



اَبُو سَيِّدِي تَيْكُو لُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITI TEKNOLOGI MARA
SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,
INFORMATICS AND MEDIA

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TENGKU ANIS
UiTM MACHANG
KELANTAN

PREPARED BY:

MUHAMAD AZIM BIN SUHAIMI

2019612732

BACHELOR OF INFORMATION SCIENCE (HONS)
LIBRARY MANAGEMENT

SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,
INFORMATICS AND MEDIA

UiTM PUNCAK PERDANA
SHAH ALAM

1st SEPTEMBER 2022 – 31st JANUARY 2023

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TENGKU ANIS

UiTM MACHANG

KELANTAN

PREPARED BY:

MUHAMAD AZIM BIN SUHAIMI

2019612732

BACHELOR OF INFORMATION SCIENCE (HONS)

LIBRARY MANAGEMENT

SCHOOL OF INFORMATION SCIENCE, COLLEGE

OF COMPUTING, INFORMATICS AND MEDIA

UiTM PUNCAK PERDANA

SHAH ALAM

DATE:

1st SEPTEMBER 2022 – 31st JANUARY 2023

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I also declare that no part in this report has been published or submitted for publication except due to the reference or acknowledgment being made explicitly in text and there is not any part written for me by another person. I confirm that I have read and understood the UiTM regulations with regard to plagiarism and will be penalized by the university if found guilty.

Signed by:

Azim Suhaimi

Student's Name : Muhamad Azim bin Suhaimi

Student's ID : 2019612732

Program : Bachelor of Information Science (Hons.) Library Management

Faculty : School of Information Science, College of Computing, Informatics
and Media

Title : Industrial Training Report

ABSTRACT

Industrial Training is one final opportunity for the final year students of any university to have experiences of real working environment. As a library management student, with undergoing industrial training, I am able to prepare myself on hands on tasks, functionality and practical activities in the organisation, and to experience all unit or departments functions of a library institution which is academic or university library. I also able to gain experience by applying knowledge, skills, technical practice and theories that I have learnt during my studies on library and information management throughout this degree program.

This report is documentation that reports Industrial Training activities completed by the semester 7 student during the five months period commenced on 1st September 2022 till 31st January 2023 at Perpustakaan Tengku Anis (PTA), UiTM Machang, Kelantan. This industrial training report is divided into four chapters, which are: the introduction, organizational information, industrial training activities and industrial training reflection. The report will discuss in detail on daily tasks and assignments carried out under the supervision of the each Senior Librarian for each unit related where the interns is expected to contribute to the multiple unit or department in order to complete the course requirement under the subject of IMC690 (Industrial Training) of Universiti Teknologi MARA before completion of the degree program, Bachelor of Information Science (Hons.) Library Management.

ACKNOWLEDGEMENT

All praise to Allah S.W.T for granting me a good health and mind in finishing this Industrial Training Report, that I started from 1st September 2022 till 31st January 2023. Other from that, all praise to Allah S.W.T, which without His permission and blessings, I would not able to complete my degree program in UiTM Puncak Perdana as Library Management student.

Not to forget also to my supervisor which are from industry, Madam Norfitriah Mat Seman, Senior Librarian, for supervising and guiding me throughout my industrial training for 5 months at Perpustakaan Tengku Anis, UiTM Machang, Kelantan. Without her advices and splendid ideas, I would not able to undergo my industrial training smoothly, efficiently, systematically and able to commit for my special project with excellently.

Other from that, I also would like to express my gratitude to my supervisor from faculty, Madam Dr. Wan Nor Haliza Wan Mokhtar, that also supervise me during my industrial training period, keep in touch, guiding us and always encouraging us to during our industrial training.

I would also like to express my highest appreciation to all PTA UiTM Machang staffs, who had provided best assistance, sharing of their precious experience and knowledge, also made my internship training a true memorable experience for myself.

Other from that, I would like to express my gratitude for my friends that also sharing ideas, cooperated and guiding me in completing this 5 months of internship at PTA. Lastly, I would like show gratitude to my family that help me in my studies as a student in UiTM Puncak Perdana. Without them, I would not be able to further my studies with peace of mind and full of focus.

TABLE OF CONTENT

No.	Content	Page
	Chapter 1: Introduction	1
1.0	<ul style="list-style-type: none"> • Background of the Organization 	2
1.1	<ul style="list-style-type: none"> • The Background of Perpustakaan Tengku Anis, UiTM Machang 	2
1.2	<ul style="list-style-type: none"> • Organizational Structure 	7
1.3	<ul style="list-style-type: none"> • Facilities Available in Perpustakaan Tengku Anis 	9
1.4	<ul style="list-style-type: none"> • Security features of Perpustakaan Tengku Anis 	14
1.5	<ul style="list-style-type: none"> • Opening hours of Perpustakaan Tengku Anis 	15
2.0	Chapter 2: Organizational Information	16
2.1	<ul style="list-style-type: none"> • Departmental Structure 	17
2.2	<ul style="list-style-type: none"> • Department Function 	21
3.0	Chapter 3: Industrial Training Activities	26
3.1	<ul style="list-style-type: none"> • Training Activities 	26
3.2	<ul style="list-style-type: none"> • Special Project 	50
4.0	Chapter 4: Industrial Training Reflection	62
4.1	<ul style="list-style-type: none"> • Application of knowledge, skills and experience 	63
4.2	<ul style="list-style-type: none"> • Personal thoughts and opinion 	64
4.3	<ul style="list-style-type: none"> • Lesson learnt 	65
4.4	<ul style="list-style-type: none"> • Limitation and recommendation 	66
5.0	Conclusion	66
	References	67
	Appendices	68
	Log Book	86

LIST OF TABLES

No.	Table Content	Page
Table 1	Contact Information of PTA	6
Table 2	Opening hours for PTA	15
Table 3	New opening hours for PTA	15
Table 4	UiTM Library loan eligibility	34
Table 5	UiTM Library loan eligibility	34
Table 6	List of games and participants for 2 Days @ PTA Bonding Day	51
Table 7	List of winners for games in program 2 Days @ PTA Bonding Day	53
Table 8	Program tentative for 12 th December 2022	54
Table 9	Program tentative for 13 th December 2022	55

LIST OF FIGURES

No.	Title of Figure	Page
Figure 1	The PTA building	2
Figure 2	The main entrance of PTA	3
Figure 3	The location of PTA on Google Maps	3
Figure 4	The official logo for Perpustakaan Tengku Anis	6
Figure 5	The organizational chart of PTA	8
Figure 6 & 7	Ixara Room with PCs and LCD projector	9
Figure 8 & 9	Rafflesia Room with desk and chair, and smart TV	9
Figure 10 & 11	Starcor space	9
Figure 12 & 13	Internet Zone include PCs with Internet access	10
Figure 14 & 15	Carrel desks available to use	10
Figure 16 & 17	Study desks at ground level of PTA	10
Figure 18 & 19	Study desks at level 1 of PTA	11
Figure 20 & 21	Open shelf books collection	11
Figure 22 & 23	Reference and syllabus book collection available at level 1 PTA	11
Figure 24 & 25	Computers that can be used for OPAC searching and other purposes	12
Figure 26	Printing/ photostat machine	12
Figure 27 & 28	Student locker for student keeping their belongings	12
Figure 29	Reference Librarian service corner	13
Figure 30	Meeting room interior	13
Figure 31 & 32	Discussion room space	13
Figure 33 & 34	RFID gates at entrance/exit at PTA	14

Figure 35	Books with RFID strips are stamped with RFID stamp	14
Figure 36	Staff door with automatic lock and used password to enter	14
Figure 37	Unit chart of management	17
Figure 38	Unit chart of management	18
Figure 39	Unit chart of management	19
Figure 40	Unit chart of management	20
Figure 41	Flow chart for acquisition process of printed materials	26
Figure 42	Logo of Libsys	27
Figure 43	Logo of Libsys7	27
Figure 44	Login for staff only	28
Figure 45	Libsys7 interface for computerized cataloguing process (Selecting book)	28
Figure 46	Libsys7 interface for computerized cataloguing process (Tagging to be filled)	28
Figure 47	Libsys7 interface for computerized cataloguing process (Tagging to be filled)	29
Figure 48	RDA used in book description in OPAC search	29
Figure 49	Stamping process of newly arrived books	30
Figure 50	Quiz e-Hunter Challenge on Google form	31
Figure 51	Statistic of participants joined and marks	31
Figure 52	Check-in books (return)	32
Figure 53	Check-out book (lend)	32
Figure 54	Main counter of PTA in front main door.	33
Figure 55	Check-out book counter	33

Figure 56	Check-in books counter	33
Figure 57 & 58	RFID gates to detects books if taken outside without check-out/permission	35
Figure 59	Late fee collection on WILS system (Insert member student/staff ID number)	36
Figure 60	Check the late fee status of a user	36
Figure 61	Checking payment status by admin on MyKM website	36
Figure 62 – 64	Payment using Paywave, record the transaction on the records book, paste the receipt on the paper to be sent to UiTMCK Treasury Unit and photostat the receipts to keep within PTA organisation.	37
Figure 65 – 68	RFID tagging process	38
Figure 69	Records archival process	39
Figure 70	Registering and receiving process of document files on AMS	40
Figure 71	Updating the information of file received	40
Figure 72	Updating metadata information of file	40
Figure 73	Adding additional metadata on content available	41
Figure 74	Watermarking process by using Archival Unit UiTMCK	41
Figure 75	Securing the pdf files by setting up password, which can avoid editing of pdf files by unauthorised users	41
Figure 76 – 78	Disposing process by using cutter machine	42
Figure 79	Pick type of item	43
Figure 80	Upload 5 pages of pdf file	43
Figure 81	Insert details of the item	44

Figure 82	Insert subjects of item	44
Figure 83	Insert additional information	44
Figure 84	Facebook page of PTA	45
Figure 85	Twitter page of PTA	45
Figure 86	Telegram channel (Update@PTA) for PTA	46
Figure 87	Instagram account for PTA	46
Figure 88 – 90	CD-ROM for storing IR, pdf materials	47
Figure 91 & 92	Label replacement of thesis/ student project IR materials	48
Figure 93 – 95	Sticking labels to new CD-ROM contained IR materials	48
Figure 96	PTAR Mobile App application icon	49
Figure 97 – 100	Promoting and assist students to install PTAR Mobile	49
Figure 101 – 103	Main poster and activities posters	56
Figure 104 & 105	Penalty shootout & Let's Guess My Weight	57
Figure 106 & 107	Ping Pong	57
Figure 108 & 109	Online Quizizz	57
Figure 110 & 111	Table Soccer Game & Carrom	58
Figure 112 & 113	<i>Congkak</i> and Starcor space of PTA	58

Figure 114 & 115	Infohunt & Giant e-Puzzle	58
Figure 116 & 117	Giant e-Puzzle & Crossword	59
Figure 118 & 119	Spell it Right & <i>Juara Cup Pantas</i>	59
Figure 120 & 121	<i>Wakaf Buku 2.0 & PTA Roda Impian</i>	59
Figure 122 & 123	Closing and prize giving ceremony	60
Figure 124	Lucky draw	60
Figure 125 & 126	Prize giving to winners	61
Figure 127	Memorial group photo of our program	61

LIST OF APPENDICES

No.	Appendices	Page
1	Attendance	69
2	PTA Programs Involvement	73
3	Appointment Letter for PTA Programs	81
4	Routine Activity	86
5	Memorial and Appreciation Ceremony Photo	87

***CHAPTER 1:
INTRODUCTION
TO THE
ORGANIZATION***

1.0 BACKGROUND OF THE ORGANIZATION

The organization that I have choose to undergo my industrial training for 5 months is Perpustakaan Tengku Anis (PTA) of UiTM Machang, located in Kelantan state. This section consists of the background of PTA which are history of PTA, location, objectives, client charter, vision & mission, contact information, official logo, organizational structure, facilities and security features.

1.1 THE BACKGROUND OF PERPUSTAKAAN TENGKU ANIS, UiTM MACHANG

1.1.1 The History of Perpustakaan Tengku Anis

The Library of UiTM Machang, Kelantan was established in 1985 at the *Kem Kijang* temporary campus and has moved to the Bukit Ilmu as permanent campus since 1996.

On 15 July 2008, the UiTM Kelantan Library was launched by DYMM , Sultan of Kelantan, Sultan Ismail ibni al-Marhum Sultan Muhammad IV and was rebranded as the Perpustakaan Tengku Anis (PTA) in conjunction with the name of the former ex KDYMM Women King of Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid.

The Perpustakaan Tengku Anis, UiTM Machang plays a role in supporting all learning, teaching, research and knowledge development programs by providing various types of services, diverse collections, technology and the latest and robust information sources.



Figure 1: The PTA building



Figure 2: The main entrance of PTA

1.1.2 The Location of Perpustakaan Tengku Anis, UiTM Machang.

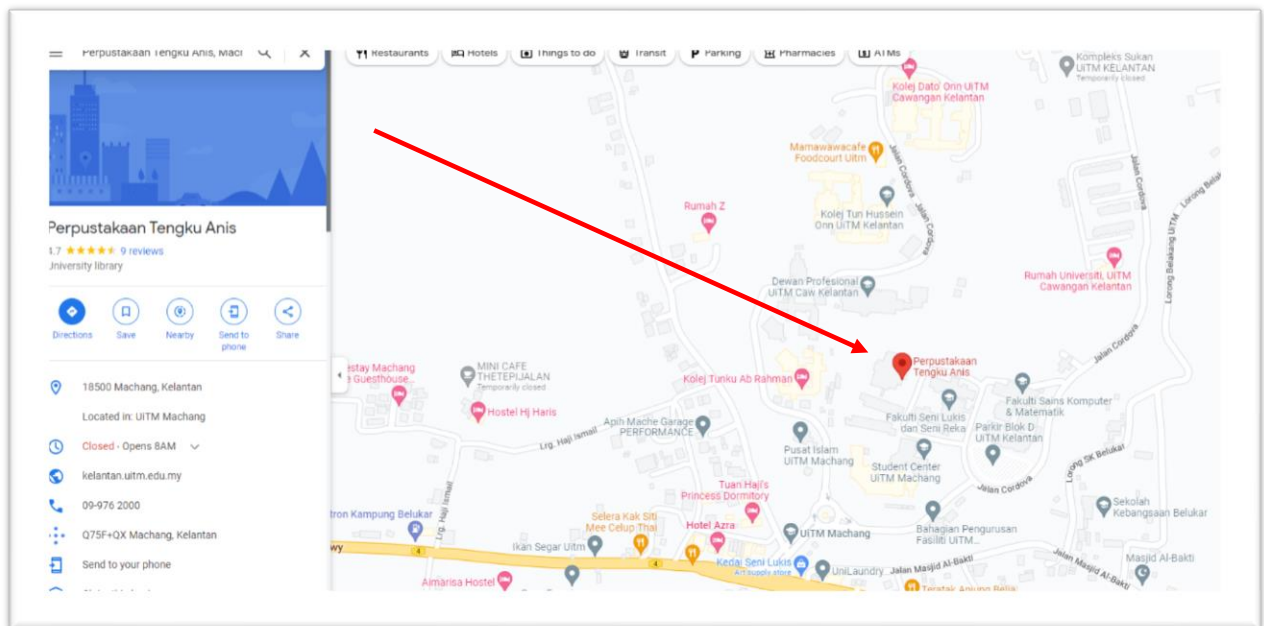


Figure 3: The location of PTA on Google Maps

1.1.3 Objectives of Perpustakaan Tengku Anis

- To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.
- To empower the delivery of UiTM's library services as a center of information excellence that always remained relevant, referred and respected.
- To serve a comprehensive, up to date and relevance knowledge resources in various physically and virtually format.
- To provide a conducive environment and facilities for teaching, learning and research matters.
- To develop a latest information technology and communication facilities based on customer needs.
- To strengthen human capital through Budaya PERDANA for PUiTM communities.
- To enrich relation and cooperation with external organisation in industrial network.

1.1.4 Client Charter

PTAR is committed in providing world-class environment, services and resources to enhance the study, research and teaching experiences. The PTA client charter reflects our commitment to provide world-class services and focuses on **six** main areas.

- To deliver user-friendly services to PTAR users
- To provide weekly updates to PTAR users of our New Arrival Collections
- To provide response within THREE (3) weeks upon date of application for Inter-Library loan request
- To respond within ONE (1) working day on Information Skill Class
- To provide 24/7 up time and access to PTAR Portal and electronic resources

- To provide access within THREE (3) working days upon date of application for reference archive materials

1.1.5 Vision, Mission and Philisophy of Perpustakaan Tengku Anis

Vision: To establish UiTM as a Globally Renowned University of Science. Technology, Humanities and Entrepreneurship.

Mission: To lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research

Philisophy: Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

1.1.6 Contact Information of Perpustakaan Tengku Anis

Name	PERPUSTAKAAN TENGKU ANIS
Address	Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan, Bukit Ilmu, 18500 Machang, Kelantan Darul Naim, Malaysia

Officer in charge	Muslim Bin Ahmad@Ismail Email: muslim368@uitm.edu.my
Telephone	09 976 2328 2343
Customer Service (Telephone)	09 976 2336 2337
Consultation Service (Telephone)	09 976 2343 09 976 2328
Social Media	Twitter: https://twitter.com/ptauitmkelantan Facebook: https://www.facebook.com/ptauitmkelantan/ Telegram: https://t.me/ptauitmkelantan Instagram: https://www.instagram.com/ptauitmkelantan YouTube: https://www.youtube.com/perpustakaanengkuanis

Table 1: Contact Information of PTA

1.1.7 Official Logo of Perpustakaan Tengku Anis



Figure 4: The official logo for Perpustakaan Tengku Anis

1.2 ORGANIZATIONAL STRUCTURE

The organization of Perpustakaan Tengku Anis is led by a Deputy Chief Librarian grade S48, Madam Alina binti Hussein, together with four (4) Senior Librarian grade S44: Dr. Muslim bin Ahmad, Madam Nordelina binti Zulkarnain, Madam Norfitriah binti Mat Seman and Madam Rosmariyati binti Abd. Rahman from Kota Bharu Campus. Beside that, with other supporting staff which are fourteen (14) Senior Librarian Assistant, two (2) Library Assistant, one (1) Computer Technician, one (1) Senior Secretary, one (1) Senior Conservation Assistant and one (1) Operation Assistant.

There are four main unit of Perpustakaan Tengku Anis, which are: Customer Service Unit; Corporate Communication, Digital Library & Organization Administration Unit; Archival Unit; Planning & Development of Library Resource Unit/ Cataloging Unit. Each of unit are assigned with one Senior Librarian and Deputy Chief Librarian is in charge in Archival Unit of PTA.

1.2.1 Organizational Chart of Perpustakaan Tengku Anis

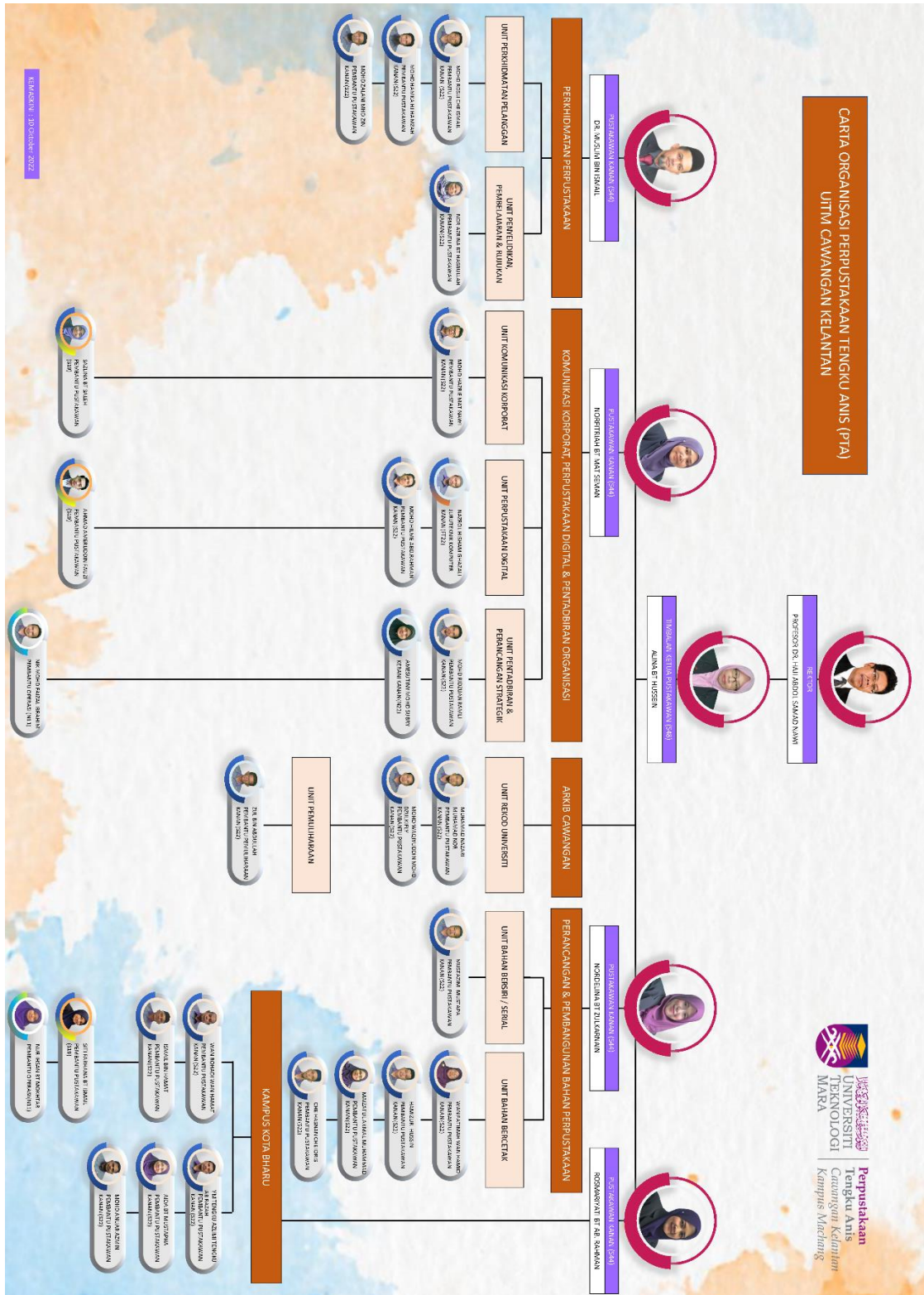


Figure 5: The organizational chart of PTA

1.3 FACILITIES AVAILABLE IN PERPUSTAKAAN TENGKU ANIS

There are few facilities available for the students and staffs of UiTM Machang to use in Perpustakaan Tengku Anis. Such as:

- a) Ixara Room (IT Room)



Figure 6 & 7: Ixara Room with PCs and LCD projector

- b) Raflesia Room (Seminar Room)



Figure 8 & 9: Raflesia Room with desk and chair, and smart TV

- c) Starcor (reading & leisure area)



Figure 10 & 11: Starcor space

d) Internet Zone



Figure 12 & 13: Internet Zone include PCs with Internet access

e) Carrel Desks



Figure 14 & 15: Carrel desks available to use

f) Study Desks

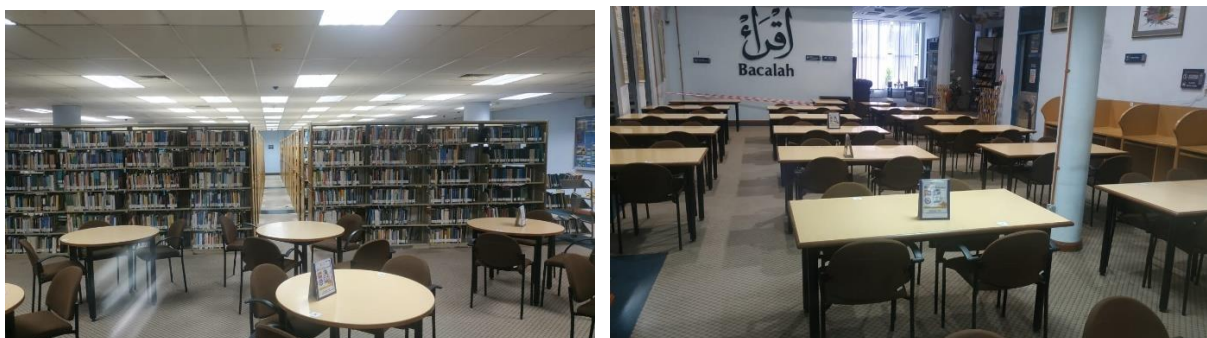


Figure 16 & 17: Study desks at ground level of PTA

g) Study Desks – Level 1



Figure 18 & 19: Study desks at level 1 of PTA

h) Open Shelf Books collection – Ground Level PTA



Figure 20 & 21: Open shelf books collection

i) Reference and syllabus book collection – Level 1 PTA



Figure 22 & 23: Reference and syllabus book collection available at level 1 PTA

j) OPAC Computers



Figure 24 & 25: Computers that can be used for OPAC searching and other purposes

k) Printing Service



Figure 26: Printing/ photostat machine

l) Student locker



Figure 27 & 28: Student locker for student keeping their belongings

m) Reference Librarian service



Figure 29: Reference Librarian service corner

n) Meeting Room



Figure 30: Meeting room interior

o) Discussion Room



Figure 31 & 32: Discussion room space

1.4 SECURITY FEATURES OF PERPUSTAKAAN TENGKU ANIS

a) RFID gates

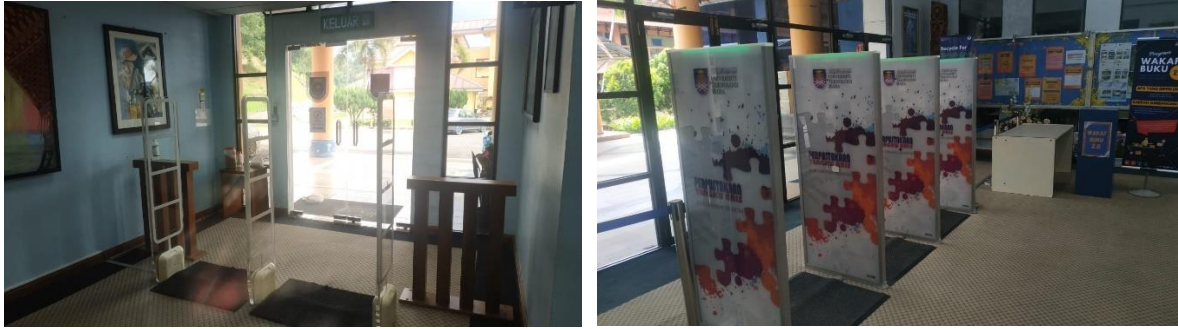


Figure 33 & 34: RFID gates at entrance/exit at PTA

b) Books with RFID strips



Figure 35: Books with RFID strips are stamped with RFID stamp

c) Staff entry door with security lock



Figure 36: Staff door with automatic lock and used password to enter

1.5 OPENING HOURS OF PERPUSTAKAAN TENGKU ANIS

DAY	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	4:45 P.M
Thursday	8:30 A.M	3:15 P.M
Friday & Saturday / Public Holiday	CLOSE	

Table 2: Opening hours for PTA

Opening hours near/during exam week:

DAY	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	10:30 P.M
Thursday	8:30 A.M	6:15 P.M
Friday	CLOSE	
Saturday	8:30 A.M	4:45 P.M

Table 3: New opening hours for PTA

CHAPTER 2: ORGANIZATIONAL INFORMATION

2.1 DEPARTMENTAL STRUCTURE

Each of the department in PTA organization has specific structure to keep their functionality and running their own specific roles in organization. The structure consist of top management (senior librarian) and lower management (assistants).

