Assalamualaikum,

Alhamdulillah, first of all we would like to thank Allah S.W.T as finally we are able to accomplished our task in publishing of TINTA about LEADERSHIP IN INFORMATION MANAGEMENT. We also would like to say thank you to our family and friends for supporting us throughout the time when we were doing this task.

Furthermore, we also would like to express our gratitude to our advisor Mr Azmi bin Abdul Rahman for all the advices, guidance that he had given throughout the task and we also would like to say thank you again for all the moral supports that he had given to us in completing this publishing of TINTA. Now we understood how the publication process and this process is not simple like what we think.

Last but not least our big thanks to all the contributors that contribute their article for our TINTA publication. Without them there is no meaning of this TINTA publication.

Again, we would like to thank everyone who had involve in helping us finishing the assignment and all the supports that they had given to us and happy reading.

Editorial Team,

TINTA (Leadership in Information Management)
ISI KANDUNGAN

BAHAGIAN A

What is leadership? ................................................................. 1
By Nur Iliana binti Baharudin Shah

Good leader and effective leadership........................................ 6
By Hafizah Binti Md Aris, Norsyuhada Binti Mohd Hanafi & Shantie Binti Mohamad

The Challenges and Importance of Good Role Leadership in Information Management .................................................................. 14
By Akilah Nadirah Binti Mohd Roszelin, Nur Anis Syuhada Binti Ab Malek & Umi Nazirah Binti Zainal

Effect of good leadership ........................................................... 20
By Nurul Syahirah binti Md Salleh, Nur Syazwani binti Bakar, Norli Ezzati binti Mohd Abu Hassan AlShari

Leadership in public libraries ...................................................... 24
By Aida binti Kamaludeen, Amir bin Muhamad Shafie, Muhamad Hafiz bin Abdullah

Who’s who in the library ............................................................ 28
By Nurul Syahirah binti Md Salleh, Nur Syazwani binti Bakar, Norli Ezzati binti Mohd Abu Hassan AlShari

En. Shaharom TM Sulaiman ................................................................ 34
By Akilah Nadirah binti Roszelin, Shantie binti Mohamed and Mohamad Hafiz bin Abdullah

An Untold Leadership Story ......................................................... 39
By Kevin Anak Ong

Leading to the Innovation in a public library ................................ 45
By Nur Ain binti Abd Wahab

Signage and Wayfinding in Library Planning and Design .......... 53
By Ahmad Zulhilmi bin Azmi & Rosidah Ismail

Preservation and Conservation .................................................... 59
By Afiq bin Mohd Shahari

Web Archiving and Archive Management .................................. 66
By Syuhaidah Abdul Rahman

Laporan Program Annual Grand Meeting Gen-LIS 2014 ........... 77
By Hafizah bt Md Aris & Nur Anis Syuhada binti Ab Malek

Laporan Lawatan Percetakan Nasional Malaysia Berhad (PNMB) ........................................................................... 83
By Umi Nazirah bt Zainal
Book Review .................................................................91
(BIBLIOHOLISME: Menelusuri Pesona Dunia Buku dan Pencintanya)
By Mohamad Hafiz bin Abdullah

Contributors .................................................................94
The Challenges and Importance of Good Role Leadership in Information Management

By
Akilah Nadirah Binti Mohd Roszelin, Nur Anis Syuhada Binti Ab Malek &
Umi Nazirah Binti Zainal
Faculty of Information Management
UITM

Abstract
Leadership is the main key to the success or the failure of the organization. A good leader can influence their workers to follow their order without any objections. However, the leader should not only can give an instruction to their workers, but they should build a very good relationship with them to achieve an organization's goals. In addition, a great leader in any organization's management, should have an open communication because it can reduce the gap between the leader and their workers. Other than that, the leader will face many challenges in order to become great and respectful leader in their organizations. In information management, a leader play an important role to ensure their workers can differentiate between the facts and fake information.

Keywords: Leadership, information management, challenges in leadership, importances of leadership

Introduction
Not all people were born to be a leader. “A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent (Douglas MacArthur). Based on this quote, a person should have all the criteria in order to become a respectful leader especially in the organization. A good leader usually has the authority to give directions and can influence their followers in a variety of other ways.

