



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 CAWANGAN KELANTAN  
KAMPUS MACHANG**

**PREPARED BY:**

**NUR SHAMILAH BINTI MAT SEMAN  
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**BACHELOR OF INFORMATION SCIENCE (HONS)  
LIBRARY MANAGEMENT**

**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,  
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**UiTM CAWANGAN KEDAH  
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**1<sup>ST</sup> SEPTEMBER 2022 – 31<sup>ST</sup> JANUARY 2023**

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## **ABSTRACT**

This industrial training report consists of four chapters that includes the introduction, organization information, industrial training activities and conclusion. I have made application to do industrial training at an academic library which known as Perpustakaan Tengku Anis, UiTM Cawangan Kelantan. Industrial training started from 1<sup>st</sup> September 2022 until 31<sup>st</sup> January 2023. Within the five months of practical training at the library, I was given tasks that related to library field. On the first day I reported myself at the library, Madam Norfitriah binti Mat Seman that positioned as the Librarian and my supervisor in PTA give the industrial training schedule by. In addition, I gained much knowledge, experiences, and new skills especially when I was training under different department at PTA such as Corporate Communication Unit, Printed Resource Unit, Electronic Source Unit, Customer Service Unit and others. During industrial training I was able to experience the work environment in library field.

*Keywords: Perpustakaan Tengku Anis, UiTM Cawangan Kelantan, Library, Practical Training, PTA Department,*

## **ACKNOWLEDGMENT**

First, I am very grateful to the Allah SWT for all the blessing and the guidance that He has gave to me until I was able to complete this industrial training report. I would like to express a big thanks and give my appreciation to all the people who always supporting and helping me in accomplishing this industrial training report.

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CHAPTER 1:  
INTRODUCTION TO  
THE  
ORGANIZATION

# **CHAPTER 1**

## **INTRODUCTION TO THE ORGANIZATION**

### **1.1 INTRODUCTION**

Industrial training is a course that must be done by all the final year bachelor's degree's students of Bachelor of Information Science (Hons) Library Management which also known as IM244 program. Students need to experience five months of industrial training which started from 1<sup>st</sup> September 2022 until 31<sup>st</sup> January 2023 in order to fulfil the requirement of the academic course subject of Industrial Training under the code IMC690. Moreover, students were given option to choose two organizations as placement for the industrial training. As for that, I have to prepare all the documents needed to make application to the organization. Besides that, I have to hand it to my lecturer first as she wants to make sure that the documents were complete. Then, after I got approval from my lecturer, I proceed to send the documents of application to the organization. As for that, I had chosen to apply at Perpustakaan Tengku Anis, UiTM Cawangan Kelantan as a placement for my industrial training and fortunately they accepted my application. From this industrial training, I was expected to experience and contribute as much as I can along the 5 months' duration of this industrial training at the organization that I had choose. Thus, I was required to prepare an industrial training report that consists of all the activities I have involved and my contribution throughout the industrial training.

## 1.2 BACKGROUND OF ORGANIZATION

Libraries at the UiTM Machang, Kelantan campus were opened in 1985 at the Kijang campus, but since 1996 have been provided out of the UiTM Library on the new Bukit Ilmu campus. In honour of the former YMM Raja Perempuan Kelantan, Tengku Anis Ibni Tengku Abdul Hamid, the UiTM Kelantan Library changed its name to Tengku Anis Library (PTA) on 25<sup>th</sup> July 2008. By providing a wide range of services, a large number of collections, cutting-edge technology, and up-to-date information, the UiTM Library Kampus Machang plays an important role in supporting all learning, teaching, research, and knowledge development initiatives at UiTM.



*Figure 1.1: Building of Perpustakaan Tengku Anis*

### 1.3 LOCATION OF PERPUSTAKAAN TENGKU ANIS

The following is the location of the Tengku Anis Library located at UiTM Machang Kelantan.

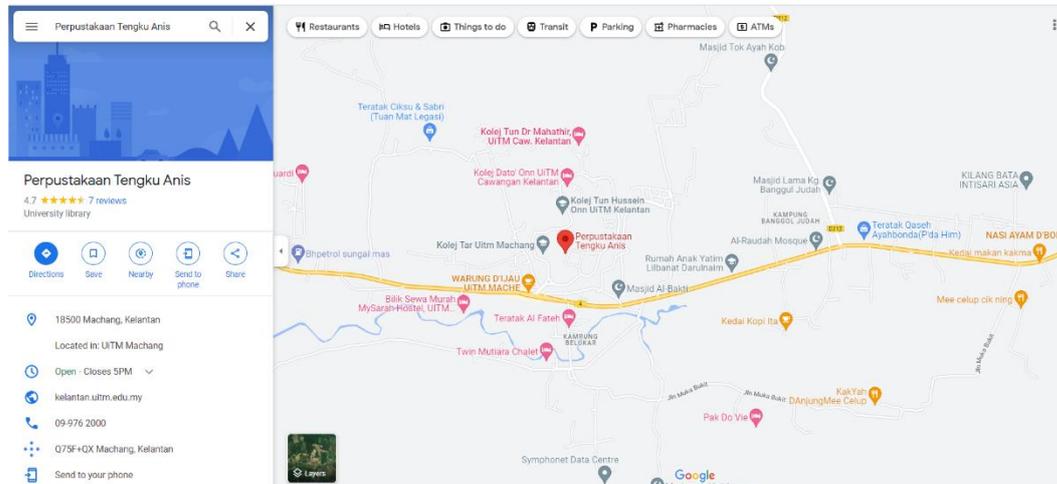


Figure 1.2: Location of Perpustakaan Tengku Anis

### 1.4 CONTACT INFORMATION OF PERPUSTAKAAN TENGKU ANIS

Table 1.1: Contact Details of Perpustakaan Tengku Anis

<b>NAME</b>	<b>PERPUSTAKAAN TENGKU ANIS, UiTM MACHANG, KELANTAN</b>
<b>ADDRESS</b>	Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan Bukit Ilmu, 18500 Machang Kelantan Darul Naim, Malaysia
<b>PHONE NUMBER</b>	09-9762328   2343
<b>OFFICIAL WEBSITE</b>	<a href="https://kelantan.library.uitm.edu.my/">https://kelantan.library.uitm.edu.my/</a>
<b>EMAIL</b>	

## 1.5 PERPUSTAKAAN TENGKU ANIS (PTA) LOGO



This logo consists of 4 main colours:

1. Dark blue: means the maturity of an institution of higher learning that offers various levels of study.
2. Purple: symbolizes global excellence in knowledge.
3. Yellow: symbolizes the sovereignty of the Malay Rulers and the Malay struggle in brighten the quality of education.
4. White: means the purity and purity of knowledge offered to students

Description of every part in the logo:

1. The complete rectangular diamond shape at the top of the five books symbolizes the quality of the results of knowledge acquisition at Universiti Teknologi MARA.
2. Five forms that resemble books that rise to the top symbolize the diversity of fields of knowledge and the diversity of levels of study offered such as Certificates, Diplomas, Bachelor's Degrees, Master's Degrees and Doctor of Philosophy Degrees. These five forms also symbolize the Pillars of Islam which are the core of student development.
3. The book placed on the rihal became the basis for the formation of the Universiti Teknologi MARA logo. The use of books symbolizes the source of knowledge. As an institution of higher learning, the core of all knowledge. Included in the field of science and technology presented to students is based on the knowledge of the Qur'an and the Sunnah.
4. The use of rihal symbolizes the university as a square to impart and transmit knowledge.
5. Two keris cross symbolizes the sovereignty of the Malay Rulers and the Malay struggle to uphold excellence and sovereignty of the nation.

6. The shape of the semi-polished diamond is symbolic of the role of Universiti Teknologi MARA to develop Bumiputeras to become a nation that excels, works hard and is pious.
7. The round shape in the overall shape of the logo symbolizes MARA University of Technology as a global, superior and competitive university.

## **1.6 OBJECTIVES OF PTA**

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.

## **1.7 VISION AND MISSION**

### **VISION**

Make UiTM an excellence-based university of excellence and academic excellence to lead the dynamic of bumiputera in all world-class professional fields to be born competitive, global and ethical graduates.

### **MISSION**

A catalyst for knowledgeable UiTM citizens through the access to comprehensive, relevant and up-to-date information and quality facilities to meet the needs of teaching, learning and research.

## 1.8 CLIENT'S CHARTER

**PTAR is committed in providing world-class environment, services, and resources to enhance the study, research and teaching experiences.**

Our 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

## 1.9 OPENING HOURS OF PTA UiTM

*Table 1.1: Opening Hours of PTA UiTM*

DAY	TIME
Sunday-Wednesday	8.30am - 4.30pm
Thursday	8.30am - 3.00pm
Friday/Saturday/Public Holiday	Closed

## 1.10 LIBRARY FLOOR PLAN

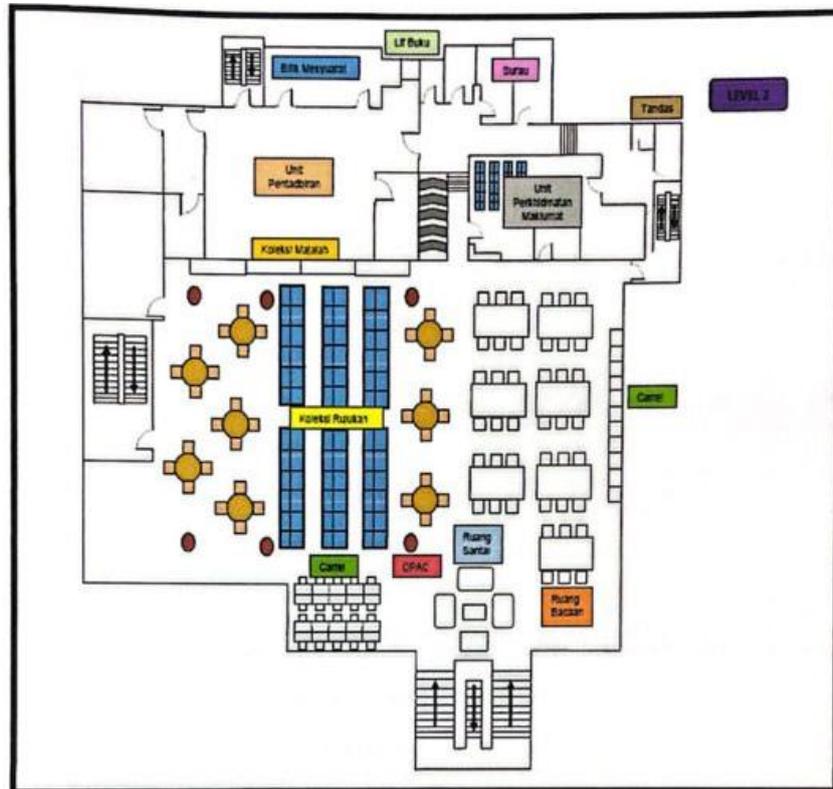


Figure 1.3: Library Floor Plan Level 1

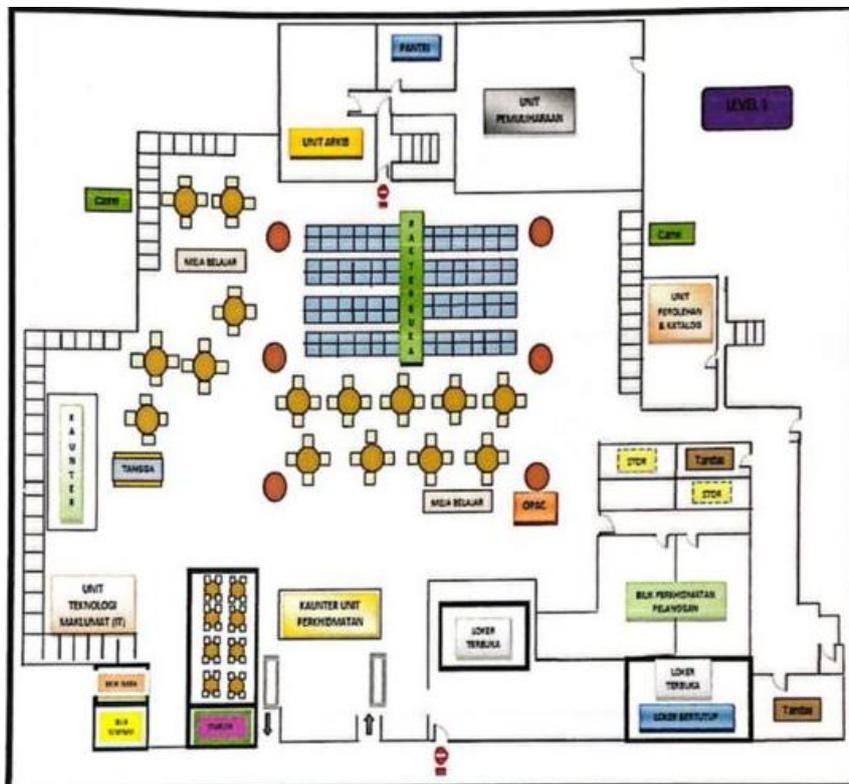


Figure 1.4: Library Floor Plan Level 2



## 1.13 MANAGEMENT OF TENGKU ANIS LIBRARY



Figure 6: Management of Tengku Anis Library

Management is handled by Mrs. Alina binti Hussein, Deputy Chief Librarian, with the help of Four Senior Librarians and twenty-two support staff members. Since May of 2017, the Tengku Anis Library's operations and library system have been powered by the WILS rather than the ILMU.

### Deputy Chief Librarian



The library is managed by Mrs. Alina Bt. Haji Hussien which is the Deputy Chief Librarian in UiTM Kelantan. The three librarians are responsible for assisting the head librarian where each one of them hold different department in the library. Others include 22 overall staff of the library that holds various positions from assistant librarian to administration duty.

The head department is responsible in making sure that all activities or programs carried out by the library are done with maximum effectiveness where other officer will provide assistance and guidance. Each library department will be monitored, and objectives set within each department are achieved by the commitment of the librarian in charge.

Department such as cataloguing, or reference section is managed so that it can serve its purpose to support the library community

#### **1.14 BUIDING OF PTA UiTM**

Tengku Anis Library is a library located in UiTM Machang Kelantan. This library has two levels in a building. Although this library is not big, it provides a variety of learning equipment not only to students but also to academics and non-academics who are interested in finding information in this library.

In this building, it has been divided into several sections which are specifically for students, meetings, IT rooms and so on. The variety of services and services provided has given a great advantage to students at UITM.