2.1.1 Planning & Development of Library Resource Unit/ Cataloging Unit

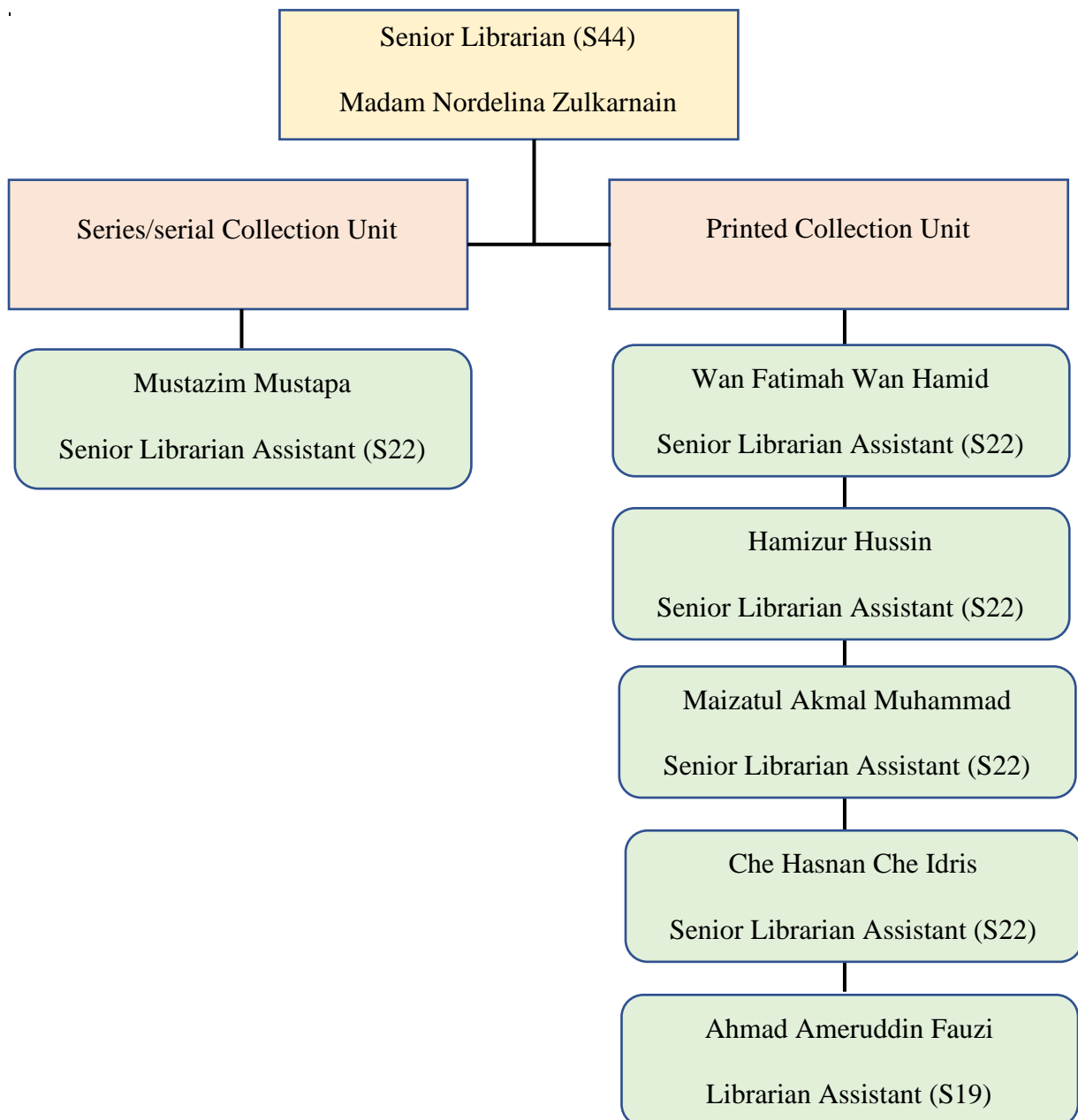


Figure 37: Unit chart of management

2.1.2 Customer Service Unit

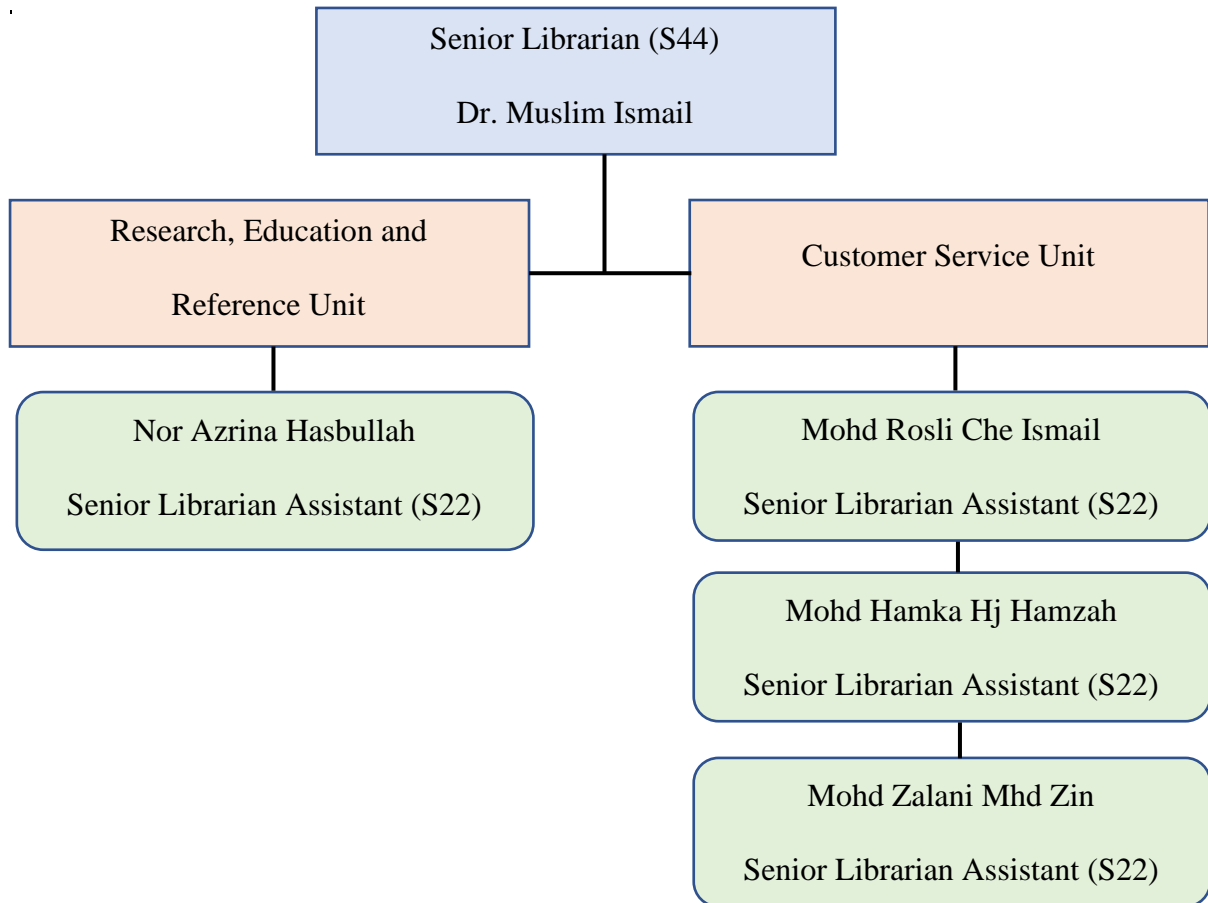


Figure 38: Unit chart of management

2.1.3 Archive Unit

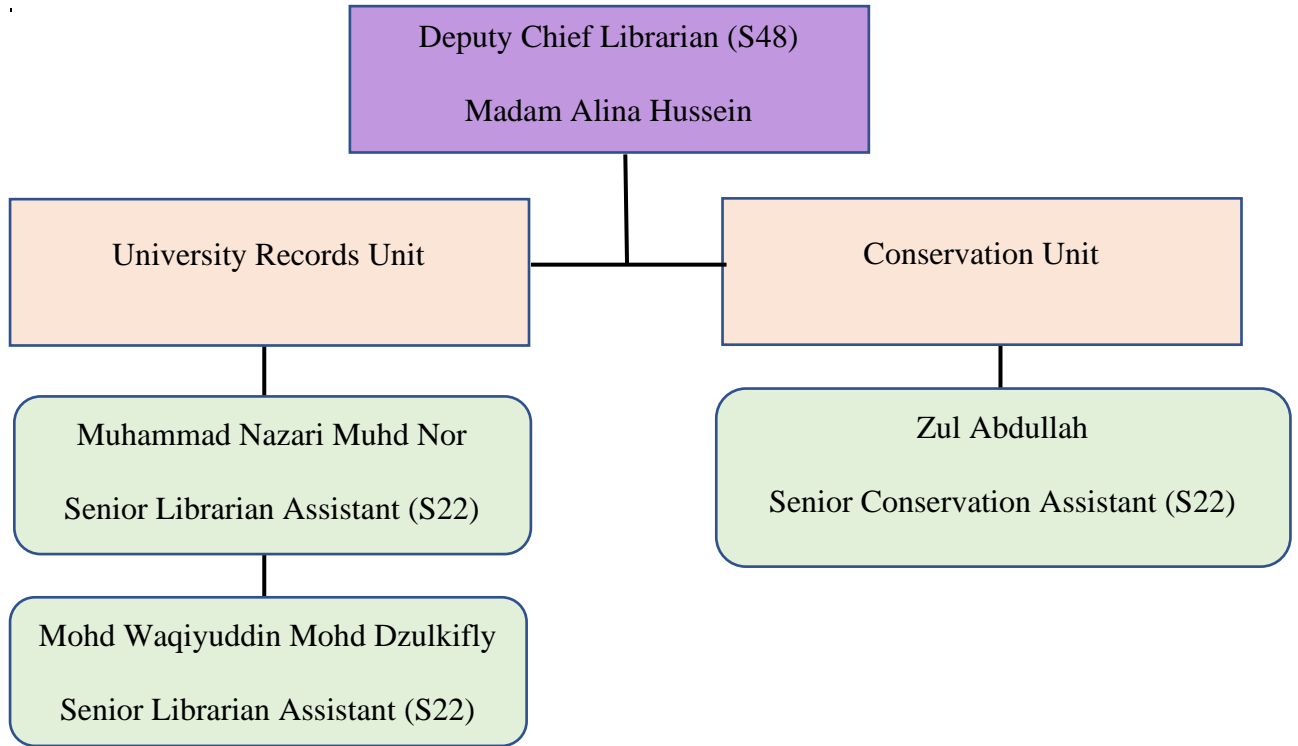


Figure 39: Unit chart of management

2.1.4 Digital Library & Organization Administration Unit

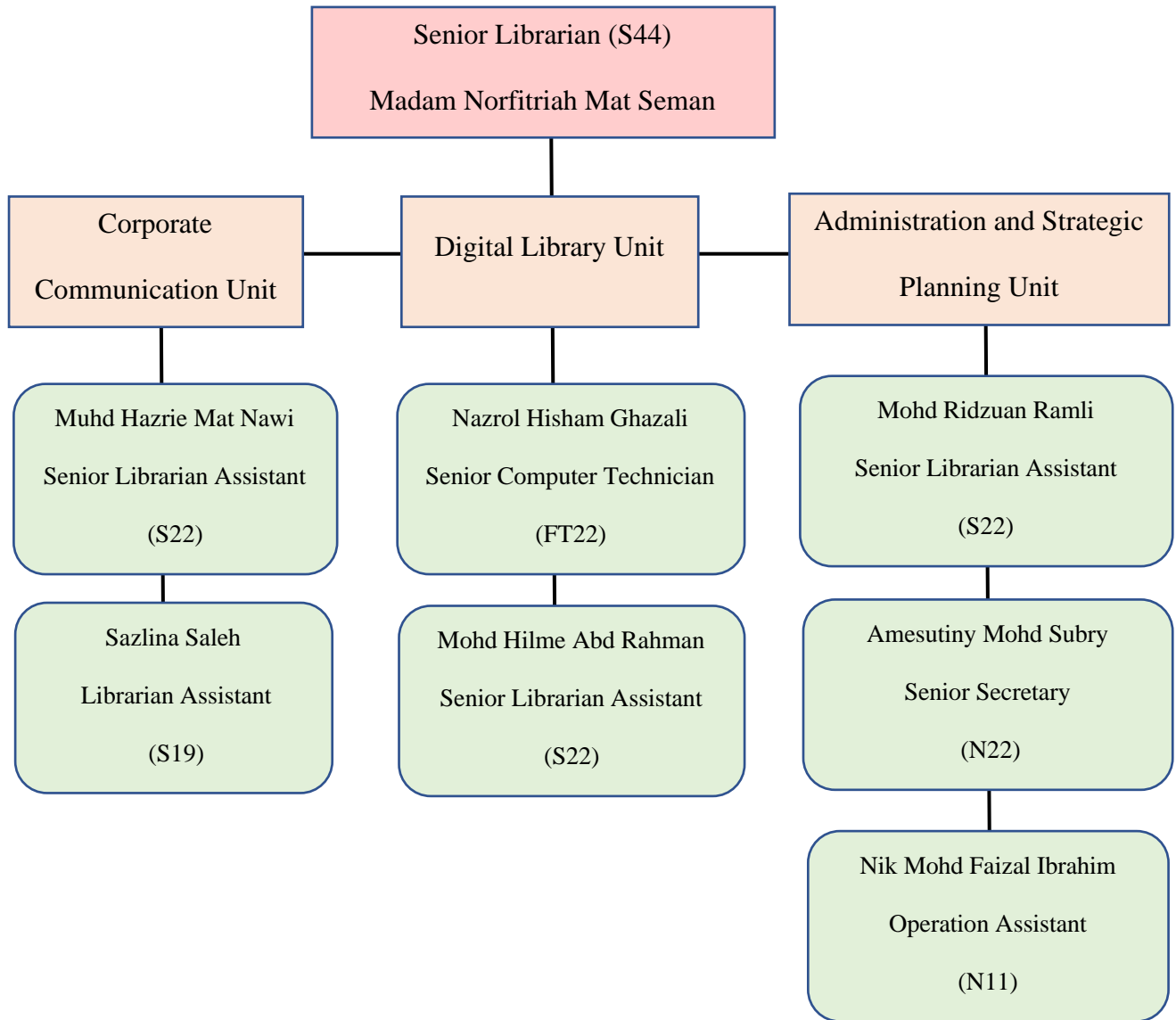


Figure 40: Unit chart of management

2.2 DEPARTMENT FUNCTION

2.2.1 Planning & Development of Library Resource Unit/ Cataloging Unit

As for Planning & Development of Library Resource Unit/ Cataloging Unit, the main role for this unit led by Madam Nordelina Zulkarnain (Senior Librarian), is related to:

- The acquisition process of printed materials like books and magazines
- Receive the materials by updating accession number
- Stamping the right of ownership of the book
- Cataloguing process of the new acquired printed materials
- Update the cataloguing and RDA process of existing books

2.2.2 Customer Service Unit

The customer service unit is led by Dr. Muslim Ahmad, Senior Librarian. The Customer Service Unit roles are:

- Forbid students to bring bags, food and drinks (except for mineral water) inside the library.
- Circulation of books for users – Check in and Check out of the books
- Fine payment process – Late return of books/books lost/ update on WILS system
- Answering queries by users – OPAC books search and other functions, wifi connection instruction for students
- Administration of UiTM Booking System (BSU)
- Payment process of printing service

2.2.3 Archival Unit

The Archival Unit of Perpustakaan Tengku Anis is led by Madam Alina Hussein (Deputy Chief Librarian), is related on:

- The archival management process of records that are created within Universiti Teknologi MARA Machang Campus (UiTMCK).
- The records created inside of PTA are being managed and archived by this unit.
- Receive records by others unit available of UiTM outside PTA
- Manage records that acquired from other units of UiTM
- Disposition of old/ unwanted/ unused/ expired records with permission by National Archive of Malaysia
- Responsible to send valuable records to National Archive of Malaysia Kelantan State.
- Responsible to digitalize the records by scanning process, image editing, watermarking process and stored the records as pdf file which to be upload on University Archive Unit (*Jabatan Arkib Universiti, JAU*)
- Running book binding service
- Uploading records on Archive Management System (AMS) by registering archival materials and updating their metadata.

2.2.4 Corporate Communication, Digital Library & Organization Administration Unit

The Digital Library & Organization Administration Unit is led by Madam Norfitriah Mat Seman, Senior Librarian. This unit roles are related to:

Corporate Communication Unit:

- Planning and creating promotion through social media of PTA
- Management of Main Exhibitions of PTA
- Taking activity photos and program photos held by PTA.
- Managing and synchronizing public relation programs and library publicity.
- Management of writing, publishing and printing of official library materials, with making of promotional materials and marketing (brochure, pamphlet, etc.)
- Strategic relationship inside of PTA and outside of PTA.
- Managing and synchronization of briefing, visits from outside of PTA

Administration of Organization Unit:

- Management and welfare of staff
- Managing the appointment process of new staff positions
- Planning efficient and effective organizational management
- Management and synchronization all unit of PTA as an organization
- Human Resource management
- Manage programs and staffs' appointment for the programs

Digital Library Unit:

- Promoting new application to students – PTAR Mobile Apps
- Administration of My Knowledge Management website
- Responsible in managing and updating Institutional Repository on My Knowledge Management website
- Appointed/ on duty at IT counter

***CHAPTER 3:
INDUSTRIAL
TRAINING
ACTIVITIES***

3.1 TRAINING ACTIVITIES

3.1.1 PLANNING & DEVELOPMENT OF LIBRARY RESOURCE UNIT/ CATALOGING UNIT

a) Acquisition of Printed Materials (Printed Books)

The **process of acquisition** of printed materials is shown in the figure below:

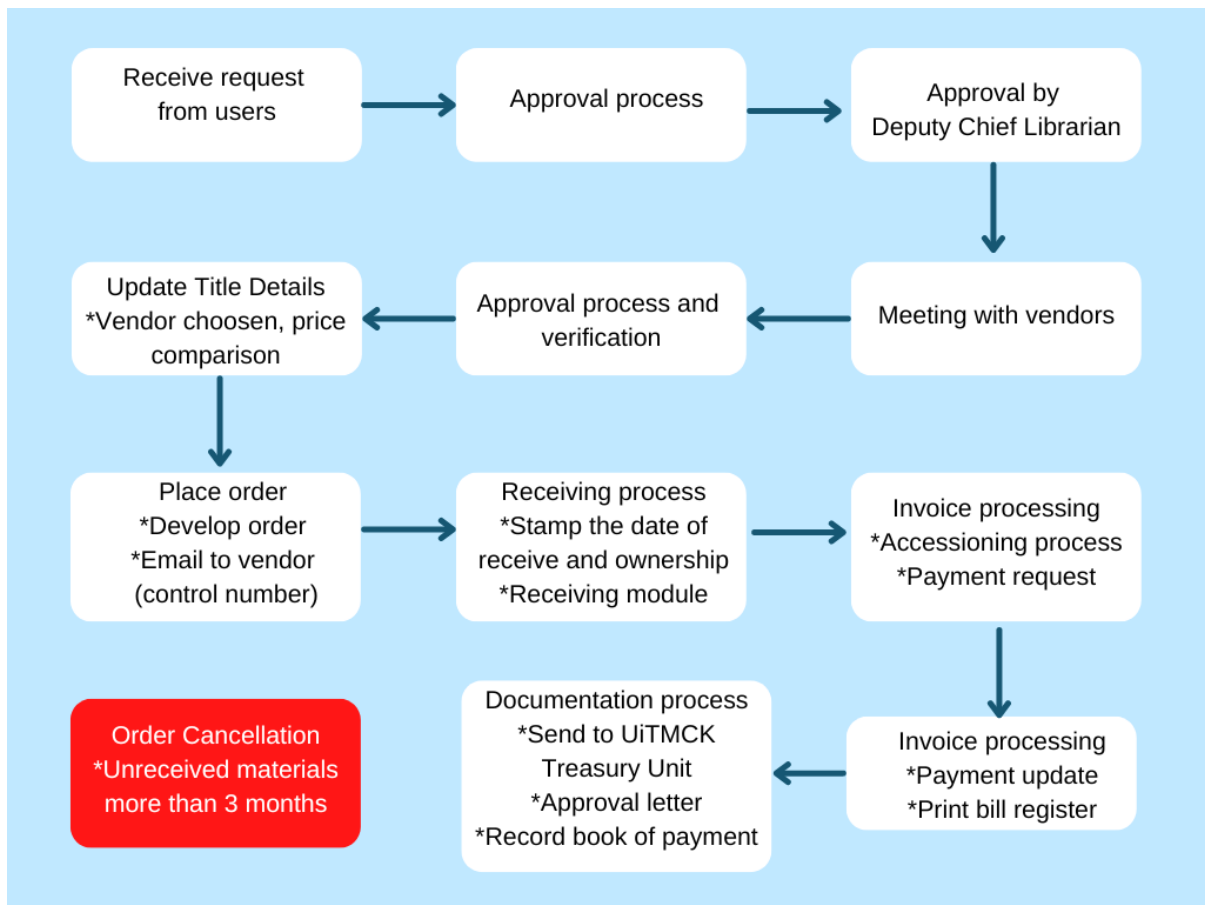


Figure 41: Flow chart for acquisition process of printed materials

b) Cataloguing Process

As for **cataloguing process** of newly arrived printed books, the Perpustakaan Tengku Anis used Library of Congress Classification (LCC) to classify all the books. The LCC classification are being used in another academic library as well, and Dewey Decimal Classification (DDC) are not used by this academic library. DDC classification are being used in other type of library, such as public library, school library, etc.

To make the cataloguing and classification process become more aligned and systematic, PTA used computerized cataloguing system such as **Web-based Integrated Library System** (WILS) also known as **Libsys7**, to smoothen processes like cataloguing and other functions as well like acquisition and circulation of the books.

