



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
PERBADANAN PERPUSTAKAAN AWAM KELANTAN
JALAN MAHMOOD, 15200
KOTA BHARU, KELANTAN**

**SPECIAL PROJECT:
REBRANDING PERPUSTAKAAN DESA SALOR**

**OUTREACH PROGRAM FOR SEKOLAH MENENGAH KEBANGSAAN
SRI GUNUNG, BACHOK**

**BY
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**IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

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**FACULTY SUPERVISOR
MADAM ZAILA BINTI IDRIS**

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

DECLARATION

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Signed by

NIK MOHAMAD FADHIL BIN HALIM
2013322307

Date of submission: 11 July 2017

ABSTRACT

This report has been written by the trainee based on the period of internship from 1st February 2017 until 30th June 2017 at Perbadanan Perpustakaan Awam Kelantan. Trainee has been placed under the supervision of Mister Mohd Azizi bin Zainudin, the Librarian of Kelantan Public Library Corporation. The trainee was assigned to prepare the paperwork of rebranding and upgrading the Perpustakaan Desa Salor and need to handle the outreach program for the secondary school. In addition, trainee also needs to do some activities during industrial training in which each activity requires own skills and knowledge. Apart from that, trainee also involved in visiting tour program which need the trainee to give the information about the library to the users. The experience that trainee get during the industrial training are very useful and also can be useful in the future. Through this industrial training, trainee has identified some drawbacks that need to be minimized as well as come up with the suggestions to solve the problem.

Keywords: *paperwork, rebranding, visiting program, industrial training.*

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious and the Most Merciful, all praises to Allah for the strengths and His blessing in completing this thesis. Special appreciation goes to my Industrial Supervisor, Mister Mohd Azizi bin Zainudin, for his supervision and constant support. His invaluable help of constructive comments and suggestions throughout the internship period contributed to the success of this report. Not forgotten, my appreciation to my Faculty Supervisor, Madam Zaila binti Idris for her support and knowledge regarding to my special projects.

I would like to express my appreciation to all the lecturers of Faculty Information Management for their support and help towards my industrial training. Also, my acknowledgement goes to all the office staffs of Perbadanan Perpustakaan Awam Kelantan for their co-operations.

Last but not least, my deepest gratitude goes to my beloved family and friends for their prayers and encouragement. Thank you.

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CHAPTER 1:

INTRODUCTION

1.1 Background of the Organization



Figure 1.1:

Kelantan Public Library Corporation logo

Kelantan Public Library Corporation starts with the name of the Carnegie Public Library founded in 1938 with the help of 1,000.00 pounds sterling from the Carnegie Foundation in New York and RM 2,500.00 from the State Government. The building is located at the Jalan Doktor, Kota Bharu. The Committee members elected at that time consisted of Mr. A.C. Baker (British Adviser), Mr. Hal Gordon, Mr. C. Crae and Yang Mulia Tengku Mahyideen. With the assistance of RM 1,000.00 per year received from the State Government from 1939 - 1946, however between the years 1947 to 1949, the library received only RM 500.00 from the State Government as an annual grant.

Beginning in 1963, the recovery measure has been undertaken by RM 2,500.00 annual allocations for administrative expenses and the purchase of reading materials

library. While in 1964, the allocation has been increased to RM 5,000.00. Effective on 1st January 1965, the library administration was taken over by the Carnegie Public Library Jumaah Trust. The Member Jumaah effort, the library was opened to the public on 1st July 1967.

With the effectiveness of Enactment No. 14 in 1973, the Carnegie Public Library became known as Kelantan Public Library Corporation (Malay: Perbadanan Perpustakaan Awam Kelantan). At that time, the library only handled by three staff members, two low clerk and one office server. Until 1978, the contribution of the state government is RM 5,000.00 per year. However, the annual allocation increased from 1979 - 1982 at RM 35,000.00 per year and staff rises to 6 people.

In the Third Malaysia Plan, the Federal Government has approved an allocation of RM1.5 million for the construction of new buildings. Three story high building with an area of 31,000 square feet on a site area of 1.13 acre located at Jalan Mahmood, Kota Bharu, Kelantan. The construction began in April 1981 and was completed in October 1982 at a cost of nearly RM 4 million. On 15th February 1983, the library is open to the public and officially opened by His Royal Highness the Sultan of Kelantan in 1st April 1983. Kelantan Public Library Corporation is designed to manage, maintain and expand the use of books and library materials to the community.

So far Kelantan Public Library Corporation has 7 branch libraries, 1 community library and 3 rural libraries. The seven branches libraries are, Pasir Puteh, Pasir Mas, Kuala Krai, Jeli, Bachok, Tumpat, and Gua Musang. While, for the community library is located at Aeon Mall at the Floor 3. The rural libraries are Salor, Dabong and Chiku 1. This development shows the improvement of Kelantan Public Library Corporation, yet the

number of the branches still needs to be improved. Now, Kelantan Public Library Corporation in an effort to open two more branches in Machang and Tanah Merah. Kelantan Public Library Corporation is divided into headquarters, branch library, community library and rural library.

The main function of Kelantan Public Library Corporation is divided into three main activities which are Management Activities, Library Development Activities and Information Services Activity. Each activity has sub-activities or their own parts to achieve the goals and objectives of Kelantan Public Library Corporation.

Table 1.1:
Main function of Kelantan Public Library Corporation

ACTIVITY	SUB-ACTIVITY	DIVISION / UNIT
Management	Management Services and Human Resources	Administration and Human Resources
		Finance
	Planning and Corporate Relations	Planning and Development
	Information Technology	Information Technology
Library Collection Development	Acquisition Materials	Collection Acquisition
	Documentation Materials	Documentation and Technical
Information Services	Reading Promotions	Literacy Movement
	General Information Services	Library Services
		Mobile
		Branch
Rural		

1.1.1 Client charter

The Client charters of Kelantan Public Library Corporation are listed below as committed to perform the duties;

- Processing library membership application within the twenty (20) minutes on working days.
- Ensuring the process of borrowing reading materials to be done in two (2) minutes for every customer except on the peak hours.
- Ensuring the latest reading materials are available on the shelf for customer in Kota Bharu for references within two (2) weeks' time.
- Referral services provided to help you in finding your reading materials within one (1) day.
- Giving feedback to customer's full report within fourteen (14) working days.

1.1.2 Objective

The objectives of Kelantan Public Library Corporation Kelantan are:

Table 1.1.2:

Objective of Kelantan Public Library Corporation

SUB-CATEGORIES	OBJECTIVES
Organization Leadership	<ul style="list-style-type: none">• Strengthening leadership State Public Library• Improve the performance of management and administration of State Public Library• Improve efficiency and effectiveness in achieving the vision and mission of the State Public Library
Building Infrastructure	<ul style="list-style-type: none">• Expanding the range of library services throughout the state.

	<ul style="list-style-type: none"> • Ensuring Public Library under the Development Project Five-Year Malaysia is on schedule
Information and Communication Technology	<ul style="list-style-type: none"> • Maximize the application of information and communication technology in the management and operation of the library. • Ensure effective operation of the integrated library system to ensure the quality of library services
Services	<ul style="list-style-type: none"> • Ensure the delivery of library and information services that meet consumers' satisfaction. • Providing library and information services environment conducive
Users	<ul style="list-style-type: none"> • Expand the implementation of motion read • A catalyst for lifelong learning

1.1.3 Vision

Cultivating Learned Society *"Melahirkan Masyarakat Berbudaya Ilmu"*

1.1.4 Mission

Providing Information and Knowledge Infrastructure Resources For All Society

1.1.5 Moto

A Reading Society, A Successful Society

1.1.6 Core services

The roles played by Kelantan Public Library Corporation are as follows:

- Prepare and manage the same reading materials available for loan or reference to the local population.

- Cultivate an interest in reading, tap and nurture talent residents to become citizens of the habit of reading, innovative, creative and productive.
- Lead in the development of libraries & librarianship at the state level.
- Intellectual heritage preservation repository state.
- Enhance library services.
- Improve service delivery through ICT.
- Provide programs that contribute to the development and collection of information.

1.1.7 Core value

The core values of Kelantan Public Library Corporation:

i. Professionalism and Expertise

- Appreciate and practice professionalism in the work includes commitment, hard work, integrity and perseverance in carrying out tasks.
- Lead in the development of libraries & librarianship at the national level.

ii. Quality culture

- Emphasizing the quality of the implementation of all programs of the department to meet the customer satisfaction

iii. Act as a team

- Bringing together the expertise, technology and resources to provide effective services to achieve the mission and vision of the department

iv. Excellence and distinction

- Placing excellent service to our customers and become the premier department in the service of development

v. Prudent and competent

- Adopt praiseworthy attributes, including good adapt greeting all circumstances, smart address, competent and courteous

vi. Knowledge through continuous learning

- Continue learning over time through a variety of ways to enhance their skills with the latest information and technology as well as new discoveries



Figure 1.1.7: Kelantan Public Library Corporation view

1.2 Organizational Structure

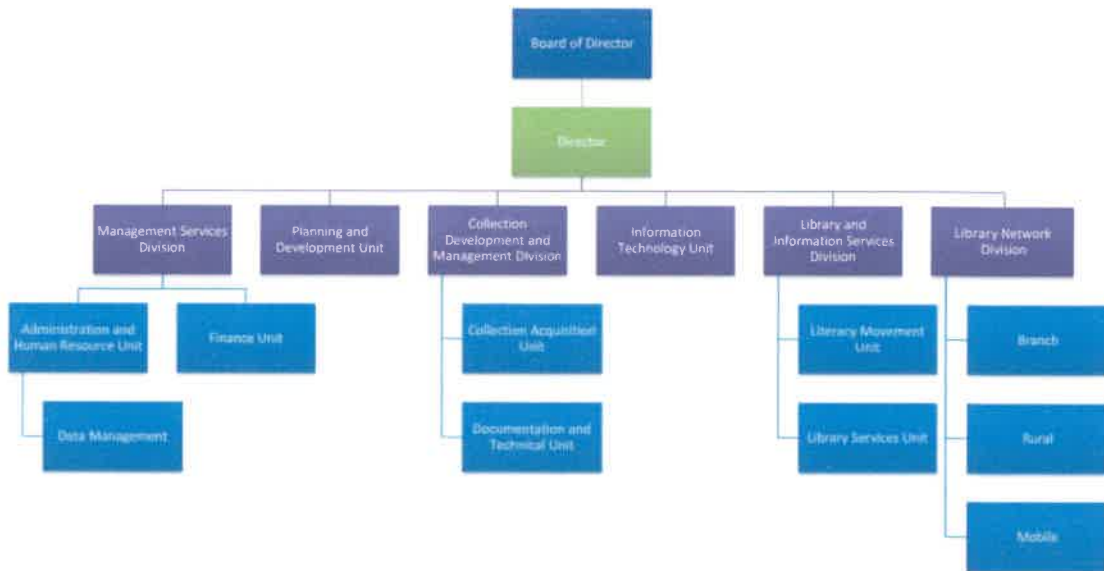


Figure 1.2: Organizational structure of Kelantan Public Library Corporation

1.2.1 Board of Director

Table 1.2.1: Board of Director

1.	YB. Dato' Dr. Mohamed Fadzli Bin Dato' Haji Hassan Pejabat SUK, Blok 1, Kota Darulnaim 15503 Kota Bharu, Kelantan	Chairman
2.	YB. Ustaz Mohamad Bin Awang Ahli Dewan Undangan Negeri Gual Periok Lot 856 A/2 Tingkat Atas Banggu Banggol Kulim, 17200 Kelantan	Deputy Chairman
3.	YB. Dato' Setiausaha Kerajaan Negeri Kelantan Pejabat Setiausaha Kerajaan Negeri Blok 2, Kompleks Kota Darulnaim 15503 Kota Bharu, Kelantan	Member

4.	YB. Dato' Pegawai Kewangan Negeri Pejabat Perbendaharaan Negeri Blok 4, Kompleks Kota Darulnaim 15503 Kota Bharu Kelantan	Member
5.	YM. Dato' Dr. Tengku Mohamed Faziharudean Bin Tengku Feissal (Tengku Kaya Perkasa) Timbalan Setiausaha Kerajaan Negeri Kelantan (Pembangunan) Blok 2, Kota Darulnaim 15503 Kota Bharu Kelantan	Member
6.	YABhg. Dato' Pengarah Pejabat Tanah dan Galian Negeri Kelantan Blok 3, Kota Darulnaim 15503 Kota Bharu Kelantan	Member
7.	YABhg. Ketua Pengarah Perpustakaan Negara Malaysia 232 Jalan Tun Razak 50572 Kuala Lumpur	Member
8.	YABrs. Pengarah Jabatan Pelajaran Negeri Kelantan Jalan Hospital 15000 Kota Bharu, Kelantan	Member
9.	YBrs. Pengerusi Persatuan Pustakawan Malaysia (PPM) Timur Perpustakaan Perubatan Hamdan Tahir Universiti Sains Malaysia Kubang Kerian Jalan Raja Perempuan Zainab II 16150 Kota Bharu Kelantan	Member

