

CARA – CARA UNTUK MEMBUAT *ONLINE RECOMMENDATION*

Perhatian :

Sebelum membuat sebarang cadangan pembelian buku/majalah, pencadang perlu mendapatkan maklumat penuh buku/majalah (**Tajuk & ISBN @ ISSN**) yang hendak dicadangkan. Berikut adalah link yang boleh membantu staf untuk mendapatkan maklumat bahan :

- <https://www.worldcat.org/>
 - https://www.amazon.com/books-used-books-textbooks/b/ref=sd_allcat_bo_t3?ie=UTF8&node=283155
 - <https://www.textbooks.com/>
1. Layari laman web UiTM Cawangan Kedah : <https://kedah.uitm.edu.my/v2/index.php>
 2. Klik Perpustakaan Sultan Badlishah : <https://kedah.uitm.edu.my/v2/index.php/84-home/794-perpustakaan-sultan-badlishah>

The screenshot shows the homepage of the UiTM Kedah website. At the top, there is a navigation menu with links for HOME, MAIN CAMPUS, ABOUT US, OFFICES, ACADEMIC, DIRECTORY, GALLERY, STUDENTS, STAFF, and VISITORS. Below the navigation menu, there is a section titled 'UPCOMING CONFERENCES' featuring three conference banners: IFDI - INTERNATIONAL FURNITURE DESIGN INNOVATION 2019, ICRAIE - 4TH INTERNATIONAL CONFERENCE ON RECENT ADVANCES AND INNOVATIONS IN ENGL. 2019, and IREX - INTERNATIONAL INDUSTRIAL REVOLUTION 4.0 EXPOSITION 2019. At the bottom of the page, there is a row of icons representing various services: Admission & Programme Offered, Collaboration, Facilities and Services, Batik Merbok, and Perpustakaan Sultan Badlishah. The 'Perpustakaan Sultan Badlishah' icon is circled in red.

3. Klik [Link to Official PSB Website](http://library.kedah.uitm.edu.my/v1/index.php/en/) (<http://library.kedah.uitm.edu.my/v1/index.php/en/>)

kedah.uitm.edu.my/v2/index.php/84-home/794-perpustakaan-sultan-badlishah

UNIVERSITI TEKNOLOGI MARA Cawangan Kedah Kampus Sungai Petani

Welcome To **UNIVERSITI TEKNOLOGI MARA CAWANGAN KEDAH** Pearl of Bujang Valley Official Website

HOME MAIN CAMPUS ABOUT US OFFICES ACADEMIC DIRECTORY GALLERY STUDENTS STAFF VISITORS

Perpustakaan Sultan Badlishah

Perpustakaan Sultan Badlishah UiTM Kedah mula beroperasi sepenuhnya pada tahun 1998 yang pada peringkat awalnya terletak di Blok Akademik. Perpustakaan ini berpindah ke bangunan baru (tetap) pada pertengahan bulan Julai 2001 dan pada tahun 2002 perpustakaan telah menggunakan sistem perpustakaan borkomputer, iaitu ILMU (Intergrated Library Management Utilities). Seramai 750 orang pengguna dapat dimuatkan di perpustakaan ini pada satu-satu masa. Pada penghujung tahun 2002 perpustakaan ini telah dinamakan Perpustakaan Sultan Badlishah sempena nama ayahanda Baginda Sultan Kedah.

