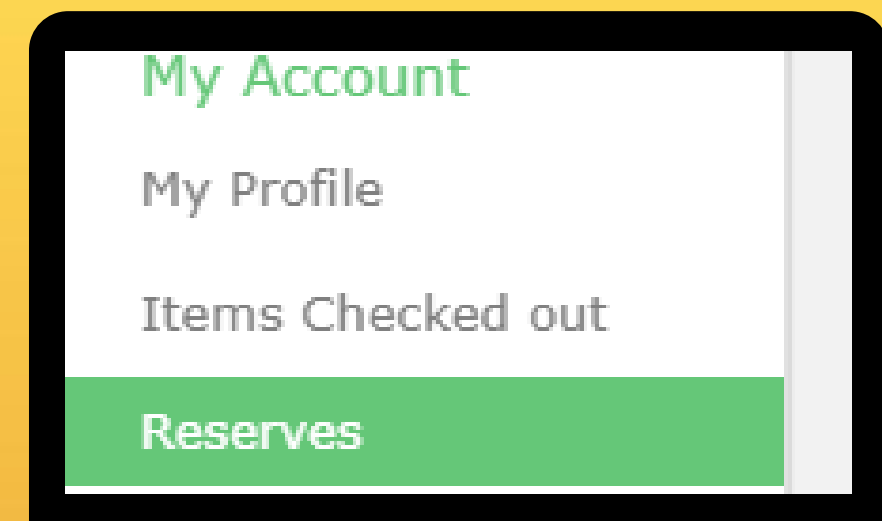
BOOK RESERVATION

- Book reservations can be made for books with circulated status at the link <https://library.uitm.edu.my/opac.html>

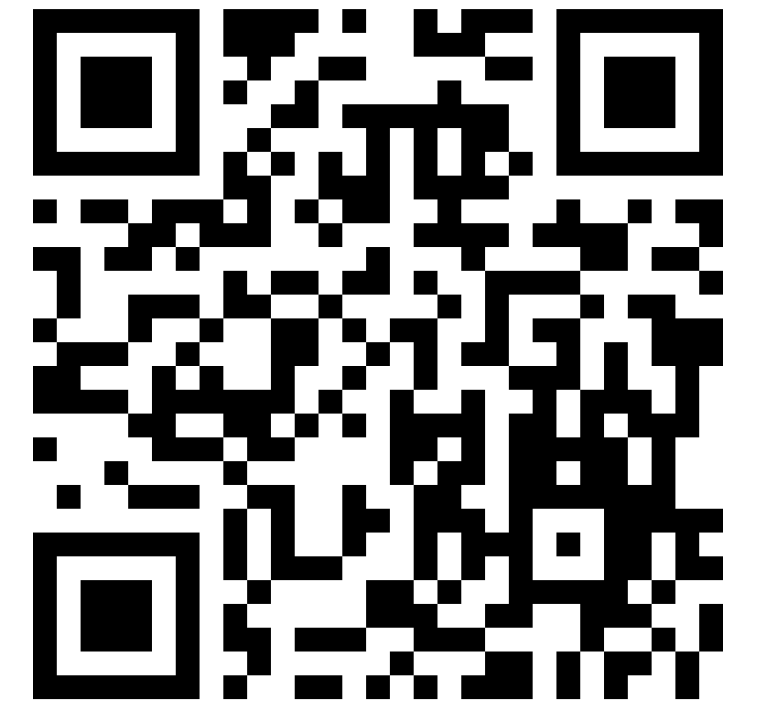


UiTM LIBRARY SERVICES

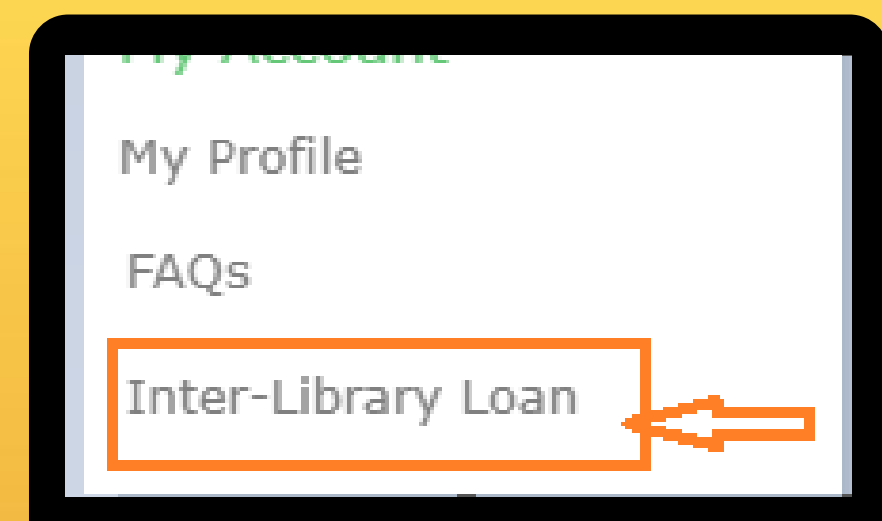
BOOK RESERVATIONS



Book reservations can be made for books with circulated status at the link <https://library.uitm.edu.my/opac.html>



INTERLIBRARY PUBLICATION / LOAN SUPPLY SYSTEM



• For materials that are not in the collection of Tun Abdul Razak Library, users can use this service by using the User Account at: <https://library.uitm.edu.my/opac.html>



LOANS AND RETURNS



Academic staff and administrative staff can use this service for FREE. For reservations please contact the Main Counter online:

- PTAR: 03-55443716
- PTAR Engineering: 03-55443813
- PTAR Science and Technology: 03-55443809
- PTAR Law: 03-55443743
- PTAR Built Environment: 03-55444393

PAY PER VIEW



- Pay Per View (PPV) is an article supply service not available in the library's collection of electronic resources for teaching, learning, and research purposes at UiTM.
- The supply of PPV is limited to scholarly journal articles and chapters in ebooks.
- Download the application form at <https://library.uitm.edu.my/en/download/94-form-ptar>



LIBRARY SERVICE HOURS

*Subject to change from time to time

MONDAY - FRIDAY

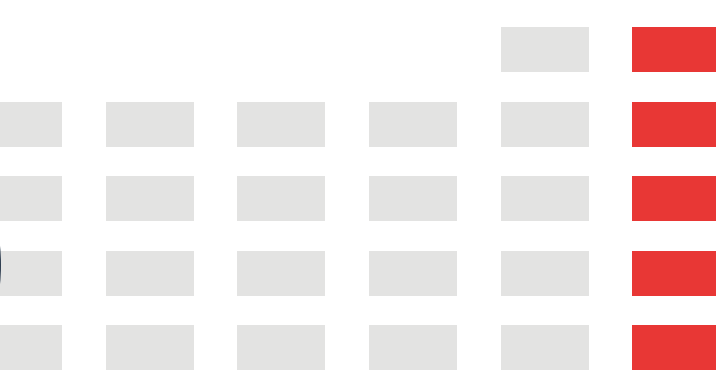
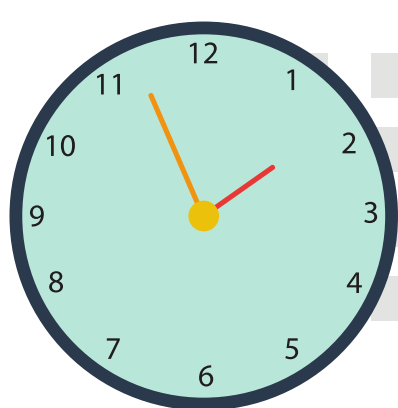
8:30 am - 7:30 pm

PUBLIC HOLIDAY

CLOSED

SABTU - AHAD

8:30 am - 4:30 pm



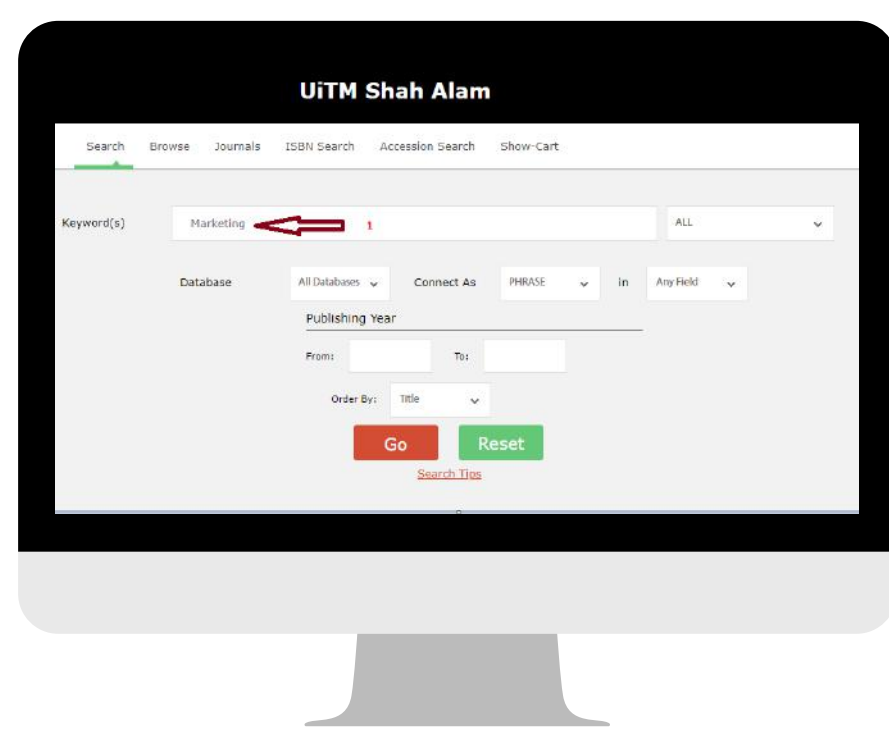
UiTM LIBRARY SERVICES

BOOK SEARCH USING OPAC

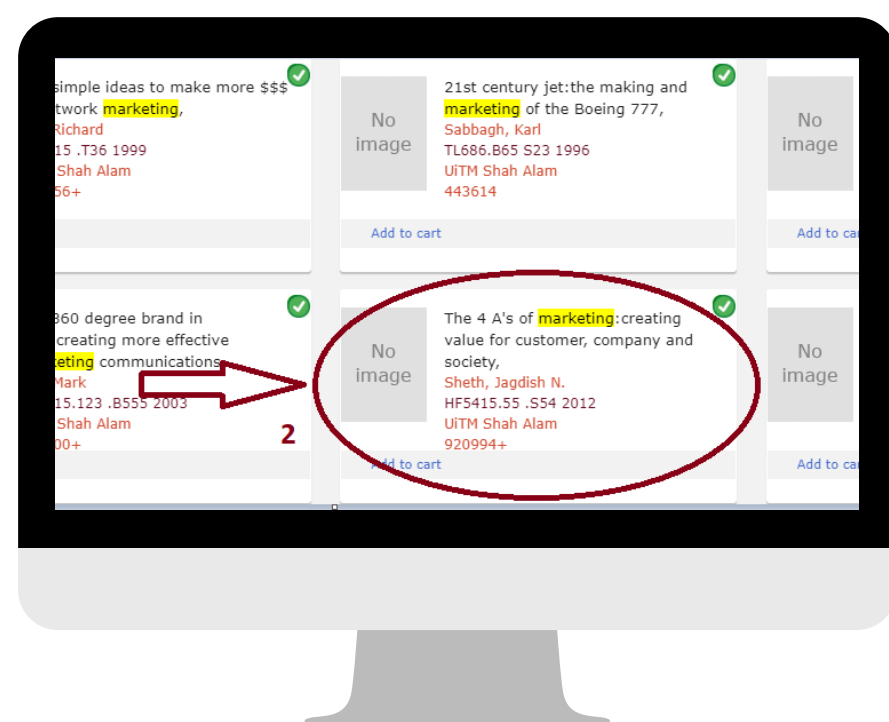
- OPAC (Online Public Access Catalog) is an online public access module for collecting materials available in the library.
- Apart from material search services, OPAC also provides loan date renewal, booking, purchase proposal, delicate and Interlibrary Loan through My Library Account. Visit: <https://library.uitm.edu.my/opac.html>



STEPS:



1. Enter your desired Keywords and click Search. Example: **Marketing**



2. Click on the information display for more detailed material

Description :

Item status:

1. **Shelf** (Material are on the shelf)
2. **Issued** (In Loans)
3. **Binding** (Repair)
4. **Lost**

Description :

Location:

1. Location of materials in the library

Description :

