

From Damansara to Gombak:

Experience of Dar al-Hikmah Library Moving a
Law Library

LIBPRO 2020
10th November 2020
Webinar/Facebook Perpustakaan Tun Abdul Razak,
Universiti Teknologi MARA,
Shah Alam, Selangor

Presenter



Senior Librarian

Irni Izwah bt. Abu Bakar

Law Information Unit
Information Services Section
Dar al-Hikmah Library
International Islamic University
Malaysia (IIUM)
53100 Jalan Gombak
Selangor Darul Ehsan

irni@iium.edu.my



Purpose of the paper

01

To illustrate the experience of Dar al-Hikmah library relocating a law library to a law faculty's resource centre from Damansara to Gombak.

02

To share the author's approach in moving the law library, the inventory process, the moving process and the challenges during the moving process.



Content

01

Introduction

02

Law librarian as the move coordinator

03

Inventory process at Mohamed Ismail & Co. Library

04

Moving process from Damansara to Gombak

05

Challenges during the moving process

06

Conclusion

The background features a dynamic, abstract composition of soft, billowing clouds in shades of pink, magenta, and light blue. These colors blend together, creating a dreamy, ethereal atmosphere. The clouds are more concentrated in the center and left side, with wispy trails extending towards the right and bottom edges of the frame.

Introduction

Kulliyyah (Faculty) in IIUM Gombak Campus



Ahmad
Ibrahim
Kulliyyah of
Law (AIKOL)



Kulliyyah of
Economics &
Management
Sciences
(KENMS)



Kulliyyah of
Revealed
Knowledge &
Human
Sciences
(KIRKHS)



Kulliyyah of
Engineering
(KOE)



Kulliyyah of
Education
(KOED)



Kulliyyah of
Architecture &
environmental
Design (KAED)



Kulliyyah of
Information &
Communication
Technology
(KICT)



Institute of
Islamic Banking
& Finance (IiBF)



Institute of
Halal Research
& Training
(INHART)



IIUM Academy
of Graduate &
Professional
Studies



**RAZALI NAWAWI
RESOURCE CENTRE (RNRC).
AHMAD IBRAHIM KULLIYAH OF LAW
(AIKOL), GOMBAK**

**Administered by AIKOL
administration office**

01

Existing collection is 5000 items

The resource centre has 4 core collections such as law books, law reports, law journals and statutes.

02

**Served AIKOL undergraduate,
postgraduate students and
academicians**

03



MOHAMED ISMAIL & CO. (M.I. Co. Library)



**Owned by Allahyarham Dato' Haji
Mohamed Ismail b. Mohamed
Shariff (14.10.1944-5.11.2016)**

**Located at 51, 2nd floor, Plaza
Damansara, Jalan Medan Setia 1,
Bukit Damansara, Kuala Lumpur**

Existing collection is 7344 items

The legal firm library has 4 core
collections such as law books, law
reports, law journals and statutes.