10.	YABrs. Pengarah Dewan Bahasa dan Pustaka (DBP) Wilayah Timur Lot PT. 107-109, Seksyen 26 Jalan Abdul Kadir Adabi 15200 Kota Bharu, Kelantan	Member
11.	YABrs. Tuan Yang Di Pertua Majlis Daerah Machang Jalan Tok Kemuning 18500 Machang Kelantan	Member
12.	YABrs. Tuan Yang Di Pertua Majlis Daerah Pasir Puteh 16800 Pasir Puteh Kelantan	Member
13.	YABrs. Tuan Yang Di Pertua Majlis Daerah Tanah Merah 17500 Tanah Merah Kelantan	Member
14.	YABrs. Tuan Yang Di Pertua Majlis Daerah Gua Musang 18300 Gua Musang Kelantan	Member
15.	YBrs. Ustaz Zulqarnain Bin Hassan Kolej Islam Antarabangsa Sultan Ismail Petra 68 KM12 Jalan Kuala Krai, Nilam Puri 15730 Kota Bharu Kelantan	Member

16.	YABrs. Pengarah/Setiausaha Perbadanan Perpustakaan Awam Kelantan Jalan Mahmood 15200 Kota Bharu Kelantan	Member
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1.2.2 Director of Kelantan Public Library Corporation



Figure 1.2.2: Director of Kelantan Public Library Corporation

Table 1.2.2: Details information Director of Kelantan Public Library Corporation

Name	:	Mohamad Bin Othman
Address	:	Perbadanan Perpustakaan Awam Kelantan Jalan Mahmood 15200 Kota Bharu Kelantan
Phone / Fax	:	+60 9-744 4522 ext 101 / +60 9-748 7736
Email	:	ppak[at]kelantan.gov.my

CHAPTER 2:

ORGANIZATION INFORMATION

Kelantan Public Library Corporation or be known as Perbadanan Perpustakaan Awam Kelantan was established on 1938 with the name of the Carnegie Public Library. Kelantan Public Library Corporation now located at Jalan Mahmood, Kota Bharu, Kelantan. The construction began in April 1981 and was completed in October 1982. On 15th February 1983, the library is open to the public and officially opened by His Royal Highness the Sultan of Kelantan in 1st April 1983. Kelantan Public Library Corporation is designed to manage, maintain and expand the use of books and library materials to the community.

So far Kelantan Public Library Corporation has 7 branch libraries, 1 community library and 3 rural libraries. The seven branches libraries are, Pasir Puteh, Pasir Mas, Kuala Krai, Jeli, Bachok, Tumpat, and Gua Musang. While, for the community library is located at Aeon Mall at the Floor 3. The rural libraries are Salor, Dabong and Chiku 1. This development shows the improvement of Kelantan Public Library Corporation, yet the number of the branches still needs to be improved. Now, Kelantan Public Library Corporation in an effort to open two more branches in Machang and Tanah Merah. Kelantan Public Library Corporation is divided into headquarters, branch library, community library and rural library. The Kelantan Public Library Corporation service open to the public on Saturday to Thursday of each month and service hours is started on 9:00 am to 5:15 pm.

2.1 Departmental Structure

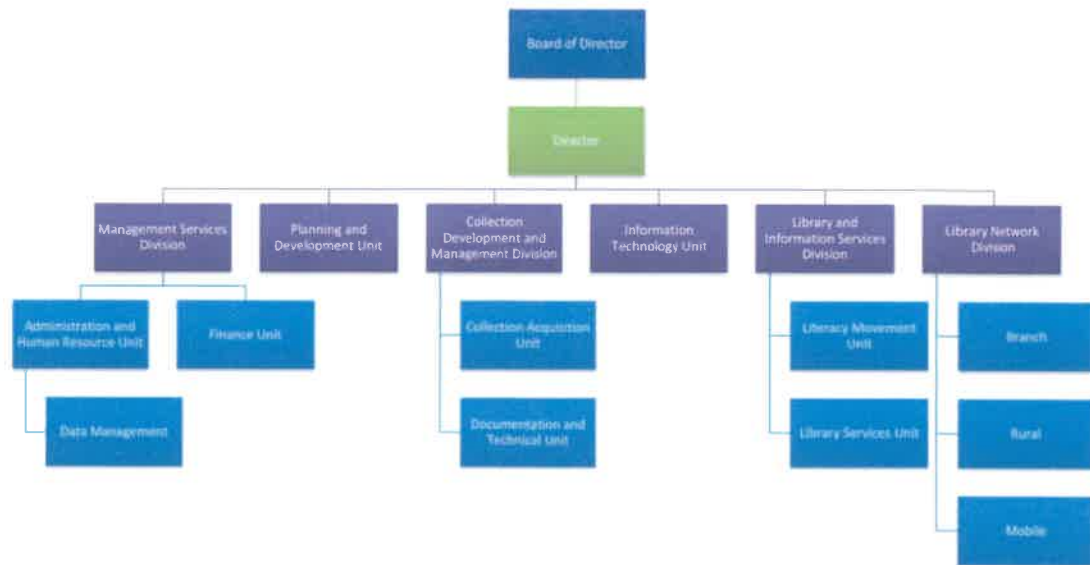


Figure 2.1: The departmental structure of Kelantan Public Library Corporation

2.1.1 Management Services Division

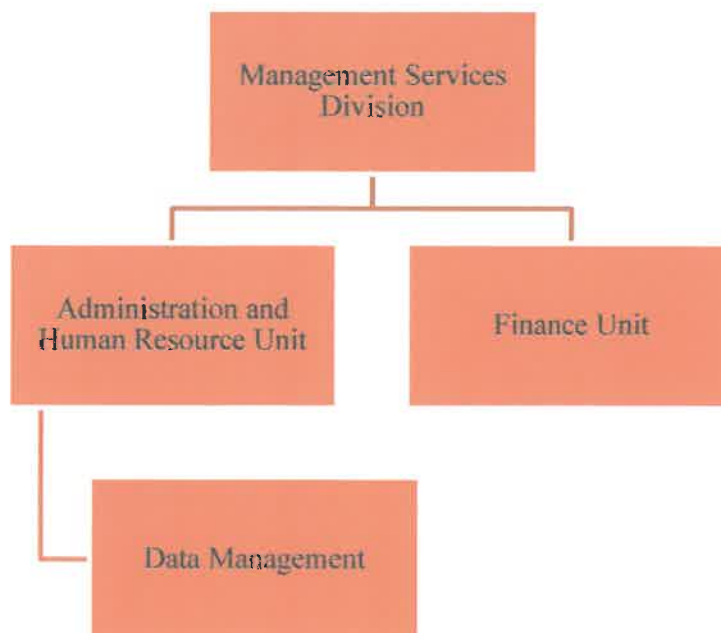


Figure 2.1.1: Management Services Division

The officers responsible at the divisions/unit:

i. Administration and Human Resource Unit

Table 2.1.1 (a): Administration and Human Resource Unit

Name	Position
Zabidah Binti Ismail	Administrative Assistant (Clerical/Operation)
Wan Mohd Zain Bin Wan Mamat	
Nura Binti Sidit	
Samihah Binti Zainal Abidin	
Sharifah Mardiah Bt. Zakaria	Librarian Assistant
Wan Mohd Zahar Bin Wan Yusoff	Operations Assistant
Mohd Rusdi Bin Zakaria	Driver

ii. Finance Unit

Table 2.1.1 (b): Finance Unit

Name	Position
Nur Hidayah Binti Mohamad Zain	Assistant Accountant
Izurina Binti Ishak	Financial Administrative Assistant
Norhaszlina bt Hashim	

2.1.2 Planning and Development Unit

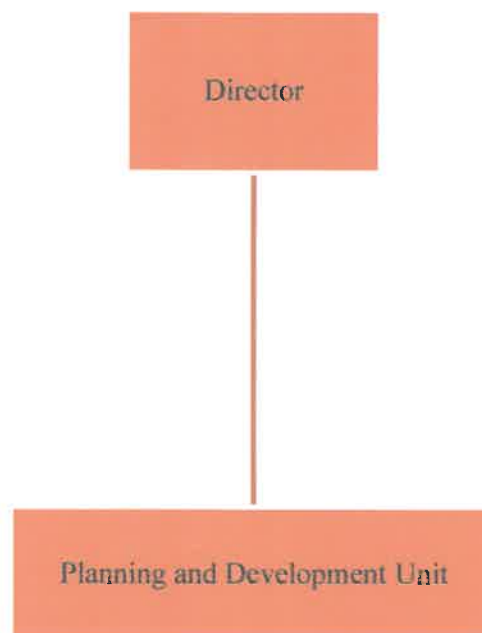


Figure 2.1.2: Planning and Development Unit

The officers responsible at the divisions/unit:

i. Planning and Development Unit

Table 2.1.2: Planning and Development Unit

Name	Position
Mohd Azizi Bin Zainudin	Librarian

Sharuddin Bin Muhammad	Librarian Assistant
Mohd Fairuz Amir Bin Shaari	

2.1.3 Collection Development and Management Division

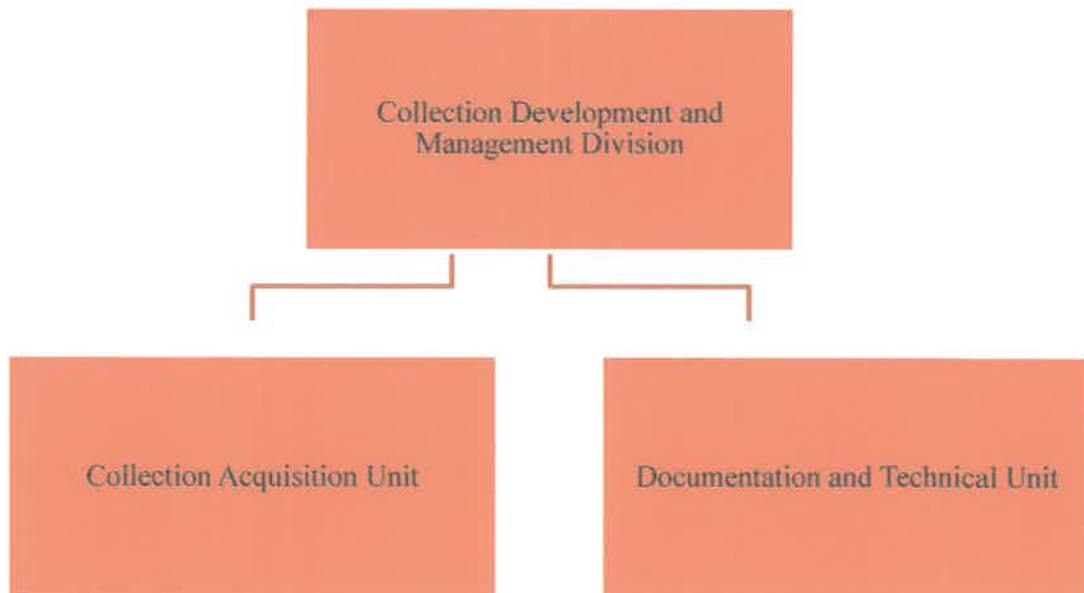


Figure 2.1.3: Collection Development and Management Division

The officers that responsible at the divisions/unit:

i. Collection Development and Management Division

Table 2.1.3 (a): Collection Development and Management Division

Name	Position
Md. Hanif Bin Junoh	Assistant Librarian

ii. Collection Acquisition Unit

Table 2.1.3 (b): Collection Acquisition Unit

Name	Position
Khalisah Binti Abdullah	Administrative Assistant (Clerical/Operation)
Zulkifli Bin Dollah	Librarian Assistant
Mohd Hafiz Bin Johari	
Normah Binti Abdullah	
Md. Asmadi Bin Deraman	
Azizi Bin Awang Lah	Driver

iii. Documentation and Technical Unit

Table 2.1.3 (c): Documentation and Technical Unit

Name	Position
Nordiana Binti Ahmad	Administrative Assistant (Clerical/Operation)
Rosmanira Binti Hussin @ Zahari	Librarian Assistant
Nor Hasmalikal Binti Ghazali	
Norsalehan Bt. Mohd Nor	
Hairi Bin Rameli	Driver
Tuan Rafaei Bin Tuan Ahmad	Office Assistant

