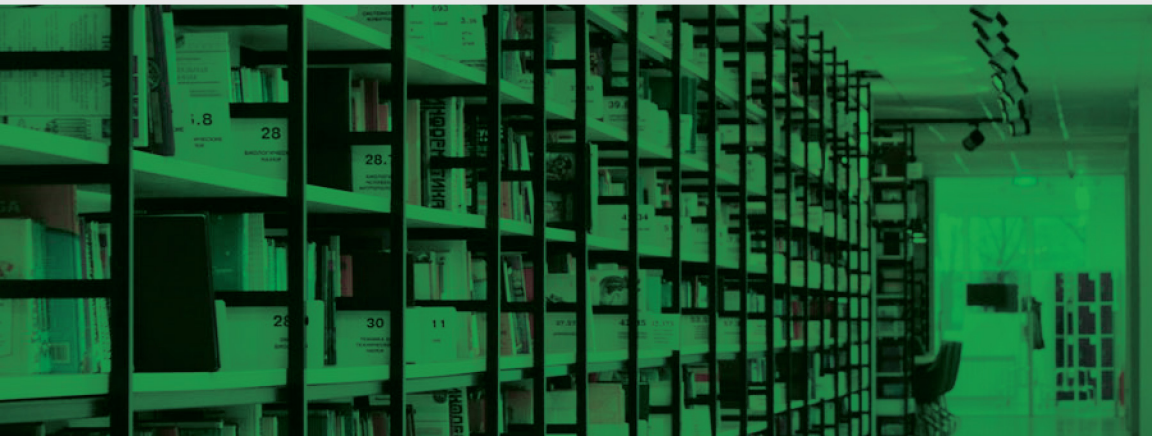


Standard Perpustakaan Universiti

University Library Standards



STANDARD PERPUSTAKAAN UNIVERSITI
UNIVERSITY LIBRARY STANDARDS

Disusun oleh:
Compiled by:

Jawatankuasa Kerja Standard, Persatuan Pustakawan Malaysia
Working Committee on Standards, Librarians Association of Malaysia

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STANDARD PERPUSTAKAAN UNIVERSITI

KANDUNGAN

Pengenalan	1
Standard Perpustakaan Universiti	
Skop	2
Tafsiran	2
Objektif	4
Koleksi	4
Perkhidmatan	7
Bangunan Perpustakaan: Kemudahan / Persekitaran	7
Teknologi Maklumat dan Komunikasi	8
Kakitangan	9
Tadbir Urus	10
Bibliografi	11
University Library Standards	13 - 25

PENGENALAN

Persatuan Pustakawan Malaysia (PPM) telah menubuh sebuah Jawatankuasa Kerja Standard untuk menyusun semula dan menyediakan satu standard yang boleh diguna pakai sebagai bahan rujukan bagi pengurusan perpustakaan akademik di Malaysia. Jawatankuasa ini dianggotai oleh:

1. Dr. Nor Edzan Che Nasir, Presiden 2014/2016, Persatuan Pustakawan Malaysia - Pengerusi
2. Dr. Khasiah Zakaria, Timbalan Ketua Pustakawan Kanan, Universiti Teknologi MARA - Setiausaha
3. Rohaya Umar, Timbalan Ketua Pustakawan Kanan, Universiti Kebangsaan Malaysia - Ahli
4. Siti Sumaizan Ramli, Timbalan Ketua Pustakawan Kanan, Universiti Pendidikan Sultan Idris - Ahli

Jawatankuasa Kerja Standard telah menyusun Standard Perpustakaan Universiti berpandu kepada dua standard sebelumnya iaitu:

1. Persatuan Pustakawan Malaysia. PERPUN. (1999). *Standard Untuk Perpustakaan Universiti Swasta = Standards for Private University Libraries*. Kuala Lumpur, PPM.
2. Universiti Teknikal Malaysia Melaka. (2015). *Standard Perpustakaan Universiti Malaysia*. Melaka: UTEM Press.

Fokus utama Jawatankuasa adalah kepada standard yang diterbitkan pada tahun 2015. Standard ini telah dimurnikan, ditambahbaik, disusun dan diolah semula bagi memberi gambaran keadaan semasa pengurusan perpustakaan akademik di universiti awam dan swasta. Standard ini disusun untuk mencerminkan peranan utama yang dimainkan oleh perpustakaan akademik di universiti masing-masing. Ianya adalah sebuah garis panduan dan setiap perpustakaan akademik boleh membuat penyesuaian berdasarkan jumlah pengguna dan persekitaran perpustakaan.

Struktur Standard

Standard ini merangkumi sepuluh (10) perkara:

1. Skop
2. Tafsiran
3. Objektif
4. Koleksi
5. Perkhidmatan
6. Bangunan Perpustakaan: Kemudahan / Persekitaran
7. Teknologi Maklumat dan Komunikasi
8. Kakitangan
9. Tadbir Urus
10. Bibliografi

Oleh: Jawatankuasa Kerja Standard, Persatuan Pustakawan Malaysia

STANDARD PERPUSTAKAAN UNIVERSITI

1.0 SKOP

Standard ini terpakai kepada semua perpustakaan universiti di Malaysia. Universiti merujuk kepada mana-mana institusi pendidikan tinggi awam, swasta dan antarabangsa.

