



اَللّٰهُمَّ صَلِّ وَسَلِّمْ عَلٰى اَبْنائِنَا
UNIVERSITI
TEKNOLOGI
MARA

**SCHOOL OF INFORMATION SCIENCE,
COLLEGE OF COMPUTING, INFORMATICS AND MEDIA,
UNIVERSITI TEKNOLOGI MARA
BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT
IMC690 – INDUSTRIAL TRAINING
INDUSTRIAL TRAINING REPORT
PREPARED BY:
IFFA NADIA BINTI AZLAN
(2020988141)**

DECLARATION

I declare that the work in this report has been carried out accordance with the rules of Universiti Teknologi MARA. It is original and is the results if my own work, unless otherwise stated or recognize as work of reference. This report was not being submitted to any degree or qualification to any other academic institution or non-academic for.

I hereby acknowledge that I have been provided with the Academic Rules and Regulations for Undergraduate, of Universiti Teknologi MARA (UiTM) which regulate the conduct of my report.

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DATE : 31st July 2023

ABSTRACT

The last chance for final-year students at any university is to encounter a real working environment through industrial training. As a library management student who has received industrial training, I am able to be ready for real-world responsibilities, organizational functioning, and practical activities, as well as get a feel for all the departments and units that make up an academic or university library. Throughout this degree program, I was also able to obtain experience by putting the knowledge, abilities, technological know-how, and theories I had acquired from my studies in library and information administration to use.

This report details the Industrial Training lessons that the semester 7 student at Perpustakaan Tengku Anis (PTA), UiTM Machang, Kelantan, accomplished during a five-month period beginning on 1st March 2023 and end on 31st July 2023. The introduction, organizational information, industrial training activities, and industrial training reflection are the four chapters that make up this industrial training report. The report will go into detail about the regular tasks and assignments done under the supervision of each Senior Librarian for each unit related where the interns is expected to contribute to the multiple unit or department to complete the course requirement under the subject of IMC690 (Industrial Training) of Universiti Teknologi MARA before completion of the degree program, Bachelor of Information Science.

ACKNOWLEDGEMENT

First and foremost, Alhamdulillah, my deepest gratitude to my Allah S.W.T, who has been my guiding force and constant support throughout my entire internship period. I am grateful to Puan Alina, the deputy chief librarian, for granting me the chance to undergo my internship at Perpustakaan Tengku Anis, to Puan Norfitriah, as the person in charge for my practical training during my internship

Furthermore, I would like to express my sincere appreciation to the hardworking individuals at the site who have not only provided me with the necessary moral and material support but have also generously shared their knowledge and expertise. Their contributions have immensely contributed to bridging the gap between theoretical knowledge and practical application, allowing me to grow both professionally and personally.

Lastly, I wanted to extend a special thanks to my family and friends, whose unwavering support and encouragement have been instrumental in my success during this internship. Their understanding and encouragement to dedicate my time and efforts to my work have been invaluable, and I am truly grateful for their constant presence throughout this journey.

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CHAPTER 1 : INTRODUCTION

CHAPTER 1: INTRODUCTION

Industrial training is a compulsory course for final year students pursuing a Bachelor of Information Science (Hons) degree in Library Management, also known as the IM244 program. The training period spans five months, starting 1st March 2023 until 31st July 2023. This training is necessary to fulfill the academic requirements of the Industrial Training course, IMC690. During this training, students have the option to select two organizations where they would like to undergo their placement. To apply for the training, I need to gather and prepare all the required documents, which must be submitted to my lecturer for review and approval. Once I receive approval, I then proceed to send the application documents to the chosen organization. In my case, I have decided to apply for the industrial training placement at Perpustakaan Tengku Anis, UiTM Cawangan Kelantan, and my application has been accepted. Throughout the five-month duration of the industrial training, it is expected that I will gain valuable experience and contribute significantly to the organization. To document my involvement and contributions, I am required to prepare an industrial training report, which will outline all the activities I have participated in during the training period.

1.1 Background of the Organization



Figure 1: Kem Kijang Library

Established in 1985 at the Kijang campus and subsequently relocated to the permanent campus at Bukit Ilmu in 1996, UiTM Library Campus Machang, Kelantan has a rich history. In a collaborative effort with the former YMM Raja Perempuan Kelantan, Tengku Anis Ibni Tengku Abdul Hamid, the library was officially renamed Tengku Anis Library (PTA) on July 15, 2008. Its primary mission is to support various learning, teaching, research, and knowledge development endeavours by offering an extensive range of services, diverse collections, advanced technology, and up-to-date information.



Figure 2: Old Library Building and New Library Building

Under the guidance of Mrs. Hajah Nik Annita Hj Nik Omar, the deputy chief librarian, and with the assistance of three senior librarians, Tengku Anis Library operates smoothly, aided by a dedicated team of 22 support workers. As of May 2017, the library has transitioned from using the ILMU system to the WILS system, which serves as the operational and library management system for Tengku Anis Library, ensuring efficient functioning and improved services.

1.1.1 Location

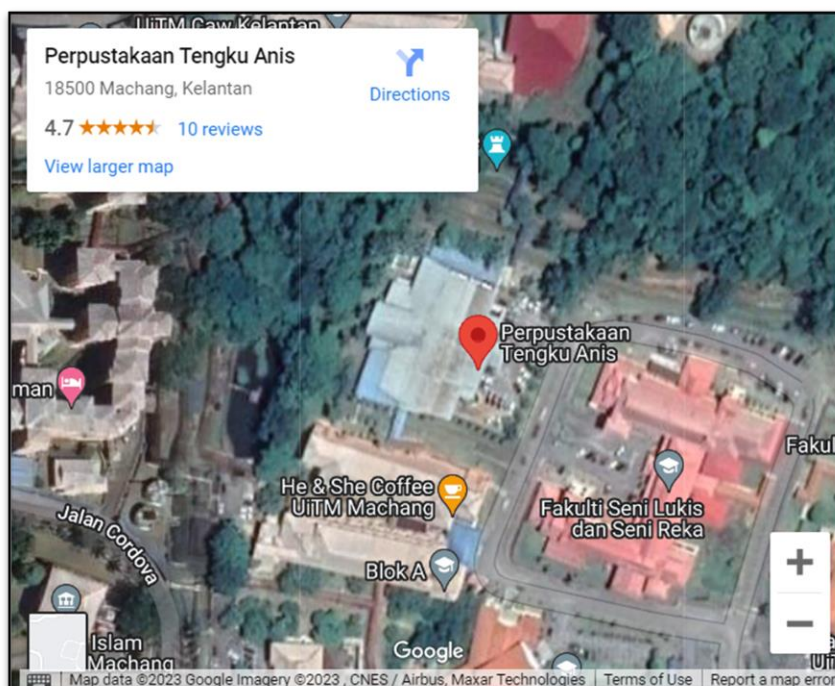


Figure 3: Perpustakaan Tengku Anis Location

1.1.2 INFORMATION OF PERPUSTAKAAN TENGKU ANIS

Name	Perpustakaan Tengku Anis, UiTM Machang, Kelantan
Address	Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan Bukit Ilmu, 18500 Machang Kelantan Darul Naim, Malaysia
Phone Number	09-9762328 @ 2343
Official Website	https://kelantan.library.uitm.edu.my/
Social Media	Facebook: https://www.facebook.com/ptauitmkelantan/ Twitter: https://twitter.com/ptauitmkelantan YouTube: https://www.youtube.com/perpustakaanengkuanis Telegram: https://t.me/Update_PTA Instagram: https://www.instagram.com/ptauitmkelantan/ TikTok: https://www.tiktok.com/@ptauitmkelantan
Opening Hours	Sunday – Wednesday : 8.30am – 5.00pm Thursday : 8.30am – 3.15 pm Friday-Saturday/Public Holiday: Closed <u>[The library will be open until 10.30 pm on Exam Season.]</u>

Table 1: PTA Information

1.1.3 PERPUSTAKAAN TENGKU ANIS LOGO DESCRIPTION



Figure 4: Perpustakaan Tengku Anis Logo

The logo incorporates four main colours:

1. Dark Blue shows the maturity of an institute of higher learning, which offers different levels of study.
2. Purple symbolises excellence in global knowledge.
3. Yellow represents the sovereignty of the Malay kings and the struggle of the Malays to take the national education towards excellence.
4. White shows the sacred and pure knowledge offered to the students.

The Logo description consists of:

1. The diamond shape at the top of five books symbolises the quality education obtained from studying in University Teknologi MARA.
2. The diamond shape at the top of five books symbolises the quality education obtained from studying in Universiti Teknologi MARA. Five shapes which represent elevated books symbolise the varied areas and the varied levels of study offered which are, Certificate, Diploma, bachelor's degree, master's degree and Doctoral Degree, The five shapes also symbolise the five Pillars of Islam which form the thrust of student development.
3. The image of books placed on a bookrest (rihal) is the basis of the design of the Universiti Teknologi MARA logo. Books symbolise the source of knowledge. As an institution of higher learning, the core of all knowledge including the field of science and technology disseminated to the students is based on knowledge in the Al-Quran and As-Sunnah.
4. The bookrest symbolises the university as the platform to disseminate knowledge.
5. Two crossed keris symbolises the sovereignty of Malay Kings and the struggle of the Malays to uphold the excellence and sovereignty of the nation.

6. The partly polished diamond shape symbolises the role of University Teknologi MARA in improving the status of bumiputera to become successful community, which is conscientious, religious and dignified.

7. The round shape within the whole logo symbolises University Teknologi MARA as a global, unique, and competitive university.

1.1.4 OBJECTIVES

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 centre of information excellence that always remained relevant, referred and respected.
- To serve a comprehensive, up to date and relevance knowledge resources in various physically and virtually format.
- To provide a conducive environment and facilities for teaching, learning and research matters.
- To develop a latest information technology and communication facilities based on customer needs.
- To strengthen human capital through Budaya PERDANA for PUiTM communities.
- To enrich relation and cooperation with external organisation in industrial network.

1.1.5 VISION

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

1.1.6 MISSION

To lead the development of agile, professional Bumiputeras through state-of-the-art curricular and impactful research.

1.1.7 PHILOSOPHY

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

1.1.8 CLIENT 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

1.1.9 FACILITIES

For individuals who teach and learn personally at UITM Machang Kelantan, Tengku Anis Library offers a variety of programs and unique facilities. The Tengku Anis Library offers the following facilities and services:

a. Library Service (<https://kelantan.library.uitm.edu.my/ptar-services>)

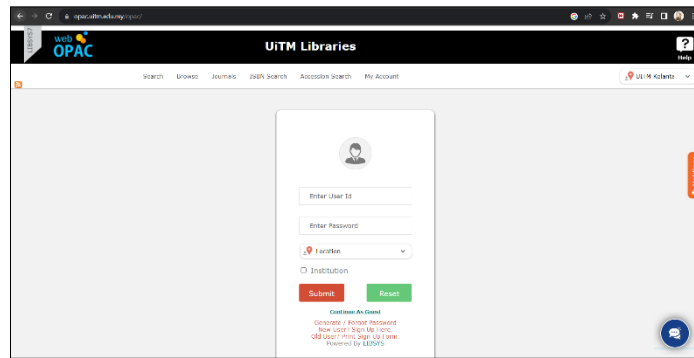


Figure 6: OPAC

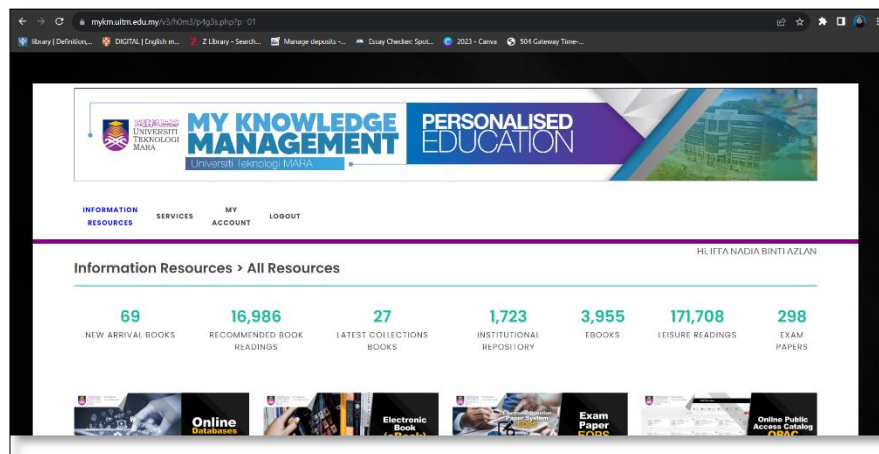


Figure 5: My Knowledge Management

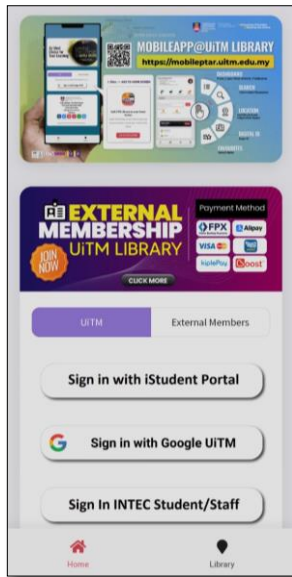


Figure 9: UiTM Library Mobile App

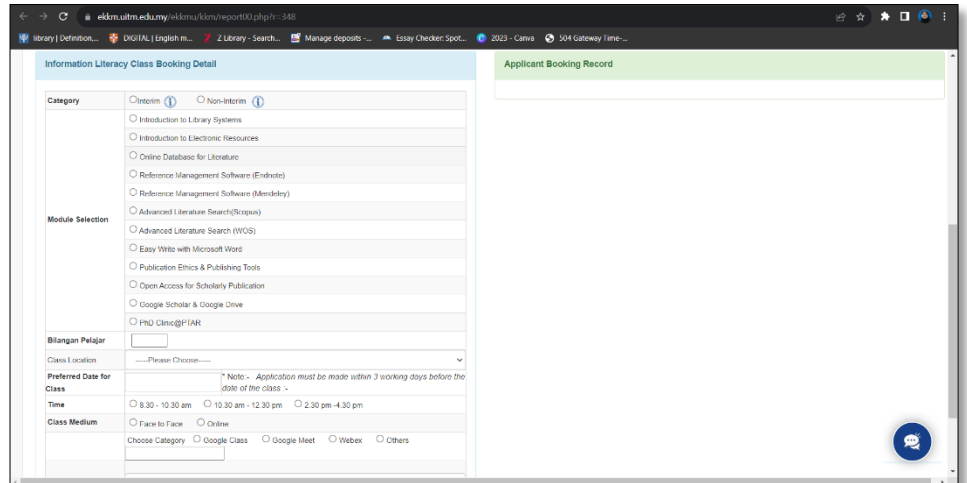


Figure 7: Information Literacy Class

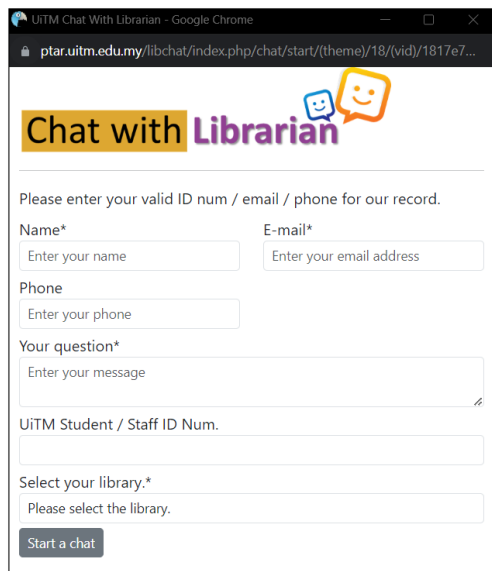


Figure 8: Live Chat with Librarian

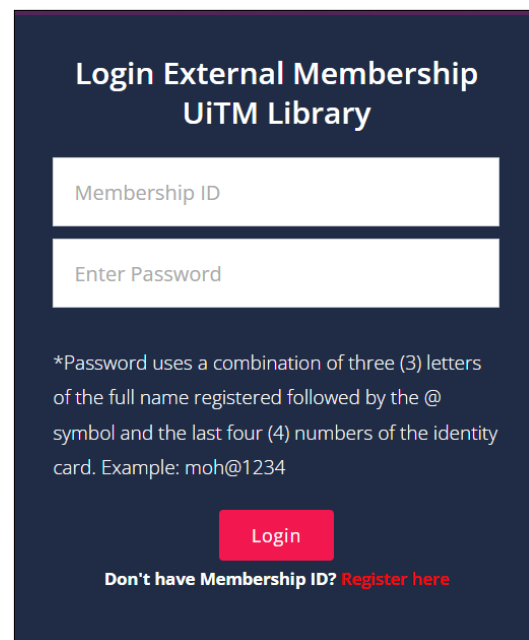


Figure 10: External Membership

Inter Library Loan

Lending Library: --Select--

Title: _____

Author: _____

Remarks: _____

Type: Books

Location: --Select--

APPLICANT DECLARATION
INTER LIBRARY LOAN

- I am fully responsible for all the materials lend to me includes:
 - Willing to bear all costs if the borrowed material is lost, damaged or failed to return.
 - Willing to pay the cost of the requested articles from inside and outside the country at the rate prescribed by the lending library.
- I admit that I already search at universities, government agencies and other institutions and I had identified location and include details of the materials needed. Any extended date for the materials should be inform to the responsible officer 4 days before the due date.
- I hereby give permission to Tun Abdul Razak Library, UTM to deduct my salaries (staff), allow my certificate/Diploma/Degree be detained under student disciplinary action (Act 574, section II of article 3233) (student) if the borrowed materials damaged or not returned.

Submit

Figure 11: Inter Library Loan

Perpustakaan Tun Abdul Razak

BOOK DELIVERY SERVICE

We deliver the requested book to your doorstep.