#### **1.15 SERVICES AND FACILITIES PROVIDED**

Tengku Anis Library is a library that provides various programs and special facilities for those who teach and study specifically at UITM Machang Kelantan. The following are the services and facilities available in the Tengku Anis Library:

1. Borrow / Return
2. Referral & Reader Service
3. Reserve Material Group (KBR)
4. Book Order
5. Serial Publications / Journals / Magazines
6. Online Journal (Online Journal
7. Database
8. Compact Disc / CDROM
9. Inter-Library Loan Scheme
10. Internet / Scan
11. Integrated Library Management Utility (ILMU) and OPAC (Online Public Access Catalog)

## **1.16 MEMBERSHIP**

All UiTM personnel and students are automatically members of the library. However, a security deposit will be required for part-time and contract employees. Borrowing eligibility is determined by the user type.

## **1.17 FINE**

The fee for returning a book late is 20 cents each day. The library counter is open for transactions whenever the building is open (8.30 am – 4.30 pm).

## **1.18 MISSING BOOKS**

Immediately, report at the library desk. The amount is made up of a late return fine, the cost of the book, and RM20.00 for the processing fee.

## **1.19 DISCIPLINE**

Users must follow all of the library's policies. If anyone is discovered to be breaching the rules, they will face disciplinary action. According to the UiTM Student Affairs Division, students are expected to wear their student card at all times while in the library; failure to do so will result in disciplinary action.

## **1.20 OTHER SERVICES**

1. Search, loan, return, book ordering services through the ILMU system (Integrated Library Management Utility).
2. Unlimited informational search for free over the Internet.
3. Information retrieval using CD-ROM and CD-Net Online Data.
4. Domestic and foreign magazine services.
5. Search for materials outside of this library through the Publication Supply System.
6. Information about domestic/overseas universities through the University Prospectus Collection.
7. A collection of PhD and Master's Theses of UiTM staff and students' end-of-year project projects.
8. The library staff is always ready to assist you in finding materials.

## 1.21 DRESS CODE FOR STUDENTS



Figure 1.7: Dress Code for Male Students

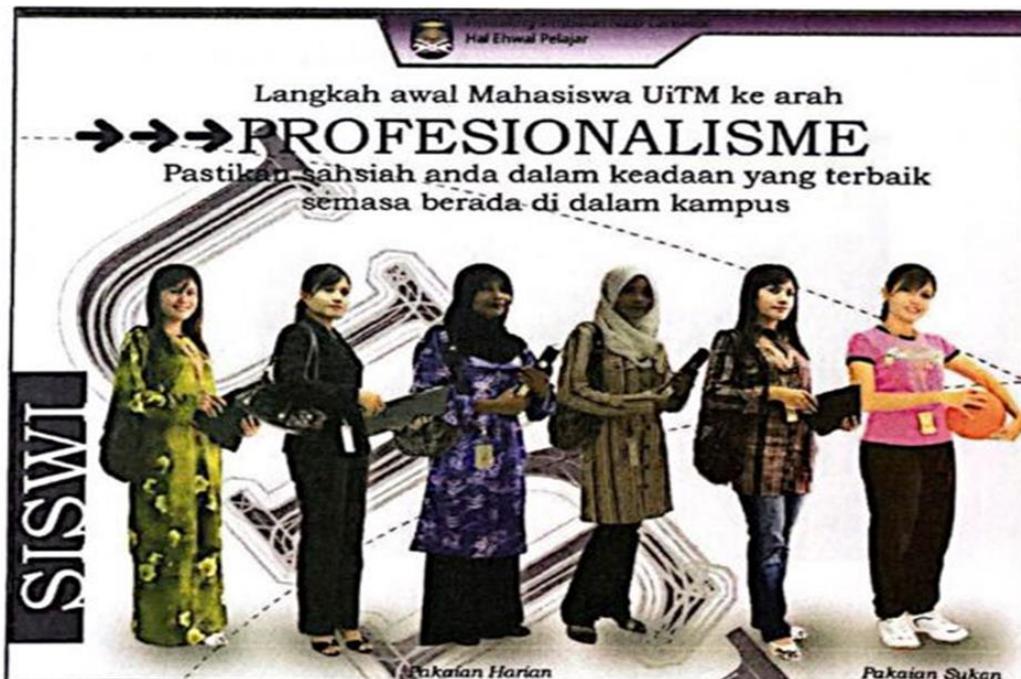


Figure 1.8: Dress Code for Female Students

## 1.22 FACILITIES PROVIDED IN LIBRARY

### 1.22.1 Starco



*Figure 1.9: Starco in Perpustakaan Tengku Anis*

PTA Starco is one of the open spaces made for students to read books and also study. This space is made for students who want to study in a more relaxed atmosphere in the library of Tengku Anis Library, UiTM Machang. This space provides several sofas and tables that can be used by students.

### 1.22.2 Seminar Room



*Figure 1.10: Seminar Room Perpustakaan Tengku Anis*

The word "seminar room" is frequently used to refer to a generalised group study or work area at a library. Some seminar rooms are specifically created for a seminar course or for private self-study, with a greater focus on a particular subject or field.

One of the advantages provided by Tengku Anis Library is providing a Seminar Room. Often this seminar room will be used by classes or student meetings. The students should book according to the available time to the library, and it should be done in advance.

- Equipment Provided
- 1 PC
  - 1 LCD Projectors
  - 1 LED TV
  - 1 Rostrum
  - 1 Whiteboard
  - 1 set VIP chair
  - 50 Participant chairs

### 1.22.3 Internet Zone



*Figure 1.11: Internet Zone in Perpustakaan Tengku Anis*

Internet Zone is a section where students can surf the internet for free in the Tengku Anis Library. This section is located on level 1 in the library and there are several computers specially prepared for students to browse the internet for learning purposes only. To protect the privacy of the students, each table in this zone will be divided so that students can study in a more comfortable environment.

- Equipment Provided
- 40 computers
  - Scanner machine
  - 1 photocopy machine

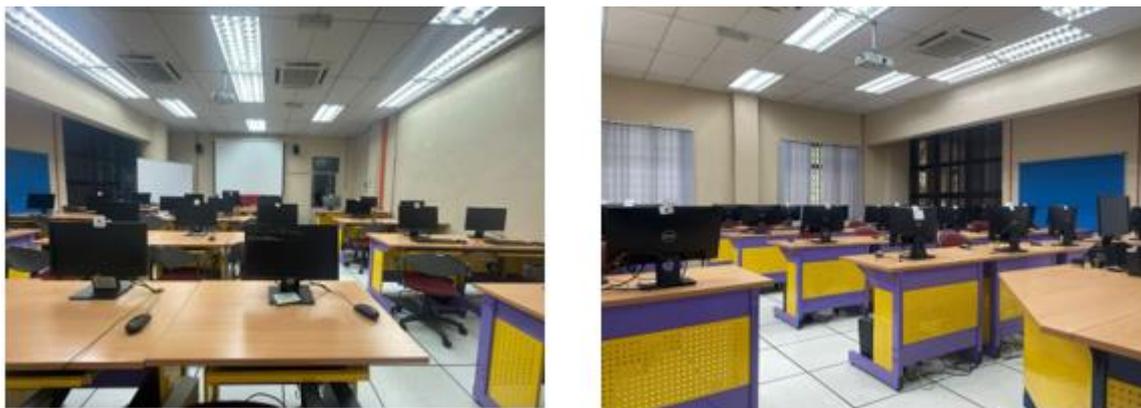
#### 1.22.4 Meeting Room



*Figure 1.12: Meeting Room in Perpustakaan Tengku Anis*

This meeting room is specially made for staff and students who want to hold a meeting. Other than the seminar room, the situation in this meeting room is more private as it is in a closed room. Room reservations can be made through the PTA Management Office.

#### 1.22.5 IT Room



*Figure 1.13: IT Room in Perpustakaan Tengku Anis*

Just like the seminar room, the IT room is specially used for some activities only such as

- Seminar
- Briefing
- Course
- Workshop

The IT room is located on Level 1 PTA. To use the It Room, it is subject to availability only and priority is given to UiTM Machang staff and students.

- Equipment Provided
- 1 presentation computer
  - 28 participant's computers
  - 1 LCD projector
  - 1 whiteboard

#### 1.22.6 Online Public Access Catalog (OPAC)



*Figure 1.14: Online Publis Access Catalog in Perpustakaan Tengku Anis*

OPAC is used to access the collection of reading material titles in the library online. It is used to make it easier for students to find the title of the material they want more quickly and easily. There are 12 computer terminals available.

- 8 Lower-Level Terminals
- 8 Level 1 Terminall

### 1.22.7 References Desk with Librarians



*Figure 15: Reference Desk with Librarians Perpustakaan Tengku Anis*

Every student who wants to ask about services and related to books will go to this area. The following are the services provided:

1. Consultation
2. Year/Book Title search service
3. Library Related Questions
4. Data Search Service
5. Journal Impacts Metrics
6. Services for Mendeley and Endnote Software

# CHAPTER 2: ORGANIZATION INFORMATION

## **CHAPTER 2**

### **ORGANIZATION INFORMATION**

#### **2.1 DEPARTMENTAL STRUCTURE**

Activities in the library have been sorted into manageable jobs and given to staff members based on salary classifications and job roles. The organisational chart shows how positions are set up in different service areas. For each position, clear lines of authority and communication are shown.

##### **2.1.1 Administration and Strategic Planning and Quality**

The administration, procurement, and human resources of central libraries are all within the responsibility of this department. This area serves as a kind of nerve centre for the library's operations. These are examples of activities covered in this unit.

##### **Administration:**

- Letter and file management.
- Utilization of HRM information system
- Declarations of ownership
- Performance appraisal.
- Relationship with the public
- Asset management involving the administration and maintenance of the acquisition of books and office equipment, as well as the disposal of office equipment.

##### **Human Resources:**

- Managing library staff data and information
- Managing staff services and facilities
- Managing and supervising staff attendance
- Managing staff duty schedules
- Managing the delivery of materials (collections) to the library inside / outside UiTM
- Managing the department / division records and files

## Financial:

- Managing the management allocation and "Tabung Amanah" of the library
- Managing the supply of work services
- Managing mobile assets and asset verification control, inventory
- Managing stores and disposal
- Manage library rental items, library's "Tabung Sumbangan Kemudahan" and endorsement.
- Managing library expenses

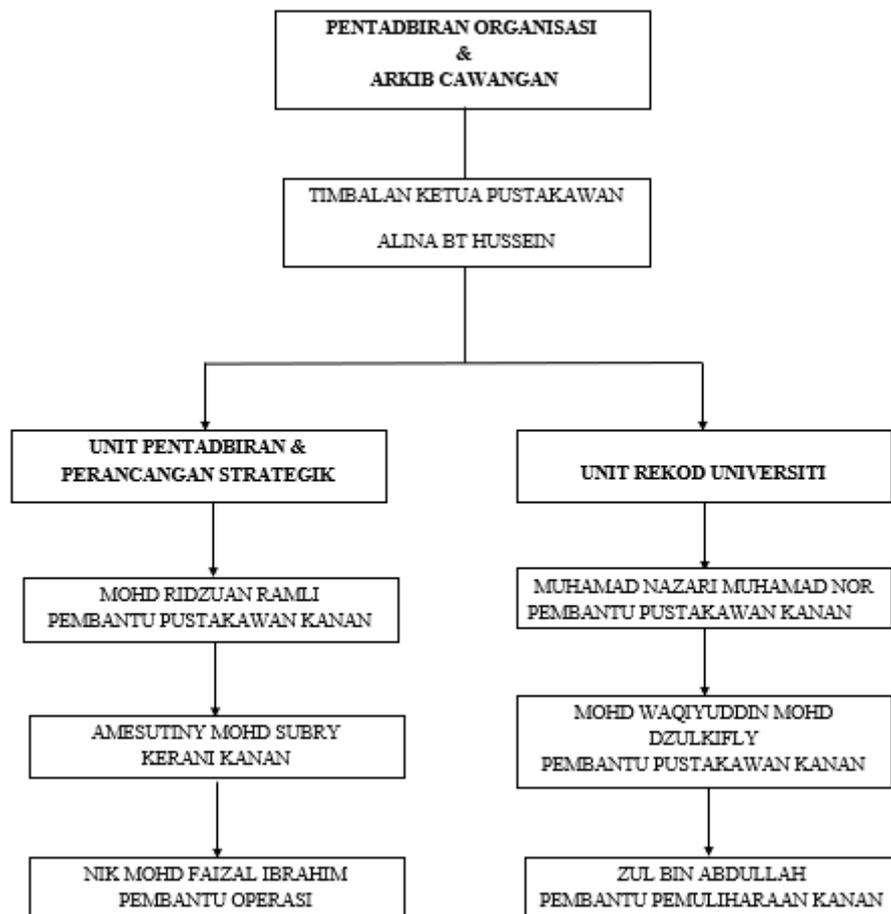


Figure 2.1: Department of Administrative & Branch Archives

## 2.2 DEPARTMENT OF DIGITAL SERVICE AND COMMUNICATION

This department is responsible for promotion and marketing related to all information about Tungku Anis Library. The following is the role of this Department of Digital Service and Communication in more detail:

- Implementing, promoting, and assessing the library's overarching digital service strategy, policies, and procedures
- Coordinating and promoting the library's information and communication systems and resources
- Library Information and Communication Application Plan Review and Evaluation
- Implementing a new digital service model for the library through strategic planning, marketing, and direction
- Establishing and supporting a framework for shared library information application services

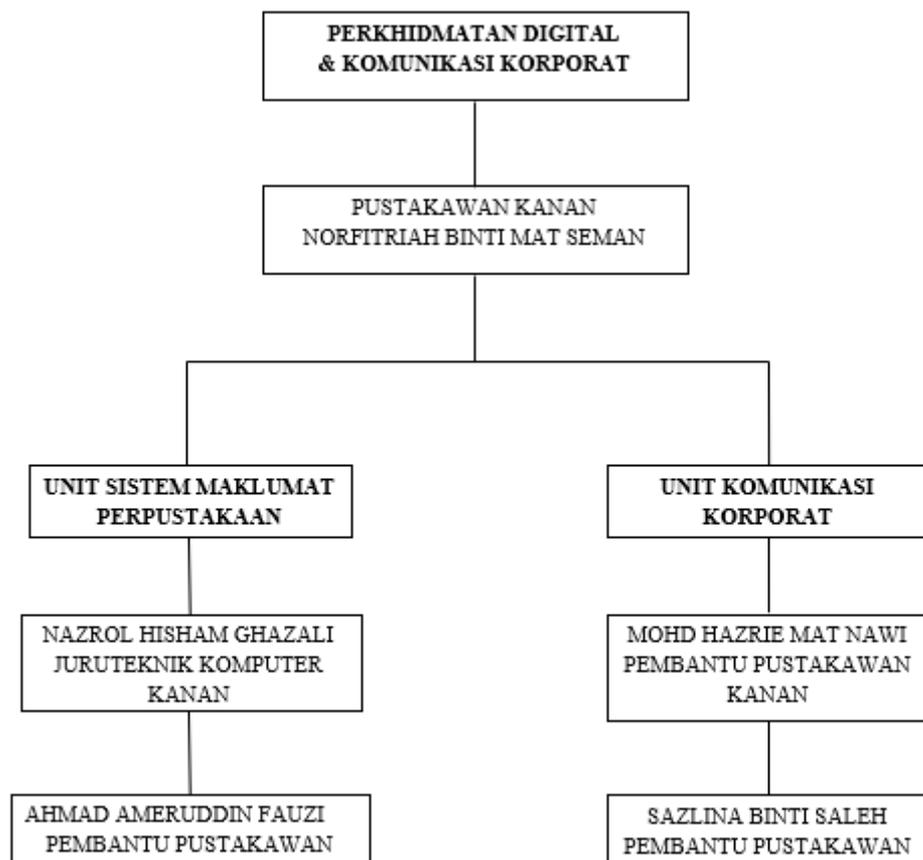


Figure 2 2: Department of Digital Service & Corporate Communication

## **2.3 DEPARTMENT STRUCTURE OF LIBRARY SERVICES**

This department will control and provide services to library users. The following is the responsibility of the department Structure of Library Services:

- Managing the preparation of library promotional materials such as brochures, pamphlets, and others
- Managing the writing, publication, and printing of official library materials

### **Corporate Relations:**

- Strategic network with internal and external libraries
- Coordinating briefings, visits from outside the PTA
- Coordinating library customer complaints and feedback
- Managing media coverage and press conferences

### **Marketing & Publicity:**

- Planning PTA programs and marketing
- Implement marketing of library information through mass media, printed and video publications, official portals and official library social media
- Managing the affairs of the Library Liaison Officer (PPP) and the Faculty Liaison Officer
- Managing PTA major exhibitions

### **Customer Service Unit:**

- Planning the implementation of customer service and collection
- Managing KPT analysis, Client Charter and Library Quality Objectives
- Planning the customer service promotion and collection plans
- Planning the development of space and library service facilities

**Customer Relations:**

- Managing the customer service counters
- Managing the collection of library fines
- Managing customer relationships (CRM-Customer Relationship Management)
- Managing the publication supply system services and Book Delivery Service

**Collection Management:**

- Managing the library new materials
- Managing the general collection and special collection of University Intellectual Property Materials
- Managing the library collection maintenance (transfer and alignment of materials)
- Carrying out stock-taking work

**Research, Learning & Reference Unit:**

- Planning and managing the research and administration skills programs
- Conducting walk-in or scheduled tutoring
- Managing printed map and digital map services
- Managing information literacy promotion activities

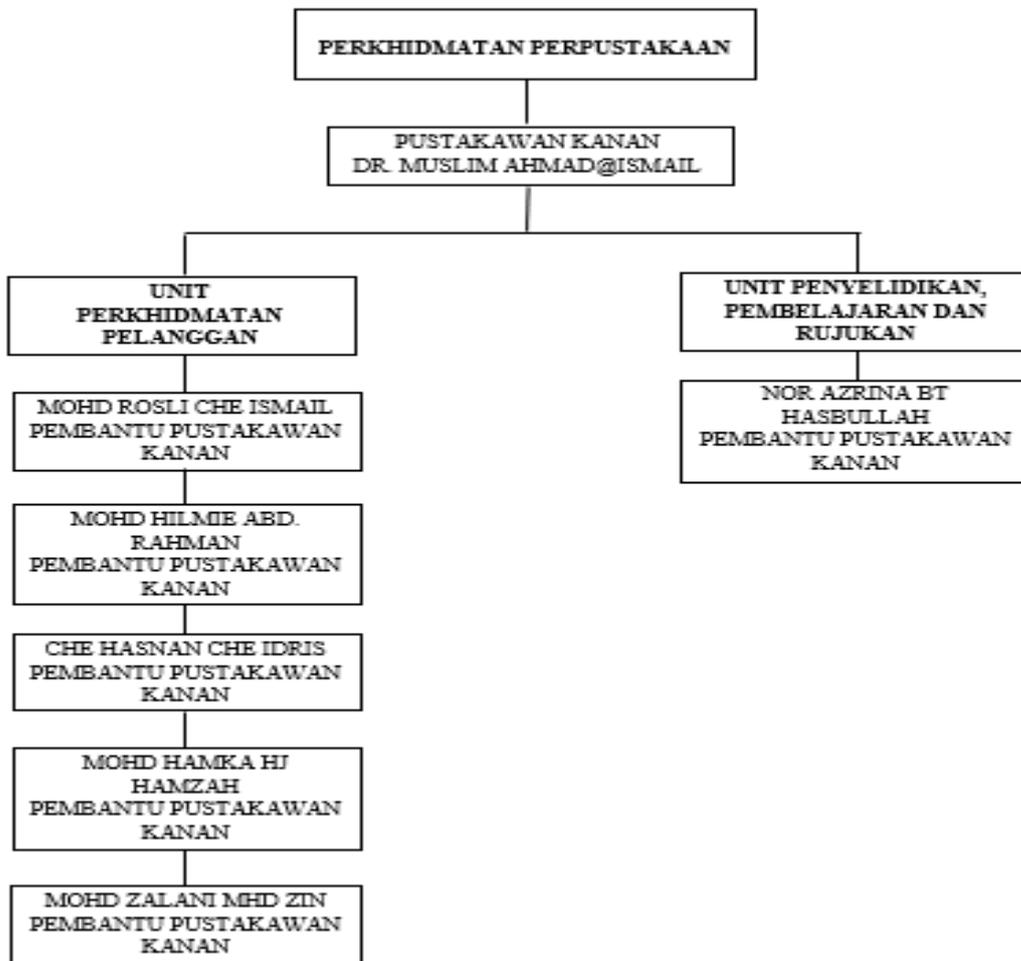


Figure 2.3: Department Structures of Library Services

## **2.4 DEPARTMENT STRUCTURE OF LIBRARY PLANNING & DEVELOPMENT**

This department will always find a way to develop this library to be better in the future with strategic planning that is useful to users. The following are the responsibilities of the department:

- Planning and coordinating the development needs of printed resources
- Managing and monitoring the performance of the expenditure allocation for the purchase of printed materials

### **Managing the indexing of library materials Material Order:**

- Managing the process of purchasing printed materials (Books / Magazines / Journals)
- Managing the cataloguing and classification of materials

### **Gifts & Exchanges:**

- Managing gift and exchange materials from agencies / organizations within and outside UiTM
- Intellectual property management (surrender policy management)

### **Material balance & disposal:**

- Managing the balance and ownership of library materials
- Managing the assessment of the disposal of academic material resources
- Managing the syllabus material information

### **Electronic Source Unit:**

- Coordinating the electronic resource development needs
- Managing the purchase proposal and subscription of electronic materials
- Databases & eBooks
- Planning and managing database training subscribed with suppliers / publishers
- Ensuring that every proposal for the purchase and subscription of electronic materials received is acted upon and forwarded to PTAR

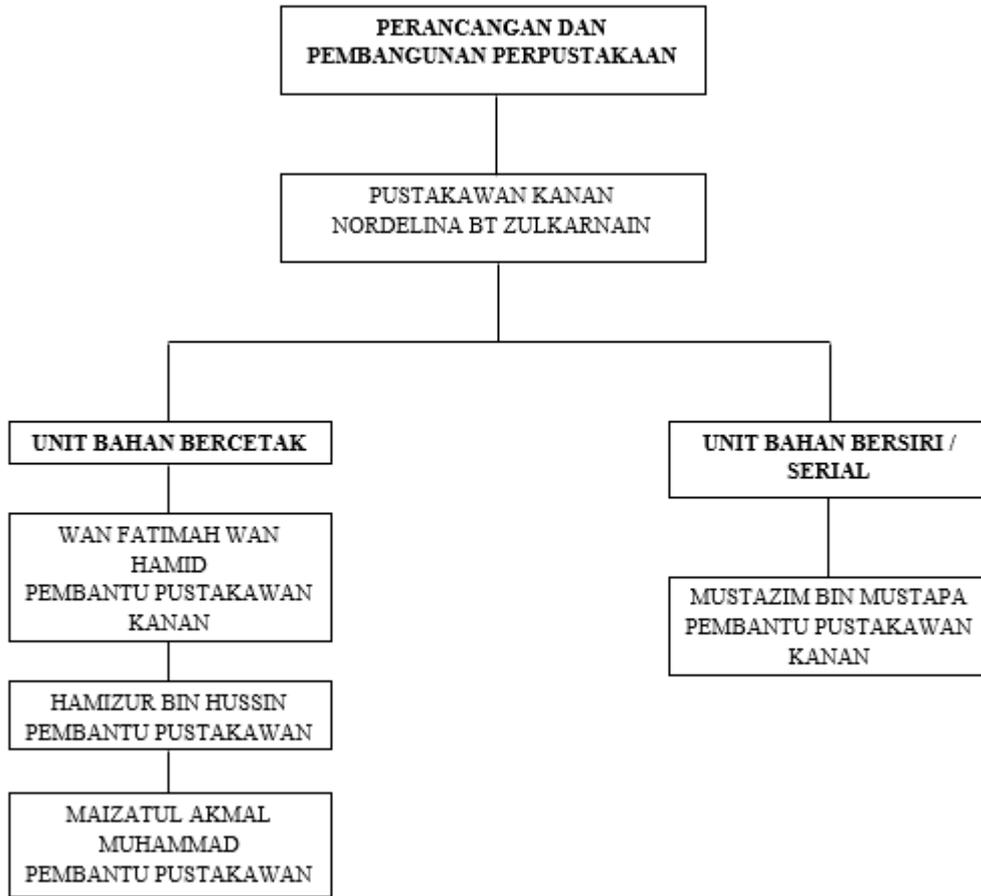


Figure 2.4: Department Structure of Library Planning & Development

CHAPTER 3:  
INDUSTRIAL  
TRAINING  
ACTIVITIES

## **CHAPTER 3**

### **INDUSTRIAL TRAINING ACTIVITIES**

#### **3.1 INTRODUCTION TO INDUSTRIAL TRAINING ACTIVITIES**

For five months, the practical session was held at Tengku Anis Library (PTA), UITM Machang Kelantan. The PTA created training activities comprise rotating among four departments on a monthly basis, one department at a time. The industrial training began on 1<sup>st</sup> September 2022, and finished on 31<sup>st</sup> January 2023, with all practical students being directed by Madam Norfitriah Mat Seman.

Students were monitored by the supervisor throughout the first day of the practical, and we were instructed to wait for our schedule until the second day of the practical, when it was finally distributed. The student was given the opportunity to learn how to operate in the library and gain information while also having the ability to get a feel for the actual working environment during the practical session.

Aside from that, students will also be given the opportunity to work at certain occupations that are connected to the unit that is being offered by the PTA. Because it can assist students in gaining a more distinct perspective on the material they have previously learned, the objective of train big is to guarantee that all students who participate in practical training will be able to comprehend the general workflow and structure of the library. Throughout the course of the practical training that lasted for five months, students were accountable for completing a variety of tasks that were given to them by the head of the department. In general, the third chapter will concentrate on the particular initiative that will include the pragmatic students during the course of the five months.

### **3.2 SHELVING AND READING YASSIN**

Before the library opens each day, the industrial training students are tasked with shelving the books from 8:00 a.m. to 8:30 a.m. every day except Thursday, when they are only tasked with shelving for 15 minutes before the recitation of Yassin. The librarian's aide here instructed us to shelve the books in accordance with the shelves and call numbers they had been given. Library of Congress (LCC) classifications are used to categorise all of PTA's resources. To borrow a book, look for it on the ground floor, where it will be found on open shelves. Meanwhile, the ground floor contains reference materials that can be borrowed subject to its conditions. This daily assignment is necessary to guarantee that all industrial training students understand the PTA material collection structure and categorization number system. Here, students put their knowledge to use, as the systematic arrangement of library resources within each shelf is critical to the success of information retrieval. There will be a significant delay in the user locating the desired material if it is not organised in accordance with the designed system.

### **3.3 DEPARTMENT OF DIGITAL SERVICES & CORPORATE COMMUNICATION**

The first internship department was Digital Services and Corporate Communication which was led by Mrs. Norfitriah bt Mat Seman (Senior Librarian). Mrs Norfitriah briefing me about the organisation and work etiquette in the Tengku Anis Library. This is the first department to which I have been assigned for a month. Mrs. Amesutiny Mohd Subry introduced me to all staff on my first day here. Mr. Mohd Ridzuan Ramli (Senior Librarian Assistant), Mrs. Amesutiny Mohd Subry (Senior Clerk), and Mr. Nik Mohd Faizal Ibrahim (Operation Assistant) work in the Administrative Unit. This unit is in charge of the library's internal and external administration affairs, such as decision making and implementation, planning, policy formulation, resource management, supervision, and ensuring general staff discipline. It is generally responsible for increasing the administration's effectiveness, which includes the UiTM Kelantan Library units.

On the first week, Mr Mohd Ridzuan Ramli (senior Assistance Librarian) briefing about their task and sharing their work to key in data into microsoft 365 every 1 until 3 days every month. After that, Mr Mohd Ridzuan Ramli shows how to use Mykm to key in the data and also teach me how to use Library Support System (LSS) to report problem matters in the library. Mr Rizuan Ramli brief me about Sustainable Development Goal (SDG) and Selective Dissemination of Information (SDI). this service provides by PTAR library UiTM Shah Alam. Following that, Mr. Mohd Ridzuan Ramli (Librarian Assistant) asked me to save data relating to student assignments in the Universiti Teknologi MARA Institutional Repository (UiTM IR) system. UiTM IR is a digital collections centre that serves as an open access repository for scholarly output produced by Universiti Teknologi MARA faculty members (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). This work requires me to upload only five pages of the whole students' paper to the UiTM IR system.



*Figure 3.1: Doing the Institutional Repository*

In the administrative unit, Mrs Amesutiny which is senior clerk brief me the task and scope of their work and record some outgoing and incoming mail. Mrs Amesutiny Mohd Subry assigned the first assignment of letter filling. She showed me how to construct the minutes files. There are three types of letters in the minutes file arriving letters (from the library but within the UiTM department), outgoing letters (from the library to another department within UiTM), and internal letters (from another organisation to UiTM). I need three different coloured pens to write each letter. The red pen will be used for arriving letters, the blue pen for outgoing letters, and the black pen for internal correspondence. Aside from that, I was assigned the responsibility of compiling statistics on the Tengku Anis Library personnel. This figure refers to the staff training achievement report, which ensures that all employees receive at least 42

hours of training every year. This information should be compiled at the start of each month. I generate statistics by entering data into the Microsoft Excel template provided by Mrs. Amesutiny Mohd Subry.

My second internship department was Digital Library Services, which was led by Mrs Norfitriah Mat Seman (senior librarian). Mr Nazrol Hisham (senior computer technician) brief me how to create a website and how to enter the data from website (Perpustakaan Tengku Anis. After that, I took place in Mds program with new pre-diploma, diploma and also bachelor's student. Tengku Anis Library start the slot at 8.00 am with an introduction about Tengku Anis Library to the new students which delivered by Mrs Nordelina Zulkarnain (senior librarian). the next slot was presented by Mrs Norfitriah Mat Seman in introducing the mobile apps and also telegram channel.