LIBSYS Limited offers a wide range of solutions that include ERP for Academic Retailing, E-Commerce Institutes, Omnichannel Framework, Library Management Systems, CRM and RFID based area of Assets Management, applications in Inventory Management, File Tracking System. Their passion for continuous growth is reflected in R&D efforts which have led to the incorporation of latest technology, features and globally accepted standards in all applications (Libsys.co.in, 2023)



Figure 42: Logo of Libsys



Figure 43: Logo of Libsys7

The interface of WILS/Libsys7 system is shown by the figure below:

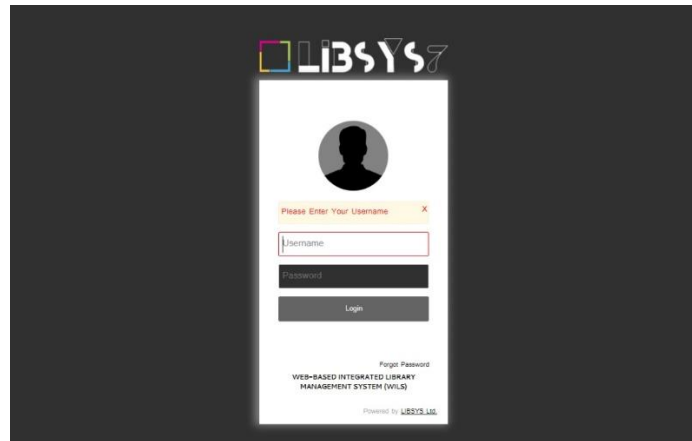


Figure 44: Login for staff only

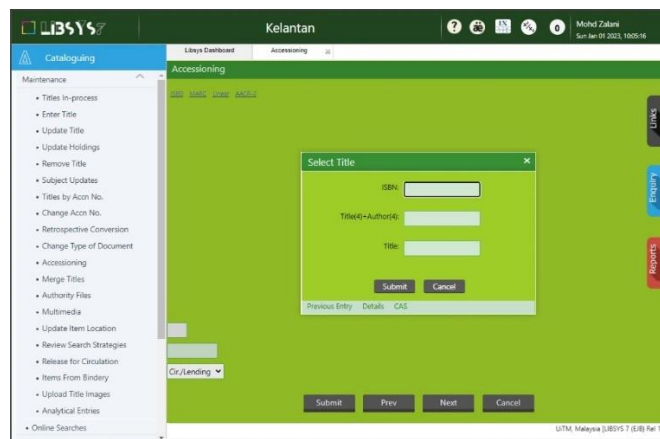


Figure 45: Libsys7 interface for computerized cataloguing process (Selecting book)

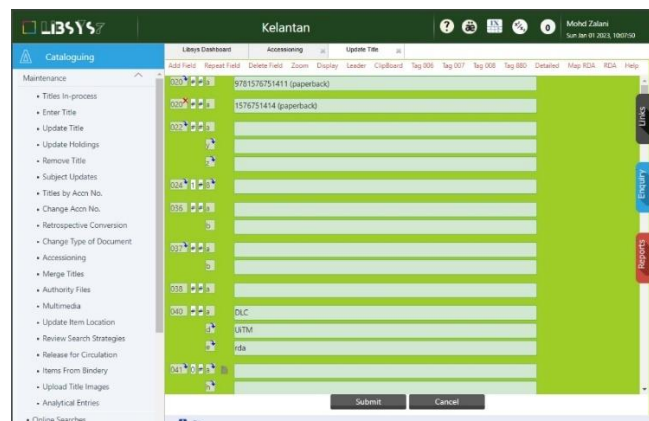


Figure 46: Libsys7 interface for computerized cataloguing process (Tagging to be filled)

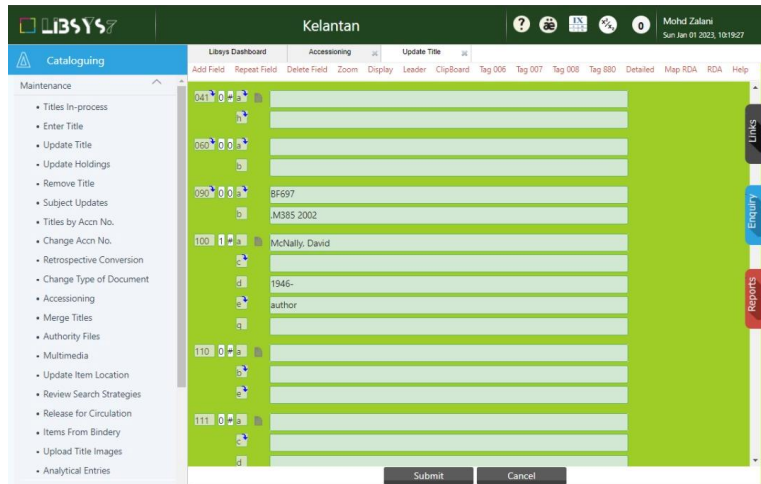


Figure 47: Libsys7 interface for computerized cataloguing process (Tagging to be filled)

Resource Description and Access (RDA) are used as content standard for resource description of the printed books at PTA for computerized cataloguing in the Libsys7 system, which replace the old content standard like Anglo-American Cataloguing Rules (AACR2). RDA is more **user friendly** and more **understandable** by the users when accessing Online Public Access Catalogue (OPAC) system, which is the description of the materials are in full sentences and not using short forms like old AACR2 descriptions.

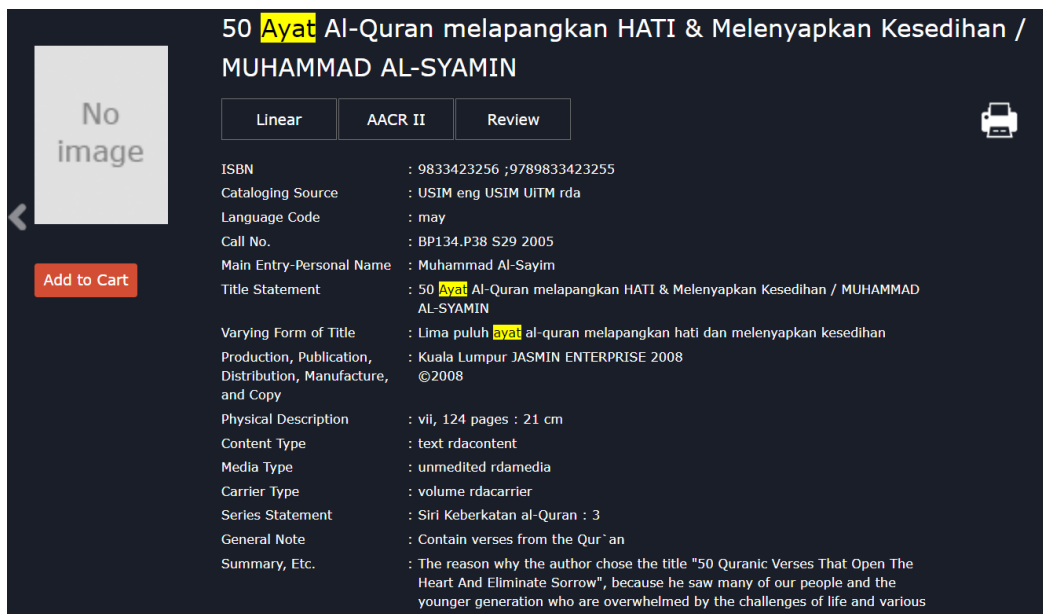


Figure 48: RDA used in book description in OPAC search

c) Stamp right of ownership of the newly arrived books with PTA stamp

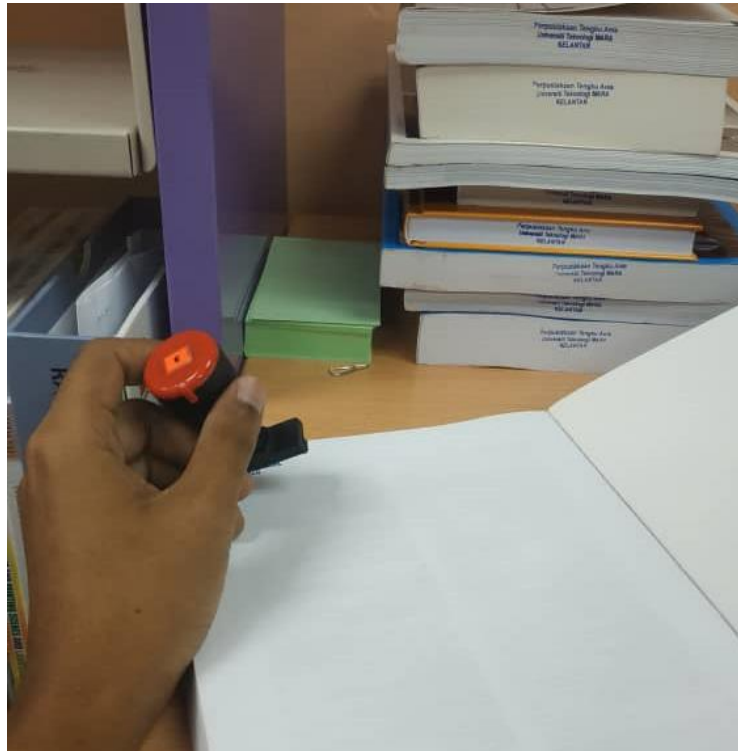


Figure 49: Stamping process of newly arrived books

3.1.2 CUSTOMER SERVICE UNIT

a) Circulation of Library Materials to the Users

Circulation Process:

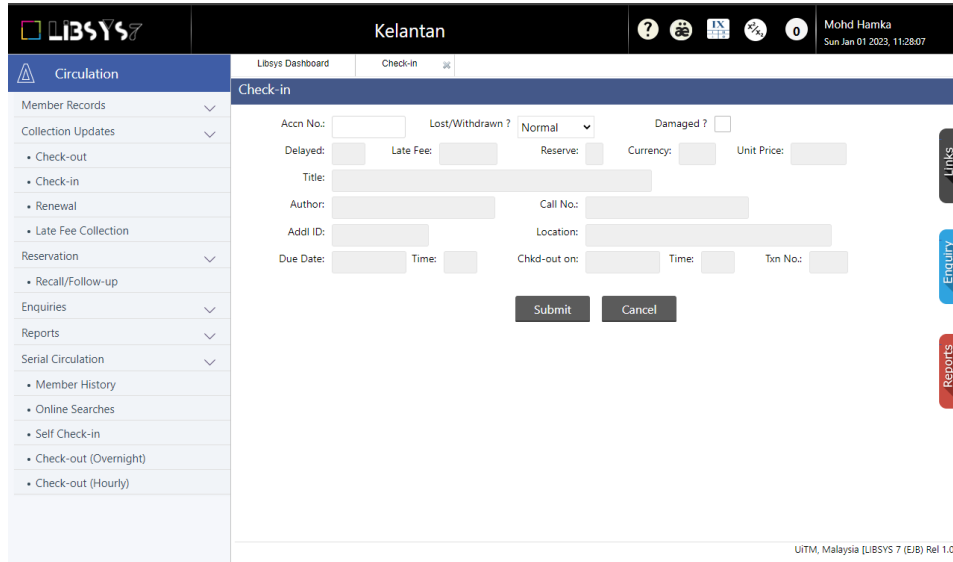


Figure 52: Check-in books (return)

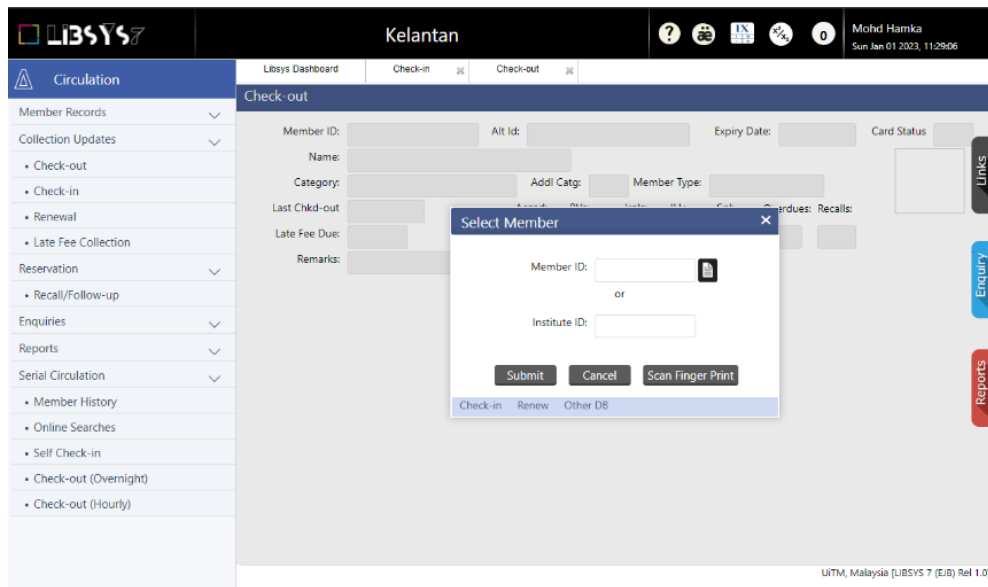


Figure 53: Check-out book (lend)

PTA Main Counter for Circulation

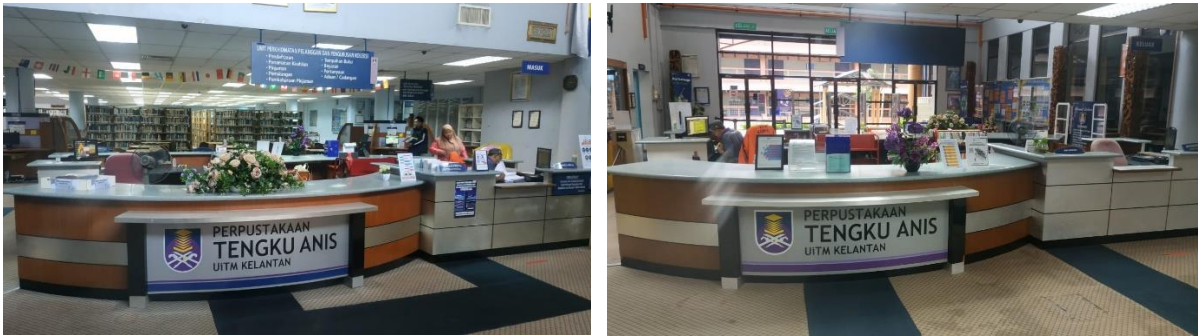


Figure 54: Main counter of PTA in front main door.

Book Check-out Counter (Lend Books)



Figure 55: Check-out book counter

Book Check-in Counter (Return Books)



Figure 56: Check-in books counter

Total Book Loan for UiTM Students and Staff (Open Shelves Books Collection only):

Kelayakan Pinjaman Buku Perpustakaan UiTM / UiTM Library Loan Eligibility

KATEGORI KEAHLIAN MEMBERSHIP CATEGORY	KOD WILS WILS CODE	DESKRIPSI DESCRIPTION	KELAYAKAN PINJAMAN (Naskhah) LOAN ELIGIBILITY (COPIES)	TEMPOH PINJAMAN (HARI) PERIOD LOAN (DAYS)	DENDA LEWAT PENULANGAN BUKU LATE FINES
PELAJAR SEPENUH MASA FULL TIME STUDENT	PELAJAR DALAMAN / INTERNAL STUDENT				
	S01	Sijil (Certificate)	10	14	RM 0.20 sehari / per day
	S02	Matrikulasi (Matriculation)	10	14	RM 0.20 sehari / per day
	S03	Pra Sarjana (Pre Master)	10	14	RM 0.20 sehari / per day
	S04	Diploma (Diploma)	20	14	RM 0.20 sehari / per day
	S05	Diploma Lanjutan (Extended Diploma)	20	14	RM 0.20 sehari / per day
	S06	Ijazah (Degree)	20	14	RM 0.20 sehari / per day
	S07	Profesional (Professional)	20	14	RM 0.20 sehari / per day
	S08	Program Antarabangsa (International Course)	20	14	RM 0.20 sehari / per day
	S09	Sarjana (Masters)	40	28	RM 0.20 sehari / per day
	S10	Phd (PhD)	60	28	RM 0.20 sehari / per day
	PELAJAR ASING (G2G) / FOREIGNER STUDENT (G2G)				
	F51	Sijil (Certificate)	10	14	RM 0.20 sehari / per day
	F52	Diploma (Diploma)	20	14	RM 0.20 sehari / per day
	F53	Ijazah Pertama (First Degree)	20	14	RM 0.20 sehari / per day
	F54	Sarjana (Masters)	40	28	RM 0.20 sehari / per day
	F55	Phd (PhD)	60	28	RM 0.20 sehari / per day
	LEBIH TEMPOH / EXTENDED				
	SL1	Sijil (Certificate)	10	14	RM 0.20 sehari / per day
	SL2	Diploma (Diploma)	20	14	RM 0.20 sehari / per day
	SL3	Ijazah Pertama (First Degree)	20	14	RM 0.20 sehari / per day
	SL4	Sarjana (Masters)	40	28	RM 0.20 sehari / per day
	SETARA / EQUIVALENT				
	S5	Ijazah (Degree)	20	14	RM 0.20 sehari / per day
	PERSEDIAAN PELAJAR INTEC / PREPARATION INTEC STUDENTS				
S1	Jangka Panjang (Long Term)	20	14	RM 0.20 sehari / per day	
S5	Jangka Pendek (Short Term)	10	14	RM 0.20 sehari / per day	

Table 4 : UiTM Library loan eligibility

KATEGORI KEAHLIAN MEMBERSHIP CATEGORY	KOD WILS WILS CODE	DESKRIPSI DESCRIPTION	KELAYAKAN PINJAMAN (Naskhah) LOAN ELIGIBILITY (COPIES)	TEMPOH PINJAMAN (HARI) PERIOD LOAN (DAYS)	DENDA LEWAT PENULANGAN BUKU LATE FINES
AHLI AKADEMIK (LANTIKAN SENAT) ACADEMIA (APPOINTMENT BY SENATE)		Pelawat Nobel Jemputan (Nobel Visitor by Invitation)	30	28	Tiada / No
		Profesor Pelawat Tersohor (Distinguished Visiting Professor)	30	28	Tiada / No
		Profesor Pelawat (Visiting Professor)	30	28	Tiada / No
		Saintis Pelawat Tersohor (Distinguished Visiting Scientist)	30	28	Tiada / No
		Saintis Pelawat (Visiting Scientist)	30	28	Tiada / No
		Penceramah Jemputan Utama (Principal Guest Speaker)	30	28	Tiada / No
		Penceramah Jemputan (Guest Speaker)	30	28	Tiada / No
		Pemeriksa Luar – Program (External Examiner – Programme)	30	28	Tiada / No
		Pemeriksa Luar – Penilaian Pelajar (External Examiner – Student Evaluation)	30	28	Tiada / No
		Felo Tersohor (Distinguished Fellow)	30	28	Tiada / No
		Felo Kanan (Senior Fellow)	30	28	Tiada / No
		Sarjana Kreatif Tersohor (Distinguished Creative Master)	30	28	Tiada / No
		Sarjana Kreatif (Creative Master)	30	28	Tiada / No
		Pasca Kedoktoran (Post Doctoral)	30	28	Tiada / No
		Penasihat Akademik (Academic Advisor)	30	28	Tiada / No
		Penasihat Saintifik (Scientific Advisor)	30	28	Tiada / No
		Professor Adjung (Adjunct Professor)	30	28	Tiada / No
		Professor Pelawat (Visiting Professor)	30	28	Tiada / No
	Professor Diraja (Royal Professor)	30	28	Tiada / No	
	Professor Emeritus (Emeritus Professor)	30	28	Tiada / No	

Table 5: UiTM Library loan eligibility

Security with RFID Tags:

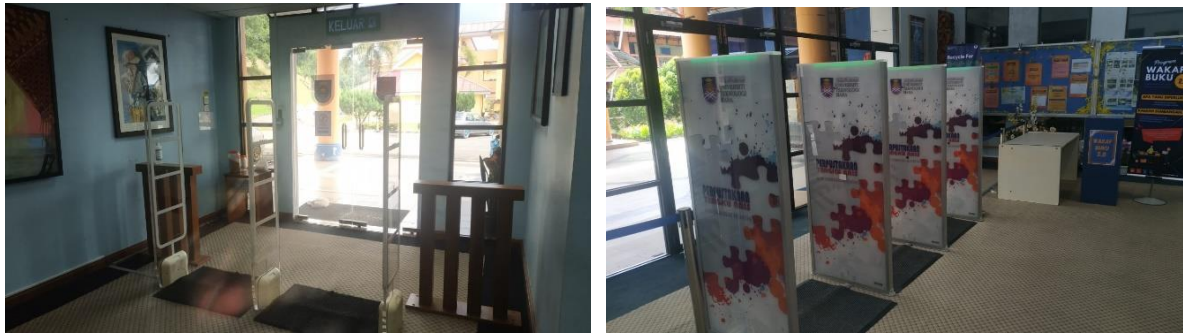


Figure 57 & 58: RFID gates to detects books if taken outside without check-out/permission

b) Late Fee Collection – Payment Process

- Late fee: RM0.20/ day
- Payment: Cashless, using Paywave Credit Card Machine/ Online banking

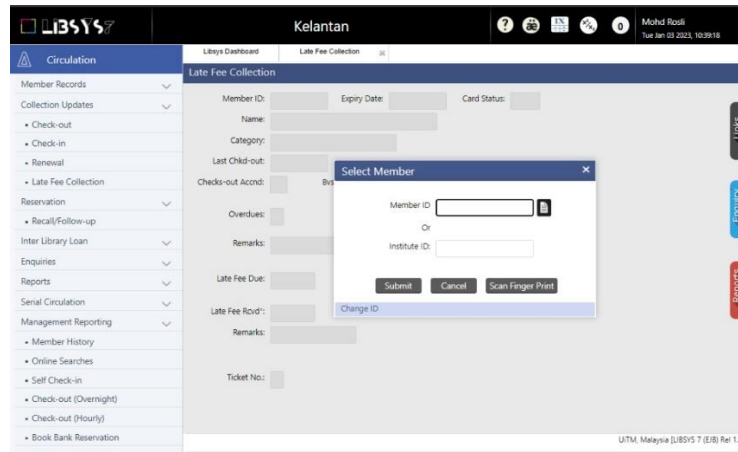


Figure 59: Late fee collection on WILS system (Insert member student/staff ID number)

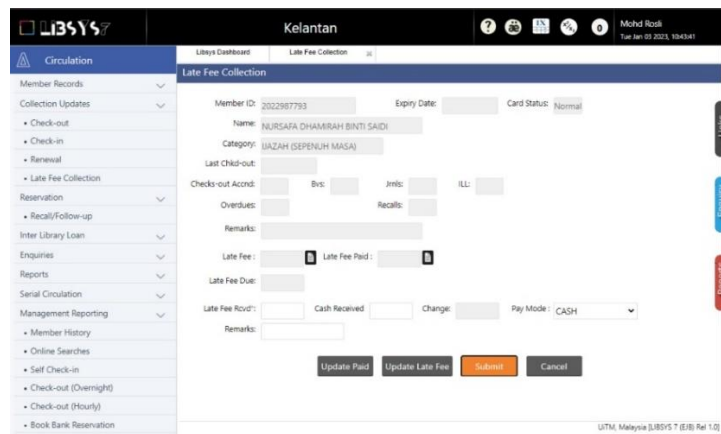


Figure 60: Check the late fee status of a user

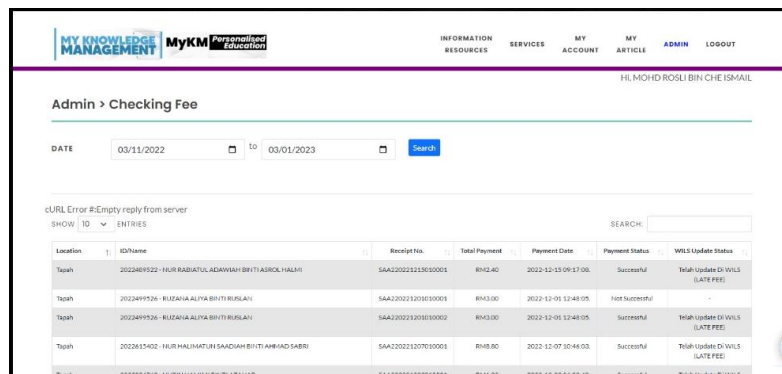


Figure 61: Checking payment status by admin on MyKM website

c) Printing Service Payment Process

Price for printing service:

1 page print = RM 0.10

2 page print = RM 0.20

Payment: Cashless, using Paywave Credit Card Machine/ Online banking

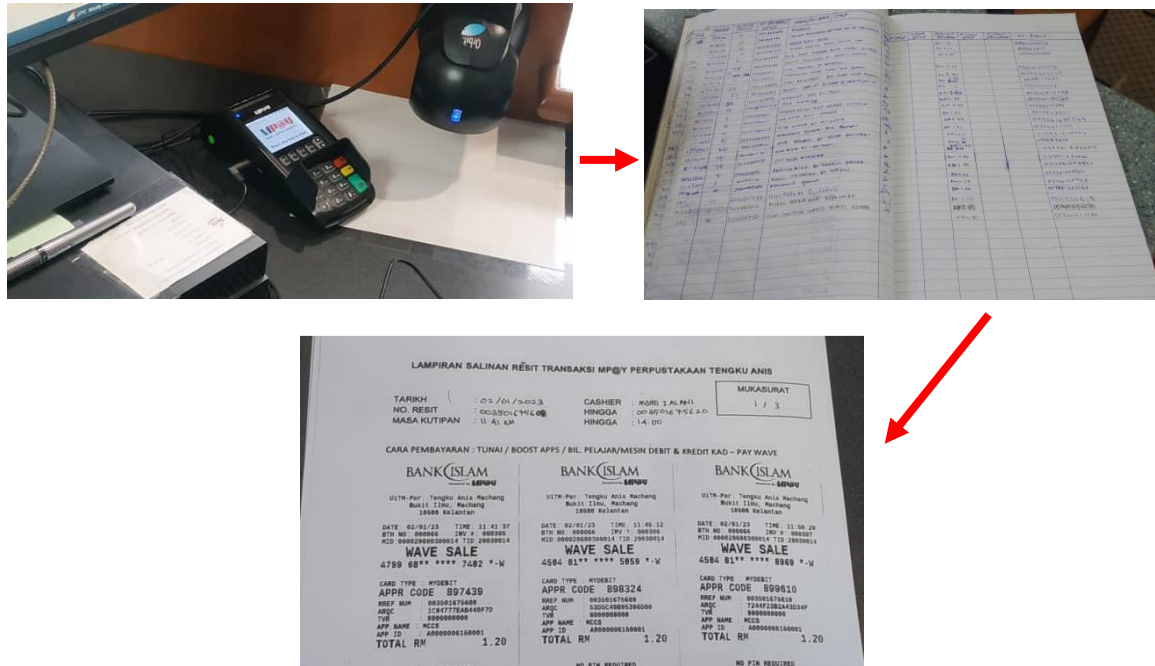


Figure 62 - 64: Payment using Paywave, record the transaction on the records book, paste the receipt on the paper to be sent to UiTMCK Treasury Unit and photostat the receipts to keep within PTA organisation.