[Link to Official PSB Website](#)

ANNOUNCEMENTS

- > Pertandingan Mencipta Video Pendek
- > Iklan Sebutharga 2019 (Kemaskini 10/09/2019)
- > Penggunaan Adobe CC 2019 di Makmal Komputer

NEWS FOR STAFF

- > Panduan Pemasangan ICRESS
- > Membuang/Uninstall Perisian Adobe CC Versi Lama Bagi Pemilik Akaun Staf UiTM
- > Penghapusan Alamat Emel Rasmi UiTM

NEWS FOR STUDENTS

- > Senarai Pelajar Berjaya Rayuan Kolej
- > Keputusan EPT Ogos 2019
- > Jadual Seminar e-PJJ
- > Senarai Rumah Sewa (Kemaskini 31 Julai

4. Kemudian klik pada Icon **WEB OPAC**.

library.kedah.uitm.edu.my/v1/index.php/en/

Perpustakaan Sultan Badlishah UiTM Cawangan Kedah

Student | Researcher | Staff | Alumni | Visitor | Webmail
LOGIN: EzAccess | EGPS | My Library | RPKDR

HOME - KEMUDAHAN & PERKHIDMATAN - BERITA & AKTIVITI - OE/GS - DIREKTORI MUAT TURUN - LIBRARY E-GUIDE

LIBRARY GUIDES

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

Anyone, Anytime, Anywhere

The survey is to seek and measure user satisfaction towards Tun Abdul Razak Library Facilities and Services. We would like you to know your perception on the facilities and services provided to ensure it's on the right track and meet users' requirement.

The survey is for all users at UiTM Kedah Branches only:
Perpustakaan Sultan Badlishah

customer feedback

Thank you for your time and cooperation: LIBRARY for ALL

DEAN APPROVAL

LIBRARY VENDOR

MY LIBRARY ACCOUNT

WEB OPAC

MY KNOWLEDGE PORTAL

Masukkan Kata Kunci

Search

We currently offline, please leave your message.

5. Apabila paparan telah tersedia, masukkan Nombor Staf pada Ruangan **ENTER USER ID** dan **PASSWORD – I/C NO.** seperti contoh paparan di bawah :

web OPAC UiTM Libraries

Search Browse Journals New Additions ISBN Search My Account

Staf ID dan I/C No. yang di perlukan untuk Log In Web Opac. Kemudian klik Submit.

Enter Password

Institution

Submit Reset

[Continue As Guest](#)
Generate / Forgot Password
New User? Sign Up Here.
Powered By LIBSYS

6. Paparan akan menunjukkan **Interface** Akaun Staf

LIBSYS web OPAC UiTM Kedah

Search Browse Journals New Additions ISBN Search My Account

My Account

My Profile

Items Checked out

Reserves

History

Recommendations

Fine Logs

Change Password

Donation

Search History

Show Cart

Articles

Inter-Library Loan

RSS Links

Login History

Member Id : [Redacted]

Kakitangan Akademik

Reg Date : 1/8/1997

Phone No : [Redacted]

Select Theme

Email-Id : [Redacted]

Address : [Redacted]

Designation : [Redacted]

Group : UiTM KAMPUS SUNGAI PETANI

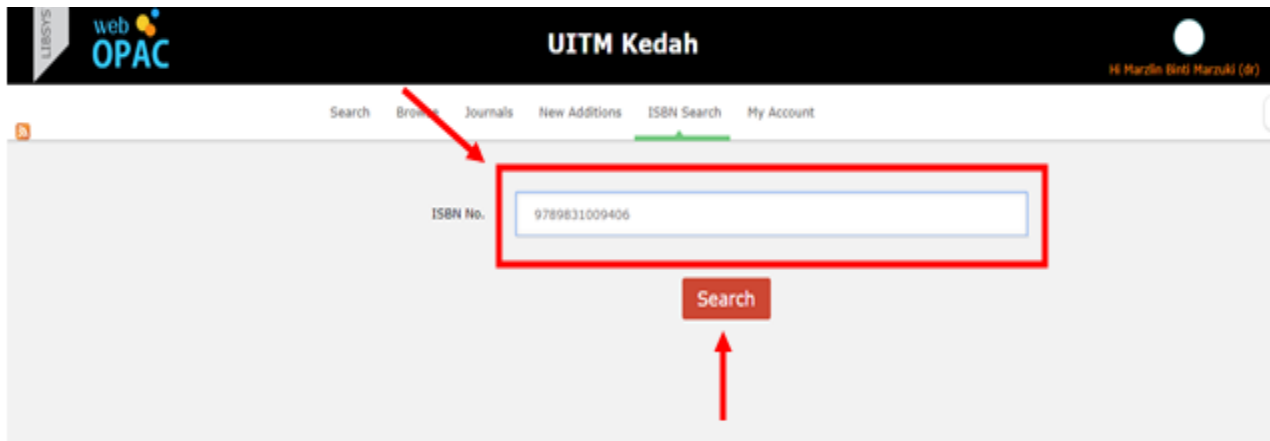
Dob : [Redacted]

