

kemuda

Indicator 6.3 – Library

6.3.1 Library Resources including Learning Resource Centers (print and non-print, journals, magazines, newspapers, instructional materials)

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Library Collection: Resource vs Users Ratio	PERPUN 3:100 3 naskah bagi 100 pelajar	Polipd 1500:5000 1500 buku bagi 5000 pelajar	Less than 20%		0	
			20 – 40%		1	
			41– 60%		2	
			61 – 80%		3	
			81% and above		4	

*PERPUN 3 naskah untuk 100 orang pelajar
 Polipd 6.7 naskah untuk satu orang pelajar.
 Jumlah pelajar 5169>
 Jumlah koleksi 50,355 naskah

$50,355 \text{ (books collections)} \times 100$
 $5,169 \text{ (jumlah pelajar)} \times 6.7$

Note: Library materials should be related to TVET program offerings in the institution

Data Required and Means of Verification:

Annex 29. Library Collection based on TVET Program Offerings/Courses

6.3.2 Resource Sharing with other libraries

Specification	Number of Agreements	Please tick (✓)	POINTS	
			Maximum = 4	Institution's Evaluation
Consortia agreements/networking /cooperative activities and resource sharing with other libraries or agencies	0		0	
	1		1	

	2 – 3		2	
	4 – 5		3	
	6 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 30. Networking with Other Libraries

- Memoranda of Understanding/Agreement on Library Linkages with related institutes
- Output of Agreement (Number of Students and Teachers benefitted)

6.3.3 Library Space and Facilities

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Library Space			less than 40%		0	
			40 – 59%		1	
			60 – 79%		2	
			80 – 99%		3	
			100%		4	

Specification	POINTS Please tick (✓)				Total
	Learning Resource Center/ Reading Rooms/Reference and Information Desk (1 point)	Online Public Access Catalog (OPAC) (1 point)	Reprographic Facilities (1 point)	Internet (Wired and Unwired) (1 point)	
Facilities					
MAXIMUM POINTS: 4					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Student Population
- Teaching Staff, Personnel and Other Library Users
- Library Standards
- Floor Area of the Library

- Library Building/Room

6.3.4 Library Management System

Specification	POINTS Please tick (✓)				Total
	Cataloguing (1 point)	Library Orientation (Book exhibits, Book fairs, Information Dissemination Drive, Promoting Reading Habits, etc.) (1 point)	E-library (Computerization of Library Services) (1 point)	Use of Emerging Trends and Techniques (e.g. Digitization of Books) (1 point)	
Effectiveness of Library Management System					
MAXIMUM POINTS: 4					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Schedule of Classes
- Library Standards
- Library Schedule
- Classification and Cataloguing
- Charging and Discharging (circulation)
- Inter-library loans and exchange
- Book bank facility
- Computerization of library services
- Feedback from clients
- Inventory of Facilities
- Inventory of Subscription from Newspaper and Magazines
- Inventory of IT Related Facilities
- Discussion of the overall plan of upgrading the library

6.3.5 Budget for the Operation of Library

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No budget allocated		0	

Budget allocated and spent less than 30% of allocation		1	
Budget allocated and spent 30 - 60% of allocation		2	
Budget allocated and spent 61 - 90% of allocation		3	
Budget allocated and spent more than 90% of allocation		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Annual Budget
- Library Budget
- Procurement Plan
- List of Procured Resources

6.3.6 Library Staff Quantity and Educational Qualifications

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 6	Institution's Evaluation
Chief Librarian's Qualifications (Education, License)			Not complied with		0	
			Complied with		3	
Quantity of library staff			Not complied with		0	
			Complied with		3	

Data Required and Means of Verification:

Annex 31. Library Staff Profile

- Library Organogram