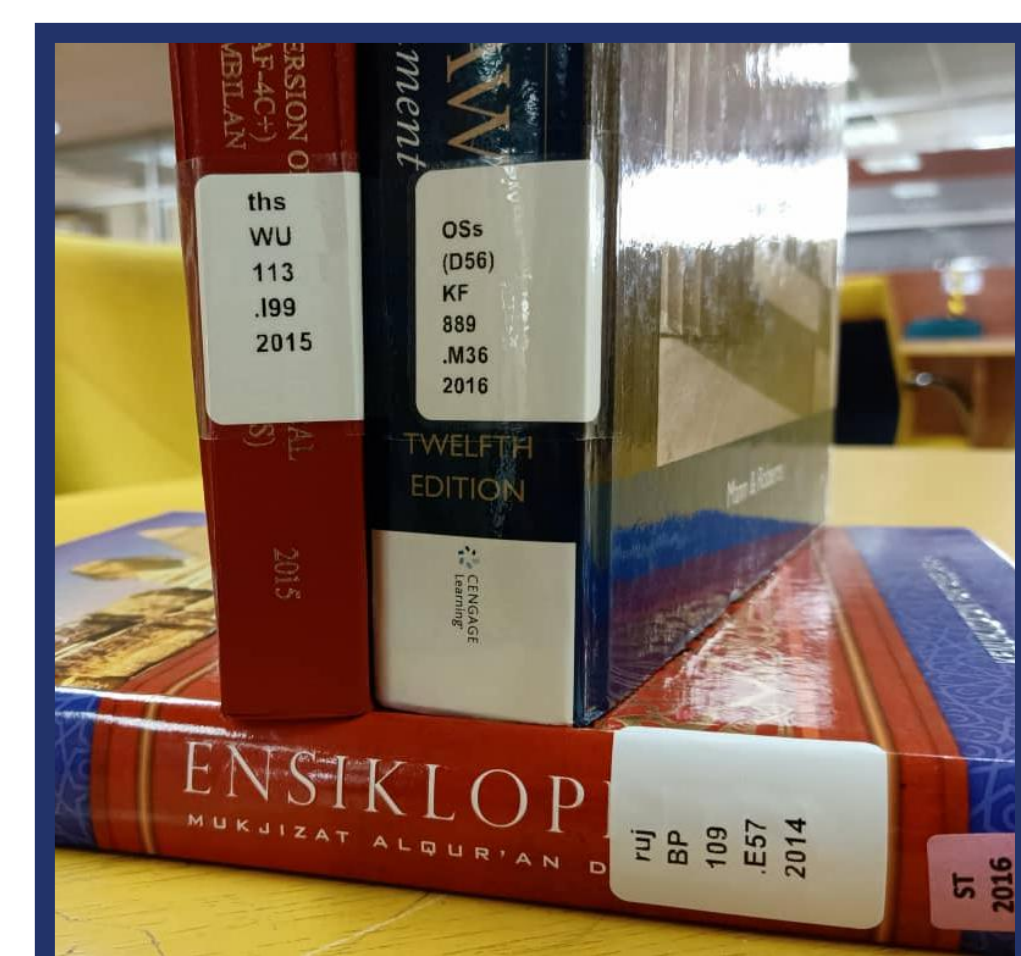
Item Category:

1. **Open Shelf** (Rak Terbuka) - (OS)
2. **Reference** (Rujukan) - (RUJ)
3. **Thesis** (Tesis) - (THS)

EXAMPLE OF MATERIAL CALL NUMBER

HF	HF	: Classification Number (alphabet)
5415.55	5415.55	: Classification Number (numeric)
.A54	.A54	: Main Entry Cutter Number
2012	2012	: Publication Year

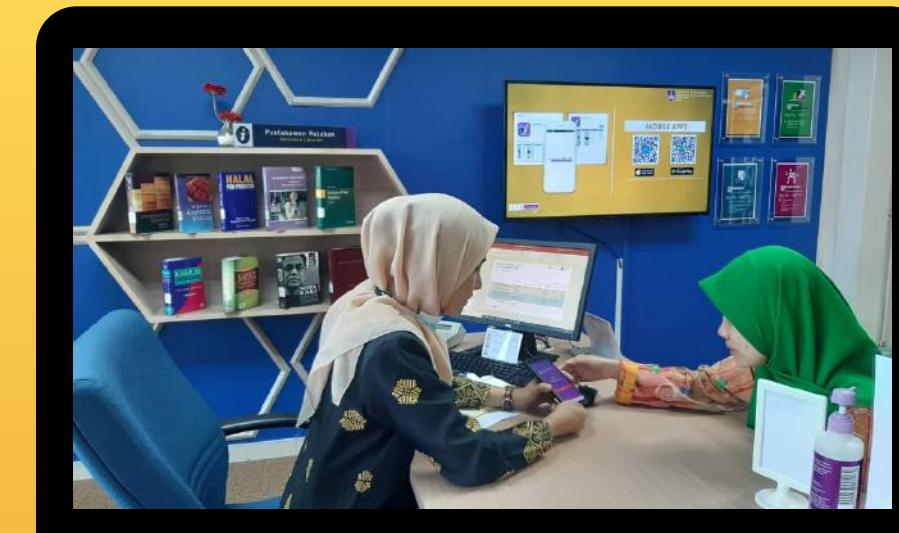
Description: - : -



UiTM LIBRARY SERVICES

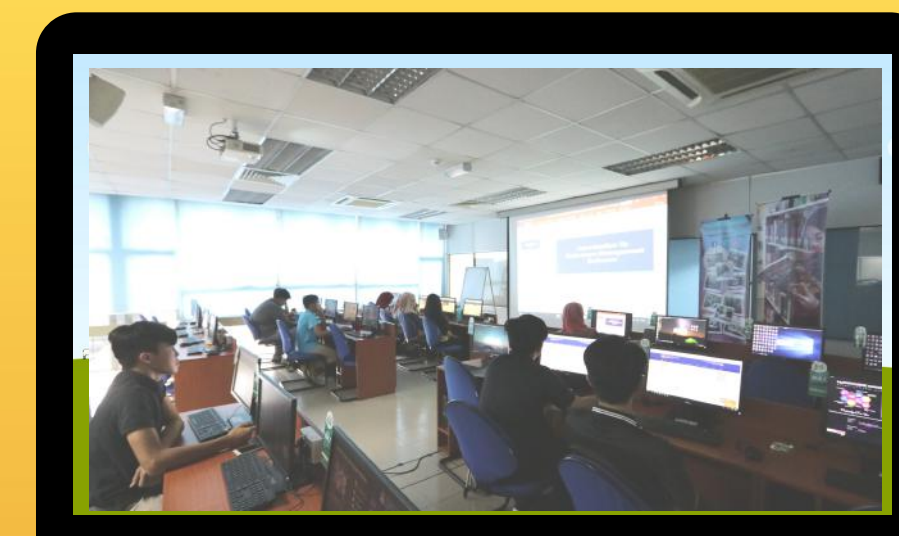
ADVISORY AND REFERRAL SERVICES

Advisory and referral services include quick referrals, research referrals, advice, and information retrieval guidance. It is conducted face to face, telephone, email, facsimile, and so on.



INFORMATION LITERACY PROGRAM

Library users can learn information access strategies by following the Information Literacy Program or Information Skills Class (KKM). Reservations are via the link: <https://ekkm.uitm.edu.my/>.



INFORMATION LITERACY CLASS BASIC AND ADVANCED MODULES ARE OFFERED AS FOLLOWS:

- 1 >>> LSC100: Introduction to Library System
- 2 >>> LSC101: Introduction to PTAR Electronic Resources
- 3 >>> LSC102: Online Database for Literature
- 4 >>> LSC200: Advanced Literature Search I (Scopus: World's largest scientific database)
- 5 >>> LSC201: Advanced Literature Search II (Identify Collaborations Using Web of Science)
- 6 >>> LMS300: Library Management Software- Endnote
- 7 >>> LMS301: Library Management Software- Mendeley
- 8 >>> LMS302: Easy Write with Microsoft Word
- 9 >>> LSA400: Writing and Publishing
- 10 >>> LSA401: Open Access for Scholarly Publication
- 11 >>> LSA402: Google Scholar & Google Drive



LIBRARY ORIENTATION AND BRIEFING

A new norm library orientation that describes the collection as well as library services, collections and facilities that are screened in visual recordings in each faculty through the Education Week 5.0@UiTM program.



Reference Desk
Location: Level 4, PTAR

REFERENCE DESK CONSULTATION



Service hour:
8:30 am. - 4:30 pm
(Monday-Friday)

8:30 am - 9:30 pm
(Saturday & Sunday)

Customers can make any inquiries about facilities, collections, services and research advisory services to the Reference Librarian at the Consultation Desk through various methods namely face to face, telephone, live chat or e-mail.

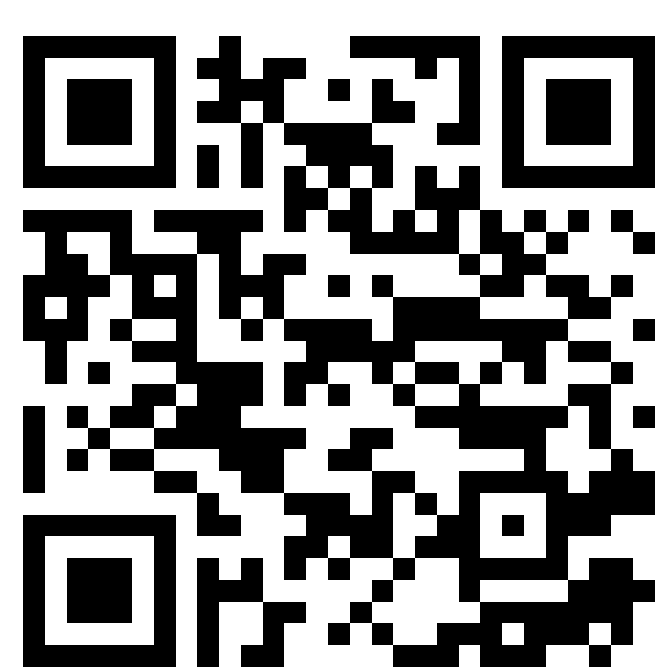
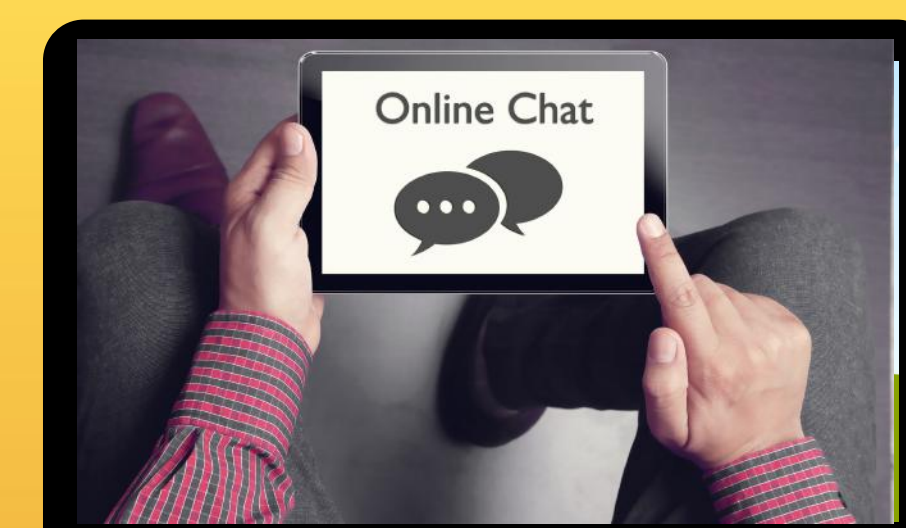


UiTM LIBRARY SERVICES



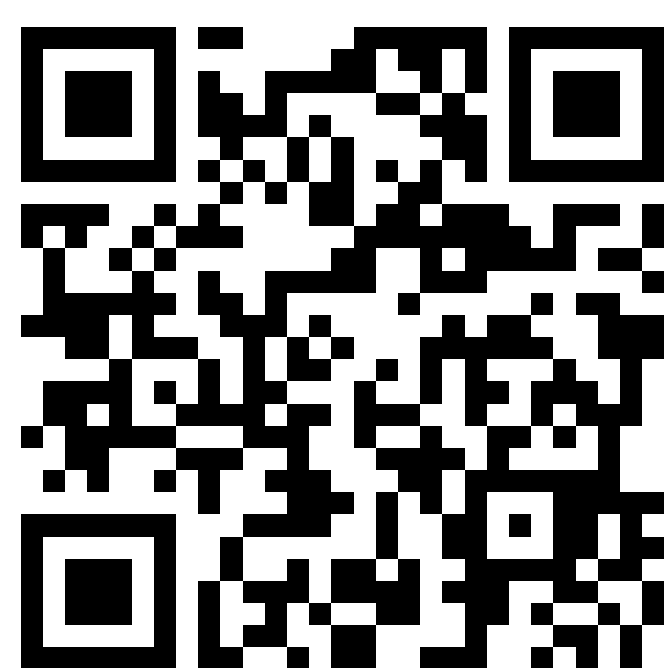
CHAT WITH LIBRARIAN

Chat With Librarian is one of the PTAR services provided using a method of virtual communication between the Reference Librarian and the library customers. Visit this link for Chat With Librarian service: <https://ptar.uitm.edu.my/libchat/>.