2.1.4 Information Technology Unit

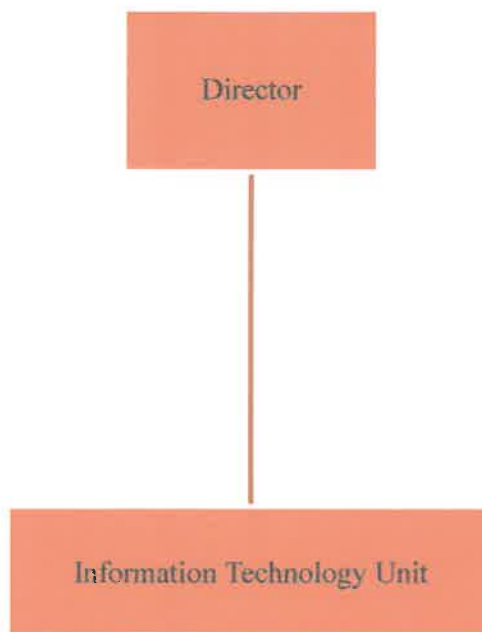


Figure 2.1.4: Information Technology Unit

The officers responsible at the divisions/unit:

i. Information Technology Unit

Table 2.1.4: Information Technology Unit

Name	Position
Mohd Hafiz Bin Yusoff	Assistant Information Technology Officer

2.1.5 Library and Information Services Division

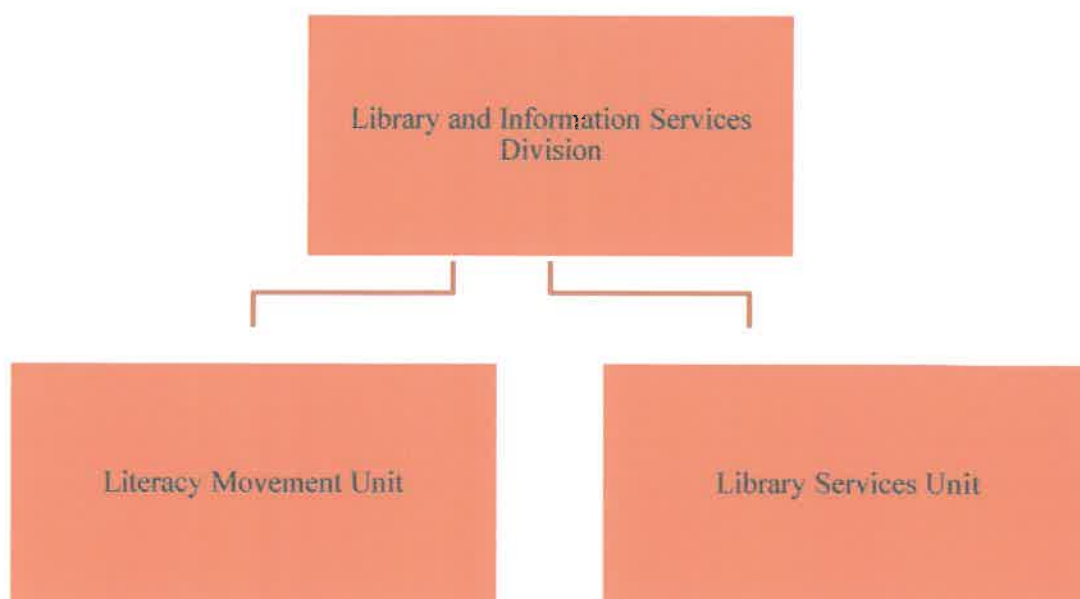


Figure 2.1.5: Library and Information Services Division

The officers responsible at the divisions/unit:

i. Library and Information Services Division

Table 2.1.5 (a): Library and Information Services Division

Name	Position
Wan Fairuzliza Binti Wan Kadir	Assistant Librarian

ii. Literacy Movement Unit

Table 2.1.5 (b): Literacy Movement Unit

Name	Position
Norazliza Bt. Kamaruzaman	Librarian Assistant

iii. **Library Services Unit**

Table 2.1.5 (c): Library Services Unit

Name	Position
Raefie Neisyam Bin Mat Zin	Librarian Assistant
Sharifah Binti Rashid	
Noriza Binti Ab Kadir @ Hussain	
Khazani Bin Salleh	
Nik Roslan Bin Nik Taib	
Rodzlan Bin Mohamad	Driver
Mohd Khalimi Bin Khalid	

2.1.6 Library Network Division

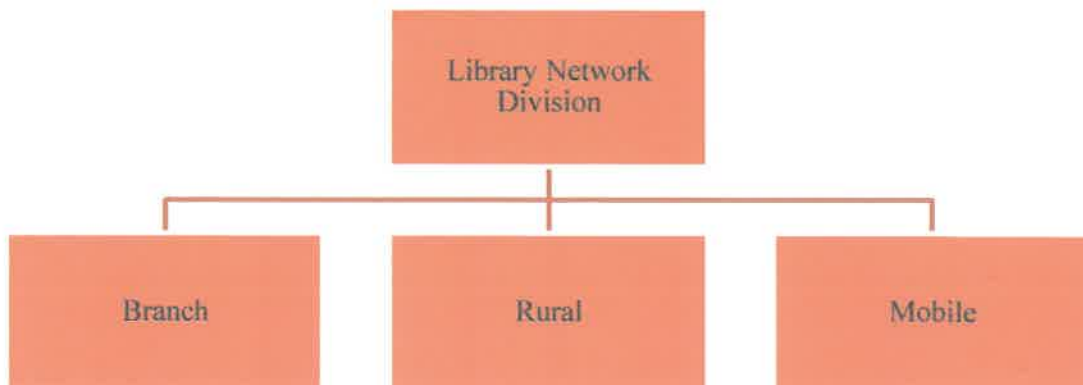


Figure 2.1.6: Library Network Division

The officers responsible at the divisions/unit:

i. Library Network Division

Table 2.1.6 (a): Library Network Division

Name	Position
Nurulaidal Binti Ab Ghoni	Assistant Librarian

ii. Branch

a. Tumpat Branch Public Library

Table 2.1.6 (b): Tumpat Branch Public Library

Name	Position
Nik Khairul Anuar B. Nik Ab. Rahman	Librarian Assistant
Nor Suhada Binti Ismail	
Azhar Bin Ahmad	Operations Assistant

b. Pasir Puteh Branch Public Library

Table 2.1.6 (c): Pasir Puteh Branch Public Library

Name	Position
Mohd Saufi Bin Ibrahim	Librarian Assistant
Nik Nah Binti Nik Mat	
Nor Anis Binti Samsuddin	Operations Assistant
Mohd Shamsul Bahari Bin Sa'ari	Driver

c. Bachok Branch Public Library

Table 2.1.6 (d): Bachok Branch Public Library

Name	Position
Azizi Bin Seman	Librarian Assistant
Che Fauzi Bin Mahmood	Operations Assistant

d. Pasir Mas Branch Public Library

Table 2.1.6 (e): Pasir Mas Branch Public Library

Name	Position
Mazri Bin Yusof	Librarian Assistant
Nurul Shuhada Bt Ibrahim	

e. Kuala Krai Branch Public Library

Table 2.1.6. (f): Kuala Krai Branch Public Library

Name	Position
Mohd Zaki Bin Awang	Librarian Assistant
Mohamad Najib Bin Yahya	
Mohd Hafizie Bin Saidi	
Mohd Arshad B. Mat Yusoff	Operations Assistant
Normalaerniza Binti Mansor	

f. Jeli Branch Public Library

Table 2.1.6 (g): Jeli Branch Public Library

Name	Position
Mohd Johari Bin Ramli	Librarian Assistant
Muhamad Yusoff Bin Jaafar	
Nor Zahili Binti M. Yusoff	Operations Assistant

g. Gua Musang Branch Public Library

Table 2.1.6 (h): Gua Musang Branch Public Library

Name	Position
Siti Noor Akmarina Bt Mamat	Librarian Assistant
Nik Nor Zawani Binti Che Yaacob	Operations Assistant

iii. Rural

a. Chiku1 Rural Library

Table 2.1.6 (i): Chiku1 Rural Library

Name	Position
Asmawati Binti Deraman	Operations Assistant

b. Dabong Rural Library

Table 2.1.6 (j): Dabong Rural Library

Name	Position
Nurul Shaheera Bt Mat Nasir	Operations Assistant

c. Salor Rural Library

Table 2.1.6 (k): Salor Rural Library

Name	Position
Wan Mohamad Amiruddin B. W.Ariffin	Operations Assistant

2.2 Department Function

Kelantan Public Library Corporation has six divisions which are interrelated on each other in order to delegate the tasks and run the organization strategically. The six divisions that interrelated in this organization are; Management Services Division, Planning and Development Unit, Collection Development and Management, Information Technology Unit, Library and Information Services Division and Library Network Division. Each one of the divisions or unit has their own functions which are to manage their own responsibilities.

2.2.1 Management Services Division

Management Service Division is a division that is responsible to equip the services that have in Kelantan Public Library Corporation which is to help the operation and management activity to keep running smoothly. The Management Service Division has been divided into Director Office, Administration and Human Resource Unit and Finance Unit. The Management Service Division also performs a number of key functions and task which are;

- Establish and disseminate policy guidelines for the establishment or determination of performance indicators/performance measurement to ensure accountability and sound performance management in the public services.
- Formulate and periodically review performance monitoring framework for the various environments of the services.
- Prepare annual performance report of the services for submission to the Board of Director or Director.
- Prepare, document and disseminate public service personnel statistics and distribution report.

2.2.2 Planning and Development Unit

Planning and Development Unit function is to draft, implement and regulate the development projects in state and federal library and coordinate the development project among the agencies and corporate entity.

2.2.3 Collection Development and Management

The Collection Development and Management Division is a division that is responsible in manages and develops the collection that has in Kelantan Public Library Cooperation. This division has been divided into Collection Acquisition Unit and Documentation and Technical Unit.

i. Collection Acquisition Unit function as:

- Manage the acquisition materials either through purchasing, gifts or donation.

- Acquisition is based on the Kelantan Public Library Corporation policies which are towards the development of information and knowledge among the community.

ii. Documentation and Technical Unit function as:

- Manage and process the new materials received from the Collection Acquisition Unit.
- Ensuring materials received from the Collection Acquisition Unit enough as list.
- Classed the materials received from the Collection Acquisition Unit according to the categories.
- Insert the materials data that has been classified into the library system.
- Continually organizing the data that has in library system to make sure the data that has been inserted is qualified the international standards.
- Create and print the call number in order to be posted to books that have been classified.
- Check the call number before send it to the shelf or branch library.
- Affix the location of the library materials before distribution.
- Distribute the library materials to the library branch.
- Make a list of materials that have been processed before send it to its destination.

2.2.4 Information Technology Unit

The function of Information Technology Unit in Kelantan Public Library Corporation is to give full support in ICT services. The main function of Information

Technology Unit divided into Technical and Networks, Systems and Electronic Government Applications and Web and Multimedia.

2.2.5 Library and Information Services Division

Library and Information Services Division is a division that responsible in organizing the library services and handle a program to improve reading in Kelantan Public Library Corporation. This division has been divided into Literacy Movement Unit and Library Services Unit. Function of Library and Information Services are:

- Provide the accurate information.
- Provide access to information.
- Provide effective and efficient circulation.
- Give advice regarding to library services.
- Provide loans and returns to users.

i. Services hours

Kelantan Public Library Corporation service open to the public on Saturday to Thursday of each month. Service hours are as follows:

Table 2.2.5.1: Service Hours of Kelantan Public Library Corporation

Library	Days	Service Hours
Kelantan Public Library Corporation	Sunday - Wednesday	9:00 am – 5:15 pm
	Thursday and Saturday	9:00 am – 5:00 pm
	Friday	Closed
Branch Public Library	Sunday - Wednesday	9:00 am – 5:15 pm
	Saturday	9:00 am – 4:00 pm

	Thursday and Friday	Closed
Community Library AEON Mall Kota Bharu	Sunday - Wednesday	10:00 am – 6:45 am
	Saturday	10:00 am – 6:30 pm
	Thursday and Friday	Closed
Rural Library Salor, Chiku 1 and Dabong	Sunday - Wednesday	9:00 am – 5:15 pm
	Saturday	9:00 am – 4:00 pm
	Thursday and Friday	Closed

ii. Borrowing and returning

All material at Kelantan Public Library Corporation can only be borrowed by registered members only. Individuals who wish to register as a member is required to:

- Showing MyKad
- Provide registration and annual fee

a. Membership fees (Annual):

Table 2.2.5.2: Membership fees of Kelantan Public Library Corporation

Category	Kelantan Public Library	Branch / Rural Library	Mobile Library
Children	RM 2.00	RM 2.00	RM 1.00
Youth	RM 5.00	RM 5.00	RM 3.00
Adults	RM 10.00	RM 10.00	RM 5.00
Elderly and disabled	Free	Free	Free

b. Registration fees:

Table 2.2.5.3: Registration fees of Kelantan Public Library Corporation

Category	Kelantan Public Library	Branch / Rural Library	Mobile Library
All categories* (Except for the elderly and disabled)	RM 10.00	RM 10.00	Free
Elderly and disabled	Free	Free	Free

iii. Lending rules

- Each member is required to show MyKAD when wish to borrow books.
- Each member is allowed to borrow 5 books for a period of 2 weeks
- Extend of the loan may be made only once to the next 2 weeks whether personally, through Web OPAC or call Circulation Counter.
- Books borrowed must be returned on or before the due date as stated in the book.
- Fines will be imposed on each member of the late return of library books for 10 cents a day for each of the books.
- If a borrowed book is lost, the borrower must either replace or pay the book price in the cash.

iv. Multimedia and Internet

Services provided are:

- Computer use: The use of computers for any activity or surf the Internet provided is free, time permitted only one hour per person.
- Internet service can also be used via Wi-Fi technology.

