Presenters

Irni Izwah Abu Bakar
Senior Librarian
Head, Law Information Unit
irni@iium.edu.my

Yusrina Abu Bakar
Deputy Chief Librarian
Head, Corporate Section
yusrina@iium.edu.my

Dar al-Hikmah Library
International Islamic University Malaysia (IIUM), Jalan Gombak, 53100 Kuala Lumpur
Purpose of the Paper:

- A reflective paper based on review of related literature; the authors’ observation and experience in managing the legal collection in the Dar al-Hikmah Library and the authors’ effort in designing services which suit the specific needs of its users.
- Illustrated the best practices on the maintenance and provision of service of the Library’s legal collection.
- Explained that to keep abreast with the changes in the needs of the customers, the Library also designed a continuing educational plan for its staff.
- Exemplified that an excellent mesh between good collection management, provision of service which meet the specific needs of its users and continuing education of the staff is the best approach in handling a law library.
Content:

1. Organizing the library’s legal resources
2. Arrangement of the study area
3. Marketing the library’s legal resources and outreaching customers
4. Strengthening the law library staff’s hybrid skills and knowledge on legal resources, both in printed and online formats
Kulliyyah (Faculty) in IIUM Gombak & Kuala Lumpur Campus

Ahmad Ibrahim Kulliyyah of Law (AIKOL)

Kulliyyah of Architecture & Environmental Design (KAED)

Kulliyyah of Economics & Management Sciences (KENMS)

Kulliyyah of Revealed Knowledge & Human Sciences (KIRKHS)

Kulliyyah of Engineering (KOE)

Kulliyyah of Education (KOED)

Kulliyyah of Information & Communication Technology (KICT)

Institute of Islamic Banking & Finance (IIiBF)

International Institute of Islamic Civilisation & Malay World (ISTAC)

Institute of Halal Research & Training (INHART)

IIUM Academy of Graduate & Professional Studies (AGPS)

Centre for Postgraduate Studies (CPS)
Full-time Equivalent (FTE) 2019

Ahmad Ibrahim Kulliyyah of Law (AIKOL)

Undergraduate Students: 1351
Postgraduate Students: 184
Academic Staff: 92
Administrative Staff: 25
Organizing the library legal resources
Organizing Legal Resources by Codes

**Law Books (d)**
d30 KD 1949 H455T 2006

**Law Journals (c)**
c KPG 6 MLN 1990 Jan-Dec

**Law Reports (b)**
b KUC 2.23 A2 NSWWN 1968 v88

**Statutes (a)**
a KPG 5001.85 M42 1898 v1

Call Number: Library of Congress Classification (Law) by Jurisdiction Scheme
**Jurisdiction division under Class K of the LCCS**

**d2 – d69:**

Law books location codes by subject

**LIBRARY OF CONGRESS CLASSIFICATION (LAW) SYNOPSIS**

K  LAW (GENERAL)
KD  LAW OF ENGLAND AND WALES
KDC  LAW OF SCOTLAND
KDE  LAW OF NORTHERN IRELAND
KDG  LAW OF ISLE OF MAN. CHANNEL ISLANDS
KDK  LAW OF IRELAND
KDZ  LAW OF NORTH AMERICA
KE  LAW OF CANADA
KF  LAW OF UNITED STATES
KG  LAW OF LATIN AMERICA
KGA – KGH  LAW OF MEXICO AND CENTRAL AMERICA
KGJ – KGZ  WEST INDIES CARIBBEAN AREA
KH  SOUTH AMERICA
KJV  LAW OF FRANCE
KJW  FRANCE, PROVINCES, DEPT(S), ETC.
KK  LAW OF GERMANY AND WEST GERMANY
KL  HISTORY OF LAW. THE ANCIENT ORIENT
KLA – KLW  EURASIA
KM – KPZ  ASIA
KNC – KPW  SOUTH ASIA, SOUTH EAST ASIA, EAST ASIA
KPG – KPGG  MALAYSIA
KQ – KTZ  AFRICA
KU – KWW  PACIFIC AREA
KWX  ANTARCTIC
Easy to change colors, photos and text.
Statute
Call Number
KPG
7
A22
FA
1999
Sept-Dec
Law Journal
Call Number
c
KPG
19
A2
QLR
2006
v1–4
Arrangement of the study area
Different Types of Study Areas

Addressing the different study styles of the library customers

- Silent Area
- Carrels
- Discussion Area
- Learning Common

The Library evolved from being a place for quiet study to a place of social gathering and group discussions, which can be both at a serious or leisure manner.
Study Areas in the Past

- Concentration was given on maintaining silence in the area to provide a “conducive study experience”.
- Staff made rounds to reprimand students on their noise level.
- Posters on noise and compound are available everywhere.
**Silent Area**

**Main Characteristics**

- Students are encouraged to reprimand each other if they are disturbed by noise in the room.
- Staff could request anyone who are noisy to use other areas on the floor.

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Tables</td>
<td>18</td>
</tr>
<tr>
<td>Single Carrels</td>
<td>26</td>
</tr>
<tr>
<td>Sofa</td>
<td>14</td>
</tr>
<tr>
<td>Special Area</td>
<td>Room within glass walls</td>
</tr>
</tbody>
</table>

Mainly used by students who would like to study in complete silence. Only slight/low level noise is tolerated.
Carrels

Mainly used by students who would like to study individually. They also need a place to place their belongings without being removed by the library staff or other students.