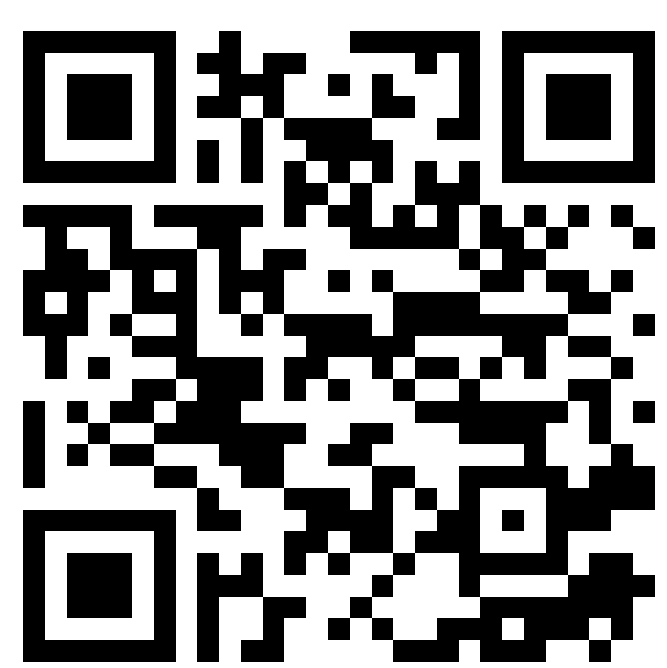
MASSIVE OPEN ONLINE COURSES (MOOCs@PTAR)

It is a PTAR online learning initiative that UiTM residents can follow. To take this course, visit <https://mooc.library.uitm.edu.my/>.



PRISMA VALIDATION REVIEW

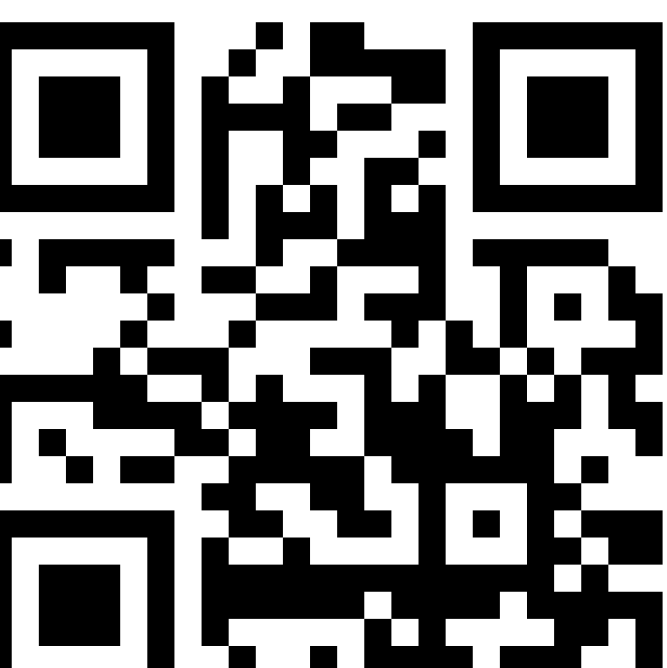
PRISMA validation review is the validation work process of UiTM researchers' academic publications indexed in Scopus, Web of Science, and ERA. Academic staff can obtain more information for this service at the Research, Learning and Reference Division, Level 4, PTAR.



DIGITAL MAP

Digital Map Services are provided using Quantum GIS (Geography Information System) software.

Location: Level 4, e-Resources Zone, PTAR.
Digital Map PC Terminal



PHD CLINIC@PTAR

Ph.D. The clinic is a FREE consulting service offered to postgraduate students.

Hours of Service:
Every Tuesday & Wednesday
8.30 am - 10.30 am
10.30am - 12.30pm
2.30 am - 4.30 pm

Virtual: <https://ekkm.uitm.edu.my/>



UiTM ARCHIVES & RECORDS SERVICES


INTRODUCTION


The Department of Archives University was first established in 1982 under the Administration Division, Registrar's Office, and was known as the Archives Unit. The function and role of the archive have been revamped and strengthened to strengthen records management in ITM/UiTM according to current needs. On 1 June 2015, the Archives and Museum Division which at that time was still under the auspices of the Registrar's Office, was handed over to the Tun Abdul Razak Library (PTAR) in the UAE Executive Committee Meeting) No. 06/2015 dated 10 June 2015

CONTACT THE DEPARTMENT OF ARCHIVES UNIVERSITY

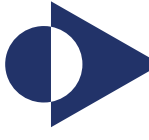
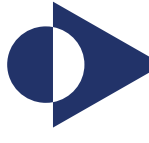

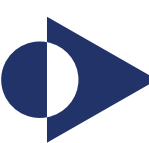
Head of Department of Archives University:
Encik Ahmad Amiri bin Mohamad
Senior Deputy Chief Librarian

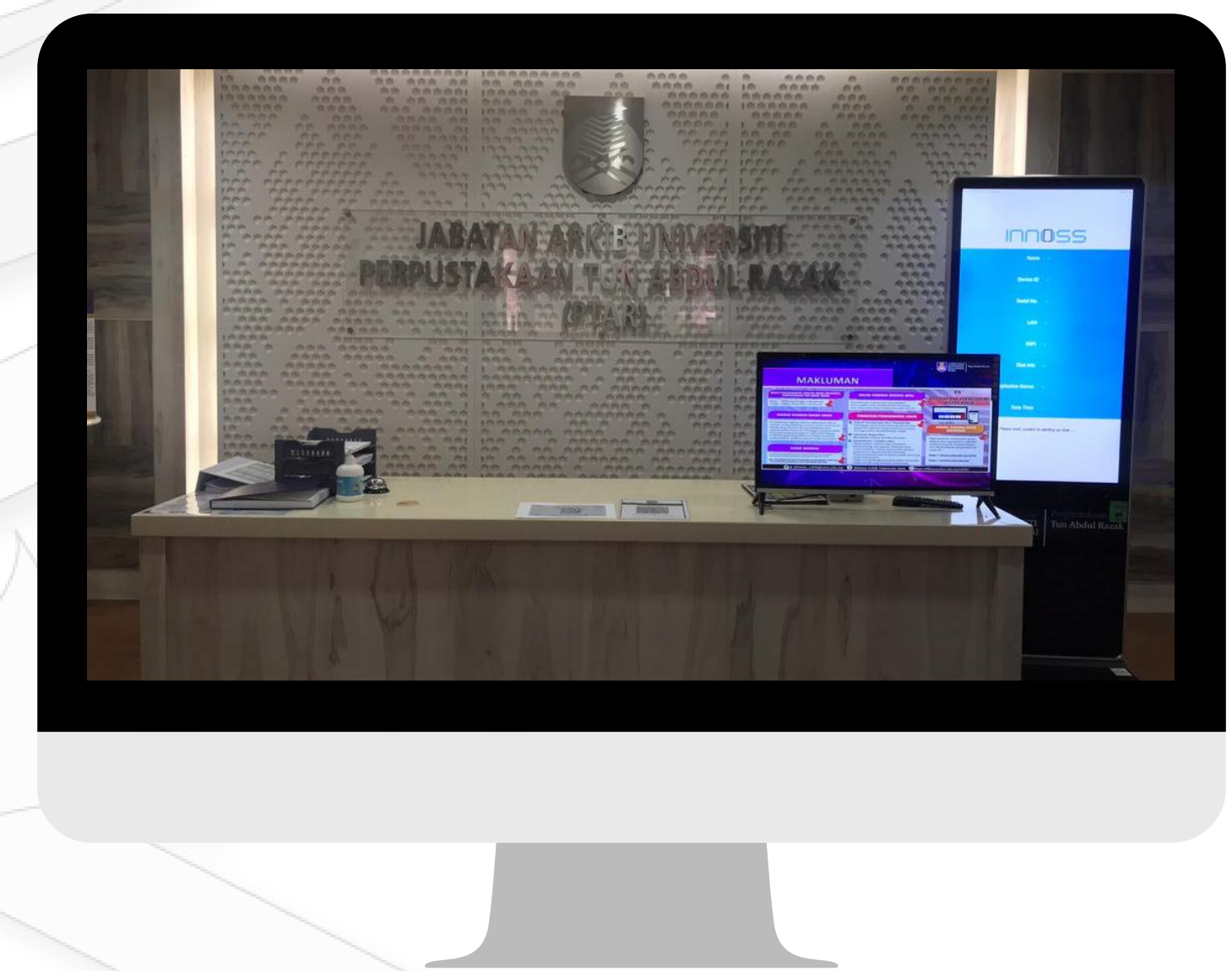
 **email:**
ahmad403@uitm.edu.my

 03 – 5521 1320 (JAU Kaunter)

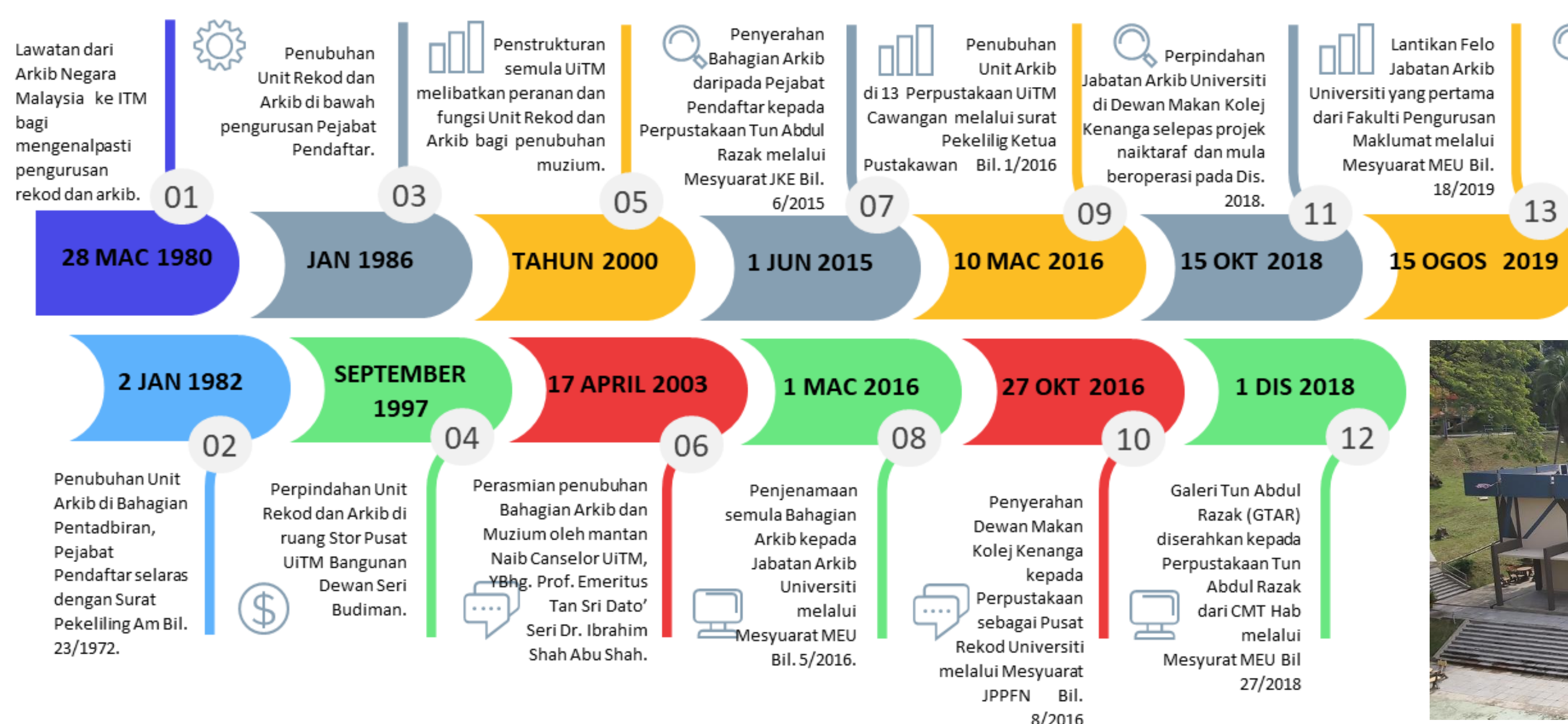
 **Service hours:**
8:30 am - 5:00 pm

FUNCTIONS OF THE DEPARTMENT OF ARCHIVES UNIVERSITY

-  Coordinate the university records and archives management system
-  Preserve and preserve university records of archival value.
-  As a reference and research center for university archival materials.
-  Exhibits a gallery collection of university historical information resources.



SEJARAH JABATAN ARKIB UNIVERSITI



1. ARCHIVE MATERIAL REFERENCE

REFERENCES PUBLICATION MATERIALS

- Publication Materials consist of materials published by PTJ such as annual reports, convocation books, newsletters and others.