3.1.2.1 Additional Task:

a) Sticking RFID strips to books without RFID security (Old books)

The process of sticking RFID strip is one initiative to update the security of the book, which can protect the books from going outside without permission. The RFID strips are from WISERF company, which are the innovative RFID technology that specialized in library security system projects.

WISERF Systems bring a fresh and innovative approach to library system development, acting as an in-between for end-users and the technology proposed. Their goal is to exceed the expectations of every client by offering outstanding customer service, increased flexibility, and greater value, thus optimizing system functionality and improving operation efficiency. (Wiserf.com, 2019).

The process of RFID strips begun by sticking RFID strips from WISERF into the book, with hiddenly at the centre of the book spine, which inside the books. Once RFID strips are pasted, then register the book RFID tagging on the WISERF device by typing the accession number on the software, lastly the alarm with sound at RFID gates will be turn on, then alert the staff at the counter if the books are about to bring out without permission.

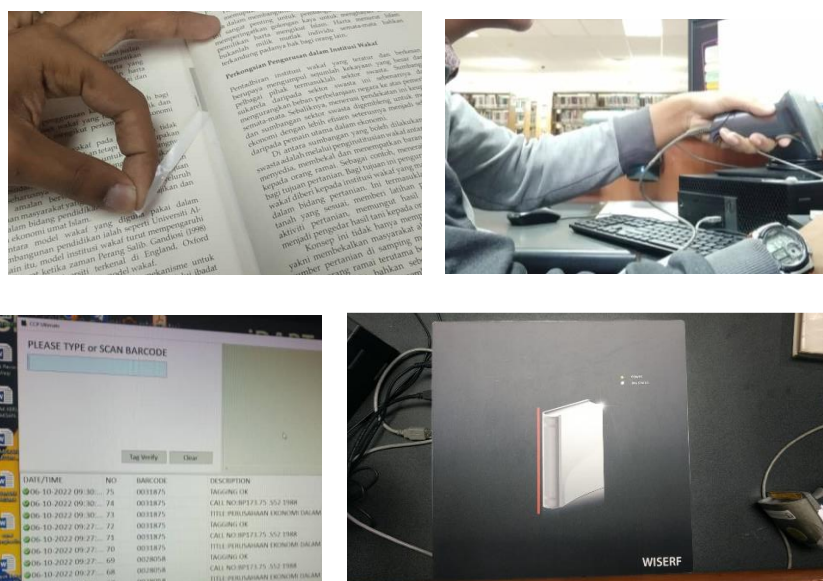


Figure 65 - 68: RFID tagging process

3.1.3 ARCHIVAL UNIT

a) Archival Process of Records Received

The process of archival of the records are shown at the figure below:

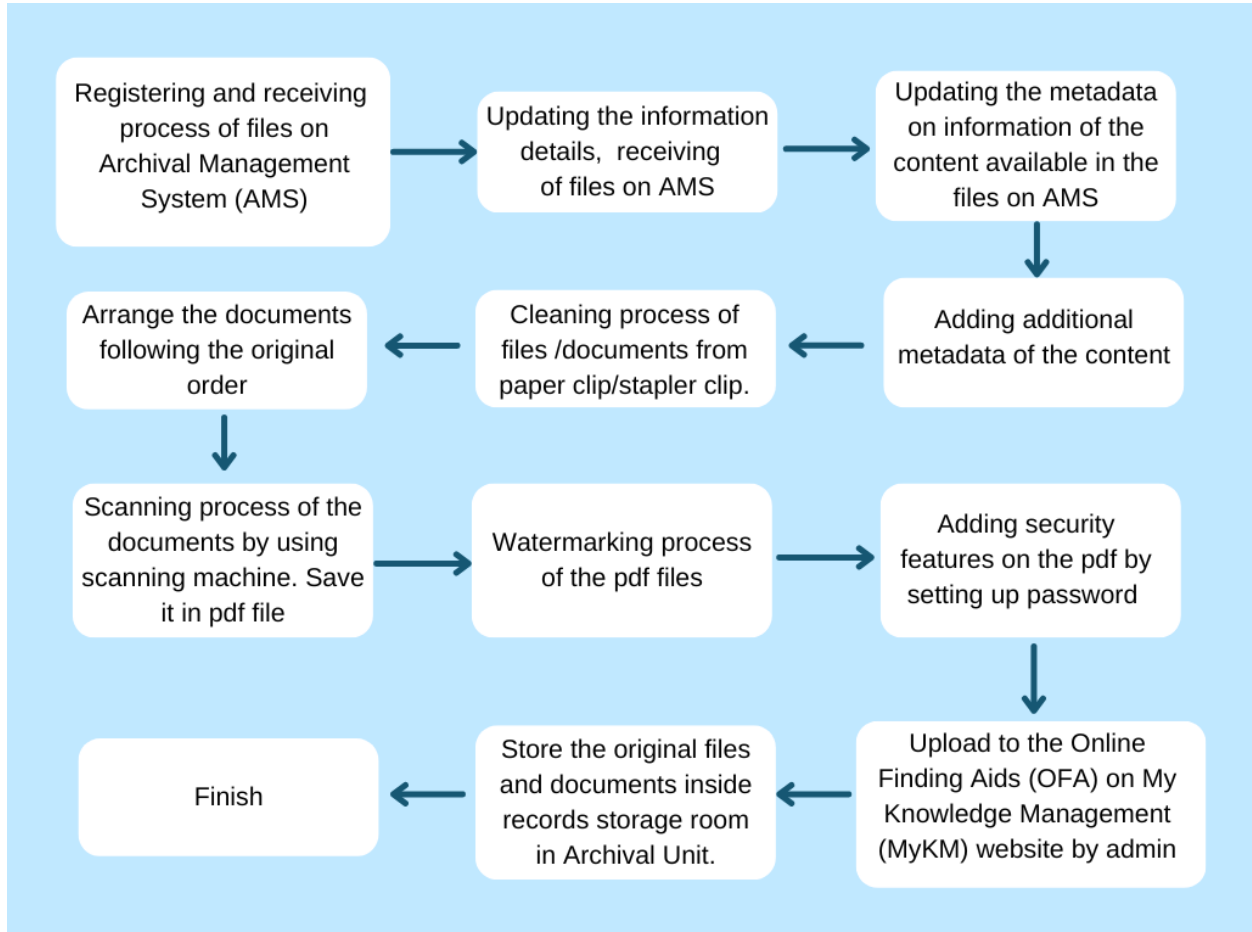


Figure 69: Records archival process

The process of records archival are shown in the figure below:

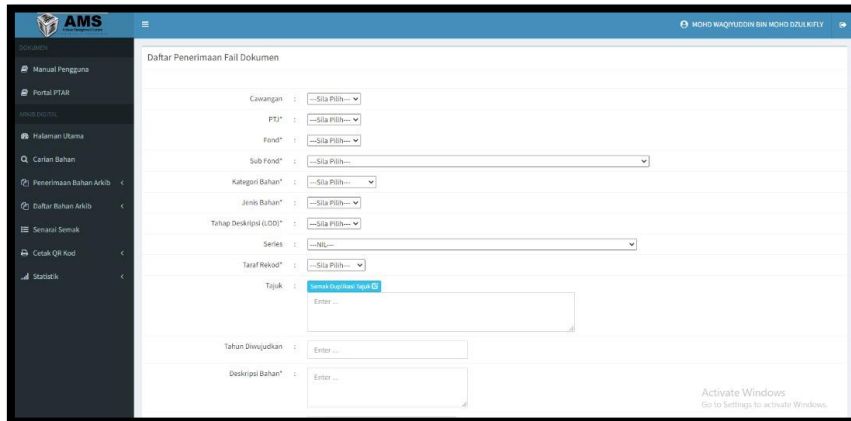


Figure 70: Registering and receiving process of document files on AMS

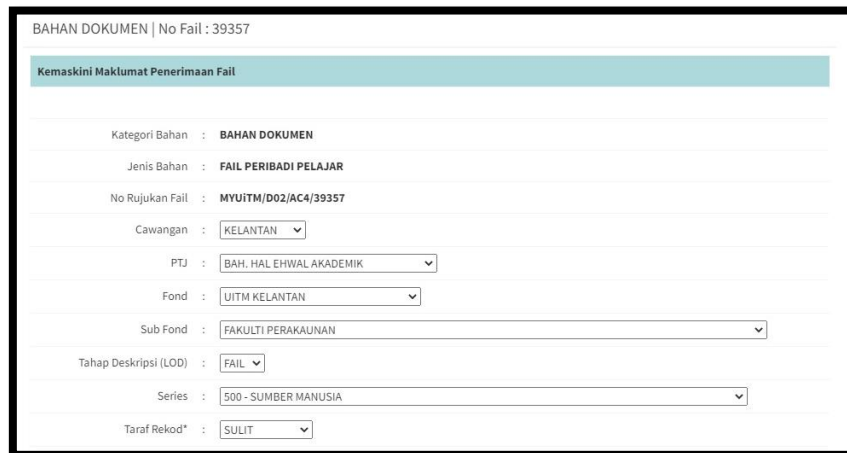


Figure 71: Updating the information of file received

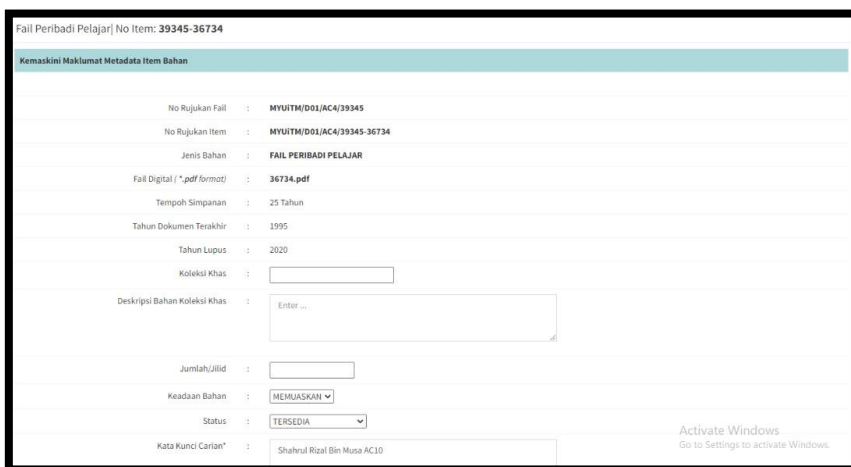


Figure 72: Updating metadata information of file

Nama Pelajar	: Shahruil Rizal Bin Musa
No Pelajar	: 94671292
No Kad Pengenalan Baru	: A3359423
No Kad Pengenalan Lama	:
Kod Kursus	: AC20
Tahun Kemasukan	: 1994
Status Pelajar*	: Diberhentikan/Digugurkan Taraf
Senarai Lampiran	: <input checked="" type="checkbox"/> Surat Tawaran <input checked="" type="checkbox"/> Slip Peperiksaan <input type="checkbox"/> Transkrip <input checked="" type="checkbox"/> Borang Maklumat Pelajar <input type="checkbox"/> Borang Berhenti <input checked="" type="checkbox"/> Surat Permohonan Untuk Memasuki ITM <input type="checkbox"/> Slip Tawaran Memasuki ITM <input type="checkbox"/> Slip Kad Pelajar ITM <input type="checkbox"/> Surat Arahan Berhenti Menuntut Dari ITM <input type="checkbox"/> Borang Permohonan ke Kursus di ITM / UiTM

Figure 73: Adding additional metadata on content available

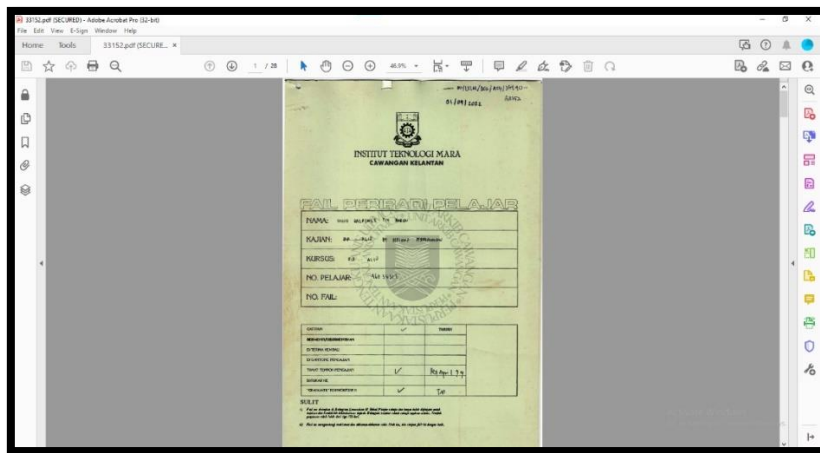


Figure 74: Watermarking process by using Archival Unit UiTMCK logo

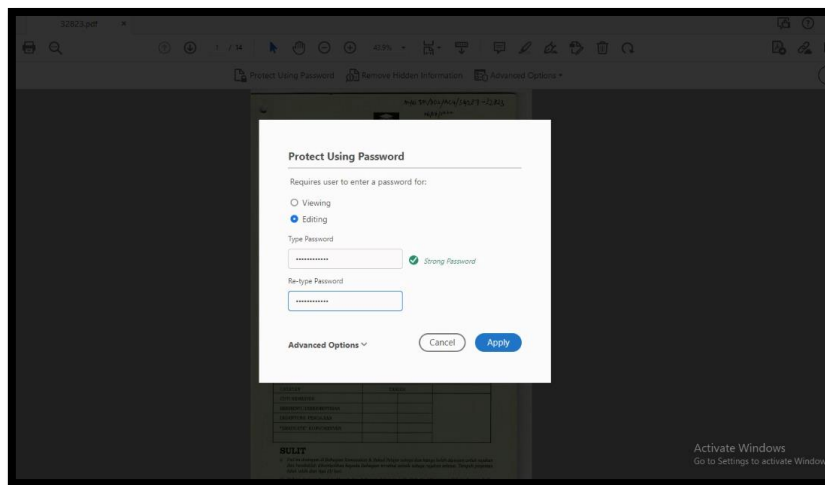


Figure 75: Securing the pdf files by setting up password, which can avoid editing of pdf files by unauthorised users

3.1.3.1 Additional Task

a) Disposing expired records/unwanted files

The process of disposition of records should follow steps for disposition of a record. As stated by Ontario Tech University (2023), disposition means the final retention action carried out on a record and may include destruction, deletion, secure destruction or deletion, or transfer for archival review or to a third party. As for my additional task, I used cutter machine to cut papers and files that are need disposal. Then, put the cut documents into plastic and to be disposed after that.



Figure 76 - 78: Disposing process by using cutter machine

3.1.4 CORPORATE COMMUNICATION, DIGITAL LIBRARY & ORGANIZATION ADMINISTRATION UNIT

a) Manage Deposits of Institutional Repository PTA (Digital Library)

Universiti Teknologi MARA Institutional Repository (UiTM IR) is a center of digital collections, act as an open-access repository that collects, preserve and disseminates scholarly output by university members at Universiti Teknologi MARA, such as journal articles, book chapters, books, conference papers, theses, working papers, technical reports, data and other types of research publications and also unpublished manuscripts and papers. (Library.uitm.edu.my, 2022)

The process of managing deposits which adding new item to Institutional Repository (IR) steps are shown by the figures below:

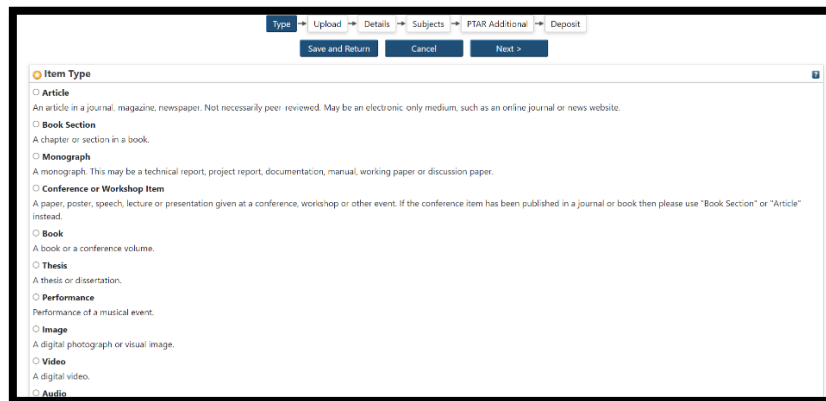


Figure 79: Pick type of item

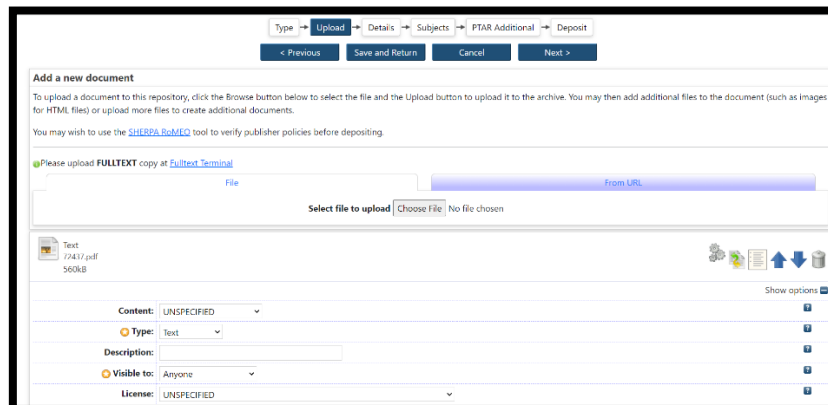


Figure 80: Upload 5 pages of pdf file

Navigation: Type → Upload → **Details** → Subjects → PTAR Additional → Deposit

Buttons: < Previous, Save and Return, Cancel, Next >

Title

A generalised hybrid similarity measure of rough Neutrosophic set with roughness approximation / Hafiza Jamaludin, Nik Nur Auni Rahman Nik Shaidin and Nur Hidayah Abdul Faatah.

Abstract

relationship. As a result, getting the results for the similarity measure as the best conclusion for the information relationship is important. Based on the justification from previous studies, the generalised hybrid similarity measure of hamming and cosine similarity measure was chosen as the similarity measure method in this study. In addition, a rough neutrosophic set was chosen as the uncertainty set theory information, which includes the upper and lower approximation and a boundary set was chosen as the set theory application. The objectives of the study are to propose a hybrid similarity measure of rough neutrosophic set with roughness approximation, to formulate a properties of a hybrid similarity measure of rough neutrosophic set satisfied the distance measure properties and to apply the propose hybrid similarity measure of a rough neutrosophic set in the smartphone selection decision making process. The roughness approximation is used in the definition of the generalised hybrid similarity measure between hamming and cosine similarity measure. Following that, the derivation algorithm for smartphone selection is presented. The roughness approximation for a rough neutrosophic set is used to compare the similarity results. The proving result is complete. Then, the derivation of generalised hybrid similarity measure of rough neutrosophic set is well defined. As a validation process, the similarity measure for selection of smartphones is used such as features, reasonable price, customer care, and risk factor. Finally, if either value of the

Creators

	Family Name	Given Name / Initials	Email / ID Num.
1.	Jamaludin	Hafiza	2020960297
2.	Rahman Nik Shaidin	Nik Nur Auni	2020979257
3.	Abdul Faatah	Nur Hidayah	2020978697
4.			

Figure 81: Insert details of the item

Navigation: Type → Upload → Details → **Subjects** → PTAR Additional → Deposit

Buttons: < Previous, Save and Return, Cancel, Next >

Subjects

Search for subject: [] Search Clear

- Indexes (General)
- A General Works
 - Academies and learned societies (General)
 - History of Scholarship The Humanities
 - Indexes (General)
 - Museums (General), Collectors and collecting (General)
 - AC Collections, Series, Collected works
 - AP Periodicals
- B Philosophy, Psychology, Religion
- C Auxiliary Sciences of History
- D History General and Old World
- E History America
- F History United States, Canada, Latin America
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science
- K Law
- M Music and Books on Music
- N Fine Arts
- P Language and Literature
- Q Science
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- I Education

Figure 82: Insert subjects of item

Navigation: Type → Upload → Details → Subjects → **PTAR Additional** → Deposit

Buttons: < Previous, Save and Return, Cancel, Next >

Edit item: A generalised hybrid similarity measure of rough Neutrosophic set with roughness approximation / Hafiza Jamaludin, Nik Nur Auni Rahman Nik Shaidin and Nur Hidayah Abdul Faatah.

Location of Item

Physical Location:

- Koleksi Akses Terhad | PTAR Utama | Shah Alam
- Bilik Koleksi Akses Terhad, PTAR Puncak Perdana
- Bilik Koleksi Harta Intelek, Unit Terbitan Bersiri dan Elektronik | PTAR Puncak Alam
- Koleksi Akses Terhad | PTAR Kampus Dengkil
- Koleksi Khas PTAR Kampus Sungai Buloh
- Bilik Koleksi Intelek | PTAR | Kuala Pilah
- Koleksi Akses Terhad | PTAR Kampus Seremban
- Koleksi Khas | PTAR Kampus Rembau
- Experimental Library | FPM Rembau, Negeri Sembilan
- Bilik Koleksi Akses Terhad | Kampus Alor Gajah, Melaka
- Bilik Koleksi Akses Terhad | Kampus Bandaraya Melaka

Figure 83: Insert additional information

b) Updates on PTA Social Media

As for social media for Perpustakaan Tengku Anis, Mr. Hazrie demonstrated and shown me the social media for PTA which updates on the programs, events, information, notices, etc. The process of updating on social media main purpose is to inform the followers or students of UiTM Machang and public also, on the events that was held and will be held next by PTA. The example of social media usage by PTA are shown by the figures below:

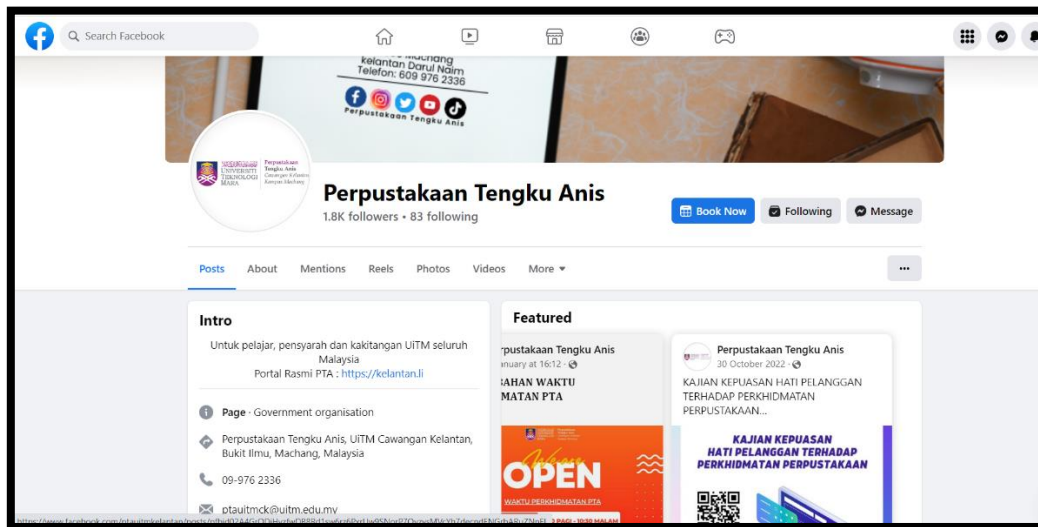


Figure 84: Facebook page of PTA



Figure 85: Twitter page of PTA

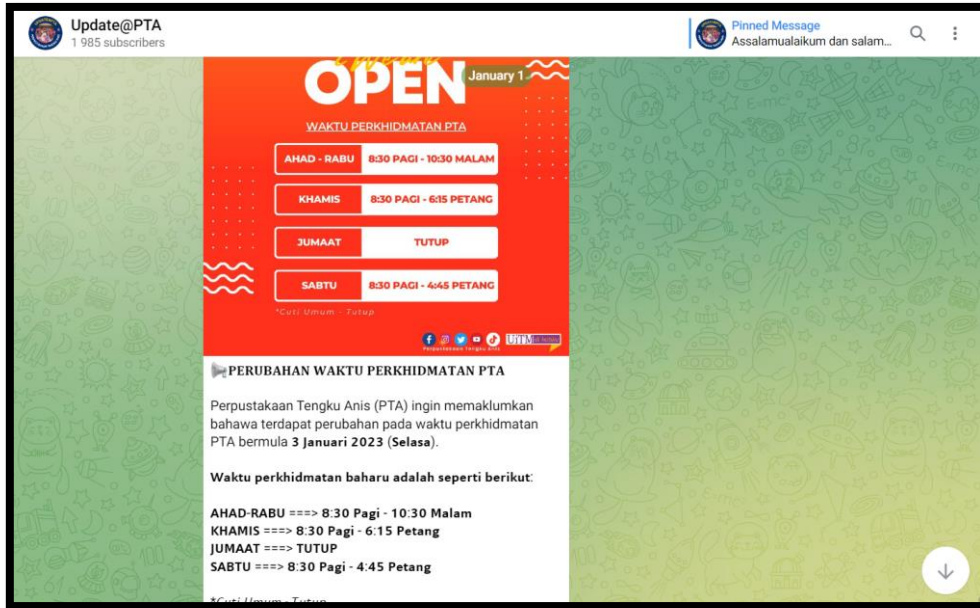


Figure 86: Telegram channel (Update@PTA) for PTA

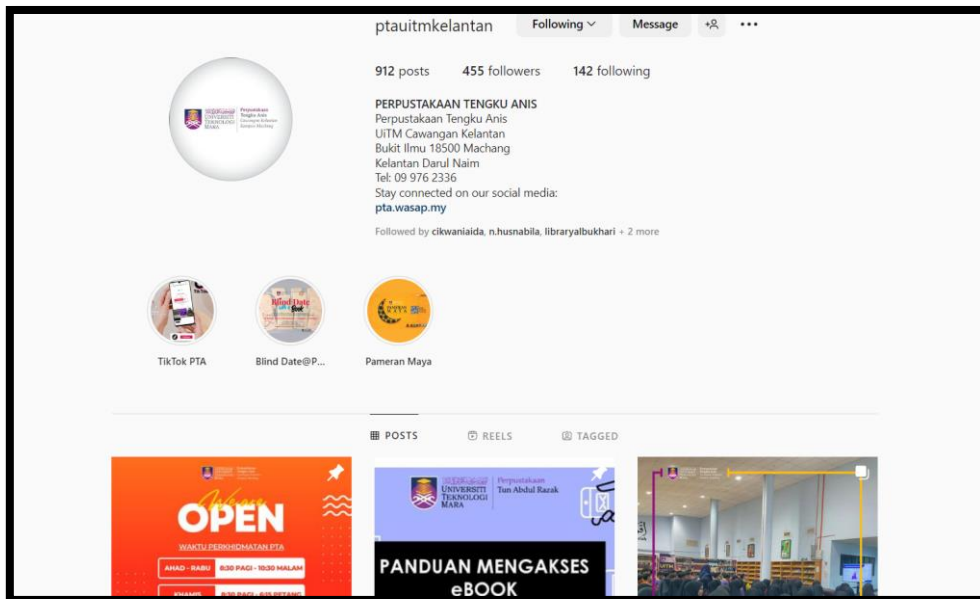


Figure 87: Instagram account for PTA

3.1.4.1 Additional Task

- a) Separating CD-ROM from their cases and stored the CD-ROM in plastic sheets.