All the organizations in this world should have effective leadership. Sometimes, the status of the leaders can be seen through the willingness of the followers to receive their directions. Without followers, there are no qualities of the leadership. This is because leadership is the main key to the success or failure of that organization. Besides that, leadership is also acts as the energizer for the activities in the organizations.

Leadership is also about to create the kind of structures, procedures, cultures, and relationship that make the continuous learning possible. This is because in the organization, they need to become capable of continuous changes and learning day by day. In addition, the leadership ability can be built through self-corrections and practices. Therefore, who are talented to be a leader should develop it. This can increase their core capabilities and can acquire the new one.
Usually, the potential of the leaders can be identified by their management of the organization and through performance evaluation. They need to be trained to enhance their abilities and skills. In order to develop effective leaders, they must be trained to be creative, analytical, and to think a long term. Other than that, potential leaders must always improve themselves. They need to learn about self-discipline, pursue their actions and thoughts rationally, work ethics, and cultivate high moral values. Thus, they can avoid from behaving like dictators who abuse their power.

Challenges in leadership of information management

Good leaders always challenge everything, especially to get the best practices and conventional thoughts. Everything in an organization can be improved, anything can be imagined, and all the things that can flat out will be eliminated. This trick shows what items the leader should focus on. Leadership challenges will always make changing situations because any situation or problems will arise, but the leader with a smart leadership will always be there to solve it.

1. A leader who can communicate by a vision

The capability of a leader to connect with workers in a rapid growth environment is frequently limited. Even so, the effective way of using information technology (IT) in management, which can remove the gap between leaders and the workers. With the help of IT, a leader can increase the frequency of her or his contacts, unlock various communication channels, and increase the vision of key organizational learning in a right time. Without IT, leaders will have no way of contact all of the workers directly. No matter how, the use of publications and corporate videos in intranets can attract workers to receive the new corporate culture. By using intranets, it can distribute the information from leader to workers, or leaders to other organization, introduce the new workers, disseminate company success stories and any news, and create feedback space to improve the organization. It will be more helpful for the new workers who actually have missed all the events in the organization's history.

2. The information

As we know, not all of the inputs are created equal like the others. An ingenious leader will know that there are often dissimilarity between knowledge, data and the information itself. Besides that, any opinion or perspective and theory are not same with reality and fact. Bias factor always spread through the Information, so integrity and belief should be the factors when evaluating the information’s quality.

Furthermore, the leader in information management can use information life cycle to help them predict the organizations, short-term and long-term needs which will help them to take the actions. As a leader, he or she should keep the organization’s necessity in mind, according to information technology needs because flexibility is the key. Due to the organization grows, all the systems and softwares must be well developed too. Lastly, it will worth if a leader can imaginatively process information to outcome with the best decisions.
3. The basis

Some bad situations or things will happen when the basis of the information management is shaky. If the vision, strategy and core values are not aligned, everything else will be unsuccessful. To be the best leaders in information management, they should stand and get more achievement day by day. If they don’t have clearly aim and direction about how to manage the information, there is no way to achieve the right yield.

4. Motivating employees

One of the biggest challenges that have been faced by the leaders nowadays is to motivate employees. Every organization has their own leadership management, but still they are facing the same challenges to motivate, encourage, and effectively manage the people in the organization. Usually, worker motivation is depends on their with workplace environments. Therefore, the leaders are responsible to ensure the employee are satisfied with their job given and also can motivate them from the workforce to work smarter. This is because when the workers feel happy doing their job, they will give their full commitment and efforts to the organizations. This indirectly can increase the profit, productivity and the goal of the organization can be achieved.

5. Facilitating open communication

Facilitating open communication can be another challenge faced by the leader in organizing. Free good communication skill between the leaders and its subordinate is needed, especially when they need to discuss about the progress or problems. Besides that, this communication skill is needed when the leader wants to build up a good team work with other organizations. The way of the leader talking and thinking can influence the people around them. This indirectly can decrease the boundaries between the leader and their employees because whenever they have the problems, they can tell the leader directly without being afraid. In addition, they can discuss the problems comfortably within each other.

