



INFORMASI LAYANAN PERPUSTAKAAN

[Library Services Information]

UPI **CENTRAL LIBRARY**
Answer at its best to any Quests

[library profile] Profil Perpustakaan

01
information
services

Library of Universitas Pendidikan INDONESIA (UPI) was established on October 20, 1954 under the auspices of the Teacher Education College (PTPG), at Homann Hotel Jl. Asia Afrika Bandung in 1954. It had a collection of 8,000 copies to serve the needs of 214 students who were members of 7 departments. It used to be located in a hotel. For some reasons such as; the academic perspective, it was then moved to PPI, Lembang, in a room of 75 m. By considering the distance of its location and Bumi Siliwangi Campus which was too far, it was moved to Villa Isola, with a total area of 195 m2. It had a collection of about 25,000 books. In 1963, It was moved to Gedung Baru II (FPBS building) which covered 480 m2. In 1969, it was moved again to the Garnadi building occupying an area of 750 m2.

Along with the fast growing development of students and departments, it is needed a more complete source of information and a wider space to cover. Therefore, it was built a 1200 m2 building as the library center. It lasted from 1979 to 1994. Later, the policy makers decided to make a new building that was more complete and bigger compared the previous one. Starting from April 1995, the Bandung IKIP Library (now UPI) officially occupied a new building covering an area of 12,000 m2 consisting of four floors, which according to its design would be able to accommodate a total collection of 1,000,000 copies, and receive a number of 500 visitors every day. Since 2007, the 1st floor library building has been used by the ICT Directorate while the 4th floor has officially used for the UPI Training Center since 2009.

LOCATION

Perpustakaan UPI
Jalan Dr. Setiabudhi No. 229
Bandung 40154



[organizational statement] Visi Misi Organisasi

VISION

Center of Excellence For Information Resources

MISSION

The library is always trying to carry out a mission:

- Empowering the potential sources of library information through the collection, dissemination, preservation of information to support the pioneering and excellence of the university.
- Prepare the potential of library human resources to meet the demands of an educational, scientific, and religious community.
- Establishing partnerships and information networks to facilitate higher education of Tridharma activities.
- Presenting an image of an open, independent, modern, and mobile library as a means of community empowerment.

MOTTO

"Answer at its best to any Quests"



[Library Rules] Aturan Perpustakaan

A. REQUIREMENTS

A.I ENTRANCE

1. Ownership of valid KTM (Student Card)
2. Members of the UPI Library
3. Leave all belongings except valuables

A.II EXIT

4. Settlement of transaction types
5. Inspection of luggage
6. Other checks if deemed necessary

B. PROHIBITIONS

7. Causing any loss and damage on library materials in the form of books or non-books
8. Vandalism
9. Perform immoral actions and behavior
10. Make some noise, crowd, and scream
11. Organize your own collection by all ways possible
12. Wearing sandals, shorts, jackets, and hats
13. Littering
14. Eating, drinking (except in the library lounge area) & smoking

C. RESOMMNEICATIONS

15. Dress properly for intellectuals
16. Return library materials on time
17. Responsive to all goodwill of service staff



[library open hours & membership]
Jam Buka & Keanggotaan

OPENING HOURS

Monday- Thursday : 08:00 - 18.00 WIB.

Friday : 08:00 - 19.00 WIB.
(11:00 - 13.30 Tutup)

Saturday & Sunday : **Closed**

MEMBERSHIP

UPI Academic Community

All of UPI students, lecturers and administrative staff are eligible to become library members and allowed to borrow library collections in accordance with applicable regulations. Especially for UPI students from regional campuses are currently not allowed to borrow the collections of UPI libraries, except for the Cibiru Regional.

Non- UPI

- Library users who have an FPPT (Higher Education Library Forum) or FKP2TN (National Higher Education Cooperation Forum) card can directly access services at the UPI Library free of charge, while users who do not have an FPPT or FKP2TN card are charged a fee visits to access library services.
- Services provided for non-UPI users are in the form of access to information, reading on the spot, and photocopying.