2.0 TAFSIRAN

2.1 Bahan Bercetak

Bahan seperti buku, monograf, prosiding, tesis, terbitan bersiri, jurnal, peta, poster, bab dalam buku, majalah, surat berita, surat khabar, risalah, kertas kerja, kertas teknikal dan lain-lain bahan bercetak.

2.2 Bahan Bukan Bercetak

Bahan yang disenarai dalam *Term and Code List for RDA Carrier Types* seperti mikrofilem, mikrofis, foto, kaset audio, kaset video, kit, multimedia, filem, filem jalur, slaid dan lain-lain bahan bukan bercetak.

2.3 Bahan Digital/Elektronik

Bahan yang boleh dimuat turun serta disimpan dalam peranti dan bahan yang boleh di akses melalui pelayar sesawang seperti e-jurnal, e-buku dan lain-lain bahan digital/elektronik.

2.4 Bahan Malaysiana

Sumber perpustakaan yang diterbitkan di Malaysia, dan/atau mengenai Malaysia yang tidak diterbitkan di Malaysia, dan/atau yang dihasilkan oleh warganegara Malaysia dengan tidak mengira bentuk, bahasa, skrip atau tarikh dihasilkan.

2.5 Inovasi

Suatu kaedah atau usaha mencari jalan untuk menghasilkan produk atau perkhidmatan yang lebih baik sama ada melalui pengubahsuaian atau penambahbaikan. Ia adalah hasil cetusan idea kreatif dan inovatif dalam mana-mana aspek kerja yang dapat meningkatkan kualiti dan produktiviti organisasi dan kehidupan masyarakat.

2.6 Institusi Pendidikan Tinggi Swasta (IPTS)

Organisasi atau institusi pendidikan, termasuk universiti atau kolej universiti atau kampus cawangan yang dilulus dan didaftar melalui *Akta Institusi Pendidikan Tinggi Swasta 1996 [Akta 555]* tetapi tidak ditubuh atau dibiaya oleh Kerajaan.

2.7 Katalog Atas Talian (OPAC)

Pangkalan data bahan-bahan yang terdapat dalam koleksi perpustakaan.

2.8 Kelas Pendidikan Pengguna

Program bimbingan yang diberi kepada pengguna perpustakaan mengenai perkhidmatan dan kemudahan di perpustakaan secara bersemuka dan/atau maya.

2.9 Ketua Pustakawan

Individu yang menjadi ketua atau pemimpin dalam sesebuah perpustakaan dan mempunyai kelayakan dalam bidang kepustakawanan. Sesetengah organisasi mengguna gelaran Pengarah atau Ketua Pengarah atau Ketua Pegawai Eksekutif.

2.10 Pangkalan Data Atas Talian

Satu koleksi maklumat mengenai subjek tertentu atau pelbagai disiplin.

2.11 Pembelajaran

Perubahan tingkah laku atau kebolehan untuk menunjuk perlakuan yang dikehendaki hasil daripada latihan ataupun pelbagai bentuk pengalaman.

2.12 Pembelajaran Sepanjang Hayat

Sebarang bentuk pembelajaran yang diterima oleh individu yang boleh diguna sepanjang hayat.

2.13 Pembudayaan Ilmu

Proses atau cara membudaya sesuatu pemikiran atau pengetahuan.

2.14 Pemeliharaan

Proses penjagaan dan pengawalan bahan perpustakaan daripada mengalami kerosakan.

2.15 Pemuliharaan

Proses penjagaan, perawatan, penyimpanan dan penggunaan bahan perpustakaan melalui peraturan dan langkah serta penggunaan prosedur makmal teknikal.

2.16 Pengajaran

Aktiviti berkaitan dengan penyebaran ilmu pengetahuan yang meliputi perancangan, pengelolaan, penyampaian, bimbingan dan penilaian.

2.17 Pengguna

Individu yang mengguna perkhidmatan dan kemudahan perpustakaan.

2.18 Penyelidikan

Suatu kaedah saintifik berdasarkan formula tertentu yang diguna oleh penyelidik secara teratur dalam disiplin tertentu.

2.19 Perpustakaan Digital

Perpustakaan yang jumlah koleksi bahan elektroniknya melebihi 80% daripada jumlah koleksi.

2.20 Perpustakaan Hibrid

Perpustakaan yang koleksinya adalah campuran bahan bercetak dan elektronik di mana jumlah bahan bercetak adalah 50% daripada jumlah koleksi.

2.21 Perpustakaan Konvensional

Perpustakaan yang koleksinya adalah campuran bahan bercetak dan elektronik di mana jumlah bahan bercetak adalah 80% daripada jumlah koleksi.

2.22 Pusat Tanggungjawab

Akademi, fakulti, institut, pusat pengajian, sekolah dan pusat yang menawar program pengajian.

2.23 Pustakawan

Individu yang mempunyai kelayakan dalam bidang kepustakawanan dan terlibat dalam pengurusan perpustakaan.

2.24 Repositori Institusi

Koleksi intelektual hasil penulisan warga organisasi yang diurus dan dimuatnaik oleh organisasi yang boleh diakses secara atas talian.

2.25 Universiti Awam

Institusi pendidikan yang ditubuh melalui *Akta Universiti dan Kolej Universiti 1971 [Akta 30]* dan dibiaya oleh Kerajaan .