*Figure 3.2: MDS Program*

Next, the csr program of SMK HAMZAH I took place involving 107 students from form 6 below. Several activities have taken place such as library tour, digital library briefing, searching strategy technique briefing,citation briefing (APA microsoft office) and also group activities Latihan Dalam Kumpulan (LDK).



*Figure 3 3: CSR Program SMK Hamzah*

### 3.4 DEPARTMENT STRUCTURE OF LIBRARY SERVICES

Next internship department was library services, which was led by Dr. Muslim Ismail@Ahmad (Senior Librarian). The Library Services department primarily provides services and facilities such as reference services, circulation services, and so on. It is also in charge of promoting services and amenities to clients for one month. This department is divided into three sections: Corporate Communication (Corporate Relations, Marketing, and Publicity), Customer Service (Customer Relations and Collection Management), and Research, Learning, and Reference (Reference, Research Support & Information Literacy). Mr. Mohd Rosli Che Ismail, Mr. Mohd Hilme Abdul Rahman, Mr. Che Hasnan Che Wris, Mr. Mohd Hamka Hj Hamzah, Mr. Mohd Zalani Mhd Zin, and Mrs. Nor Azrina Binti Hasbullah manage this section.

#### Library Open Day

Dr. Muslim Ismail@Ahmad assigned me to welcome new students on my first day of duty in this unit because that day was the first day PTA was open to students. I have to greet all of the students who have come to the PTA by handing them mementos. I was also requested to advise students, particularly new students, on how to use the PTA's services.

#### Key in data in system

Dr. Muslim Ismail @ Ahmad (Librarian) assigned the responsibility of updating the student's information using My Knowledge Management (MyKM system) based on the student's name list provided by Dr. Muslim. UiTM Library has created the MyKnowledge Management (MyKM) system to collect, manage, and disseminate knowledge information based on reference materials produced by authors and researchers from UiTM and throughout the world.



*Figure 3.4: Class MyKm with Dr Muslim Ismail*

### **MyKM's objectives are as follows:**

- Collecting and managing knowledge through the production and publication of reference materials in numerous subjects, either from within or outside the university.
- Promoting information transfer and knowledge sharing as a means of improving intellectualism among the university community
- Using research expertise and best practises to position MyKM as a prominent reference and source of information for knowledge acquisition.

### **3.5 DIGITAL LIBRARY & UNIVERSITY ARCHIVE**

Next internship department of administrative organization & branch archives, which was led by Mrs. Alina Hussein (Deputy Chief Librarian). It is the responsibility of the University Archives to administer and provide online access to library materials, collections, and repositories. They identify, digitize, and preserve cultural, historical, academic, educational, communal, and civic information resources. This department was my assignment for one month. There are three units in this department: The Digital application unit, the Archive and manuscript unit, and the Conservation unit. This division is overseen by Mrs. Alina Hussein (Deputy Chief Librarian) and librarian assistants Mr. Muhamad Nazari Muhamad Nor, Mr. Mohd Wagiyuddin Mohd Dzulkifly and (conservation Assistant) Mr. Zul Abdullah.

#### **I. Cleaning the student's file**

Mr. Mohd Waqiyuddin Mohd Dzulkifly assigned me the responsibility of cleaning the students' file on my first day of work in this department. Academic Affairs (HEA) UiTM Kelantan Branch student files must be cleansed by removing all tags, paper clips, and staples. Each student file will be placed in a box, and I will have to clean each box in the established order. I when I discovered that fasteners such as staples and paper clips frequently harm documents while cleaning the file.

The damage could be physical, such as puncturing, tearing, or distortion, such as creasing, or chemical, such as discoloration caused by rusting metal fasteners. Fasteners that are potentially destructive should be carefully removed from archival documents before they are placed in long-term preservation; however, if removing the fasteners may cause damage, the fasteners should be left in place.

## **II. Register for receipt of document file**

Mr. Mohd Waqiyuddin Mohd Dzulkifly taught me how to create a registry of receipt document files. If new files are received from Academic Affairs UiTM Kelantan Branch, a register of receipt document files is created. These files will be received in a box containing the student's files, which will be preserved in the PTA archive before being disposed of. This work must be completed by updating the necessary information using the AMS UiTM systems. This system can only be accessed through the email account of Mrs. Alina Hussein (Deputy Chief Librarian).

**The list of categories to be filled in the AMS is as follows:**

- Branch
- PTJ
- Fond
- Sub Fond
- Material category
- Material type
- Description stage
- Series
- Record status
- Title
- Year realized
- Material description
- Date of first content ~ Date of last content
- No. original box
- Storage location
- Date of receiving

### III. Register archive material/ Update items

Mr. Mohd Waqiyuddin Mohd Dzulkifly instructs me about archive materials registration. The process of registering and updating student files using AMS UiTM technologies is referred to as the archival materials register. In order to update the information in this system, I need to refer to the students' file. The following information is required:

- Years of lupus
- Keywords
- Student matrix number
- Identification card number
- Course code
- Student status
- Attachment list

### IV. Scanning

Scanning is the final process that must be completed before a file may be stored in the file room. Every sheet of content in each student file must be scanned. Once the file has been scanned, it must be updated to include a watermark and password. It is necessary to maintain security because this file is confidential. The scanned file will then be placed in a folder called "FPEL," which contains all of the scanned files, and it will be sent to Mrs. Alina Hussein (Deputy Chief Librarian) to be uploaded into the UiTM OFA system.



*Figure 3.5: Scanning File*

### **3.6 LIBRARY PLANNING & DEVELOPMENT**

The last part of my internship was led by Mrs. Nordelina Zulkarnain was in charge (Senior Librarian). The Library Planning and Development department, which is also called the cataloging department is mostly concerned with making sure that the library's collections are well organized in terms of bibliographic control. It does this by cataloging and processing materials and creating and maintaining the library's bibliographic database of catalogued materials. For one month, I worked in this department. This department has two groups: Printed Sources and Electronic Sources. Mrs. Nordelina Zulkarnain, who is the senior librarian, is in charge of this department. She is helped by Mr Ahmad Ameruddin Fauzi, Mr. Hamizur Hussin, Mrs. Maizatul Akmal Muhammad, and Mr. Mustazim Mustapa, who are all librarian assistants.

#### **I. Copy Cataloging**

I learned how to make a copy cataloging in this department. Copy cataloging is the process of copying or matching cataloging information from another library that has previously been completed by another cataloger. If the record can be located in other catalogs or bibliographic utilities, cataloging is simplified by copying the existing information and inserting the required local data. Copy cataloging is a common practise in libraries. It saves time and money for employees, resulting in faster service while keeping great quality. In copy cataloging, I learn how to copy a catalogue by consulting the websites of OPAC UiTM, MALCAT, OPAC PNM, and WORLDCAT.

The first step in copy cataloging is to search for the material using OPAC UiTM by entering the keyword (book title). If the book is in OPAC UiTM, I can continue to clay call number, but if the book is not in OPAC UiTM, I must find the book using other sources such as MALCAT, OPAC PNM, and WORLDCAT websites. The call number of the book I discovered will be written on paper and pasted into the book. Mr Ahmad Ameruddin Fauzi will then place the book on the trolley for the next phase.



*Figure 3.6: Resources Description Cataloguing*

### **3.7 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 **Deputy 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:

Table 3.1: List of Games and Participants for 2 Days@PTA Bonding Day

No.		Games	Number of participants
1		Carrom	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		<i>PTA 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.

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

Table 3.2: List of winners for games in program 2 Days @ PTA Bonding Day

Games	Winners
1. Table Soccer Game	1. Firdaus Hakimi bin Shurkawi 2. Nur Farhah Zalila binti Zabudin
2. <i>Congkak</i>	1. Nur Ain Asyura binti Nasrul Azrin 2. Nur Farhah Zalila binti Zabudin
3. Carrom	1. Nurul Aina Shazana binti Seluddin 2. Afiqah Safirah binti Suhaibi
4. Giant e-Puzzle	1. Luqman Hakim bin Muhamad Kamal 2. Sofiyah Nadiah binti Mohd Zohri 3. Hasyimah binti Mansor
5. Ping Pong	1. En. Ahmad Ameruddin bin Fauzi & En. Hamiz Zhafran

	<ol style="list-style-type: none"> <li>2. Adam Farhan bin Mohd Hamizi &amp; Danish Aqashah bin Mohd Khairul Azwar.</li> </ol>
6. Online Quizizz	<ol style="list-style-type: none"> <li>1. Nor Adilah Nadia binti Che Noor Shan</li> <li>2. Nur Fatini binti Rasidi</li> <li>3. Amirah Nabilah binti Mohammad</li> </ol>
7. Infohunt	<ol style="list-style-type: none"> <li>1. Luqman Hakim bin Muhd Kamal</li> <li>2. Nurul Amirah binti Suhaimi</li> <li>3. Nurul Asyikin binti Harishadi</li> </ol>
8. Penalty Shootout	<ol style="list-style-type: none"> <li>1. Nik Ahmad Fathulbadri bin Nik Zulhaiza</li> <li>2. Hanis binti Tumidi</li> </ol>
9. Crossword Game	<p>Session 1:</p> <ol style="list-style-type: none"> <li>1. Sophie Qaisara</li> <li>2. Anisa Balqis binti Mohd Saupi</li> <li>3. Nur Afdlin Syahmi binti Ahad</li> </ol> <p>Session 2:</p> <ol style="list-style-type: none"> <li>1. Nor Syafika binti Zakaria</li> <li>2. Nur Damia Ayuni binti Maizulanam</li> <li>3. Nik Nur Fatin Qistina binti Nik Abdull</li> </ol>
10. Spell it Right	<p>Session 1:</p> <ol style="list-style-type: none"> <li>1. Nur Anis Hidayati binti Mustapha</li> <li>2. Ahmad Ikhwan bin Awang</li> <li>3. Iqtiyani Ulfa binti Ahmad Termizi</li> </ol> <p>Session 2:</p> <ol style="list-style-type: none"> <li>1. Mohammad Afiq Iman bin Mohd Zari</li> <li>2. Ayuni Nadira binti Mohd Tarmizi</li> <li>3. Muhammad Fitri bin Mohd Fazil</li> </ol>
11. Let's Borrow, Read & Review – Tiktok Challenge	<ol style="list-style-type: none"> <li>1. Nor Adilah Nadia binti Che Noor Shan</li> <li>2. Farah Farhanim binti Ahmad Riza</li> <li>3. Nor Atirah Najwa binti Che Noor Shan</li> </ol>
12. Let's Guess My Weight	<ol style="list-style-type: none"> <li>1. Luqman Hakim bin Mohamad Kamal</li> <li>2. Wan Nur Asyikin binti Wan Ahmad Ezani</li> <li>3. Muhammad Fitri bin Mohd Fazil</li> </ol>

<p><i>13. Juara Cup Pantas</i></p>	<p>Session 1:</p> <ol style="list-style-type: none"> <li>1. Fatin Syafiqah binti Abd Karim</li> <li>2. Nur Amirah Wahida binti Badrul Hisham</li> <li>3. Nur Izati Athirah binti Mohd Zunaidi</li> </ol> <p>Session 2:</p> <ol style="list-style-type: none"> <li>1. Nur Alya Batrisyia binti Mat Riza</li> <li>2. Nor Mazni binti Ismail</li> <li>3. Hasyimah binti Mansor</li> </ol>
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### Objectives

1. Provide exposure and approaches in library services that must be used by UiTMCK students.
2. Knowing the direct impact on students' P&P if they do not use the library services provided in effective information search.
3. Provide guidance to UiTMCK citizens regarding digital libraries and the latest services.
4. Master various library services with a relaxed and open method throughout the program.

Program Tentative are based on the table:

First Day | 12<sup>th</sup> December 2022 (Monday)

Table 3.3: Program tentative for 12th December 2022

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"><li>• <i>Congkak</i></li><li>• Table soccer game</li><li>• Carrom</li><li>• Ping pong</li><li>• Giant e-puzzle</li><li>• “Let’s Guest My Weight”</li><li>• <i>Wakaf Buku 2.0</i></li><li>• “Let’s Borrow, Read, Review”</li></ul>
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"><li>• Infohunt</li><li>• Online Quizizz</li></ul>
2.45 p.m	Game started till finish
4.00 p.m	Disperse

Second Day | 13<sup>th</sup> December 2022 (Tuesday)

Table 3.4: Program tentative for 13th December 2022

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"><li>• <i>PTA Roda Impian</i></li><li>• Crossword</li><li>• Spell it right</li><li>• <i>Juara Cup Pantas</i></li></ul>
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





Figure 3.10: Online Quizzes



Figure 3.11: Table Soccer Game & Carrom



Figure 3.12: Congkak and Starcor space of PTA



Figure 3.13: Infohunt & Giant e-Puzzle



Figure 3.14: Giant e-Puzzle & Crossword



Figure 3.15: Spell it Right & Juara Cup Pantas



Figure 3.16: Wakaf Buku 2.0 & PTA Roda Impian



Figure 3.17: Closing and prize giving ceremony



Figure 3.18: Lucky draw



Figure 3.19: Prize giving to winners



*Figure 3.20: Memorial group photo of our program*

Conclusion:

As a result, this programme was more successful than anticipated thanks to the outstanding turnout of all UiTM Machang Campus students and employees. Hopefully, there will be more events of similar such in the future.

# CHAPTER 4: CONCLUSION

## **CHAPTER 4**

### **CONCLUSION**

#### **4.1 APPLICATION OF KNOWLEDGE, SKILLS, AND EXPERIENCE IN UNDERTAKING THE TASK (KNOWLEDGE GAINED)**

During my five-month industrial training at Perpustakaan Tengku Anis (PTA), I discovered that I had gained a number of new and helpful skills. I got this information whenever I was exposed to the library's work by the librarians and personnel. For instance, I was shown how to use the Libsys library system. This activity will help me learn and comprehend the library workflow. In addition, I can appreciate that bookshelving is done every morning so that the books are well-organized on the shelves and are easy to obtain. All the information I received throughout my five months of industrial training has improved my thinking and taught me new abilities.

##### **Capability to organize and utilize the Libsys System**

The librarian instructed me on the proper procedure for updating the library's catalogue whenever new books or other items were added. The Libsys system was later introduced to me as well. Each book's specifics should be entered into the Libsys system. If I make a mistake at any point in the process, the book will end up in the incorrect section.

##### **Capability to use the Local Content Hub and the UiTM Institutional Repository (UiTM IR)**

The librarian instructed me on how to upload and enter data in Local Content Hub and UiTM IR. Furthermore, they taught me just how to use these systems. Therefore, I was able to utilize these technologies and complete the assigned assignment satisfactorily.