PUBLICATION MATERIAL REFERENCES

- Administration File consists of files for administrative matters such as management meetings, finance, development, infrastructure and others.
- Students and Staff Personal Files contain important documents such as offer letters, admission forms, examination transcripts, leave records, appointments and others.

REFERENCES ARCHIVE MANAGEMENT

- Archive Management consists of controlling the receipt, evaluation, loan and reference of archival materials.

REFERENCES COLLECTION OF PICTURES, PRESS CUTTINGS AND AUDIO VISUAL

- Collections of photographs, newspaper clippings, and audio visuals are related to programs, events, and activities as a source of important university documents.

2. LOAN OF ARCHIVE MATERIALS

STUDENT PERSONAL FILE LOANS AND STAFF PERSONAL FILES

- Student and Staff Personal File Loans are allowed to file creators only.

PUBLICATION MATERIAL LOAN

- Loans of publications are allowed to PTJ at UiTM only.

3. ADVICE AND CONSULTATION SERVICE

FILE CLASSIFICATION

- Pembangunan dan pengemaskinian Klasifikasi Fail serta panduan penggunaannya.

RECORDS AND FILE MANAGEMENT

- File creation, capture, closure, and disposal.

MANAGEMENT OF ARCHIVE MATERIALS

- Archive Management consists of controlling the receipt, evaluation, lending and reference of archival material.

SECURITY INSTRUCTIONS

- Official documents that need to be given security protection.

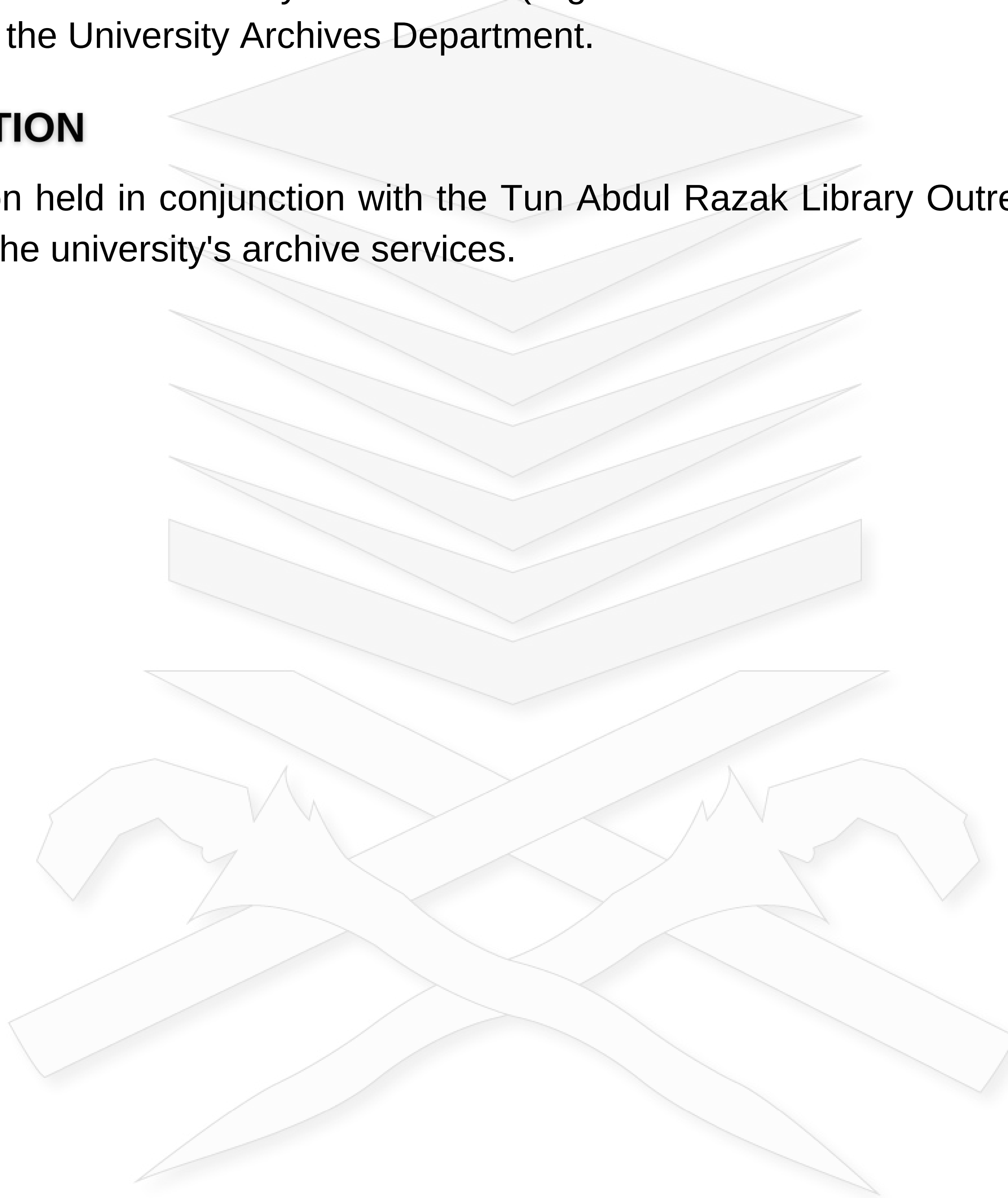
4. PROGRAM OUTREACH

COURTESY VISIT

- The courtesy call is a visit to the Faculty and HI COE (Higher International Center of Excellence) to explain the functions and roles of the University Archives Department.

ARCHIVE EXHIBITION

- The Archive Exhibition held in conjunction with the Tun Abdul Razak Library Outreach Program is one of the methods to promote the university's archive services.



GALERI TUN ABDUL RAZAK SERVICES

CONTACT TUN ABDUL RAZAK GALLERY (GTAR)

Currator:

Mrs. Roszainatul Haizan binti Rusili
Senior Currator



email:

rosza317@uitm.edu.my



03 – 5544 3205 (Kaunter GTAR)



Service hours:

8:30 am - 5:00 pm



TUN ABDUL RAZAK GALLERY INTRODUCTION (GTAR)

The Tun Abdul Razak Gallery (GTAR) was inaugurated by Y.A.B. Dato 'Seri Najib Tun Abdul Razak during his tenure as Deputy Prime Minister of Malaysia. GTAR is placed under the University Archives Department, Tun Abdul Razak Library, effective 1 December 2018.

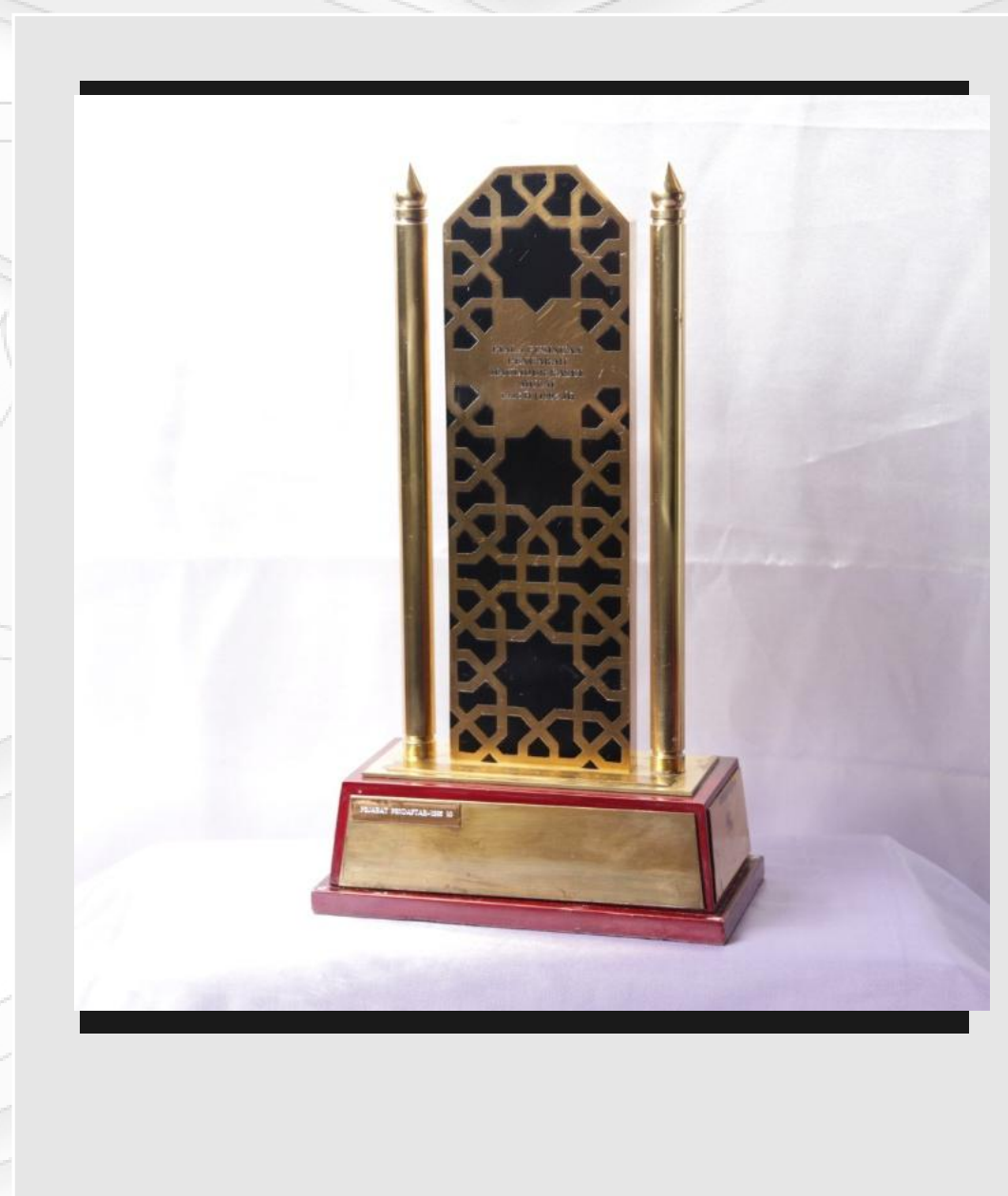
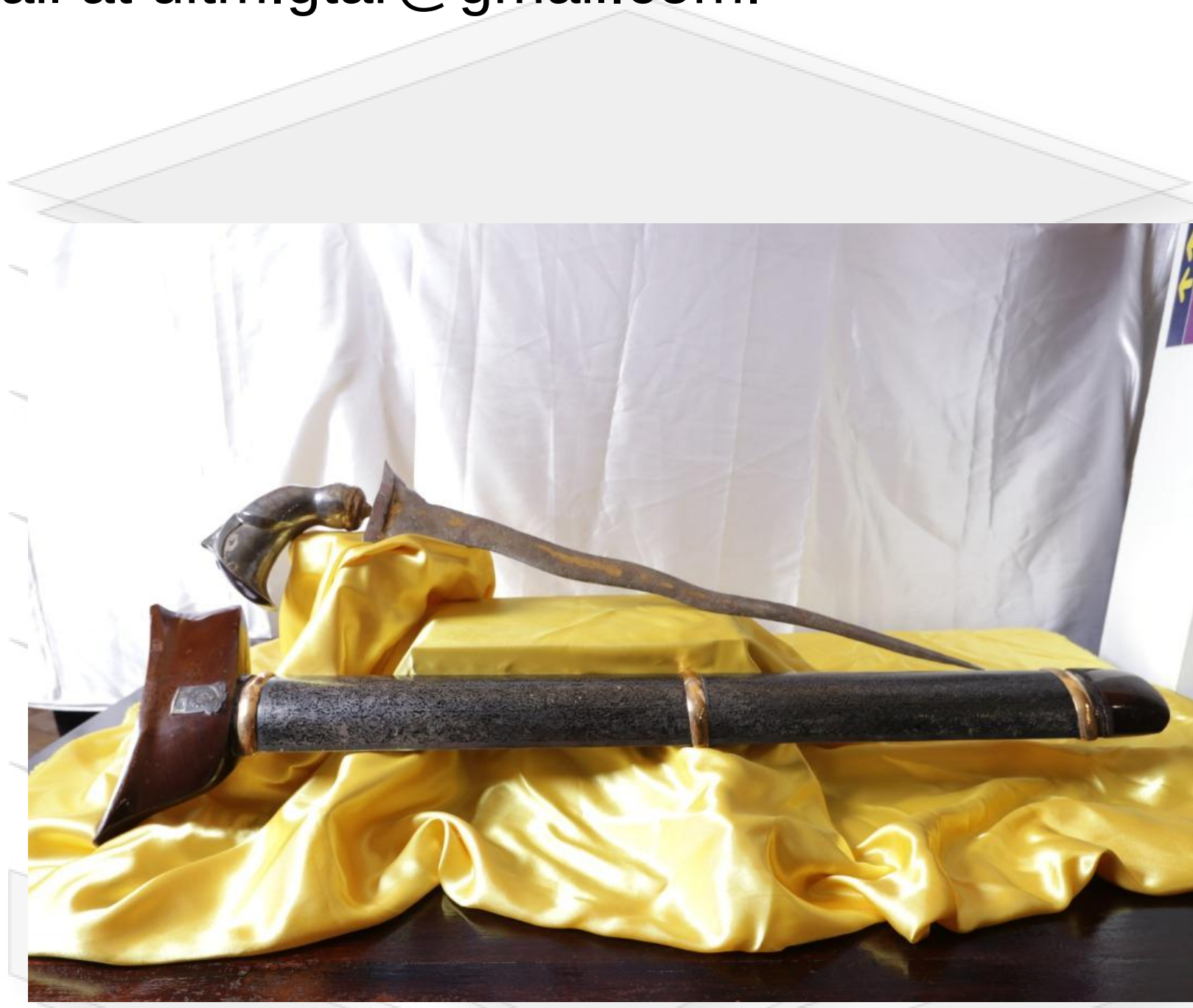
TUN ABDUL RAZAK GALLERY FUNCTION (GTAR)

- ▶ We are showcasing the collection of the Tun Abdul Razak Gallery for the perusal and reference of internal and external visitors.
- ▶ Carry out the work of managing the collection of Galeri Tun Abdul Razak as an information resource center for internal and external visitors.
- ▶ I manage activities to visit the Tun Abdul Razak Gallery to disseminate education to the community.