3.0 OBJEKTIF

Perpustakaan ditubuh untuk menyokong kegiatan pembelajaran dan pengajaran; penyelidikan dan inovasi; pembelajaran sepanjang hayat; dan pembudayaan ilmu.

4.0 KOLEKSI

Koleksi perpustakaan perlu dibangunkan secara berperingkat dan terancang selaras dengan perkembangan program pengajian yang ditawarkan oleh universiti serta pertambahan jumlah pelajar. Sekiranya universiti mempunyai pelajar kelainan upaya, perpustakaan perlu menyediakan bahan dalam format bersesuaian.

4.1 Pembangunan Koleksi

Pembangunan koleksi adalah tanggungjawab bersama antara pusat tanggungjawab akademik dan perpustakaan. Bagi maksud ini pengurusan universiti hendaklah memastikan sekurang-kurangnya 2% daripada belanja mengurus universiti diperuntuk bagi pembangunan koleksi perpustakaan.

Dalam usaha menambah koleksi, perpustakaan perlu mengambil kira perkara-perkara berikut:

- a. Penawaran kursus baharu; atau
- b. Penerbitan edisi baharu; atau
- c. Penerbitan judul baharu; atau
- d. Pertambahan jumlah pelajar.

Bahan-bahan untuk program dan kursus terdiri daripada:

4.1.1 Teks Utama

Bagi teks utama, perpustakaan perlu memastikan perkara-perkara berikut:

- a. Sekurang-kurangnya satu (1) judul teks utama bagi setiap kursus dalam sesuatu program pengajian disediakan.
- b. Bagi setiap judul teks utama, perpustakaan perlu menyediakan sekurang-kurangnya tiga (3) buah naskhah bagi setiap 100 orang pelajar. Sebuah (1) naskhah adalah untuk pinjaman jangka pendek dan dua (2) buah naskhah untuk pinjaman jangka panjang.
- c. Bahan-bahan ini perlu disediakan sebelum penawaran sesuatu kursus dan program pengajian.
- d. Bagi pembangunan koleksi teks utama bidang Undang-Undang dan Perubatan, perpustakaan boleh merujuk kepada penerbitan berikut:
 - i. Persatuan Pustakawan Malaysia. *Legal core: Textbooks for Malaysian libraries*. Kuala Lumpur: PPM, 2015.
 - ii. Persatuan Pustakawan Malaysia. *Medicore: Minimum holding of medical textbooks for Malaysian libraries*. Kuala Lumpur: PPM, 2011

Teks utama juga disebut sebagai rujukan utama atau senarai bacaan bagi sesetengah universiti.

4.1.2 Teks Tambahan

Selain daripada teks utama, perpustakaan juga perlu menyediakan teks tambahan. Nisbah judul teks utama dan judul teks tambahan adalah 1 : 1.

4.2 Pangkalan Data Atas Talian

Perpustakaan boleh melanggan kepada pangkalan data atas talian sebagai bahan rujukan.

4.3 Jurnal

Perpustakaan perlu menyediakan sekurang-kurangnya satu (1) judul jurnal teras bagi setiap program pengajian.

4.4 Bahan Rujukan Am

4.4.1 Perpustakaan perlu menyediakan bahan rujukan yang berkaitan dengan program dan kursus seperti ensiklopedia, kamus, atlas, buku panduan, manual dan bahan rujukan lain yang berkaitan.

4.4.2 Sekiranya universiti mempunyai pelajar antarabangsa, perpustakaan perlu menyediakan kamus dwi bahasa (bahasa Inggeris/bahasa negara berkaitan) dalam jumlah yang mencukupi.

4.5 Bahan Malaysiana

Perpustakaan perlu mendapatkan bahan Malaysiana yang berkaitan dengan program, kursus dan penyelidikan.

4.6 Penerbitan Universiti

Semua penerbitan ilmiah yang dihasilkan oleh warga universiti wajib dideposit dan disimpan di perpustakaan.

4.7 Bahan Bacaan Ringan

Perpustakaan perlu menyediakan bahan bacaan popular seperti majalah, akhbar harian dan novel bagi meningkatkan dan memperluas pengetahuan.

Bahan bacaan ringan juga disebut sebagai senggang atau rekreasi atau popular di sesetengah perpustakaan.

4.8 Saiz Koleksi

Saiz koleksi adalah berdasarkan program pengajian yang ditawarkan mengikut peringkat pengajian atau jumlah mata pelajaran atau jumlah pelajar.

4.9 Pengurusan Koleksi

Koleksi perlu diurus secara sistematik dan teratur bagi memudah proses akses dan capaian kembali pengaksesan bahan rujukan. Bahan perlu dikatalog, dikelas dan disusun secara sistematik mengikut standard antarabangsa seperti berikut:

PROSES	STANDARD
Pengkatalogan	1. Anglo-American Cataloging Rules 2. Resource Description and Access (RDA) 3. Dublin Core
Pengkelasan	1. Library of Congress Classification Scheme 2. Dewey Decimal Classification Scheme 3. National Library of Medicine Classification (NLM) 4. Los Angeles Class K Classification 5. Atau mana-mana skim pengkelasan antarabangsa yang diperaku
Pengesanan Tajuk Perkara	1. Library of Congress Subject Headings (LCSH) 2. Medical Subject Headings (MeSH) 3. Atau mana-mana senarai tajuk perkara antarabangsa yang diperaku

4.10 Pemeliharaan dan Pemuliharaan

Perpustakaan perlu menyediakan kemudahan bagi pemeliharaan dan pemuliharaan koleksi. Pemeliharaan dan pemuliharaan bahan boleh dilakukan oleh perpustakaan sendiri atau pihak luar.