## **Ability to Digitize and Handle the Archival Materials**

The process for digitizing the archive material was broken down for me in great detail during my training. While it appears to be quick and straightforward, we must exercise extreme caution when dealing with historic material. For example, before we begin scanning documents, I need to clear the materials of any dust and filth by removing the stapler bullet, treasury tag, and paper clips from the materials. This is because the materials should be clean. In addition, I needed to maintain the document in good shape to guarantee that all of the information and proof could be used appropriately in any circumstance.

## **Skills**

### Library Management

The management of an organisation directly impacts how effectively it performs. As a result, I have gained some theoretical knowledge about the administration of libraries, the management of departments within libraries, the management hierarchy from upper management to lower management, and other topics linked to management. When I started my industrial training, though, all of these things that I had learnt throughout my time in the classroom were suddenly quite different because I could see how the library is handled and operates.

My participation in the industrial training provided me with fresh experience in library administration. After participating in the industrial activity, I thought I had a better grasp of it. There are nine (9) different units that make up the Tengku Anis Library (PTA), and I am able to see how each unit communicates with the others and how they are all related. In addition, I am familiar with each division's operation and the process through which personnel get orders from the head.

## **Teamwork skills**

When working in an organisation, including all team members is a more productive technique to get things done than working alone. During the time that I spent doing industrial training at PTA, I was given the opportunity to gain a wide variety of information, skills, and experience, particularly while I worked in a variety of units within PTA. For example, working in each department at the library has taught me the importance of collaboration and workflow, which are both required to meet the library's Key Performance Indicator (KPI). In addition, when the library is preparing a special event, all of the staff members and students who work in the library get down together to talk about the possibility that is going to be held. Most of us offer suggestions about the activities that will take place that day. Work that is done in a team setting, in my experience, is a really beneficial exercise because it teaches us how to accept the ideas of others, and it also allows us to gauge how well others take our own thoughts.

## **Communication Skills**

My communication skills with other people were honed or trained throughout my time spent at PTA during the duration of their industrial training programme, which lasted for a period of five months. Due to the fact that I was completing an internship at an academic library, I was required to interact with and become acquainted with a greater number of individuals during this time. These individuals included not only the librarian and staff but also other individuals. I was given the opportunity to speak with instructors and even staff members from different departments. Meeting new individuals allows me to practise my communication abilities. Thus, this opportunity to interact with a variety of people is really beneficial to me. While a result, I am able to interact with customers and do my best to satisfy their requirements even as I work behind the counter.

## **Multitasking Work**

Work that required me to multitask was made available to me when I was participating in PTA's Industrial Training programme. This is due to the fact that a great deal of work had already been completed when I was assigned to each unit in the PTA. While I am on duty at 1 am, I not only do the chores associated with that shift but also perform additional tasks. For instance, while I was working at the Information Services Unit, I was responsible for several responsibilities, including the design of posters. Working with other groups, including government departments, NGOs, and others. My ability to perform a wide variety of activities has been much improved due to the many assignments I have completed over the years.

## **Working Environment and Time Management**

My time spent in industrial training has prepared me for the atmosphere and demands of the actual job. I learnt that time management is incredibly crucial, especially after I have gone through five months of this industrial training at PTA. Even though it is simply industrial training, it is the start towards the actual work, and from this, I have to go through a real working environment. I gained knowledge of the working environment, as well as how to work and how manage time, from the industrial training that I received.

My experience working in a library taught me that we need to maintain punctuality and that we cannot simply leave the library because we are required to provide service to customers visiting the library. Because the workday begins at 8:00 in the morning and ends at 5:00 in the evening, all of the PTA employees are required to report for work by 8:00 am and are not permitted to leave before 5:00 pm. Moreover, as an industrial training student, I must manage my time effectively and always do assignments on time.

## **4.2 PERSONAL THOUGHT AND OPINION**

My experience at the Perpustakaan Tengku Anis (PTA), where I was given the opportunity to participate in an industrial training programme for a period of five months, led me to the realisation that the PTA is an excellent organisation that is well suited for individuals who are interested in gaining experience and information related to academic libraries. In addition, the things I gained throughout my time in the industrial training programme provided me with numerous opportunities to gain new experiences and information. Information Services Unit, Information Technology Unit, Procurement Unit, Cataloging Unit, Administration Unit, Conservation Unit, Journal Unit, Customer Service Unit, and Archive Unit are some of the nine (9) units that make up the Perpustakaan Tengku Anis (PTA) academic library. Other units include the Archive Unit, Conservation Unit, and Administration Unit. PTA is organised into a variety of departments to guarantee that it can fulfil its role as an academic library and attend to the requirements of its patrons. In addition, users are supplied with a variety of helpful amenities by the PTA, including an information technology room, a conference room, an area designated as an information technology zone, and a leisure corner known as Starcor.

Participating in an industrial training programme at the Perpustakaan Tengku Anis (PTA) allowed me to obtain experience in the actual working environment of academic libraries, which allowed me to expand my understanding of the area of libraries. In this line of work, one can acquire knowledge about and gain experience in a wide variety of duties, ranging from straightforward to more involved activities. Although not all components of the library are studied and practised, some of the lessons taught over the last five months have brought numerous benefits and advantages to the practical students, allowing them to be better equipped for the future. Therefore, receiving industrial training before being accepted into an organisation as a worker is a great way to get students ready to be more self-sufficient and provide them with a true image of the work environment before they start working there. As a result, students will emerge from the programme with increased experience in and knowledge of organisations and how organisations function as a result of their participation.

### **4.3 LESSON LEARNT**

There are many lessons learnt that I obtained during the five months of industrial training at PTA, which are:

#### **Work Environment**

Throughout the course of my five months of industrial training, I had the opportunity to observe and participate in the actual working environment of the library. Everyone in each unit is accountable for their tasks, collaborating to complete the tasks at hand. I also discovered that when we work together as a team, the tasks at hand may be completed quickly and without difficulty, and the atmosphere at our place of employment will be peaceful.

#### **Becoming Accountable**

My experience taught me that taking responsibility for one's actions at work is an extremely valuable skill that everyone should cultivate. This is due to the fact that we are required to take responsibility for the work or task that has been delegated to us. We must do the assignment on time and not linger over it.

In addition, the duty requirement also implies that I, as a student participating in an industrial training programme at PTA, am obligated to look after the library's property and reputation.

#### **Can Work Under Pressure**

When we are working, it is very uncommon for us to have feelings of stress, particularly when we are given a large number of duties all at once and only a short amount of time to do them. Whenever I come across a station like this one, I will try to finish the task, and if I am unable to, I will move on. I shall ask a co-worker for assistance in doing the assignment that has been given to me. Therefore, I have realised that it is essential to always be able to manage our time in order to ensure that I will not have to rush and will be able to do activities when they are due.

#### **4.4 LIMITATIONS AND RECOMMENDATIONS**

When it comes to some types of organisations, limits signify something that has to be fixed or a weakness. As a result, based on the things I've seen and learned while participating in an industrial training programme, I've determined that this library has a few drawbacks, and it is my sincere wish that they will be able to overcome all of those drawbacks in order to Each of the restrictions that I list below is accompanied by one or more of my suggestions. The following are some of the constraints imposed by this library:

##### **Low Access Restrictions on The Internet Connection**

My research led me to discover that the PTA constraint consisted of a shaky internet connection, and this was the limitation I found. During the course of my internship here, I realised that there are frequent issues with internet connectivity. When there are excessive numbers of individuals using the internet, the connection to the internet becomes slow. This occurs whenever I try to utilise Libsys, as well as whenever I try to attend online seminars that the PTA offers. Therefore, the most efficient strategy for ensuring that all users, including staff members, can make use of the facilities that the PTA has provided is to increase the internet access rate and the internet access limit for student usage.

##### **The Insufficient Provision of Facilities**

Aside from that, the constraint that I encountered during this training session was the absence of facilities for users in terms of the ability to borrow and return books. The services of book delivery and self-checkout devices are among the facilities that are highlighted. This service is particularly significant since, based on previous experiences at the distribution desk, students will be able to save time waiting or effort by having their own book drop machine and checking machine. This will be possible thanks to the availability of this service. As a result, students will be able to save more time and avoid any harm that may occur due to the high volume of users by having their checking machine. Drop books instead is another need that must be met to guarantee that consumers may easily return borrowed books. It's possible that this is one reason why customers continually return books late. Therefore, the book may be replaced by students at any time, including during the weekdays. This can also guarantee that fewer people are waiting in line to borrow the same book, making it more convenient for everyone to utilise the PTA service.

## **Shortage of personnel**

Then, a lack of available personnel is another obstacle to overcome while managing the library in PTAs. It will be an issue when the library does not have enough employees to run the organisation because one of the staff members will be unable to carry out their tasks, and as a result, the staff will have to do more work than they normally would. Because academic libraries provide users and organisations like PTAs with access to a wide variety of information resources, the libraries have a pressing need to recruit additional staff members who are capable of assisting them in the execution of their responsibilities. Due to a lack of employees, library functions will not operate efficiently, and the library will be unable to satisfy the requirements of its customers.

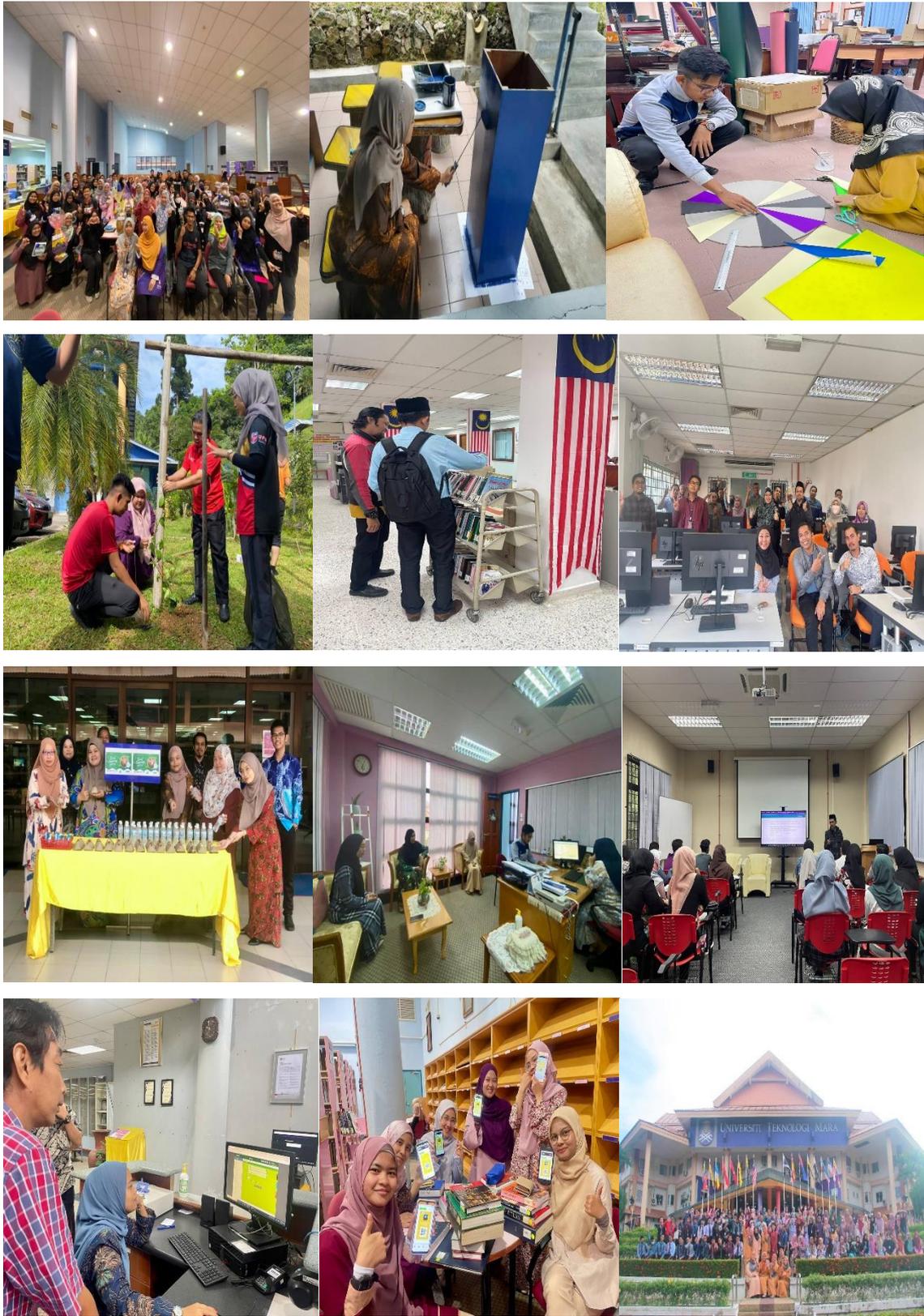
## **4.5 CONCLUSION**

During my industrial training at Perpustakaan Tengku Anis (PTA), which lasted for a total of five months, I was able to acquire fresh information and a great deal of experience, both of which will be beneficial in future.

My time spent participating in industrial training has given me a comprehensive understanding of what it is like to work in the industry I am currently pursuing. In addition, I have been given the opportunity to get more knowledge regarding the job done in libraries thanks to this industrial training.

