DIGITAL LIBRARY GUIDELINES FOR PSA DIGITAL LIBRARY

SPECIAL PROJECT BY

Nurizz Eireen

DIGITAL LIBRARY GUIDELINES FOR PSA DIGITAL LIBRARY



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Perpustakaan Ibnu Khaldun PSA

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FOREWORD

Mrs. Norhayati Binti Majid, Library Coordinator

I am thankful to Allah that the e-book of Digital Library Guidelines for PSA Digital Library has been published by the Publication Unit of Politeknik Sultan Salahuddin Abdul Aziz Shah in conjunction with Special Project of Industrial Training IMC690.

We thank the trainee and Universiti Teknologi Mara (UiTM) Negeri Sembilan, Rembau Campus for selecting Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA) as the industrial training institution.

I am pleased that the e-book has been published in time for us to use and acquaint ourselves with the guidelines. This will provide a good opportunity for the library and the librarians to showcase the blossoming experience in managing PSA Digital Library.

I would like to congratulate the author for the hard work and dedication to ensure the completion and publication of this book on schedule.

Norhayati Binti Majid, Chief Librarian of Perpustakaan Ibnu Khaldun, Politeknik Premier Sultan Salahuddin Abdul Aziz Shah,





Ms. Nurizz Eireen, Author

Digital Library Guidelines for PSA Digital Library are published by the author in conjunction with the need for a special project during Industrial Training IMC690 in the trainee's institution.

This e-book is by no means a definitive guide to librarians in Perpustakaan Ibnu Khaldun, Politeknik Premier Sultan Salahuddin Abdul Aziz Shah, Shah Alam.

A tutorial step by step on how to manage and develop a strategy for copywriting and designing content for social media channels in an organized and efficient way.

Last but not least, I am thankful to Allah S.W.T. and everyone who contributed and assisted the trainee with editing and helped in whatever way towards the successful completion of this e-book. I thank you most warmly.

Nurizz Eireen Binti Shaiful Nizam Student Intern of Perpustakaan Ibnu Khaldun, Politeknik Premier Sultan Salahuddin Abdul Aziz Shah, March 2021 - July 2021





HOW TO CHANGE YOUTUBE BANNER?





HOW TO UPLOAD A VIDEO?





HOW TO UPLOAD A VIDEO?





HOW TO ADD A NEW LINK?





HOW TO ADD A NEW LINK?



Add a new thumbnail by using monochrome thumbnail and upload



Once you are done, save the work and click share to preview the end result



WEBSITE



FEATURES & FUNCTIONS AVAILABLE





Dashboard is the home board for our website where it displays real time progress in managing our website



My Site is the latest site created and manages by us



Analytics is where we get running numbers of active session and most view and popular page that users visited



Site Actions is the beginning button that librarian use to edit and publish the website



HOW TO EDIT EXISTING PAGE?



1. Go to Page Menu and select the desired page.

For this tutorial, we will be uploading a video to the existing Library's Video Collections page.



The video will be uploaded to the Site's Album.





3. Select the desired video to be uploaded to the page.

Click Add to Page button.



HOW TO EDIT EXISTING PAGE?



4. Edit the uploaded video thumbnail and standardize the video layout with the rest of the videos uploaded.

Add a caption under the video thumbnail.

5. The most important part is to save the changes.

Sometimes it saves automatically, but to ensure it is successfully saved, click Save button or CTRL + S.



Publist	Your Changes are Saved to see your changes live at the following domain:	8
≪ œ https://p	erpustakaanpsa01.wiksite.com/ digitalibrary	Edit
<u>k</u>	What's Next	
At the second	Connect to your own branded domain	
and the	Upgrade now - and get a free domain + 50% off ou popular premium plans	r most
	Upgrade Now	

6. Last but not least, the crucial button in WixSite is Publish.

Once you are done with saving changes, click Publish in order to publicize the changes you made.



HOW TO EDIT MOBILE APPS VERSION?







Switch to Mobile version is located on the top left of the site.

Click on the Mobile icon.





HOW TO EDIT MOBILE APPS VERSION?





In this tutorial, we will be rearranging the elements.

Click on the Page Menu and select a page.







Lastly, click the Save button to save changes.

Once you are done with saving changes, click Publish in order to publicize the changes you made.



FEATURES SUMMARY



Page Menu is where all the pages created. To edit a page simply click the menu name from this Page Menu.

Elements on the left side are the tools to organize the website. The most use elements are Menu & Pages, Add, Media, Background and Theme Manager.





The most important buttons are Save, Preview, and Publish which located on the top left of the site.

After saving changes, Publish is the final step.