PhoneRes : [Redacted]

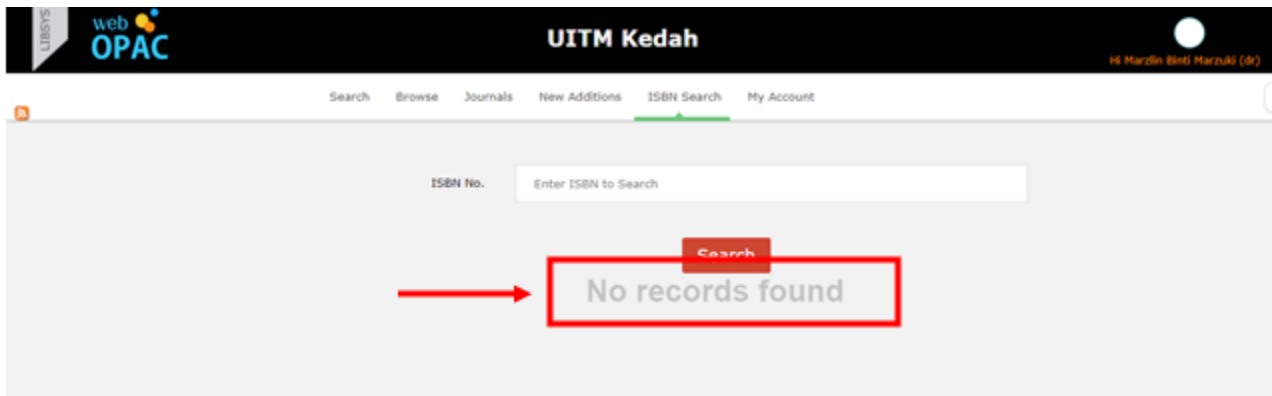
Fine Due: : 0.00

opac.library.uitm.edu.my/opac/isbnNo/isbn.html

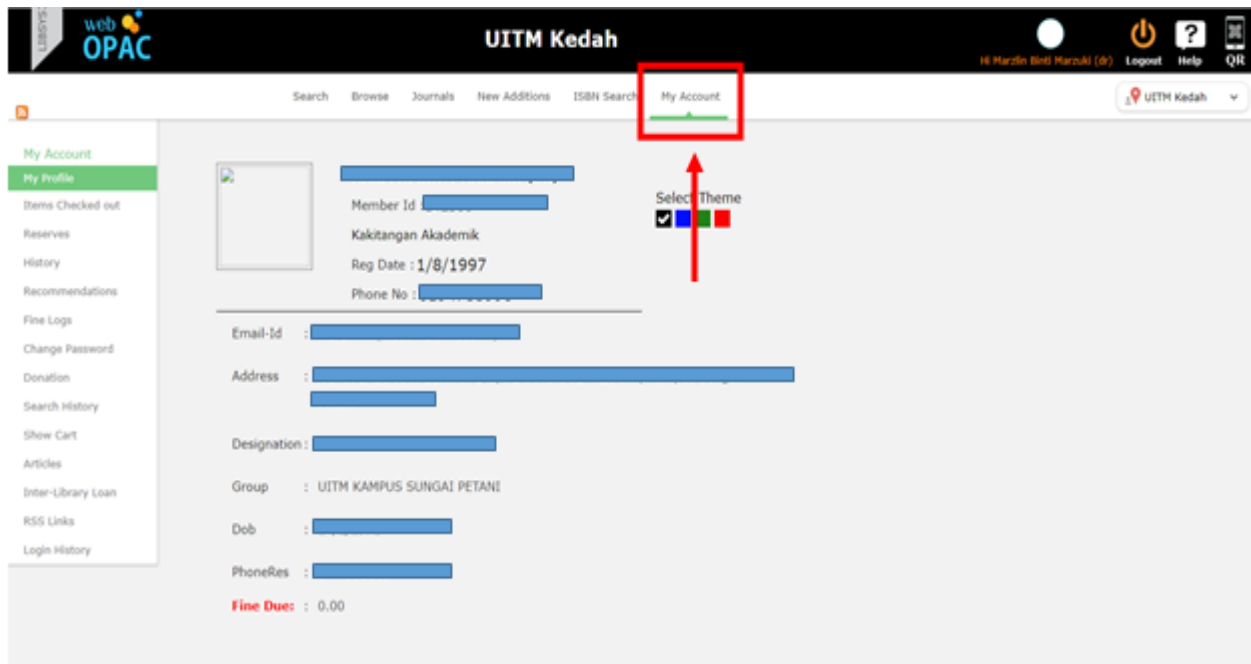