4.11 Penilaian Penggunaan Koleksi

Maklum balas pengguna perlu diperoleh setiap tahun bagi mengkaji penggunaan dan keberkesanan koleksi. Hasil maklum balas perlu dibentang dan didokumentasi.

4.12 Kawalan Mutu

Perpustakaan perlu melaksana proses pilih buang bahan dari koleksi secara berkala. Bagi maksud ini Perpustakaan perlu menyediakan satu garis panduan/polisi/dasar bagi proses pilih buang.

5.0 PERKHIDMATAN

5.1 Waktu Pembukaan Perpustakaan

Perpustakaan perlu dibuka sepanjang hari bekerja manakala pembukaan di hujung minggu adalah mengikut keperluan yang telah ditetapkan oleh universiti.

5.2 Perkhidmatan Pinjaman dan Pemulangan

Perpustakaan perlu mempunyai dasar pinjaman dan pemulangan bahan. Jumlah dan tempoh pinjaman bahan perlu selaras dengan peraturan universiti.

5.3 Perkhidmatan Rujukan

Perpustakaan perlu menyediakan perkhidmatan rujukan sama ada secara bersemuka, melalui telefon, emel, media sosial dan mana-mana kaedah bersesuaian.

5.4 Perkhidmatan Pencarian Maklumat

Perkhidmatan pencarian maklumat sama ada melalui sumber bercetak dan berkomputer perlu disediakan oleh perpustakaan kepada pengguna.

5.5 Pendidikan Pengguna

Perpustakaan perlu melaksana program pendidikan pengguna sekurang-kurangnya sekali bagi setiap kategori pengguna perpustakaan.

5.6 Perkhidmatan Pinjaman Antara Perpustakaan

Perpustakaan perlu menyediakan perkhidmatan pinjaman antara perpustakaan sekiranya bahan yang diperlukan oleh pengguna tiada dalam koleksi perpustakaan.

6.0 BANGUNAN PERPUSTAKAAN: KEMUDAHAN / PERSEKITARAN

Keperluan ruang lantai bagi bangunan perpustakaan bergantung kepada beberapa faktor antaranya bilangan pengguna, fungsi dan jenis perpustakaan. Bagi maksud ini, perpustakaan perlu merujuk kepada *Garis Panduan dan Peraturan bagi Perancangan Bangunan* yang disediakan oleh Jawatankuasa Standard dan Kos, Unit Perancang Ekonomi, Jabatan Perdana Menteri.

6.1 Ruang Rak

Perpustakaan perlu menyediakan ruang simpanan koleksi dengan pelbagai kemudahan secukupnya seperti rak buku, rak majalah, rak bahan bukan bercetak, kabinet dan sebagainya. Penambahan kemudahan ini hendaklah dilaksanakan selaras dengan perkembangan koleksi.

6.2 Ruang Bacaan

Norma keluasan bagi ruang bacaan adalah seperti berikut:

- a. Ruang membaca terbuka: 1.90 meter persegi seorang,

- b. Ruang membaca jenis kubikel: 2.30 meter persegi seorang,
- c. Ruang membaca jenis karek: 2.80 meter persegi seorang.

Bilangan tempat duduk yang mencukupi perlu disediakan oleh perpustakaan. Jumlah bilangan tempat duduk adalah 30% jumlah pelajar dan 20% jumlah kakitangan.

6.3 Ruang Perkhidmatan

Ruang-ruang lain perlu disediakan mengikut keperluan dan kesesuaian seperti ruang legar, ruang pameran, kaunter sirkulasi, bilik media, bilik perbincangan, bilik seminar, auditorium, bilik mesyuarat, karek, loker, ruang santai, ruang 24 jam dan sebagainya.

6.4 Perkhidmatan Cetakan

Penggunaan perkhidmatan fotokopi, imbasan dan cetakan adalah tertakluk kepada *Akta Hak Cipta 1987 [Akta 332]*.

6.5 Ruang Kakitangan Perpustakaan

Perpustakaan perlu menyediakan ruang kerja yang selesa bagi kakitangan untuk menjalan aktiviti pengurusan dengan keluasan yang mencukupi dan kemudahan yang bersesuaian dari segi jenis dan bilangan.

6.6 Kemudahan Orang Kelainan Upaya (OKU)

Perpustakaan perlu menyediakan koleksi dan kemudahan bersesuaian mengikut keperluan OKU seperti lif, tandas, laluan, parkir, perabot dan kemudahan teknologi maklumat dan komunikasi. Bagi maksud ini perpustakaan perlu merujuk kepada *Garis Panduan Perancangan Reka Bentuk Sejagat (Universal Design)* yang dibuat berdasarkan *Undang-undang Kecil Bangunan Seragam 1984*.

6.7 Prasarana

Perpustakaan perlu memastikan prasarana untuk menyokong proses pengajaran, pembelajaran dan penyelidikan beroperasi dengan berkesan seperti penyediaan mesin peminjaman dan pemulangan secara layan diri, wi-fi, bilik pelayan, makmal komputer dan lain-lain yang berkaitan.