Skohα TWO IMPORTANT FEATURES FOR WEB OPAC HOMEPAGE

	Log In to your account. Search history a	Circulation Patrons Search	ren card number or partial name: stout Chock in Renew Search patrons Search the catalog
	Legiti Passoord PERPUSTAXAAN TENU KHALDUN OPERATING HOURS	Home	 ➡ Circulation ▲ Patrons Q Advanced search ■ Lists
V in higher effications. The library serves as an information search center that ikan itsuk khaldun. The library serves as an information search center that ikan itsuk khaldun. The library was opened to its users in january 1008 and all students and staff of PSA. The library building has e floor area of 2024 squere	Monday In Freisy 2:13am - 4:30pm Sanurday, Sunday & Public CLOSE Holdays Semmaler Break Open only during office hours (Usray doed during break only Mindicated for than service hours CONTACT US PERFOSITION (SINU HEALDUN Performation for many subtemp		& Authorities
KOHA Administr	ATION	Т	OOLS



HOW TO AMEND OPERATING HOURS?





HOW TO AMEND OPERATING HOURS?

Lastly, click Submit button to publish the changes.

Preview the changes on OPAC website.



When you are done, click Save.

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Inside the OPAC and KOHA news, you can see the display of the navigation.

Click Source Code, the <> icon to start writing the code to display.

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	Sourcepter Daniel Lineary HDR. Linear Lineary Bert 1205090/7753	
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5



HOW TO EDIT OPAC NAVIGATION?







2 - Inside Koha Administration, select Global System Preferences (inside the blue box).

3 - On the left panel, there are preferences, select Opac.

It will show Opac Preferences and scroll down until you find OpacNav.



Skoha

HOW TO EDIT OPAC NAVIGATION?

4 - In OpacNav, display the source code by clicking Click to Edit button.

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OpenNewTornsTelesplay	Distray up to 😥 I heres on the dibliographic record deall page () the bibliographic record rat more iterate than this, a link is displayed instant that blows the user to choose to di
mparinizationarchies	Add applice of conserva to the "Water Soundser" but no the CPAC, with the following HTML Taken black to classical Const in with
ODACHyDramary(ICSL	Include a "Laives" column on the "my summary" and "my stating instant" also what is use is logges in the OPHC, while the blowing HTML flewe banks disables. You, the plautables, distributives (in List, VSRV) and (AUII CM) will be services with information for the deployed wated. Crock and
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5 - Next, go to Local Use preferences.

Click on the Edit button on the left side to edit the value of the preferences such as Page_Carta for Organizational Chart tab.

Nurizz Intern PSA Digital Library

P.S. - For further references and guidance, you may contact Mr. Syahrul from CDSols. Thank you!



STEPS TO STAGE MARC RECORD FOR IMPORT





STEPS TO STAGE MARC RECORD FOR IMPORT

	JRUHU
	FREE LIBRARY SYSTEM
TAG	E 2
1.	Login KOHA at http://webopac.psa.edu.my:8080/
2.	Klik Tools
3.	Klik Stage Marc Record For Import
4.	Choose file yang di download dan di rename tadi
	Cth: Ulam Kasih Sambal Cinta.mrc
5.	Upload file dan tunggu sehingga upload progress 100%
6.	Di check for embedded item record data, klik No
7.	Klik Stage for import dan tunggu Job progress 100%
8.	Klik Manage staged records
9.	Klik Import this batch into the catalog dan tunggu hingga Job progress 100 %
10.	Akan dipaparkan running number records dan klik record number Cth: 30363
11.	Akan dipaparkan new tab untuk Details (tajuk buku) Ulam Kasih Sambal Cinta
12.	Klik + New dan klik New Item
13.	Edit record dan isi maklumat yang diperlukan sahaja
	Cth: y – Koha item type – Book-FIC (mesti diisi)
14.	Klik Add Item dan selesai.



STEPS TO STAGE MARC RECORD FOR IMPORT

	FREE LIBRARY SYSTEM
TAG	iE 3
1.	Klik perkataan Edit Ulam Kasih Sambal Cinta / by Norzailina Nordin
2.	Klik field tag 9
3.	Delete semua tag 999
4.	Klik save dan akan ada popup isi field tag 003-008-040-942-040, klik OK
5.	Isi semua tempat kosong mandatory. Di Tag 942 – Pilih Koha Item Type (Cth: Book – FIC)
6.	Klik field tag 0
7.	Isi field tag 003 dan 008, klik sahaja dekat kotak kuning (auto generate)
8.	Isi dan taip mengikut perkataan dibawah di field tag 040 a taip Perpustakaan Ibnu Khaldun b taip eng c taip Perpustakaan Ibnu Khaldun
9.	Klik save dan selesai



GOOGLE Workspace



HOW TO SHARE DOCUMENTS?