GALERI TUN ABDUL RAZAK SERVICES

GUIDED TOUR

GTAR provides guided tours covering historical segments from the RIDA Training Hall era, MARA College, Institut Teknologi MARA to Universiti Teknologi MARA. In the exhibition space, there are technological and interactive elements and dioramas showcasing the excellence and success of UiTM alumni. Visitors can request a guided tour for at least three working days via email at uitm.gtar@gmail.com.



GALLERY COLLECTION REFERENCES

The Gallery Collection can be accessed at gtar.uitm.edu.my, the UiTM e-Gallery Repository system for all external and internal users of UiTM. It consists of plaques, medals, learning equipment, academic robes, and souvenirs.

EXHIBITION ADVISORY SERVICES

We provide information and reference sources for the exhibition on the history and excellence, and success of UiTM at the Tun Abdul Razak Gallery (GTAR). In addition, we are ready to collaborate with UiTM and external organizations to implement temporary exhibition activities, special exhibitions, and outreach exhibitions.

LIBRARY FACILITIES

MAIN MEETING ROOM



Bilik Mesyuarat Utama di Aras 3

PTAR: with a capacity of 30 seats and equipped with public address equipment on Level 3

PTAR Legal: with a capacity of 25 seats and equipped with public address equipment.

SELF CHECK MACHINE



Self-Check Machines are available at all UiTM Shah Alam Libraries.

BOOK DROP MACHINE



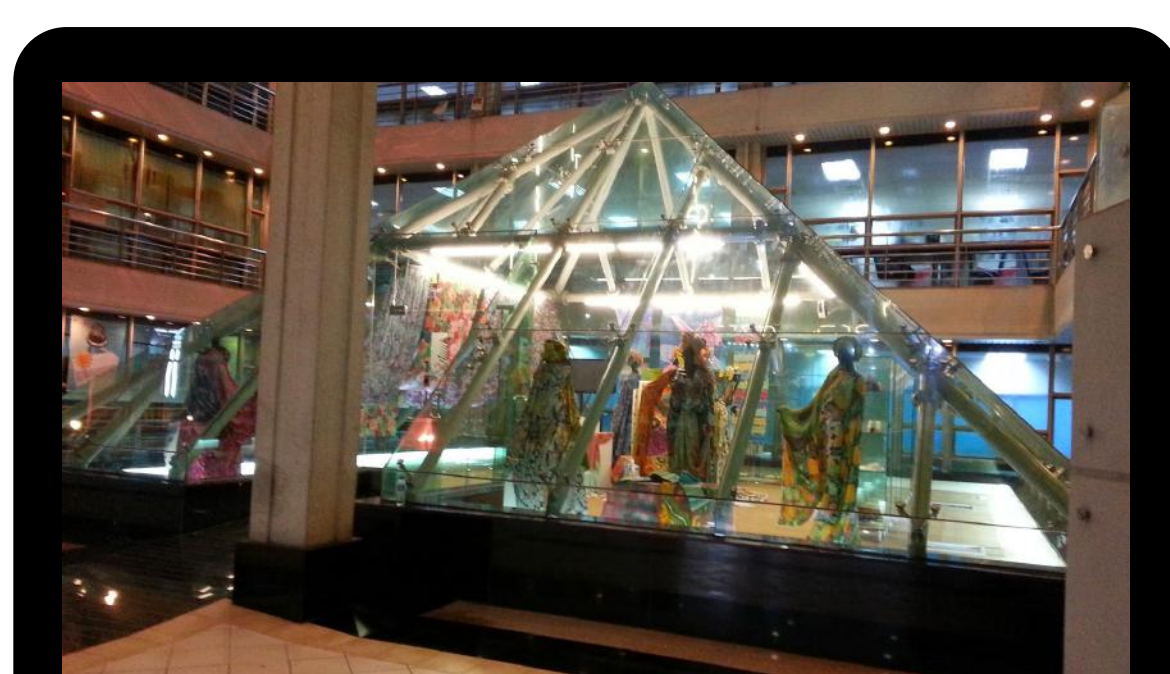
Self-service book return operates 24 hours, located outside the main entrance of PTAR and the Faculty Library.

E-RESOURCE ZONE



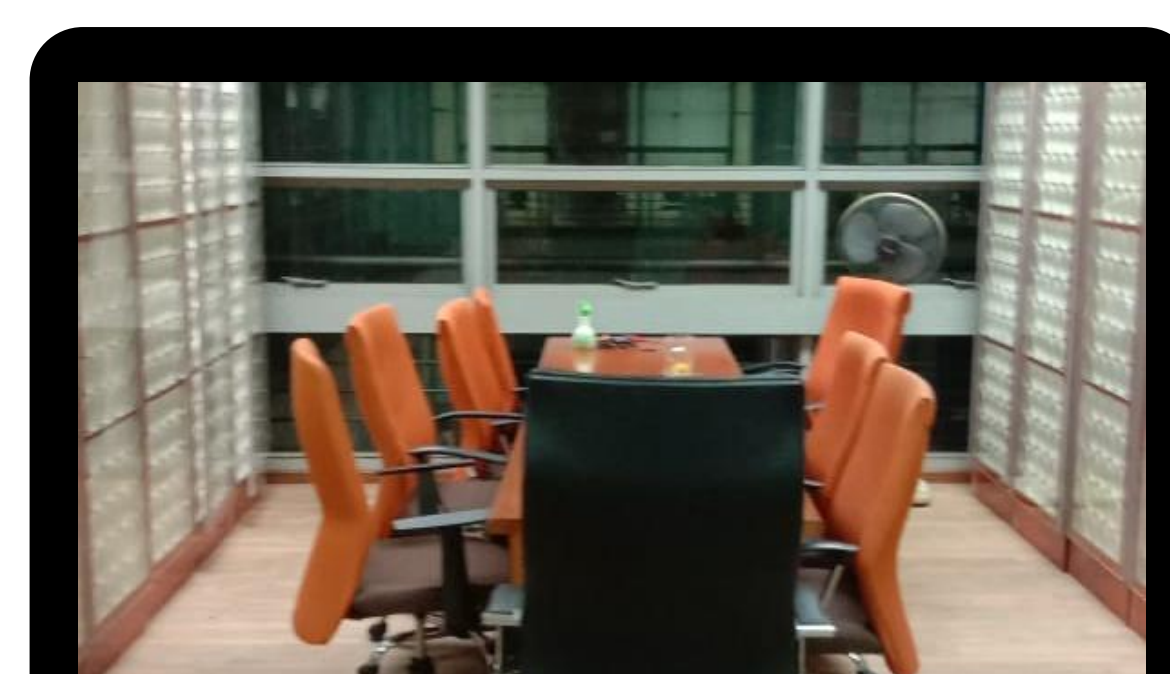
The e-Resource zone is equipped with 18 computer units on Level 4. Users can access online databases, electronic resources, student theses, online newspapers, and maps.

PTAR EXHIBITION GALLERY



The PTAR Exhibition Gallery is located outside the PTAR building.

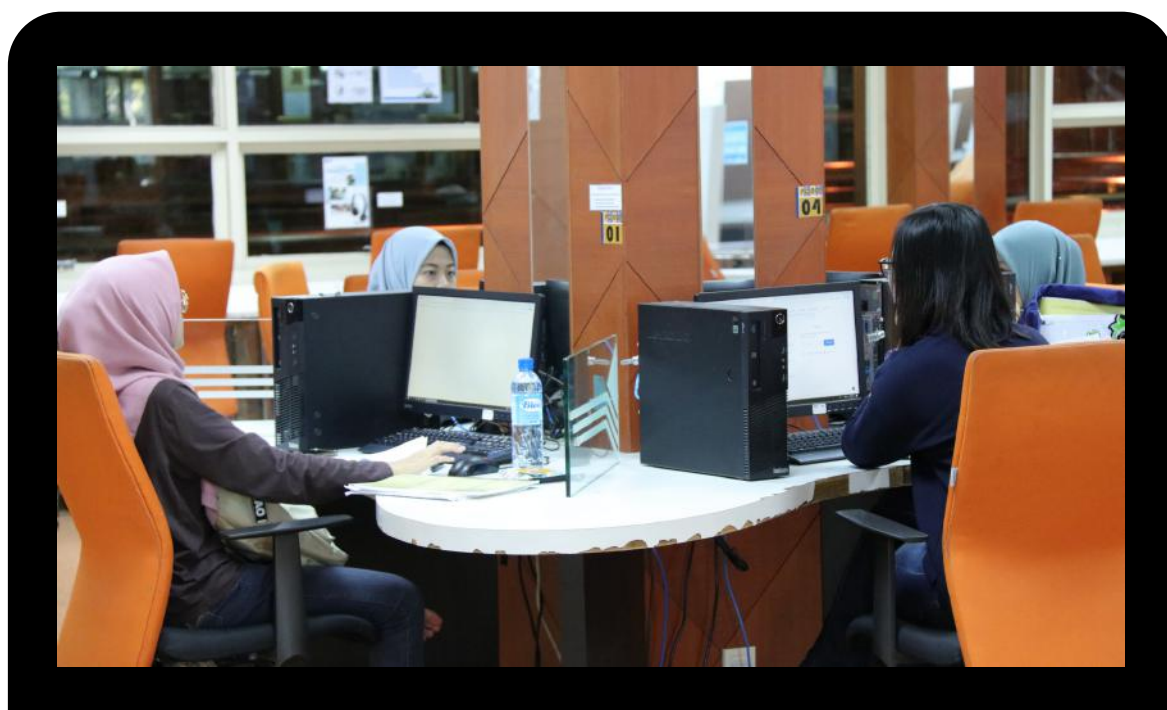
MAP ROOM



The Map Room is equipped with a special topo map for the reference of users on Level 5

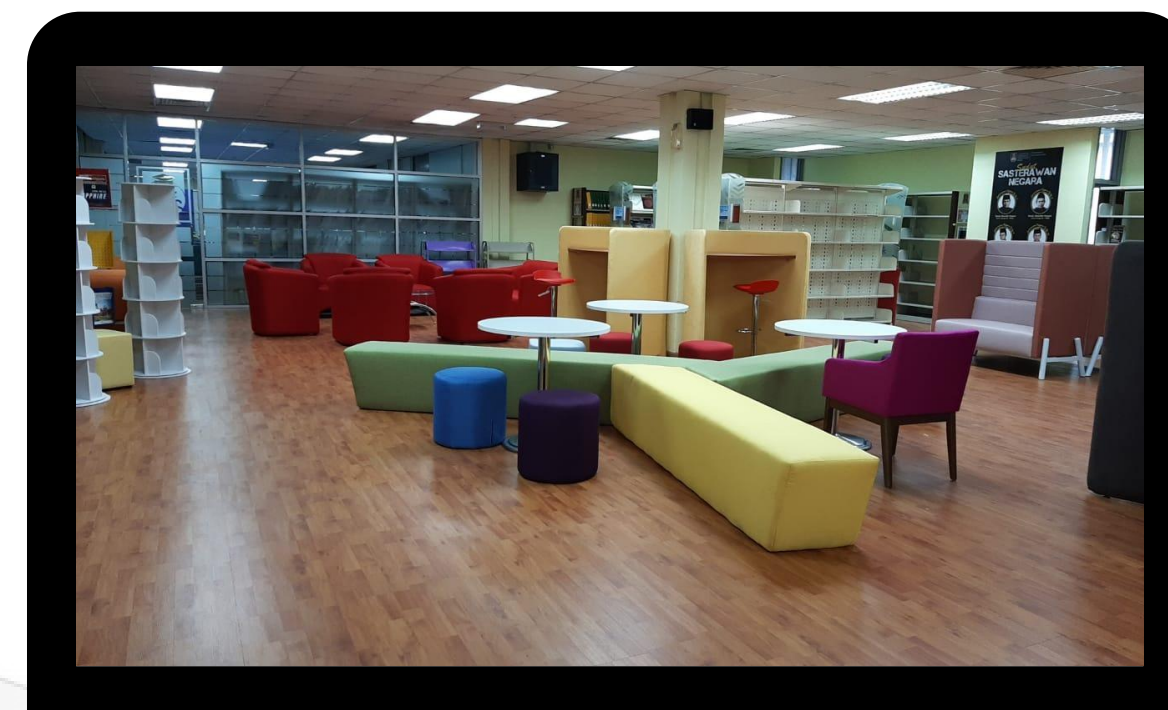
LIBRARY FACILITIES

LEARNING COMMONS



The Learning Commons space is located on Level 5, PTAR, with 100 seats and is equipped with 32 Computer Units.

