

PANDUAN PERMOHONAN PEMBELIAN BUKU

1. Sila ke website KUIS dan klik pada Perpustakaan.

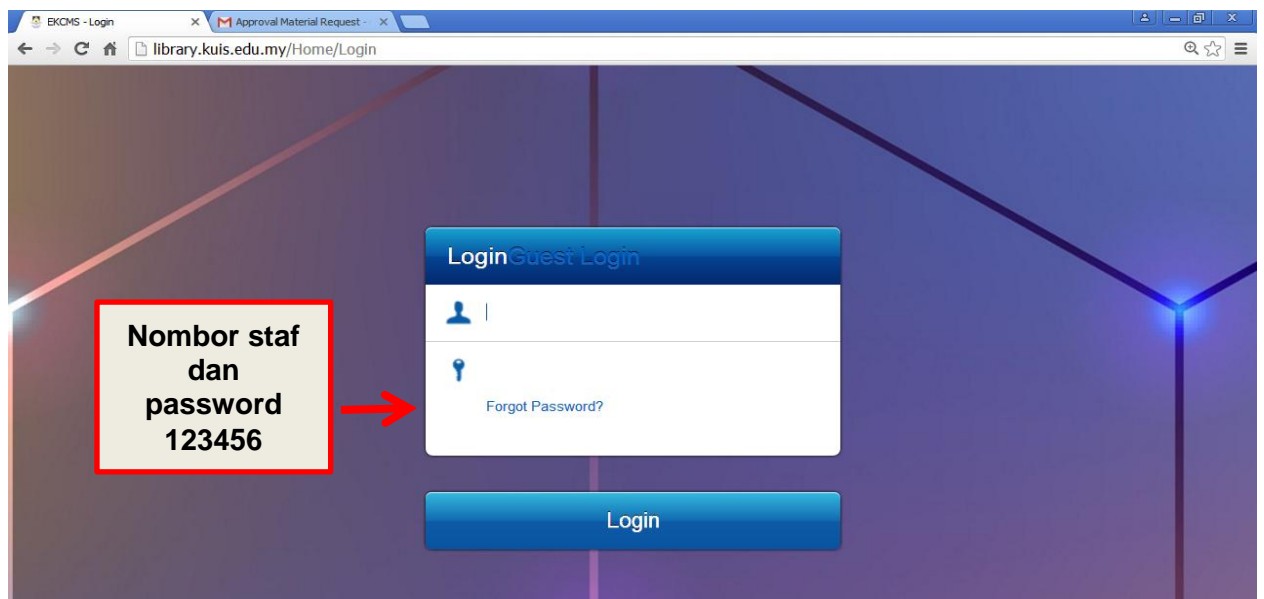
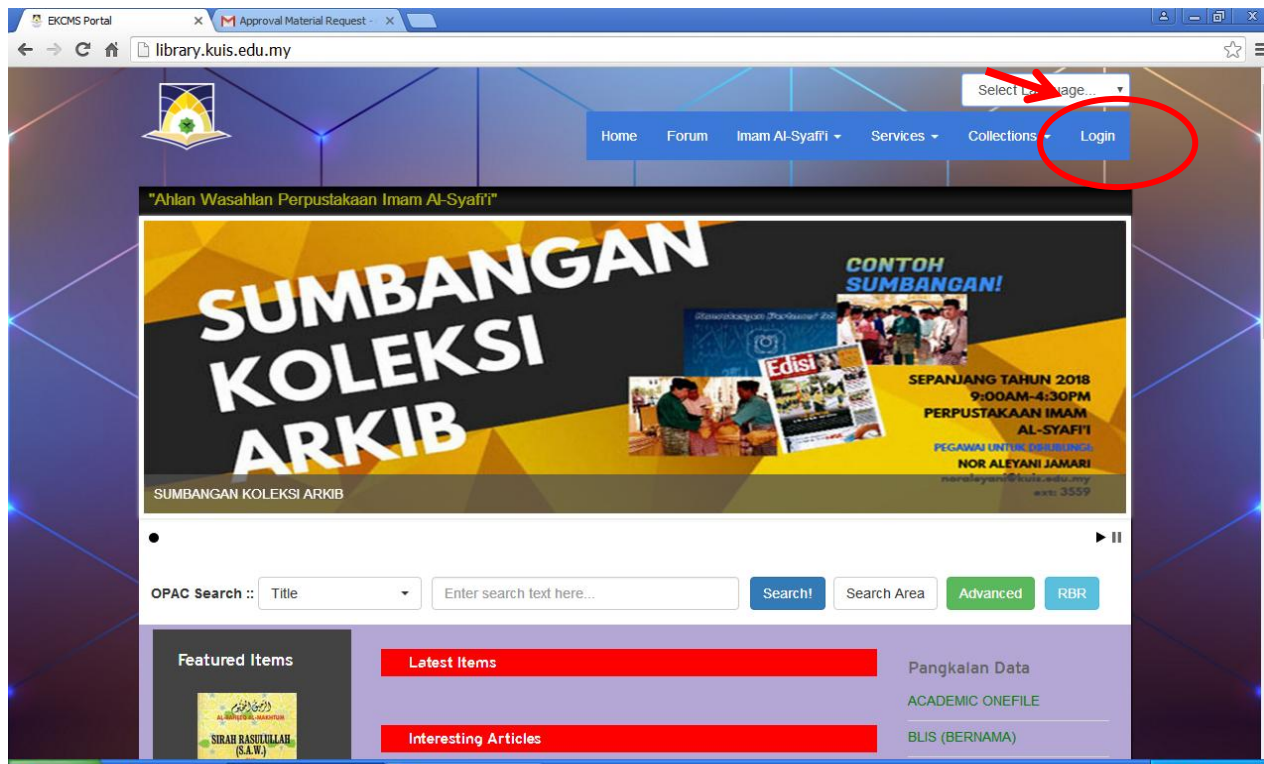