The usage of CD-ROM to store any digitalized item is become easier, practical and long lasting from damages unlike old physical storing of items. For this task, I was assigned by Madam Norfitriah to separate a box full of new CD-ROM from their cases, and stored the CD-ROM inside plastic sheets, then stored them at storage room for future use.



Figure 88 - 90: CD-ROM for storing IR, pdf materials

b) Replacing Labels for IR materials

The importance of this task is to enable to acquire and ease shelving process of the IR materials by using ID number which replace the old call number, for student project/ thesis (hardcover books). As for CD-ROMs, my task is to print the labels for CD-ROM and stick it to the spine of CD-ROM cases, which also based on ID number of IR materials.



Figure 91 & 92: Label replacement of thesis/ student project IR materials.



Figure 93 – 95: Sticking labels to new CD-ROM contained IR materials.

c) Promoting PTAR Mobile Apps

PTAR Mobile Apps is all in one app that assist students to use features like accessing My Knowledge Management website that includes Online Public Access Catalog (OPAC), online databases, Online Finding Archive (OFA), Institutional Repository, etc. Other from that, by using this app, students also able to pay fines, access My Digital ID, checking books on loan, new arrival books, booking of KKM class, etc.



Figure 96: PTAR Mobile App application icon



Figure 97 - 100: Promoting and assist students to install PTAR Mobile App

3.2 SPECIAL PROJECT

“2 Days @ PTA Bonding Day”

The program titled “2 Days @ PTA Bonding Day” was held at Perpustakaan Tengku Anis on 12 & 13 December 2022. My role for this program was **Program Director** and **Activity Committee** at the same time. This program is an initiative of the Perpustakaan Tengku Anis, in the culture of knowledge and knowledge sharing as well as being able to provide information on services and new facilities of the library to all UiTMCK patrons, especially in effectively searching for information. Other from that, to further increase visibility and strengthen the relationship between the library and all UiTMCK patrons.

During this program, fourteen (14) games were prepared for the participants. The games and number of participants shown in the table below:

No.	Games	Number of participants
1	Carron	A total of 8 participants participated in this game as a competition to get the first and second place winners.
2	Ping Pong	A total of 4 pairs of teams have participated in this game consisting of two pairs of teams among students and two pairs of teams from among staff, in a competition to get the first and second place winners
3	Giant e-Puzzle	A total of 10 participants participated in this game to get 3 winners each session: session 1 and session 2.
4	<i>Congkak</i>	A total of 8 participants participated in this game as a competition to get the first and second place winners.
5	Infohunt	A total of 16 participants participated in this game to get the winner for first, second and third place.
6	Table Soccer Game	A total of 8 participants participated in this game as a competition to get the first and second place winners.

7	Crossword Game	A total of 20 participants have participated in this game as a competition to get 3 winners each session: session 1 and session 2.
8	PTA <i>Roda Impian</i>	A total of 20 participants have participated in this game as a competition to get 10 winners each session: session 1 and session 2.
9	Spell It Right	A total of 16 participants have participated in this game as a competition to get 3 winners each session: session 1 and session 2.
10	Let's Guess My Weight (Book Weight Guessing Game)	A total of 101 participants have participated in this game to get only one winner.
11	Let's Borrow, Read, Review (TikTok Challenge)	A total of 9 participants participated in this contest to get 3 winners.
12	Online Quizizz	A total of 50 participants participated in this competition to get 3 winners, which are first, second and third place.
13	<i>Juara Cup Pantas</i>	A total of 11 participants have participated in this game as a competition to get 3 winners each session: session 1 and session 2.
14	Penalty Shootout	A total of 30 participants have participated in this game as a competition to get 2 winners, which are first and second place.

Table 6: List of games and participants for 2 Days @ PTA Bonding Day

The list of winners for each game are shown in the table below:

Games	Winners
1. Table Soccer Game	<ol style="list-style-type: none"> 1. Firdaus Hakimi bin Shurkawi 2. Nur Farhah Zalila binti Zabudin
2. <i>Congkak</i>	<ol style="list-style-type: none"> 1. Nur Ain Asyura binti Nasrul Azrin 2. Nur Farhah Zalila binti Zabudin
3. Carrom	<ol style="list-style-type: none"> 1. Nurul Aina Shazana binti Seluddin 2. Afiqah Safirah binti Suhaibi
4. Giant e-Puzzle	<ol style="list-style-type: none"> 1. Luqman Hakim bin Muhamad Kamal 2. Sofiyah Nadiyah binti Mohd Zohri 3. Hasyimah binti Mansor
5. Ping Pong	<ol style="list-style-type: none"> 1. En. Ahmad Ameruddin bin Fauzi & En. Hamiz Zhafran 2. Adam Farhan bin Mohd Hamizi & Danish Aqashah bin Mohd Khairul Azwar.
6. Online Quizizz	<ol style="list-style-type: none"> 1. Nor Adilah Nadia binti Che Noor Shan 2. Nur Fatini binti Rasidi 3. Amirah Nabilah binti Mohammad
7. Infohunt	<ol style="list-style-type: none"> 1. Luqman Hakim bin Muhd Kamal 2. Nurul Amirah binti Suhaimi 3. Nurul Asyikin binti Harishadi
8. Penalty Shootout	<ol style="list-style-type: none"> 1. Nik Ahmad Fathulbadri bin Nik Zulhaiza 2. Hanis binti Tumidi
9. Crossword Game	<p>Session 1:</p> <ol style="list-style-type: none"> 1. Sophie Qaisara 2. Anisa Balqis binti Mohd Saupi 3. Nur Afdlin Syahmi binti Ahad <p>Session 2:</p> <ol style="list-style-type: none"> 1. Nor Syafika binti Zakaria 2. Nur Damia Ayuni binti Maizulanam 3. Nik Nur Fatin Qistina binti Nik Abdull

<p>10. Spell it Right</p>	<p>Session 1:</p> <ol style="list-style-type: none"> 1. Nur Anis Hidayati binti Mustapha 2. Ahmad Ikhwan bin Awang 3. Iqtiyani Ulfa binti Ahmad Termizi <p>Session 2:</p> <ol style="list-style-type: none"> 1. Mohammad Afiq Iman bin Mohd Zari 2. Ayuni Nadira binti Mohd Tarmizi 3. Muhammad Fitri bin Mohd Fazil
<p>11. Let's Borrow, Read & Review – Tiktok Challenge</p>	<ol style="list-style-type: none"> 1. Nor Adilah Nadia binti Che Noor Shan 2. Farah Farhanim binti Ahmad Riza 3. Nor Atirah Najwa binti Che Noor Shan
<p>12. Let's Guess My Weight</p>	<ol style="list-style-type: none"> 1. Luqman Hakim bin Mohamad Kamal 2. Wan Nur Asyikin binti Wan Ahmad Ezani 3. Muhammad Fitri bin Mohd Fazil
<p>13. Juara Cup Pantas</p>	<p>Session 1:</p> <ol style="list-style-type: none"> 1. Fatin Syafiqah binti Abd Karim 2. Nur Amirah Wahida binti Badrul Hisham 3. Nur Izati Athirah binti Mohd Zunaidi <p>Session 2:</p> <ol style="list-style-type: none"> 1. Nur Alya Batrisyia binti Mat Riza 2. Nor Mazni binti Ismail 3. Hasyimah binti Mansor

Table 7: List of winners for games in program 2 Days @ PTA Bonding Day

Program Tentative are based on the table:

First Day | 12th December 2022 (Monday)

Time	Activity
8.30 a.m	Registration
9.00 a.m	Announcement and simple introduction on games to all participants: <ul style="list-style-type: none"> • <i>Congkak</i> • Table soccer game • Carrom • Ping pong • Giant e-puzzle • “Let’s Guest My Weight” • <i>Wakaf Buku 2.0</i> • “Let’s Borrow, Read, Review”
9.45 a.m	Game started till finish
12.30 p.m	Break
2.30 p.m	Announcement and simple introduction on games to all participants <ul style="list-style-type: none"> • Infohunt • Online Quizizz
2.45 p.m	Game started till finish
4.00 p.m	Disperse

Table 8: Program tentative for 12th December 2022

Second Day | 13th December 2022 (Tuesday)

Time	Activity
9.30 a.m	Registration
10.00 a.m	Announcement and simple introduction on games to all participants: <ul style="list-style-type: none"> • <i>PTA Roda Impian</i> • Crossword • Spell it right • <i>Juara Cup Pantas</i>
10.15 a.m	Game started till finish
12.30 p.m	Break
2.30 p.m	Closing and prize giving ceremony.
3.45 p.m	Photo session with winners
4.00 p.m	Disperse

Table 9: Program tentative for 13th December 2022

Program Posters:



Figure 101 - 103: Main poster and activities posters

Program Photos:



Figure 104 & 105 : Penalty shootout & Let's Guess My Weight



Figure 106 & 107: Ping Pong



Figure 108 & 109: Online Quizizz



Figure 110 & 111: Table Soccer Game & Carrom



Figure 112 & 113: Congkak and Starcor space of PTA



Figure 114 & 115: Infohunt & Giant e-Puzzle

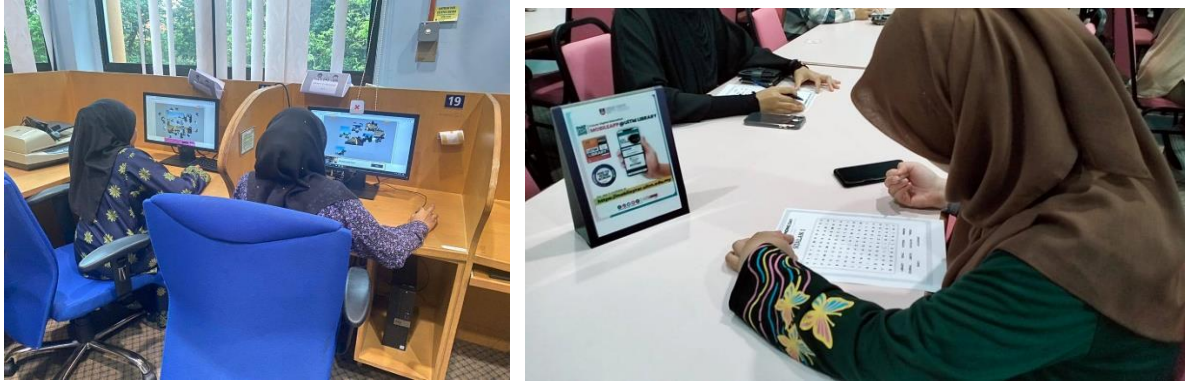


Figure 116 & 117: Giant e-Puzzle & Crossword



Figure 118 & 119: Spell it Right & Juara Cup Pantas



Figure 120 & 121: Wakaf Buku 2.0 & PTA Roda Impian



Figure 122 & 123: Closing and prize giving ceremony



Figure 124: Lucky draw



Figure 125 & 126: Prize giving to winners



Figure 127: Memorial group photo of our program

Conclusion:

As conclusion, this program become successful more than expected due to impressive participants from all the students and staff of UiTM Machang Campus. Hopefully, this type of program will be held in the future.

***CHAPTER 4:
INDUSTRIAL
TRAINING
REFLECTION***

4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK

The industrial training for 5 months from 9 September 2022 till 31 January 2023 at Perpustakaan Tengku Anis, UiTM Machang has given me opportunity to apply all knowledge, theories, leadership and communication skills, also able to gain experience in completing the tasks that was given to me. All of the task experienced when assigned in each department available at Perpustakaan Tengku Anis (PTA), has given golden opportunity for me and a lot of exposure on each department functions that combined as a whole as an organisation. Each department are crucial to enable the PTA to deliver good service and performance for their patrons which are mostly students and not excluded UiTM staffs.

Not to forget on skills or working experience which from technical skills like cataloguing skills, customer service skills and ethics, management of records (physical documents) and other important pdf files like Institutional Repository (IR) materials, etc., which these skills will become valuable knowledge to use when working in a library institution in the near future. Other from that, involvements with programs that are held by PTA also become a golden opportunity to learn on the process of program construct, from the first to do till the last thing to do when making new program that will give benefits to community and PTA library users.

Furthermore, by commit to the special project and organising our own program become one of the challenge and exposure in dealing with human resource, program activities planning from picking suitable date and time, and lastly facing few unplanned tasks and challenges which also help us to improvise ourselves on cooperation, communication and ability of solving the problems.

4.2 PERSONAL THOUGHTS AND OPINION

As for my personal thoughts and opinion, the industrial training at PTA overall helped me and other interns to gain working experience and undertaking special tasks which exposed me on real situation of working in the big organisation. Each of staffs at PTA gave a complete guide, tutorials and briefed me on their tasks and functions, which become new knowledge to me to apply.

As for me, the systematic schedule which construct by our supervisor from industry, Madam Norfitriah Mat Seman, that has made me able to experience every tasks and functions of every department that exist within the PTA organisation. This brilliant initiative helped me to know every departments function from cataloguing department, customer service, archival, digital library, corporate communication, etc.

Not to forget, others senior librarian which are Dr. Muslim Ahmad and Madam Nordelina Zulkarnain and deputy chief librarian, Madam Alina Hussein also guided me when undergoing 5 months of the industrial training. Also, other staffs which are senior librarian assistants, librarian assistants, operation assistant and senior clerk, also gave me opportunity to handle their own specific tasks from technical process (cataloguing), customer service that delivered their service especially answering queries by users, circulation of library materials, records management (archival), poster designing and IR management. In my opinion, the information gained become a valuable knowledge for me, which can be used when working in the library institution.

4.3 LESSON LEARNT

i. Time management

The time management is a really important aspect to be followed and disciplined in every person that working in any organisation. A good time management practice can increase our performance and effectiveness of any tasks given. During my industrial training, time management are important which include the time for morning shelving and usual working time in each unit, that surely will increase the efficiency of the organisation.

ii. Effective Communication Skills

The effective communication skills important to able to have good discussion among colleagues and able to solve many problems that may occurred during working in the organisation. The top management in the organisation must able to conduct their lower management personnel with good communication, and sometimes two-way communication are needed to improve the working performance of all staffs of organisation. As for me, communication skills are specially gained when become Program Director for the special project, which conducting the meeting between staffs and students that involved with our program.

iii. Cooperation

The cooperation skills which are gained by involving with other staff on programs and activities that are being held during the industrial training period. Specifically, the activity that need cooperation with others like *gotong royong* EKSA and other programs helped me to interact well with other staffs and helped myself to give contribution during the happening event.

4.4 LIMITATION AND RECOMMENDATION

As for the limitation that I faced during my industrial training at PTA, some of the tasks that I was given by staff was cannot be completed due to program involvement especially when making special project preparations. However, the experience and time spent during working in that unit, which is Archival Unit, has given me a lot of knowledge on records management practice by PTA organisation.

Other from that, the recommendation that I have is PTA should have more staff to assist Cataloguing Unit to keep in the data as Resource Description and Access (RDA) for books cataloguing process and RFID tagging process which are important for security of the books in PTA. These two processes are not easy tasks which the collection of books in PTA are large in number.

5.0 CONCLUSION

As conclusion, my industrial training at Perpustakaan Tengku Anis (PTA) for 5 months become a wonderful and unforgettable experiences which I also gained working experiences as library staff, crucial library management skills like computerized cataloguing skills, works as customer service in a library, records management, communication inside and outside of organisation, designing posters, leadership skills, etc. Hopefully, I would be able to use this knowledge and experiences that I gained during industrial training when engage with real working environment that I will face someday.

REFERENCES

Wils.com (2022). *About Us*. Retrieved 14 December, 2022 from <https://www.libsys.co.in/about-us/what-we-do>

Wiserf.com (2022). *About Us, Who We Are*. Retrieved 16 December 2022 from <https://wiserf.com/about-us/>

OntarioTech University. (2023). *Records Disposition Procedures*. Retrieved 20 December 2022 from <https://usgc.ontariotechu.ca/policy/policy-library/policies/legal,-compliance-and-governance/records-disposition-procedures.php>

APPENDICES

1. ATTENDANCE

NO:	NAME: MUHAMAD AZIM BIN SUHAIMI 1
DEPT:	SECT:

FOR THE MONTH OF SEPTEMBER YEARS 2022

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8:09			5:15			
2							
3	8:07						
4	8:07			5:17			
5	8:07			5:17			
6	8:07			5:17			
7	8:07			5:17			
8	8:07			5:17			
9							
10							
11	8:07			5:17			
12	8:07			5:17			
13	8:07			5:17			
14	8:07			5:17			
15							

ALINA BT HUSSEIN
 Timbalan Ketua Pustakawan
 Perpustakaan Tengku Anis
 UiTM Cawangan Kelantan.



Tahun
2022
Bulan
September

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.09.2022	07:50	15:30	WFH
2	28.09.2022	07:59	17:05	WFH
3	27.09.2022	08:02	17:00	WFH
4	26.09.2022	07:55	17:00	WFH
5	25.09.2022	07:53	17:05	WFH
6	22.09.2022	07:54	15:36	WFH
7	21.09.2022	07:53	17:04	WFH
8	20.09.2022	07:52	17:08	WFH
9	19.09.2022	07:47	17:05	WFH
10	18.09.2022	07:52	17:01	WFH
11	15.09.2022	07:54	15:30	WFH


ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan



Tahun
2022
Bulan
Oktober

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.10.2022	07:47	17:00	WFH
2	30.10.2022	07:54	17:03	WFH
3	27.10.2022	07:46	15:38	WFH
4	26.10.2022	07:54	17:03	WFH
5	25.10.2022	07:56	17:11	WFH
6	23.10.2022	07:50	17:01	WFH
7	20.10.2022	07:44	15:30	WFH
8	19.10.2022	07:49	17:01	WFH
9	18.10.2022	07:44	17:01	WFH
10	17.10.2022	07:47	17:00	WFH
11	16.10.2022	07:57	17:00	WFH
12	13.10.2022	07:56	15:32	WFH
13	12.10.2022	07:55	17:00	WFH
14	11.10.2022	07:55	17:00	WFH
15	10.10.2022	07:56	17:02	WFH
16	06.10.2022	07:56	15:30	WFH
17	05.10.2022	07:54	17:00	WFH
18	04.10.2022	07:52	17:01	WFH
19	03.10.2022	07:52	17:01	WFH
20	02.10.2022	07:52	17:02	WFH


ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan



Tahun
2022
Bulan
November

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	30.11.2022	07:56	17:00	WFO
2	29.11.2022	07:56	17:00	WFO
3	27.11.2022	07:52	17:00	WFO
4	24.11.2022	07:57	15:30	WFO
5	23.11.2022	07:48	17:00	WFO
6	22.11.2022	07:52	17:00	WFO
7	21.11.2022	08:03	17:00	WFO
8	17.11.2022	07:48	15:30	WFO
9	16.11.2022	07:51	17:00	WFO
10	15.11.2022	07:52	17:00	WFO
11	14.11.2022	07:52	17:00	WFO
12	10.11.2022	07:55	15:30	WFO
13	09.11.2022	07:53	17:00	WFO
14	08.11.2022	07:51	17:00	WFO
15	07.11.2022	07:55	17:00	WFO
16	06.11.2022	07:54	17:00	WFO
17	03.11.2022	07:55	15:32	WFH
18	02.11.2022	07:54	17:00	WFH
19	01.11.2022	07:51	17:00	WFH

LINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.



Tahun
2022
Bulan
Disember

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.12.2022	07:58	15:30	WFO
2	28.12.2022	07:57	17:00	WFO
3	27.12.2022	07:57	17:02	WFO
4	26.12.2022	08:03	17:00	WFO
5	22.12.2022	08:00	15:30	WFO
6	21.12.2022	07:55	17:02	WFO
7	20.12.2022	07:58	17:00	WFO
8	18.12.2022	08:18	18:09	WFO
9	15.12.2022	07:55	15:42	WFO
10	14.12.2022	07:53	17:01	WFO
11	13.12.2022	07:31	17:00	WFO
12	12.12.2022	07:48	17:07	WFO
13	11.12.2022	08:01	17:01	WFO
14	08.12.2022	07:53	15:31	WFO
15	07.12.2022	07:58	17:01	WFO
16	06.12.2022	07:54	17:00	WFO
17	05.12.2022	07:56	17:08	WFO
18	04.12.2022	07:53	17:00	WFO
19	01.12.2022	07:56	15:30	WFO

LINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.

Industrial Training Report [Perpustakaan Tengku Anis, UiTM Machang]

Tahun

2023

Bulan

Januari

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.01.2023	07:58	17:02	WFO
2	30.01.2023	07:53	17:08	WFO
3	29.01.2023	07:58	17:08	WFO
4	26.01.2023	07:55	15:32	WFO
5	25.01.2023	07:57	17:03	WFO
6	24.01.2023	07:58	17:08	WFO
7	19.01.2023	07:55	15:30	WFO
8	18.01.2023	07:57	17:10	WFO
9	17.01.2023	07:55	17:08	WFO
10	16.01.2023	07:53	17:07	WFO
11	15.01.2023	07:54	17:06	WFO
12	12.01.2023	07:54	15:46	WFO
13	11.01.2023	07:48	17:09	WFO
14	10.01.2023	07:57	17:07	WFO
15	09.01.2023	07:53	17:07	WFO
16	08.01.2023	07:56	17:10	WFO
17	05.01.2023	07:49	15:49	WFO
18	04.01.2023	07:56	17:03	WFO
19	03.01.2023	08:00	17:01	WFO
20	02.01.2023	07:54	17:00	WFO
21	01.01.2023	07:53	17:01	WFO

ALINA BT HUSSEIN
Tindakan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.



2. PTA PROGRAMS INVOLVEMENT

- i) “Skill-Up the Languages: Read2Lead” SMK Pangkal Meleret, Machang. On 26-28 September 2022. Assigned as *AJK Peralatan & Logistik* for activity makeover Luqman al-Hakim Pusat Sumber Sekolah (PSS).

Program photos:





- ii) CSR SMK Hamzah: Intai Ilmu@PTA. On 12 October 2022. Assigned as facilitator for library tour and group activity.

Program photos:



Industrial Training Report [Perpustakaan Tengku Anis, UiTM Machang]



- iii) Wake Up Your Image: From Campus to Corporate. On 18 Disember 2022.
Assigned as Activity Committee.



iv) Other programs

a. EKSA Perpustakaan Tengku Anis, 19 September 2022.



b. *Lawatan Ilmiah Sekolah Maahad Syamsul Maarif (P), 26 October 2022.*



c. Food Sharing @ PTA, 10 November 2022.



3. APPOINTMENT LETTER FOR PTA PROGRAMS

a) “Skill-Up the Languages: Read2Lead” SMK Pangkal Meleret, Machang

www.uitm.edu.my

 UNIVERSITI
TEKNOLOGI
MARA

Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 20 September 2022

ENCIK MUHAMAD AZIM BIN SUHAIMI
Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Tuan

PELANTIKAN JAWATANKUASA BAGI PROGRAM “SKILL-UP THE LANGUAGES: READ2LEAD” SMK PANGKAL MELERET, MACHANG PADA 26 & 27 SEPTEMBER 2022 (ISNIN – SELASA)

Dengan segala hormatnya perkara di atas dirujuk.

2. Untuk makluman, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program “*Skill-Up The Languages: Read2lead*” SMK Pangkal Meleret, Machang . Program ini dianjurkan bersempena “*English week*” di sekolah tersebut. Tujuan program ini adalah untuk meningkatkan kepelbagaian kemahiran dalam pencarian bahan di pusat sumber khusus bagi mata pelajaran Bahasa Inggeris disamping meningkatkan kesedaran pelajar suka dan minat kepada Bahasa Inggeris.