- This service is open to all UTM staff and students in UTM Shah Alam. Subject to eligibility loan.
- Search book in OPAC (<https://library.uitm.edu.my/opac.html>). Use Student ID Number and Passport Number. Only students with active status are allowed to access OPAC. Only Open Shelf books are allowed for this service.
- Fill up this form (<https://bit.ly/pinjamanbuku>). Only students with active status are allowed to borrow books. Users may opt to choose a delivery method (self-pick up/by hand within campus area) or courier.
- Requests will be processed based on working days except weekend/public holiday. Users will be notified via email for successful/unsuccessful requests.
- Users are responsible to return the library books before the loan period expires and understand the late fines charges for students / salary deductions (staff) that will be imposed.
- Contact us on Chat with Librarian <https://ptar.uitm.edu.my/libchat/> or call 03-5644378 for more details.

SCAN ME

Figure 13: Book Delivery Services

CASHLESS@PTAR

An initiative for cashless payment service for the payment of late return of books and payment for lost books at the library's information counter

Debit / Credit Terminal

38 Locations UTM Library

eWallet at PTAR Locations

Boost Scan QR code to pay

Touch 'n Go

Perpustakaan Tun Abdul Razak (Indragiri)

Perpustakaan Tun Abdul Razak (Kampus Baru)

Perpustakaan Tun Abdul Razak (Sains & Teknologi)

Perpustakaan Tun Abdul Razak (Arau)

Perpustakaan Tun Abdul Razak (Ampang)

Scan the QR Code & Pay

Secure payment with PIN

EASY FAST SECURE

Figure 12: Cashless

b. Facilities



Figure 14: Seminar Room



Figure 15: STARCOR



Figure 16: IT Room



Figure 17: Internet Zone

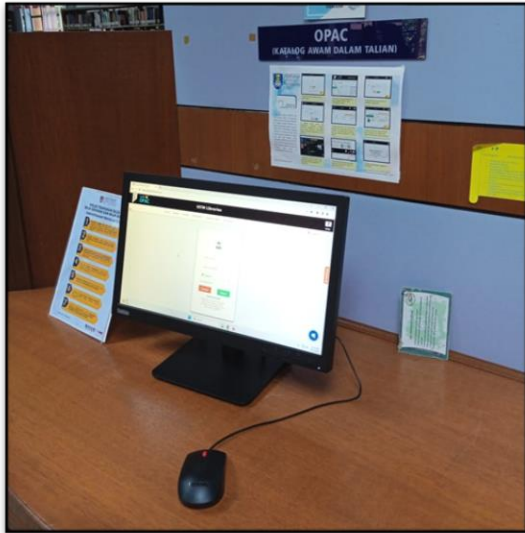


Figure 18: Terminal OPAC

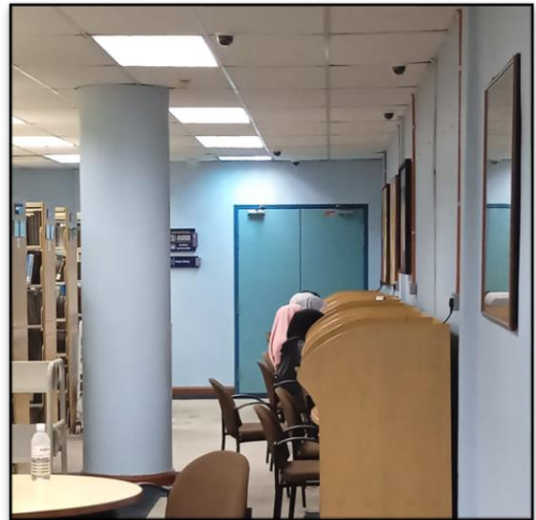


Figure 19: Carrel Desk



Figure 20: Printing Service

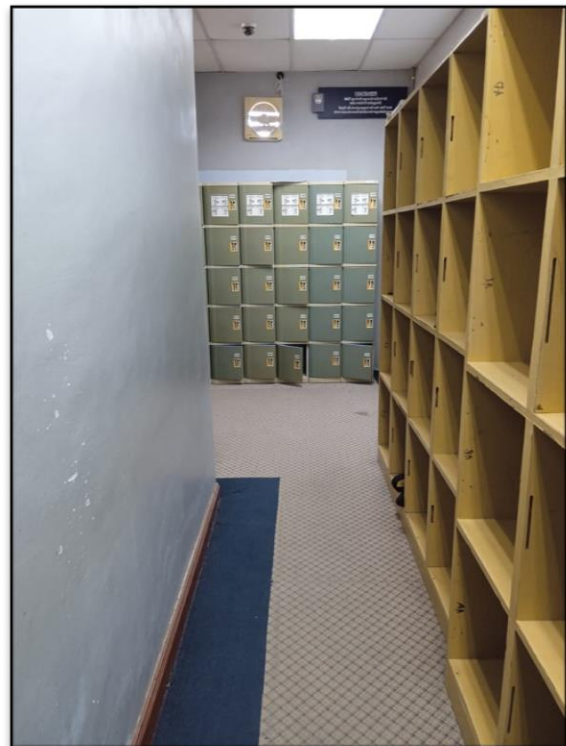


Figure 21: Locker

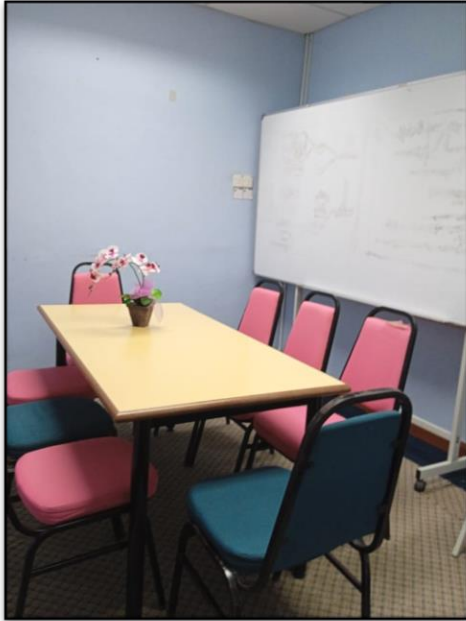


Figure 22: Discussion Room



Figure 23: Meeting Room

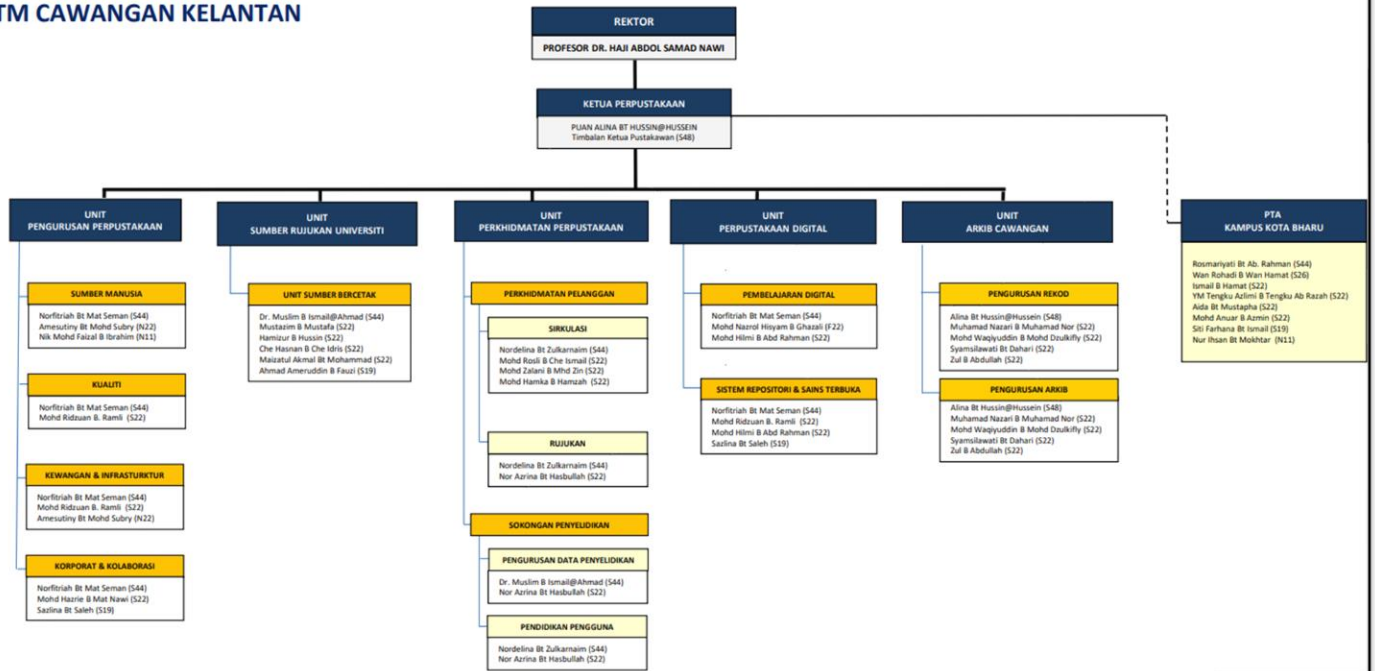


Figure 24: Prayer Hall

1.2 ORGANIZATIONAL STRUCTURE

CARTA ORGANISASI

PERPUSTAKAAN TENGGU ANIS (PTA) UiTM CAWANGAN KELANTAN



Kemaskini : 8/3/2023

Figure 25: Organizational Chart

CHAPTER 2: ORGANIZATIONAL INFORMATION

CHAPTER 2: ORGANIZATIONAL INFORMATION

2.1 DEPARTMENTAL STRUCTURE

An organization is divided into various departments or functional areas in a departmental structure in accordance with tasks or functions. Each department focuses on a certain aspect of the business operations and has its own duties, functions, and organizational structure. To maintain functionality and carry out their individual organizational duties, each department in the PTA organization has a distinct structure.