LEARNING COMMONS 2



Ruang Learning Commons 2 terletak di Aras 4, PTAR, dengan 50 tempat duduk dan merupakan kawasan santai.

RESEARCH WRITING ROOM (RWR)



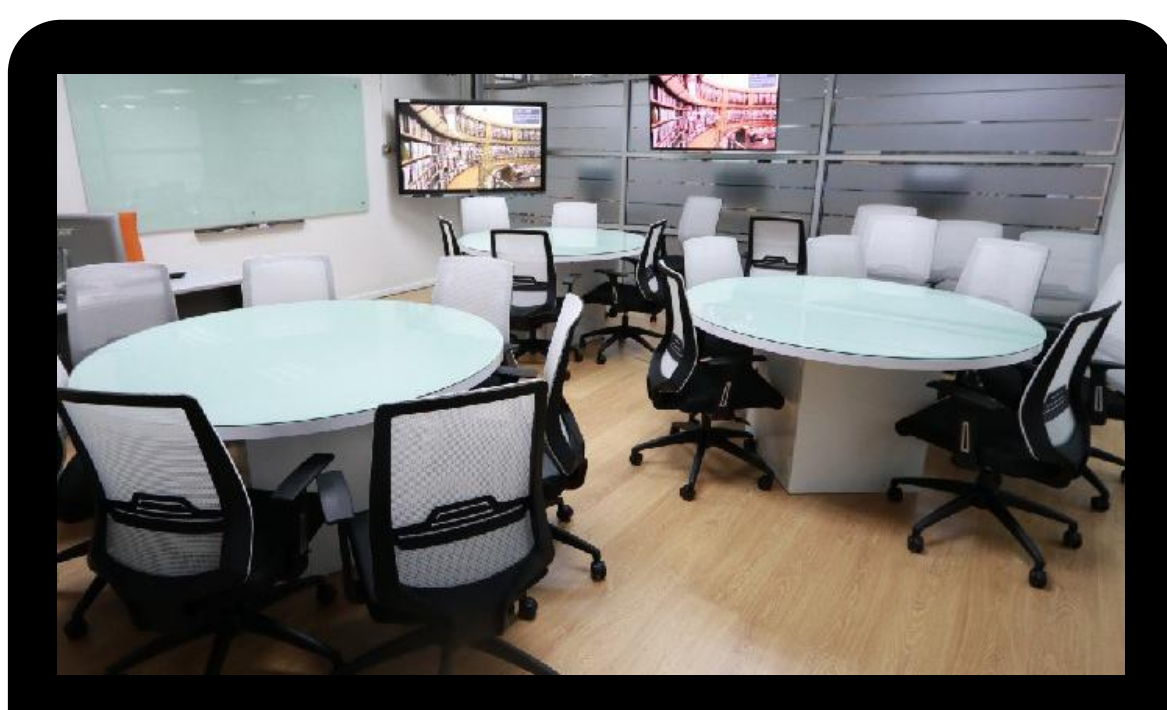
A total of 13 RWR Rooms are provided on Level 5, PTAR for users doing research work.

STUDIO LIVE@PTAR



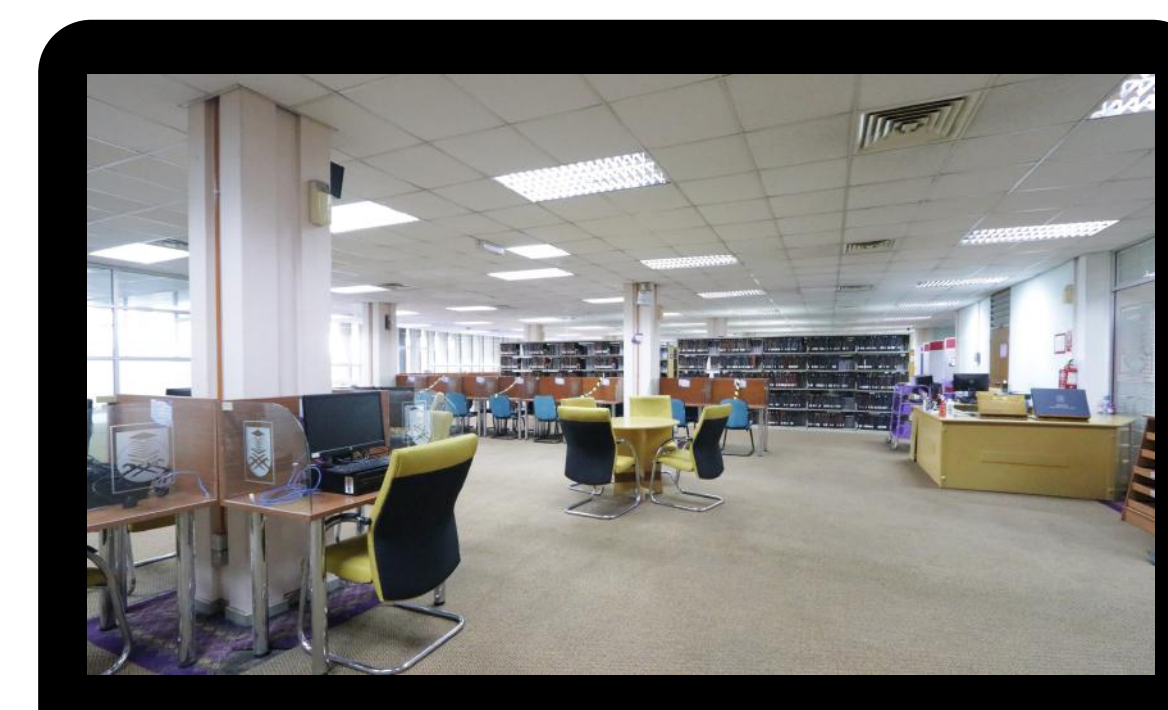
The studio equipped with mini broadcast equipment for the production of live broadcast programs is located on Level 3, PTAR.

BILIK SKOR DAN PERALATAN MUZIK



PTAR Smart Classroom is located on Level 4, PTAR, with a capacity of 15 seats, is equipped with ICT and Audio Visual equipment.

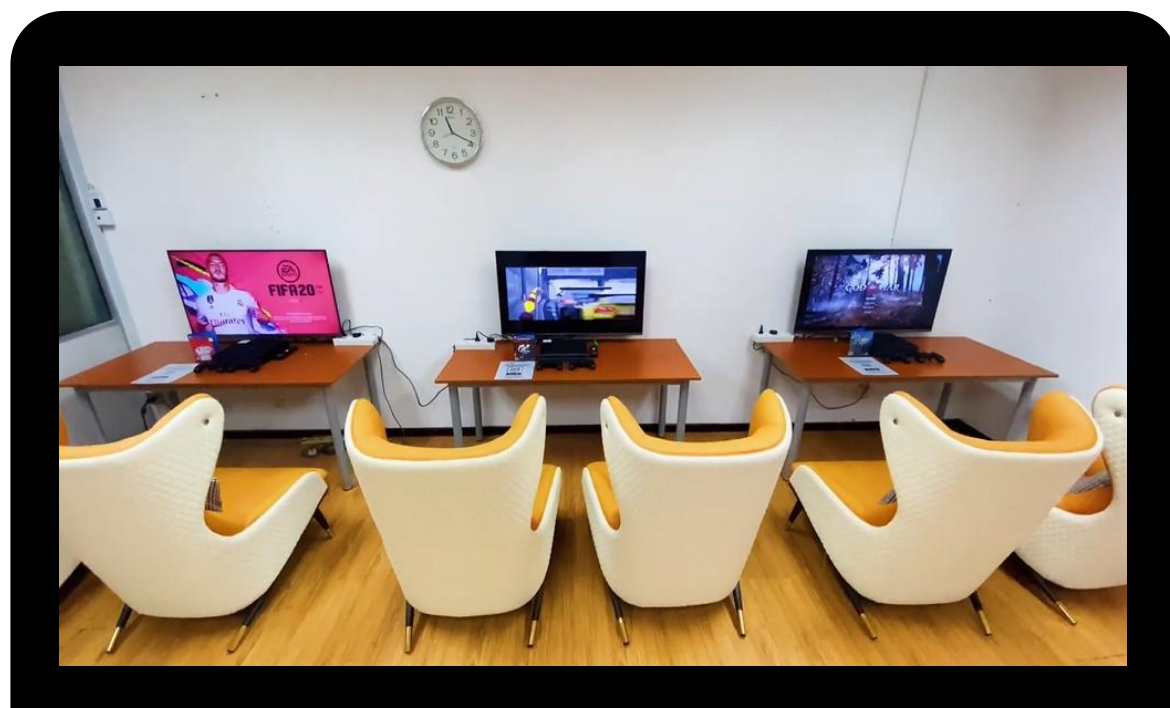
KOLEKSI KHAS HARTA INTELEK



The University Intellectual Property Collection and Special Collections are located on Level 4, PTAR, and are equipped with four thesis terminals that library users can access.

LIBRARY FACILITIES

eGAMES@PTAR



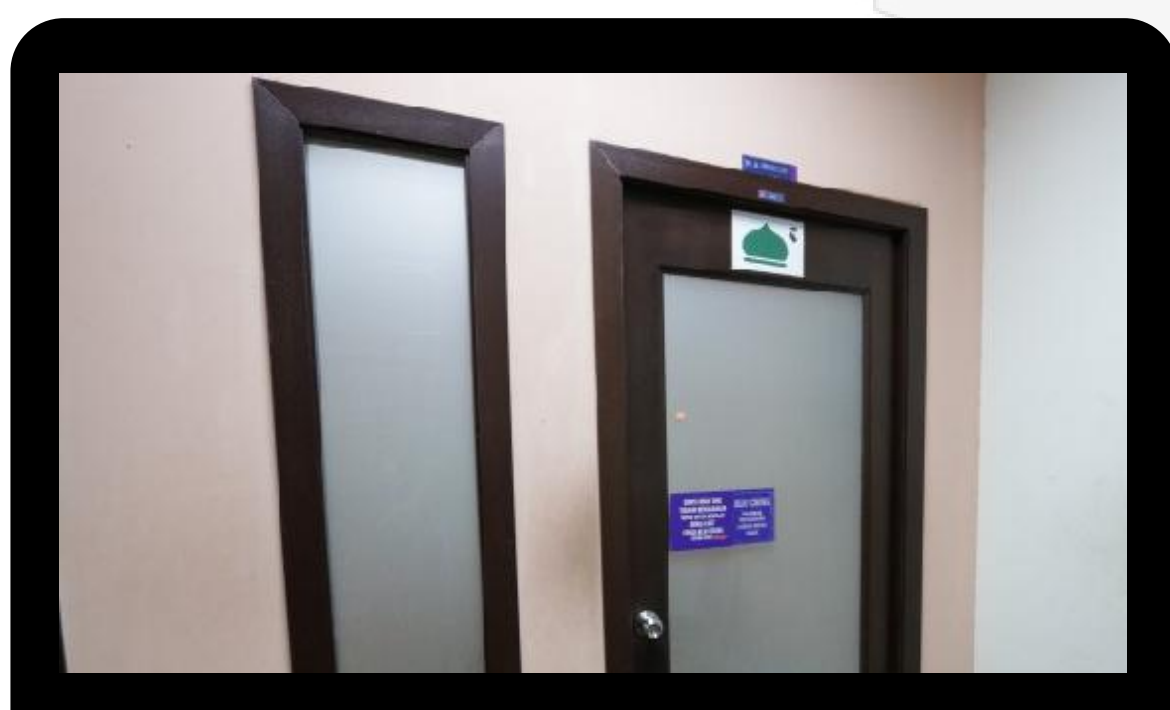
With a capacity of 6 seats and equipped with 3 Playstation 4 Units located on Level 3, PTAR.