3. Sehubungan itu, dengan sukacitanya tuan dilantik sebagai **Ahli Jawatankuasa Peralatan & Logistik** bagi Program tersebut. Maklumat program adalah seperti berikut :

Tarikh : 26 – 27 September 2022 (Isnin & Selasa)
Masa : 8.00 pagi – 1.00 Tengahari
Tempat : SMK Pangkal Meleret, Machang

4. Semoga dengan lantikan ini, tuan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**“WAWASAN KEMAKMURAN BERSAMA 2030”
“BERKHIDMAT UNTUK NEGARA”**

Yang benar



ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : annita@kelantan.uitm.edu.my


UiTM di hatiku

b) CSR SMK Hamzah: Intai Ilmu@PTA

www.uitm.edu.my

 UNIVERSITI
TEKNOLOGI
MARA

Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 05 Oktober 2022

ENCIK MUHAMAD AZIM BIN SUHAIMI
Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Tuan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR SEKOLAH MENENGAH
KEBANGSAAN HAMZAH : INTAI ILMU@PTA**

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program CSR di Sekolah Menengah Kebangsaan Hamzah : Intai Ilmu @ PTA . Program ini merupakan satu inisiatif Perpustakaan Tengku Anis bagi menyemarakkan semangat belajar sehingga ke menara gading dan serta mendedahkan pelajar kepada suasana pembelajaran di IPTA khususnya dalam pencarian maklumat.

3. Sehubungan itu, dengan sukacitanya tuan dilantik sebagai Ahli Jawatankuasa Taklimat Perpustakaan & Library Tour bagi Program tersebut. Maklumat program adalah seperti berikut :

Tarikh : 12 Oktober 2022 (Rabu)
Masa : 09.00 pagi sehingga 04.15 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

4. Semoga dengan lantikan ini, tuan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"**

Yang benar



ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : annita@kelantan.uitm.edu.my


ISO 9001:2015 No. Sijih 10220156
UiTM di hatiku

c) 2 Days @ PTA Bonding Day

www.uitm.edu.my

 UNIVERSITI
TEKNOLOGI
MARA

Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 27 November 2022

ENCIK MUHAMAD AZIM BIN SUHAIMI
Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Tuan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "2DAYS@PTA BONDING DAY" DI PERPUSTAKAAN TENGKU ANIS (PTA)

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan **Program "2Days@PTA Bonding Day"** pada ketetapan berikut ;

Tarikh : 12 & 13 Disember 2022
Masa : 09.00 pagi sehingga 04.30 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan sekaligus dapat memberi maklumat perkhidmatan serta kemudahan baru perpustakaan kepada semua warga UiTMCK khususnya dalam pencarian maklumat dengan berkesan.

4. Sehubungan itu, dengan sukacitanya tuan dilantik sebagai **Pengarah Program** bagi Program tersebut. Semoga dengan lantikan ini, tuan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar



ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : alina364@uitm.edu.my





Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 27 November 2022

ENCIK MUHAMAD AZIM BIN SUHAIMI
Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Tuan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "2DAYS@PTA BONDING DAY" DI PERPUSTAKAAN TENGKU ANIS (PTA)

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan **Program "2Days@PTA Bonding Day"** pada ketetapan berikut ;

Tarikh : 12 & 13 Disember 2022
Masa : 09.00 pagi sehingga 04.30 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan sekaligus dapat memberi maklumat perkhidmatan serta kemudahan baru perpustakaan kepada semua warga UiTMCK khususnya dalam pencarian maklumat dengan berkesan.

4. Sehubungan itu, dengan sukacitanya tuan dilantik sebagai **Ahli Jawatankuasa Aktiviti & "Online Game"** bagi Program tersebut. Semoga dengan lantikan ini, tuan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar


ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : alina364@uitm.edu.my



d) Wake Up Your Image: From Campus to Corporate

www.uitm.edu.my

 UNIVERSITI
TEKNOLOGI
MARA

Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 21 November 2022

ENCIK MUHAMAD AZIM BIN SUHAIMI
Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Tuan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "WAKE UP YOUR IMAGE : FROM CAMPUS TO CORPORATE"

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program "*Wake Up Your Image : From Campus To Corporate*" pada ketetapan berikut ;

Tarikh : 18 Disember 2022 (Ahad)
Masa : 09.00 pagi sehingga 04.00 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

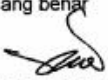
3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan atau wakaf ilmu yang melibatkan warga setempat untuk menyemarakkan semangat belajar serta mendedahkan warga kepada etika-etika penampilan korporat.

4. Sehubungan itu, dengan sukacitanya tuan dilantik sebagai **Ahli Jawatankuasa Aktiviti Imej** bagi Program tersebut. Semoga dengan lantikan ini, tuan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.


"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar



ALINA HUSSEIN
Timbalan Ketua Pustakawan

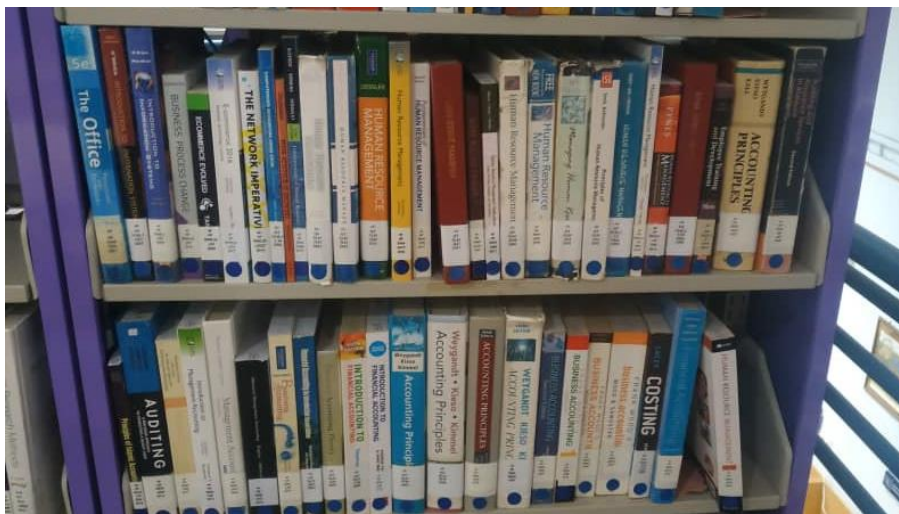
Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : allina364@uitm.edu.my



4. ROUTINE ACTIVITY

a) Morning book shelving

8:00 a.m – 8:30 a.m (Every working days)



5. MEMORIAL AND APPRECIATION CEREMONY PHOTO



LOG BOOK

PRACTICAL TRAINING LOG BOOK



Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student's responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the head of school for grading.

Recording

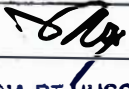
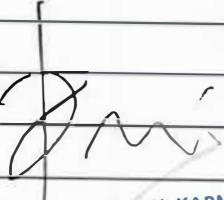
The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being undertaken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.

1. Student's Name : MUHAMMAD AZIM BIN SUHAIMI
2. Date & Place of Birth : 26 / 8 / 1999 , PASIR PUTEH , KELANTAN
3. UiTM I/C No. : 2019612732
4. Course : INFORMATION MANAGEMENT / LIBRARY MANAGEMENT
5. Year : 3 Part 7
6. Home Address : LOT 1331 , LORONG KILANG BATA ,
JALAN JERAM PASU , 16800 , PASIR PUTEH , KEL.
7. Address During Practical Training: LOT 1331 , LORONG KILANG BATA ,
JLN. JERAM PASU , 16800 , PASIR PUTEH , KELANTAN .
8. Place of Training : PERPUSTAKAAN TENGGU ANIS , UiTM
MACHANG .
9. Name of Supervisor In-Charge : MADAM AELINA BINTI
HUSSEIN @ HUSSEIN NORFITRIAH MAT SEMAN
10. Duration of Training
From: 1 SEPTEMBER 2022 To: 31 JANUARY 2023

FOR OFFICE USE ONLY:

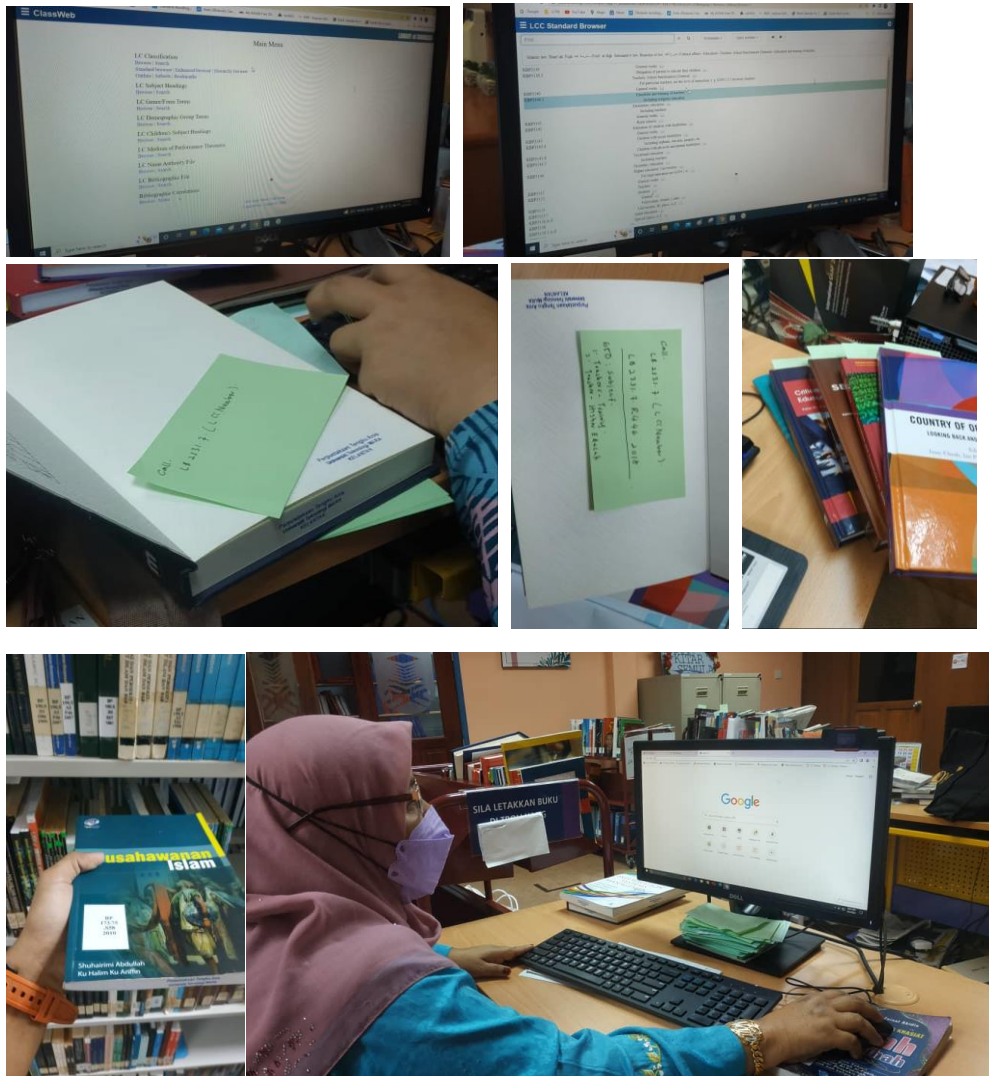
11. Remarks: [Dean/ Course Tutor]


Date	Exact Nature of Work Done	Supervisors Remarks
1/9/2022 (Thursday)	Self-reported at Administration Unit, UiTM Machang to Madam Raihan Idris. Filled few forms and received punch cards for five months. After that, self-reported at Perpustakaan Tengku Anis to an internship supervisor, Madam Norfitriah Mat Seman and to Deputy Chief Librarian, Madam Alina Hussein. We got briefed on introduction of PTA Library and toured by Madam Amesuting Mohd Subry and introduced to library staffs and the facilities. Next, sharing by Mr. Hamka Hamzah on shelving methods then fulfilled his request to pick books related to counseling and religion for exhibition purpose. Lastly, having a short discussion on special project and group project.	 ALINA BT HUSSEIN <small>Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.</small>
4/9/2022 (Sunday)	Assigned for a month in Library Planning and Development Unit (Cataloging Department). Got briefed by Madam Nordelina Zulkarnain on introduction about this unit functionality and the process of cataloging the library materials. Further explanation on classification of library material like LCSH for subject heading and LCC for cataloging the printed books. In addition, got explanation on library cataloging system, which is on wils.uitm.edu.my/libsys7 , also got explanation on advantages and disadvantages of Web Based Integrated Library System (WILS), compared to the old one, which is Ilmu system. Next, shown by Madam Wan Fatimah on how to keep in the data of available books in WILS system. Lastly, learnt on how to build control number by using LCC and through copy cataloging on OPAC UiTM and malcat.com, and learnt on how to use My Knowledge Management (mykm.uitm.edu.my) and Classweb.org. Madam Nordelina also share login id for classweb for uitm PTA Library staffs. Lastly,	 NORDELINA BT. ZULKARNAIN <small>Pustakawan Perpustakaan Tengku Anis UiTM Kelantan</small>

1/ 9/ 2022

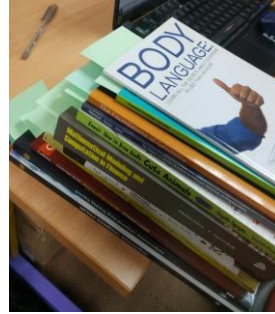
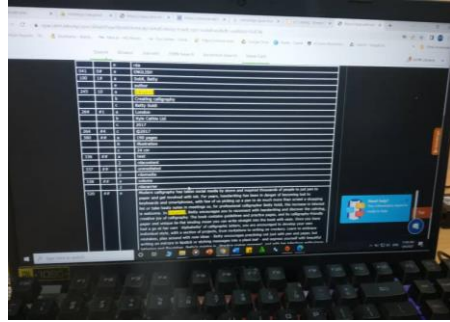
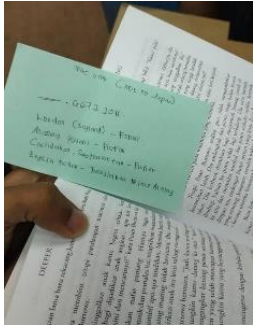


4/ 9/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
	managed to build 7 call number for 7 books.	
5/9/2022 (Monday)	Continued on building call number for books that do not have call numbers. Madam Nordelina was on leave. Managed to build 13 call numbers for 13 books.	
6/9/2022 (Tuesday)	Take example of call numbers of books that are ready for circulation. Re-check Double checked the accuracy of the call number assigned and learnt from it. Re-build the call numbers for yesterday books. Madam Wan Fatiman and Madam Nordelina was on leave. Also, helped Madam Māzatul Akmal to clear the stacked boxes in the office space and send it to the old newspapers storage area.	
7/9/2022 (Wednesday)	Continued to identify call numbers for remaining books. Identified 10 call numbers for 10 books.	 NORDELINA BT ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis Ulu Kelantan
8/9/2022 (Thursday)	Helped Mr. Hamizur to transfer book to trolley. Have Madam Nordelina to check assigned call numbers of the books. Madam Nordelina asked to make a draft for quiz, e-Hunter Challenge which was 30 questions.	
Notes :-	Regular morning shelving from 8:00 am to 8:30 am. every day (Sunday to Thursday)	

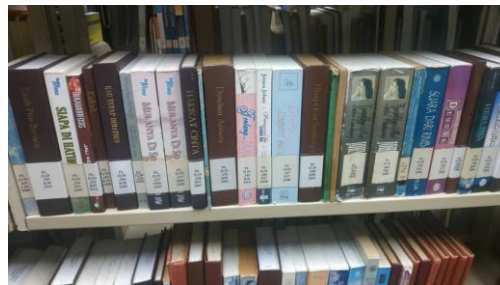
5/ 9/ 2022



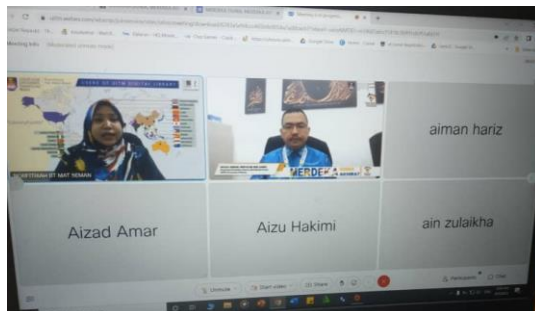
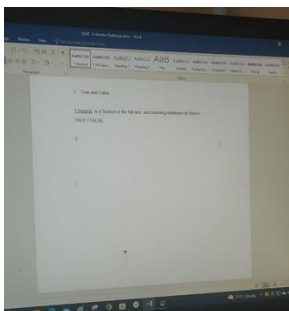
6/ 9/ 2022

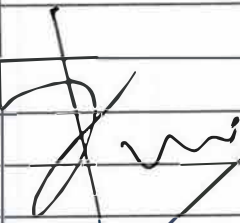


7/ 9/ 2022

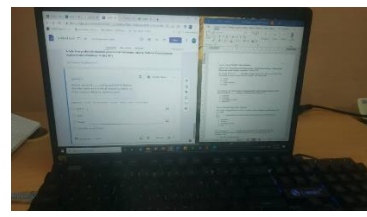
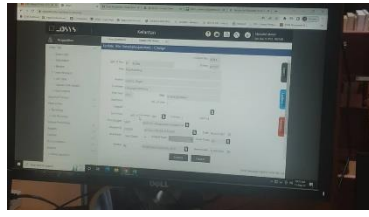
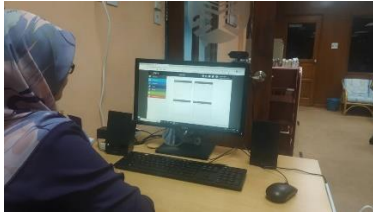


8/ 9/ 2022

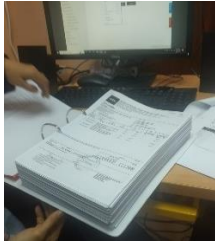


Date	Exact Nature of Work Done	Supervisors Remarks
11/9/2022 (Sunday)	Fulfilled Mr. Hamka request for picking books for exhibition that related on religion and motivation. Then, got sharing by Madam Maizatul on the process of purchasing books and acquisition process. After that, make google form for quiz e-Hunter Challenge and test it by answering the question.	
12/9/2022 (Monday)	Madam Maizatul demonstrate on how to pay for books, keep in and updating the payment data on Wils system. Then, fix instructions on google form for the quiz and add a few new fy questions. Then, Mr. Hamizur demonstrate on step and what to do when new purchased books arrived and how to stamp ownership of the books.	
13/9/2022 (Tuesday)	Stamp the ownership of the books that still do not have ownership stamp. Stamped 60 books.	
14/9/2022 (Wednesday)	Discussed on how to decorate the PTA information board, which on picking photos on PTA activities throughout the year 2022. Then, continued on stamping the remaining books.	 NORDELINA BT. ZULKARNAIN <small>Pustakawan Kanan Perpustakaan Tengku Anis UITM Kelantan</small>
15/9/2022 (Thursday)	Spectated the program, "Pesta Pantun Teguh Bertama & Perasmian Kemuncak Bulan Kemerdekaan UTMCK 2022". After that, continued on stamping the remaining books.	
Notes :-	Regular morning shelving from 8:00 am to 8:30 am every day (Sunday to Thursday)	

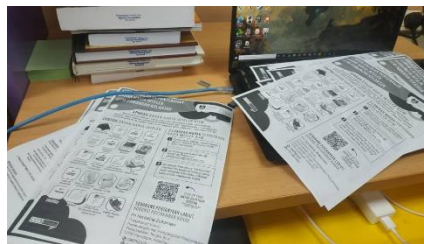
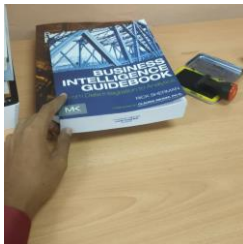
11/ 9/ 2022



12/ 9/ 2022



13/ 9/ 2022

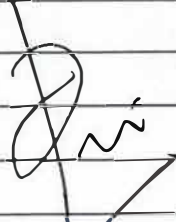


14/ 9/ 2022

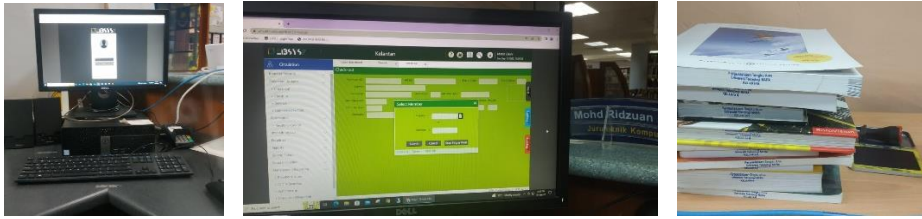


15/ 9/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
18/9/2022	<p>Asked by staff to temporarily to work at the main counter while all staff have a meeting. Taught by Mr. Zailani on how to circulate the books to users and to receive payment of fine by users on Wis system. Then, attend meeting on program PTA with SMK Pangkal Meleret which is Program Skill-up the Languages Read 2 Lead SMK Pangkal Meleret, Machang on 26 & 27 September 2022.</p>	
19/9/2022	<p>Join program "Gotong Royong EKSA PTA", which updating photos at information board with new photos, and printing and cutting new photos and printing and cutting new labels at shelves and person in charge of each zone and area in PTA. Then, wrap books for activity "Blind Date with a Book" for the program with SMK PM.</p>	
20/9/2022	<p>Continued on wrapping the books and finished wrap 100 books. Then, wipe the souvenirs which are mugs and stick the PTA stickers to the mugs. The mugs are appreciation gift after the program with SMK PM. Then, continued stamp few books.</p>	 NORDELINA B. ZULKARNAIN <small>Penyelia Kanan Perpustakaan Tengku Anis UM Kelantan</small>
21/9/2022	<p>Stamp the books and updated new questions for quiz e-hunter Challenge. Changed 12 questions with new ones.</p>	
22/9/2022	<p>Make quiz for program with SMK PM. to be put in quizizz.com. Then, make preparation for wrapping souvenirs as appreciation gift to SMK PM and guided by Madam Norfitriah. Finished wrapped about half of the souvenirs available.</p>	
Notes: -	<p>Regular morning shelving everyday.</p>	

18/ 9/ 2022



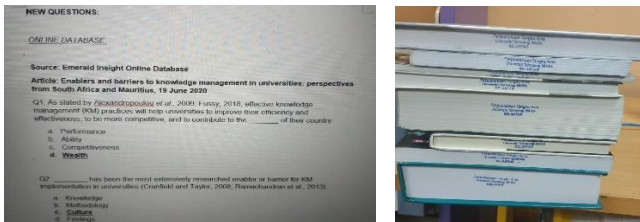
19/ 9/ 2022



20/ 9/ 2022

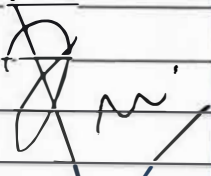


21/ 9/ 2022



22/ 9/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
25/9/2022 (Sunday)	Continued on wrapping the souvenirs and put it in the paper bags. Then, transfers the souvenirs down by using the lift and arranged it neatly on the table. Then, make preparations to make over Pusat Sumber Sekolah (PSS) of SMKPM, which is finding five best quotes to stick it on the upper walls of the PSS. Identified five best quotes and cut the letters on the colour polisterine.	
26/9/2022 (Monday)	Went to SMKPM for makeover their PSS. Cleaned up their library spaces and rearranged their shelves, switched rusty, old bays with the new ones, grouped their books for classification process and cleaned the books. Finished all of that at 12.30pm and went back to PTA. Then at PTA, stamped few books remaining.	
27/9/2022 (Tuesday)	Second day of make over the PSS. Sticked the quotes on the upper walls of PSS while doing other tasks.	
28/9/2022 (Wednesday)	Last day of make over the PSS. Finished sticked all the quotes on the upper walls of PSS while doing other additional tasks like printing and designing the labels. Sticked the labels on the shelves to indicate the classification and type of books on the shelves. Finalized the make over and took pictures as memorial with the teachers and staffs involved.	 NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan
29/9/2022 (Thursday)	Joined small feast and received appreciation gift from SMKPM. Stamped few remaining books and stick ^{RFID strip} & few circulation records paper in the books.	
Notes	:- Morning shelving on 25/9 and 29/9.	