- Printing documents - Fee charged to print a version of the black / white (B&W) is RM 0.20 per piece.
- CD and VCD collection of multimedia, such as education, culture and tourism of Kelantan.

2.2.6 Library Network Division

Library Network Division is a division that responsible to coordinate and monitor the library services through Kelantan province or territory. This division is divide into:

i. Mobile Unit

- Mobile Library
- e-pustaka

ii. Library Branch

- Bachok Branch Public Library
- Pasir Mas Branch Public Library
- Tumpat Branch Public Library
- Pasir Puteh Branch Public Library
- Jeli Branch Public Library
- Kuala Krai Branch Public Library
- Gua Musang Branch Public Library

iii. Library Community

- AEON Mall Kota Bharu Community Library

iv. Library Rural

- Chiku 1 Rural Library
- Salor Rural Library
- Dabong Rural Library

CHAPTER 3:

INDUSTRIAL TRAINING ACTIVITIES

Within the internship period, the trainee has been exposed many activities from Kelantan Public Library Corporation that was design by each of the department or division need to give experience for all trainee that need to expose with working environment when they have completing their study. At Kelantan Public Library Corporation the trainee need to rotate their internship schedule in order to give them the experience and to learn various kind of skills knowledge from different staff. Based on the schedule given from Faculty of Information Management, the internship period was started on 1st February 2017 until 30th June 2017. First day of reporting for duty at industry, the trainee from UiTM Campus Machang and UiTM Campus Puncak Perdana need to attend an official registration at the Administration Office and to get some briefing about industrial training and the rules that need to be follow as a practical student from the Director of Kelantan Public Library Corporation, Mister Mohamad bin Othman. After the short briefing from Director of Kelantan Public Library Corporation, the trainees need to attend the second briefing from Mister Mohd Azizi bin Zainudin, who is the librarian of Kelantan Public Library Corporation that was in charge about the industrial training. After that, I was guide to a library tour to visit each of the library department or divisions. On 1st February 2017, the trainee is allocated to start internship period at the Kelantan Public Library Corporation.

For the first things every trainee will be placed separately on each department or divisions and also being supervised under the different supervisor. The trainees were being briefing and informed for every month from the period of internship, every students will be rotated their internship for each department. In this organization, there will be five divisions

will be placed for the trainees. The five divisions are Management Services Division, Collection Development and Management Division, Library and Information Services Division, Koleksi Kelantan Unit and Counter Circulation Unit.

As a conclusion, this chapter will be discussed about the daily internship activity that has do by the trainee during internship period, the task done in every divisions and also program carried out during the internship period.

3.1 Training Activities

3.1.1 Shelving Process and Shelve Reading Activity

All internship trainees have been assigned by Mister Mohd Azizi bin Zainudin, who is the librarian of Kelantan Public Library Corporation from Planning and Department Unit. He was give task to all trainees to do task about shelving process and shelve reading activity. The daily task done during the entire course of the internship period is shelving. The shelving task needs to be done by all the library staff from all division that need to maintain the books on shelves is always arrange by their own call number and look clean and tidy to maintain the library quality. During this activity, the trainee is required to arrange all the library collections that were used by the library users based on a specific shelf and the item call number. This process is starting from 08.30 a.m. until 09.00 a.m., it takes thirty minutes to rearrange or organized all books that used by library users to ensure it always clean and tidy. After finished shelving process activity, we need to shelves reading the books in collection to ensure that the library collection was arranged in order.



Figure 2.1.1 (a): Books on shelf



Figure 3.1.1 (b): Shelving Process

The main purpose of conducting this task is to ensure that the trainee can gain knowledge towards the structure of the library collections and know the classification numbers worked. The theories learned in class are put into effect where systematic department of library collections within each shelf is crucial towards the successfulness of information retrieval. If the materials are not properly arranged based on designed system that provide by the library, the library user will get problem in searching the books that have in shelve. In this organization, the Dewey Decimal Classification System (DDC) was being implemented in order to catalogue the books. The Dewey Decimal Classification System (DDC) was being using the call number from 000-900 and every call number has the detailed of the classification system for catalogued the books here.



Figure 3.1.1 (c): Dewey Decimal Classification System (DDC)

3.1.2 “Jom Baca Bersama Untuk 10 Minit / Let’s Read Together For 10 Minutes” Program at Perpustakaan Awam Cawangan Jeli

This year Kelantan Public Library Corporation has been given the responsibility to organize the “Jom Baca Bersama Untuk 10 Minit / Let’s Read Together For 10 Minutes” program at Perpustakaan Awam Cawangan Jeli on 25th April 2017 and being carried out simultaneously for the whole country in Malaysia and begun at 11.00 am till 11.10 a.m. The staffs responsible for this whole program from start until the end of the program are Mister Mohd Azizi bin Zainudin, the Librarian of Kelantan Public Library Corporation, Mister Md. Hanif bin Junoh and Madam Wan Fairuzliza binti Wan Kadir, Assistant Librarian of Kelantan Public Library Corporation. On 10th April 2017 the meeting of members committee was being held at Kompleks Kota Darul Naim.

The first objective of this program is to practice reading habits to create a society that loves knowledge, noble character, adhering to religion, high skill and high integrity. Secondly, to create an efficient synergy between the National Library of Malaysia and 14 Public Library of Malaysia all over Malaysia nation with the Education Department, government departments and agencies, and private agencies at state and national levels in

promoting holistic lifelong learning. The third objective is to make a library transformation effort using the National Blue Ocean Strategy with the aim of making the library a relevant institution in post-school education.

All the trainee and staff of Kelantan Public Library Corporation involved in this program were being informed and briefing very detailed the scope of the program. For this big program, each of the trainees was being assigned towards their own activity on that day. This program must put full effort of activities in order to attract and entertain the users. In this program the staff Miss Nur Hidayah Binti Mohamad Zain and I were being assigned as to be emcee for the program on that day. This program was being inaugurated by YB Dato' Dr. Mohamed Fadzli b. Dato' Haji Hassan, Chairman of the Human Development Committee, Education & Higher Education. The week before this program started, all the trainees and staff Madam Norazliza bt. Kamaruzaman were being assigned to prepared the interesting activities for the users for the program.



Figure 3.1.2: Let's Read Together For 10 Minutes Program



Figure 3.1.2 (a): Let's Read Together For 10 Minutes Program



Figure 3.1.2 (b): Let's Read Together For 10 Minutes Program

3.1.3 Study tour from Pusat Tuisyen Dinamis (Malaysia) with cooperation Ukhwah Islamiah Study Group (Thailand) for the English Summer Camp Program

On Saturday, 22nd April 2017, the groups of 42 students from Ukhwah Islamiah Study Group Patani Thailand with three teachers of Pusat Tuisyen Dinamis were being here at Kelantan Public Library for the study tour. The Ukhwah Islamiah Study Group with cooperation Pusat Tuisyen Dinamis was organizing the program of “English Summer Camp” for their students. In this study tour, the Kelantan Public Library was chosen as one of their study place as to get to know about the culture, language and economy in here. Apart from that, the lecturer from Faculty of Creative Technology and Heritage of Universiti Kelantan Malaysia (UMK), Miss Kanit Sripaoraya was invited to give talk to the students about the culture and heritage of Thailand into Kelantan culture. This English Summer Camp program was being conducted by the Pusat Tuisyen Dinamis in order to develop and sharpen the English communication skill. The students of Ukhwah Islamiah Study Group were being asked to speak English language as the main language at here as to improve the communication skills amongst them. The study tour in this library was conducted by three trainees of Kelantan Public Library Corporation which are Nik Mohamad Fadhil, Cik Nur Atikah and Tasnim Mustaffa. All of these trainees need to make tour every floor in this library and explained to the students of Ukhwah Islamiah Study Group about the books and services that were being here.



Figure 3.1.3: The students of Ukhwah Islamiah Study Group

3.1.4 Menyusuri Khazanah Ilmu Perpustakaan Tengku Anis, “Warga Bermaklumat Pencetus Idea Inovasi” Program at Universiti Teknologi Mara (UiTM) Machang

The program Menyusuri Khazanah Ilmu Perpustakaan Tengku Anis, “Warga Bermaklumat Pencetus Idea Inovasi” was being held at Perpustakaan Tengku Anis (PTA) Universiti Teknologi Mara (UiTM) Machang on 13th June 2017. This program was being organized with cooperation between Universiti Teknologi Mara (UiTM) Machang and Kelantan Public Library Corporation. The Kelantan Public Library Corporation was being assigned to make several informative activities that related and suitable with the levels of education of the students here. There are a lot of interesting activities which are; Walk-in Quiz, Spell-It-Right (SIR), Chopstick Beans Challenge, Makey-Makey and Guessing Book Pages. All the trainees were being assigned and need to handle all of those activities by their own. Besides that, this program also brings a lot of opportunity for Kelantan Public Library Corporation because this public library could make mini exhibition of the collection of Kelantan heritage. All the materials like books, journal and thesis from

Koleksi Kelantan were brought here at Perpustakaan Tengku Anis in order to display and to give chance for the students to understand the material from Koleksi Kelantan of Kelantan Public Library Corporation.



Figure 3.1.4: Mini Exhibition of Koleksi Kelantan

3.1.5 Malaysia #QuranHour “Soul of Compassion”, One Hour With Al-Quran Program at Sekolah Kebangsaan Chabang Empat, Tumpat

The campaign of Malaysia #QuranHour is the big event held all over the Malaysia country at the same time. This Malaysia #QuranHour campaign was being held on 19th June 2017 or 24 Ramadan 1438H. This Malaysia #QuranHour campaign is to promote a better understanding of the teachings in the Quran. The Kelantan Public Library Corporation also took part into this campaign and was being held at Sekolah Kebangsaan Chabang Empat, Tumpat. The trainees, Nik Mohamad Fadhil and Cik Nur Atikah were being assigned to joined this campaign along with the staffs, Mister Mohd Azizi bin Zainudin, Madam Wan Fairuzliza binti Wan Kadir and Madam Norazliza bt. Kamaruzaman. For this campaign, all the pupils and teachers of Sekolah Kebangsaan Chabang Empat, Tumpat were recites the

holy book of Al-Quran altogether. This program was started on 12.00 pm till 1.00 pm. The trainees for this campaign need to take the pictures and also to promote the public library services to the pupils and teachers at this school.



Figure 3.1.5: Malaysia #QuranHour Campaign



Figure 3.1.5 (a): Malaysia #QuranHour Campaign

3.1.6 “Riang Ria Cuti Sekolah” / School Break Program

The “Riang Ria Cuti Sekolah” or School Break Program is the most important program in which the program is held during the school holidays. This year, school holidays fall on the date 18th March – 23rd March 2017. This program lasts for a week during school breaks. The target users for this School Break Program are from kindergarten and primary schoolers only. The trainees in here were being assigned to handle the interesting activities on each day of this school break program.

The trainees need to complete the paperwork a week before this program started and post it in website or media social platform like Facebook as to promote the activities listed on this program. The trainees also need to empower the skills of communication beyond the level of kindergarten and also put the efforts on how to entertain the kids to join the program. On the other hand, all the activities prepared for this “Riang Ria Cuti Sekolah” or School Break Program must have the objectives and benefits for the both party which mean brings a good to the organization and to the kids.