SEMINAR ROOM



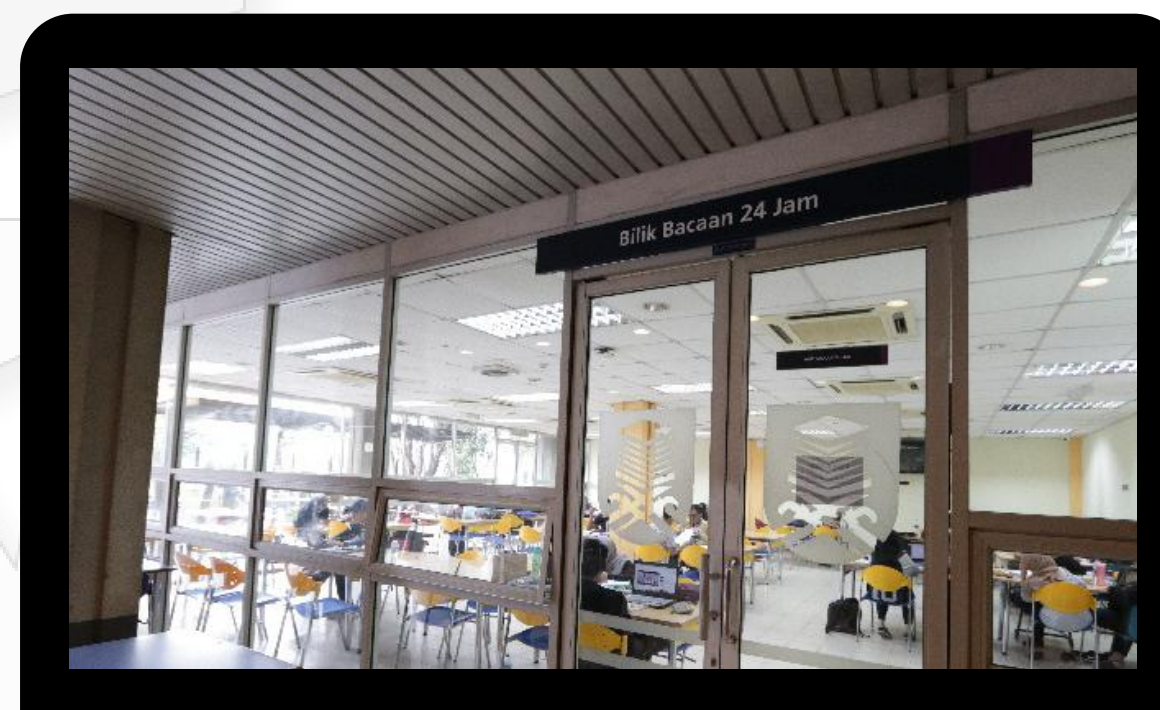
With a capacity of 100 seats and equipped with complete audio visual equipment on Level 2, PTAR.

PRAYER ROOM



2 prayer rooms are provided on Level 5, PTAR.

BILIK 24 JAM



PTAR: with a capacity of 172 seats located outside the library building.

AUDITORIUM



With a capacity of 100 seats and equipped with complete audiovisual equipment located at Law Library

PTAR Law: with a capacity of 33 seats located outside the library building.

PTAR Science and Technology: with a capacity of 45 seats located outside the library building.

PTAR Engineering: with a capacity of 24 seats located outside the library building.

PTAR Built Environment: with a capacity of 7 seats located outside the library building.

DEPARTMENT ARCHIVES UNIVERSITY FACILITIES



RESEARCH SPACE

The facility of research space for users/researchers to reference archival material. Research space on Level 2, with a capacity of 16 people. They are equipped with two computers for users/researchers to search for material in the Online Finding Aids (OFA) system or to view archival material in the form of AV.



SEMINAR ROOM

The seminar room at the University Archives Department is on Level 2, which is equipped with an audio system and a short-throw projector and can accommodate 56 users at a time.



MEETING ROOM

The meeting room is on Level 2, equipped with an Audio Conferencing System, and can accommodate up to 20 people at a time.



PRAYER ROOM

The Department Archives University provides surau space for male and female users and researchers on Level 1.

TUN ABDUL RAZAK GALLERY FACILITIES



MAIN LOBBY

The Tun Abdul Razak Gallery (GTAR) provides main lobby facilities used for temporary exhibitions and opening ceremonies as well as other small-scale events. The size of this space can accommodate 20 to 30 people at a time.

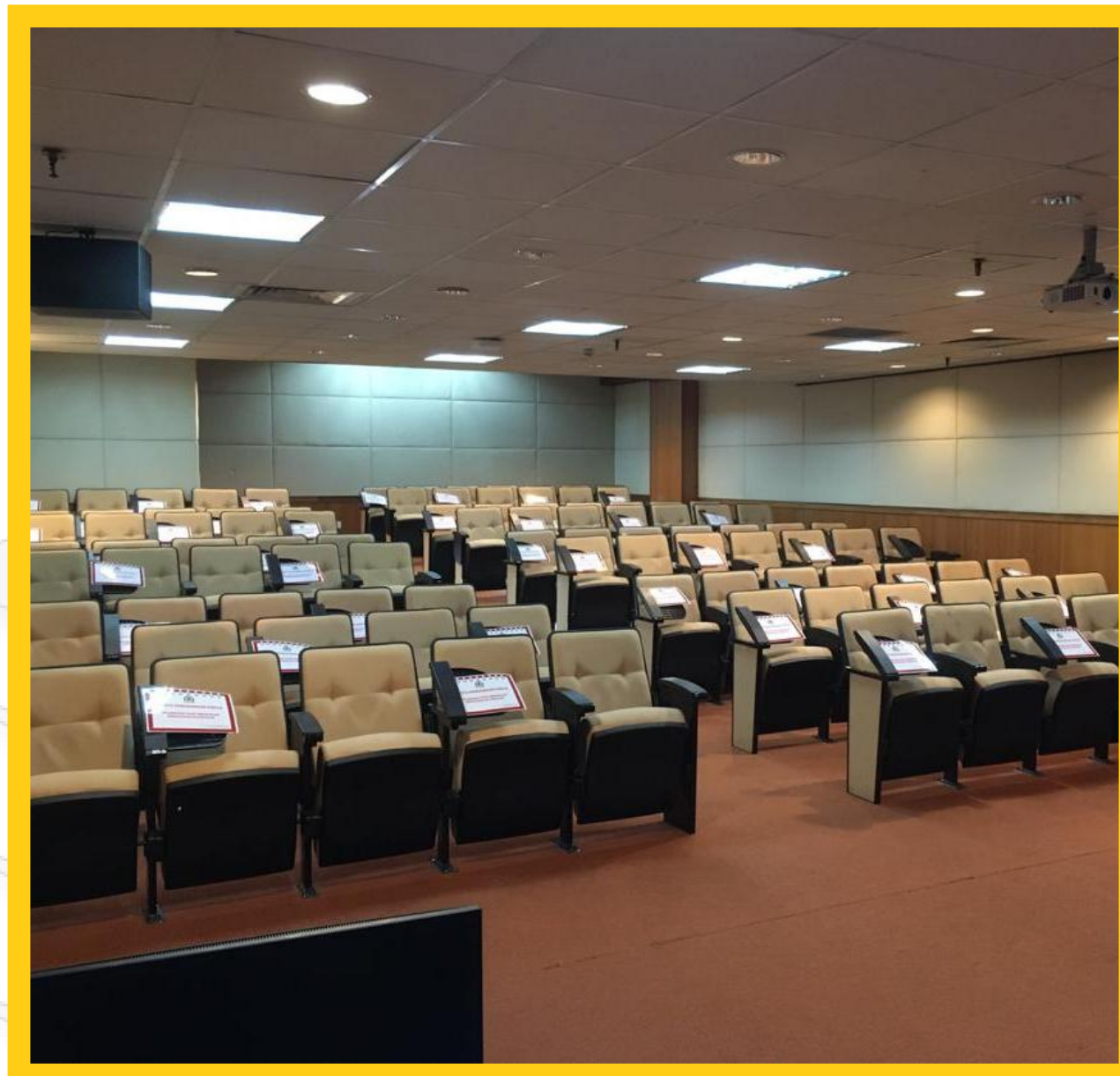
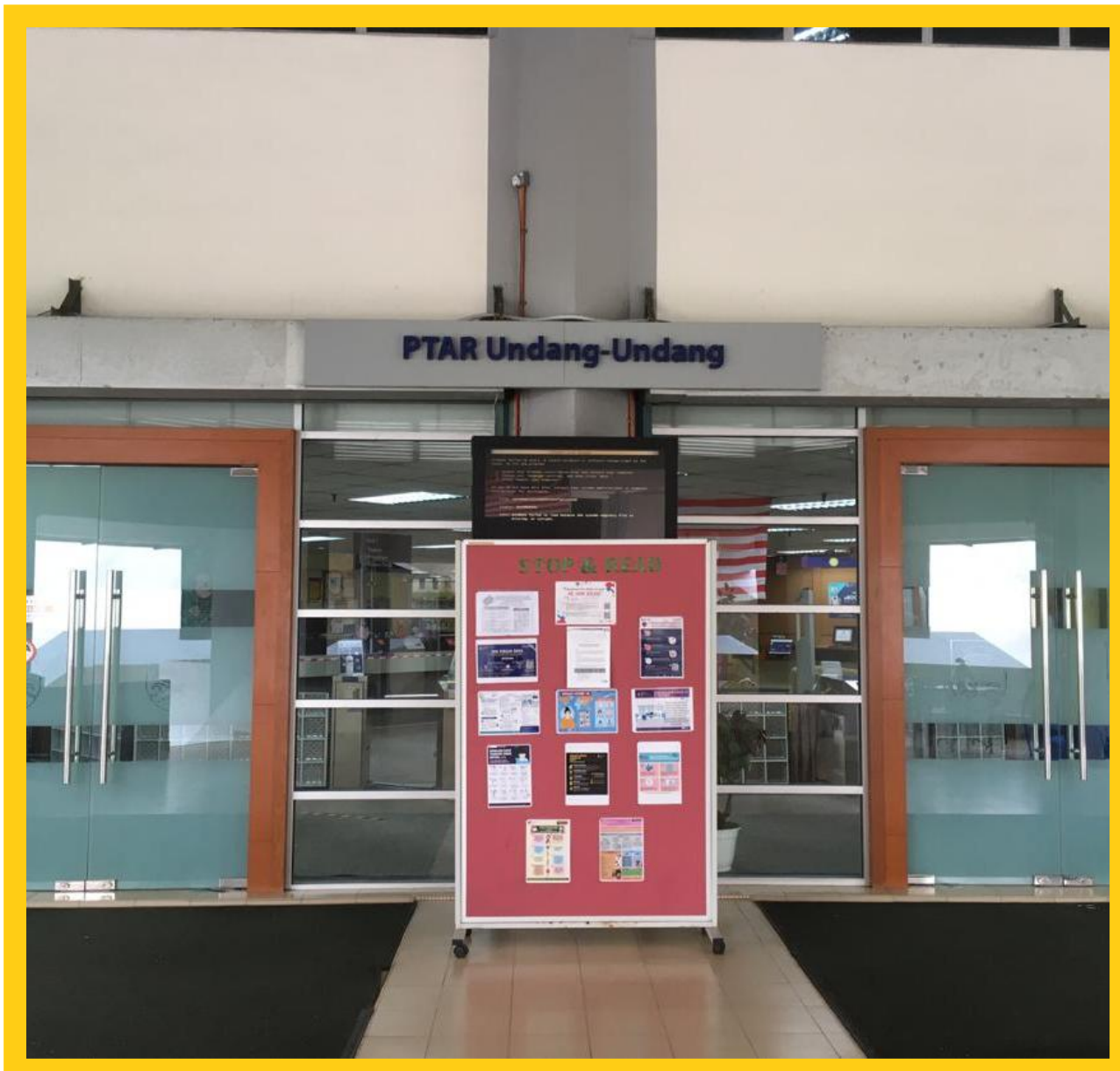


DISCUSSION SPACE

This discussion space was formerly known as the Mini Theater Room. Inside, an LED projector is equipped with an audio system with a white screen that can be used for video projection. Galeri Tun Abdul Razak (GTAR) now provides discussion room facilities to visitors who wish to use this service. The size of this space can accommodate 15 to 20 people at a time and tables and chairs for the convenience of visitors.

FACULTY LIBRARY

PERPUSTAKAAN TUN ABDUL RAZAK UNDANG-UNDANG




INTRODUCTION


Tun Abdul Razak Law Library was established in 2004. PTAR Law offers various services and information resources to support teaching and learning as well as assist students, researchers and staff in completing academic activities from the Faculty of Law.