25/ 9/ 2022



26/ 9/ 2022



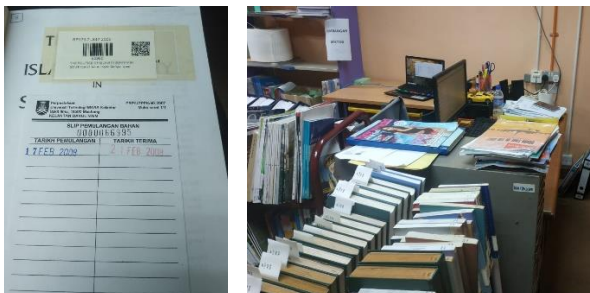
27/ 9/ 2022

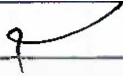

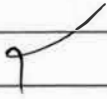



28/ 9/ 2022

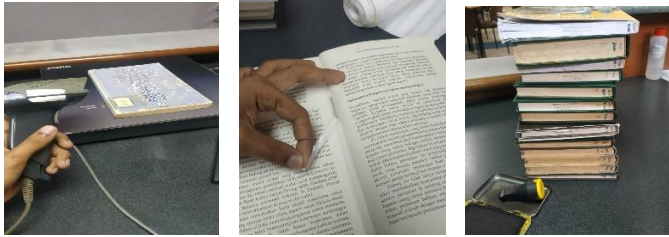


29/ 9/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
2/10/2022 (Sunday)	Assigned for a month in Customer Service Department (Unit Perkhidmatan Perpustakaan). Briefed by Mr. Rosli on the functions and tasks related for this department. Briefed on the steps to check out and check in the book, how to receive cashless payment (printing service and fine payment) at the counters, and his special task which is to stick RFID strips in the books that still do not have RFID security strip in it. Managed to stick RFID strips and register it on RFID device (WISERF) to 40 books on the shelf. Then, fulfilled request by Dr. Muslim to make simple instructions on how to book room/spaces in PTA in Microsoft Powerpoint. Then, check out 4 books sent for Madam. Alina.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
3/10/2022 (Monday)	Joined Minggu Destini Siswa at Dewan Profesional UiTM Machang, which involved in PTA slot in the morning session. The session was conducted by Madam Norfitriah and Madam Nordelina, which to introduce PTA for new part 1 students. Assisted in passing the gift for the students who managed to answer the quiz. After the program, assisted Mr. Nik Md. Faizal to remove old labels on the book and replace it with the new ones. Then stick 12 books on shelf with RFID strips.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
4/10/2022 (Tuesday)	Sticked RFID strips to 25 books on shelf and register the books on RFID device. Then, assists Mr. Nik and Shamilah to replace old labels of books remaining. Managed to replace the labels of 25 books.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
5/10/2022 (Wednesday)	Sticked 35 books on the shelf with RFID strips. Helped Shamilah changed new labels for 21 books.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

2/ 10/ 2022



3/ 10/ 2022



4/ 10/ 2022



5/ 10/ 2022




6/ 10/ 2022

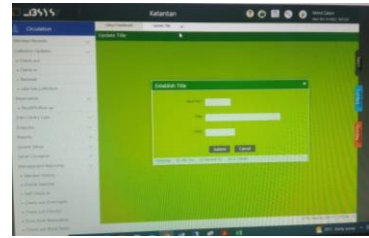


Date	Exact Nature of Work Done	Supervisors Remarks
9/10/2022	Public Holiday (Maulidur Rasul)	
10/10/2022 (Monday)	<p>First day of UiTM Machang students entering the PTA. Received new tasks like monitoring the students who entered the library, and give simple instructions to avoid the student from bringing their bags inside the library and told them to put the bags in the student locker area. Other, check out book for students that want to lend the book and check in the book that returned by the students on wils system. Teached by Mr. Hamka to give tutorial for student that ask on how to use Online Public Access Catalog (OPAC) on finding the books.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
11/10/2022 (Tuesday)	<p>Done regular tasks at the counter. Other, teached few students to use OPAC on finding their needed books and assisted them finding the books on shelf. Then, fulfilled Dr. Muslim request for printing the 'Selawat' paper for Maulidur Rasul event at PTA that will be held on 13/10. Then, went to the last meeting for the CSR program with SMK Hamzah I.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
12/10/2022 (Wednesday)	<p>Visited by 107 form 6 students of SMK Hamzah I in the morning. Started the program with library tour, which explained them on the functions of PTA, available facilities and the book collections in PTA. Then, proceed with talk by Madam Norfitriah (details on PTA organisation), Madam Nordelina (searching technique for students) and Dr. Muslim (reference and citation technique). Then, at 2 pm start started with group activity (LDK), assigned as fasilitator for group 4. Assisted the student to find ideas for task 1 and task 2 and spectated their presentation in the end of program.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>

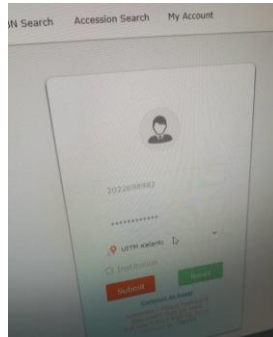
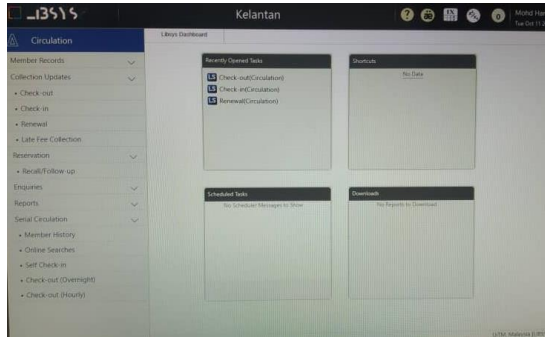
22

Date	Exact Nature of Work Done	Supervisors Remarks
	The program ended at 4.45 pm.	
13/10/2022 (Thursday)	Joined program "Selawat Maulidur Rasul" in the morning Then done the regular tasks at the counter.	
Notes :-	Morning shelving at 8.00 am - 8.30 am (9/10 - 13/10)	
		MUSLIM ISMAIL @ AHMA D Pustakawan Kanan Bekas Universiti Teknologi MARA Cawangan Kelantan.

10/ 10/ 2022



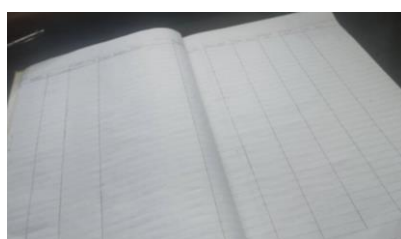
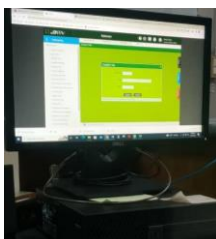
11/ 10/ 2022








12/ 10/ 2022

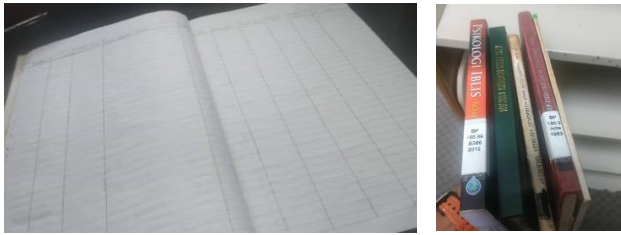


13/ 10/ 2022

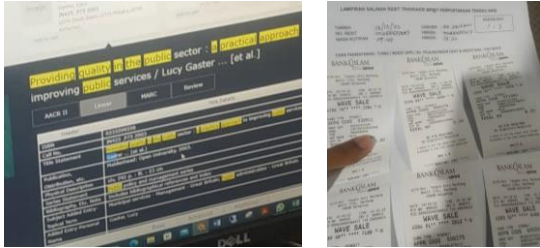


Date	Exact Nature of Work Done	Supervisors Remarks
16/10/2022 (Sunday)	Check-out few books lent by students and received few cashless payments for the printing service. Recorded the payment by writing it in the log book for printing service	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
17/10/2022 (Monday)	Done regular tasks at the counter. Photostat receipts payment of printing service, which was asked by Mr. Rosli to put it in the record file. Then, taught or guided few students to use OPAC and how to connect with wifi for student in PTA.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
18/10/2022 (Tuesday)	Done regular tasks at the counter. Asked by Mr. Zalani to find books on the shelf to reconfirm the book that still not returned by the students.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
19/10/2022 (Wednesday)	Done regular tasks at the counter. Assisted few students on using OPAC and finding their needed books by using assigned call numbers. Check-out few books for students.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
20/10/2022 (Thursday)	Check-in and renew 9 books lent by a lecturer. Then, helped other staffs to set-up and rearrange the desk and chair at second level of PTA for preparation of program "Seminar Antarabangsa Pembangunan Spiritual Melalui Pendekatan Psikospiritual dan Kaunseling" that will be held on 25 October 2022. Assigned as technical committee for the program.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
Notes :-	Morning shelving on 16 October to 20 October from 8.00 am - 8.30 am.	

16/ 10/ 2022



17/ 10/ 2022



18/ 10/ 2022








19/ 10/ 2022

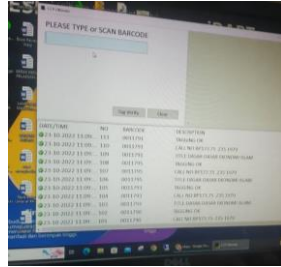
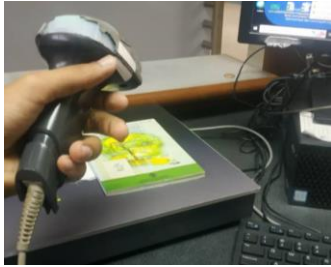


20/ 10/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
23/10/2022 (Sunday)	Sticked RFID strips for 31 books on the shelf and register the tagging on RFID device (WISERF). Then, changed old labels with the new ones for 34 books on the trolley	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
24/10/2022 (Monday)	Public Holiday (Deepavali)	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
25/10/2022 (Tuesday)	Joined the seminar program, "Seminar Antarabangsa, Pembangunan Spiritual Melalui Pendekatan Psikospiritual dan Kaunseling" at level 2 of PTA, from 9.00 am to 5.00 pm. Assigned as technical support and taking the picture during the program.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
26/10/2022 (Wednesday)	Received visit by 147 student for the program, "Lawatan Ilmiah Sekolah Maahad Syamsul Maarif (P)", which held at level 2 of PTA from 9.00 am to 11.00 am. Assigned as technical support for the program and rearranged the desk and chair after the program. Then, done the regular tasks at the counter.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
27/10/2022 (Thursday)	Sticked RFID strips for 15 books and register it on RFID device (WISERF). Then, done regular tasks at the counter, which check-in and check-out books, receive cashless payments and guiding the students to use OPAC system to find their needed books.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
Notes: -	Morning shelving on 23/10 and 27/10 from 8.00 am to 8.30 am.	

23/ 10/ 2022



24/ 10/ 2022

PUBLIC HOLIDAY

25/ 10/ 2022





26/ 10/ 2022



27/ 10/ 2022

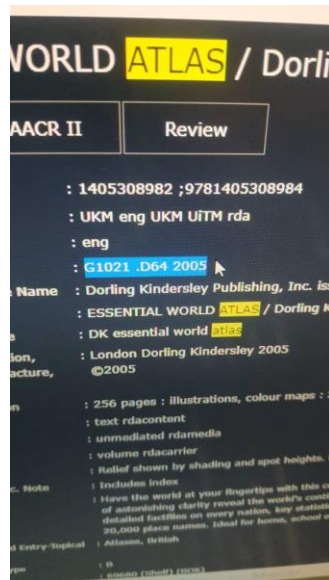
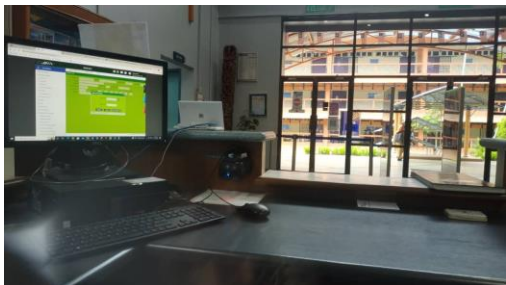




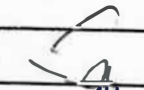
Date	Exact Nature of Work Done	Supervisors Remarks
30/10/2022. (Sunday)	Done regular tasks at the counter. Shelving for syllabus books at level 2 of PTA, for books at the counter trolley. Sorting out materials at reference collections. Then, guided students to find the searched books on OPAC.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
31/10/2022 (Monday)	Done regular tasks at the counter. Guided students on how to use printing machine and to use OPAC. Distributed the QR code for students to answer the survey for Satisfaction level to PTA Library Customer Services.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
Notes: -	Morning shelving on 30 and 31 October from 8:00 am to 8:30 am.	
		MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

30/ 10/ 2022



31/ 10/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
1/11/2022 (Tuesday)	Presented paperwork for program "2 Days @ PTA Bonding Day" which will held at PTA on 12 & 13 December 2022, to Madam Norfitriah. Fix some error in the paperwork, guided by Madam Norfitriah. Managed to fix and finalised the paperwork on this day.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
2/11/2022 (Wednesday)	Assigned for a month in Archive Unit of PTA UiTM Machang. Briefed by Mr. Waqiyuddin on the archival works and tasks, managing file and records by this unit. Learnt on the process of receiving files and documents, how to clean the contents of the file sent by other unit of UiTM (Unit Hal Ehwal Pelajar), and to arrange the contents of the file.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
3/11/2022 (Thursday)	Joined and assisted Madam Norfitriah to give a talk at Seminar Room on program program "Taklimat Unit Arkib Cawangan". Assisted and guided the students on how to install PTA Mobile Apps, MyKM website and Online Finding Archive (OFA). Then, brought students to visit Archive Unit of PTA to them to have a look at records management practice by this unit. Then, continued on cleaning process of the files in the box.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
Notes: -	<ul style="list-style-type: none"> Morning shelving on first-level of PTA on 30 & 31 October and shelving on second-level of PTA (reference books) on 1 till 3 November, from 8:00 am to 8:30 am. 	

1/ 11/ 2022








2/ 11/ 2022



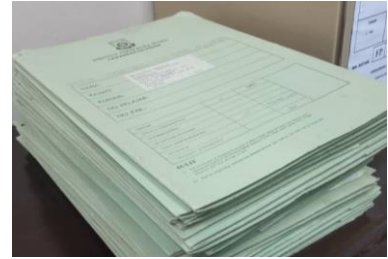
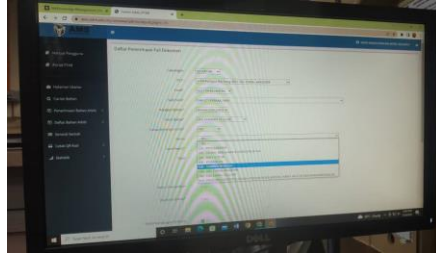
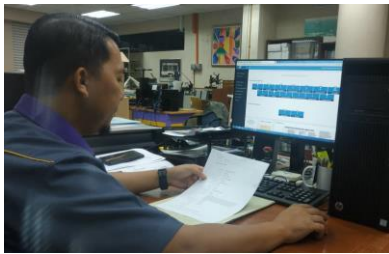
3/ 11/ 2022



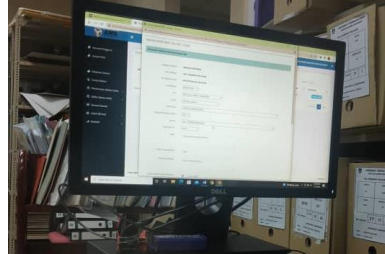
Date	Exact Nature of Work Done	Supervisors Remarks
6/11/2022 (Sunday)	Guided and taught by Mr. Waqiyuddin on how to keep in the metadata at Archival Management System (AMS) on MyKM website. Managed to keep in the metadata for few files.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
7/11/2022 (Monday)	Guided by Mr. Waqiyuddin on how to update the file on AMS system, which to put further details of the type of documents and content that available in the files (students records). Managed to update few of the file remaining.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
8/11/2022 (Tuesday)	Assisted other interns on campaign to promote journals and magazines collection of PTA, and promoted the contest, which was article, journal, online article review contest. Then, continued on updating the file contents on AMS system for remaining files. Managed to complete all files in box.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
9/11/2022 (Wednesday)	Guided by Mr. Waqiyuddin on the next process, which was scanning process. Learnt on how to scan the files content and save the scanned documents in the pen drive. Managed to scan few files. Then, presented to Madam Alina on the paperwork for the program "2-Days @ PTA Bonding Day". Fixed few errors and sent the paperwork to Madam Amesuting for next action.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
10/11/2022.	Joined "Food Sharing" program in the morning. Distributed food and drink to students. Then, continued on scanning few files remaining and assisted other interns on promoting the journals & magazine collection at center.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.

Notes :- Morning shelving at second-level of PTA from 8.00 am to 8:30 am, on 6 till 10 November.

6/ 11/ 2022



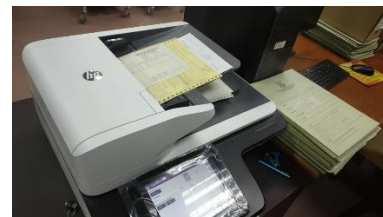
7/ 11/ 2022



8/ 11/ 2022



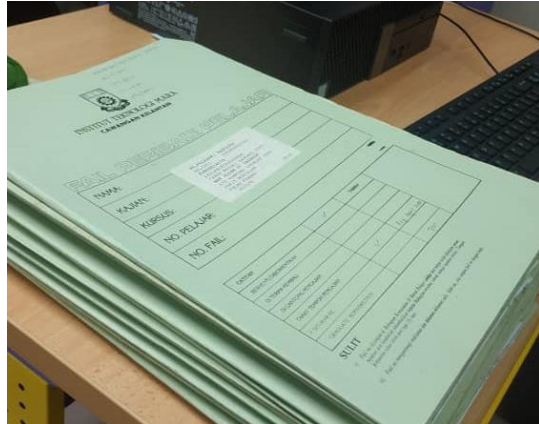
9/ 11/ 2022







10/ 11/ 2022



Name	Date modified	Type	Size
Taklimat Akhir	11/2/2022 3:17 PM	File folder	
wang	4/20/2022 11:14 AM	File folder	
dropbox.device	1/27/2022 9:56 AM	DEVICE File	1 KB
32236	10/25/2022 9:48 AM	Adobe Acrobat D...	3,584 KB
32265	10/25/2022 10:10 AM	Adobe Acrobat D...	4,592 KB
32819	10/26/2022 3:11 PM	Adobe Acrobat D...	5,284 KB
32820	10/26/2022 3:19 PM	Adobe Acrobat D...	1,006 KB
32821	10/26/2022 3:58 PM	Adobe Acrobat D...	4,147 KB
32823	10/26/2022 4:12 PM	Adobe Acrobat D...	2,298 KB
32824	10/25/2022 4:11 PM	Adobe Acrobat D...	3,026 KB
32826	11/6/2022 1:47 AM	Adobe Acrobat D...	313 KB
34642	10/25/2022 1:54 PM	Adobe Acrobat D...	7,901 KB
35010	11/9/2022 11:38 AM	Adobe Acrobat D...	8,019 KB
35025	11/9/2022 4:55 PM	Adobe Acrobat D...	13,319 KB
35028	11/9/2022 4:07 PM	Adobe Acrobat D...	4,994 KB
35031	11/9/2022 3:56 PM	Adobe Acrobat D...	3,800 KB
35035	11/9/2022 3:42 PM	Adobe Acrobat D...	8,344 KB
35047	11/9/2022 3:28 PM	Adobe Acrobat D...	8,940 KB
35095	11/7/2022 11:33 AM	Adobe Acrobat D...	6,530 KB
35098	11/9/2022 12:17 PM	Adobe Acrobat D...	6,523 KB
35101	11/9/2022 11:55 AM	Adobe Acrobat D...	9,868 KB
35101	11/9/2022 11:52 AM	Microsoft Word D...	25 KB
35101	11/2/2022 9:17 AM	Microsoft Word S...	57 KB
RE: Surang Penilaian Semula Rinkod Terbitan...	4/13/2022 9:13 AM	Microsoft Word D...	28 KB
Surang Penyerahan Rinkod Terbitan dan S...	6/21/2022 11:28 AM	Adobe Acrobat D...	3,002 KB
Cover R2L.pptx	11/28/2021 11:05 AM	Microsoft Word D...	14 KB
Desktops Fall	11/11/2022 1:29 PM	Microsoft Word D...	275 KB
Gambar AKAS FB PIA, Perseminan 1 Septe...	6/21/2022 3:28 PM	PDF File	73 KB
HSD	11/22/2022	Microsoft Word D...	10 KB

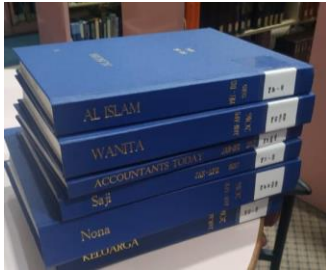


Date	Exact Nature of Work Done	Supervisors Remarks
13/11/2022	Public Holiday (Sultan of Kelantan's Birthday)	
14/11/2022 (Monday)	Assisted Husna Nabila (intern) to clean up the counter for the campaign last week, put the magazines and journals to their original shelves. Shelving all the magazines and journals at second-level of PTA. Then, continued on scanning the files remaining, at archive unit.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
15/11/2022 (Tuesday)	Continued on scanning the files. Managed to finish scanning a box of files and continued on scanning the next box of files. Then, followed Mr. Waqyuddin to Facility Unit of UiTM Machang to observe the records which are files, papers, rolls of building plan that are kept in the Facility Unit.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
16/11/2022 (Wednesday)	Continued on scanning a few of files remaining and save the pdf file of scanned documents in pendrive.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
17/11/2022 (Thursday)	Assigned at the main counter in the morning while all of staffs having a meeting at Seminar Room. Meeting ended at 12:00 noon, then continued on scanning files remaining. Finished scanned all files in the box and labelled the boxes as "done scan". Then, scanned the next box of files available.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
Notes: -	Morning shelving at second-level of PTA (reference books) at 8:00 am to 8:30 am, on 14 - 17 November.	

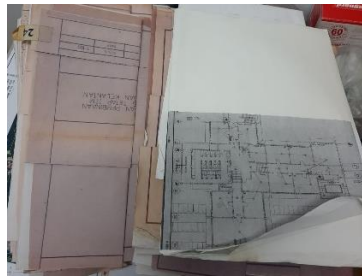
13/ 11/ 2022

PUBLIC HOLIDAY (SULTAN OF KELANTAN'S BIRTHDAY)

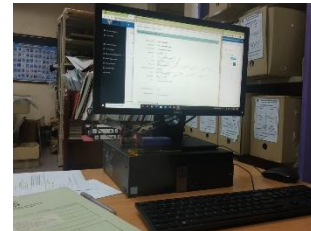
14/ 11/ 2022



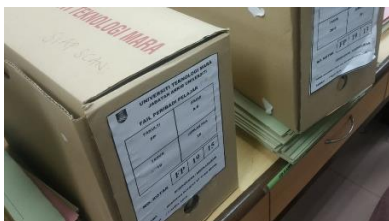
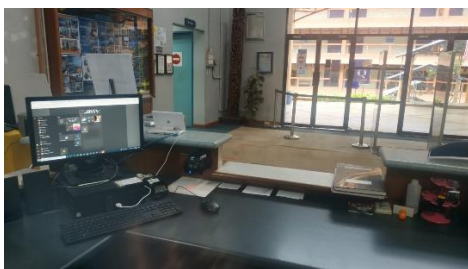
15/ 11/ 2022

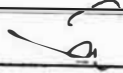





16/ 11/ 2022



17/ 11/ 2022



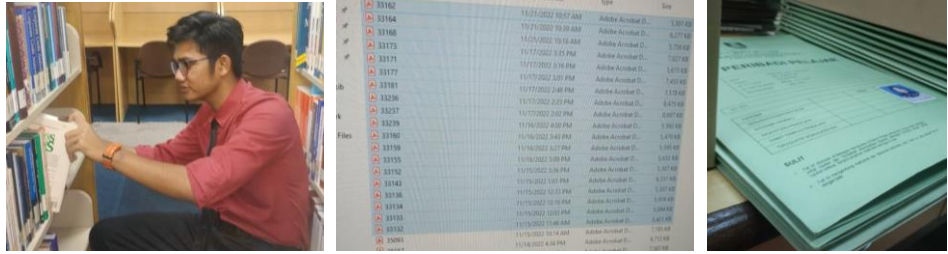
Date	Exact Nature of Work Done	Supervisors Remarks
20/11/2022	Public Holiday (15 th General Election)	
21/11/2022 (Monday)	Continued on scanning few files remaining, and double-checked the scanned documents that was saved in the pendrive. Double-checked for error and mistakes occurred while scanning and take notes of the errors errors, which will be correct when watermarking process of pdf files.	 ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
22/11/2022 (Tuesday)	Asked by Mr. Hamka to pick books on religion, motivation and novels for bulk loan to Facility Unit of UiTM Machang. Then, fix some miscalculations of budget in the paperwork for program "2 Days @ PTA Bonding Day", asked by Madam Atina. Taught by Mr. Waqiyuddin on how to put UiTM watermarks on scanned files and to put password for pdf file to prevent editing function of the pdfs. Then, prepared the labels of plants for mini garden outside of PTA, which preparation for small 'gotong-royong' activity that will held on next day.	 ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
23/11/2022 (Wednesday)	Joined 'gotong-royong' in the morning. Cleaning up the garden by pulling overgrown grass around the garden. Then, guided by Mr. Waqiyuddin to the records storage room to pick old files and records that are needed to be disposed off. Taught by Mr. Zul to dispose the documents and records by using cutting machine.	 ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
24/11/2022 (Thursday)	Second day of 'gotong-royong'. Finish up the cleaning of the garden and managed to put all plants tagging. Then, continued on watermarking process and security of pdf files.	 ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.

Notes: - Morning sheling from at 8:00am to 8:30am on 21-24 November 2022.