2.1.1 UNIVERSITY ARCHIVE UNIT

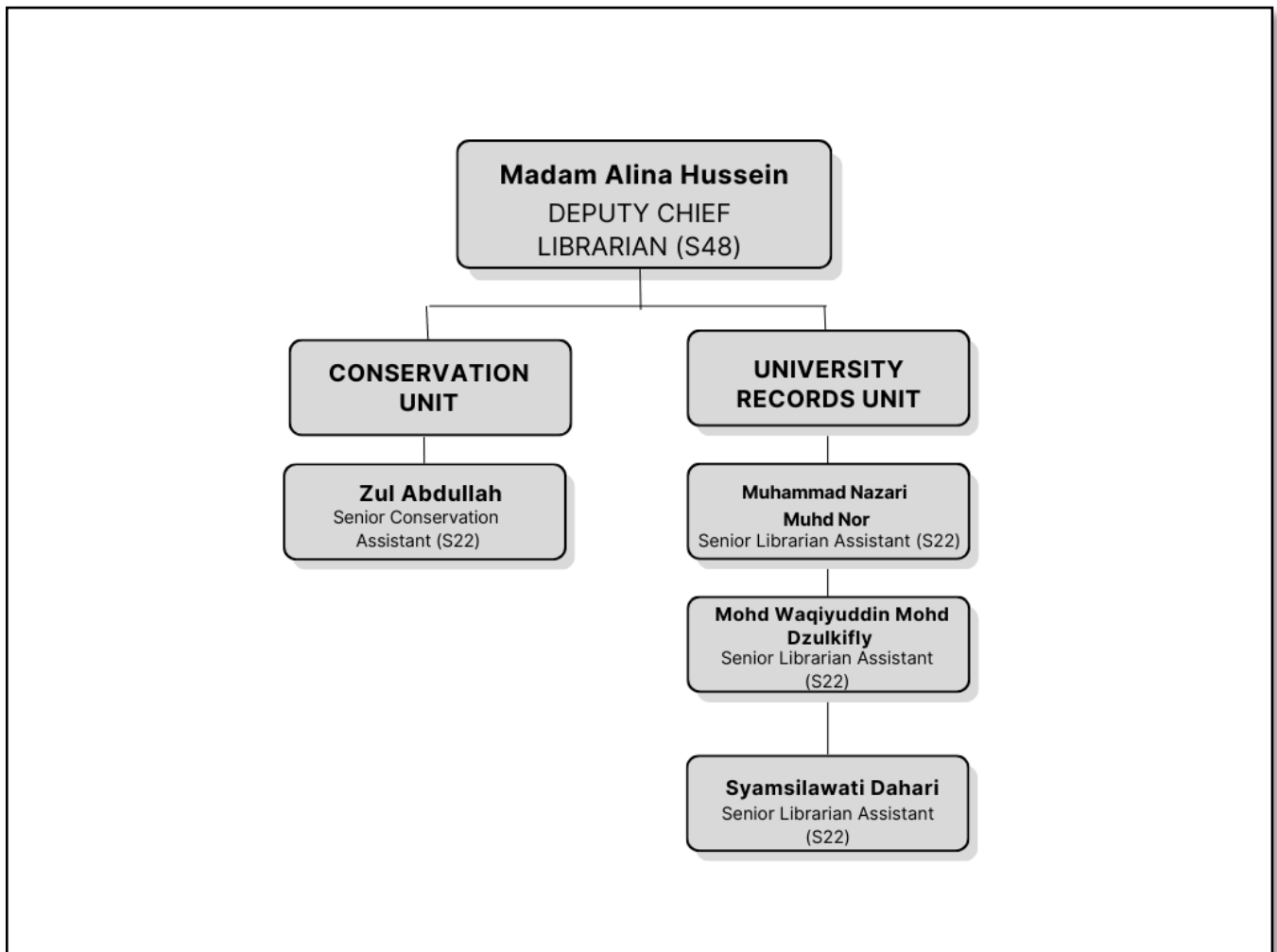


Figure 26: University Archive Unit Organizational Chart

2.1.2 LIBRARY PLANNING AND DEVELOPMENT UNIT

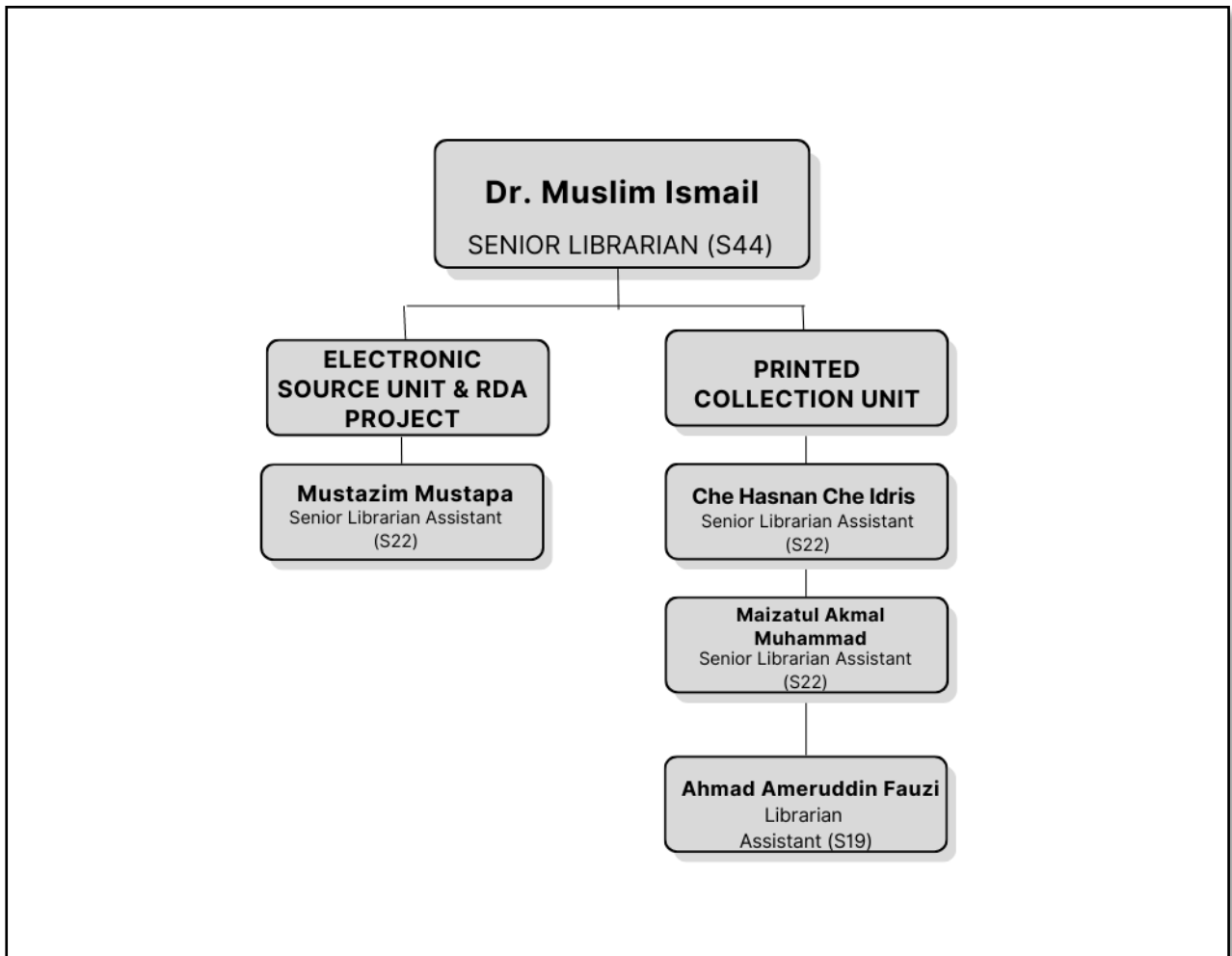


Figure 27: Library Planning and Development Unit Organizational Chart

2.1.3 DIGITAL LIBRARY & ORGANIZATION ADMINISTRATION UNIT

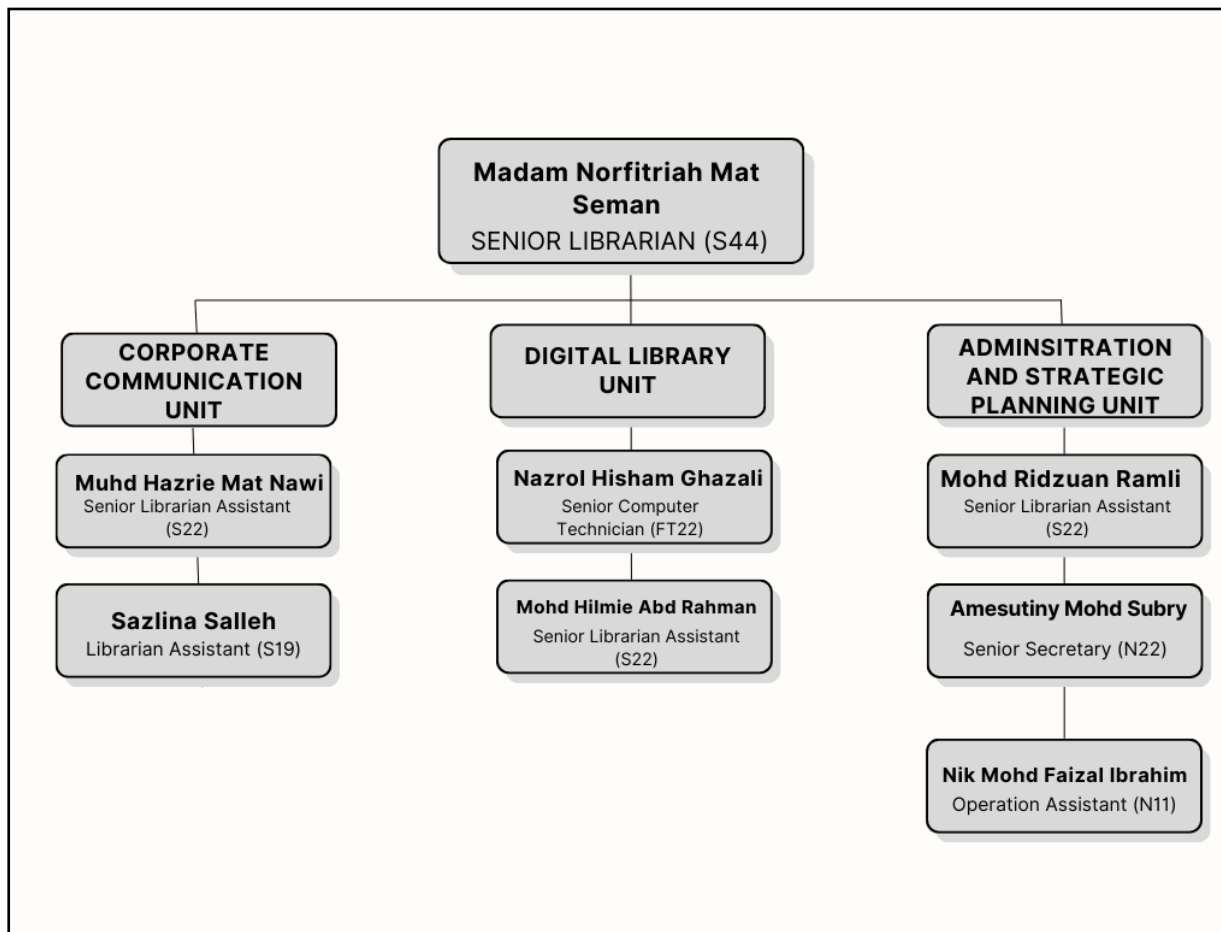


Figure 28: Digital Library & Organization Administration Organizational Chart

2.1.4 LIBRARY SERVICE UNIT

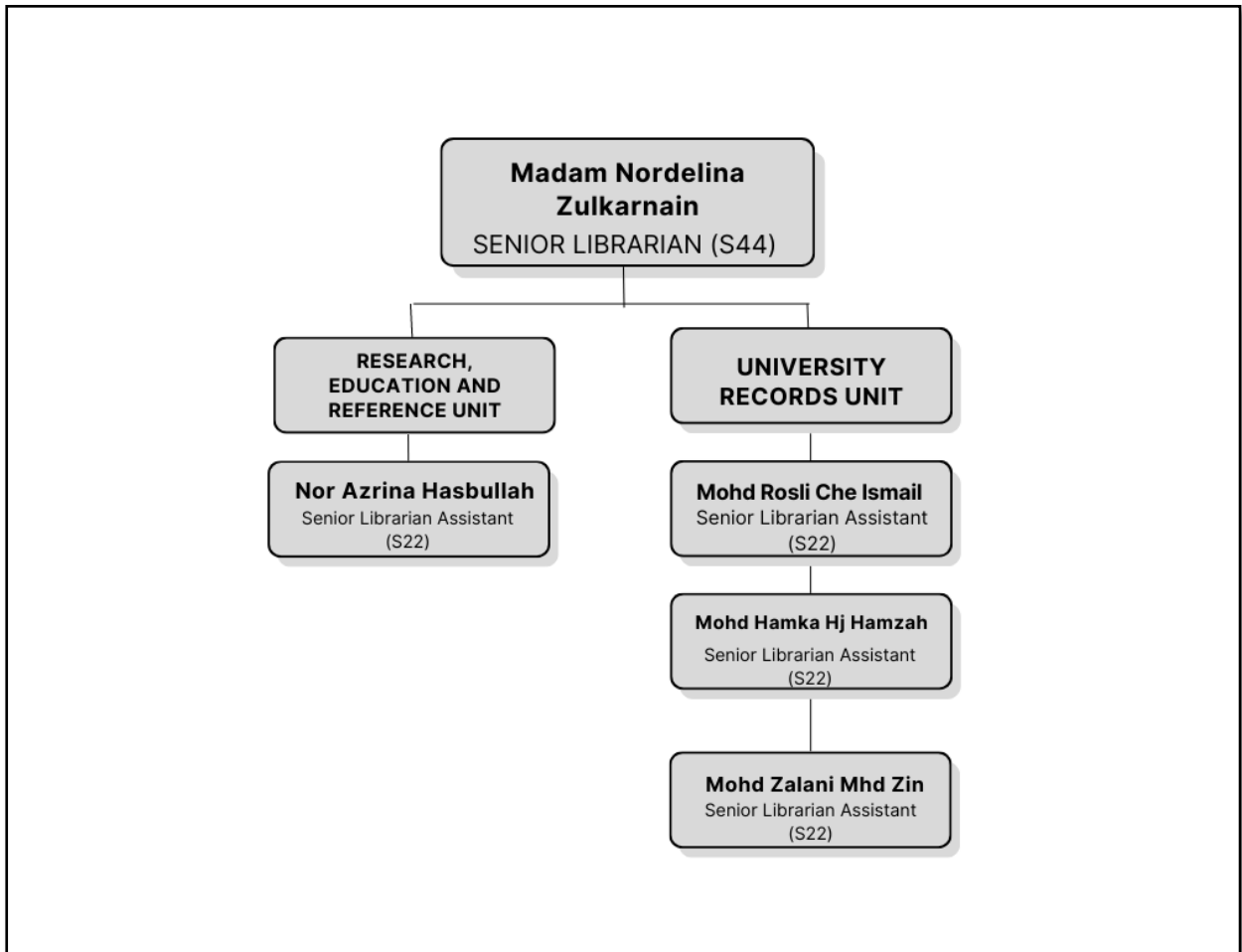


Figure 29: Library Service Unit Organizational Chart

2.2 DEPARTMENT FUNCTION

2.2.1 UNIVERSITY ARCHIVE UNIT

- Receive records from other UiTM units that are available outside of PTA.
- Manage records obtained from other UiTM units.
- Dispose of outdated, unnecessary, unused, or expired records with National Database for Malaysia
- Charged with delivering priceless documents to the Kelantan State National Archive of Malaysia.
- In charge of digitizing records by scanning, picture editing, and watermarking, then storing them as PDF files to send to the University Archive Unit (Jabatan Arkib Universiti, JAU).
- Services for binding running books.
- Registering archive materials and modifying their information before uploading records to the Archive Management System (AMS).

2.2.2 LIBRARY PLANNING AND DEVELOPMENT UNIT

- The procurement procedure for printed materials, such as books and magazines.
- Updating the accession number to acknowledge the receipt of materials.
- Applying ownership stamps to assert the organization's rights over the books.
- Conducting cataloguing for newly acquired printed materials.
- Updating cataloguing and following the Resource Description and Access (RDA) process for existing books.
- Plan and coordinate requirements development of printed material resources library (syllabus material/collection specials/magazines and journals, regular orders)
 - Manage and monitor performance material purchase allocation expenses printed.
 - Manage the cataloging of library materials.
 - Manage the disposal of printed materials library.
 - Manage the purchasing process of material resources printed includes syllabus material and reference.

- Manage gift and exchange materials published by UiTM from agencies/organizations inside & outside UiTM.
- Manage the procurement of intellectual property materials
- Manage local content material according to the requirements of UiTM.
- Manage material contributions to internal or outside UiTM.

2.2.3 CORPORATE COMMUNICATION, DIGITAL LIBRARY & ORGANIZATION ADMINISTRATION UNIT

1. Corporate Communication Unit:

Planning and developing PTA social media promotions, as well as managing the organization's main exhibitions, are among the corporate communication unit's responsibilities.

- Manage and coordinate the program public relations, and publicity library.
- Manage and coordinate cooperation and collaboration with external agencies.
- Plan and coordinate media strategy through organized programs by the library
- Manage writing, publishing, and printing of official library materials (periodicals, official publications, special publications and others)
- Coordinate and manage preparation library promotional and marketing materials (brochures, pamphlets, etc.)
- Manage and coordinate Space management Talk and Library Committee Engagement (LCE) PTAR

2. Administration of Organization Unit:

Managing the hiring process for new hires; overseeing employee management and welfare; and administering organizational unit

- Manage self-report, exchange, placement, promotion and retirement of staff library
- Manage staff service records (confirmation of position, property declaration)
- Manage staffing data and information library
- Manage staff timecard reports PTAR (Library holiday moderator)
- Manage the needs of the *Skim Khidmat Pelajar* (SKP)
- Manage job sponsorship applications (EPK)
- Manage and prepare duty schedule staff
- Manage the Administrative file system and records library

3. Digital Library & Repository Unit:

- Library Website Maintenance UiTM
- Manage the library system – WILS, library's online system, ICT security, library system integration, disaster recovery.
- Planning and managing development smart applications (Mobile Apps).
- Manage Repository material uploads Institution (IR)
- Manage the digitization of IR material

2.2.4 CUSTOMER SERVICE UNIT

- Plan service implementation customers and collections
- Manage KPI analysis, Customer Charter and Library Quality Objectives
- Planning a service promotion plan customers and collections
- Planning the development of space and library service facilities
- Circulation counter management (Loans, Returns, Renewals, Reservations)
- Library membership management Interlibrary Loan Management
- Management of Library Facilities
- Disabled Services
- Printed map & digital map service
- Collection Maintenance (Organization, reading shelves, picking, stock taking)
- Material exhibition management (Procurement new, Media material)
- Read@UiTM Program Management
- Management of Customer Satisfaction Surveys
- Reference Services (Reference Desk, Live chat)
- Current Awareness Services and Selection Dissemination Information (SDI)

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

CHAPTER 3 : INDUSTRIAL TRAINING ACTIVITIES

3.1 TRAINING ACTIVITIES

The Industrial Training session took place at Tengku Anis Library (PTA), UiTM Machang Kelantan, spanning a period of five months. The PTA designed training activities, where students rotated among five departments monthly, focusing on one department at a time. This industrial training commenced on 1st March 2023, and concluded on 31st July 2023, under the supervision of Madam Norfitriah Mat Seman. During the initial day of the practical session, the supervisor closely monitored the students. We were informed to wait for our schedules, which were eventually distributed on the second day of the practical. This allowed the us to familiarize themselves with the library's operations, gather information, and experience the actual working environment during the practical period.

Furthermore, we had the opportunity to engage in specific roles related to the unit offered by the PTA. This exposure aimed to provide students with a deeper understanding of the subjects we had previously learned. The main goal of the training was to ensure that we comprehended the overall workflow and structure of the library. Throughout the five-month practical training, we were responsible for completing various tasks assigned by the department head. The third chapter of the initiative will focus on detailing the experiences and contributions throughout the entire five-month duration.

3.1.1 SHELVING AND YASSIN READING

Every day before the library opens, the industrial training students are assigned the task of shelving books from 8:00 a.m. to 8:30 a.m., except on Thursdays when we only shelve for 15 minutes before the recitation of Yassin. The librarian's assistant instructed us to follow specific shelves and call numbers for proper organization. The library uses the Library of Congress (LCC) classifications to categorize all its resources. Books available for borrowing can be found on the ground floor, neatly arranged on open shelves. This daily assignment is essential to ensure that all industrial training students comprehend the structure and categorization system of the PTA's material collection. By engaging in this task, students apply their knowledge, understanding the importance of a systematic arrangement of library resources on each shelf to facilitate efficient information retrieval. If the materials were not organized

according to the designed system, users would face significant delays in finding the materials they seek.



Figure 30: shelves assigned to Internship Student

3.1.2 UNIVERSITY ARCHIVE UNIT

During my first month of internship, I was assigned to the department of administrative organization & branch archives, which was headed by Mrs. Alina Hussein, the Deputy Chief Librarian. The University Archives, under this department's responsibility, handles the administration and online access to various library materials, collections, and repositories. Their focus is on identifying, digitizing, and preserving cultural, historical, academic, educational, communal, and civic information resources. I spent one month working in this department, which consists of three units: The Digital application unit, the Archive and manuscript unit, and the Conservation unit. Supervising this division is Mrs. Alina Hussein, along with librarian assistants Mr. Mohd Waqiyuddin Mohd Dzulkifly, Mr. Muhamad Nazari Muhamad Nor, Mrs. Syamsilawati Dahari, and conservation assistant Mr. Zul Abdullah.

I. Cleaning the Student Files

Proses Pengenyah bendasing is a process of removing all tags, paper clips, and staples. Each student file will be placed in a box, and I will have to clean each box from year 1995-1997.



Figure 31: *Proses Pengenyah bendasing*

II. Register for receipt of document file & Update items

When new files are received from the Academic Affairs UiTM Kelantan Branch, a record of reception document files is established, and *Daftar Penerimaan Fail* are required. These documents will be delivered in a box along with the student's records, which will then be archived by the PTA before being discarded. The AMS UiTM systems must be used to accomplish this work by updating the appropriate data. The process of registering and updating student files using AMS UiTM technologies is referred to as the archival materials register.

Daftar Penerimaan Fail Dokumen

Cawangan :	---Sila Pilih---
PTJ* :	---Sila Pilih---
Fond* :	---Sila Pilih---
Sub Fond* :	---Sila Pilih---
Kategori Bahan* :	---Sila Pilih---
Jenis Bahan* :	---Sila Pilih---
Tahap Deskripsi (LOD)* :	---Sila Pilih---
Series :	---NIL---
Taraf Rekod* :	---Sila Pilih---
Tajuk :	Semak Duplikasi Tajuk <input type="checkbox"/> Enter ...
Tahun Diwujudkan :	Enter ...
Deskripsi Bahan* :	Enter ...

Figure 32: AMS System

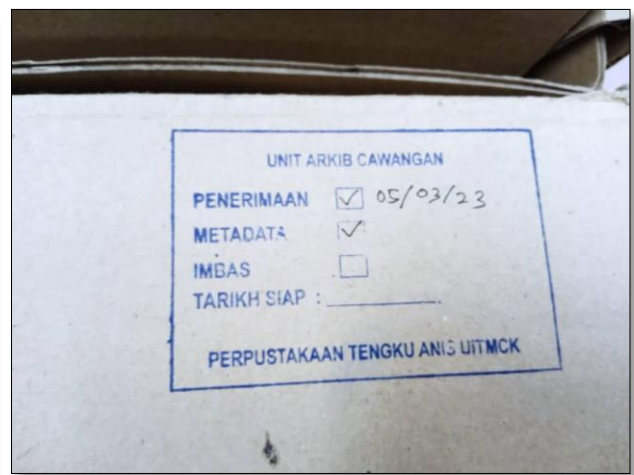


Figure 33: File that has been completed.

III. Scanning

Before a file can be stored in the file room, the final step is scanning, which involves scanning every sheet of content in each student file. After scanning, the file must be enhanced with a watermark and password for security purposes, as the contents are confidential. Lastly, it will be forwarded to Mrs. Alina Hussein for uploading into the UiTM OFA system.



Figure 34: File Scanning

IV. Conservation Unit

Library bindings (*Penjilidan Perpustakaan*) are bindings that are created specifically for the needs of library services. The intended user's interest is that when the book has been bound perfectly, then the book should be easy to open flat, the gold applied print should be printed clearly, the seam space between the text and the cover (margin) should be spacious and so on. In this unit, under Mr Zul Abdullah, teaching on how to cut, bind and complete the whole books with leather binding procedure (*Proses Penjilidan Kulit*).



Figure 36: use of the guillotine Machine



Figure 37: One of the processes of Book Binding



Figure 35: Book Finishing



3.1.3 ELECTRONIC SOURCE UNIT & RDA PROJECT

Resource Description and Access (RDA) serves as the content standard for describing printed books at PTA, particularly for computerized cataloguing using the Libsys system. RDA has replaced the previous content standard known as Anglo-American Cataloguing Rules (AACR2). The adoption of RDA has made the OPAC system more user-friendly and comprehensible for users. Unlike the old AACR2 descriptions, RDA employs full sentences in describing materials, avoiding the use of short forms or abbreviations. Once we replaced the AACR with RDA, the books must be tagged with RFID strips and scanned for security.