01

02

03

Damansara



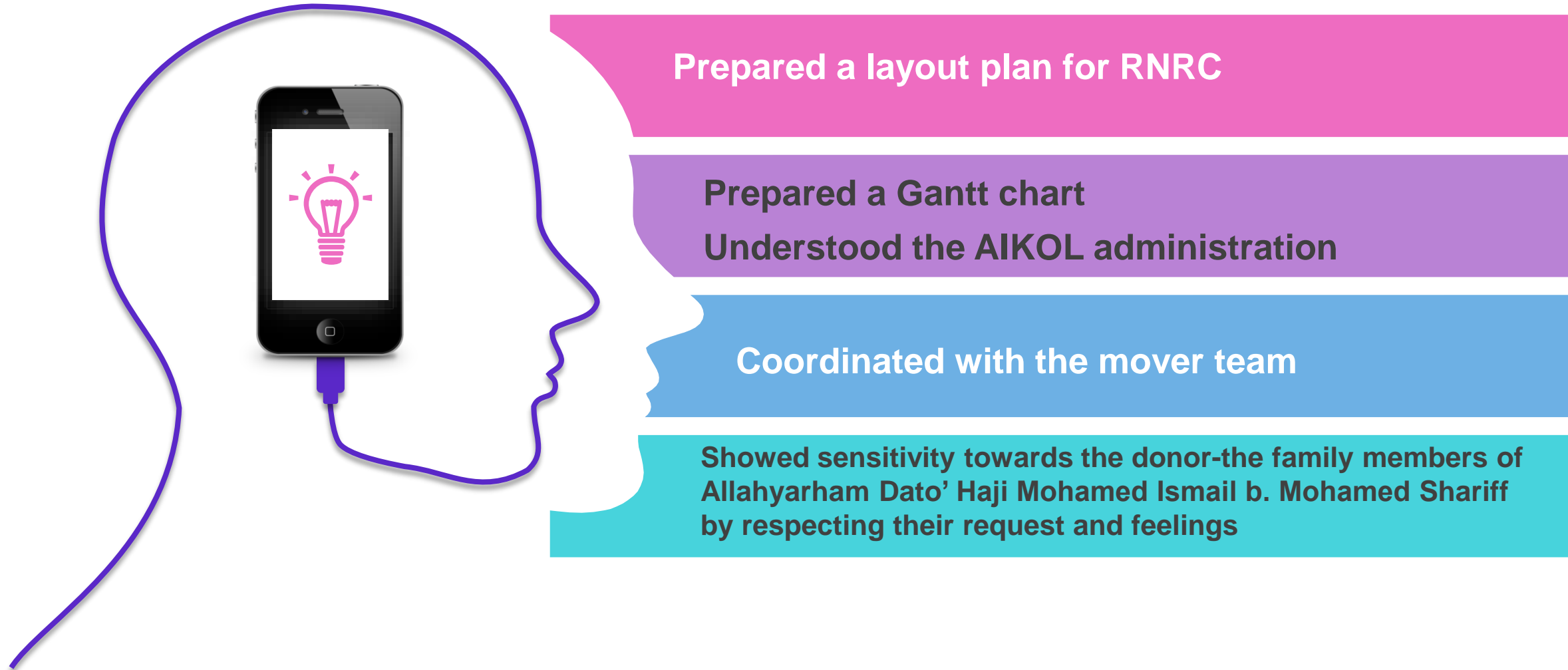
Gombak





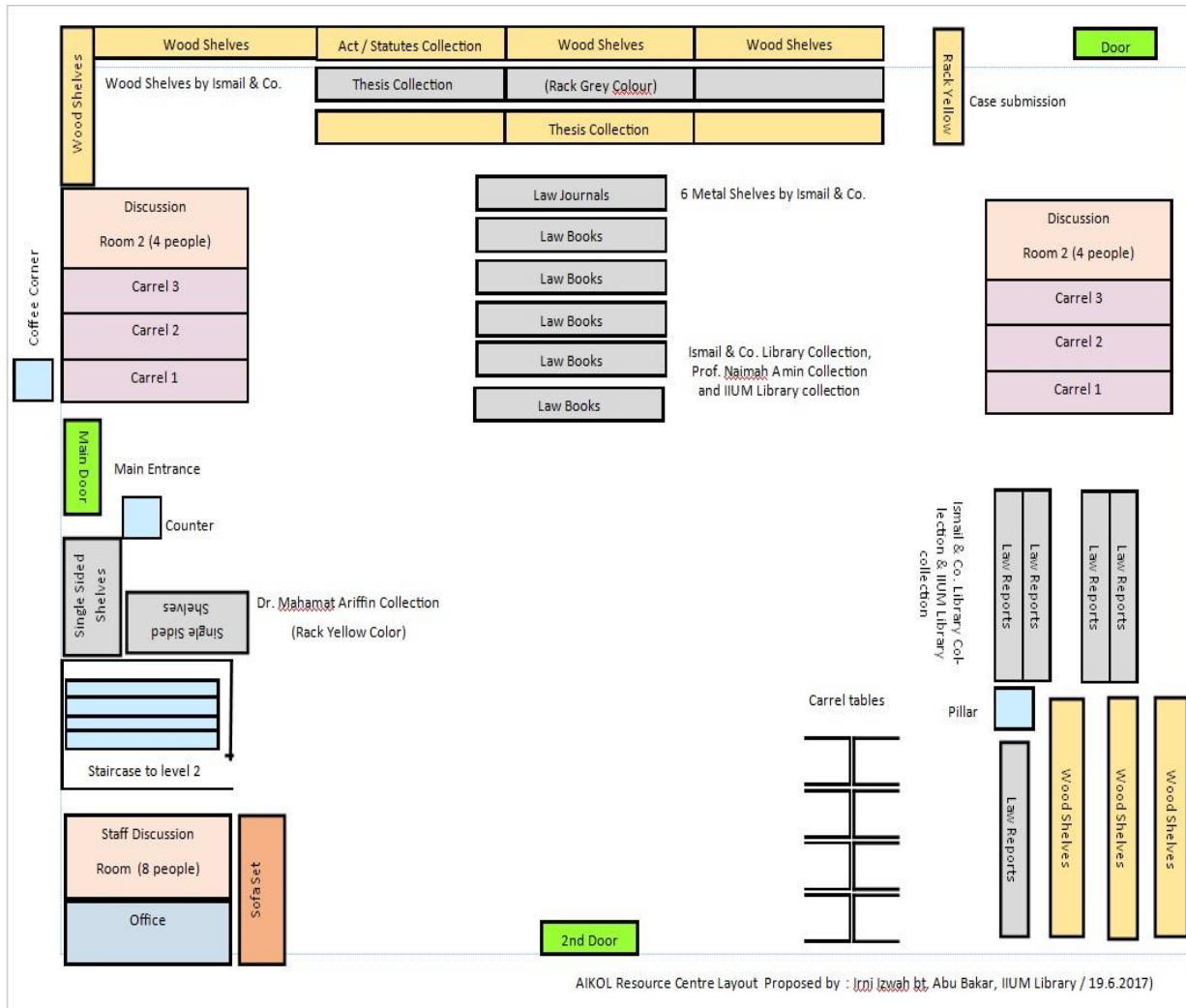
Law Librarian as the Move Coordinator