6. Develop team unity

A next challenge to become a good leader in an organization is to develop team unity among the staff members. Team unity is important in the organization to ensure all the tasks given can be done in short time. The leader plays an important role, whether as a supervisor or managers to make a proper framework for their staffs. Through this way a leader can encourage the staff to make a good relationship between each other. However, the employees are not necessary to become best friend to build up the team unity, they just need to work effectively and efficiently and can communicate well between each other.
Importance of Leadership in Management

Leadership is one person who can manage their organization wisely and give the best performance to improve their organization and indeed they have to study more so that they will be a knowledgeable person, have a good experience in the work field, and have a good personality and leadership that can always have the key driver to make change in their organization. According to Mohamed Zairi one of the best ways to appreciate the true meaning of the effective leadership is to look at the experience of successful organizations such as Motorola. One of the most admired organizations for its continued success. Motorola has consistently demonstrated how it can put in place all the necessary conditions for operating not only towards survival, but how it could thrive and dominate in global markets.

In the new era of the 20th century, leadership is important for any organization either in private sectors or government sectors. This is because in developing a good organization, it will start with a professional leadership. The leader will lead the staff to do the right things so that they will give a good reputation for their company. For example, the leader will provide a material or sources for the staff to do their job, give a direction on how they should do their tasks, process the job until it is done and lastly coordinate the members of an organization for the purpose of attaining the organization’s goals.

Moreover, this encompasses the “formal” part of leadership setting the vision and mission for the organization, creating a process for achieving organizational goals, and aligning processes and procedures, people and infrastructure, to achieve organizational goals. The focus of professional leadership is more truly at the organizational, rather than the dyadic, level (Angelo Mastrangelo, 2004). Besides that, staff nowadays will not do their work if there’s no instructions from their top manager and sometimes they do their work, but they just do the same work or task every day. That is why we need a good and professional leadership so that they can lead the staff to explore and be a multitasking staff. Furthermore, it will help the staff to improve their reputation in the organization if they are a passive staff.

The other reasons why leadership is important to the organization is because they will share a new knowledge to other staffs. Besides that, in term of sharing it is also can be defined as a sharing information or sharing the authority. The sharing of authority is the basis for empowerment, a key component of participative leadership, which has been found to be related to effective leadership (Likert, 1961). Some of the staff doesn’t alert with their office environment and sometimes some of them know about it, but they just leave it and doesn’t care about it at all. So that is why we need a leader to acknowledge their staff about whatever information that they know. This will help the organization achieve their goals if all of the staff is alert with a new information that they get and they know what should they do to make change in their organizations.
Furthermore, a good leader must have caring personality to their staff which is mean that the leader have
to take care about their staff. For instance, they should have an empathy, politeness and they are willing
to listen to their staff problems or matters. As we know that some of the leaders, they do not care about
their staff and they keep on pushing the staff to do the work even though the staff is sick. To have a good
organization, the leader who is the most important person in the office should care about their staff. This is
because we should know that the staff also contribute to the organization to make the organization
become a successful organization. Moreover, we know that if we have a good teamwork it will make a
huge success in the organizations.

In addition, the importance of leadership in an organization cannot be overemphasized. This is because
leader is the most important person in organizations. Some of us are only thinking that the companies are
just competing about their brands and their products, but actually they probably compete more. The
organization should have a good leader so that they can develop a good employees and come out with a
good product. According to Smiriti Chand there are limits to the use of authority in obtaining high
performance amongst subordinates. Authority alone cannot generate a favorable attitude for improved
performance. Because of its main reliance on influence, leadership is essential for obtaining successful
work accomplishment.

Therefore, if management did not provide a good leader, their employees will rely to their informal
leadership. Sometimes informal leadership does not have an experience to be a good leader. So that
organization needs to hire, or find a good leader to lead the staff and give a good information to their staff
so that all of the staff can work as a team to achieve company goals.

Moreover, the leaders should always come out with a new and various of ideas. This is because the
leader can encourage their employees to contribute and discuss with each other about the new ideas in a
positive environment and make use of their diverse experience and ideas to improve the business. Some
of the employees are willing to be a passive employee rather than being an active staff. They did not
bravely to give opinions because they afraid that their teammate will look down on them if they give a bad
opinion especially for Malay people. They are not brave enough to give an opinion because of some
skeptical staff.