For this program, the free registration fee will also being provided to the users from the start of school breaks until the end. This free registration fee is one of the most important part to attract the users to register. This school break program also to ensure the users like kids could bring the enjoyment besides to come here to read the books.



Figure 3.1.6: School Break Program Activities

3.1.7 Kindergarten and Primary School Visits

In this Kelantan Public Library Corporation, the main role of the organization is to attract reading interest especially among children. The Kelantan Public Library Corporation always receives visits from kindergartens and primary schools whether it is a visit to

reading and storytelling, while visits from primary schools are preferred the book management and bookbinding workshops. All of these visits were being handled by the trainees and being supervised by the staff.

The trainees were being responsibility to handle those visiting either in groping or pairs. For this organization, the kindergarten or school visits were about three to four times a week. The trainees need to briefing and think about the activities need to be put into the visiting in order to entertain the kids and primary schoolers. The trainees must find the new idea and to diversify the way of communication despite of activities.



Figure 3.1.7: Visit from kindergarten, Genius Aulad Kindergarten



Figure 3.1.7 (a): Book Binding Workshop for Sekolah Kebangsaan Padang Garong

3.1.8 Book Disposal using KOHA System

In the early month of report duty into this Kelantan Public Library, the trainees will be given the task to do the Book Disposal by KOHA System. This task was given by the staff Mister Zulkifli Bin Dollah, Librarian Assistant of Kelantan Public Library and being supervised by the Librarian of Kelantan Public Library, Mister Mohd Azizi bin Zainudin. The Book Disposal or known as “Buku Pelupusan” in Malay was to delete the old books in the KOHA System either it was old or damaged due to the flood on 2014. This is because, the materials itself were already being disposed but in the system, these book titles still exist. In order to ensure the availability of the books is in there or not, the Book Disposal must be done through the KOHA System. The trainees will be given the book of Book Disposal and must login into KOHA System, then trace the Call Number and then delete it from the system. Every trainees need to delete those data for about 100 data per day.

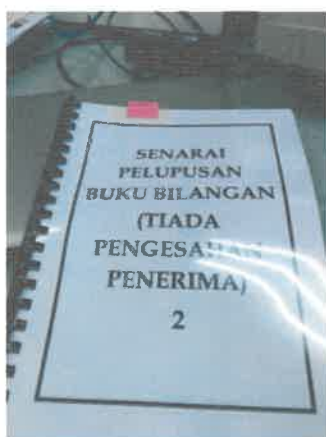


Figure 3.1.8: Book Disposal



Figure 3.1.8 (a): Call Number Data

3.1.9 Check-in and Check-out Books

Every month the trainees need to choose to rotate their internship schedule on each department. Trainees must inform and discussed with Mister Mohd Azizi bin Zainudin, the Librarian of Kelantan Public Library Corporation under Planning and Development Unit. The trainees need to share and tell if there is anything wrong throughout their internship at the divisions.

The trainees will be placed at the Service Desk or Circulation Counter each month. This is because, the Service Desk or Circulation Counter is the most important unit in order to dealt with the users from various backgrounds. The main goal of Service Desk or Circulation Counter is to provide the accurate information, provide access to information, provide effective and efficient circulation, give advice regarding to library services, and provide loans and returns to users.

Most of the trainees will be trained to check-in or check-out the books which means the loans (check-out) and returns (check-in), trained to do registration form into the KOHA System and trained to give advice regarding the services being provided at Kelantan Public Library. The trainees must master and skillful to handle those services in order to accomplish the client charter of the organization. Besides that, the trainees also need to master and improve their communication skills and be an informative person in order to deliver the message or to answer the question from users.

Also, the trainees learn on how to do the renewal of loans through phone call and make it into the system. The trainees also must know about the web searching for the books. For an example, this Kelantan Public Library Corporation was used the WEB OPAC as the tools for finding aids. The trainees will learn and need to implement the use of the

WEB OPAC to the users. The trainees need to guide the users on how to use the WEB OPAC and solve any problems faced by users. On the other hand, this Service Desk or Circulation Counter Unit also teaches the trainees on how to promote the services of Kelantan Public Library to the users' out there.

3.2 Special Project

During the internship period, the trainee has been assigned to propose to the industrial organization the various kinds of special projects regarding to the Faculty of Information System requirement. The special project to be proposed to the industrial could bring the beneficial to the organization and suitable and agreeably by industrial supervisor and faculty supervisor. For this internship, there are two special projects were being assigned by the Kelantan Public Library Corporation. The first one is, "Rebranding or Upgrading Perpustakaan Desa Salor" and it was being assigned by the Director of Kelantan Public Library Corporation, Mister Mohamad bin Othman. The second special project is to handle outreach program for the secondary schoolers from Sekolah Menengah Kebangsaan Sri Gunung, Bachok.

The first special project was being assigned by the Director and the five trainees from Universiti Teknologi Mara (UiTM) and two trainees from Universiti Malaysia Kelantan (UMK) were being in charged into this project. This project also being guided by the staff, Madam Nurulaidal Binti Ab Ghoni, the Assistant Librarian, Mister Mohd Fairuz Amir Bin Shaari, Mister Sharuddin Bin Muhammad, the Librarian Assistant and Mister Wan Mohamad Amiruddin B. W.Ariffin as an Operations Assistant at Perpustakaan Desa Salor. Almost every day, the trainees will keep updated the progress of this special project to the Director and discussed from time to time. The guidance and support from staff for

this special project also important especially preparing the paperwork at first for the first time.

Meanwhile, for the second project is the outreach program for the secondary schoolers from Sekolah Menengah Kebangsaan Sri Gunung, Bachok. This special project requires trainee to prepare the paperwork and handle the program from start till the end. This special project was being conducted by individually. This special project was being supervised by Madam Norazliza Bt. Kamaruzaman, the Librarian Assistant. On the other hand, this outreach program also led to the new ideas from the trainee and could bring a lot of benefits to the organization especially regarding to the contents of the outreach program itself. For this special project, the full guidance and support from staff also play the important role despite of the ideas from the trainee.

3.2.1 Rebranding or Upgrading Perpustakaan Desa Salor

The Director of Director of Kelantan Public Library Corporation, Mister Mohamad bin Othman was assigned this special project for the seven of us regarding to the faculty requirement. This special project was initially begun at the first month of internship period on February 2017. The trainees need to identify and analyze the problems faced by at Perpustakaan Desa Salor and need to make improvement and upgrade it. The trainees were being brought to the Perpustakaan Desa Salor and experienced the environment of the rural library before upgrading it into the brand new looks. For the first time of visiting, the trainees and staff need to reorganized or shelving the books to the correct call numbers. The shelving method was same like the Kelantan Public Library Corporation. The reorganizing or re-shelving the books were took a day to complete and being organized.



Figure 3.2.1: Re-shelving Process



Figure 3.2.1 (a): Re-shelving process

After the reorganizing and re-shelving process done, the trainees need to identify and analyze the problems and deficiencies happened at Perpustakaan Desa Salor. The trainees will issued those problems to the Director of Kelantan Public Library Corporation, Mister Mohamad bin Othman. After that, the meeting or discussion between the Director and the trainees also need to done in order to discussed the detailed of rebranding or upgrading the rural library. For this matter of fact, the trainee need to prepare and proposed the paperwork before ongoing the rebranding the Perpustakaan Desa Salor. The trainees will complete the paperwork with the guidance from Mister Mohd Fairuz Amir Bin Shaari.

3.2.1.1 Paperwork of Rebranding or Upgrading Perpustakaan Desa Salor



Figure 3.2.1.1: Paperwork of Rebranding Perpustakaan Desa Salor

i. Background of Perpustakaan Desa Salor

The building is located at D'A Masjid Padang Chenok Kg. Gua Salor 15100 Kelantan. This building is one of the rural libraries that have been in operated since 2002. The staff who worked during the year was Mister Nik Mohd Sabani b. Hassan as the Operations Assistant. However, Mister Wan Mohamad Amiruddin Bin W. Ariffin has taken over in 2015 as Operations Assistant. He has been serving this rural library for two years. In addition, the library has been in operation for 15 years where the Perpustakaan Desa Salor is located near at Padang Chenok Mosque and it is close to the highway. The Perpustakaan Desa Salor operates daily from Sunday to Wednesday from 9.00 am to 5.15 pm while Thursday to Saturday from 9.00 am to 5.00 pm. The library will be closed on Friday only.

ii. Three-Dimensional (3D) Sketch

In addition, for the three-dimensional (3D) sketch, the multimedia software was being used. For this paperwork, the software Sweet Home 3D was being used to sketch the three-dimensional building of Perpustakaan Desa Salor in order to get the real view. The Sweet Home 3D software was used and sketches every parts of the Perpustakaan Desa Salor into before and after pictures.



Figure 3.2.1.1 (a): Sweet Home 3D Software



Figure 3.2.1.1 (b): Sweet Home 3D Software



Figure 3.2.1.1 (c): Sweet Home 3D Software

iii. Two-Dimensional (2D) Sketch

The two-dimensional (2D) sketch was being used to sketch the floor plan of Perpustakaan Desa Salor. The software to sketch this two-dimensional (2D) picture is by using Microsoft Visio Drawing 2010. This two-dimensional (2D) sketch was being sketched was because to look the overall arrangement of rural library from the top view.

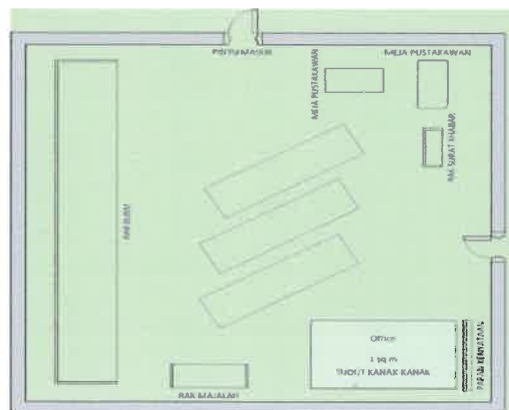


Figure 3.2.1.1 (d): Two-Dimensional (2D) Floor Plan

iv. Estimated Cost

A cost estimate is the rough calculation of the cost of a program, project, or operation. The cost estimate is the product of the cost estimating process. The estimation cost for this project is totally RM 1,331.00.

ESTIMATED COST PERPUSTAKAAN DESA SALOR

➤ The overall cost for the rebranding process of Perpustakaan Desa Salor is **RM 1,331.00**

No	Items	Quantity	Estimated Cost (RM)/1	Total (RM)
1.	Cepek	1	300.00	300.00
2	Pillow Binded	2	60.00	120.00
3	Newspaper Rack	1	200.00	200.00
4	Table Clothes (* Glass Cloth, Plastics Sewing Wages)	6	60.00	360.00
5.	Plastics Decorative Flowers (* Vases)	4	50.00	200.00
6.	Bulletin Board Information Items	1	100.00	100.00
7.	3D Wallpaper	3	170.00	510.00
TOTAL				1,331.00

Figure 3.2.1.1 (e): Estimated Cost for Rebranding Perpustakaan Desa Salor

After the paperwork was being reviewed and approved by Director of Kelantan Public Library Corporation, Mister Mohamad bin Othman, the paperwork then submitted to the Madam Norhaszlina bt Hashim, the Financial Administrative Assistant at Finance Unit. After the estimated cost being reviewed by Financial Administrative Assistant, the money was being submitted to the person in charge for this rebranding Perpustakaan Desa Salor. The money must be spent at the best ways and wisely. Every purchasing item should be marked and the receipts must be kept for the record. The process of getting the money to purchase the items was very difficult and it takes time to process it. This is because; the Finance Unit would like to ensure the details of the items were being carefully reviewed. On June 2017, the trainees were being responsible to handle the process of purchasing the items with the guidance by Mister Mohd Fairuz Amir Bin Shaari. All of the items must be purchased exactly the same in the list item of paperwork. This is to ensure that the money will be spent on the right items at the right price.