Law Librarian as the Move Coordinator



Law Librarian as the Move Coordinator

Proposed layout plan for RNRC, Gombak



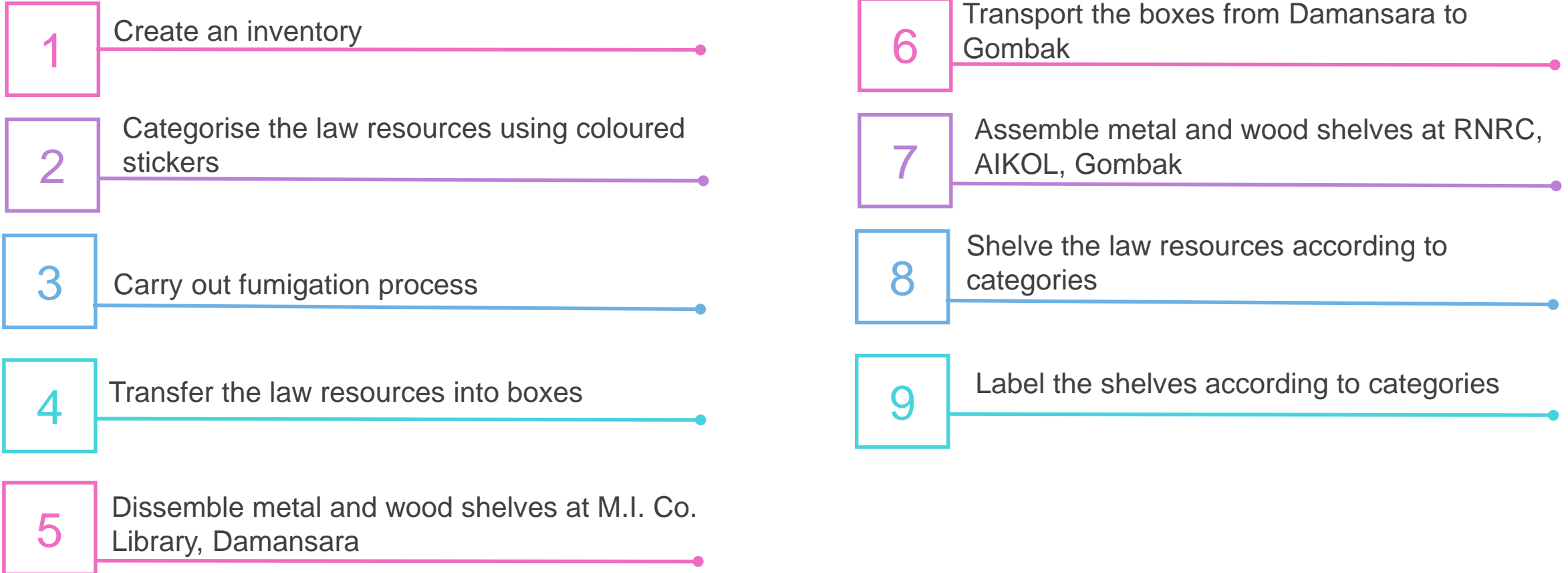
To consider :