In conclusions, leadership are important in the organization. This is because a good leader will lead their
staff to the success of their companies. The leader will help their employees achieve the organization
goals. Whatever that we do, we need a leader to show us what is the right thing to do to achieve goals
and if the organization does not have a leader, the company will have a huge problem or maybe they will
not achieve their goals at all. Therefore, that is why leadership is important in all aspects of management.
References


CONTRIBUTORS

AZMI BIN AB RAHMAN
LECTURER OF
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA

SHAHAROM TM SULAIMAN
LECTURER OF
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA

KEVIN ANAK ONG
BUSINESS DEVELOPMENT EXECUTIVE
REGALIA RECORDS MANAGEMENT

NUR AIN BINTI ABD WAHAB
BACHELOR OF SCIENCE (HONORS)
RECORDS MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA

NUR ILIANA BINTI BAHARUDIN SHAH
WORK AS PEGAWAI ARKIB SEKSYEN PERANCANGAN STRATEGIK & ANTARABANGSA DI ARKIB NEGARA MALAYSIA
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Field</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORSYUHADA BINTI MOHD HANAFI</td>
<td>BACHELOR OF SCIENCE (HONORS)</td>
<td>LIBRARY AND INFORMATION MANAGEMENT</td>
<td>UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA</td>
</tr>
<tr>
<td>AIDA BINTI KAMALUDEEN</td>
<td>BACHELOR OF SCIENCE (HONORS)</td>
<td>LIBRARY AND INFORMATION MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>AMIR BIN MUHAMAD SHAFIE</td>
<td>BACHELOR OF SCIENCE (HONORS)</td>
<td>LIBRARY AND INFORMATION MANAGEMENT</td>
<td>UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA</td>
</tr>
<tr>
<td>NORLI EZZATI BT MOHD ABU HASSAN ALSHARI</td>
<td>BACHELOR OF SCIENCE (HONORS)</td>
<td>LIBRARY AND INFORMATION MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>NUR SYAZWANI BINTI BAKAR</td>
<td>BACHELOR OF SCIENCE (HONORS)</td>
<td>LIBRARY AND INFORMATION MANAGEMENT</td>
<td>UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA</td>
</tr>
<tr>
<td>UMI NAZIRAH BINTI ZAINAL</td>
<td>BACHELOR OF SCIENCE (HONORS)</td>
<td>LIBRARY AND INFORMATION MANAGEMENT</td>
<td></td>
</tr>
</tbody>
</table>
AKILAH NADIRAH BINTI MOHD ROSZELIN
BACHELOR OF SCIENCE (HONORS)
LIBRARY AND INFORMATION MANAGEMENT

SHANTIE BINTI MOHAMAD
BACHELOR OF SCIENCE (HONORS)
LIBRARY AND INFORMATION MANAGEMENT

HAFIZAH BINTI MD ARIS
BACHELOR OF SCIENCE (HONORS)
LIBRARY AND INFORMATION MANAGEMENT

NUR ANIS SYUHADA BINTI AB MALEK
BACHELOR OF SCIENCE (HONORS)
LIBRARY AND INFORMATION MANAGEMENT

NURUL SYahirAH BINTI MD SALLÉH
BACHELOR OF SCIENCE (HONORS)
LIBRARY AND INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KAMPUS PUNCAK PERDANA

MOHAMAD HAFIZ BIN ABDU’ELAH
BACHELOR OF SCIENCE (HONORS)
LIBRARY AND INFORMATION MANAGEMENT
ROSIDAH BT ISMAIL
KETUA BAHAGIAN PUSAT REKOD
DEWAN BANDARAYA KUALA LUMPUR

AHMAD ZULHILMI BIN AZMI
PEMBANTU PERPUSTAKAAN
PERPUSTAKAAN SULTANAH ZAHARIAH
UTM KUALA LUMPUR

SYAHIDAH ABDUL RAHMAN
BACHELOR IN LIBRARY SCIENCE
UNIVERSITI TEKNOLOGI MARA

AFIQ BIN MOHD SHAHARI
BACHELOR IN LIBRARY SCIENCE
UNIVERSITI TEKNOLOGI MARA