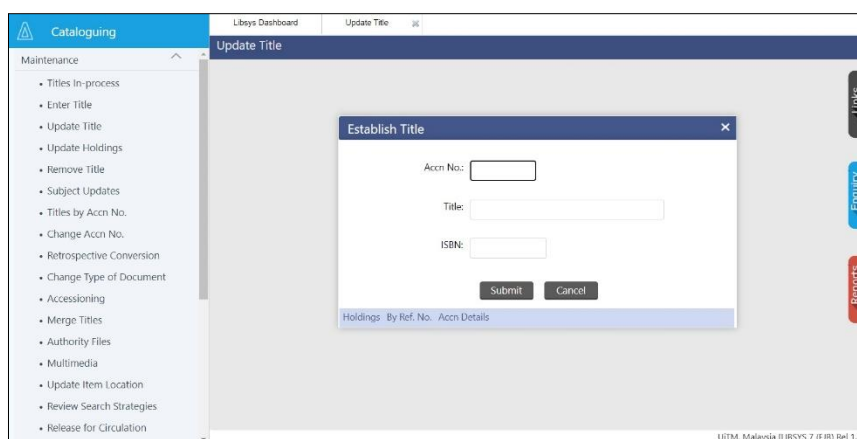


Figure 38: Cataloguing Section in LIBSYS

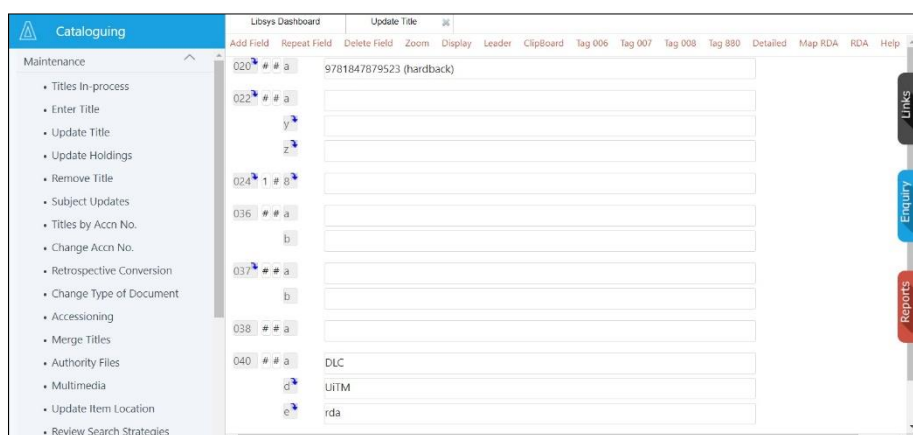


Figure 39: Insert 020, 040, 041,100,245,246,300, 336,337,338.

Data Elements(with position) ✕ Help

Record Length (00-04) 02155

Record Status (05-05)

Record Type (06-06)

Bibliography Level (07-07)

Control Type (08-08)

Character Position (09-09)

Indicator Count (10-10)

Subfield Code Count (11-11)

Base Address of Data (12-16) 00877

Figure 40: Leader

Tag 008 Books ✕ Help

Date Entered on File (00-05) 24/07/2023

Date/Pub. Status (06-06)

Date1 (07-10)

Date2 (11-14)

Place of pub/prod/exe (15-17)

Illustrations (18-21)

Target Audience (22-22)

Form Of Item (23-23)

Nature Of Contents (24-27)

Govt Pub (28-28)

Conference Publ (29-29)

Figure 41: Tag 008

3.1.4 DIGITAL LIBRARY UNIT

I. INSTITUTIONAL REPOSITORY

Universiti Teknologi MARA Institutional Repository (UiTM IR) is a center of digital collections, act as an open-access repository that collects, preserve and disseminates scholarly output by university members at Universiti Teknologi MARA (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)
https://library.uitm.edu.my/images/PTAR/research/INSTITUTIONAL_REPOSITORY_UiTM.pdf

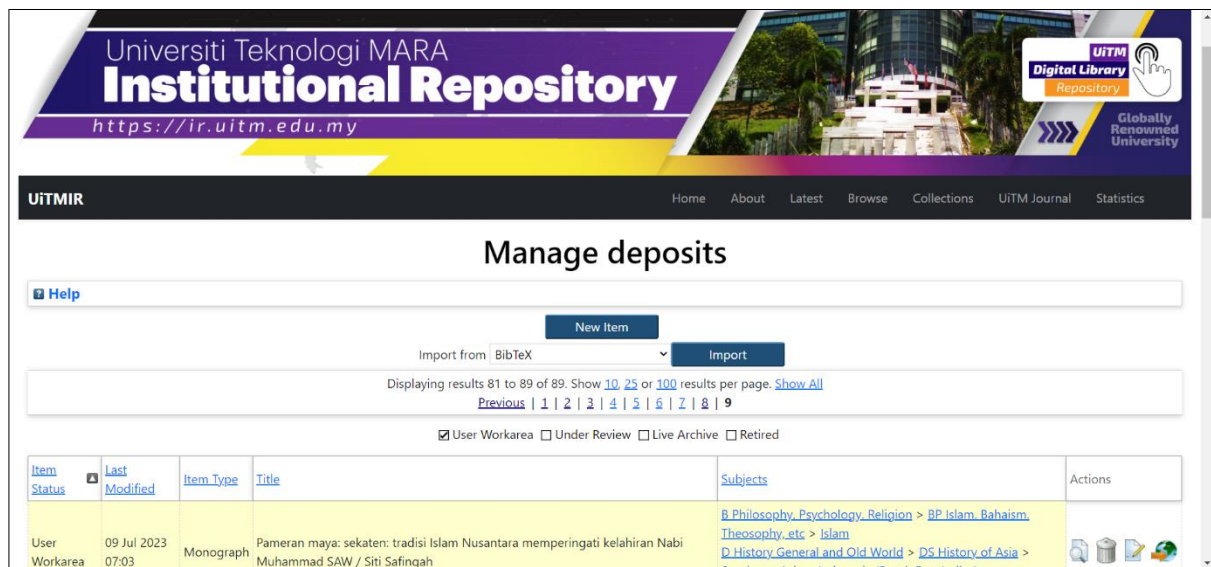


Figure 42: IR Admin Interface

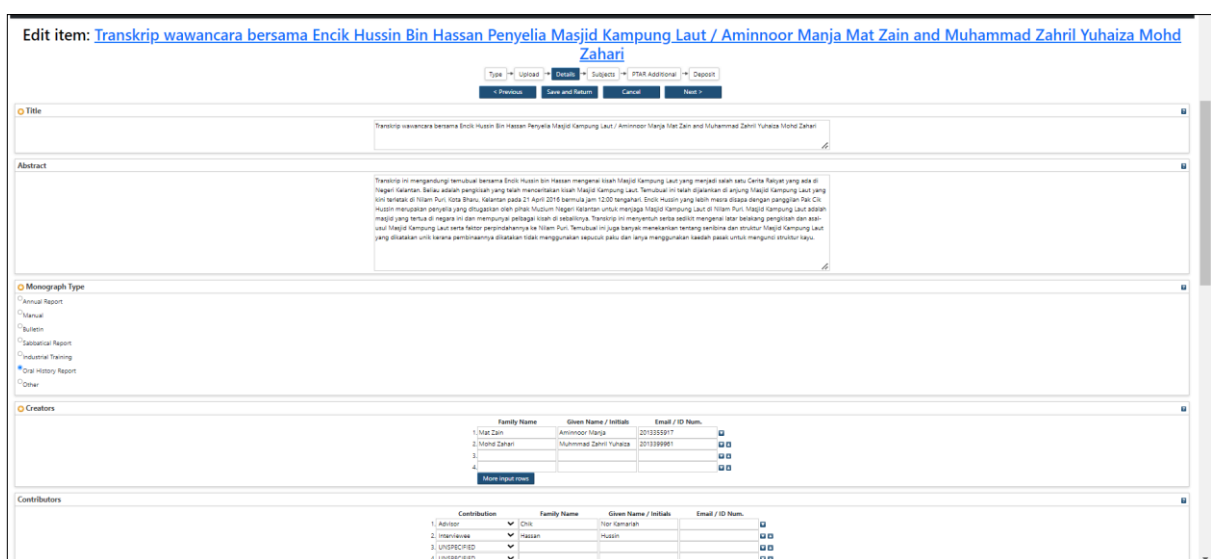


Figure 43: Uploading the document and insert details.



Figure 44: Preview of Complete document

3.1.5 CORPORATE COMMUNICATION UNIT

I. PTA@GLANCE

PTA has a flip book that talks about programs or events that happen throughout the month. We are designing the flip book using the Canva before uploading it on flipHTML5 web page.

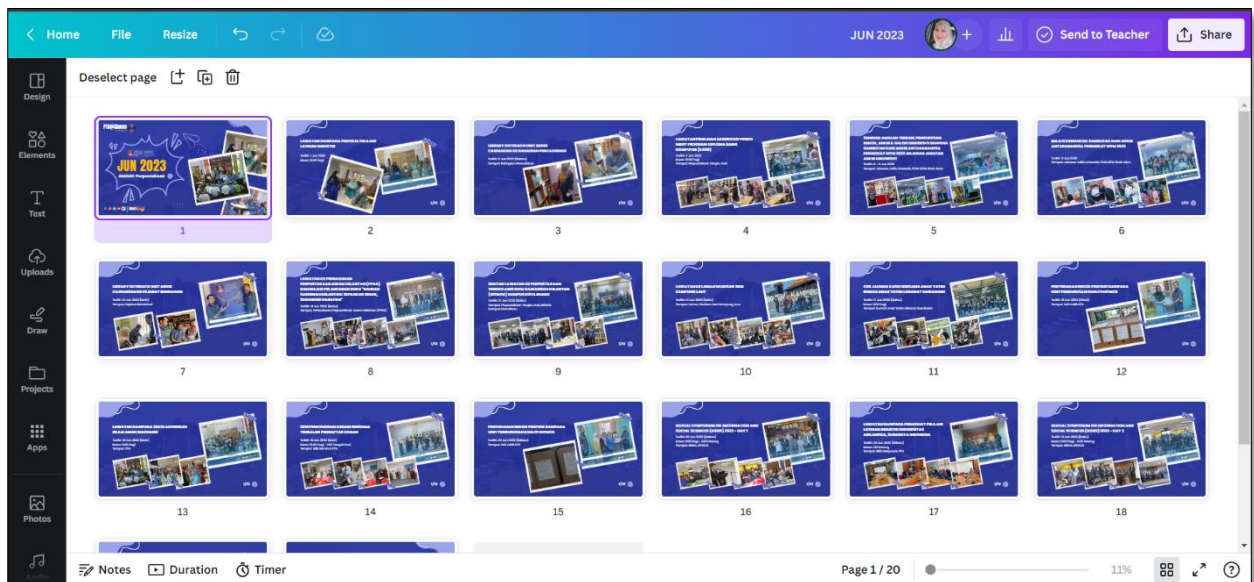


Figure 45: Activities for the whole month

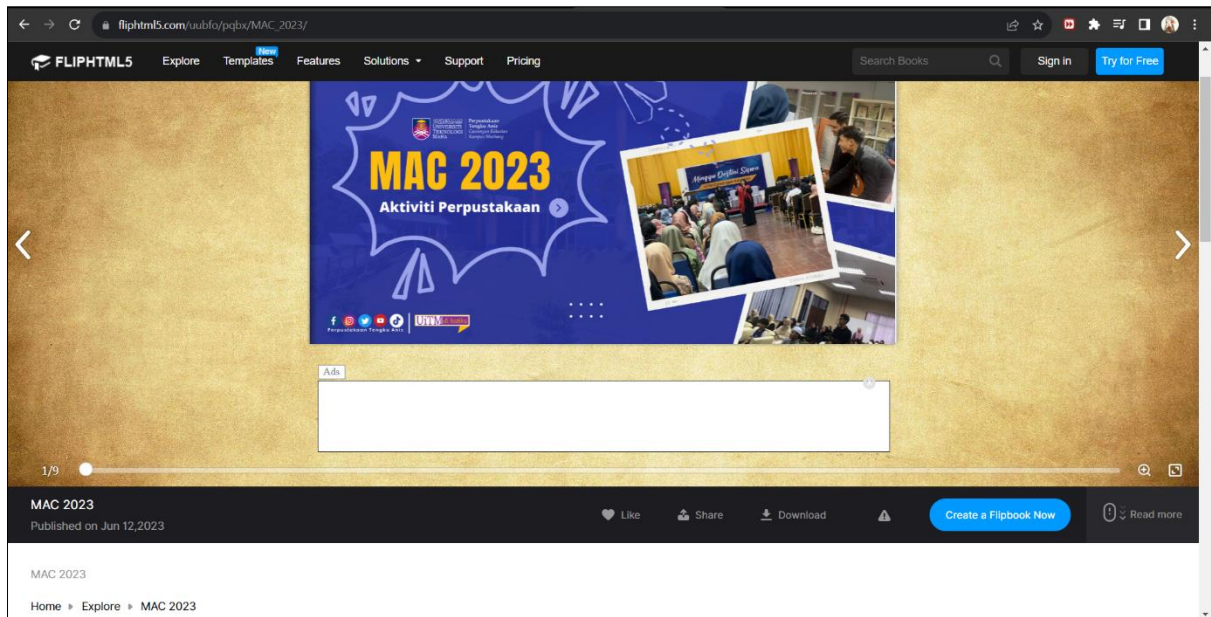


Figure 46: Post on FLIPHTML5

II. BULETIN IQRA

The IQRA e-Bulletin is published every month with various information and latest news about the library and is displayed for public viewing at the given link. The PTA Machang Buletin were handled by Ms Sazlina Sazlan