- ☒ Existing collections and shelves
- ☒ New incoming collections and shelves
- ☒ Space for reading area for the placement of tables and chairs
- ☒ User space, namely discussion rooms and carrels
- ☒ Space for comfortable seating

Law Librarian as the Move Coordinator

Prepared a Gantt chart and understood AIKOL administration

Activities in the Gantt chart:





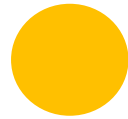
Inventory Process at Mohamed Ismail & Co. Library

Inventory Process at M.I. Co. Library

The core collections for a law library are law book, law report, law journal and statute. Inventory forms are provided. Every item including volumes was recorded by using the forms and marked them using coloured stickers.

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Law book			
No.	Title	Volume No.	Year

Law book



Orange

Law report

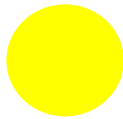


Blue

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Law report			
No.	Title	Volume No.	Year

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Law journal			
No.	Title	Volume No.	Year

Law journal



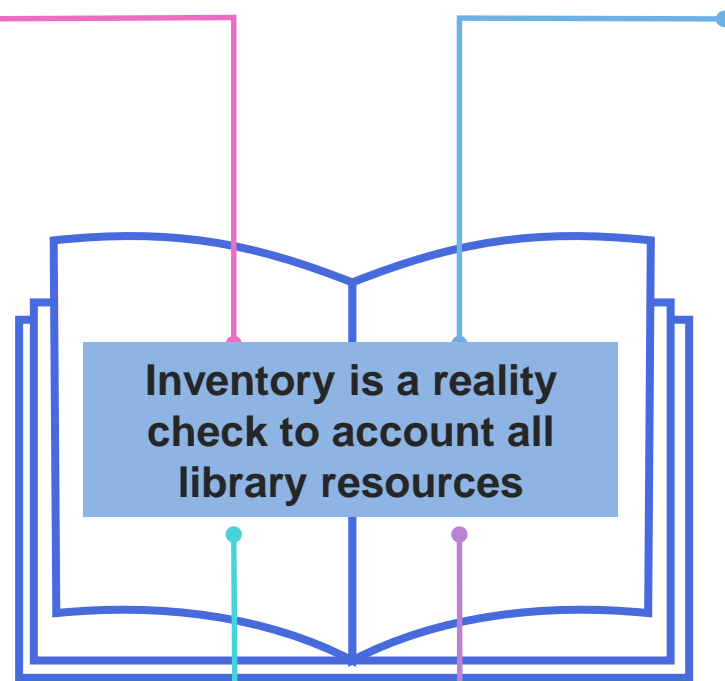
Yellow

Statute






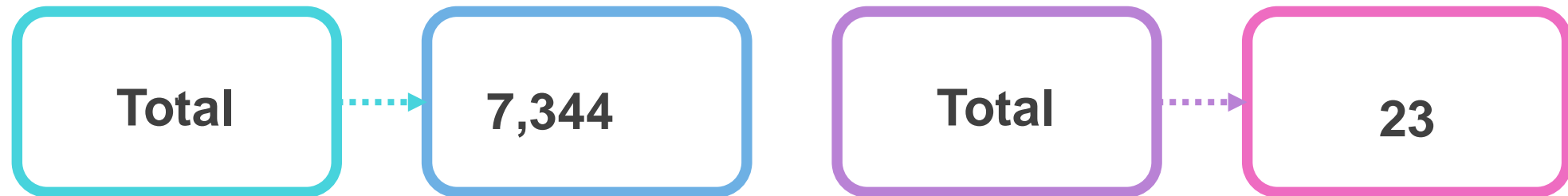
Green

Dar al-Hikmah Library Project: Moving Mohamed Ismail & Co. Law Library Inventory: Statute			
No.	Title	Volume No.	Year



Inventory Process at M.I. Co. Library

Law Resource	No. of item / Coloured sticker		Furniture	No. of item
Law book	1,350	 Orange	Wood shelve	15
Law report	4,784	 Blue	Metal shelve	5
Law journal	351	 Yellow	Counter	1