7. Klik **ISBN search** dan masukkan nombor ISBN ke dalam ruangan yang disediakan.
8. Klik **Search**



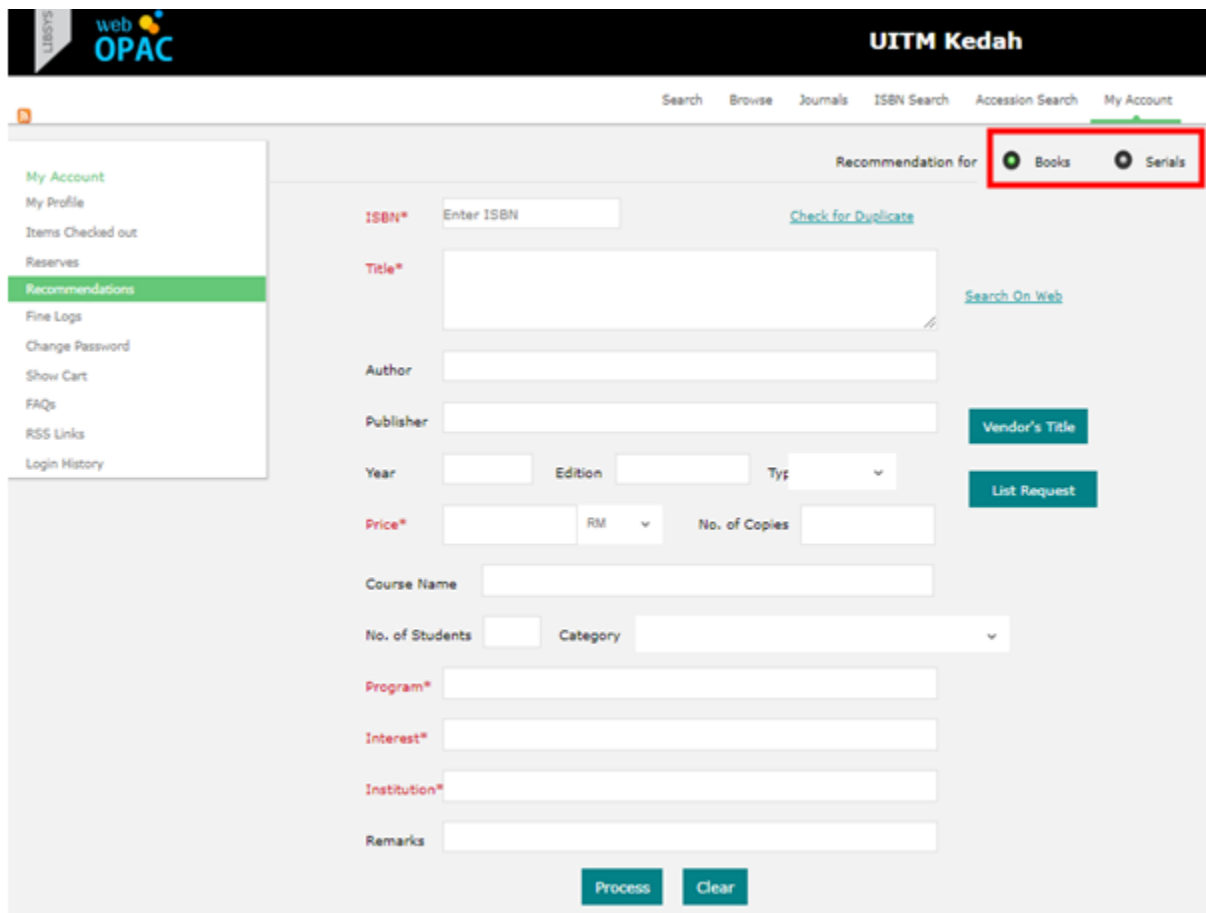
9. Jika paparan menunjukkan **No record found**