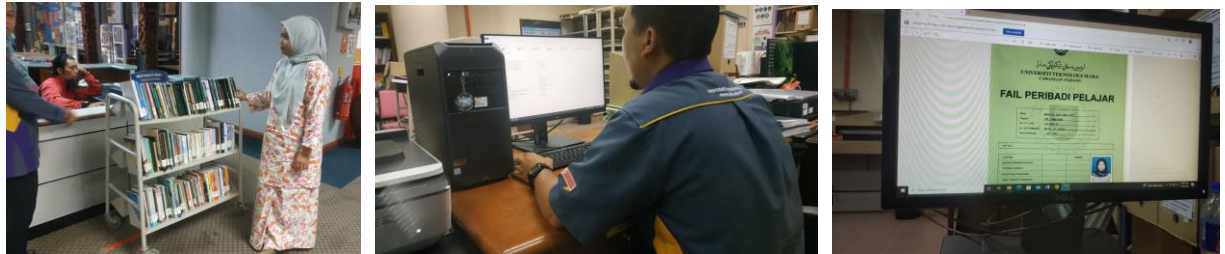
20/ 11/ 2022

PUBLIC HOLIDAY (15TH GENERAL ELECTION)

21/ 11/ 2022



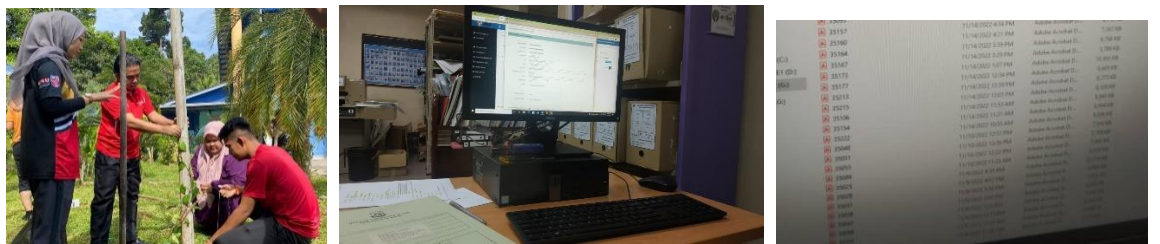
22/ 11/ 2022






23/ 11/ 2022



24/ 11/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
27/11/2022 (Sunday)	Disposed few old documents like punch cards, files of papers, receipts, etc, by using cutting machine. Then, helped other staffs to make preparations for working visit by Chief Librarian on 29 November (Tuesday). Helped by arranging chairs, furnitures, etc. at Seminar Room. Then, continued on watermarking process of remaining pdf documents.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
28/11/2022	Public Holiday (PM10)	
29/11/2022 (Tuesday)	Received visit by Chief Librarian of UiTM, YAB Mr. Jamaluddin Haji Sulaiman, and most of the staffs went to Seminar Room to attend talk from him. Assigned at counter of second-level of PTA temporarily. After that, continued on watermarking process of pdf documents at Archive Unit and prepared the photo booth for program "2 Days @ PTA: Bonding Day".	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
30/11/2022 (Wednesday)	Continued on watermarking the pdf documents. Then, continued on preparing the photo booth with help by Nordalila (intern). Attended and conducted the first meeting for our program, "2 Days at PTA Bonding Day", which presenting the paperwork for all staffs of PTA.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
1/12/2022 (Thursday)	First day assigned at Administration Unit of PTA. Conducted second meeting for our program, which discussed on all the activity that will be held on that day with all involved staffs. Then, continued on designing for activity posters for the program and other preparations.	

Notes :- Morning shelving at 8:00 am till 8:30 am from 27th November to 1st December 2022.

27/ 11/ 2022



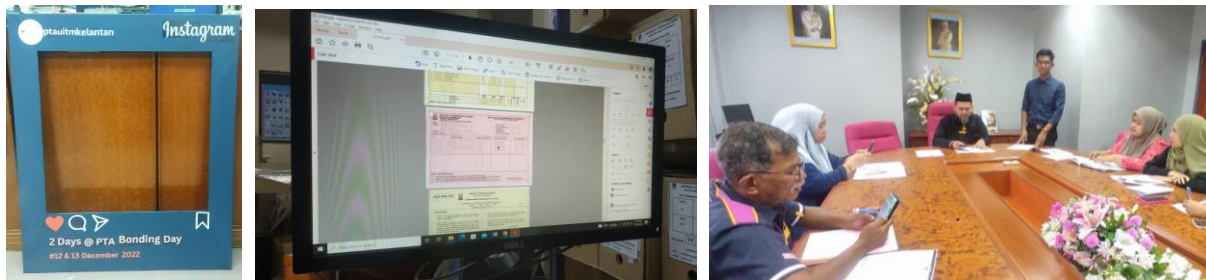
28/ 11/ 2022

PUBLIC HOLIDAY (10TH PRIME MINISTER)

29/ 11/ 2022





30/ 11/ 2022



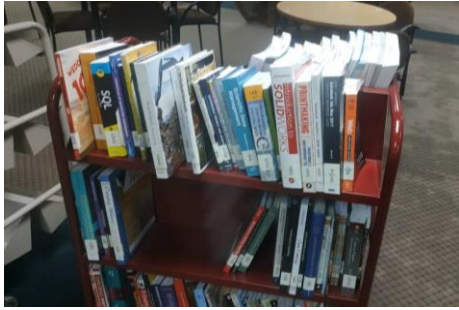
1/ 12/ 2022



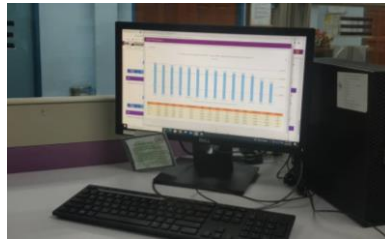
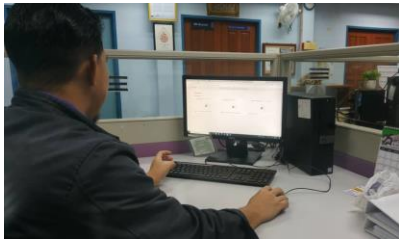
Date	Exact Nature of Work Done	Supervisors Remarks
4/12/2022 (Sunday)	Putting new books that are released for circulation at the trolley, asked by Dr. Muslim Then, continued on fixing the photo booth for the program by replacing the font with help by Mr. Zul.	
5/12/2022 (Monday)	Guided by Mr. Ridzwan on the process for keep in the Institutional Repository (IR) on My Knowledge Management website. Mr. Ridzwan also guided on how to enter the meta data for the pdf materials to be keep in IR of UiTM Digital Library for Machang Campus. Then, helped other interns to make preparation for program activities (PTA Roda Impian & Mystery Box)	 NORFITRIAH MAT SEMAN <small>PUSTAKAWAN KEMAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 71000 MACHANG, KELANTAN</small>
6/12/2022 (Tuesday)	Continued on making preparation for program "2 Days @ PTA: Bonding Day" by updating the rules of the games prepared on that day. Then, continued on designing posters for games to promote to the participants, with help by Mr. Hazrie.	
7/12/2022 (Wednesday)	Prepared on making the questions on google form for quiz Infohunt quiz, that will be held on 12 December in the program. The questions been made required the Students to use MyKM website to find the answers. Then, asked by Mr. Zul to repaint the box for Wakaf Buku 2.0.	 NORFITRIAH MAT SEMAN <small>PUSTAKAWAN KEMAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 71000 MACHANG, KELANTAN</small>
8/12/2022 (Thursday)	Held final meeting with activity committee for the program, which highlighted on the games and staffs in charge of every games. Then, picked books for activity "Let's Guess My weight", which participant must guess the right weight of the books to win.	

Notes:- Morning shelving from (8:00 am - 8:30 am) on 4/12 till 8/12.

4/ 12/ 2022

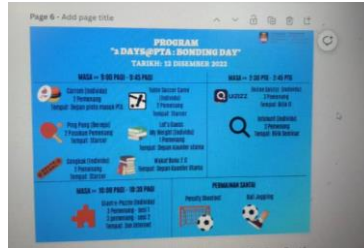


5/ 12/ 2022

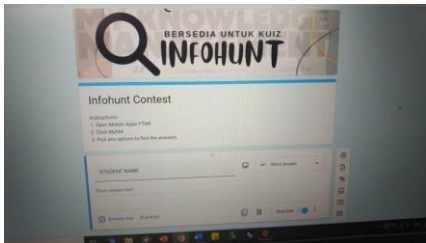


6/ 12/ 2022

No	Nama	Alamat	Telepon	Waktu
1	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
2	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
3	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
4	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
5	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
6	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
7	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
8	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
9	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
10	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
11	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
12	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
13	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
14	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00
15	Yusuf M. S. P.	Jember	031-833-1111	08.00-11.00

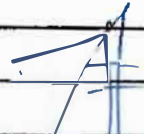



7/ 12/ 2022

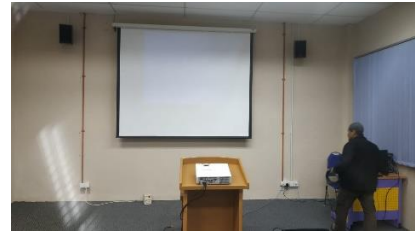


8/ 12/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
11/12/2022 (Sunday)	Continued on making preparation for program "2 Days @ PTA Bonding Day", by preparing and arranging the furniture for the games like Ping Pong, congkak, table soccer, etc. Then, re-check all the PCs functionality at Internet Zone which will be used for game: "Giant e-Puzzle". Then, prepared Seminar Room for game: "Online Quizizz" by setting up LCD with Mr. Hisham.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN
12/12/2022 (Monday)	First day of program "2 Days @ PTA Bonding Day". Started the day with morning aerobics with PTA staff and become instructors together with other interns. Then, I was in charge for Ping Pong game as referee and preparing matches and briefed the rules to the participants. After lunch, continued with in charge of quiz game, "Infohunt" by preparing computers in IT Room. Then, briefed the participants on instruction of this quiz game. Done for day 1 of our program.	
13/12/2022 (Tuesday)	Second day of program 2 Days @ PTA: Bonding Day. Started the day by being instructor with other interns for morning aerobics among the staffs. Then, in charge of game "Spell it Right", held at level 1 of PTA, then finding the winners for the game. After the last game, prepared the place at level 1 of PTA for prize giving and closing ceremony of our program. Then, gave speech as program director, prize giving ceremony and closing of our program. Lastly, taken the picture with all participants winners and staffs involved as memorial.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN

11/ 12/ 2022



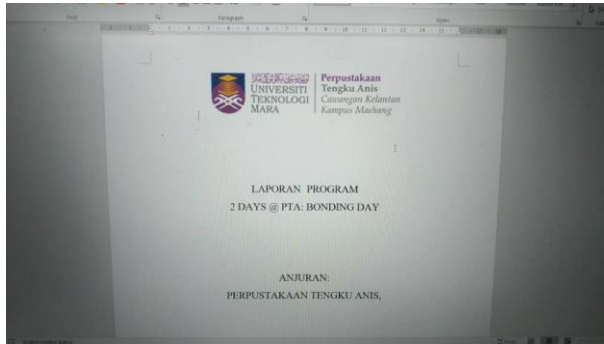
12/ 12/ 2022



13 / 12/ 2022


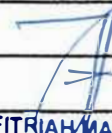


14/ 12/ 2022



15/ 12/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
18/12/2022 (Sunday)	Joined program "Wake Up Call Your Image: From Campus to Corporate" and assigned as dual reciter. Helped the program speaker on distributing materials like mahjong paper, A4 paper, pens and markers, also notepads to the participants. At 1 pm, had to back home early due to heavy rain that may cause flash flood on the way home.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 1550 MACHANG, KELANTAN
19/12/2022 (Monday)	Was on leave due to unable to use the road to workplace that already heavily flooded, that caused by heavy rain for 2 days straight.	
20/12/2022 (Tuesday)	Helped other staffs to rearrange the furnitures at level 1 of PTA. Then, guided by Madam Amesuting on how to records the letter of appointment of the staffs for past programs done by PTA organisation. The letters were last recent months, and recorded their details by writing the appointed name of staffs and page numbers at the front of the file. The file is labelled 500 - CK (PTA / UPTD 23/1) Jilid 11, Perjawatan / Perkhidmatan.	
21/12/2022 (Wednesday)	Asked by Madam Norfitriah to separate the CD-ROM from their cases and put it in the plastic sheet, then put the empty cases in the cupboard. Managed to separate them for 12 boxes of CD-ROM.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 1550 MACHANG, KELANTAN
22/12/2022 (Thursday)	Continued on separating the CD-ROM with their cases, and managed to separate them for 6 boxes of CD-ROM.	
Notes :-	Morning shelving (8:00am - 8:30am) from 18/12 - 22/12.	

18/ 12/ 2022



19/ 12/ 2022

ON LEAVE

20/ 12/ 2022





21/ 12/ 2022



22/ 12/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
25/12/2022	Public Holiday (Christmas Eve)	
26/12/2022 (Monday)	Separated all the CD-ROM with their cases and keep the cases in CDs in the plastic sheet. Then, guided by Mr. Nik Faizal on the process of newspaper management and preservation in PTA. Shown by Mr. Nik Faizal on the past newspaper cutting records stored at FBR counter at level 1 of PTA.	 NORFITRIAH MAT SEMAN <small>PUSAT KAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN</small>
27/12/2022 (Tuesday)	Pasted posters about "Paper usage practice in office" on information board at Administration Unit and in front of main counter, asked by Madam Norfitriah. Then, started writing reports for industrial training.	
28/12/2022 (Wednesday)	Writing reports for industrial training. Then, asked by Dr. Muslim to bring the syllabus books to level 1 of PTA by using lifts to put at syllabus shelf.	
29/12/2022 (Thursday)	Continued writing reports for industrial training.	NORFITRIAH MAT SEMAN <small>PUSAT KAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN</small>
Notes: -	Morning shelving (8:00 am - 8:30 am) from 25/12 to 29/12.	

25/ 12/ 2022

PUBLIC HOLIDAY

26/ 12/ 2022



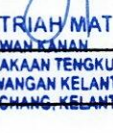


27/ 12/ 2022



28/ 12/ 2022



Date	Exact Nature of Work Done	Supervisors Remarks
1/1/2023 (Sunday)	<p>Started the day by bringing syllabus books to level 1 PTA by using lift, asked by Dr. Muslim.</p> <p>Then, bring open shelves books (OSS) at level 1 to ground level of PTA, asked by Mdm. Azrina.</p> <p>Then, guided by Mr. Nazrul Hisham on Information System Unit or Digital Library Unit, on his tasks which are website maintenance, facility maintenance, disposal of equipments, etc.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
2/1/2023 (Monday)	<p>Continued on writing report for industrial training.</p> <p>Then, asked by Madam Norfitriah to introduce and promote the PTAR Mobile Apps for students who still not install the apps and take their picture to upload at social media of PTA (Jelajah Library Mobile Apps @ PTA 2023).</p>	
3/1/2023 (Tuesday)	<p>Started the day by taking out books that already released for circulation by Dr. Muslim. Then, assigned at main counter when all staffs attended the meeting at Seminar Room. Then, assisted students to find newspaper cutting at KBR counter.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
4/1/2023 (Wednesday)	<p>Asked by Mr. Ridwan to inform Mr. Hisham to update the new total number of facility available at PTA for year 2023. Then, continued on promoting PTAR Mobile Apps for students and take pictures.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
5/1/2023 (Thursday)	<p>Assigned at Internet Zone counter. Continued on promoting PTAR Mobile Apps and helped few students to find book on the shelves, which they browse through OPAC.</p>	

Notes: - Morning shelving from 8:00 am - 8:30 am (1/1 - 5/1/2023)

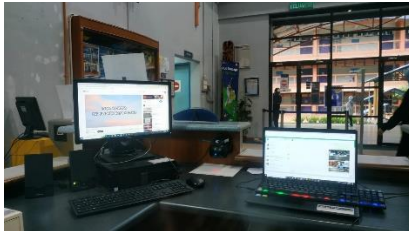
1/ 1/ 2023



2/ 1/ 2023



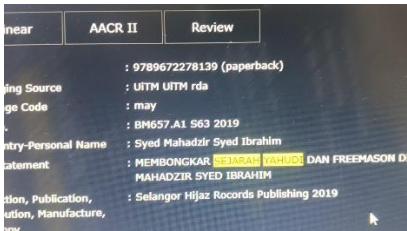
3/ 1/ 2023

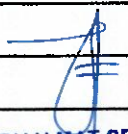



4/ 1/ 2023



5/ 1/ 2023

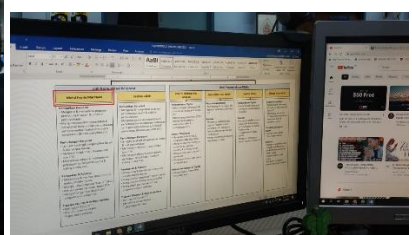


Date	Exact Nature of Work Done	Supervisors Remarks
8/1/2023 (Sunday)	Assisted Dalila (intern) to keep in data for Institutional Repository (IR) materials. Keep in metadata and upload 5 pdf files on IR at My Knowledge Management (admin) website.	
9/1/2023 (Monday)	Started the day by bringing syllabus books to the level 1 of PTA. Then, briefed and guided by Mr. Hazrie on his tasks at Administration Unit of PTA, which updating information at PTA ..Social media (Facebook, Twitter, etc.)	 NORFITRIAH MAT SEMAN <small>PUSTAKAWAN KANAN PERPUSTAKAAN TENKU AMS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</small>
10/1/2023 (Tuesday)	Asked by Mdm. Norfitriah to make book review for 10 books that are less borrowed by users. Then, find essential information of the books, like title, call numbers, author, ISBN and synopsis, etc. Managed to review 7 books and put in the form of Microsoft Word and sent to Miss Saizina.	<small>PUSTAKAWAN KANAN PERPUSTAKAAN TENKU AMS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</small>
11/1/2023 (Wednesday)	Asked by Mdm. Norfitriah to assist Mr. Zul to finish pasting cover for notepads, which will be used as doorgift for tomorrow program (UITM Campus Tour). Managed to finish 200 notepads with help by Nordalila (intern).	
12/1/2023 (Thursday)	Received visit from 200 students from five different schools. Assisted by distributing doorgift for the participants and helped other staffs to control students' movement during the library tour. Then, continued on book review task.	 NORFITRIAH MAT SEMAN <small>PUSTAKAWAN KANAN PERPUSTAKAAN TENKU AMS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</small>
Notes: -	Morning shelving at 8:00am - 8:30 am (8 Jan - 12 Jan)	

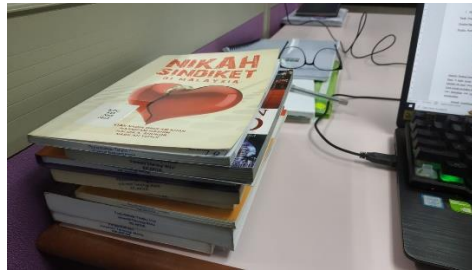
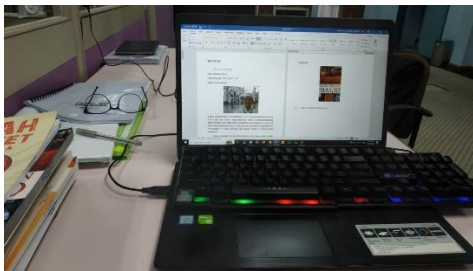
8/ 1/ 2023



9/ 1/ 2023



10/ 1/ 2023





11/ 1/ 2023



12/ 1/ 2023

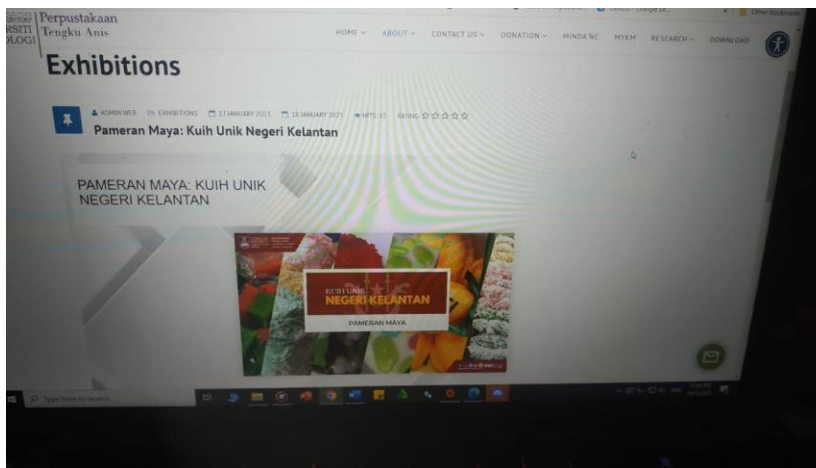


Date	Exact Nature of Work Done	Supervisors Remarks
15/1/2023 (Sunday)	Continued the book review task. Then, asked by Madam Norfitriah to pick a title, which for online exhibition at PTA official website. Then, picked title "Pameran Maya: Kuih Unik Negeri Kelantan", which assisted by Mdm. Norfitriah. Then, find the information related to the title.	
16/1/2023 (Monday)	Continued on online exhibition task. Then, inserted the information on Canva.com for designs of the exhibition theme.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG CAWANGAN KELANTAN KAMPUS MACHANG 18000 MACHANG, KELANTAN
17/1/2023 (Tuesday)	Added few additional information related to the title on Canva website, with help by Miss Sazlina and Mr. Hazrie.	
18/1/2023 (Wednesday)	Finished the exhibition task with help by Mr. Hazrie and Ms. Sazlina. watched the exhibition on PTA official website.	
19/1/2023 (Thursday)	Continued on book review task. Finished reviewed 17 books and sent it to Miss Sazlina. to put it on social media as weekly post.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG CAWANGAN KELANTAN KAMPUS MACHANG 18000 MACHANG, KELANTAN
Notes:-	Morning shelve at 8:00 am - 8:30 am (15 Jan - 19 Jan)	

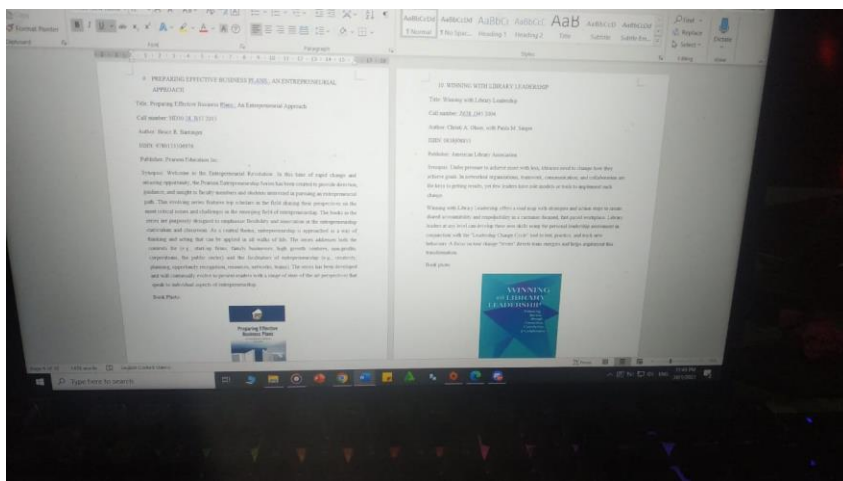
16/ 1/ 2023





18/ 1/ 2023



19/ 1/ 2023



Date	Exact Nature of Work Done	Supervisors Remarks
22/1/2023	Public Holiday (Chinese New Year)	
23/1/2023	Public Holiday (Chinese New Year)	
24/1/2023 (Tuesday)	Assigned with Mr. Helmi for final weeks and asked by him to print and put labels (ID number for IR) on CD-ROM as IR materials.	
	Printed the new labels at Catalog Unit. Then, stucked the labels at the spine of the CD-ROM cases.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
25/1/2023 (Wednesday)	Asked by Madam Norfitriah to replace old labels on thesis/student project hardback books at KBR shelves. Printed the new labels (IR ID number) at Catalog Unit and stucked the new labels with help by Daiila (intern).	
26/1/2023 (Thursday)	Continued on sticking new labels to thesis/student project hardback books. Then, asked by Madam Norfitriah to count latest number of collection available at KBR shelves, which are IR CD-ROMs and thesis/student project.	
		
		NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.

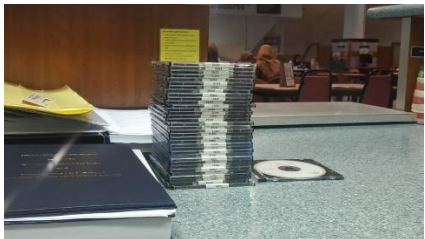
22/ 1/ 2023

PUBLIC HOLIDAY

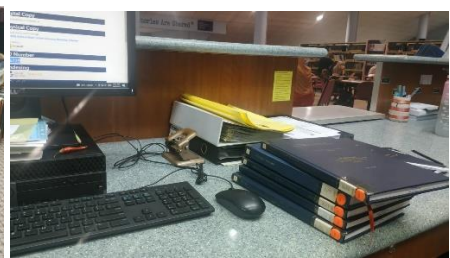
23/ 1/ 2023

PUBLIC HOLIDAY

24/ 1/ 2023




25/ 1/ 2023

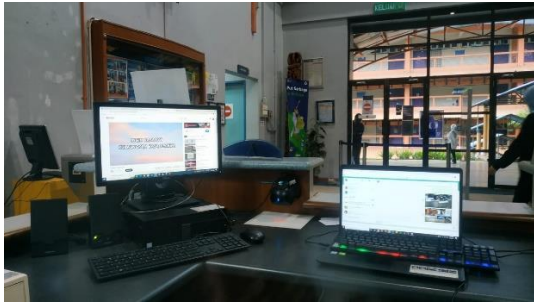


26/ 1/ 2023

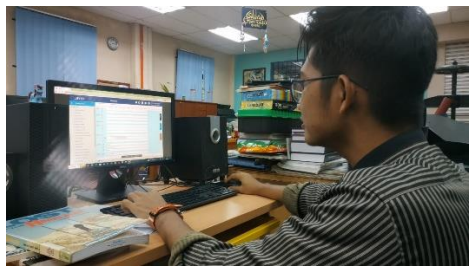


Date	Exact Nature of Work Done	Supervisors Remarks
29/1/2023 (Sunday)	Assigned at main counter while all PTA staffs have a meeting at Seminar Room. Then, attended appreciation ceremony held by PTA staffs to celebrate the end of industrial training for us. After that, continued on replacing labels of thesis/student project books at KBR counter.	
30/1/2023 (Monday)	Continued on replacing labels for thesis/student project books at KBR counter. Then, went to Archival Unit to learn on how to make hardback books with Mr. Zul. Then, assisted Mr. Waqiyuddin on keep in the data for computerized catalog in Wils system by using RDA description method.	
31/1/2023 (Tuesday)	Last day of internship at PTA. Finalized the report writing for 5 months of industrial training.	
Notes: -	Morning shelving at 8:00 am - 8:30 am from 29 Jan - 31 Jan 2023.	
		 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UI TM CAWANGAN KELANTAN KAMPUS MACHANG, 19500 MACHANG, KELANTAN.

29/ 1/ 2023



30/ 1/ 2023



31/ 1/ 2023