[library services] Layanan Perpustakaan

A. CIRCULATION SERVICES

It includes borrowing, returning services, extension of library collections for UPI academics, as well as issuance of library loan free certificates.

General Requirements:

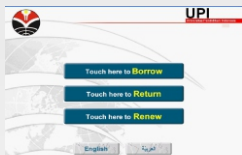
- Only UPI academics are entitled to obtain Circulation Services.
- Users who want to borrow collections are required to bring a Student Identity Card or Library Member Card for UPI employees and lecturers.
- Loaned collections only belong to Circulation Service Points.
- The maximum length of borrowing a collection is 2 (two) weeks, and the maximum collection borrowing limit is 5 (five) titles / copies.
- Extension of collection borrowing can only be done 1x (once).
- Intended collections about to borrow can be traced through OPAC (Online Public Access Catalog).

The process of borrowing, returning, and extending the collection is done independently through a self borrowing machine or MPS (Multipurpose Station).



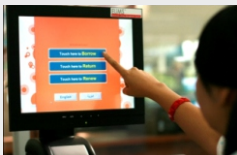
[self borrowing machine]
Pelayanan Mandiri

06
information
services



Make sure the screen is in standby

01



Select Menu: borrow, return

02



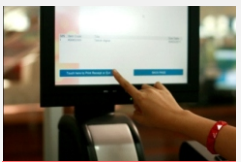
Enter KTM by facing up barcode

03



Place the book on the slab, making sure the name & title are on the screen

04



Touch the receipt print menu

05



Save the receipt, as proof of transaction

06



**FAILURE ON TRANSACTION OCCURS IF:
USER'S NAME OR BOOK TITLE NOT
APPEAR AND OR OTHER WARNINGS.
IMMEDIATELY CONTACT THE
CIRCULATION STAFF**

beberapa contoh kegagalan Transaksi Sirkulasi

Borrow
Name: INTAN TANIA DEWI 1300990
Please Remove all the Items from the pad
ANDA MEMILIKI TANGGUNGAN DENDA SEBESAR RP.500

S/N	Item Code	Title
1	A0141031	Analisis kebijakan publik

Borrow
Name: DEDEEN LUTHFI RAHMAWAN 1400928
Please Remove all the Items from the pad
BUKU SEDANG DIPINJAM OLEH ORANG LAIN

S/N	Item Code	Title
1	A0050451	Pengantar bisnis

Borrow
Name: WILDAN SANJAYA 1400387
Please Remove all the Items from the pad
PEMINJAM TIDAK DIKENAL

S/N	Item Code	Title
1	A0055841	Pengembangan kurikulum
2	A012945	Ilmu komunikasi

Borrow
Name: HANDDHO 1202543
Please Remove all the Items from the pad
ANDA SUDAH MELAMPUI MAKSIMAL PEMINJAMAN

S/N	Item Code	Title
1	A0152411	Teori-teori belajar dan pembelajaran

S/N	Item Code	Title	Due Date
1	A0064388	Metodologi penelitian kualitatif	04/09/2014
2	A013842	Be an Entrepreneur - jadinya seorang wirausaha	04/09/2014
3	A0061390	Kewirausahaan	04/09/2014
4	A0140539	Metode penelitian pendidikan	04/09/2014

Touch here to Print Receipt or Exit

BACK PAGE

[pengembalian mandiri]
bookdrop



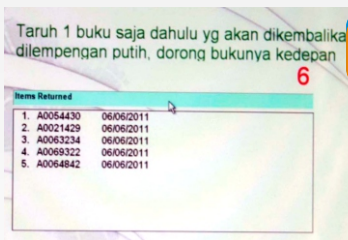
1

Make sure the screen is on standby position



2

Push the books to be returned one by one (not more than 6 seconds as shown on the screen)



3

After the book barcode number and return date are printed on the screen, press the printer return receipt button