7.0 TEKNOLOGI MAKLUMAT DAN KOMUNIKASI

7.1 Pembangunan Kemudahan Teknologi Maklumat dan Komunikasi

Universiti dikehendaki membangun kemudahan teknologi maklumat dan komunikasi perpustakaan mengikut peranan dan perkembangan semasa.

7.2 Pembangunan Teknologi Maklumat

Perpustakaan dipertanggungjawab untuk merancang, menilai, memilih, melaksana dan menyelenggara pembangunan teknologi maklumat di perpustakaan.

7.3 Sistem Pengurusan Perpustakaan

Perpustakaan bertanggungjawab mengurus sistem pengurusan perpustakaan yang merangkumi perisian, perkakasan serta pelesenan pangkalan data dan perisian yang diguna.

7.4 Perisian *Open Source*

Perpustakaan digalakkan untuk mengguna perisian *open source*.

7.5 Makmal Komputer

Universiti perlu menyediakan bilangan komputer yang mencukupi bagi membolehkan pelajar dan kakitangan mengakses sumber maklumat elektronik dengan nisbah 1 : 100.

8.0 KAKITANGAN

Perpustakaan perlu mempunyai kakitangan yang berkelayakan dan kompeten dalam jumlah yang mencukupi untuk mengurus perpustakaan. Di antara kompetensi yang diperlukan ialah pengurusan aset; inventori dan pelupusan; pengurusan keselamatan dokumen dan maklumat; pengurusan penyelenggaraan teknologi maklumat dan komunikasi; dan pengurusan data perpustakaan.

8.1 Nisbah Kakitangan/Pustakawan Kepada Pelajar

Nisbah ini tertakluk kepada dasar semasa Kerajaan dan pengurusan keajaiban. Nisbah yang disarankan ialah:

- a. Nisbah minima kakitangan kepada pelajar sepenuh masa ialah 1 : 200.
- b. Nisbah pustakawan kepada pelaksana ialah 1 : 3.

8.2 Jumlah Kakitangan

8.2.1 Bagi kampus yang baru dibangunkan, jumlah minima kakitangan yang diperlukan bagi tahun pertama adalah seperti berikut tetapi penambahan staf bergantung kepada keperluan semasa:

- a. Tiga (3) hingga lima (5) jawatan pustakawan bagi komponen pengurusan, perolehan, pengkatalogan, sirkulasi, rujukan dan system.
- b. Enam (6) hingga sepuluh (10) jawatan pembantu pustakawan.
- c. Tiga (3) hingga lima (5) jawatan bagi skim lain termasuk kewangan, pentadbiran dan teknikal.

8.2.2 Bagi kampus cawangan, jumlah minima kakitangan yang diperlukan adalah seperti berikut tetapi penambahan staf bergantung kepada keperluan semasa:

- a. Dua (2) hingga tiga (3) jawatan pustakawan bagi komponen pengurusan dan perolehan.
- b. Empat (4) hingga enam (6) jawatan pembantu pustakawan.
- c. Dua (2) hingga tiga (3) jawatan bagi skim lain termasuk kewangan, pentadbiran dan teknikal.

8.3 Kelayakan

8.3.1 Kakitangan Pelaksana

Mempunyai kelayakan minima SPM atau setaraf dengannya.

8.3.2 Kakitangan Separa Profesional

Mempunyai kelayakan minima STPM atau setaraf dengannya.

8.3.3 Pustakawan

Mempunyai kelayakan berikut:

- a. Ijazah Sarjana Muda (Kepujian) Sains Pengajian Maklumat (Pengurusan Perpustakaan dan Maklumat atau Pengurusan Pusat Sumber Maklumat) yang diiktiraf oleh Kerajaan daripada institusi pengajian tinggi tempatan atau kelayakan yang diiktiraf setaraf dengannya; atau
- b. Ijazah Sarjana Muda (Kepujian) dalam bidang perpustakaan yang diiktiraf oleh Kerajaan daripada institusi pengajian tinggi tempatan atau kelayakan yang diiktiraf setaraf dengannya; atau
- c. Ijazah Sarjana Sains Perpustakaan dan Maklumat yang diiktiraf oleh Kerajaan daripada institusi pengajian tinggi tempatan atau kelayakan yang diiktiraf setaraf dengannya.

8.4 Latihan dan Laluan Kerjaya Kakitangan

Kakitangan perlu mengikuti kursus profesional dalam bidang kepustakawanan sekurang-kurang tiga (3) hari setahun.

Pengalaman kerja selama sekurang-kurangnya enam (6) tahun boleh diambil kira untuk melayakkan pustakawan beralih ke gred lebih tinggi berdasarkan prestasi dan syarat-syarat lain yang ditetapkan oleh universiti.

9.0 TADBIR URUS

9.1 Jawatankuasa Perpustakaan

Satu jawatankuasa perlu ditubuh untuk menggubal dasar dan peraturan. Ahli jawatan kuasa ini terdiri daripada seorang wakil dari kesemua akademi, institut, fakulti, pusat pengajian, sekolah dan pusat. Jawatankuasa ini perlu dipengerusi oleh Naib Canselor atau wakil yang diperturun kuasa dan Ketua Pustakawan sebagai Setiausaha.