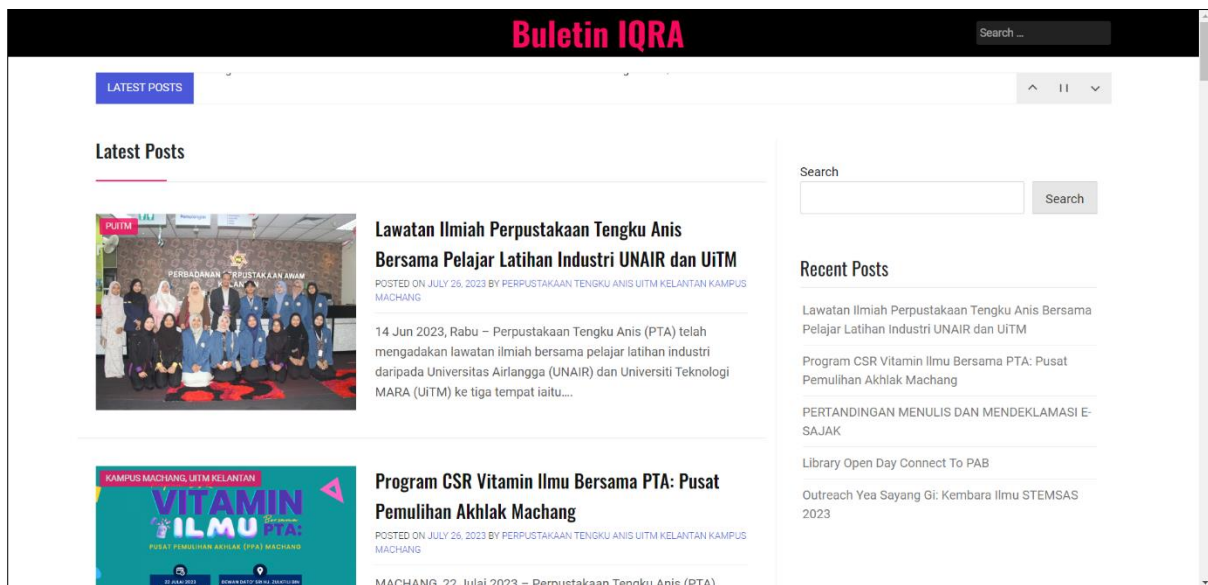


Figure 47: Buletin IQRA

3.1.7 CIRCULATION PROCESS

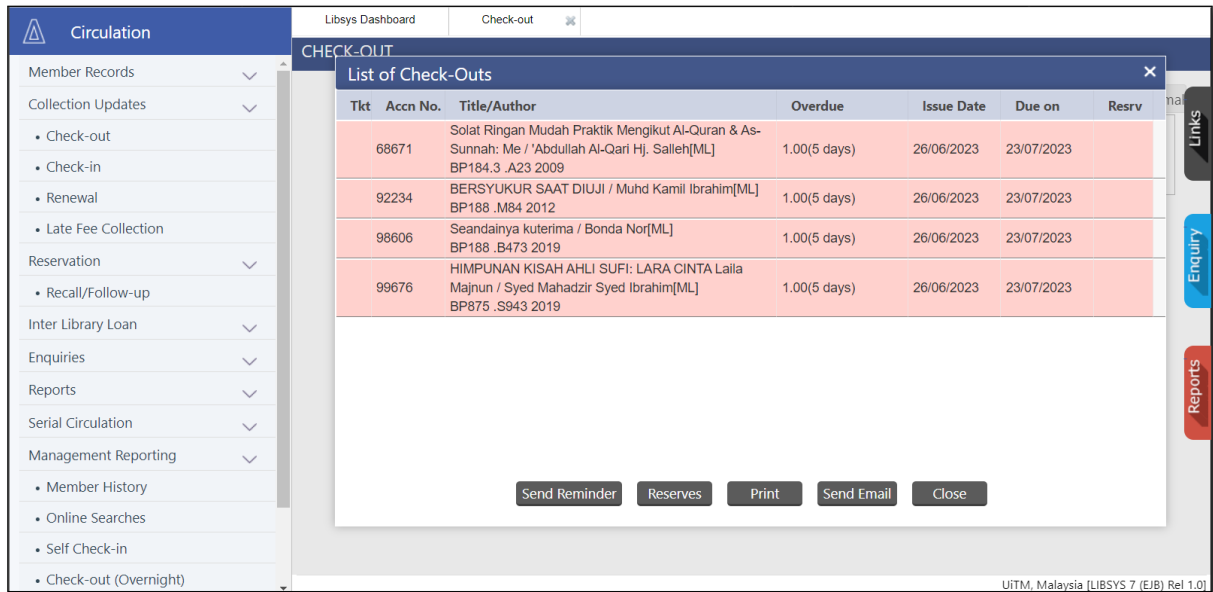


Figure 48: List of late return

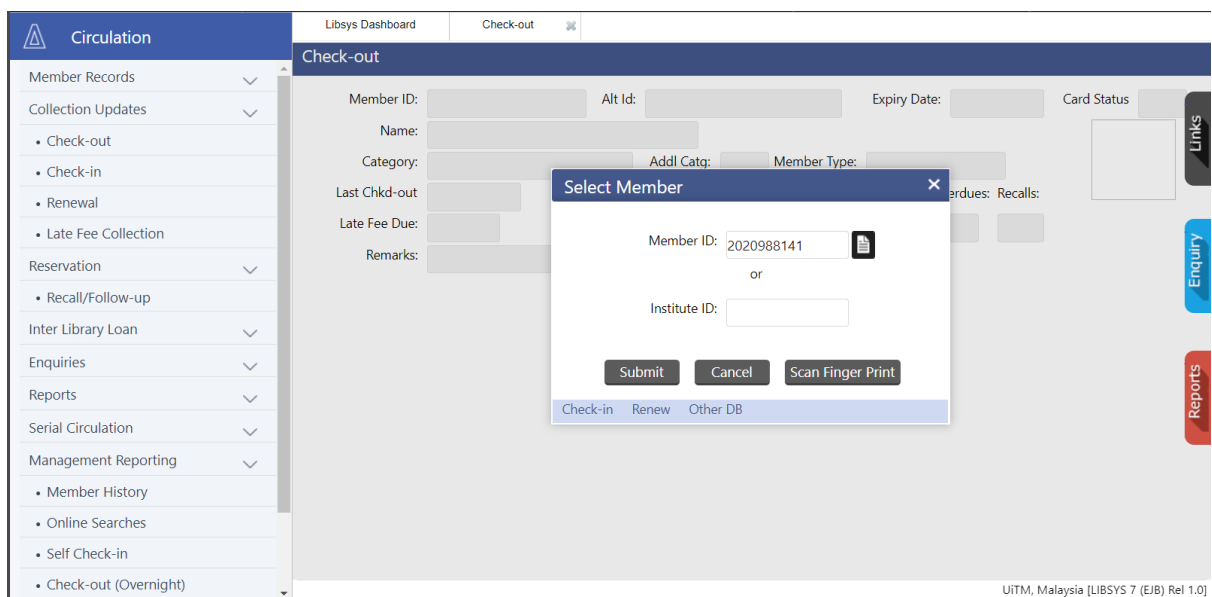


Figure 49: For borrowing book.

3.1.8 RFID STRIPS

An approach to update the security of the book is the sticking of an RFID strip, which can prevent the volumes from leaving the building without authorization. The RFID strips are come from WISERF company that specialized in projects involving library security systems.

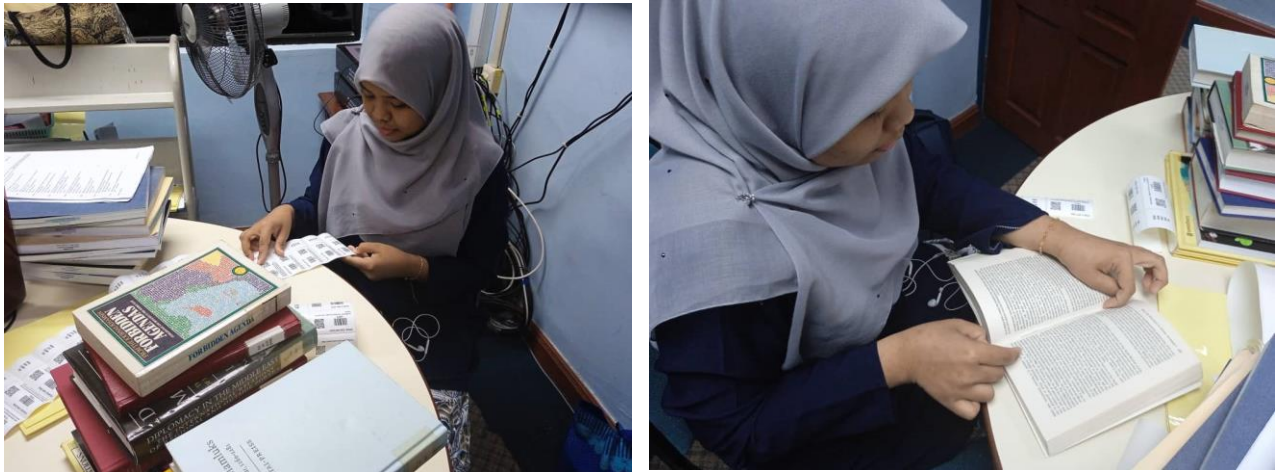


Figure 50: Call number sticker and RFID strips

3.1.9 RFID TAGGING

Once the books have been fitted with RFID tags, you can register the RFID tagging on the WISERF device by scanning the accession number into the software. After that, turn on the alarm at the RFID gates to notify the counter personnel right away of any unauthorized attempts to remove the books outside. Once the scanning are done, the books need to be marked with RDA and RFID stamp to as a sign its been change from AACR to RDA and equip with RFID strips.

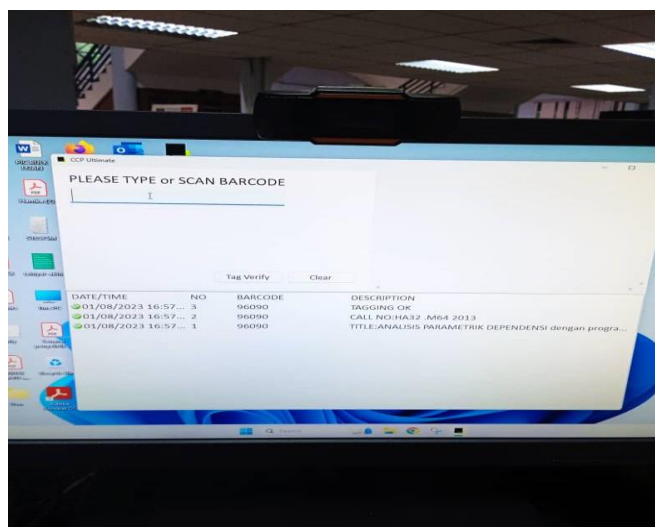
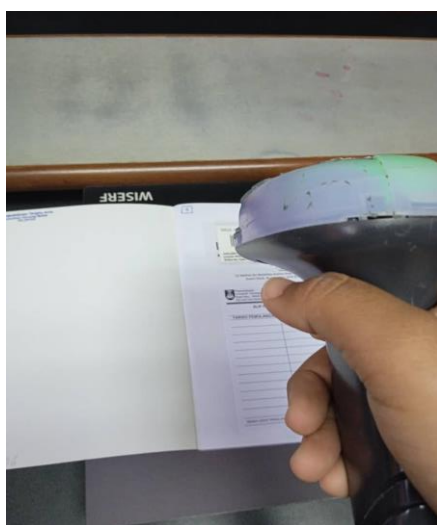


Figure 51: Scanning RFID strips

3.2 SPECIAL PROJECT

“PROGRAM CSR VITAMIN ILMU BERSAMA PTA: PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN.”

The “Program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang, Kelantan.” activity took place at Perpustakaan Tengku Anis on 22nd July 2023. I served as the **program director**, an **activity committee member**, and a member of the **gift committee** for this program. This program is one of the Tengku Anis Library's (PTA) initiatives to promote knowledge acquisition and knowledge sharing through **Library Make Over**. It also enables the library to offer new library services and resources to all Pusat Pemulihan Akhlak (PPA), residents in Machang, especially those who find it difficult to find information. This will raise the PTA's profile in neighbourhood events and improve interactions between the university, between those who use the UiTMCK library and those who live in PPA, Machang. Additionally, it can expose all PPA, Machang inhabitants to a variety of current facts in motivating reading and at the same time help them learn throughout the detention term.

The program started on 16th July 2023-22nd July 2023 for the Library Make Over. With Library Make Over activity as the main activity, and additional three activity with PPA community.

3.2.1 ACHIVEMENT

- BOOK DONATION (WAKAF BUKU)

The total price of the book donation are RM16,253.50 (511 Books)

*Not including individual donation.

- FUTURE ACTIVITIES

-“Program 1 Buku, 1 Keluarga”

-Perpustakaan Tengku Anis & PPA collaboration

-CSR invitation to tahfiz from PPAM director

-Future activities with the inmate itself

No.	Activity	Number Of Participants
1.	Library Make Over	A total of 8 participants participated in this activity. The activity started on 16 th July 2023 and end on 22 nd July 2023.
2.	Colouring	A total of 19 children from Tabika Perpaduan have participated in this colouring activity in a competition to get the first, second, and third place winners.
3.	<i>Membuat Roti Paung</i>	A total 21 participants participated in how to make <i>roti paung</i> session.
4.	<i>Pertandingan kraftangan</i>	A total 21 participants participated have participated in this handicraft competition in a competition to get the first, second, and third place winners.

Table 2: Activity and Number of Participants

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

No.	Activity	Winners
1.	Colouring	<ol style="list-style-type: none"> 1. Puteri Ayra Amani Bt Ahmad Sadek 2. Riasya Nur Umairah Bt Abd Rahman 3. Muhammad Haiz Rafiuddin Bin Muhd Abd Karim
2.	<i>Pertandingan kraftangan</i>	<ol style="list-style-type: none"> 1. Bakawali Team 2. Tabika PPA 3. Sri Kemuning 4. Modern D Classic

Table 3: List of winners

Program Tentative:

MASA	PERKARA
8.00 pagi	Pendaftaran
8.15 pagi	Ketibaan Jemputan
8.25 pagi	Ketibaan PKK Mohd Nasir Bin Yusof (Pengarah Pusat Pemulihan Akhlak Machang)
8.30 pagi	<ul style="list-style-type: none"> • Ucapan Aluan Pengerusi Majlis • Ucapan oleh PKK Mohd Nasir Bin Yusof • Gimik penyerahan Buku Wakaf
9.20 pagi	<p><i>"Library Make Over"</i> di Mini Perpustakaan PPA</p> <ul style="list-style-type: none"> • Wakaf Buku • <i>Library Make Over</i> sehingga selesai
9.20 pagi	<p>Aktiviti 1 : Pertandingan Mewarna</p> <ul style="list-style-type: none"> • Mewarna • Aktiviti Kuiz dan Senaman Ringan
10.30 pagi	<p>Aktiviti 2 : Membuat Roti (Paung)</p> <ul style="list-style-type: none"> • Asas Adunan & membuat roti
11.30 petang	<p>Aktiviti 3 : Membuat Kraftangan</p> <ul style="list-style-type: none"> • Kraftangan kitar semula
1.00 petang	<ul style="list-style-type: none"> • Agihan Borang Kaji Selidik • Sesi bergambar • Penyampaian Hadiah dan Cenderamata
1.30 petang	Bersurai

Table 4: Tentative

Program Posters:



Program Photos:











Conclusion:

As a result, this program was more successful than anticipated, thanks to the outstanding participants and committee members who contributed to making this project a success. Throughout the journey of completing the program, we encountered various challenges, but with collective effort and determination, we managed to overcome them all. As a result, we are now looking forward to engaging in future collaborations.

3.3 OTHER ACTIVITIES

3.3.1 MINGGU DESTINI SISWA

Information about library was given regarding the importance of the library in helping the students' studies to obtain various collections of reference resources either physically or digitally. The library briefing was delivered by Mrs Norfitriah and Mrs Nordelina, assisted by several other Library staff and industrial training students.



Figure 52: Library Session in MDS

3.3.2 INFORMATION LITERACY CLASS

The purpose of this program is to facilitate new students in comprehending and proficiently utilizing the OPAC to search for materials. It also aims to familiarize them with the PTA services through the PTAR Mobile Apps application, techniques for material search using the Online Database (PDAT), accessing materials through the Ebook Portal, and providing explanations about the PTA digital library services. The class was under Mrs Nordelina and Mrs Nor Azrina Hasbullah with practical student as facilitator.



**JADUAL KELAS KEMAHIRAN MAKLUMAT DAN ORIENTASI
PERPUSTAKAAN BAGI
PELAJAR SEMESTER 1 KEMASUKAN MAC-OGOS 2023**

TARIKH	MASA (PAGI)	KOD PROGRAM	MASA (PETANG)	KOD PROGRAM
20 MAC 2023 (ISNIN)	10.00-12.00	AC220	2.30-4.30	AM110 CDIM262 IC210
Asal 21 MAC 2023 (SELASA) * Dipinda Pada 28 Mac 2023 (Selasa)	10.00-12.00	CDIM110	2.30-4.30	BA002 BA003 BA111
22 MAC 2023 RABU	10.00-12.00	BA119 BA232 BA240 BA249	2.30-4.30	BA132
23 MAC 2023 KHAMIS	10.00-12.00	BA242 CAAD112	TIADA SESI PETANG	TIADA SLOT

Figure 53: AC220 Class

3.3.3 RETRO RAYA

Retro Raya is a decoration theme for this year's Eid. We take about one week to finish the decoration including colour lineup, theme, purchase, selection of recycled materials and finalization of decoration next to the IT room.



Figure 54: Raya Decoration

3.3.4 JOM BACA BERSAMA 10 MINIT “BACA BINA INSAN”

The program “Jom Baca Bersama 10 Minit “Baca Bina Insan”, which was held simultaneously throughout Malaysia at 11.00 a.m., aims to encourage an interest in reading within the community, particularly among students of the UiTM Kelantan Branch (UiTMCK) Machang Campus. From 11.00 am to 11.10 am, the Let's Read Together 10 Minutes event was held at the Tengku Anis Library Reading Room (PTA) and in the various departments.



Figure 55: 10 Minutes Reading

3.3.5 PTA MOBILE LIBRARY X FESKO-15

PTA held an exhibition in the Block A Foyer in conjunction with the 15th College Festival of UiTM Kelantan Branch Machang Campus which lasted for 5 days from May 9 to May 13, 2023. The objective of this exhibition is to introduce the "Green Nations" themed collection, the general and fiction collection available at PTA to the residents of UiTM Machang, Kelantan.



Figure 56: PTA Mobile Library between Block A and B

3.3.6 MAJLIS RAMAH MESRA WARGA UiTM

Majlis Ramah Mesra Warga UiTM was held at the Professional Hall on May 22, 2023. The major goal of this function is to recognize all UiTM Machang, Kelantan members' contributions and efforts in achieving the university's goals. Perpustakaan Tengku Anis has won decoration competition as well.



Figure 57: Booth decoration

3.3.7 CSR: JALINAN KASIH BERSAMA ANAK-ANAK YATIM LILBANAT DARUL NAIM

College of Information Science Studies, UiTMCK has organized a community service program with Rumah Anak Yatim Lilbanat Darul naim in collaboration with Society of Information System Management (SISMA), Association of Information Scientists (AIS), *Universitas Airlangga*, Indonesia, and *Perpustakaan Tengku Anis*, UiTMCK. This CSR program takes place from 8:30 a.m. to 1:00 p.m. and involves 59 participants overall.



Figure 58: Activities with residents of Lilbanat Darul Naim



Figure 59: Library Clean-up and Photo Session

3.3.8 LAWATAN ILMIAH PERPUSTAKAAN TENGKU ANIS BERSAMA PELAJAR LATIHAN INDUSTRI UNAIR DAN UiTM

Perpustakaan Tengku Anis (PTA) organized an educational visit to three locations with industrial training students from Universitas Airlangga (UNAIR) and Universiti Teknologi MARA (UiTM), to Perbadanan Perpustakaan Awam Kelantan (PPAK), Perpustakaan Tengku Anis Kampus Kota Bharu (PTAKKB), and The Art Heritage of Kampung Laut.



Figure 60: UNAIR and Industrial Training Student

3.3.9 PROGRAM KHIDMAT MASYARAKAT UNIVERSITI (USR), SK CHABANG EMPAT

We were assisting Perpustakaan Tengku Anis Kampus Kota Bharu (PTAKKB) The activities included a speed-reading program presented by Mrs. Rosmariyat Ab Rahman, Senior Librarian, PTAKKB, and a motivational program presented by Mrs. Norfitriah Mat Seman, Senior PTA Librarian, as well as a 'Quiz game' and other relaxing activities.



Figure 61: With PTAKB

**CHAPTER 4:
INDUSTRIAL
TRAINING
REFLECTION**

CHAPTER 4 : INDUSTRIAL TRAINING REFLECTION

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

From 1st March 2023, until 31st July 2023, I participated in a five-month industrial training program at Perpustakaan Tengku Anis, UiTM Machang, which gave me a priceless chance to put my knowledge, theories, leadership abilities, and communication skills into practice. I obtained useful experience throughout the course by successfully executing a variety of responsibilities assigned to me in various Perpustakaan Tengku Anis (PTA) departments. I was able to comprehend the roles played by each department and how they contributed to the success of the corporation because to this exposure.

My learning experience was significantly enhanced by my participation in PTA initiatives. It enabled me to comprehend the procedure for developing a program from inception to completion with a concentration on assisting the neighbourhood and PTA library patrons. Participating in special initiatives and running programs presented difficulties with managing human resources, scheduling program activities, and getting over unforeseen barriers. These encounters improved my capacity for problem-solving, cooperation, and communication.