## APPENDIX







# **PRACTICAL TRAINING LOG BOOK**



**UNIVERSITI  
TEKNOLOGI  
MARA**

# Instructions

This book is issued to you to provide a history of your training and to act as a weekly record of 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 : NUR SHAMILAH BT MAT SEMAN  
2. Date & Place of Birth : 15 /02/ 1996  
3. UiTM I/C No. : 209637118  
4. Course : IM 244  
5. Year : 2022 Part 7  
6. Home Address : PT 209 EG NILAM BARU  
JALAN LAMA TILE, 16010 KOTA BHARU,  
KELANTAN  
7. Address During Practical Training: PT 209 EG NILAM BARU, JALAN  
LAMA TILE, 16010 KOTA BHARU, KELANTAN  
8. Place of Training : PERPUSTAKAAN TENGGU ANIS,  
UiTM MACHANG.  
9. Name of Supervisor In-Charge : PUAN NORFIRIAH BT MAT  
SEMAN  
10. Duration of Training  
From: 1/9/2022 To: 31/4/2023

**FOR OFFICE USE ONLY:**

**11. Remarks: [Dean/ Course Tutor]**

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" ORGANIZATIONAL ADMINISTRATIVE UNIT & STRATEGIC PLANNING "

Date	Exact Nature of Work Done	Supervisors Remarks
1/9/2022	- I have registered as a Industrial	
	Training's student at Perpustakaan Tengku	
	Anis (PTA) UiTM Felantan Kampus Machang.	
	- Our supervisor, Pn Norfitriah Mat Seman	
	briefing about the organisation and	
	work etiquette in PTA Library. I also	
	listen to the briefing by puan Aina BT Hussein	
	which is our Chief Deputy Librarian and the people	
	who work in the same organization.	
4/9/2022	- Every morning at 8.00 o'clock, we	
	have to ! arrange the books in	
	the trolley on the shelves provided.	
	- En. Mohd Ridwan Ramli (senior	
	assistant librarian) sharing their task	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	to key in data in microsoft 365	
	every 1-3 days of the month	
	every month.	
	- En. Mohd Ridwan also teaching	
	how to make minutes meeting.	
5/9/2022	- En. Mohd Ridwan Ramli shows how	
	to use MyKM to key in data and	
	teach how to use Library support system (LSS)	
	to report problem matters in the library.	
	- En. Mohd Ridwan shares about Audit	
	in SUK Kelantan and external cleanliness.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
6/9/2022	- En. Mohd Ridwan Ramli briefing about	
	Sustainable Development Goal (SDG) the	
	17 Goals in every August until March.	
	- Next, is about selective dissemination of	
	information (SDI) service that provide	



Date	Exact Nature of Work Done	Supervisors Remarks
11/9/2022	<p>Usually, every morning I started by making shelving on the shelf provided. I got 6 books that I shelved on 8.00 am until 8.30 a.m. This will lack of quantity of book because I have just practised the method of arranging books according to the ISBN Number.</p>	<p><i>N. Isenah</i></p> <p>NORFITRIAH MAT SEMAN  PUSAT KAWAN KANAN  PERPUSTAKAAN TENGGU ANIS  UiTM CAWANGAN KELANTAN KAMPUS MACHANG  18500 MACHANG, KELANTAN</p>
	<p>Next, in the strategic Planning unit, I have made the Institutional Repository (IR) giving by Encik Mohd Ridwan Ramli as much as 10 data of student project from faculty art and design at UiTM Kelantan.</p>	
12/9/2022	<p>The daily practical in the library is starting with shelving and today, I made 6 books and was monitored by En. Mohd Ridwan Ramli to evaluate the shelving method assigned to me.</p>	
	<p>Next, En. Mohd Ridwan Ramli teach me how key in thesis 's student from faculty Business and management in year 2001 until 2002 into the IR UiTM Kelantan. Encik Mohd Ridwan Ramli give me 12 thesis to key in into IR UiTM.</p>	<p><i>N. Isenah</i></p> <p>NORFITRIAH MAT SEMAN  PUSAT KAWAN KANAN  PERPUSTAKAAN TENGGU ANIS  UiTM CAWANGAN KELANTAN KAMPUS MACHANG  18500 MACHANG, KELANTAN</p>

Date	Exact Nature of Work Done	Supervisors Remarks
13/9/2022	<p>As usually, every morning every worker need to shelving in the shelves provided. I made 8 books to be arranged on the shelf according to the order and ISBN Number.</p> <p>Next is in the strategic planning unit, Enik Mohd Ridwan Ramli also give me additional <sup>of</sup> student's project which made from students from faculty Art and design UiTM Cawangan Kelantan which around is project to key in into IR UiTM Kelantan. The <sup>student</sup> made <sup>project</sup> from 2019 until 2022.</p>	<p><i>[Signature]</i> disenche</p> <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 500 MACHANG, KELANTAN</p>
14/9/2022	<p>Today, as usual, the daily task started by making shelving and on that day, I made 5 books to be arranged on the shelves provided according to the ISBN number.</p> <p>In the administrative unit, Pn. Amesutiny Mohd Subry which is senior clerk brief me the task and scope of work that need to be done as a senior clerk. Library administrative clerk duties is to record some outgoing and incoming mails, answer phone calls and provide information or assistance to library users over the phone.</p>	<p><i>[Signature]</i> disenche</p> <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN</p>

Date	Exact Nature of Work Done	Supervisors Remarks
15/9/2022	<p>The task started by making shelving and I made 5 books only taken from the trolley to be arranged on the shelf according to the order from ISBN number.</p>	
	<p>In that day, the industrial training continued with the participant of the program that organized by the campus which is "PESTA PANTUN TERBUK BERSAMA &amp; PERASMIAN KEMUNCAK BULAN KEMERDEKAAN UITM CK 2022". This programme is to fuel the spirit of independence in the soul of UITMCK's staff.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
16/9/2022	<p>As usual, every morning the task started by making shelving and on that day, I made 6 books that had to be done for shelving. This task when done daily, it will give me an experience and improvement to make shelving in 8.00 am until 8.30 am. Puan Amesutiny teach me how to maintaining records of library materials such as books, magazines, newspaper in order to keep track of their location within the library. Pn. Amesutiny also teach me how to write minutes of meetings and <sup>how to</sup> use machine photostat for scanning paper and make a copy letter.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
19/9/2022	<p>Today, on 19th September, the organization which is Perpustakaan Tengku Anis (PTA) make an programme which is namely as "Ekosistem Kondusif Sektor Awam" (EKSA). This programme actually for to make disposal for old equipment of the organization.</p>	
	<p>Beside that, this programme also gain to take a good care of the facility that always in good cleanliness. Moreover, this programme can make closer between staff in the library and practical students so that, they can work together in groups.</p>	<p>NORFITRIAH MAT SEMAN  PUSAT KAWAN KANAN  PERPUSTAKAAN TENGKU ANIS  UITM CAWANGAN KELANTAN KAMPUS MACHANG  18500 MACHANG, KELANTAN</p>
20/9/2022	<p>In the morning, daily task will started by making shelving and today, I shelve around 15 books according to the order and the ISBN number.</p> <p>After shelving, our supervisor Puan Norfitriah give me the task which is find 100 books and wrap this book for next week's program. Other than that, I also was given some task to find 21 mugs in the store and patching stickers on the outside of the mug and wrapping the mug as a gift for next week's program.</p>	<p>NORFITRIAH MAT SEMAN  PUSAT KAWAN KANAN  PERPUSTAKAAN TENGKU ANIS  UITM CAWANGAN KELANTAN KAMPUS MACHANG  18500 MACHANG, KELANTAN</p>

Date	Exact Nature of Work Done	Supervisors Remarks
21/9/2022	<p>As usually, every morning I started by making shelving and I make is book only taken from trolley to be arranged on the shelf according to the order from ISBN Number.</p>	
	<p>Puan Amesutiny which is senior clerk at Perpustakaan Tengku Anis (PTA) teach me how to record file or namely as minute letter. After that, Puan Amesutiny show me where the file room is in the Perpustakaan Tengku Anis (PTA). Puan Amesutiny teach me how to close the file such as files that are full should be closed and open a new volume and should separate the closed file.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
22/9/22	<p>Today, I started by making shelving and on that day I made 8 books only to be arranged on the shelf shelves provided according to the ISBN number. Puan Amesutiny brief me how to <del>reset</del> record minutes file. In that day, I only record C letter. Puan Amesutiny also, brief me how to record the letter calling as RQM and RAK. RQM meaning for entry and exit record. While, RAK stand for outgoing letter <del>ret</del> record.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
25/9/2022	As usually, Every morning I started by making shelving on the shelf provided. Today, I got 12 books that I shelves on 8.00 a.m until 8.30 a.m.	
	After that, the task continued by preparing souvenirs for the CSR program at SMK Pangkal Mekar. The process of preparing this souvenirs include <del>preparing</del> wrapping a mug using a net cloth and putting in a paper bag.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN
28/9/2022	On 28 September 2022, the CSR program took place, which is the first day of programme implementation. Filling on the first day is started with the English talk sbt. The next filling continued with the submission book loan, which is borrowed by group. Next is CSR programme continues by blind date with book and also book review. While the implementation of this got packing books according to code number <del>also</del> continue at the same time by the make over team. CSR programme ended at 1.00 pm.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
27/9/2022	<p>On the second day, The programme agenda continued with the peer supervisor leadership course conducted by <del>Ma</del> Puan Norfitriah Bt Mat Seman who is the senior librarian at The Tengku Anis Library (PTA).</p>	
	<p>Next programme is continued <del>by</del> with online games that uses the Kahoot application which contain several questions for student to answer to know more about the library. Next make over also continue on that day to make sure the library are in arranged and neat.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
28/9/2022	<p>Today, the makeover task continued again on the third day to complete the arrangement of books and also the library process design. The make over <del>task</del> task in the library was successfully completed and the books also were successfully arranged on the shelf according to the code order and the decorative design process was successfully completed on the third day.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN



Date	Exact Nature of Work Done	Supervisors Remarks
2/10/22	<p>On the 2nd October 2022, the industrial training continued by doing the daily task of shelving and the number of books I managed to shelve was as many as 12 books. On this day, Enik Nurul Hisham Ghazali who is senior computer Technician at Tengku Anis Library (PTA) briefing about how to create a website and also how to enter the data from website Tengku Anis Library (PTA)</p>	 NORFIRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
3/10/2022	<p>On the 3rd October 2022, the MDS programme took place with new pre-diploma, diploma and also bachelor's student. Tengku Anis Library start the slot at 8 am with an introduction about Tengku Anis Library (PTA) to the new students delivered by Puan Nordehina Jufkarnan who is the senior librarian of Tengku Anis Library. The next slot was presented by Puan Norfitriah Mat Seman in introducing the PTA mobile apps and also the PTA telegram channel. This apps also make it easier for new student to access the information that they want to find in the Tengku Anis Library.</p>	 NORFIRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
4/10/22	<p>As usual, the task in the library start with shelving and the total of books that done for shelving today is 8 books.</p> <p>- Today, I help catalog unit to paste the barcode in the book. While, Encik Maarof who is the senior technician assistant show me how to enter the image of the program in the website.</p>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p>
5/10/22	<p>The daily task is starting with the shelving and today I got 12 books that I shelved on 8.00 a.m until 9.30 a.m. The shelving is actually on how staff organized books by the call number and placing them in their correct location on the library shelves.</p> <p>As usual, I help catalog unit to paste the barcode in the book.</p> <p>This barcode also can help students to find the book via opac.</p>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p>

Date	Exact Nature of Work Done	Supervisors Remarks
6/10/22	<p>On Thursday, 6 October, the service at the Tengku Anis Library (PTA) began with a yassin reading led by Encik Hamka and also Dr. Muslim. Reading this yassin is to bless every matter in the management of the Tengku Anis Library (PTA). At 10.30 am a meeting was held to discuss the implementation of the CSR programme at SMK Hamzah 1 which will come to the Tengku Anis Library (PTA) for the 'Intai Ilmu @ PTA' this programme that involve 107 students form 6 above. The meeting was started by deputy chief Librarian Mrs Atina bt Husien.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KEMAH PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 78000 MACHANG, KELANTAN
10/10/2022	<p>Today, the task started with making shelving. The main purpose of this shelving is to facilitate users to access books when referring to the call number on the Opac. Encik Haarie who is assistant senior librarian give me the task which is 'cara membuat tempahan di bluk IT' using a canva for make it as poster.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KEMAH PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 78000 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
11/10/2022	On the 11th October 2022, the task	
	started with making shelving and	
	I made 12 books in the 30 minutes.	
	Today we have meeting with our	
	Chief Deputy Librarian Puan Aina &	
	Hussein about CSR program with student	
	from SMK Hamzah. Practical student	
	also involved with this program and	
	we handle slot name as 'Latihan	
	dalam kumpulan (CLBK) with staff	
	Perpustakaan Tengku Anis'. The program	
	is very important in ensuring the	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	smooth running of the program.	
	On 12 October 2022, the CSR program	
	of SMK Hamzah took place involving	
	107 students from form 6 below.	
	Several activities have taken place	
	such as library tour, Digital library	
	briefing, searching strategy technique	
	briefing, Citation briefing (APA - Microsoft	
	office) and also group activities	
	(CLBK).	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
12/10/2022	<p>On this day, Tengku Anis Library has organised a Maulidur Rasul celebration at the PTA level which invited Dr. Ahmad Murshidi Mustapha is a senior Lecturer Academy of contemporary Islamic Studies (ACIS)</p> <p>After that Enuk Hasnie Mat Nawi which is senior Assistant Librarian give me the task which is assigned to do a poster in Canva.</p>	 NORFITRIAH MAT SEMAN <small>PERPUSTAKAWAN KAMPUS</small>
16/10/2022	<p>The task started with shelving and I made 15 books in 30 minutes. Making this shelving is a mandatory task before starting the work and this is to make it easier for user to access the OPAC to find books on the shelves.</p>	 NORFITRIAH MAT SEMAN <small>PUSTAKAWAN KAMPUS            PERPUSTAKAAN TENGGU ANIS            J17M-GAWANGAN KELANTAN KAMPUS MACHANG            18500 MACHANG, KELANTAN</small>
	<p>I was given the task by Cik Sawling Sarah to do step-step how to <del>making</del> making a class at the Perpustakaan Tengku Anis while using new system name is E-KEM on the Canva.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
17/10/2022	<p>As usual, the task started by making shelving and today I made 20 books in 30 minutes. In the unit, I continued the work of making a poster which is step by step how to use 'E@PS' using My KM system.</p> <p>Next is Cit Saolina Saleh ask me to <del>do</del> separate the CD for IR used and I made 50 ed to separated.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAK- PERPUSTAKAAN TENGGU ANIS UNIT CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
18/10/2022	<p>On 18<sup>th</sup> October 2022, practical training started with shelving from 8.00 a.m until 8.30 a.m and today, I made 14 books. I was assigned to help the PTA staff which is Cit Saolina Saleh to do video on tiktok how to use the OPAC system to find the books on the ehelve.</p>	
19/10/2022	<p>Today, the task begins with making shelving and the total of books that done for shelving today is 10 books. In this unit Cit Saolina give me the task to make the poster using the canva to promote journal, Atlas and magazines whis is in the Perpustakaan Tengku Anis' Library.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAK- PERPUSTAKAAN TENGGU ANIS UNIT CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.