HOW TO EXPORT FORM TO MICROSOFT EXCEL?



In the Form, go to the Responses tab and click on the green Sheet icon to view responses in Google Sheet.



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It will redirect you to Google Sheet of the responses, click File and select Download and choose Microsoft Excel (.xslx) format.



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	A	в	С	
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4	4/1/2021 9:33:13	BIBIE SARA BINTI SALLEH	JKA /JPPF	
-5	4/1/2021 9:39:18	8 Norlina ahmad	Perpustakaan ibnu khaldun	
6	4/1/2021 10:13:4	NORHAYATI BINTI MAJID	Perpustakaan	
7	4/1/2021 10:27:20	ZALINA ISMAIL	ADMINISTRATION	

Once downloaded, it will be readily available in Microsoft Excel. Do not forget to save the document.

Google Forms

HOW TO CREATE GOOGLE FORM?







Click on Style on top right side, and customize the header, theme and fonts for the form.





Start creating the form. There are multiple choice of style & elements.

JEIVIPUTAN CEKAWAH BEKAT DA	NDI = Short answer	
Event Address: Microsoft Teams Comact us at perpustakaan paa01@gmail.com	🚍 Paragraph	
	Multiple choice	
Adatab sails share badir?	Checkboxes	۲
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🔿 Ya, saya akan hadir		Tr
🔿 Tidak, saya tidak akan hadir	File upload	
🔿 Tiada kepastian	Unear scale	
Add option or add "Other"	Multiple choice grid	-
	Checkbox grid	
i C		
	Date Date	1

Google Forms

HOW TO CREATE GOOGLE FORM?

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Lastly, the Send button is the final button to share the form via mail or URL.





The change the settings of the form click Setting icon on top right side.



	Questions	Response	8				
Adakah anda akan hadir? Va, saya akan hadir Tidek, seye tidak akan hadir Tiada kepastian Add option or add "Other"	2	22	м	۲	Multiple choice	* * * *	
			D	Î	Required	:	
Bagaimanakah anda mengetahui mer	ngenai progr	am ini?					

Required button is for important question that compulsory to fill.





INFOGRAPHIC TOOLS





Canva

HOW TO CREATE A POSTER?





OR VISIT

https://youtu.be/nslULZIKOPQ



INSPIRING CANVA TUTORIALS



More details, please visit https://youtu.be/0cKZVMMJhKs

SCAN THE OR CODE





More details, please visit https://youtu.be/0m_X-vtpQ70s



HOW TO COMPILE MORE THAN 10 PDF DOCUMENTS?

STEP 1



Go to https://smallpdf.com and click Explore All PDF Tools button.

STEP 2



Scroll down the PDF tools and click Merge PDF button (purple icon).

STEP 3



Select the documents and drag them to the website and it will process the merge.



HOW TO COMPILE MORE THAN 10 PDF DOCUMENTS?

STEP 4

Click the Merge Files option and let the merge take place.



STEP 5

Arrange the PDF documents according to your likings and click Merge PDF if you are done.

Or you can also click Add More button if you want to add more.



STEP 6

When you are done, click Download as it will save in your device.

You can also save it to Google Drive.

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STEPS TO UPLOAD AN EBOOK



When the upload is done, you can write down the title and description in the menu bar on the right side.



STEPS TO UPLOAD AN EBOOK

5



Edit the Template and Styling of the e-book accordingly.

Click Apply to save changes.

Click the Share button on the menu bar to share the link to the E-Book or download the QR Code.

6





7

Open the link of the E-Book in a new tab to see the final look.



EXTRAS

PIXLR

STEPS TO REMOVE BACKGROUND





HOW TO GENERATE OR CODE



Go to https://the-qrcode-generator.com, paste the link under the URL tab.

	A Code Generator			
FREE TEXT URL CONTACT PHONE SMS		SAVE		
2	/linktr.ee/PerpustakaanlbnuKhaldun_PSA	I No margin Size 50px 100px 200px 300px Custom Static QR Code		

ē

42

On the top right, click Save button to save the image of the QR Code.



Rename the QR Code saved and select PNG format. You are done.



HOW TO DOWNLOAD OR CODE



On the search bar, select the URL of the website.



On the left side of the bar, click on the QR icon and download.

THANK YOU VERY MUCH!









CREATIVITY IS JUST

PSA DIGITAL LIBRARY

CONNECTING THINGS

Perpustakaan Ibnu Khaldun, Politeknik Premier Sultan Salahuddin Abdul Aziz Shah, Persiaran Usahawan Seskyen U1 40150 Shah Alam Selangor Darul Ehsan

+03 - 5163 4000 | perpustakaan.psa01@gmail.com

https://perpustakaanpsa01.wixsite.com/digitallibrary

THANK YOU