Statute	859	 Green	Working table	1





Moving Process from Damansara to Gombak

Moving Process from Damansara to Gombak

Prepared labels for different types of law resources according to the category. This is to streamline the process of transferring the law resources from the previous library shelves into boxes.

Dar al-Hikmah Library Project:
Moving Mohamed Ismail & Co. Law
Library

LAW
BOOKS

BOX NO. _____

Law book



Orange

Law report



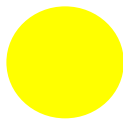
Blue

Dar al-Hikmah Library Project:
Moving Mohamed Ismail & Co. Law
Library

LAW
REPORT

BOX NO. _____

Law journal



Yellow

Statute

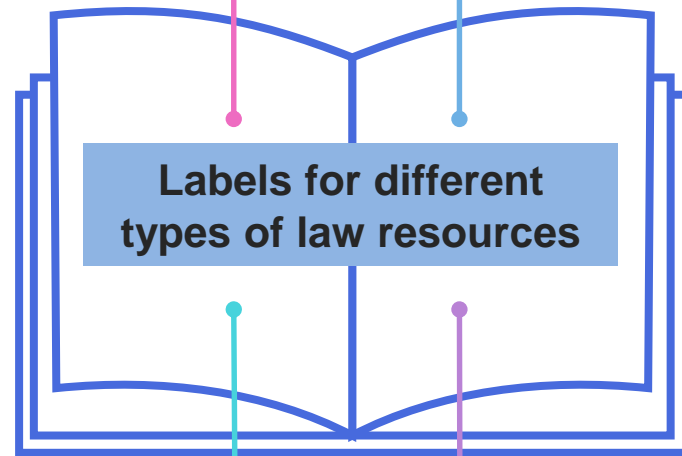


Green

Dar al-Hikmah Library Project:
Moving Mohamed Ismail & Co. Law
Library

STATUTE

BOX NO. _____



M.I. Co. Library, Damansara

Mover activities:

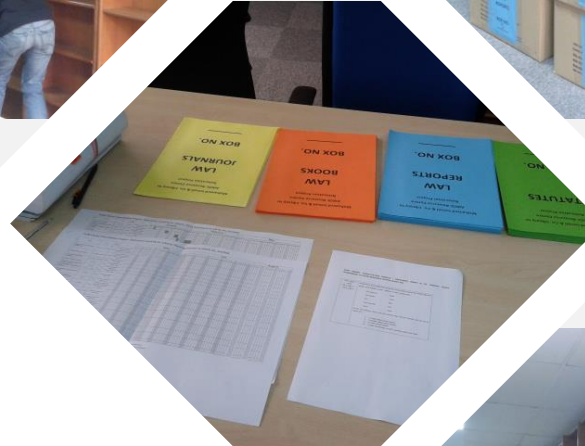
01 Transferred the law resources into boxes according to coloured stickers marked on the law resources as labels

02 Pasted the labels according to colours on the boxes

03 Numbered the boxes accordingly

04 The boxes were slid from second floor to the ground floor and carried onto the truck

05 Dismantled the shelves at M.I. Co. Library and transported the shelves to RNRC, AIKOL



No. of boxes by law resource

No.	Collection	No. of Items	No. of boxes
1	Law book	1350	52
2	Law report	4784	196
3	Law journal	351	2
4	Statute	859	11
	Total	7344	261

Mover activities:

RNRC, AIKOL,
Gombak

01

Loading the boxes into RNRC according to the coloured labels and box number.