Date	Exact Nature of Work Done	Supervisors Remarks
20/10/22	<p>On this day, the service at the Tengku Anis Library (PTA) begins with reading Yassin as a start before starting work. Today, I continued the work of making a poster on the canvas assigned to me.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
25/10/22	<p>Today, Tengku Anis Library has organized the program name as "Seminar Antarabangsa Pembinaan Spiritual Melalui pendekatan Psikospiritual dan Kaunseling" which take place 1st level Tengku Anis Library. This program also in collaboration between library staff and staff from Academic of Contemporary Islamic Studies (ACIS). This program also started at 9.00 am until 5.00 pm.</p>	
28/10/22	<p>Today, the task begins by making shelving and I made 12 books from 8.00 am until 8.30 am. Tengku Anis Library receiving scholarly visits from Sekolah Maahad Syamsul Maarif (P) of 144 students from form 5. Puan Norfitriah Mat Seman who is senior Librarian at the Tengku Anis Library (PTA) briefing about <del>about</del> Tengku Anis Library and also make some quizzy for students.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
27/10/22	<p>On this day, the service at the Tengku Anis Library (PTA) begins with reading Yassin as a start before starting work. Next is I and other practical students held an discussion about the program that will be held by the this end of November. The discussion is to prepare the paperwork to make and application for program approval from the UiTM Management in the production of the budget especially.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
30/10/22	<p><del>Today</del> Today, the task started by making shelving. Shelving is the main purpose of this shelving is to facilitate user to access books when referring to call number on the spac. I continued my task to ask student for installed mobile apps and also scan for 'customer satisfaction survey' of Tengku Anis Library.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

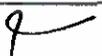


Date	Exact Nature of Work Done	Supervisors Remarks
1/11/2022	Library service unit.	
	<p>On the first day of November, I started reporting at the new unit in continuing my industrial training at the Tengku Anis Library (PTA). I was transferred to the Library service unit. On the first day as well, we together with the supervisor and industrial training partner, prepared the paperwork for the preparation of the program scheduled for November 2022 as one of the special task in the industrial training.</p>	<p>MUSLIM ISMAIL @ AHMAJ Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
2/11/2022	<p>The task started by making shelving from 8.00 am until 8.30 am. In the new unit, I have been with Encik Rosh Bin Che Ismail teach me about how to use a photostat machine and also printing. Beside that En. Rosh teach me how to use machine pay slip while students went pay their photostat or printing.</p>	<p>MUSLIM ISMAIL @ AHMAJ Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>

Date	Exact Nature of Work Done	Supervisors Remarks
3/11/2022	<p>On this day, the task started with the Yassin Reading ceremony held every Thursday. In addition, Tengku Anis Library (PTA), UiTM Kelantan Branch, Machang campus in collaboration with Tun Abdul Razak (PTAR) UiTM Negeri Sembilan Branch, Seremban Campus has organized a "Library Edu update Webinar: Research Made easy: Know How..." presented by Mr. Syaiful Hisyam Saleh who is librarian in Abdul Razak Library (PTAR) UiTM Negeri Sembilan Branch, Seremban Campus. This program is held to give new knowledge to the participants in doing research.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
6/11/2022	<p>Today, started by making shelving from 8.00 am until 8.30 am.</p> <p>After that, I have been assigned to invite students to scan mobile apps with the UiTM Library mobile apps. I also getting feedback from students about customer satisfaction survey with the services.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
7/11/2022	Today, started by making shelving	
	from 8.00 am - 8.30 am.	
	Next as I have been invite student	
	to join our programme to review	
	journal article or magazine from	
	Tengku Anis Library collection.	
	This programme was held 2 weeks at	MUSLIM ISMAIL @ AHMAD
	The Tengku Anis Library.	Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
9/11/2022	<p>I started my job as industrial training student by doing steering at 8.00 am until 8.30 am. We held a meeting in the room of the supervisor, Pn. Norfitriah Mat Seman to update the paperwork for the program that will be held in December 2022.</p> <p>The update of this paperwork is to be presented in front of the head Librarian, Puan Aina bt Hussien to be review before being approved by the rector of UiTM for programme implementation.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
10/11/22	<p>As usual, On Thursday, a Yassin reading was held at 8.00 am. Also, on Thursday, The PTA food sharing was held. This programme is an initiative to provide breakfast and specialty to help students who cannot afford to buy breakfast.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
14/11/2021	Today, the task started by	
	making shelving for 12 books	
	from 8 am untill 8:30 am	
	At 10 am untill 12 pm I have	
	followed Dr Muslim for the Fatimat	
	System Prime which held in Blot	
	C Faculty AM and Design UiTM	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan
	cawangan Kebintan. The briefing was	
	accompanied by lectures from	
	Faculty AM and Design.	
	On this day, the task started	
	with making shelving from 8am	
	untill 8:30 am. I have followed Dr	
	Muslim and also En. Hambu to	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan
	make a survey on the built	
	loan program from administrative	
	office, Hal Ekuval Pelajar, Hal Ekuval	
	Akademik, Pusat Jaringan Industri,	
	Financial office, treasurer office and	
	Last facilities UHT.	

Date	Exact Nature of Work Done	Supervisors Remarks
16/11/20	On this day, the task started by making shelving for 10 books from 6 am until 8.30 am.	
	Today's task is En Hamka who is the senior Assistant Librarian brief me how to <del>key</del> check in the books from bulk loan from Libsys System. I have been as many as 10 books to check in <del>in</del> in Libsys System.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
17/11/20	Every Thursday, the service at the Tengku Anis Library (PTA) begins with reading Yasin as a start before starting work.  Today too, I have been assigned to <del>invite</del> student to scan mobile apps. With the UiTM Library mobile Apps you can access information wherever you are and <del>wherever</del> wherever you want to get the latest information on our library, access e-resources and many more. We are also tasked with getting feedback from user about customer satisfaction with the services.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
21/11/22	<p>Today, the task start with making shelving from 8am until 8.30 am.</p> <p>In addition, I have prepared a report for industrial training from Chapter 1 and continued by Chapter 2. The process of preparing this report include a section how to know more deeply about the Tengku Anis Library.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
22/11/22	<p>On this day, the task started by making shelving for 15 books from 8.00 am untill 8.30 am.</p> <p>Next, I have been make poster for programme 2 days @ PTA : bonding days.</p> <p>This poster is to introduce the games that will be the activities for the programme. This poster is design on canva.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
23/11/22	<p>As usual, the task started by making shelving from 8.00 am untill 8.30 am.</p> <p>After that, Dr Muslim who is senior Librarian, teach me how to release new books to key in into Libsys system. On this day, I have been 1 trolley as much as 90 of books <del>to</del> for <del>task</del> release into libsys system.</p>	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
24/11/22	On 24 <sup>th</sup> November 2022, Tengku Anis Library was held a joint effort to clean the outside of the library like a herA garden to wash and plant trees and taken the trees. This programme also can fuel the spirit of love for the environment especially among young people and provide knowledge to recognize trees.	

27/11/22



كlinik فرايمر  
**KLINIK PRIMER**

No: 264516

MUSLIM ISMAIL @ AHMAD  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
Universiti Teknologi MARA Cawangan  
Kelantan.

**SIJIL SAKIT**

ADALAH DISAHKAN BAHAWA :-

ENCIK/CIK/PUAN : MUR SHAMUAH BINTI MAT SEMAN

NO K/P : 960215-03-0114

DARI : YANG BERKENAAN

TELAH DIPERIKSA DAN DIDAPATI KEADAAN KESIHATAN BELIAU :-

TIDAK MEMBENARKANNYA UNTUK MENJALANKAN TUGAS-TUGAS SELAMA  
1 HARI, MULAI DARI 27/11/2022 HINGGA 27/11/2022.

LAIN-LAIN CATITAN : 4/11/22

SEKIAN DIMAKLUMKAN

DOKTOR YANG MERAJUKAN: AMIR MOAZL BIN MOHAMAD

No. Pendaftaran MPM: 62689

Pegawai Perubatan UD52

Jabatan Kecemasan

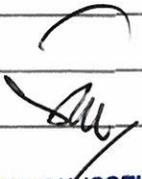
NAMA : HRPZ II, Kota Bharu, Kelantan TARIKH : 27/11/2022

COP KLINIK :

**CAWANGAN :-**

- |  |                    |  |                    |
|--|--------------------|--|--------------------|
| <input type="checkbox"/> TANJONG CHAT          | Tel : 09-747 5959  | <input type="checkbox"/> CHERANG       | Tel : 09-747 2227  |
| <input type="checkbox"/> WAKAF BHARU           | Tel : 09-719 3200  | <input type="checkbox"/> KUALA KRAI    | Tel : 09-960 3368  |
| <input checked="" type="checkbox"/> NILAM PURI | Tel : 09-712 4007  | <input type="checkbox"/> PAKA, DUNGUNG | Tel : 09-827 0658  |
| <input type="checkbox"/> LEMBAH SIREH          | Tel : 09-743 7780  | <input type="checkbox"/> GUNONG        | Tel : 09-783 1266  |
| <input type="checkbox"/> WAKAF CHE YEH         | Tel : 09-742 2282  | <input type="checkbox"/> MERANTI       | Tel : 012-6132649  |
| <input type="checkbox"/> KUBANG KERIAN         | Tel : 09-764 4588  | <input type="checkbox"/> TENDONG       | Tel : 012-7051145  |
| <input type="checkbox"/> PASIR PUTEH           | Tel : 09-786 1000  | <input type="checkbox"/> GUA MUSANG    | Tel : 013-3052305  |
| <input type="checkbox"/> TOK BALI              | Tel : 011-10200539 | <input type="checkbox"/> MACHANG       | Tel : 011-10780056 |

Date	Exact Nature of Work Done	Supervisors Remarks
28/11/22	( PUBLIC Holiday. )	
29/11/22	<p>On 29<sup>th</sup> November, there was a special visit from the head Librarian, Mr. Jamelludin Haji Sulaiman conducted a working visit to the Tengku Anis Library (PTA) UTM Kelantan arrival of the honorable Mr. Jamelludin Haji Sulaiman was greeted by the PTA staff at 8.45 am. This work visit is for strengthen friendship and get to know each other among staff.</p>	<p>MUSLIM ISMAIL @ AHMA Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
30/11/22	<p>Today, the first meeting was held to discuss the program that will take place on 12 &amp; 13 December 2022. Among the things discussed in this meeting is the introduction session of the committee members who are responsible for the continuation of this program. The main objective of this meeting is to ensure that each staff knows their respective roles as stated in the paperwork.</p>	<p>MUSLIM ISMAIL @ AHMA Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>

Date	Exact Nature of Work Done	Supervisors Remarks
1/12/22	" ARCHIVE UNIT "	
	<p>On 1st December 2022, I have been transferred to the Digital Library Unit. Among the scope of this unit is to plan and coordinate Tengku Anis Library (PTA) communication, promotion and publicity plans. Other than that, this unit also ensure the effectiveness of the planning and implementation of media plans. In addition, meeting was held to discuss the " 2 Days @ PTA : Bonding Day " program. This meeting involve committee members for games and activities to give a clear explanation about the 14 activities that will take place on 12 and 13 December 2022</p>	 <b>ALINA BT HUSSAIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
4/12/22	<p>On 4th December 2022, I started by arranging 15 books on shelves from 8.00 am until 8.30 am. Today, Puan Norfitriah Mat Seman invite me and other practical students to go and find gift for the 2 days @ PTA : Bonding Day programme. Other than that, Our supervisor told me to organised and put the tagging at the gift that have been bought. I and other practical students complete the task until the end of the working hours.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
5/12/22	<p>Today, the task started by making a shelving for 12 books from 8.00 am until 8.30 am. I was assigned to paste the front covers of 30 books to be given to the participant who participated in the program.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
6/12/22	<p>Today, the task started by making a shelving from 8.00 am until 8.30 am. In Archive Unit, Mrs Waqiuddin brief me the task on the archival works. <del>and</del> and managing file and records by the unit. In addition, learn on the process of receiving file and documents, how to clean the content of the file sent by other <del>the</del> unit of UiTM (Unit Hal Ekuwal Pelajar) and also arrange the contents of the file.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.

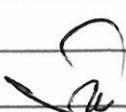
Date	Exact Nature of Work Done	Supervisors Remarks
7/12/22	<p>On 7<sup>th</sup> December 2022, Guided and taught by Mr Wazirvuddin on how to keep in the metadata at archival management system (AMS) on MyKM website managed to keep in the metadata for few files. Other than that, I also repairing the <del>box</del> box's of Wakaf Buku 2.0 with blue colour with and other practical student.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
8/12/22	<p>Today, a meeting was held for the last time to give a brief on the implementation of the 2 days @ PTA: Bonding Day. The main objectives of this meeting is to ensure that all the participants are ready for the implementation of the program.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

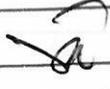
Date	Exact Nature of Work Done	Supervisors Remarks
11/12/22	<p>Today, the industrial training continued with making preparation for the 2 days @ PTA; Bonding Day program that will take place on 12 &amp; 13 December 2022. Among the preparation made was putting up the programme banner to invite more participants to join. In addition, other preparation made are arranging the table to provide space for the pingpong game and also set up the place for the game at each location.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
12/12/22	<p>Today, the program "2 Days @ PTA: Bonding Day" was held. To begin with, an aerobic session was held to encourage the staff to start activities throughout the program. Among the game that took place is table soccer game, congkak, giant e-puzzle, ping pong, lets guess my weight and earrow. At 2.30 p.m, there also have 2 game took place which is online Quizza, and infohunt. Last, "waka buku 2.0". This program also is to donate books for the CSR programme that will take place in 2023.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
13/12/22	<p>Today, is the second day of the program - At the morning, there are games that have been contested such as, Juara eup pantas, spell it right, crossword and also let's guess my weight which is a game to guess the weight of books. At 2.30 pm, there were a closing ceremony and presentation of prize for the winner.</p>	
14/12/22	<p>On 14th December 2022, Mr Waquiddin guide me how to update the file on AMS system which is how to put further details of the type of documents and content that available in the files (Student records). Managed to update few of the file remaining. In addition, I also assigned to paste the <del>front</del> fronts cover of <del>the</del> 50 books for the "Wake Up call your Image" program. This program will be held on 18th December <del>2022</del> 2022 (sunday).</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis TM Sawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
15/12/22	<p>On 15th December 2022, the service at the Tengku Anis Library (PTA) begins with reading Yassin as a start before starting work. Other than that, I continued assigned to paste the front cover of 50 books for the "wake up call your image" programme will be held next week on Sunday.</p>	
18/12/22	<p>Today, the "wake up call your image: From campus to corporate" program took place, which invited a senior <del>librarian</del> librarian from UiTM Pahang, Mrs Nurfarawehida Bt Badruvasham, who is also a certificated professional image consultant of Al-Bukhari Library, UiTM Pahang Branch. The main objective of this OF this program is to give exposure to the citizen of UiTM that a good image is also important in the world of work and the selection of ethical usage also plays a role in the organization's administration.</p>	 <b>ALINA BT HUSSAIN</b> Timbalan Ketua Perustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.