10. Klik **My Account**



11. Klik **Recommendation** (buat pilihan : *Books* atau *Serials*)



12. Masukkan ISBN/ISSN atau Title. Klik **Check for Duplicate**

The screenshot shows a web interface for recommending books. On the left is a navigation menu with 'Recommendations' selected. The main form has the following fields: ISBN* (9789674810894), Title* (empty), Author (empty), Publisher (empty), Year (empty), Edition (empty), Type (dropdown), Price* (empty), RM (dropdown), No. of Copies (empty), Course Name (empty), No. of Students (empty), Category (dropdown), Program* (empty), Interest* (empty), Institution* (empty), and Remarks (empty). A 'Check for Duplicate' link is highlighted with a red box. Other buttons include 'Search On Web', 'Vendor's Title', 'List Request', 'Process', and 'Clear'. The top right shows 'Recommendation for' with 'Books' selected.

13. Sistem akan memasukkan butiran lain sekiranya ada.

The screenshot shows the same web interface as above, but with the form fields populated. The ISBN* is 9789674810894. The Title* is 'Panduan Mudah dan Praktikal Urus Jenazah'. The Author is 'Nik Muhammad Adib Asmadi, Muhammad Syafiq Mohd Yusof, Muhamad'. The Publisher is 'PTS Publishing House Sdn. Bhd.'. The Year is 2018. The Remarks field contains the text: 'Buku ini menjelaskan secara terperinci mengenai: 1. Panduan solat jena'. The 'Check for Duplicate' link is still present. The top right shows 'Recommendation for' with 'Books' selected.

14. Sekiranya tiada, pencadang perlu mengisi ruangan **ISBN, Title, Author, Publisher, Year, Price, No. Of Copies, Program, Interest dan Institution.**

The screenshot shows the 'Recommendation for' form in the web OPAC system. The form fields are filled with the following information:

- ISBN*: 9789674810894
- Title*: Panduan Mudah dan Praktikal Urus Jenazah
- Author: Nik Muhammad Adib Asmadi, Muhammad Syafiq Mohd Yusof, Muhamad
- Publisher: PTS Publishing House Sdn. Bhd.
- Year: 2018
- Price*: 0.00 RM
- Program*: PSB
- Interest*: 0
- Institution*: UITM
- Remarks: Buku ini menjelaskan secara terperinci mengenai: 1. Panduan solat jena

Buttons for 'Process' and 'Clear' are visible at the bottom of the form.