9.2 Ketua Pustakawan

Perpustakaan perlu diketuai oleh Ketua Pustakawan yang mempunyai pengalaman luas dalam bidang pengurusan perpustakaan dan pusat maklumat. Ketua Pustakawan dipertanggungjawab untuk mengurus dan merancang pembangunan dan hala tuju perpustakaan selari dengan visi dan misi universiti. Fungsi dan tanggungjawab Ketua Pustakawan adalah seperti yang termaktub dalam statut atau perlembagaan universiti.

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UNIVERSITY LIBRARY STANDARDS

CONTENTS

Introduction	15
University Library Standards	
Scope	16
Interpretation	16
Objective	18
Collection	18
Services	21
Library Building: Facilities / Environment	21
Information, Communication and Technology	22
Staff	23
Governance	24
Bibliography	25

INTRODUCTION

The Librarians Association of Malaysia formed a Working Committee on Standards to compile and prepare a standard that can be used as a reference source for the management of an academic library in Malaysia. The Committee consists of:

1. Dr. Nor Edzan Che Nasir, President 2014/2016, Librarians Association of Malaysia - Chair
2. Dr. Khasiah Zakaria, Senior Deputy Chief Librarian, Universiti Teknologi MARA - Secretary
3. Rohaya Umar, Senior Deputy Chief Librarian, Universiti Kebangsaan Malaysia - Member
4. Siti Sumaizan Ramli, Senior Deputy Chief Librarian, Universiti Pendidikan Sultan Idris - Member

The Working Committee on Standards compiled the University Library Standards based on two (2) previous standards namely:

1. Persatuan Pustakawan Malaysia. PERPUN. (1999). *Standard Untuk Perpustakaan Universiti Swasta = Standards for Private University Libraries*. Kuala Lumpur, PPM.
2. Universiti Teknikal Malaysia Melaka. (2015). *Standard Perpustakaan Universiti Malaysia*. Melaka: UTEM Press.

The primary focus of the Committee is on the Standards that was published in 2015. The Standards was refined, enhanced, rearranged and reworked to depict the current condition in the management of academic library in public as well as in private universities. This Standards was compiled to reflect the main role played by academic libraries in their respective universities. It is a guide and every academic library should make adjustments to it based on the number of users and library environment.

Structure of Standards

The Standards comprises of ten (10) items:

1. Scope
2. Interpretation
3. Objective
4. Collection
5. Services
6. Library Building: Facilities / Environment
7. Information and Communication Technology
8. Staff
9. Governance
10. Bibliography

By: The Working Committee on Standards, Librarians Association of Malaysia

UNIVERSITY LIBRARY STANDARDS

1.0 SCOPE

This standard applies to all university libraries in Malaysia. University refers to any public, private and international institution of higher education.

2.0 INTERPRETATION

2.1 Printed Material

Materials such as books, monographs, proceedings, theses, serials, journals, maps, posters, chapters in books, magazines, newsletters, newspapers, brochures, working papers, technical papers and other printed materials.

2.2 Non-Printed Materials

Materials listed in the *Term and Code List for RDA Carrier Types* such as microfilms, microfiches, photographs, audio cassettes, kit, multimedia, film, film strips, slides and other non-printed materials.

2.3 Digital/Electronic Materials

Materials that can be downloaded and stored in devices and materials that can be accessed through web browsers such as e-journals, e-books and other digital/electronic materials.

2.4 Malaysiana Materials

Library resources published in Malaysia, and/or about Malaysia but not published in Malaysia, and/or produced by Malaysians regardless of form, language, script or date of production.

2.5 Innovation

A method or an effort to produce a better product or service either through modifications or upgrades. It is a product of creative and innovative ideas in any aspect of work that can increase the quality and productivity of an organisation and life of a society.

2.6 Private Higher Educational Institutions (PHEI)

Organisations or educational institutions, including universities and university colleges or branch campuses, approved and registered through the *Private Educational Institutions Act 1996 [Act 555]* but are not established or financed by the government.

2.7 Online Public Access Catalogue (OPAC)

A database of materials found in a library's collection.

2.8 User Education Classes

Guidance programmes given to library users about a library's services and facilities either face-to-face and/or virtually

2.9 Chief Librarian

An individual who is the head or leader in a library and has qualifications in the field of librarianship. Some organisations use the term Director or Director General or Executive Director.

2.10 Online Databases

A collection information on a specific subject or multi-disciplinary.

2.11 Learning

A change in behaviour or skill to show the required behaviour resulting from practice or various form of experience.

2.12 Lifelong Learning

Any form of learning received by individuals that can be used throughout their life time.

2.13 Acculturation of Knowledge

The process or method of acculturating a thought or knowledge.

2.14 Preservation

The process of taking care and controlling library materials from damage.

2.15 Conservation

The process of taking care, treating, storing and using library materials through rules and steps as well as using technical laboratory procedures.

2.16 Teaching

Activities related to the dissemination of knowledge that includes planning, management, delivery, guidance and assessment.

2.17 User

An individual who utilises the services and facilities of a library.

2.18 Research

A scientific method based on certain formulae used by researchers systematically in certain disciplines.

2.19 Digital Library

A library whose total number of electronic collection is more than 80% of its total collection.

2.20 Hybrid Library

A library whose collection is a mixture of print and electronic materials whereby the total number of print materials is 50% of its total collection.