02

Assembling the shelves at RNRC, AIKOL, Gombak

03

Unpacking and re-shelving back the resources at RNRC, AIKOL, Gombak

04

Librarian labelled the shelves according to the law resources





Challenges During the Moving Process

Challenges during the moving process

The law librarian had to finalise the moving plan, AIKOL administration process, donor sensitivity, and the environment as well as the logistics concern at M.I. Co. library and RNRC, AIKOL, such as::

1

The parking space at M.I. Co. library was limited

2

The M.I. Co. library was located on the second floor and was accessible only via staircases;

3

A food premise was located on the ground floor in the M.I. Co. library;

4

The collection, furniture and shelves would be transported from Damansara to Gombak;

5

The furniture and shelves at M.I. Co. library would be dismantled;

6

The furniture and shelves at M.I. Co. library would be re-assembled at the RNRC, AIKOL Gombak;

7

The law resources would be re-shelved at RNRC, AIKOL, Gombak;

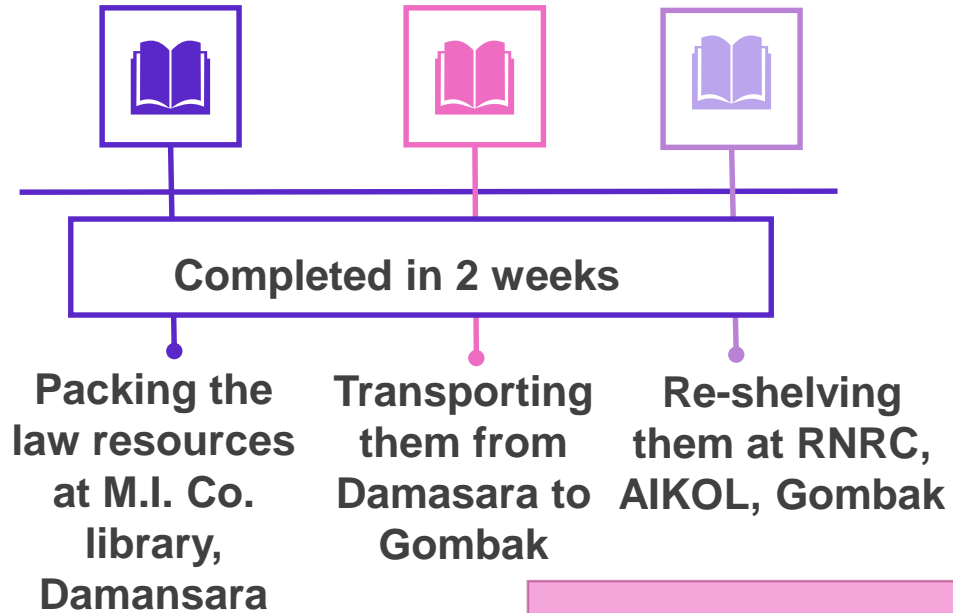
Based on the logistic matters, the law librarian briefed the mover and the fumigator companies about the moving plan. All quotations had to be submitted to the AIKOL administration office, who would decide the appointment of the companies.

The law librarian paid attention to the issues raised by the mover and the fumigator companies so that the AIKOL administration and the donor could be notified about the concerns.



Conclusion

Conclusion



The law librarian as the move coordinator had to streamline the moving process by:

- ☒ Preparing the layout plan
 - Gantt chart that contained a moving plan involving the inventory process, moving process and shelving the collection at the new location
- ☒ Communicating and monitoring the mover activities constantly
 - Updating the stakeholders namely the AIKOL administration office and the family members of Allahyarham Dato' Haji Mohamed Ismail b. Mohamed Shariff.



THANK YOU