15. Klik Process.

16. Paparan akan menunjukkan **Request processed** dan **Request no.** Klik **OK**.

The screenshot shows the same form as above, but with a confirmation message overlay. The message reads: "Request processed (Request no 191)". A red arrow points to the "OK" button on the message box.

17. Sekiranya buku yang dicadangkan **duplicate**, paparan skrin adalah seperti di bawah :

The screenshot shows the OPAC interface for UITM Kedah. The main content area displays a book entry for ISBN 9789833317882. The entry details are as follows:

Header	Title Details
ISBN	9789833317882 (pbk.)
Cataloging Source	ITMB
Call No.	BF637.P76 T46 2011
Main Entry-Personal Name	Teo Aik Cher
Title Statement	Why procrastinate? : a teenager's guide to overcoming procrastination / written and illustrated by Teo Aik Cher
Varying Form of Title	Teenager's guide to overcoming procrastination
Publication, Distribution, etc.	Puchong, Selangor: August Publishing, 2011.
Physical Description	xviii, 116 p. : ill. : 20 cm
Bibliography, Etc. Note	Includes bibliographical references
Subject Added Entry-Topical Term	Teenagers - Conduct Of Life; Procrastination
Document Type	Books (BS)
Accn No.	51400 (BOK)

Below the table, there are three buttons: **Availability**, **Linear**, and **Marc**. The **Availability** button is highlighted in red. Below these buttons are input fields for Program*, Interest*, Institution*, and Remarks, followed by **Process** and **Clear** buttons.

18. Klik **Availability** untuk melihat jumlah naskhah.

This screenshot is identical to the previous one, but with a red arrow pointing to the **Availability** button, indicating that clicking this button will show the number of copies available.

19. **No Accession** akan dipaparkan.

The screenshot shows the UTM Kedah OPAC interface. The top navigation bar includes 'Search', 'Browse', 'Journals', 'ISBN Search', 'Accession Search', and 'My Account'. The left sidebar contains a menu with 'Recommendations' selected. The main form area has the following fields and options:

- ISBN*: 9789833317882 (with a 'Check for Duplicate' link)
- Accession No. Location: 93354 LIBT (highlighted with a red box)
- Availability: Availability, Linear, Marc (radio buttons)
- Publisher: Armour Publishing Pte Ltd (with a 'Vendor's Title' button)
- Year, Edition, Type (dropdown)
- Price*: [input] RM (dropdown), No. of Copies: [input]
- Course Name: [input]
- No. of Students: [input], Category: [dropdown]
- Program*: [input]
- Interest*: [input]
- Institution*: [input]
- Remarks: [input]
- Buttons: Process, Clear