4

Take the receipt and keep it as proof of return transaction



[library services] Layanan Perpustakaan

B. DOCUMENTATION SERVICES

It consists of;

- Reference Service which provides collections of government publications and reference collections such as encyclopedias, dictionaries, directories, handbooks, manuals, almanacs and yearbooks, biographies, geographic sources, bibliographies, indexes and abstracts
- Journal Services, presenting a collection of journals both printed and electronic
- Reserve Service, presents a collection of reserves or reservoirs as well as a collection of personal or institutional donations
- Newspaper, Magazine, Korean Corner, BI Corner, and Kids Corner services provide a collection of popular local and international newspapers and magazines from various fields of study, as well as collections in Korean, banking, and PAUD (Early Childhood Education) collections
- Upiana, Indonesia & Antiquaria service that provides collections written by UPI academicians, collections about Indonesia and West Java as well as antique / rare collections
- Thesis and Dissertation Services, providing all collections of scientific works of UPI students. Apart from printed form, this collection is also available in digital form.

General Requirements:

The entire collection under the coordination of the documentation service cannot be borrowed to be taken out of the room (except with the permission of the officer). They are allowed for photocopy purposes.



[library services] Layanan Perpustakaan

C. SDI SERVICE (Selective Dissemination of Information)

It includes the activities of requesting selected information packages (PIT). It is a collection of data on certain subjects, in the form of definitions, scientific articles, popular articles, tables and diagrams, which are obtained from all collections available in the UPI Library.

D. MULTIMEDIA SERVICE

It provides a PC for internet access, typing, and more, free of charge.

E. ONLINE COLLECTION PROPOSED SERVICES (DESIDERATA)

It gives freedom for users to give any suggested books which are not yet available in the library via PC provided.

F. LIBRARY TRAINING)

It covers:

- ✓ Information search
- ✓ Basic level library management
- ✓ Library Automation
- ✓ Digital Library Management
- ✓ Library Web Management
- ✓ Procurement & Processing of Library Materials



[library services]
Layanan Perpustakaan

G. KIDS CORNER

Kids' Corner, is a service point focusing on collections of early childhood education (PAUD) and also a variety of reading collections for children.

By a layout that supports an interesting learning process for children, there are also various facilities used as a micro teaching laboratory for early childhood education students or in other fields of study.

A. PRINTED COLLECTIONS

Circulation Service

It is a collection covering various subjects of scientific disciplines and eligible to be borrowed by the UPI academic community

Circulation Collection Arrangement Schematic

In order to ease the users in books searching, UPI Libraries apply classification based on scientific disciplines, namely the DDC (Dewey Decimal Classification) classification system

[No. Class] [Discipline]

- 000 Computer Science, Information Science & General Works
- 100 Philosophy & Psychology
- 200 Religion
- 300 Social sciences
- 400 Languages
- 500 Science
- 600 Technology, Applied Sciences
- 700 Arts, Recreation, and Sports
- 800 Literature
- 900 History & Geography



B. ELECTRONIC COLLECTION (e-Resources)

All of e-resources subscribed by UPI libraries can be accessed through the UPI Library page (perpustakaan.upi.edu)

- ▶ **Electronic Journals (e-Journals)**
Access to electronic journals can be accessed within the UPI environment or outside the campus by using a VPN service
- ▶ **Electronic Books (e-books)**
Mathsolution, Anmol, ASTD, Oxford, Springer, Emerald

Repository of Academic Works

Repository of Academic Civitas' Works A collection of UPI digital collections which include collections; thesis, dissertation articles, speeches and proceedings. The repository content can be downloaded online via:

- ✓ **repository.upi.edu**, contains the final scientific work of undergraduate, postgraduate and doctoral students from 2013 to the latest
- ✓ **a-research.upi.edu**, it has the content of scientific works of UPI academicians, theses, theses, dissertations, speeches of professors, proceedings, and research abstracts until 2013
- ✓ **digilib.upi.edu**, contains a collection of scientific works by UPI academicians (thesis & dissertation) under 2007





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