To ensure that PTA provides good service and performance to its clients, who are primarily students and UiTM staff members, each department's function is essential. In addition to improving my technical abilities in areas like cataloging, customer service, record keeping, and handling materials from Institutional Repository (IR), the training also taught me important skills that I can use in other library-related jobs in the future.

All in all, the industrial training I had at PTA gave me an enormous amount of information, useful skills, and priceless experiences that will serve as a solid foundation for my future work in the library industry.

4.2 PERSONAL THOUGHTS AND OPINION

In terms of my own opinions, I believe that PTA's industrial training program was a rewarding one that gave me and the other interns important practical job experience. It gave us the chance to work on unique projects and introduced us to the challenges of working in a big corporation. The PTA staff was very helpful, offering thorough instructions, tutorials, and briefings on each task and function, which increased my knowledge and comprehension.

I was able to observe the operations of each department inside the PTA organization thanks to the well-planned timetable put together by our industry supervisor, Madam Norfitriah Mat Seman. I was able to get knowledge about a number of areas, including cataloging, customer service, archive, digital library, corporate communication, and more thanks to this well-planned effort.

I am particularly appreciative of the support I received from other senior librarians during the five-month industrial training, including Deputy Chief Librarian, Madam Alina Hussein, Dr. Muslim Ahmad, and Madam Nordelina Zulkarnain. I also had the chance to handle specific tasks related to their fields of specialization, such as cataloguing, customer service, circulation of library materials, records management, poster designing, and Institutional Repository (IR) management, thanks to the senior librarian assistants, librarian assistants, operation assistant, and senior clerk.

With everything considered, the information I learned during this training has been extremely valuable to me and will surely help me in future employment for the library establishment.

4.3 LESSON LEARNT

Time Management

I learned during my internship that effective time management is essential to completing work quickly and on schedule. Planning and setting objectives are essential while balancing various tasks and commitments to be organized and productive. I was able to complete my work successfully by managing my time well and setting realistic objectives especially during programs from another department and special projects. I've learned the value of efficient time management, which enables me to avoid rushing, makes sure I can complete things quickly, and ensures I can participate in other activities without feeling overly pressured.

Communication Skills

In all contexts where there are interactions with others, including interpersonal connections, the ability to effectively communicate is crucial. They facilitate productive collaboration, reduce misunderstandings and conflicts, and encourage wholesome relationships with staff and students around. My communication skills are enhanced due to exposure of working environment where we met all kinds of people. With this, it creates more understanding on how to deal with people we engage with on daily.

Flexibility

Flexibility is a crucial quality that not only benefits individual workers but also improves the organization's overall performance and adaptability. While working, we need the capacity to respond to shifting conditions, unforeseen difficulties, and novel situations without losing concentration or output. To get the best results, it entails having an open mind, being resilient, and being open to accepting change.

4.4 LIMITATION AND RECOMMENDATION

Internet Connections problems

Internet Connection has become one of the problems during my five-month internship. Its not only affecting my work for the day but also a problem to PTA users who depending on students Wi-Fi. Therefore, increasing the internet connection rate for student use is the most effective way to guarantee that all users, including staff members, may utilize the facilities that the PTA has provided.

Entry to PTA

While the mobile Apps can help you enhance the use of library service while using mobile apps, a lot of students are queuing up to login to mobile apps. Not to mention there's also students who are having the problems with apps itself. From my observation, it much easier use student matric number or scanning Student ID card to enter PTA until the apps are in smoother version.

CONCLUSION

During my five-month industrial training at Perpustakaan Tengku Anis (PTA), I got significant experience and current knowledge that will help me in my goals for the future. This training has given me a thorough awareness of the industry I am currently working in, as well as an improved understanding of library operations and responsibilities.

Appendices







Tahun
2023

Bulan
Mac

Senarai Rekod Clocking Bulanan


#	TARIKH	IN	OUT	JENIS
1	30.03.2023	14:07	15:00	WFO
2	29.03.2023	07:48	16:46	WFO
3	28.03.2023	07:49	16:36	WFO
4	27.03.2023	07:44	16:32	WFO
5	26.03.2023	07:42	16:32	WFO
6	23.03.2023	07:49	15:04	WFO
7	22.03.2023	07:50	17:02	WFO
8	21.03.2023	07:48	17:00	WFO
9	20.03.2023	07:44	17:00	WFO
10	19.03.2023	07:51	17:00	WFO
11	16.03.2023	07:47	15:30	WFO
12	15.03.2023	07:47	17:00	WFO
13	14.03.2023	07:49	17:00	WFO
14	13.03.2023	07:48	17:02	WFO
15	12.03.2023	07:42	17:03	WFO
16	09.03.2023	07:41	15:32	WFO
17	08.03.2023	07:46	17:04	WFO
18	07.03.2023	08:02	17:09	WFO
19	06.03.2023	07:53	17:02	WFO
20	05.03.2023	07:57	17:00	WFO
21	02.03.2023	07:48	15:31	WFO
22	01.03.2023	10:04	17:03	WFO

Tahun
2023

Bulan
April

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	30.04.2023	07:46	17:04	WFO
2	27.04.2023	07:50	15:31	WFO
3	26.04.2023	07:59	17:03	WFO
4	20.04.2023	07:39	15:00	WFO
5	19.04.2023	07:38	16:34	WFO
6	18.04.2023	07:55	16:32	WFO
7	17.04.2023	07:54	16:34	WFO
8	16.04.2023	07:41	16:34	WFO
9	13.04.2023	07:41	15:09	WFO
10	12.04.2023	07:45	16:37	WFO
11	11.04.2023	07:37	16:35	WFO
12	10.04.2023	07:51	16:38	WFO
13	06.04.2023	07:45	null	WFO
14	05.04.2023	07:44	16:40	WFO
15	04.04.2023	07:48	16:36	WFO
16	03.04.2023	07:48	16:34	WFO
17	02.04.2023	07:45	16:31	WFO


**UNIVERSITI
TEKNOLOGI
MARA**

Tahun
2023

Bulan
Mei

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.05.2023	08:06	17:00	WFO
2	30.05.2023	08:20	17:01	WFO
3	29.05.2023	08:07	17:01	WFO
4	28.05.2023	07:56	17:01	WFO
5	23.05.2023	07:56	10:50	WFO
6	22.05.2023	08:06	17:02	WFO
7	21.05.2023	08:10	null	WFO
8	18.05.2023	07:54	15:32	WFO
9	17.05.2023	07:51	17:03	WFO
10	16.05.2023	07:57	17:03	WFO
11	15.05.2023	07:58	17:09	WFO
12	11.05.2023	15:54	null	WFO
13	10.05.2023	07:46	17:04	WFO
14	03.05.2023	07:55	17:01	WFO
15	02.05.2023	08:00	17:01	WFO


**UNIVERSITI
TEKNOLOGI
MARA**

Tahun
2023

Bulan
Jun

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	25.06.2023	08:05	17:02	WFO
2	21.06.2023	07:56	null	WFO
3	20.06.2023	07:56	17:04	WFO
4	19.06.2023	07:44	17:06	WFO
5	18.06.2023	07:50	17:06	WFO
6	15.06.2023	07:58	null	WFO
7	14.06.2023	07:41	null	WFO
8	13.06.2023	08:09	17:04	WFO
9	12.06.2023	08:00	17:04	WFO
10	11.06.2023	08:00	17:01	WFO
11	08.06.2023	08:02	15:33	WFO
12	07.06.2023	08:00	17:02	WFO
13	06.06.2023	08:04	17:00	WFO
14	04.06.2023	07:59	17:04	WFO
15	01.06.2023	07:59	15:31	WFO

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Tahun
2023

Bulan
Julai

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.07.2023	08:02	17:03	WFO
2	30.07.2023	07:58	17:03	WFO
3	27.07.2023	07:58	15:31	WFO
4	26.07.2023	07:53	17:04	WFO
5	25.07.2023	08:04	17:03	WFO
6	24.07.2023	08:04	17:07	WFO
7	23.07.2023	08:02	17:04	WFO
8	20.07.2023	07:53	null	WFO
9	18.07.2023	08:02	17:27	WFO
10	17.07.2023	08:02	17:02	WFO
11	16.07.2023	07:41	17:01	WFO
12	13.07.2023	08:00	15:37	WFO
13	12.07.2023	08:00	17:02	WFO
14	11.07.2023	08:09	17:02	WFO
15	10.07.2023	08:02	17:02	WFO
16	09.07.2023	07:59	17:03	WFO
17	06.07.2023	08:02	15:38	WFO
18	05.07.2023	07:53	17:13	WFO
19	04.07.2023	07:56	null	WFO
20	03.07.2023	07:51	17:03	WFO
21	02.07.2023	07:58	17:05	WFO

**PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL
PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN
01 MAC SEHINGGA 31 JULAI 2023**

NAMA : IFFA NADIA BINTI AZLAN (2020988141)

TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
01 Mac 2023 (Rabu) (1 hari)	Lapor diri dan Suai kenal bersama staf	SKOP LATIHAN PRAKTIKAL YANG DI BERIKAN BERDASARKAN MODUL YANG TELAH DITETAPKAN OLEH PTAR, UITM S.ALAM	Pn. Alina Hussein (Timbalan Ketua Pustakawan) Pn. Norfitriah Mat Seman (Pustakawan Kanan)	Taklimat Pengenalan Perpustakaan
02 – 13 Mac 2023 (8 hari)	Bahagian Arkib Universiti Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Mohd Waqiyuddin Mohd Dzulkifly (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
14 –23 Mac 2023 (8 hari)	Bahagian Arkib Universiti Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Muhamad Nazari Muhamad Nor / Pn. Syamsilawati Dahari (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
26 – 30 Mac 2023 (5 hari)	Bahagian Arkib Universiti Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Zul Abdullah (Pembantu Pemuliharaan Kanan)	Unit Pemuliharaan
02 – 06 Apr 2023 (5 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Ahmad Ameruddin Fauzi (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
9 – 16 Apr 2023 (6 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Hamizur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak

17 – 23 Apr 2023 (5 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
24 – 30 Apr 2023 (5 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad Pustakawan Kanan)		En. Mustazim Mustapa (Pembantu Pustakawan Kanan) En. Che Hasnan Che Idris (Pembantu Pustakawan Kanan)	Unit Sumber Elektronik & Projek RDA
01 – 10 Mei 2023 (8 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Ridzuan Ramli (Pembantu Pustakawan Kanan)	Unit Perancangan Strategik & Institusi Repositori
14 – 22 Mei 2023 (6 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Pn. Amesutiny Mohd Subry (Kerani Kanan)	Unit Pentadbiran Organisasi
23 – 31 Mei 2023 (7 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi
01 – 06 Jun 2023 (4 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nazrol Hisham Ghazali (Juruteknik Komputer Kanan)	Unit Sistem Maklumat
07 – 13 Jun 2023 (5 hari)	Unit Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan Kanan)	Unit Komunikasi Korporat
14 – 22 Jun 2023 (7 hari)	Unit Perpustakaan Digital & Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Sazlina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat

25 – 29 Jun 2023 (5 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hilme Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Institusi Repositori
02 – 04 Jul 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
05 – 09 Jul 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
10 – 12 Jul 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Mohd Zalani Mhd Zin (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
13 – 26 Jul 2023 (10 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)		Pn. Nor Azrina Binti Hasbullah (Pembantu Pustakawan Kanan)	Unit Penyelidikan, Pembelajaran & Rujukan
27 – 31 Jul 2023 (3 hari)	<ul style="list-style-type: none"> Mohon sediakan laporan bagi setiap tempat/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan 			

- Ketua Unit pastikan staf yang terlibat menepati tarikh latihan praktikalnya, supaya pelajar dapat mempelajari dan mendalami tugas-tugas di perpustakaan.
- Tugasan khas :
 - Kaji selidik kepuasan pelanggan
 - Sesi perkongsian ilmu / Program Live
 - Pameran/ Taklimat
 - Penganjuran Program Khas
- Menyusun buku setiap pagi bermula 8.00 pagi – 8.30 pagi
- Membantu tugas di kaunter (Jika Perlu)
- Bertugas pada hujung minggu (Jika Perlu)

Disediakan oleh :

Norfitriah Bt Mat Seman
Pustakawan Kanan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan

Disemak dan diluluskan :

Pn. Alina Bt Hussein
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan



Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 26 Jun 2023

CIK IFFA NADIA AZLAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR VITAMIN ILMU BERSAMA PTA:
PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN**

Perkara di atas dirujuk.

2. Untuk makluman, pihak Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan bakal mengadakan satu program CSR (Komuniti Setempat) pada ketetapan berikut :

Perkara : Program Vitamin Ilmu Bersama PTA
Tarikh : 22 Julai 2023 (Sabtu)
Masa : 08.30 pagi hingga 4.00 petang
Tempat : Pusat Pemulihan Akhlak (PPA), Machang, Kelantan

3. Sehubungan itu, puan dilantik sebagai **Pengarah Program 2** bagi kelancaran program CSR ini. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(ALINA HUSSEIN)
Timbalan Ketua Pustakawan



Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 26 Jun 2023

CIK IFFA NADIA AZLAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR VITAMIN ILMU BERSAMA PTA:
PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN**

Perkara di atas dirujuk.

2. Untuk makluman, pihak Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan bakal mengadakan satu program CSR (Komuniti Setempat) pada ketetapan berikut :

Perkara : Program Vitamin Ilmu Bersama PTA
Tarikh : 22 Julai 2023 (Sabtu)
Masa : 08.30 pagi hingga 4.00 petang
Tempat : Pusat Pemulihan Akhlak (PPA), Machang, Kelantan

3. Sehubungan itu, puan dilantik sebagai **Ahli Jawatankuasa Program & Aktiviti** bagi kelancaran program CSR ini. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(ALINA HUSSEIN)
Timbalan Ketua Pustakawan



Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 26 Jun 2023

CIK IFFA NADIA AZLAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR VITAMIN ILMU BERSAMA PTA:
PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN**

Perkara di atas dirujuk.

2. Untuk makluman, pihak Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan bakal mengadakan satu program CSR (Komuniti Setempat) pada ketetapan berikut :

Perkara : Program Vitamin Ilmu Bersama PTA
Tarikh : 22 Julai 2023 (Sabtu)
Masa : 08.30 pagi hingga 4.00 petang
Tempat : Pusat Pemulihan Akhlak (PPA), Machang, Kelantan

3. Sehubungan itu, puan dilantik sebagai **Ahli Jawatankuasa Hadiah & Cenderamata** bagi kelancaran program CSR ini. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(ALINA HUSSEIN)
Timbalan Ketua Pustakawan

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



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 by the work on which you are engaged.

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

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

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

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

Recording



The log book should contain the following information:


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


- 1. Student's Name** : IFFA NADIA BINTI AZLAN
- 2. Date & Place of Birth** : 04/05/1997 (PASIR MAS)
- 3. UiTM I/C No.** : 2020988141
- 4. Course** : IM244
- 5. Year** : 2023 **Part** 7
- 6. Home Address** : LOT 449, LORONG Hj YAACOB, MUKIM
KIAT BUNUT BUSU, PASIR MAS, KELANTAN.
- 7. Address During Practical Training:** PERPUSTAKAAN TENYKU
ANIS, KAMPUS MACHANG, UiTM KELANTAN.
- 8. Place of Training** : PERPUSTAKAAN TENYKU ANIS
- 9. Name of Supervisor In-Charge** : PUAN NOREI TRAH BINTI
MAT SEMAN.
- 10. Duration of Training**
From: 01/03/2023 **To:** 31/07/2023


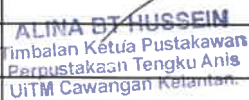
FOR OFFICE USE ONLY:


11. Remarks: [Dean/ Course Tutor]

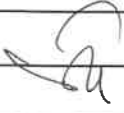
Date	Exact Nature of Work Done	Supervisors Remarks
1/3/2023 (Wed)	<p>Arrive at 7.45 a.m at Perpustakaan Tengku Anis. First thing done is shelving and shelf reading taught by Encik Mohd Hamka bin Hamzah. Shelf reading is when you read every call number on a shelf to ensure that it is in proper order. Once arrive, need to do both shelving and shelf reading from 8.00 a.m to 8.30 am, every Sunday to Wednesday.</p> <p>Total books done: 15</p>	
	<p>At 2.00 p.m, report for duty to Puan Norfitriah bt Mat Seman / Internship supervisor at Perpustakaan Tengku Anis and Puan Alina Binti Husin @ Hussein, Deputy Chief Librarian. After that, introduction to library staff, and short tour to every department. Lastly, filling in personal information form and take a personal picture before receiving schedule for five months interning. Three practical student from Kembau and I were discussing for special project and activity before presenting to our supervisor.</p>	 


Date	Exact Nature of Work Done	Supervisors Remarks
2/3/2023 (THU)	<p>Arrive at Perpustakaan Tengku Anis at 7.45 am. Yasin reading at 8.00 am. Report for duty at Administration office today due to yesterday event at Professional Hall, Innovation day. Filling in staff personal biodata form and need to be turned on Sunday (12/3/2023). Today from 2/3-13/3 Started my duty at Department of University Archives under Encik Waqiyuddin Mohd Dzulkifly- He gave briefing on file and record management including rules and legislation in record management:</p> <ul style="list-style-type: none"> - Akta Arkib Negara 2003 (AKta 629) ☐ Seksyen 25: Akta Arkib Negara Malaysia 2003 (AKta 629) - Larangan Terhadap Pemusnahan Rekod Awam ☐ Penalti <p>and many more. First day at Archives department, Material Conservation Unit (Unit Pemuliharaan Bahan) need to do on foreign matter removal process (Proses pengenyahan Bendasing) files from year 1995-1997.</p> <p>Total files done: 20</p>	 <p>ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.</p>


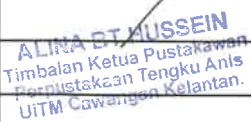
Date	Exact Nature of Work Done	Supervisors Remarks
5/3/2023. (Sun)	From 8.00 am to 8.30 am, Shelving on floor one and two.	
	Floor one: 7 books	
	Floor two: 5 books	
	<p>After shelving, we attend canva workshop "Time to Canva Your Idea: Draft to publish" at 8:30 am by Encik Mohd Alfarabie Bin Mohd Nasir, Senior Librarian Perpustakaan Tun Abdul Razak in IT Room Perpustakaan Tengku Anis. For first day, The module studied were</p> <ul style="list-style-type: none"> - Basic lines and shapes, Frames Gradient - Font 	
	First session end at 12.30 pm Before went to second session, we learned about how to use AMS System by Encik waqiyuddin	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kelantan.
	<p>For second session, we learn about:-</p> <ul style="list-style-type: none"> - poster - Flipbook. 	
	Canva workshop ended at 4.45 pm.	