20. Sekiranya ingin membuat cadangan tambahan naskhah, Sila klik Process.

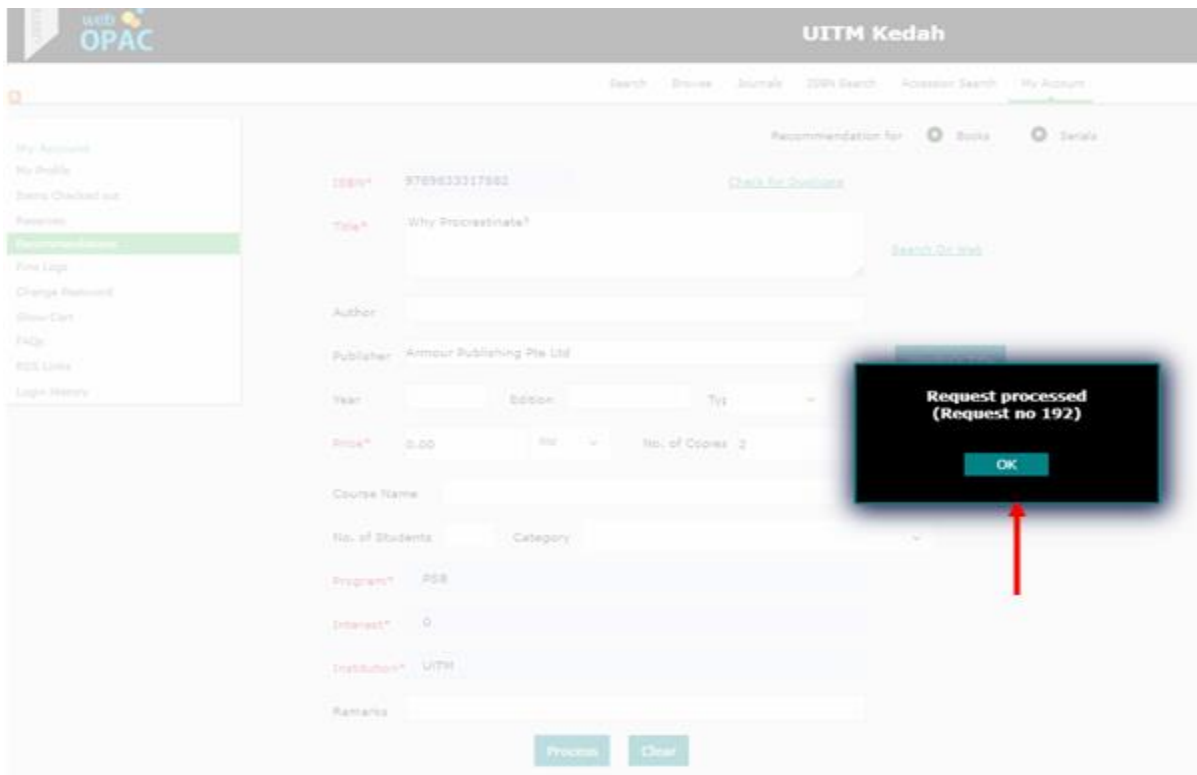
21. Masukkan jumlah naskhah yang dikehendaki.

The screenshot shows the UTM Kedah OPAC interface with the 'No. of Copies' field highlighted in red. The form is populated with the following information:

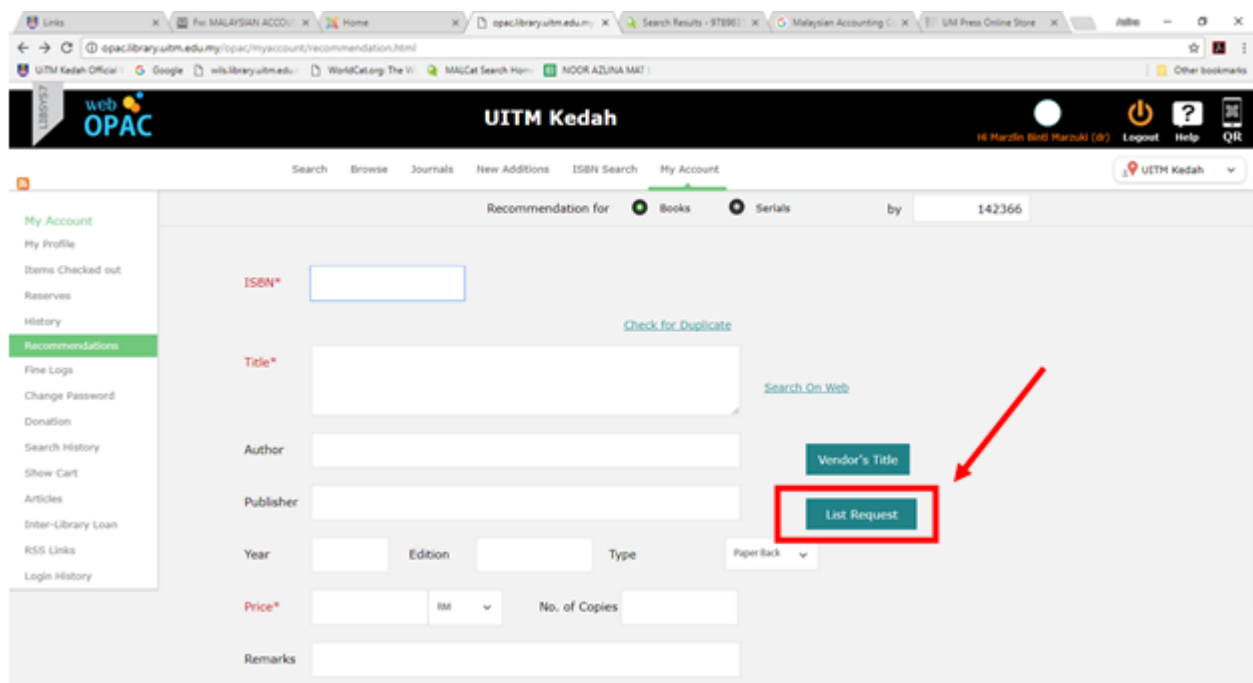
- ISBN*: 9789833317882 (with a 'Check for Duplicate' link)
- Title*: Why Procrastinate? (with a 'Search On Web' link)
- Author: [input]
- Publisher: Armour Publishing Pte Ltd (with a 'Vendor's Title' button)
- Year, Edition, Type (dropdown)
- Price*: 0.00 RM (dropdown), No. of Copies: 2 (highlighted with a red box)
- Course Name: [input]
- No. of Students: [input], Category: [dropdown]
- Program*: PSB
- Interest*: 0
- Institution*: UTM
- Remarks: [input]
- Buttons: Process, Clear