Figure 3.2.1.1 (f): Purchasing Items



Figure 3.2.1.1 (g): Purchasing Items

Before the purchasing items started, the process of painting on the outside of the building Perpustakaan Desa Salor was being started at first on last May 2017. This process was taken about a day to complete the painting process with the help from staff and trainees. The process of painting the building was being captured to avoid any casualties and to put into the report later on. After complete the painting process, the decoration process on the inside of Perpustakaan Desa Salor was being started on June. This process taken for two weeks in order to rebranding it into the brand new looks. For this decoration process, the staff and trainees were work very hard and put extra effort for this project.

i. Painting process of Perpustakaan Desa Salor



Figure 3.2.1.1 (h): Painting Process



Figure 3.2.1.1 (i): Painting Process



Figure 3.2.1.1 (j): Painting Process



Figure 3.2.1.1 (k): Painting Process

ii. Decoration process of Perpustakaan Desa Salor



Figure 3.2.1.1 (l): Decoration Process



Figure 3.2.1.1 (m): Decoration Process



Figure 3.2.1.1 (n): Decoration Process

iii. Before and After Rebranding Pictures



Figure 3.2.1.1 (o): Before and After Process Pictures of Rebranding

3.2.2 Outreach program for Sekolah Menengah Kebangsaan Sri Gunung, Bachok

The outreach program at Kelantan Public Library Corporation was very important and vast. This is because; the organization keeps getting on the visiting from all kindergarten and schools. One of the special projects is to handle the outreach program like giving the talk. On May 2017, the trainee was proposed to handle the talk for the secondary school from Sekolah Menengah Kebangsaan Sri Gunung, Bachok. The trainee was being given full responsibility and trust to handle the talk about the library and its content to deliver to the students. For this one, I was proposed to give a talk about the library, the searching method and WEB OPAC.

The preparation for this outreach program was, the trainee need to prepare the paperwork at first after got the invitation email from from Sekolah Menengah Kebangsaan Sri Gunung, Bachok. The criteria need to be including in this paperwork based on organization format are; Introduction, Objectives, Implementation/Execution, Target users and Budgeting. This paperwork need to be done right after the email from Sekolah Menengah Kebangsaan Sri Gunung, Bachok was received and must be reviewed by Madam Wan Fairuzliza Binti Wan Kadir, Assistant Librarian from Literacy Movement Unit. The discussion between the officer and trainee should be done in order to arrange the process of the outreach program. The tentative of the program also need to be done as to accomplish the goal of the outreach program itself.

3.2.2.1 Paperwork of Outreach Program for Sekolah Menengah Kebangsaan Sri Gunung, Bachok

i. Introduction

The outreach program was designed to the secondary schoolers from Sekolah Menengah Kebangsaan Sri Gunung, Bachok. This outreach program were about to educate the students especially the school librarians about the function of library, the library management, the strategically of using Boolean searching method and the practical way of using WEB OPAC. This outreach program also wills brings the benefits and improve the level of knowledge over the use of information technology into the library. Besides that, this outreach program was to make the students feels interested to go to the library.

ii. Objectives

There are several objectives related to this program which are;

- To exposed the students about the functions of library
- To provide the students about the management of the library
- To improve the knowledge of the library management
- To enhance the students about the strategic searching method
- To apply the practical way of using the WEB OPAC
- To ensure the students know better about using technology towards library management

iii. Implementation/Execution

The implementation or execution of the outreach program was based on the tentative of the program below:

- 9:00 am : The arrival of the students from Sekolah Menengah Kebangsaan Sri Gunung, Bachok
- 9:10 am : Reading for 10 Minutes
- 9:20 am : First Session Talk: The Function of Library
- 10:00 am : *Break Time*
- 10:10 am : Second Session Talk: The Strategic Searching Method - Boolean Search Method
- 10:45 am : *Break Time*
- 11:00 am : Third Session Talk: The Step of using WEB OPAC
- 11:30 am : Question and Answer Session
- 11:45 am : Tour Session around library and end of program

iv. Target Users

The target users for this outreach program were 42 librarian students of Sekolah Menengah Kebangsaan Sri Gunung, Bachok and 4 teachers. This outreach program was being held at Kelantan Public Library Corporation Hall at Second Floor.

v. **Budgeting**

Table 3.2.2.1: Budgeting Table

Items	Quantity	Price per unit	Total
Prizes	10	Allocation budget by Kelantan Public Library Corporation	
A4 Paper	1 Rim		
Pencil	45		
TOTAL			0.00

Table 3.2.2.1 (a): Equipment Table

Equipment	Quantity
Microphone	2
Laptop	1
Projector	2
Remote Projector	1
Chairs	50
Pointer Device	1



Figure 3.2.2.1: Talk Session with students



**Figure 3.2.2.1 (a):
Talk session with students**



Figure 3.2.2.1 (b): Tour study session



Figure 3.2.2.1 (c): Tour study session



Figure 3.2.2.1 (d): Photograph session

CHAPTER 4:

CONCLUSION

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)

For the duration of the internship period at Kelantan Public Library Corporation, numerous of knowledge, skills, and experience are learned regarding to the library workflow process and here through exposed practical student with the working environment. Also, Kelantan Public Library Corporation has offered the opportunities to learn and develop the trainees in many areas. The main objectives of the internship are to give the real exposure or experience to the trainee towards managing in the organization. Besides that, the objective of the internship is to encourage the trainees to give new ideas and apply their knowledge while studying into industrial training period. The conducting the internship was intended for providing related training activities regarding the subject of interest. Most importantly, it is to ensure that knowledge can be gained along with the practical training activities. The knowledge was obtained through a given task and the students who follow the training at Kelantan Public Library Corporation will earn and increase their knowledge and add on new knowledge. There are a few phrases that knowledge was learned during the practical training which is technical skills knowledge, soft skills, promotion skills, collection development, and public relation.

On the other hand, the trainees also learned on how to write up a paperwork based on the working environment. For this period on internship, the meeting was being conducted before the official event or program was being done right after the paperwork is completed. In this area of knowledge, the trainees were being exposed to the real situation

to do the right format of paperwork especially for the working environment. This kind of knowledge is very different based on knowledge that gained through class or study. There is no specific subject to write up the paperwork unless the trainees must learned by themselves. For the trainees at Kelantan Public Library Corporation, the trainees must put the full effort in order to complete the right paperwork for the right format. The challenge was, not all the trainees know about to write up the paperwork and they have to asked the staff to guide them to do the paperwork. The staff here also very helpful and willingly to teach us about to write up the paperwork and to conduct the event or program.

Apart from that, with the knowledge in learning for subject Management of Information Systems Department (IMS 656) is very helpful for the students in order to apply the knowledge regarding to the management of information systems for each department. For an example, the trainee that placed at the Circulation Counter or Help Desk, the trainee could use the knowledge from subject Management of Information Systems Department (IMS 656) which is also related and apply to the real situation. On the other hand, the system those were already being used by the Kelantan Public Library Corporation like KOHA System, HRMIS System, i-Keberadaan System and E-SKT System also related to the subject System Analysis in Information Management I (IMS 606) and System Analysis in Information Management II (IMS 655). By learning these two subjects, the trainees could apply and experienced the real situation of using the complete systems and will try to learn every each of the modules of every system. The terminologies also could be understood by the trainees because they already are learned at the class.

Furthermore, based on the knowledge that was learning during their studies, trainee should apply the knowledge during internship period. Mostly, communication skills are very important when trainee need to communicate with the staff. This had been learnt at the

university and the subject that relates with this communication skills are Communication Skills I (IMD 157) and Communication Skills II (IMD 207). These communication skills mostly being used while interacting with the children or users from various background levels. The trainee also has a chance to improve their English communication skills if there are the foreigners from all over the world or the international students were here at Kelantan Public Library Corporation.

Regardless of application of knowledge and skills, of course the experience is the one of the most important for the trainee to have. In this area of internship, the trainees were being experienced with the handling the big event and crowd for an example the event for “Jom Baca Bersama Untuk 10 Minit / Let’s Read Together For 10 Minutes” program at Perpustakaan Awam Cawangan Jeli on 25th April 2017. This is the big event for the library and the trainees were experienced the tiredness, joyful, ups and downs and cooperation while handling this program.

4.2 Personal thoughts and opinion

Based on trainee opinion and experience, Kelantan Public Library Corporation has provided an effective training to internship trainee. The reasons are this organization gives all trainees a chance to learn a new knowledge and experience and polish the skills in each of department or unit. The staff has helped trainee a lots and the staff never ask trainee to do something that is not related with the job at all. The whole task given to trainee also is not too difficult in which trainee as students can do it without too many problems and if the trainee has problem staff will guide to find the solution for the problem that faced by them. They also will give instruction at first before let the trainee finish the task by themselves and staff will guide until the task complete. On the other hand, the staffs always give the

trainees the new ideas regarding to the tasks. Not only about the managing the library but also about the creativity in order to attract the users.

On the other hand, they also are willing to teach the trainee new knowledge. Sometimes trainees do make mistakes but library staff never scold trainee but they will guide and correct them if there is a mistakes. This will make the trainee feel comfortable to do a work with the library staff even though trainee just knew them for a few months. In terms of training, trainees have done quite a lot of task related to the library work. The staff always asked the trainees to share knowledge and to show the interest on managing the library. The reason is, the staff would prefer the trainee to express their opinions by their own.

Also, the trainees have a chance to handle quite a few programs which gives many experiences and skills. It will have boosted the trainee confidence level in doing all the tasks given. The trainees will be guided by staff to handle the visiting program at once and the rest of the next visiting program will be handled by the trainees from start until the beginning. The trainees were being put into trust by the staff to handle those programs by their own creativity and skills. Here, the trainees feel more comfortable to handle the program and express their thought through it. However, the staff here needs a lot of improvement regarding to the English communication skill, communication skill between users and the general knowledge about their working environment. They need to be trained and practices all those lacks in order to become a good and integrity with the work.

4.3 Lesson learnt

For the period of five months' internship, the trainee has undergone industrial training at Kelantan Public Library Corporation. In the course of the internship period, a lot of experience and lesson that trainee has learnt in order to improve their knowledge as well as can expose trainee to real working environment.

4.3.1 Improve knowledge skills

Throughout industrial training, trainee has improved many skills which are knowledge skills. The knowledge skills gained by the trainee is quite enough and it also the new knowledge for the trainee. In this area of library management, the trainee could learned and improve their ability of managing the library from the upper level management to the lower level management. The integrity and efficiency of the organization also play the main role for developing the library institution. For this knowledge skill, the trainee had been going through a lot of experienced by doing so much related work regarding to the study field from zero to something. As for the example, the Circulation Unit is one of the most important units in this library. Then, the trainee had to go through this unit in order to gain the knowledge on how to manage the loans and return the books. This task also could improve the knowledge skills regarding to manage the checking in and out the books from the counter. The knowledge skills here is about to gain, apply and spread it by learn or observe. Most of the staff here were willingly to teach the new knowledge to the trainees and they also keenly to learn a new way of knowledge from the trainees.

4.3.2 Familiar with working environment

In addition, through industrial training also can expose to trainee as well as can give experience to student on real work environment while they are still studying. This is

important because when the trainee has graduated, they must familiar with the working environment so that they did not feel unacquainted or awkward with working environment when work with an organization. Hence, the industrial training is a place for trainee for lifelong learning experience, and it also an opportunity for them to engage with the profession to which they aspire in a realistic work environment.

4.3.3 Problem solving skills

This internship program has been made for trainee to be independent and solving the problems by our own self and need to be creative in handling the problem during the internship training. This internship program also being made to ensure that the trainee will be exposing with the real working environment situation. At that juncture, the trainee has faced the problems while placing at each of department in the organization. However, the trainee need to solve the problems on their own way with discussing the problem with the staff either in formal or informal approach before they need to generate the solution for problem solving to the problem. In addition, trainee also has the high confidence level to do it so that they can solve the problems effectively and efficiently. For this kind of problem solving skills, the trainee has to be aware and quickly to solve the problem as soon as the problem can be solved at that time, if the trainee needs to ask the staff on how to solve the problem.

4.3.4 Work in a group

In order to achieve the goal, working in a group or become a part of the team is must. At Kelantan Public Library Corporation, the working group phenomena or style is highly recommended. The trainees were being trained to do the entire program or handle it by working as a team. By working as a team, the ideas and the knowledge are become

enormous. This could lead to achieve the main goal of the organization as to become a group providing the information towards the users. Also, by working in a group, the tasks can be done and the delegation of the task also be given with appropriately according to the trainee's level knowledge or skills.

4.3.5 Decision making and time management

Making the right decision is quite complicated task to do by all staff in the working environment. The trainee admits that being a leader always needs to make better decision because lower-level staffs are depending on the leader. Having industrial training have made the trainee realized that one should be careful in making decision especially on trainee special project.

The next lesson that had been learnt by trainee during internship period is about managing time. It is required for trainee to always to be punctual when it comes to working hours. It teaches trainee on how to plan and control hours that they spend effectively to obtain the good outcomes. Thus, the trainee will be aware that the hours that they spend are fully utilized and not wasting any time with unnecessary things. In terms of time management, it teaches all trainees to be punctual. Thumbprint that keeps tracks of working hours required all trainees to always be punctual.