Main Characteristics

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrel rooms</td>
<td>12</td>
</tr>
<tr>
<td>Single carrels</td>
<td>71</td>
</tr>
<tr>
<td>Special Area</td>
<td>Available throughout the floor. Mainly against the walls.</td>
</tr>
</tbody>
</table>

- Booking of the carrel rooms (2 weeks & 2 days borrowing) is done at Circulation Counter.
- Students are not encouraged to pre-book the single carrels.
Discussion Area

Mainly used by students who would like to study in a group or when discussion is needed. Highly used area is between the Book and Report collections.

Main Characteristics

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Tables</td>
<td>62</td>
</tr>
<tr>
<td>Single Carrels</td>
<td>45</td>
</tr>
<tr>
<td>Sofa</td>
<td>25</td>
</tr>
<tr>
<td>Special Area</td>
<td>Spread across the floor</td>
</tr>
</tbody>
</table>

- Students are encouraged to reprimand each other if the noise is too high.
- Staff could request anyone who is too noisy to use a discussion room or leave the library.
Learning Common

Mainly used by students who would like to study in a group or when they have group assignment/presentation to prepare.

Main Characteristics

- Highly used as students can sit on the floor/relax manner.
- Availability of writing boards and plug points are also an added bonus.

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Japanese” table</td>
<td>6</td>
</tr>
<tr>
<td>Writing board</td>
<td>6</td>
</tr>
<tr>
<td>Study table</td>
<td>4</td>
</tr>
<tr>
<td>Sofa</td>
<td>4</td>
</tr>
<tr>
<td>Plug points</td>
<td>12</td>
</tr>
<tr>
<td>Special Area</td>
<td>Room within glass walls</td>
</tr>
</tbody>
</table>

Mainly used by students who would like to study in a group or when they have group assignment/presentation to prepare.
Marketing the library’s legal resources and outreaching customers
Marketing Medium

Ways to market the legal resources and reach the customers

- **Medium A**: Legal Research Skill & Library Tour
- **Medium B**: Law Liaison Librarian
- **Medium C**: Participation in Faculty Events
- **Medium D**: Law Information Desk
- **Medium E**: Law Library Group (SIG)
A. Legal Research Skill & Library Tour

Conducted in collaboration with a certain course in the faculty:

- Postgraduate: Research Methodology (usually expanded into parts)
- Undergraduate: Legal Methodology (classroom instruction & Library tour)

Content developed with consultation and collaboration with the faculty:

- Understanding of legal resources.
- Understanding of legal citations.
- Searching techniques in locating legal resources.
- Access to the physical collection.
- Use of the online databases.
The facilitator is very good. Although I am quite late to understand and able to get what she taught, but she came to me patiently and showed me one by one. Thank you very much.

Facilitator, keep it up. Class should be extended 3 days in not enough for study at least increase it to 6 days. Content of the subject is very nice.

Such a useful and interesting class that can improve and help in research process.

Our lecturer is very good and has good knowledge and has very long experience to teach us how are can look for books but there is one thing is not comfort with me, which is the class with her very short period - only four class, I advise to make 8 class because we can get more information to find book. Thank you.

Very clear, good explanation. Effort to make quizzes is very good idea and keep the student more exciting to learn about research skill. Keep your good work.

She is so good that needs a salary upgrade. I am serious! The knowledge she has impacted is priceless. May almighty Allah always bless her. Amin.........
B. Law Liaison Librarian

Marketing the need for a Resource Person in Legal Resources

- The Liaison between the Library and the Kulliyyah

- A member of the Kulliyyah Board Meeting
- Develop the Law Collection
- Marketer/Promoter to the Library Services/Collection
- Provide Research and Reference Consultation
- Conduct & Create Modules for Information Literacy classes
- Entertain Visitors of the Kulliyyah to the Library
C. Participation in Faculty Events/Projects

- The Law Library is constantly invited to events of AIKOL, either internally or externally.
- Through collection exhibition and library talks, we introduce what is available in the library and what changes have taken place.
C. Participation in Faculty Events/Projects

The Library plays a major part in setting up the Kulliyyah’s Resource Centre and setting access to the collection through KOHO Library system.
Among the services offered at the Law Readers’ Advisory Desk are:-

- Answering basic research and computing questions in person and phone.
- Instructing patrons in using the library’s discovery service, catalog and databases to find books, articles and media on or off campus.
- Providing interlibrary loan instruction for placing requests and retrieving fulfilled items.
- Assisting faculty and students with finding specific law cases and acts.
E. Involvement In Law Library Group (SIG)

Under Librarians Association of Malaysia (Persatuan Pustakawan Malaysia)

Platform to promote professional relationship and networking between law libraries in Malaysia
Law Library Group Benefits

- Share of law collection through Interlibrary loan
- Support newly established law libraries
- Suggest and support expertise from institution to support programs organized by LLG
- Offer venue for events, programs & meetings organized by LLG
- Collaboration to organize program & events
Law Library Group Meetings & Activities

- Tun Abdul Hamid Mohamad Book Launching
- Discussion on Module for Understanding Legal Resources for Research
- Smart Visit to Brunei with President Brunei Library Association, Pn. Nellie bt. Dato Paduka Haji Sunny
- Understanding Legal Agreement for Online Resources
- Bengkel Mengurus Capaian Terbuka
- Awarded "Jawatankuasa Paling Aktif 2016 – 2017" by PPM
Strengthening the law library staff’s hybrid skills and knowledge on legal resources
It’s Time For:

Question and Answer
Thank you