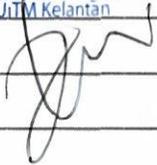
Date	Exact Nature of Work Done	Supervisors Remarks
19/12/22	"CUTI BONGKIR"	
20/12/22	<p>As usually, the daily task at the Tengku Anis Library is make shelving and today I made shelving for 5 books. In the archive unit, I have made the process cleaning before the disposal process. The process of cleaning this material is the main process of disposal.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
21/12/22	<p>The daily task is make a shelving. Today, I made shelving for 12 books. Enet Mohd Nazari told me to register disposal material and also metadata item into AMS which is Archive Management system.</p>	
23/12/22	<p>On 23th December 2022, the daily task is starting with the shelving and today I got 8 books that I shelved on 8.00 am until 8.30 am. In addition, I re-practised to register disposal material and registered metadata items into AMS system assisted by Mr Mohd Nazari to monitor the work.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
25/12/22	<p>As usual, the daily task is starting with the shelving and today I got 12 books that I shelved on 8.00 am until 8.30 am. My task is continuing the process to registration the document to be disposed by using Archive Management System (AMS). It's give me and good understanding on how to register the item that needed to disposed.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
28/12/22	<p>At the archive unit, Mr Waqiuddin give me new task which is showing on how to scan the document by using a scanner. This task is next task after make the item registered into the AMS system.</p>	
27/12/22	<p>Today, the task in the library start with shelving and the total of books that done for shelving is 12 books. Other than that, Mr waqiuddin give me some briefing on how to add watermark after the document has be scanning. In this task, I also learn on how to make password on the files so that the document have been save.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
28/12/22	<p>The task started by making shelving and making as many as P books taken from the trolley to be arranged on the shelf according to the order of ISBN number.</p> <p>At the archive Unit, the task continue with registration of receiving materials collection that need to be disposed by using AMS system.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis Kawangan Kelantan.
29/12/22	<p>On 29th December 2022, Every thursday Tengku Anis Library read Yassin at 8.00 am until 8.30 am before starting the task. This program is a weekly activity organized by PTA.</p> <p>Other than that, I re-practised the method for scanning and insorting watermark into the file that have been registered.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis Kawangan Kelantan.

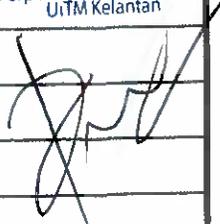
Date	Exact Nature of Work Done	Supervisors Remarks
1/1/23	<p>As usual, the daily task at the Tengku Anis Library is make shelving and today I made 12 books taken from the trolley.</p> <p>On that day, Mr. Zul Abulillah, who is a senior technical assistant at the Tengku Anis Library, taught me how to make a book.</p> <p>Mr. Zul also told me to punch holes in the book first before sewing the book and applying glue to the book cover.</p>	  ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
2/1/2023	<p>The daily task is make shelving and the total of book that I've done for shelving is 8 books.</p> <p>The second day together with Mr Zul is that continued to apply glue to the book and prepare all the materials such as ribbons and book covers to make a perfect and neat book.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

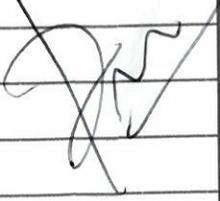
Date	Exact Nature of Work Done	Supervisors Remarks
3/1/2023	<p>On 3rd January 2023, The daily task is make a shelving and today I made 10 books. On that day, I took care of counter at Level 1 Tengku Anis Library because all the staff were involved in the workshop "refresh your skills @ PTA".</p> <p>In addition, I also made a report to be sent to our <del>to</del> supervisor at Tengku Anis Library to Mrs NorAfiah Mat Seman before next meet.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
4/1/2023	<p>The daily task at Tengku Anis Library is make a shelving and today I made 15 books.</p> <p>Today, Mr Zul taught me how to write names on the front of the book and arrange the names that need to be posted on the book cover. Then, I put glue on the book so that the contents of the book can be joined to the front of the book.</p>	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.

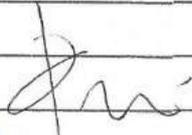
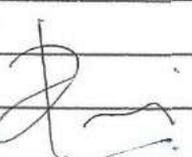
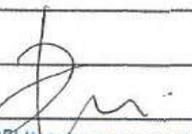
Date	Exact Nature of Work Done	Supervisors Remarks
5/1/2023	" PLANNING & DEVELOPMENT LIBRARY "	
	<p>On 5th January 2023, I have started to continue Industrial training in the Planning &amp; Development Library. I have reported to the head of the Unit which is Puan Nordelina Zulkarnain who is the senior librarian of Tengku Anis Library (PTA). On the first day, at the unit, I was given the task of entering the reference number according to the ISBN number into the book.</p>	
8/1/23	<p>Today, I was given an task by Mr. Ahmad Ameruddin Fauzi and also monitored by Mrs Nordelina to search for ISBN number. I was introduced to access ISBN number using OPAC which is Online Public Access Catalog and also using Library of Congress Classification by browsing classweb.org to access ISBN number for new books.</p>	<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanai Perpustakaan Tengku Anis UiTM Kelantan</p> 

Date	Exact Nature of Work Done	Supervisors Remarks
9/1/2023	<p>Next, in the unit I was given the task of getting the ISBN number for the new books. The ISBN search still uses OPAC or known as Online Public Access Catalog. After that, Mrs Nordelina give me the task to make statistics for books and also magazines in August 2022.</p>	
10/1/23	<p>Today, the task started with making shelving. The main purpose of this shelving is to facilitate users to access books when referring to the call number on the OPAC.</p> <p>Next a Mrs Nordelina told me to help Mr Musteam count the number of magazines in Tengku Anis Library (PTA).</p>	<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p> 
11/1/2023	<p>Today, the task started by making shelving and I made 10 books in 30 minutes. Mrs Nordelina told me to look for materials related to "Batik Kemuning" in the website, Face book, Youtube, google and Institutional Repository (IR) for a virtual exhibition at the Tengku Anis Library.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
12/1/2023	<p>Tengku Anis Library (PIA) has received visit from 5 schools sponsored by Petronas &amp; keeps totaling 200 people for the UiTM campus tour program. Among the school are SMK Manek URAI, SMK Sultan Yahya Petra 1, SMK Pahi, SMK Taloh and SMK Kuala Krai. The Tengku Anis Library briefing was delivered by Mrs Norfitriah Mat Seman (Senior Librarian) and Mrs Saaling Pelen (Assistant Librarian)</p>	
15/1/23	<p>The task started by making shelving and I made 20 books in 30 minutes. As for duties in the unit, I was assigned to do office work such as photocopying and helping the staff to print documents. I also was assigned to stamp new books and was instructed by Mr. Hamizur about the book stamping method.</p>	<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p> 
16/1/23	<p>As usual, the task started by making shelving in the unit. Next Mrs Nordelina ask me to re-check paperwork about "Barcode Labels 2023" and I continued the work of stamping the books assigned to me.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
17/1/2023	<p>The task starting with shelving and I made 15 books in 30 minutes. Making this shelving is the mandatory task before starting the work.</p> <p>Next is I continued reflect paper work by Mrs Nordelina for send to Mrs Amesutiny Mohd Subry who is senior clerk at <del>the</del> <sup>The</sup> Tengku Anis Library.</p>	
18/1/2023	<p>Today, I was given by the task of making a poster for Tengku Anis Library's monthly reading competition named as "Share your favourite books!". Among the preparation made is to update the poster to be checked by corporate unit before announcing it to the participants.</p>	<p>NORDELINA BT. ZULKARNAIN  Pustakawan Kanan  Perpustakaan Tengku Anis  UiTM Kelantan</p> 
19/1/2023	<p>On this day, the service at Tengku Anis Library (PTA) begins with reading Yassin as a start before starting work. In the unit of cataloging Ms. Nordelina told me to tag the winning prize and stick it on the homper for the "Share your favourite books!" competition.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
22-23/1/23	"Cuti Raya Cina"	
24/1/2023	The work in the industry training started with shelving from 8.00 am until 8.30 am. Today, I made a promotion to students who visited the Tengku Anis Library to enter the competition.	
25/1/2023	The task started by making shelving from 8.00 am until 8.30 am. Next is I continued made a promotion for students who visited the Tengku Anis Library (PTAS) to enter the competition. Beside that, Mr Che Hasnan teach me how to make RDA (Resource description Access) and enter into the WILS.	<p data-bbox="1230 1265 1497 1355"> <b>NORDELINA BT. ZULKARNAIN</b>            Pustakawan Kanali            Perpustakaan Tengku Anis            UiTM Kelantan         </p> 
26/1/23	On this Day, the task started with the Yassin reading ceremony held every Thursday. Ms Nordelina told me to find 20 articles about batik from the internet. Ms Nordelina also brief me how to search articles from local content and my cite.	

Date	Exact Nature of Work Done	Supervisors Remarks
29/1/2023	<p>Continue make report. Try to find subject code that related to what the knowledge applied and gained from the practical training to do in chapter 4 under knowledge gained.</p> <p>After that, I continued doing a slide about 'Botik Remung' assigned by Ms. Nordelina Zulkarnain.</p>	
30/1/2023	<p>Continue make a report. Insert the picture, the logbook that scan into the report to show the proof of work during industrial training.</p>	 <b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan
31/1/2023	<p>Continue make a report. Insert the figure numbering, list of appendixes, List of table, pages and custom the size of the picture to make it look good.</p>	 <b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan

NO:	NAME: NUR SHAMILAH MAT SEMAN <sup>1</sup>
DEPT:	SECT:

FOR THE MONTH OF 9 YEARS 2022

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8:18:10		8:07:48	8:13:48			
2							
3							
4	8:07:42			8:17:15			
5	8:07:33			8:17:18			
6	8:07:38			8:17:18			
7	8:07:42			8:17:17			
8	8:07:45			8:13:48			
9							
10							
11	8:07:40			8:17:20			
12	8:07:47			8:17:18			
13	8:07:42			8:17:18			
14	8:07:45			8:17:12			
15							

*[Signature]*  
 HUSSEIN  
 Pustakawan  
 Tengku Anis  
 Cawangan Kelantan.

Tahun

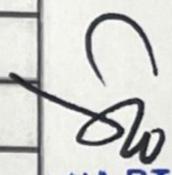
2022

Bulan

September

### Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.09.2022	07:37	15:31	WFH
2	28.09.2022	07:54	17:07	WFH
3	27.09.2022	07:50	17:06	WFH
4	26.09.2022	07:51	17:01	WFH
5	25.09.2022	07:57	17:02	WFH
6	22.09.2022	07:48	15:34	WFH
7	21.09.2022	07:49	17:02	WFH
8	20.09.2022	07:46	17:02	WFH
9	19.09.2022	07:53	17:02	WFH
10	18.09.2022	07:53	17:04	WFH
11	15.09.2022	07:48	15:32	WFH
12	14.09.2022	16:06	20:42	WFH

  
LINA BT HUSSEIN  
Membalaan Ketua Pustakawar  
Perpustakaan Tengku Anis  
TM Cawangan Kelantan.



Tahun

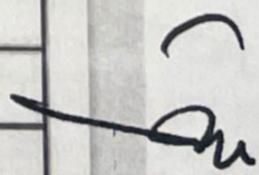
2022

Bulan

Oktober

## Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.10.2022	07:56	17:02	WFH
2	30.10.2022	07:53	17:00	WFH
3	27.10.2022	07:52	15:35	WFH
4	26.10.2022	07:58	17:02	WFH
5	25.10.2022	07:44	17:01	WFH
6	20.10.2022	07:48	15:30	WFH
7	19.10.2022	07:42	17:00	WFH
8	18.10.2022	07:50	17:00	WFH
9	17.10.2022	07:44	17:00	WFH
10	16.10.2022	07:57	17:00	WFH
11	13.10.2022	07:52	15:31	WFH
12	12.10.2022	07:55	17:01	WFH
13	11.10.2022	07:48	17:00	WFH
14	10.10.2022	07:56	17:01	WFH
15	06.10.2022	07:51	15:32	WFH
16	05.10.2022	07:51	17:01	WFH
17	04.10.2022	07:54	17:01	WFH
18	03.10.2022	07:41	17:06	WFH
19	02.10.2022	07:55	17:03	WFH

  
**ALINA BT HUSSEIN**  
Timbalan Ketua Pustakawan  
Pergustakaan Tengku Anis  
UiTM Cawangan Kelantan



Tahun

2022

Bulan

November

## Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	30.11.2022	07:52	17:00	WFO
2	29.11.2022	07:55	17:00	WFO
3	24.11.2022	07:54	15:30	WFO
4	23.11.2022	07:58	17:00	WFO
5	22.11.2022	07:49	17:00	WFO
6	21.11.2022	07:43	17:00	WFO
7	17.11.2022	07:49	15:30	WFO
8	16.11.2022	07:53	17:00	WFO
9	15.11.2022	07:50	17:00	WFO
10	14.11.2022	07:50	17:00	WFO
11	10.11.2022	07:55	15:30	WFO
12	09.11.2022	07:57	17:01	WFO
13	08.11.2022	07:50	17:00	WFO
14	07.11.2022	07:56	17:01	WFO
15	06.11.2022	07:52	17:00	WFO
16	03.11.2022	07:54	15:31	WFH
17	02.11.2022	07:53	17:01	WFH
18	01.11.2022	07:48	17:00	WFH

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



Tahun

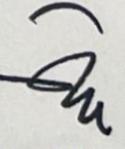
2022

Bulan

Disember

### Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.12.2022	07:50	15:31	WFO
2	28.12.2022	07:47	17:01	WFO
3	27.12.2022	07:48	17:00	WFO
4	26.12.2022	07:47	17:00	WFO
5	22.12.2022	07:49	15:31	WFO
6	21.12.2022	07:48	17:02	WFO
7	20.12.2022	07:42	17:00	WFO
8	18.12.2022	07:51	17:19	WFO
9	15.12.2022	07:59	15:30	WFO
10	14.12.2022	07:46	17:00	WFO
11	13.12.2022	07:49	17:00	WFO
12	12.12.2022	07:48	17:06	WFO
13	11.12.2022	07:46	17:01	WFO
14	08.12.2022	07:55	15:30	WFO
15	07.12.2022	07:55	17:00	WFO
16	06.12.2022	07:51	17:29	WFO
17	05.12.2022	07:53	17:01	WFO
18	04.12.2022	07:53	17:01	WFO
19	01.12.2022	07:45	15:32	WFO

  
LINA BT HUSSEIN  
Pembatalan Ketua Pustakawan  
Perpustakaan Tengku Anis  
UITM Cawangan Kelantan.



Tahun

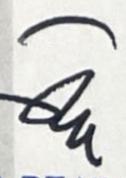
2023

Bulan

Januari

## Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.01.2023	07:55	17:01	WFO
2	30.01.2023	07:54	17:00	WFO
3	29.01.2023	07:57	17:00	WFO
4	26.01.2023	07:53	15:30	WFO
5	25.01.2023	07:50	17:02	WFO
6	24.01.2023	07:43	17:00	WFO
7	19.01.2023	07:50	15:31	WFO
8	18.01.2023	07:55	17:01	WFO
9	17.01.2023	07:54	18:56	WFO
10	16.01.2023	07:57	17:01	WFO
11	15.01.2023	07:55	17:01	WFO
12	12.01.2023	07:54	15:30	WFO
13	11.01.2023	07:51	17:00	WFO
14	10.01.2023	07:50	17:00	WFO
15	09.01.2023	07:53	17:01	WFO
16	08.01.2023	07:53	17:01	WFO
17	05.01.2023	07:51	15:35	WFO
18	04.01.2023	07:55	17:00	WFO
19	03.01.2023	07:44	17:00	WFO
20	02.01.2023	07:53	17:00	WFO
21	01.01.2023	07:53	17:00	WFO

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