4.4 Limitations and Recommendations

4.4.1 Limitations

There are also limitations that have been identified during five months' industrial training for the trainee at Kelantan Public Library Corporation. Regarding to the trainee

experience and observation during internship period there are few limitations at the organization. The limitations are:

4.4.1.1 Signage and labelling

The use of signage and labels on this organization is inappropriate and confusing the user. This is because; there is a broken old signage, as well as not being replaced with a new one. While, the code number label on the bookshelf is also not appropriate. They use laminated paper to label the code number on the bookshelf. This will cause the label to be easily damaged, torn or dropped. While the signage used is in various colors and sizes or not standardized, and it will look an informal and unprofessional.

4.4.1.2 Computer for users

The number of computers in this organization is very small where, only ten computers are available at Multimedia Room on the Second Floor. However, there is only a few of computers are usable and the rest of it are damaged and not repaired. Besides, the computer on the first floor is not provided for the user's to use at that level. This will make it difficult for users to go up and down to use the free computer service. On level one and two as well, particular computers for the use of WEB OPAC are not being provided as well as making it difficult and troublesome to the users. The users need to go downstairs to use the WEB OPAC service.

4.4.1.3 Lack of technical skills

For the period of internship, trainee can see that a few of staff have lack of technical skills. As a library staff, they should alert all about the services that provide by the library. Besides that, there is some staff that does not know about the other department work flow.

All the staff should alert about the whole thing related to the library services. Sometimes, the staff does not willingly to learn about the technical skills in order to get easy for them for the future.

4.4.1.4 Children area

In the meantime, at the children area there is no attraction that can be of interest to reading for children. The box books for the children area also were obsolete and the book inside it is always scattered. The atmosphere for the children's area is also not cheerful and looks dull because it does not have features like a library for a children's area. The use of colors and the arrangement of the shelf for children's area also not very friendly and it is looked compact.

4.4.1.5 Promotion through mass media

For the time being, through the internship period at Kelantan Public Library, the promotion through mass media is very limited. Every programs or event that being held at Kelantan Public Library Corporation always being published at the website only. This is another way of the users will not aware of it. The use of media social platform like Facebook, Instagram or Twitter does not being used wisely. As we know, the people nowadays tend to use the media social rather than website. Not only that, the official Facebook page also not updated with the related program or announcement.

4.4.2 Recommendations

On the topic of trainee experience, there are few recommendations in order to improve the public library performance. From other perspective, the Kelantan Public Library Corporation is one of the places to all the users come in to gain the knowledge and

seek the information. From this, there are some recommendations to improve the library and staff's performance which are:

4.4.2.1 Standardized the signage and labelling

In order to avoid any confusing and to become corporate-look, the organization should standardized the use of signage and labelling into the better one. The library could use the standard of the signage and labeling that will make clear to the users and it seems very corporate. The use of material for signage and labelling also should be taken into account which means, the appropriate materials like acrylics can be used as the signage and labeling. This material also cheap in price, easy to find and long-lasting use. Another is, the signage and labelling must be placed at the right area, so that the users will know and can read it properly.

4.4.2.2 Provide the computers use for users

The Kelantan Public Library Corporation also needs to aware of the users of technology especially the use of computers. The organization must provide the correct number of computers at each of the levels of Kelantan Public Library. The library also must take into account about the users who does not have the computer to use at the certain levels. The organization should provide the computer at least one or two computers for the users for each level especially for the level one. Also, the particular computer for the WEB OPAC should be placed each of the level of library. Other than that, the staff for in charge to each of the levels must be placed in order to handle the computer problem and also to guide the users if there is any needs.

4.4.2.3 Give training for library staffs

For the recommendation, the upper-level management must plan technical skills workshop for library staffs. The training for the library must be standardized and should be done in a workshop for a day in order to give them the new skills or to develop their skills. On the other hand, the library staff should be provided with the on the job training for them to ensure that their knowledge is improved. They also need to learn to any kind of new technical skills in order to become a multitasking staff and could handle the problems at any time. Apart of it, the staff also need to be prepared to solve the problems that faced by the users especially regarding to the services of the library. The staffs need to be knowledgeable and informative person despite of skills in managing the technical tasks.

4.4.2.4 Change the environment of children area

For this recommendation, the Kelantan Public Library Corporation needs to change the look of the children area which is, the environment itself. The organization can change the arrangement of the children shelf into the proper and friendly order. Also, the use of sets of wooden chair and tables can be changed into the friendly big bag or sofa. This could reduce the risk of unexpected accident. Besides that, in this children area should creative for an example, make the artificial reading tree which is the children can read a book under a tree look-like.

4.4.2.5 Expand the use of mass media

The use of platform mass media like media social is very necessary for nowadays. This is because; the platform of media social like Facebook is very strategic and wise. The library must put close together between the users and the staff. The new books that have been provided also could be published and put the details description on it at the library

Facebook page as one of the promotion method to the users. The use of media social also to announce anything related to the library services besides published it on the website. The library must put all the activities and program that were already being done in order to inform the users.

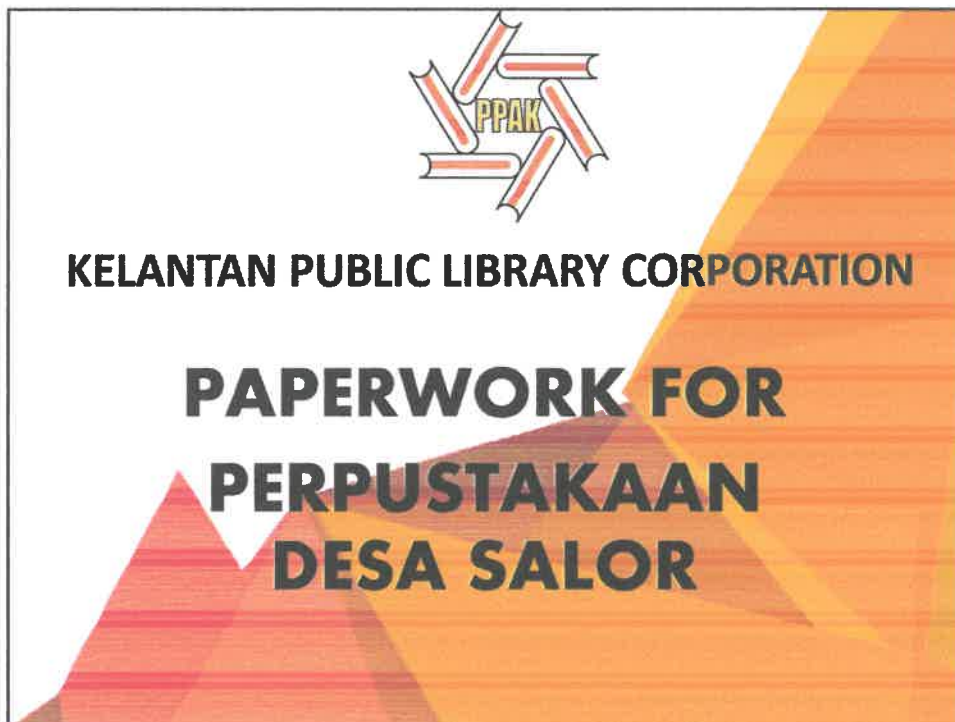
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APPENDICES

PAPERWORK

**PAPERWORK OF
REBRANDING OR
UPGRADING
PERPUSTAKAAN DESA
SALOR**



BACKGROUND OF PERPUSTAKAAN DESA SALOR

The building is located at D'A Masjid Padang Chenok Kg. Gua Salor 15100 Kelantan. This building is one of the rural libraries that have been in operated since 2002. The staff who worked during the year was Mister Nik Mohd Sabani b. Hassan as the Operations Assistant. However, Mister Wan Mohamad Amiruddin Bin W. Ariffin has taken over in 2015 as Operations Assistant. He has been serving this rural library for two years. In addition, the library has been in operation for 15 years where the Perpustakaan Desa Salor is located near at Padang Chenok Mosque and it is close to the highway. The Perpustakaan Desa Salor operates daily from Sunday to Wednesday from 9.00 am to 5.15 pm while Thursday to Saturday from 9.00 am to 5.00 pm. The library will be closed on Friday only.



**MAIN DOOR SPACE:
AFTER**



**COUNTER AREA:
BEFORE**



**COUNTER AREA:
AFTER**



**ADULT READING AREA:
BEFORE**



**ADULT READING AREA:
AFTER**



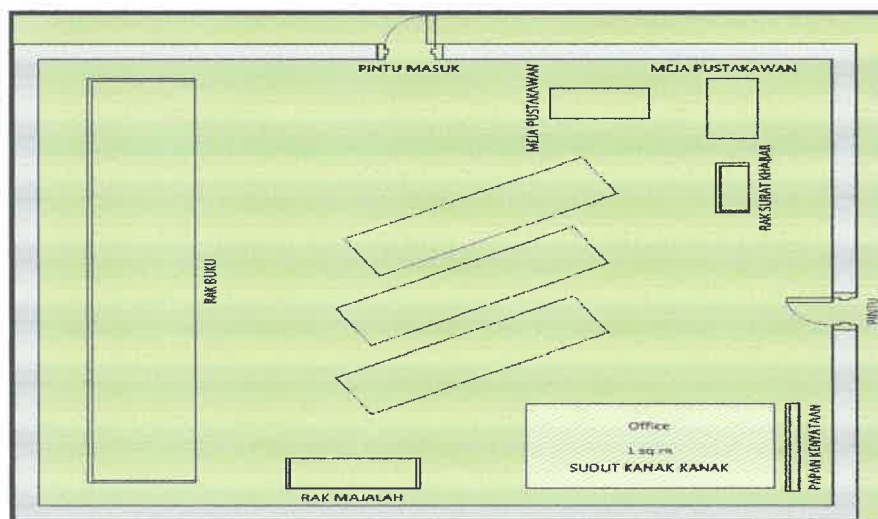
**CHILDREN READING AREA:
BEFORE**



CHILDREN READING AREA: AFTER



FLOOR PLAN PERPUSTAKAAN DESA SALOR



ESTIMATED COST

PERPUSTAKAAN DESA SALOR

- The overall cost for the rebranding process of Perpustakaan Desa Salor is **RM 1,331.00**

Bil	Items	Quantity	Estimated Cost (RM)/1	Total (RM)
1.	Carpet	1	300.00	300.00
2.	Pillow Brended	2	60.00	120.00
3.	Newspaper Rack	1	200.00	200.00
4.	Table Clothes (* Plain Cloth / Plastics / Sewing Wages)	6	60.00	360.00
5.	Plastics / Decorative Flowers (* Vases)	4	50.00	200.00
6.	Bulletin Board / Information Items	1	100.00	100.00
7.	3D Wallpaper	3	17.00	51.00
TOTAL				1,331.00

**PAPERWOR OF
OUTREACH PROGRAM
FOR SEKOLAH
MENENGAH
KEBANGSAAN SRI
GUNUNG, BACHOK**



**PERBADANAN PERPUSTAKAAN
AWAM KELANTAN (PPAK)**

**PAPERWORK OF OUTREACH PROGRAM
SEKOLAH MENENGAH KEBANGSAAN SRI GUNUNG, BACHOK**

DATE : 18th MAY 2017
HARI : THURSDAY
TEMPAT : KELANTAN PUBLIC LIBRARY CORPORATION HALL
MASA : 9:00 AM – 12:00 PM

INTRODUCTION

The outreach program was designed to the secondary schoolers from Sekolah Menengah Kebangsaan Sri Gunung, Bachok. This outreach program were about to educate the students especially the school librarians about the function of library, the library management, the strategically of using Boolean searching method and the practical way of using WEB OPAC. This outreach program also wills brings the benefits and improve the level of knowledge over the use of information technology into the library. Besides that, this outreach program was to make the students feels interested to go to the library.