CONTACT PTAR LAW

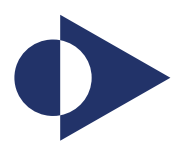
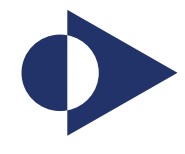
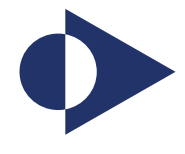
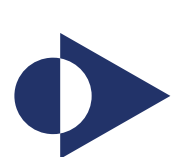

Head of Faculty Library:
Mrs. Nur Azian binti Azis
Senior Librarian

 **email:**
azian@uitm.edu.my

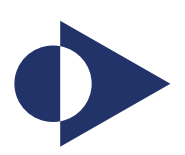


 03-5544 3743 / 3738

 **Service hours**
8:30 am - 7:30 pm

MAIN COLLECTIONS

-  Laws
-  Statutory Legislative Material
-  Malaysian Court Form
-  Malayan Law Journal
-  Index of Corporate Courts

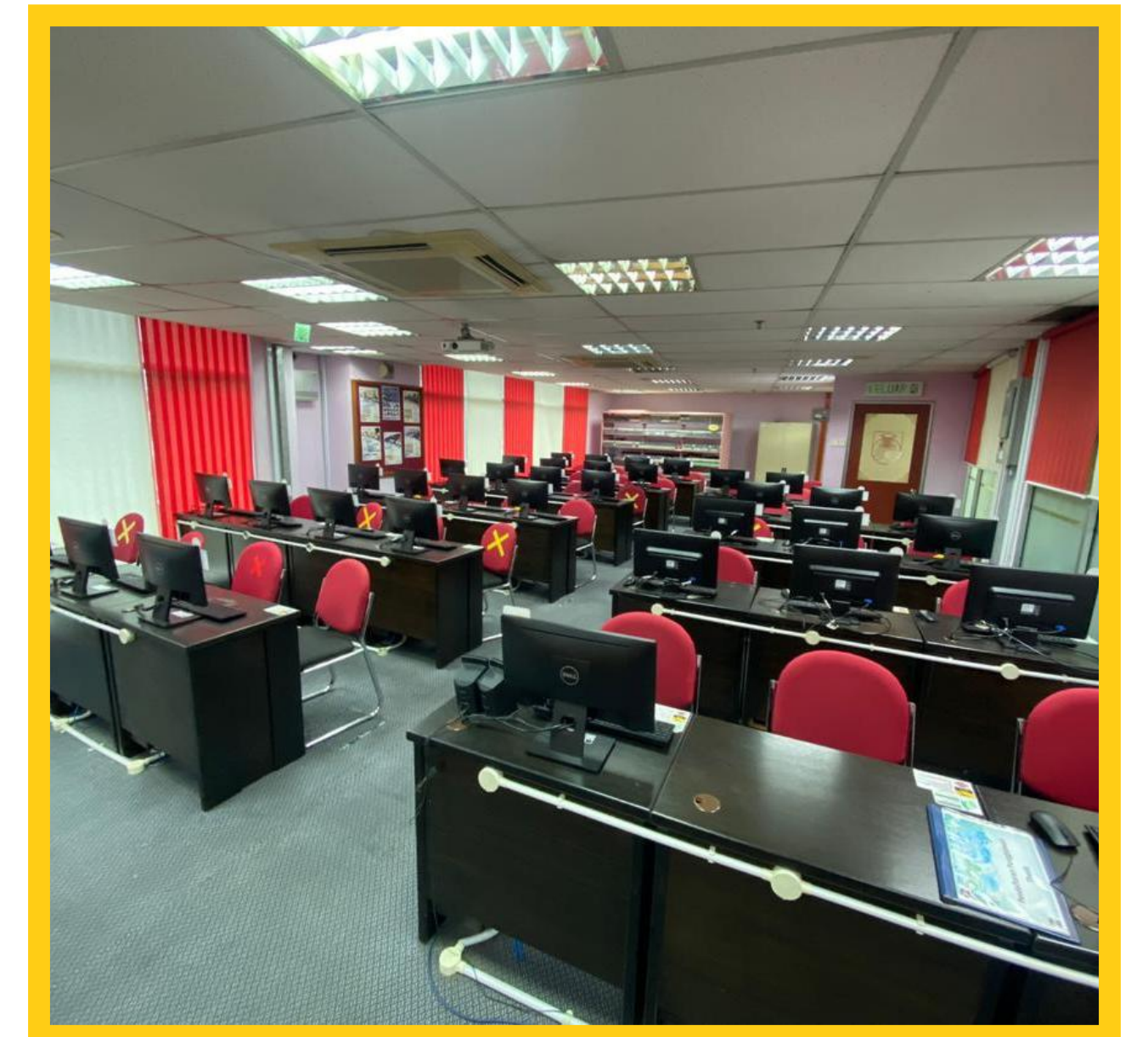
FACILITIES

-  Book Return Machine
-  Lounge
-  Computer lab



FACULTY LIBRARY

PERPUSTAKAAN TUN ABDUL RAZAK KEJURUTERAAN





INTRODUCTION


PTAR Engineering offers various services and information resources to support teaching and learning as well as assist students, researchers and staff in completing academic activities from the Faculty of Civil Engineering, Faculty of Electrical Engineering, Faculty of Chemical Engineering and Faculty of Mechanical Engineering

CONTACT PTAR ENGINEERING





Head of Faculty Library:
Mrs. Rizana binti Mohd Radwan
Senior Librarian

 **email:**
noredayu9615@uitm.edu.my





 03-5544 3813 / 3812

 **Service hours**
8:30 am - 7:30 pm

MAIN COLLECTIONS

-  Mechanical engineering
-  Civil engineering
-  Chemical engineering
-  electrical engineering

FACILITIES

-  Book Return Machine
-  Lounge
-  Computer lab
-  Leisure Reading Area



FACULTY LIBRARY

PERPUSTAKAAN TUN ABDUL RAZAK SAINS DAN TEKNOLOGI



INTRODUCTION

Perpustakaan Tun Abdul Razak Sains & Teknologi (PTAR S&T) ditubuhkan pada tahun 2004. PTAR S&T menawarkan pelbagai perkhidmatan dan sumber maklumat untuk menyokong pengajaran dan pembelajaran serta membantu pelajar, penyelidik dan kakitangan dalam melengkapkan aktiviti akademik dari Fakulti Sains Komputer dan Matematik, Fakulti Sains Sukan dan Rekreasi dan Fakulti Pentadbiran dan Pengajian Polisi.

MAIN COLLECTIONS

- ▶ Sains Komputer dan Matematik
- ▶ Sains Sukan dan Rekreasi
- ▶ Sains Pentadbiran dan Pengajian Polisi


FACILITIES


- ▶ Book Return Machine
- ▶ Lounge
- ▶ Computer Lab

CONTACT PTAR SCIENCE & TECHNOLOGY

Head of Faculty Library:
Mrs. Nor Hafizah binti Md.Hanafiah
Senior Librarian

 **email:**
norhafizah9101@uitm.edu.my

 03 – 5544 3811 / 3809

 **Service hours**
8:30 am - 7:30 pm



FACULTY LIBRARY

PERPUSTAKAAN TUN ABDUL RAZAK ALAM BINA




INTRODUCTION


The Architecture Collection was first established in 1972 at the Tun Abdul Razak Library (Main) and moved to a permanent building at the Faculty of Architecture, Planning and Surveying in 2013. PTAR Alam Bina offers various services and information resources to support teaching and learning and assist students, researchers, and staff in completing academic activities from the Faculty of Architecture, Planning, and Surveying.

CONTACT PTAR ALAM BINA

Head of Faculty Library:
Mrs. Nurul Fariyah binti Sarmin Panut
Senior Librarian

 **email:**
nurul059@uitm.edu.my

 03 - 5544 4392 / 4393

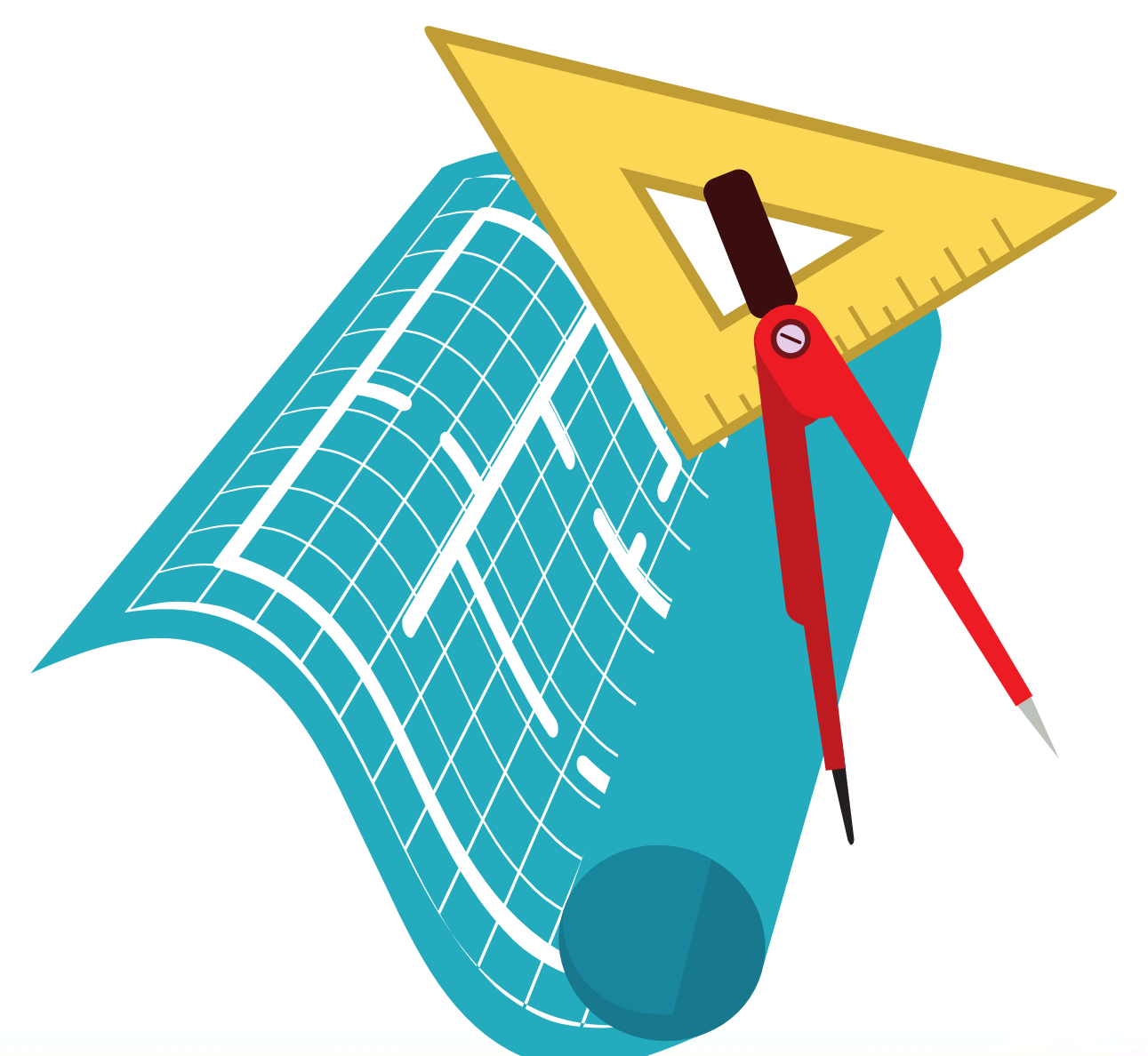
 **Service hours**
8:30 am - 7:30 pm

MAIN COLLECTION

- ▶ Architectural Studies
- ▶ Interior Architecture Studies
- ▶ Landscape Architecture Studies
- ▶ Urban & Regional Planning Studies
- ▶ Property Management Studies
- ▶ Construction Studies
- ▶ Material Surveying Studies
- ▶ Building Surveying Studies
- ▶ Garden & Amenity Management Studies
- ▶ Survey & Geomatics Science Studies

FACILITIES

- ▶ Book Return Machine
- ▶ Lounge
- ▶ Printed Journal Space



TUN ABDUL RAZAK LIBRARY REGULATIONS

Library customers are required to comply with library discipline when using library services. This is to create comfort for all customers, including personal appearance set by the Student Affairs Division (HEP) UiTM and the ban on not bringing in prohibited items due to security needs. Defaulting customers will not be allowed to enter the library.

- 1** Users are required to display their student card at all times. 
- 2** Bags are allowed to be brought in. Random inspections will be performed. 
- 3** The library has a quiet zone. 
- 4** Outside food and drinks are not allowed to be brought into the Library. 
- 5** Taking out library materials without permission is prohibited. 
- 6** Not allowed to misuse the computer facilities provided. 
- 7** Tearing and damaging library materials is prohibited. 
- 8** Vandalism of library property is strictly prohibited. 
- 9** Users are not allowed to remove or rearrange furniture in the library. 
- 10** Not allowed to reserve chairs or reading space without permission. 
- 11** Wearing slippers is not allowed to enter the library. 
- 12** Helmets and caps are not allowed to be brought and used in the library. 
- 13** Prohibited from doing immoral things. 
- 14** The library is not responsible for the loss of personal belongings of users. 
- 15** Shorts, tights and sleeves are strictly prohibited in the library. 



اَبُو سَيِّدِي تَيْكُو لُو كِي مَبَارَا
UNIVERSITI
TEKNOLOGI
MARA

Perpustakaan
Tun Abdul Razak

Library For ALL

For more information:



Facebook.com/ISAL2021



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



03-552101704



korporatptar@uitm.edu.my