22. Klik Process.

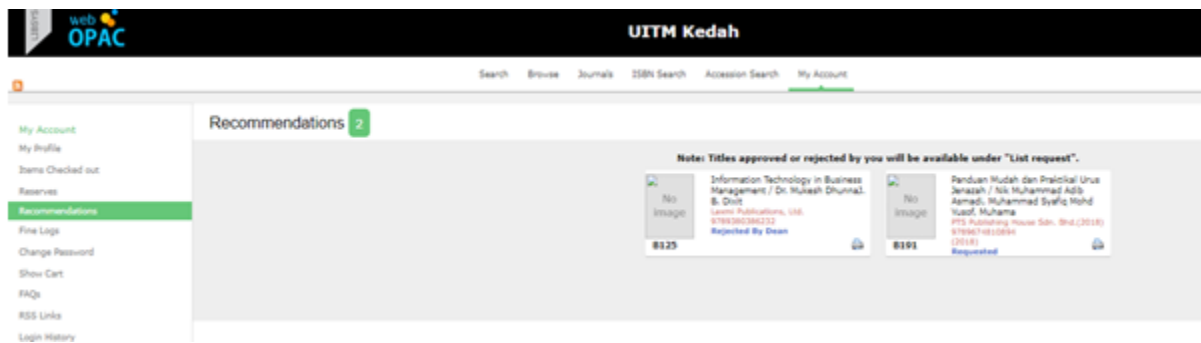
23. Paparan akan menunjukkan **Request processed** dan **Request no.** Klik **OK**.



24. Klik **List Request** untuk melihat senarai cadangan dan status cadangan.



25. Paparan cadangan seperti di bawah.



26. Cadangan akan diproses oleh staf Unit Pembangunan Sumber Ilmu.

27. Kelulusan cadangan akan diputuskan dalam Mesyuarat Jawatankuasa Kelulusan Pembelian Buku dan Majalah Perpustakaan Sultan Badlishah.

28. Pesanan akan dibuat sekiranya pembekal dapat membekalkan bahan tersebut.

29. Layari <https://ptar.uitm.edu.my/libguide/subjects/guide.php?subject=book-recommendation-via-opac> untuk melihat video *Library Guide Online Book recommendation*.