OBJECTIVES

There are several objectives related to this program which are;

- To exposed the students about the functions of library
- To provide the students about the management of the library
- To improve the knowledge of the library management
- To enhance the students about the strategic searching method
- To apply the practical way of using the WEB OPAC
- To ensure the students know better about using technology towards library management

IMPLEMENTATION/EXECUTION

The execution of the program is based on the task being given:

- 1) Moderator: NIK MOHAMAD FADHIL BIN HALIM

The implementation or execution of the outreach program was based on the tentative of the program below:

- 9:00 am : The arrival of the students from Sekolah Menengah Kebangsaan Sri Gunung, Bachok
- 9:10 am : Reading for 10 Minutes
- :
- 9:20 am : First Session Talk: The Function of Library
- 10:00 am : *Break Time*
- 10:10 am : Second Session Talk: The Strategic Searching Method - Boolean Search Method
- 10:45 am : *Break Time*
- 11:00 am : Third Session Talk: The Step of using WEB OPAC
- 11:30 am : Question and Answer Session
- 11:45 am : Tour Session around library and end of program

TARGET USERS

The target users for this outreach program were 42 librarian students of Sekolah Menengah Kebangsaan Sri Gunung, Bachok and 4 teachers. This outreach program was being held at Kelantan Public Library Corporation Hall at Second Floor

BUDGETING

Items	Quantity	Price per unit	Total
Prizes	10	Allocation budget by Kelantan Public Library Corporation	
A4 Paper	1 Rim		
Pencil	45		
TOTAL			0.00

Equipment	Quantity
Microphone	2
Laptop	1
Projector	2
Remote Projector	1
Chairs	50
Pointer Device	1

PERBADANAN PERPUSTAKAAN AWAM KELANTAN (PPAK)



DEFINISI:

**KUMPULAN BUKU ATAU BAHAN BACAAN
BANGUNAN ATAU TEMPAT MENGUMPULKAN BAHAN-BAHAN BACAAN**



JENIS PERPUSTAKAAN

1. **Perpustakaan Negara Malaysia (PNM)**
2. **Perpustakaan Akademik**
 - * Perpustakaan Tengku Anis – UiTM Machang
 - * Perpustakaan Sultan Abdul Samad – UPM
3. **Perpustakaan Awam**
 - * Perbadanan Perpustakaan Awam Kelantan
4. **Perpustakaan Khusus**
 - *PETRONAS, BERNAMA, SIRIM, HICOM, etl.
5. **Pusat Sumber – Sekolah**

FUNGSI PERPUSTAKAAN

AKTIVITI	SUB-AKTIVITI
PENGURUSAN	KHIDMAT PENGURUSAN DAN SUMBER MANUSIA PERANCANGAN DAN PERHUBUNGAN KORPORAT TEKNOLOGI MAKLUMAT
PEMBANGUNAN KOLEKSI PERPUSTAKAAN	PEROLEHAN BAHAN PENDOKUMENTASIAN BAHAN
PERKHIDMATAN MAKLUMAT	PROMOSI GALAKAN MEMBACA PERKHIDMATAN MAKLUMAT UMUM

AKSES KATALOG AWAM ATAS TALIAN | ONLINE PUBLIC ACCESS CATALOG (OPAC)



Kelantan Public Library Catalog




1. LAYARI LAMAN WEB: <http://www.kelantanlibrary.gov.my>

PERKHIDMATAN KEPADA PELANGGAN



The screenshot shows the homepage of the Kelantan Public Library Catalog. At the top, there is a navigation bar with the library's logo and name. Below this is a search bar with a search button. The main content area includes a welcome message, a login section with fields for 'Log in to your account', 'Login', and 'Password', and a 'Log in' button. There are also links for 'Home', 'Important links', and 'Services hours'. The 'Services hours' section lists the library's operating times for weekdays, Thursdays, and Saturdays. The page is decorated with a colorful city skyline at the bottom.

Search Library catalog **Sejarah, Tingkatan 3** 

Refine your search **Your search returned 71 results**

Availability [Link to complete list of items.](#)

Authors [Link to complete list of authors.](#)

1 **Revisi Prioriti PMR *Sejarah, tingkatan 1,2,3 /***
 by Hj. Nasir Hj. Sulaiman
 Material type Book Periodical Library form not set
 Publisher [Sasbadi SDB BHD.](#) 2013
 ISBN: [699-6076-123-0](#) [699-6076-123-0](#) [699-6076-123-0](#) [699-6076-123-0](#) [699-6076-123-0](#)
[Place hold](#) [Add to cart](#)

2 **Revisi Prioriti PMR *Sejarah, tingkatan 1,2,3 /***
 by Yee Chee Wai
 Material type Book Periodical Library form not set
 Publisher [Perbadanan Persekitaran \(Persekitaran\) Perbadanan Shee Gohing \(Saham\) S. 199-6076-123-0](#) [Perbadanan Persekitaran \(Persekitaran\) Perbadanan Shee Gohing \(Saham\) S. 199-6076-123-0](#) [Perbadanan Persekitaran \(Persekitaran\) Perbadanan Shee Gohing \(Saham\) S. 199-6076-123-0](#) [Perbadanan Persekitaran \(Persekitaran\) Perbadanan Shee Gohing \(Saham\) S. 199-6076-123-0](#)
[Place hold](#) [Add to cart](#)

3 **Teles Intensif PMR *Sejarah, Tingkatan 2 /***
 by K. Rahim
 Material type Book Periodical Library form not set

Revisi Prioriti PMR *Sejarah, tingkatan 1,2,&3 /*

By: Hj. Nasir Hj Sulaiman.

Material type Book

Publisher [Sasbadi SDB BHD.](#) 2013

Description 435 ms. [Follow](#)




ISBN: [699-6076-123-0](#)

[DDC classification: 370.9076-123-0](#)

Tags from this library: No tags from this library for this title. [Log in to add tags.](#)

[Average rating:](#) 0.0 (0 votes)

Holdings (7) **Comments (0)**

Item type	Current location	Call number	Copy number	Status	Date due
 Book/Buku	Perbadanan Persekitaran Awam Kelantan D-Pinjaman	699-6076-123-0 Browse shelf	428038	Available	
 Book/Buku	Perpustakaan Awam Cawangan Bachok D-Pinjaman	699-6076-123-0 Browse shelf	428042	Available	
 Book/Buku	Perbadanan Persekitaran Awam Kelantan D-Pinjaman	699-6076-123-0 Browse shelf	428046	Available	

TERIMA KASIH



**INDUSTRIAL
TRAINING
PLANNING
SCHEDULE**

INDUSTRIAL TRAINING PLANNING SCHEDULE
 BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

STUDENT'S NAME : NIK MOHAMAD FADHIL BIN HALIM
 ORGANIZATION : PERBADANAN PERPUSTAKAAN AWAM KELANTAN
 INDUSTRIAL SUPERVISOR : ENCIK MOHD AZIZI BIN ZAINUDDIN

INDUSTRIAL TRAINING PLANNING SCHEDULE



TASK TITLE	STATUS	PRIORITY	START DATE	DUH DATE	COMMENTS	STATUS MENU	PRIORITY MENU
Disposal of Data in KOHA SYSTEM	COMPLETE	HIGH	2/5/2017	2/28/2017	Make the target of disposal about 100 items a day	COMPLETE	HIGH
Rebranding Perpustakaan Sator Project	COMPLETE	HIGH	2/8/2017	8/21/17	The paperwork is need to be done in order to ensure that the progress for this project is always keep on track	COMPLETE	HIGH
Kursus Keimpinan Murid 2017 from Sekolah Kebangsaan Kadok	COMPLETE	MEDIUM	2/21/2017	2/21/2017	Just be a facilitator that assiste the pupils from the start till the end	IN PROGRESS	MEDIUM
Discuss and prepared the paperwork for school break on this March.	COMPLETE	HIGH	3/1/2017	3/16/2017	Discuss the idea for the activities for the school holiday on this March and make the paperwork regarding to five (5) criteria, Introduction, Objectives, Implementation, Target Audience and Budget.	NOT STARTED	LOW
Program for Tadika Pintar Al-Kenaili Kubang Kerian	COMPLETE	MEDIUM	3/25/2017	3/25/2017	Handle the program and do some informative activities to the kids.		
Program for Sekolah Rendah Islam Kibiah Kota Bharu	COMPLETE	MEDIUM	3/16/2017	3/15/2017	Handle the program and do some informative activities to the kids.		
Program for Tadika Genius Aulad Kubang Kerian	COMPLETE	MEDIUM	3/18/2017	3/18/2017	Handle the program and do some informative activities to the kids.		
Program for School Break (First Day Program)	COMPLETE	HIGH	3/18/2017	3/23/2017	Fully handle the activities from beginning till the end and being assisted by co-internship student.		
Program for School Break (Forth Day Program)	COMPLETE	MEDIUM	3/21/2017	3/23/2017	Handle and helped the co-internship students handle the entire activities		
Program for School Break (Fifth Day Program)	COMPLETE	MEDIUM	3/22/2017	3/23/2017	Handle and helped the co-internship students handle the entire activities		
Program for School Break (Sixth Day Program)	COMPLETE	MEDIUM	3/23/2017	3/23/2017	Handle and helped the co-internship students handle the entire activities		
Karnival Akademik Baccathon at Sekolah Kebangsaan Mentuan Kubang Kerian	COMPLETE	HIGH	3/29/2017	3/29/2017	Handle the activities like Will Games for this school program		
IFLA Poster (First Draft)	COMPLETE	MEDIUM	4/2/2017	4/9/2017			
Program at Majlis Pelebaran Kem Membaca Malaysia (KM1M) 2017 peringkat Negeri Kelantan at Sekolah Kebangsaan Hamzah (2) Machang	COMPLETE	HIGH	4/4/2017	4/4/2017	Handle the activities like Will Games for this school program		
Visiting program from Sekolah Kebangsaan Kemahang (1) Tanah Merah	COMPLETE	MEDIUM	4/5/2017	4/5/2017	Handle and do some explanation of the PPAK from ground floor till the second floor and provide some information towards them.		
Visiting program from Sekolah Menengah Sultan Ibrahim (2) Pasir Mas	COMPLETE	MEDIUM	4/6/2017	4/9/2017	Handle and do some explanation of the PPAK from ground floor till the second floor and provide some information towards them.		
Review IFLA Poster & improve the design	COMPLETE	MEDIUM	4/9/2017	4/20/2017	Need to make adjustment and improvement to the IFLA Poster		
Program Mari Membaca Serentak Selama 10 Minit / Let's Read Together at Perpustakaan Desa Jeli	COMPLETE	HIGH	4/25/2017	4/25/2017	Being assigned as an emcee (MC) for the big event and need to handle activities on that day at Perpustakaan Desa Jeli		
Visiting program from Tadika Usaha Gijah, Pintu Geng	COMPLETE	MEDIUM	5/6/2017	5/6/2017	Handle the program and do some informative activities to the kids.		
Visiting program from Sekolah Kebangsaan OH, Jarit Terengganu.	COMPLETE	MEDIUM	5/9/2017	5/9/2017	Handle the program and do some informative activities to the kids.		

Science Exhibition for "Bujan Sains" at Sekolah Kebangsaan Merituan.	COMPLETE	HIGH	5/3/2017	5/17/2017	Being a part of team to handle the program at SK Merituan for the Science Exhibition.
Outreach Program for Sekolah Menengah SRI Gunung, Bachok.	COMPLETE	HIGH	5/11/2017	5/19/2017	Being assigned as a moderator to give a talk to the secondary students related to the library services.
Program at UiTM Machang, "Menyusuri Khazanah Ilmu, PTA, Warga Bermaklumat Pencetus Inovasi".	COMPLETE	HIGH	5/21/2017	6/13/2017	Being a part of team to handle the program at UiTM Machang.
Upgrading the Koleksi Kelantan Unit	COMPLETE	MEDIUM	6/6/2017	6/7/2017	Build-up the new materials for the Shadow Puppet Stage at Koleksi Kelantan Collection.
Program Bicara lillah Seni Kreatif dan Warisan Kerjains Universiti Malaysia Kelantan (UMJK) dan Perpadanan Perpustakaan Awam Kelantan	COMPLETE	MEDIUM	6/19/2017	6/19/2017	Being assigned as an emcee (MC).
Program Malaysia#QuranHour at Sekolah Kebangsaan Chabang Empat, Tumpat.	COMPLETE	HIGH	6/19/2017	6/19/2017	Being a part of the team to handle the program at Sekolah Kebangsaan Chabang Empat, Tumpat.

**DURATION OF REBRANDING OR UPGRADING
PERPUSTAKAAN DESA SALOR**

Task Name	Start	End	Duration (days)
Briefing about Special Project	08/02/2017	09/02/2017	1
Proposed a paperwork	14/02/2017	16/02/2017	2
Resubmitted the paperwork	01/03/2017	25/03/2017	24
Surveying the goods and things	06/03/2017	07/03/2017	1
Visiting the Perpustakaan Desa Salor for the second time	12/04/2017	12/04/2017	0
Discuss with team about the progress of the project	02/05/2017	21/05/2017	19
Paperwork Approved	04/05/2017	04/05/2017	0
Meeting with staff	11/05/2017	16/05/2017	5
Prepared the items	22/05/2017	28/05/2017	6
Start to rebranding the library	18/06/2017	21/06/2017	3