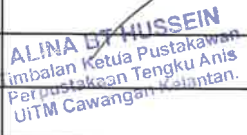
Date	Exact Nature of Work Done	Supervisors Remarks
8/3/2023 (wed)	Arrive at 7.41 am and clock in through system. 8.00 am start shelving.	
	Total book: 4	
	Most book are done as now is the semester holiday. After that, doing shelf reading and re-arrange the books.	
	Today, Encik waqiyuddin supervising and teaching on how to "Daftar penerimaan fail dokumen". Its to save student data for future reference.	
	1. Sign in to MyKM	
	2. Click on Admin and PTAR Apps.	
	3. Click on Archive management System (AMS)	
	4. "Penerimaan bahan arkib"	
	5. "Daftar penerimaan fail dokumen"	
	Total files done: 49	


Date	Exact Nature of Work Done	Supervisors Remarks
9/3/2023	Arrive at PTA and Yasin reading at 8:10 am	
(Thu)	For today's activity, Encik Waqiyuddin	
	teach how to insert metadata item in	
	Archive Management System. There are three	
	steps when receiving archive item.	
	1. Daftar penerimaan fail dokumen	
	2. Kemaskini fail penerimaan	
	3. Daftar Metadata.	
	Must fill in on item description. The description	 ALINA D HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
	Start on "Fail ini mengandungi ..." and	
	continue with document in the file.	
	For example:	
	"Fail ini mengandungi Penyata Keputusan	
	Peperiksaan, Salinan Surat Beranak dan Sijil	
	Pelajaran Malaysia". All of the sentence have	
	to be capitalize in each word.	
	Total files done: 24	


Date	Exact Nature of Work Done	Supervisors Remarks
12/3/2023 (sun)	<p>Today's arrive at Perpustakaan Tengku Anis at 7.45 am. Shelving session at 8.00am to 8.15 am and start on shelf reading.</p> <p>Total book : 8</p>	
	<p>Resume on interesting inserting on metadata item in archive management system. Once the metadata item are done, there's a stamp on box to mark which task are done. Scan Scan would be the last step for the archive item. Once the file reach it maturity (25 years old), the files will be disposed either shredded by a machine or burnt once once the archive get permission from Arkib Negara through UiTM main Archive in Shah Alam.</p>	 ALINA BT HUSSEIN <small>Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan</small>
	<p>Total Files done: 31</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
13/3/2023	Arrive at PTA at 7.45 am. There's less book	
(mon)	to put on shelves, so did the shelf reading	
	and put the books back to the correct	
	shelves.	
	Total books: 8.	
	Resuming on submitting files into	
	metadata. However due to my negligence,	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
	forgot to put the date files was created or	
	document date exist. I have to update all two	
	boxes and check all 50+ files that I have	
	done. I have managed to update only for	
	today's work while others already have dates.	
	Total Files done: 30.	

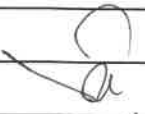
Date	Exact Nature of Work Done	Supervisors Remarks
14/3/2023	Arrive at 7.50 am, and start shelving and	
(Tue)	shelf reading. Puan Syamsilawati also teach us	
	again on how to do shelf reading.	
	Total books: 9	
	Continue on checking for the date on files and	
	updating, there's something wrong on the AMS	
	websites. Three boxes of files are not founded	
	in the database. Believe its because of the main	
	system problem. However, manage to put another	
	boxes of files, cleaning and do "penerimaan	
	fail dokumen" and insert metadata item	
	Total files: 20	


Date	Exact Nature of Work Done	Supervisors Remarks
15/3/2023	Arrive at Perpustakaan Tengku Anis on 7.45 am.	
(Wed)	Start Shelf reading and shelving on both both	
	floor.	
	Total books: 4	
	Start doing on foreign matter removal process	
	as the AMS websites is still down- After	
	2.00 pm, we were given briefing for information	
	literacy class or KKM (Kelas Kemahiran Maklumat)	
	next week by Puan Nordelina Zulkarnain. The	
	class will be covering all the programmes for	
	the next week. Starting on Monday till Thursday.	
	It will be on two session from 10.00 am -	
	10.00 pm and 2.00 pm - 4.00 pm.	
	Total Files done: 24.	


Date	Exact Nature of Work Done	Supervisors Remarks
16/3/2023	Arrive at 7.50 am and shelf reading	
(THU)	before yasin reading.	
	AS this week, starting from 14/3/2023 - 23/3/2023,	
	will be under En. Muhammad Nazari Muhamad and	
	Puan Syamsilawati Dahari. Other than the same	
	job scope which is:	
	- foreign matter removal process	
	- "Daftar penerimaan fail"	
	- Insert metadata,	
	there's additional job which is the last step	
	of "penerimaan fail".	
	- Files Scanning	
	- Watermark.	
	before upload it to the AMS websites. The	
	last step is quite easy which is mark down	
	the file that's done scanning, renaming the	ALINA BT HUSSEIN <small>Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan</small>
	document, write down the time the file was	
	Scanned and who scan the files. All the	
	Scanned files were put in the pendrive.	
	Total files done: 30	

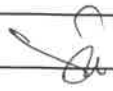
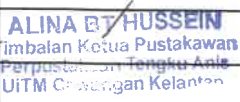
Date	Exact Nature of Work Done	Supervisors Remarks
19/3/2023	Arrive at 7:46 am and start shelf reading.	
(Sun)	Today, the new semester start and student start	
	to come to library. On Ramadhan Ramadan,	
	the library open at 8:30 am till 4:30 pm (Sunday to	
	Wednesday) and 8:30 am till 3:30 pm (Thursday).	
	For today activity, resuming scanning files and	
	help Puan Syamsilawati with bringing boxes	
	of files and watermark the files. Puan	
	Syamsilawati shows me how to watermark	
	the scanned files by using Adobe software.	
	After scanned the files, did foreign removal	
	process and start to do "daftar penerimaan	
	fail" and insert metadata as the AMS websites	ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kuala Lumpur
	return to normal.	
	Total files scanned: 28.	
	Total files done: 29.	

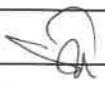
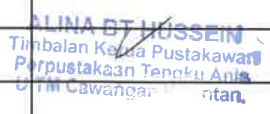
Date	Exact Nature of Work Done	Supervisors Remarks
22/3/2023	Arrive at Perpustakaan Tengku Anis at 7.50am	
(Wed)	and start shelving before Tadarus Al-Quran.	
	Total books: 12	
	Today's first session of information literacy	
	class start at 10 10am - 12pm. The	
	programmes that involves are:	
	- Diploma in Banking Studies (BA119)	
	- Bachelor's Degree with a Major in	
	office management (BA232)	
	- Bachelor of Business Administration (Hons)	
	Marketing (BA240)	
	- Bachelor of Business Administration (Hons)	
	Islamic Banking (BA249)	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
	and for the second session is class for	
	- Diploma in office management	
	and Technology (BA132)	
	class ended at 4.30 pm.	

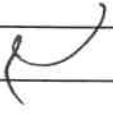
Date	Exact Nature of Work Done	Supervisors Remarks
23/3/2023	Arrive at 7.45 am and start shelving before	
	yasin reading.	
	Total books: 8	
	There's only only one session for today.	
	Start on 10.00 am until 12.00pm. The programmes	
	that involves are	
	- Bachelor of Business Administration (Hons.)	
	Finance (BA242) and,	
	- Diploma in Art & Design (Textile) (CAAD112)	
	After class session, resuming on	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
	- "Daftar penerimaan fail"	
	- Insert metadata	
	- Scanning.	
	Total files scanned: 25	
	Total files done: 15	

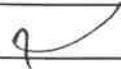

Date	Exact Nature of Work Done	Supervisors Remarks
27/3/2023	Arrive at Perpustakaan Tengku Anis at	
(Mon)	7.45 am. and start shelving before	
	Tadarus Al-Quran.	
	Total books: 14.	
	Today's task is resuming doing AS notepad.	
	Total note pad done: 7	
	After that, I observe Encik Zul on how	
	to stitch a book. There's three category on	
	binding a book	
	1. Forwarding	
	2. Case making.	
	3. Finishing.	
	for today, its on forwarding category: like	ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
	stitching and glueing - Last step is put	
	the stitch book under blocking press and	
	put glue three times every 10 minutes.	



Date	Exact Nature of Work Done	Supervisors Remarks
28/3/2023 (Tue)	Arrive at 7.50 am and start shelving and shelf reading on second floor.	
	Total books: 14	
	Today is a class that was replaced from last week. For the first session start at 10.00 am to 12.00 pm, for Diploma in Information Management (CDIM110).	
	For the second session are involved - Pre Diploma in Commerce (BA002) (BA002 & BA003) - Diploma in Business Studies (BA111)	
	The tour include how to search book after searching on OPAC, printing and photostat price, prayer hall and toilet direction, how many books that can be borrowed and how many days. Class start a bit late due to misinformation and ended at 4.30 pm.	<p data-bbox="1203 1120 1495 1209">ALINA BT HUSSEIN Timbalan Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.</p>



Date	Exact Nature of Work Done	Supervisors Remarks
09/3/2023	Arrive at 7.41 am at Perpustakaan Tengku	
	Anis and start shelving before Tadris Al-Quran.	
	Total books: 13	
	For today's task, Encik Zul are showing	
	Case making and finishing category in	
	binding by using hard cover. Last step is	
	by using Gold blocking press. After put the	
	books in standing press, I start designing	
	A6 size note pad. Finishing two designs	
	and print out 10 each before cutting it up.	
	At 4.45 pm, around 20 guests from	
	Rumah Anak Yatim Libanah Darulnaim, Machang,	
	Kelantan has visited PTA. We gave a little	
	bit of tour on reference section, IT room	
	and open shelf before exploring the library.	
	We took a video and picture before the tour	
	end.	

Date	Exact Nature of Work Done	Supervisors Remarks
30/3/2023	* Arrive at 7.48 am at Perpustakaan Tengku	
(THU)	Anis, we have a little discussion about	
	Raya decoration before Tadarus Al-quran.	
	For today's activity, Encik Zul and I are	
	reviewing back this week task especially on	
	making note book like cutting and	
	designing. I have decide on making a note	
	pad for all archive staff and manage to	
	finish it today, as today will be the last	
	day I will be on the Archives department,	
	material conservation Unit.	

Date	Exact Nature of Work Done	Supervisors Remarks
21/4/2023	Arrive at PTA, 7.45 am and start shelving	
	and shelf reading.	
	Total book: 12	
	For today, and starting this month, I will be at	
	library planning and development unit (Unit	
	Perancangan dan pembangunan perpustakaan).	
	For this week, I will be under	
	Encik Ahmad Ameruddin Fauzi. For starters, my	
	job would be doing call numbers (090) and	
	subjects heading (650). The call number	
	are based on Library of Congress Classification	
	(LCC).	
		MUSLIM ISMAIL @ AHM Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	Total book done: 13.	

Date	Exact Nature of Work Done	Supervisors Remarks
3/4/2023	Arrive at 7:48 am and start shelving and	
	Shelf reading before Tadarus Al-Quran.	
	Total book: 18.	
	Other interns and I start discussing on a	
	Raya decorate decoration next to the IT room.	
	After a few discussion and consideration,	
	we have decided on 'Retro' theme. After that,	
	I resume on doing the call number and	
	subject headings.	
		 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan
	Total book: 17	
4/4/2023	Arrive at Perpustakaan Tengku Anis at 7:48 am.	
	Start shelving and shelf reading before Tadarus.	
	Total book: 16	
		 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan
	Resume on doing call number and subjects	
	heading.	
	Total books: 18	



Date	Exact Nature of Work Done	Supervisors Remarks
5/4/2023	Arrive at PTA at 7:44 am and start	
	shelving	
	Total books: 18	
	Today start start on decorating the corner. we	
	find some suitable items from the store room.	
	we sketch some draft and presented it	
	to Puan NorFitriah and we allowed to proceed	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	to the next step. we find the suitable	
	fabric, though there's a few things we cannot	
	find so we have to improvised.	
	Arrive at 7:46 am, start shelving and shelf	
	reading.	
	Total book: 20	
	We resume on decoration by doing the	
	prop such as sign board, road sign	
	and designing the "Kad raya". Moving the	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	decoration, putting up the lights and cutting	
	the box for the public phone. At recess, we	
	went out and buy a few things for additional	
	props.	
	= Nuzul Al-Quran =	



Date	Exact Nature of Work Done	Supervisors Remarks
10/7/2023	Arrive at 7.51 am and start shelving and	
	shelf reading.	
	Total book: 10	
	We continue our 'Raya' decoration. For today,	
	we print out the 'raya' card and signboard.	
	We cut it accordingly before paste it to the	
	pole. We also bring out the fake grass out,	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	and arrange the plants.	
11/7/2023	Arrive at 7.33 am at Perpustakaan Tengku	
	Anis. Start shelving and shelf reading	
	at 8.00 am.	
	Total book: 22	
	Today's the last day we decorating the	
	corner. we find some fronds to make	
	the bus stop roof. Lastly, we went around,	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawang Kelantan.
	asking for PTA staff to write something	
	on card before hang the card as	
	decoration.	



Date	Exact Nature of Work Done	Supervisors Remarks
12/7/2023	Today, arrive at PTA at 7:45 am. Start shelving	
	and shelf reading.	
	Total books: 28	
	This week, I'm with Encik Hamizur Hussin.	
	My task would be doing RDA (Resource	
	Description and access).	
	1. Go to WILS UTM website	
	(Web-Based Integrated Library System)	
	2. Cataloging.	
	3. Maintenance.	
	4. Click on update title and insert	
	ACCN NO.	
	5. Start inserting 020, 040, 041, 100,	
	245, 264, 300, 336, 337 and	
	338. Do include 250 if the book	
	have edition, 500 if the books	
	includes index and 504 if the books	
	includes references and index.	
	6. Click "Leader" (Data Elements (with	
	position)) and submit.	
	7. Insert Tag 008.	
	8. Lastly stamp RDA on the book,	
	as a mark that the book are using	
	RDA.	
	Total books: 15	


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

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



Date	Exact Nature of Work Done	Supervisors Remarks
13/11/2023	Arrive at Perpustakaan Tengku Anis at 7.45 am	
	and start shelving and shelf reading.	
	Total books: 27	
	today, doing RDA on book & as well on	
	malay and english novels.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	total books: 16.	
16/11/2023	Arrive at 7.38 am and start shelving and	
	shelf reading before khatam Al-Quran.	
	Total book: 10	
	For today task, I'm doing another RDA	
	for malay and english novels.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	Total books: 12	


Date	Exact Nature of Work Done	Supervisors Remarks
19/4/2023	Arrive at Perpustakaan Tengku Anis at 7.38 am.	
	Start shelving and shelf reading at 8.00 am.	
	Total books: 31	
	For today, I'm doing another call number	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
	and subject headings.	
	Total books: 18	
20/4/2023	Arrive at PTA at 7.40 am and start	
	shelving and shelf reading.	
	Total books: 18	
	Today task is do call number and	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
	subject headings.	
	Total books: 17	
01/4 -	= Raya =	
05/4/2023	= Holiday =	

Date	Exact Nature of Work Done	Supervisors Remarks
26/4/2023.	Arrive at 7.46 am and start shelving and shelf reading.	
	Total books: 10	
	for this week, I'm under Encik Mustoem Mustapa and Encik. Che Hasnan Che Idris from 24 - 30/4/2023. Today's im finding articles related to Batik Malay Malaysia and UiTM. After that, I'm spend my time by doing call numbers and subject headings.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	Total articles: 31	
	Total books: 15.	
27/4/2023	Arrive at PTA at 7.45 am and start shelving and shelf reading.	
	Total books: 13.	
	Today I'm learning on how to put RFID tag in a book. After that, I'm doing another call number.	MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	Total books: 18	



Date	Exact Nature of Work Done	Supervisors Remarks
2/5/2023	Arrive at perpustakaan Anis at 8.00 am and	
	start shelving and shelf reading.	
	Total book: 13.	
	Starting this month, I will be Organizational and	
	strategic administrative units (Unit Pentadbiran	
	Organisasi dan perancangan Strategik). from	
	1-10 may 2023, I will be under En. Ridzuan	
	Raml.	
	Today's task are just En. Ridzuan showing	
	on how to insert statistic data. I manage	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UNIT CANGGARAU KELANTAN KAMPUS MACHANG 17500 MACHANG, KELANTAN.
	to insert for April programs and sorted	
	out which medium were used for the	
	programs. For example :-Email	
	- Tik tok	
	- Instagram	
	- Facebook	
	- Twitter	
	- whatsapp	
	- Telegram	
	Other than that, Encik Ridzuan explain on	
	how every UiTM Branch ke or state have	
	their own speciality and UiTM Kelantan	
	speciality is Batik.	