2.21 Conventional Library

A library whose collection is a mixture of print and electronic materials whereby the total of print materials is 80% of its total collection.

2.22 Centres of Responsibility

Academies, faculties, institutes, study centres, schools and centres that offer study programmes.

2.23 Librarian

An individual who possess qualifications in the field of librarianship and is involved in the management of a library.

2.24 Institutional Repository

An intellectual collection of publications from an organisation's community that is managed and uploaded by the organisation and can be accessed online.

2.25 Public University

An educational institution established through the *University and University Colleges Act [Amendment] 2012* and is financed by the government.

3.0 OBJECTIVE

A library is established to support the activities of teaching and learning; research and innovation; lifelong learning; and acculturation of knowledge.

4.0 COLLECTION

The collection of a library has to be developed incrementally as planned in line with the development of study programmes offered by the university as well as increases in the number of students. If the university has students with different abilities, the library has to provide materials in suitable formats.

4.1 Collection Development

Collection development is a joint responsibility between the academic centre of responsibility and the library. For this, the management of the university has to ensure that at least 2% of the university's operating expenses is allocated to the collection development of the library.

In an effort to increase the collection, the library has to take into account the following::

- a. Offer of new courses; or
- b. Publication of new editions; or
- c. Publication of new titles; or
- d. Increase in the number of students.

Materials for programmes and courses consist of:

4.1.1 Primary Texts

For primary texts, the library has to ensure the following:

- a. Provide at least one (1) primary text title for each course in a study programme.
- b. For each primary text title, the library has to provide at least three (3) copies for every 100 students. One (1) copy is for short term loan and two (2) copies are for long term loan.
- c. These materials have to be made available before offering a course and study programme.
- d. For the collection development of primary text in the fields of Law and Medicine, the library can refer to the following publications:
 - i. Persatuan Pustakawan Malaysia. *Legal core: Textbooks for Malaysian libraries*. Kuala Lumpur: PPM, 2015.
 - ii. Persatuan Pustakawan Malaysia. *Medicore: Minimum holding of medical textbooks for Malaysian libraries*. Kuala Lumpur: PPM, 2011.

The primary texts are also referred to as the main reference or reading list at some universities

4.1.2 Additional Texts

Apart from primary texts, the library has to provide additional texts. The ratio of primary to additional text is 1 : 1.

4.2 Online Databases

The library has to subscribe to online databases as reference materials.

4.3 Journals

The library has to provide at least one (1) core journal title for each study programme.

4.4 General Reference Materials

4.4.1 The library has to provide reference materials that are related to the programme and course such as encyclopaedias, dictionaries, atlases, handbooks, manuals and other related reference materials.

4.4.2 If the university has international students, the library has to provide bilingual dictionaries (English/relevant language) in sufficient number.

4.5 Malaysian Materials

The Library has to procure Malaysia materials that are related to the programmes, courses and research.

4.6 University Publications

All scholarly publications produced by the University's community have to be deposited and kept by the library.

4.7 Light Reading Materials

The library has to provide popular reading materials such as magazines, newspapers and novels to increase and expand knowledge.

Light reading materials are also referred to as free range or recreational or popular at some libraries.

4.8 Size of Collection

The size of a collection is based on the study programmes offered by level of study or number of subjects or number of students.

4.9 Management of Collection

The collection has to be managed systematically and in an organised manner to facilitate the process of access and retrieval of the reference materials. Materials have to be catalogued, classified and arranged systematically based on international standards such as:

PROCESS	STANDARDS
Cataloguing	<ol style="list-style-type: none">1. Anglo-American Cataloging Rules2. Resource Description and Access (RDA)3. Dublin Core
Classification	<ol style="list-style-type: none">1. Library of Congress Classification Scheme2. Dewey Decimal Classification Scheme3. National Library of Medicine (NLM)4. Los Angeles Class K Classification5. Or any international classification scheme that has been endorsed
Tracing Subject Headings	<ol style="list-style-type: none">1. Library of Congress Subject Headings (LCSH)2. Medical Subject Headings (MeSH)3. Or any international list of subject headings that has been endorsed

4.10 Preservation and Conservation

The library has to provide facilities for the preservation and conservation of its collection. The preservation and conservation of the materials can be undertaken by the library itself or by an outside party.

4.11 Usage of Collection Assessment

A user study has to be conducted every year to study the usage and effectiveness of the collection. Results of the study have to be presented and documented.

4.12 Quality Control

The Library has to weed its collection periodically. For this, the library has to prepare a guide line/policy/principles for the weeding process.

5.0 SERVICES

5.1 Opening Hours of Library

The library must remain open during work days while opening during weekends is subject to the requirements agreed upon by the university.

5.2 Borrowing and Returning Service

The library must have a policy for borrowing and returning materials. The number and duration of loan of materials must be in line with the regulations of the university.

5.3 Reference Service

The Library has to provide a reference services, either face-to-face, through telephone, email, social media and other suitable methods.

5.4 Information Searching Service

Information searching service either through print and computerised sources must be provided by the library for the users.

5.5 User Education

The library must conduct a user education programme at least once for each category of library users.

5.6 Inter Library Loan Service

The library must provide inter library loan service if the material required by the user is not in the library's collection.