The screenshot shows the homepage of the International Islamic University College Selangor (KUIS). The browser address bar displays www.kuis.edu.my/v4/. The website header includes the KUIS logo, the name in Malay and English, and a '4 STAR 2017' award badge. A navigation menu is located below the header, with the 'Perpustakaan' (Library) link circled in red and an arrow pointing to it. Other menu items include 'Utama', 'Info KUIS', 'Kemasukan', 'Akademik', 'Penyelidikan', 'Pentadbiran', 'Pelajar', 'Alumni', 'Pegawai', and 'Masjid Al-Azhar'. On the right side, there are buttons for 'LOGIN', 'STAFF PORTAL', and 'MYLMS', along with a visitor count section showing 005588861 visitors. A banner at the bottom features images of students and faculty members, with text for 'PUSAT ASASI', 'FAKULTI PENGAJIAN PERADABAN ISLAM', and 'FAKULTI SYARIAH & UNDANG-UNDANG'. A red call-to-action button at the bottom right says 'KLIK DI SINI UNTUK MEMOHON'.

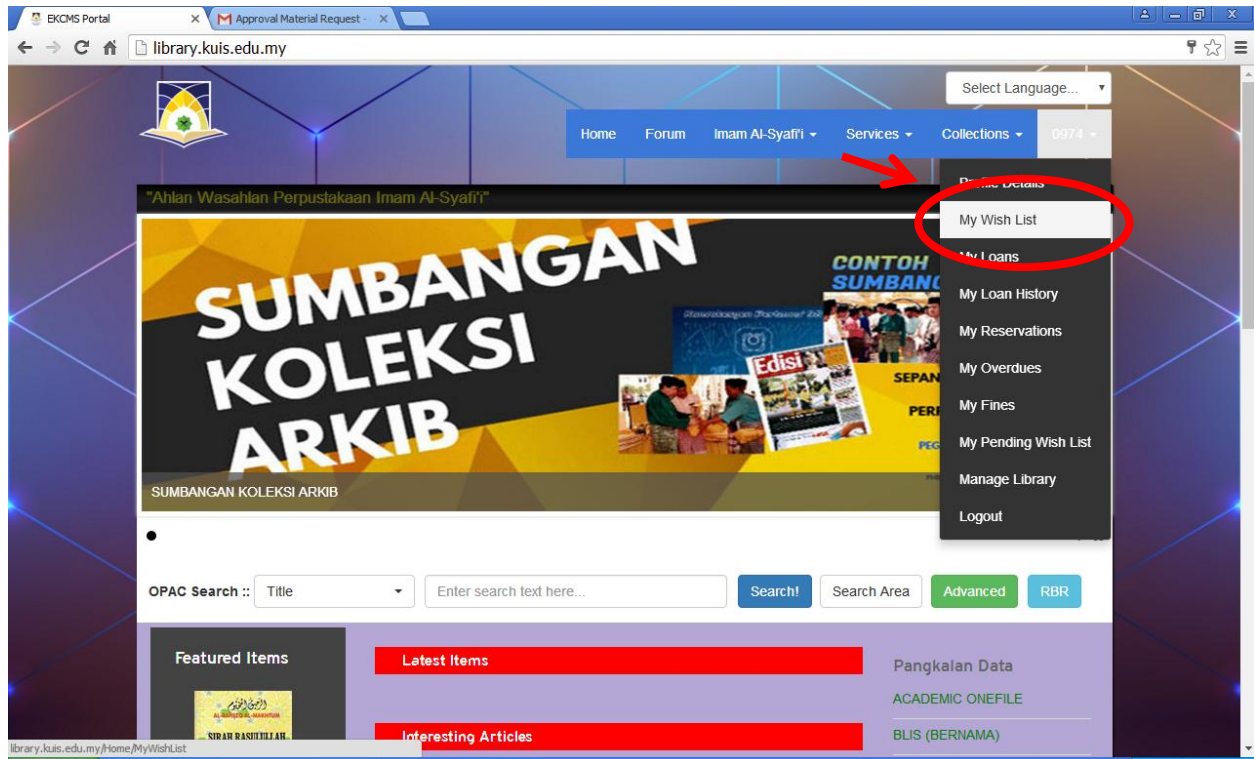
2. Login ke dalam sistem perpustakaan dengan mengisi maklumat berikut:

User name: **Nombor Staf**

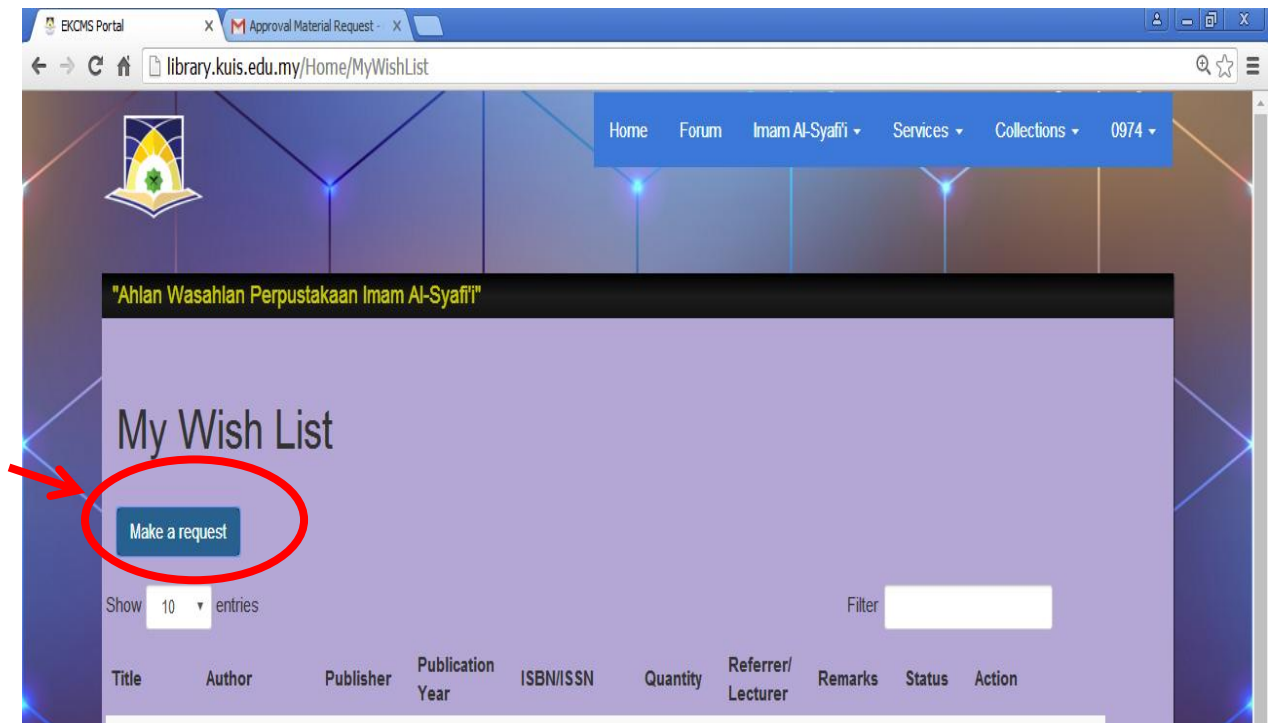
Password: **123456**



3. Sila buat permohonan pembelian dengan mengisi Borang di **My Wish List**.



4. **Langkah 1:** Klik pada **Make a request**



5. **Langkah 2:** Lengkapkan maklumat pada borang permohonan. Kemudian klik butang **Request**.

Request Form

Title *

Author *

ISBN/ISSN

Publisher

Publication Year

Quantity

Referrer/
Lecturer

Faculty *

Course *

References *

* Please fill in all required field with an asterisk (*)

Request!

6. Senarai buku yang telah dipohon akan tertera pada paparan seperti berikut:

Senarai permohonan pembelian buku

Title	Author	Publisher	Publication Year	ISBN/ISSN	Quantity	Referrer/ Lecturer	Remarks	Status	Action
Money, Banking and the Financial System,	R. Glenn Hubbard,Anthony P O'Brien	Pearson	Kindle Edition	978-0132994910	1			Telah Diterima	Remove Edit
Java programming	Joyce Farrell			/a9781285856919 (pbk.)	1			Telah Diterima	Remove Edit

7. **Selesai.**

8. Sila ulang **Langkah 1** untuk mengisi borang bagi tambahan tajuk buku lain.

Nota:

1. Semua permohonan buku perlu mendapat **KELULUSAN** atau **APPROVAL** daripada pegawai atasan PTJ iaitu Dekan/ Timbalan Dekan/ Ketua Jabatan, Pengarah/ Timbalan Pengarah, atau Ketua PTJ.
2. Pemohon **TIDAK** perlu menghantar Borang Permohonan Bahan Perpustakaan (hardcopy) ke Pejabat Ketua Pustakawan.

The image shows a library request form from Universiti Kebangsaan Malaysia (UKM). The form is mostly illegible due to low resolution and is crossed out with a large red diagonal line. A black stamp with the word "DIBATALKAN" (Cancelled) is written across the center of the form.

3. Pihak perpustakaan akan memproses permohonan pembelian buku setelah mendapat kelulusan atau approval daripada pegawai atasan PTJ bagi pembelian tersebut.