6.0 LIBRARY BUILDING: FACILITIES / ENVIRONMENT

The floor space requirement for a library building depends on a number of factors amongst which are the number of users, functions and types of library. For this, the library has to refer to the *Garis Panduan dan Peraturan bagi Perancangan Bangunan (Edisi 2008)* prepared by the Committee on Standards and Cost, Economic Planning Unit, Prime Minister's Department.

6.1 Rack Space

The library must provide sufficient space with various facilities to store its collection such as book racks, magazine racks, non-print materials racks, cabinets and others. Additions to these facilities must be made in line with the development of the collection.

6.2 Reading Space

The normal space requirement for reading space is as follows:

- a. Open reading space: 1.90 square metre per person,
- b. Cubicle type reading space: 2.30 square metre per person,
- c. Carrel type reading space: 2.80 square metre per person.

Sufficient number of seats must be provided by the library. The total number of seats is 30% of the total number of student and 20% of the total number of staff.

6.3 Space for Services

Other required spaces has to be provided depending on needs and suitability such as hallways, exhibition area, circulation counter, media rooms, discussion rooms, seminar rooms, auditorium, meeting rooms, carrels, lockers, lounges, 24 hour space and others.

6.4 Printing Services

The use of the photocopying, scanning and printing services is subject to the *Copyright Act 1987 (A332)*.

6.5 Space for Library Staff

The library has to provide a work space that is comfortable for the staff to practise managerial activities with sufficient space and suitable facilities in terms of types and numbers.

6.6 Facilities for People with Different Abilities (Difable)

The library has to provide appropriate collection and facilities based on the needs of the difable such as lifts, toilets, passage ways, parking, furniture and information and communication technology facilities. For this, the library has to refer to the *Garis Panduan Perancangan Reka Bentuk Sejagat* produced based on the *Uniform Building By-laws 1984*.

6.7 Infrastructure

The library has to ensure that the infrastructure to support the processes of teaching, learning and research must be operating efficiently such as the provision of self-charging machines for loans and returns, wifi, server room, computer laboratories and other related matters.

7.0 INFORMATION AND COMMUNICATION TECHNOLOGY

7.1 Development of Information and Communication Technology Facilities

The university is required to develop information and communication technology facilities in accordance with its roles and current developments.

7.2 Information Technology Development

The library is responsible for planning, evaluating, choosing, implementing and maintaining the development of information technology in the library.

7.3 Library Management System

The library is responsible for managing the library management system that includes software, hardware and licensing of databases and software that are being used.

7.4 Open Source

The library is encouraged to utilise open source software.

7.5 Computer Laboratories

The university must provide sufficient number of computers to enable the students and staff to access electronic information sources in the ratio of 1 : 100.

8.0 STAFF

The library must have qualified and competent staff in sufficient numbers to manage the library. Among the required competencies are asset management; inventory and disposal; safety management of document and information; information and communication technology maintenance management; and library data management.

8.1 Ratio of Staff/Librarian to Student

This ratio is subject to the Government's current policy and lean management. The recommended ratio is:

- a. Minimum ratio of staff to full time students is 1 : 200.
- b. Minimum ratio of librarians to support staff is 1 : 3.

8.2 Number of Staff

8.2.1 For newly developed campus, the minimum number of staff required for the first year is as follows but the addition of staff is dependent on current needs:

- a. Three (3) to five (5) librarian's posts for the management, acquisition, cataloguing, circulation, reference and systems components.
- b. Six (6) to ten (10) assistant librarian's posts.
- c. Three (3) to five (5) posts from the other schemes including finance, administration and technical.

8.2.2 For a branch campus, the minimum number of staff required is as follows but the addition of staff is dependent on current needs:

- a. Two (2) to three (3) librarian's post for the management and acquisition components.
- b. Four (4) to six (6) assistant librarian's post.
- c. Two (2) to three (3) posts from the other schemes including finance, administration and technical.

8.3 Qualifications

8.3.1 Support Staff

Has a minimum requirement of SPM or its equivalent.

8.3.2 Semi Professional Staff

Has a minimum requirement of STPM or its equivalent.

8.3.3 Librarian

Has the following qualifications:

- a. Bachelor's degree with Honours in Information Science Studies (Library and Information Management or Information Resource Centre Management) recognised by the Government from a local institution of higher education or other qualifications recognised as being equivalent to it; or
- b. Bachelor's degree with Honours in the field of librarianship recognised by the Government from a local institution of higher education or other qualifications recognised as being equivalent to it; or

- c. Master's degree in Library and Information Science recognised by the Government from a local institution of higher education or other qualifications recognised as being equivalent to it.

8.4 Training and Career Path of Staff

Staff have to attend a professional course in librarianship at least for three (3) days in a year.

A work experience of at least six (6) years can be taken into consideration to qualify a librarian to move over to a higher grade based on his/her performance and other requirements set by the university.

9.0 GOVERNANCE

9.1 Library Committee

A committee should be established to formulate policies and regulations. The members of the committee comprises of a representative from every academy, institute, faculty, study centre, school and centre. The committee should be chaired by the Vice Chancellor or his/her delegated representative and the Chief Librarian is the Secretary.

9.2 Chief Librarian

The Library should be headed by a Chief Librarian who has a vast experience in the field of the management of library and information centres. The Chief Librarian is responsible for managing and planning the development and direction of the library in line with the vision and mission of the university. The functions and responsibilities of the Chief Librarian is as stipulated in the statute or constitution of the university.

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