PERPUSTAKAAN KANAN
PERPUSTAKAAN TENGGU ANIS
UNIT CANGGARAU KELANTAN KAMPUS MACHANG
17500 MACHANG, KELANTAN.



Date	Exact Nature of Work Done	Supervisors Remarks
3/5/2023	Arrive at PTA at 7.55 am, and start	
	shelving and shelf reading.	
	Total book: 11 books.	
	For today, I'm doing RDA and RFID	
	before bring the books down for RFID Tag	
	Scanning.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAK PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 12000 MACHANG, KELANTAN
	Total books: 20 books.	
4/5/2023	- WESAK HOLIDAY -	
7/5/2023	Arrive at 7.50 am. at Perpustakaan Tengku	
	Anis. There's a problem with the e-clock	
	system that make me unable to clock in to	
	work. The problem has been addressed to the	
	administration building. After that start shelving	
	and shelf reading.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAK PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 12000 MACHANG, KELANTAN
	Total books: 13.	
	Due to my mistakes, I have to find back all	
	the books that has been scanned yesterday.	
	The books need new barcode and call number	
	sticker. All was were found and done within	
	the day.	

Date	Exact Nature of Work Done	Supervisors Remarks
8/5/2023.	Arrive at PTA 7.55 am before when to clock in manually. After that start shelving and shelf reading.	
	Total book: 15	
	Today's task are doing institutional Repository (IR). I need to install Adobe Scan appy on my phone first.	 <p data-bbox="1171 741 1528 846">NORFIRAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p>
	1. Scan the article from Journal of Academics minds'. Maximum pages for an article in journal, 20 pages.	
	2. Rename the scanned pdf to their code number.	
	3. choose item type → Article	
	4. upload the document	
	5. Insert details (title, abstract, creators, contributors, publication details, etc)	
	6. Add subjects: A General works >	
	indexes (General)	
	7. Lastly, Save and Return.	
	Total article done: 4	


PERPUSTAKAAN KANAN
PERPUSTAKAAN TENGGU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN.

Date	Exact Nature of Work Done	Supervisors Remarks
9/5/2023.	Arrive at Perpustakaan Tengku Anis at 7.50 am and start shelving and shelf reading.	
	Total books : 11	
	<p>Today's event is "Majlis Riang Raya PTA" starting from 11.30 am to 3.30 pm. We prepare the food and decorate the Starcor. After the event, we packed the place with others and give unfinish food to students.</p>	<p>NORFITRIAH MAT SEMAN PUSAT KAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p> 
		



PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN.

Date	Exact Nature of Work Done	Supervisors Remarks
10/5/2023.	Today arrive at PTA at 7:40 am, start shelving and shelf reading.	
	Total books: 15.	
	Today resuming doing IR (scanned article) and making poster for Fesko (Festival kolej). The posters are needed in portrait and landscape with Title: Green Nations PTA mobile library X Fesko -15 for tomorrow.	 NORFITRAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	Total article: 4.	
		



PERANTARAAN PUSTAKA
 03-100116



Date	Exact Nature of Work Done	Supervisors Remarks
11/5/2023.	Today arrive at PTA at 7.56 am	
	and start shelving and shelf reading.	
	Total books: 12	
	Today I'm under Puan Amesutiny mohd	
	Subry. However Puan Amesutiny is on	
	leave, so I resume scanned the article	 <p data-bbox="1165 627 1508 750"> NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGUJANIS UiTM CAWANGAN KELANTAN KAMPUS BACHAN 18500 MACHANG, KELANTAN. </p>
	for IR. Today's also working at	
	fesko booth, engaging and encouraging	
	students and staff to install mobile apps	
	and borrowing books.	
	Total article : 4	

PERPUSTAKAAN
18500 MACHANG, KELANTAN



Date	Exact Nature of Work Done	Supervisors Remarks
14/5/2023.	Arrive at PTA at 7.56 am and	
	start shelving and shelf reading.	
	Total books: 17	
		 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAH PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18000 MACHANG, KELANTAN.
	Today, Puan Amesutiny is still on leave,	
	therefore, I continued doing IR,	
	scanned the article.	
	Total article: 4	
15/5/2023.	Arrive at 7.58 am and start shelving	
	and shelf reading.	
	Total books: 14.	
		 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAH PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18000 MACHANG, KELANTAN.
	For the whole day, I'm scanning article	
	for the Institutional Repository.	
	Total article: 6	


PERPUSTAKAAN KAMAH
 PERPUSTAKAAN TENGGU ANIS
 UTM CAWANGAN KELANTAN KAMPUS MACHANG
 18000 MACHANG, KELANTAN.



Date	Exact Nature of Work Done	Supervisors Remarks
16/5/2023	Arrive at 7.58 am at PTA and	
	Start shelving and shelf reading.	
	Total books: 15.	
		<p>NORFIRIAH MAT SEMAN PUSTAKAWAN KAHAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG</p>
	Today's I'm making a poster for	
	CSR programme with another intern.	
	Next is update the form which	
	can be used or not. Once that done,	
	I resumed on doing IR.	
	Total articles: 3	
17/5/2023	Arrive at 7.51 am at perpustakaan	
	Tengku Anis and start shelving and	
	shelf reading.	
		
	Total books: 14.	<p>NORFIRIAH MAT SEMAN PUSTAKAWAN KAHAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG</p>
	For today's I have scanning CD's	
	and copy CD's to my pendrive.	
	Due to copying big storage from	
	CD's to pendrive (1 to 2 GB) It takes	
	a long time to transfer the data.	
	Total files: 8	

Date	Exact Nature of Work Done	Supervisors Remarks
22/5/2023	Arrive at PTA at 8.06 am and make	
	last decoration at PTA booth for	
	"Majlis Ramah Mesra warga UiTM".	
	The event start at 11.00 am. PTA	
	booth serve 'laksa lemak' for guest.	NORFITRIAH MAT SEMAN PUSTAKAWAN RAMAH PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18400 MACHANG, KELANTAN.
	Perpustakaan Tengku Anis won for	
	the best booth and bring back	
	Presents. Everyone's full and content at	
	her heart for that day.	
		


UNIT KOMUNIKASI KORPORAT
UiTM CAWANGAN KELANTAN


Date	Exact Nature of Work Done	Supervisors Remarks
23/5/2023	Arrive at PTA 7.56 am and start	
-	shelving.	
25/5/2023	Total books: 5.	
	I was under weather and went home	 NURFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU AMIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	at 10.50 am. On leave (MC) for	
	three days.	
	<div style="text-align: center;">  <p>No. C 017041</p> <p>اَللّٰهُمَّ صَلِّ وَسَلِّمْ وَبَارِكْ عَلَىٰ سَائِرِ الْمُرْسَلِيْنَ</p> <p>UNIVERSITI TEKNOLOGI MARA KELANTAN</p> <p>SIJIL SAKIT UNTUK PELAJAR</p> <hr/> <p>UNIT KESIHATAN UiTM</p> <p>Dengan ini disahkan pelajar :</p> <p>Nama : <u>IFFA NADIA B. AZLAN</u></p> <p>Kursus: <u>IM 244</u></p> <p>KP UiTM: <u>2020988141</u></p> <p>(a) Tidak sihat untuk menghadiri kuliah/latihan Ko - Kurikulum selama <u>DUA</u> hari daripada <u>23/5</u> hingga <u>24/5/2023</u></p> <p>(b) Boleh bertugas semula pada</p> <p>(c) Beliau dikehendaki datang semula ke klinik pada</p> <p>(Potong (b) atau (c) mengikut mana yang tidak berkenaan)</p> <p><u>23/5/2023</u> Tarikh</p> <p>..... Klinik (Cop Rasmi)</p> </div>	



Date	Exact Nature of Work Done	Supervisors Remarks
28/5/2023	Arrive at PTA at 7.56 am and start	
	shelving and shelf reading.	
	Total books: 17	
	Starting on 23/5/2023, I'm under	
	Encik Nik Mohd Faizal (Pembantu	
	Operasi). There's not much task on	
	Encik Nik, but explained on his job	
	scope such as handling financial	
	documents, correspondence and letters.	 NORFIRIAH MAT SEMAN PUSAT KAWAN KAWAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	He also collect newspaper everyday	
	before makes payment to the newspaper	
	factory every month. There's four	
	newspaper PTA collecting:	
	1. METRO	
	2. Benta Harian	
	3. UTUSAN	
	4. STAR.	


Date	Exact Nature of Work Done	Supervisors Remarks
29/5/2023	Arrive at PTA and start shelving	
	and shelf reading.	
	Total books: 16.	
	Encik Mohd Ridzuan teach me how	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAR PERPUSTAKAAN TENGGU ANIS UTM CAMANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	to add students project (CD's)	
	to IR. However, around 10.00 am,	
	there's disruption in electrical supply	
	until 6.00 pm.	
	Total IR: 2	
30/5/2023	Arrive at Perpustakaan Tengku Anis	
	and start shelving and shelf reading.	
	Total books: 18	
	for today, we finding the physical	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAR PERPUSTAKAAN TENGGU ANIS UTM CAMANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	copy for the CD's that we copy.	
	His oral documentations, part of	
	students projects, including determine	
	which CD's has been coppied or not.	


PERPUSTAKAAN
 18500 MACHANG


Date	Exact Nature of Work Done	Supervisors Remarks
31/5/2023	Today arrive at PTA and start	
	shelving and shelf reading.	
	Total books : 25.	
	Today's activity, we are doing EKSA	
	at service ea counter. we check in	
	back bulk books that's been borrowed	 NORFITRIAH MAT SEMAN PUSTAKAMAN KAWAJI PERPUSTAKAAN TENGGU AMIS UTIM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	by other department. Three trolleys	
	in total. After that, we looking	
	for books that faculty need (1 trolleys).	
	After that, I copy again the	
	CD's to pendrive and do the IR	
	of student's oral documentation.	
	Total IR : 3	

Date	Exact Nature of Work Done	Supervisors Remarks
1/6/2023	<p>Arrive at Perpustakaan Tengku Anis at 7.59 am and start shelving and shelf reading. After that, we have Yassin Reading until 8.30 am.</p>	
	<p>Total book: 17</p>	
	<p>For today, I'm under Digital Library unit with En. Nazrol Hisham Ghazali, Senior Computer technician. En Nazrol are explaining his job scope and showing me the server room. A few of his job so scope are:</p>	
	<ul style="list-style-type: none"> - Monitoring/Repair Server and Switcher network. 	<p>NORFITRIAH MAT SEMAN PUSAT KAWAN KAWAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p>
	<ul style="list-style-type: none"> - Impliment website security monitoring access. 	
	<ul style="list-style-type: none"> - Procurement of ICT material 	
	<ul style="list-style-type: none"> - Responsible on Disposal of ICT equipment. 	
	<ul style="list-style-type: none"> - Assist in carrying out technical work during the physical/virtual library program. 	


Date	Exact Nature of Work Done	Supervisors Remarks
4/6/2023	Arrive at PTA at 7.59 am. Start Shelving	
	and shelf reading until 8.30 am.	
	Total books: 12	
	For today, I'm scanning and submitting	
	oral documentation into Institutional Repository	
	(IR).	
	Total student project: 4.	
	BIRTHDAY	
5/6/2023	- AGONG'S BIRTHDAY -	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMUS PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 76000 MACHANG, KELANTAN
6/6 - 8/6 2023	Once I arrive at PTA, start shelving and	
	shelf reading.	
	Total book: 34	
	For three days we are doing "operation excellent	
	Project" which is a storage project for the	
	collection of branch archive unit materials.	
	All materials are processed by hands, from cutting,	
	applying glue to folding. At the end of the day,	
	we manage to make 300 envelop in 3 sizes.	
	- 10.2 cm x 15.2 cm = 100	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMUS PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 76000 MACHANG, KELANTAN
	- 12.7 cm x 17.8 cm = 100	
	- 20.3 cm x 25.4 cm = 100	


Date	Exact Nature of Work Done	Supervisors Remarks
11/6/2023	Arrive at Perpustakaan Tengku Anis at 8.00 am	
	and start shelving and shelf reading.	
	Total book: 12	
	Starting from 7 th July - 13 th July 2023,	
	I will be under En. Mohd Hazrie Mat Nawi	
	under corporate communications unit. En. Mohd	
	Hazrie are responsible to publicize all	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAMANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	Perpustakaan Tengku Anis & activity through	
	Social media and updating, maintaining website	
	Such as read@uitm. For today, I'm writing draft	
	articles of past activities of PTA. After that,	
	we are having a meeting with Airlangga	
	University (UNIAIR) Internship student about	
	a collaboration program with faculty of	
	Information Management, "CSR: JALINAN KASIH	
	BERSAMA ANAK-ANAK YATIM LIBANAT DARUL NAIM"	
	Total article: 4	



Date	Exact Nature of Work Done	Supervisors Remarks
12/6/2023.	Arrive at PTA at 7.40 am and start shelving and Shelf reading.	
	Total book: 15	
	<p>For today, I'm responsible e-buletin, PTA at glance for January 2023 activity until March 2023.</p> <p>Each slide contains details such as date, places, activity and have 2-5 picture for each activity.</p>	
		<p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p>
13/6/2023	Arrive at Perpustakaan Tengku Anis at 7.48 am and start shelving and shelf reading.	
	Total book: 17	
	<p>Today resume e-Buletin from April 2023 - June 2023. For June, will be done approximately by the end of the month.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
14/6/2023	<p>Arrive at perpustakaan Tengku Anis at 7.41 am.</p> <p>Today, we are going to Perbadanan Perpustakaan Awam Kelantan (PPAK) for book launch from from kaudhan Sakeenah, Kelantan including Yayasan Pendidikan Islam Aman and IKRAM Kelantan. The ceremony start from 9.00 am until 11.00 am. After that, we visit PTA Kota Bharu together with AIRLANGGA Student. We are introduced with staff and department at UiTM Kota Bharu. The tour ended at 3.00 pm after lunch and zuhr pray. Our last stop are Laman warisan Kampung Laut.</p>	
	<p>We went to kampung Laut by boat and arrive after 20 minutes. Our activity consist of</p> <ul style="list-style-type: none"> - Kampung Laut Mosque. - Batik colouring - Souvenir 	 <p>NORFITRIAH MAT SEMAN PUSAT KAWAN KAMPUNG LAUT PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN</p>
	<p>our activity end at 6.00 pm and arrive at UiTM at 7.30 pm.</p>	



PERPUSATKAN KAMPUNG LAUT

Date	Exact Nature of Work Done	Supervisors Remarks
15/6/2023.	<p>Arrive at Perpustakaan An Tengku Anis at 7:58 am before shelving and shelf reading. After that Yassin reading until 8:30 am.</p> <p>Total books : 10</p>	
	<p>Today's task are finish the notebook for "CSR : JALINAN KASIH BERSAMA ANAK-ANAK YATIM LIBANAT DARUL NAIM". After received the book cover design, we print out the design, before cut out the design based on the sized.</p> <p>Total books : 120</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
17/6/2023	<p>On Saturday, we went to orphanage at 8:30 am. Our activities together with the residence consist with:</p> <ul style="list-style-type: none"> - Excercise - Breakfast. - Wheel of fortune games - react A-loud - Find the hidden object. <p>Students from faculty are doing library make over. Our CSR ended with tokens of appreciation to Bonda "Rumah Anak Yatim Libanat Darul Naim." Arrive at UiTM at 2:00 pm.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
18/6/2023.	For today, we are scheduled to have a meeting with Director of Pusat Pemulihan Akhlak, Machang to discuss discuss about collaboration program together with Puan Alina and Puan Norfitriah.	
	The content of discussion are the activities for community around PPA and also library make over for the convict. Next, we visit the library and planning on how to make the library. Our next next meeting would be 15 th July 2023.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 15500 MACHANG, KELANTAN.
	After meeting, I drew a floor plan before and after the make over and redo the comit committee member.	
19/6/2023	Arrive at 7:44 am at Perpustakaan Tengku anis and start shelving and shelf-reading.	
	Total books: 14	
	Today's focusing on proposal update for JKEN meeting, committee member, new activities for the PPA program, budget and appoin letter of appointments.	

Date	Exact Nature of Work Done	Supervisors Remarks
20/6/2023.	Arr Arrive at 7:56 am at Perpustakaan Tengku	
	Anis and start Shelving and Shelf reading	
	Total books: 13	
	Today's task are doing Institutional Repository	
	(IR) for Teaching lesson. The task are	
	devided to 5 people.	
	Total Teaching lesson: 20	
		 NORFITRIAH MAT SEMAN PUSTAKAWAN KANDUN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	21/6/2023. Arrive at PTA at 7:56 am and start	
	Shelving and Shelf reading.	
	Total books: 12	
	Resume inserting teaching lesson into IR	
	and preparing equipment to bring to	
	SK Chabang Empat for tomorrow tomorrow.	
	Total Teaching lesson: 24	
		 NORFITRIAH MAT SEMAN PUSTAKAWAN KANDUN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

PERPUSTAKAAN TENGKU ANIS
 UTM CAWANGAN KELANTAN KAMPUS MACHANG
 18500 MACHANG, KELANTAN


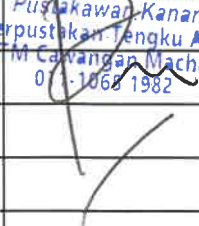
Date	Exact Nature of Work Done	Supervisors Remarks
22/6/2023	<p>Today's program are University Social Responsibility (USR) with UiTM Kota Bharu at Sekolah Kebangsaan Chabang Empat. Me together with Puan Nurfitriah, Cik Sazlina and another practical student, Nur fatinhah are assisting assisting UiTM Kota Bharu. We are doing wheele of fortune game, Idioms games and a little of excercise to bring up the mood of the students. The program end at 1.00 pm.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 7500 MACHANG, KELANTAN.
25/6/2023.	<p>For today, we are getting ready for the farewell party for AIRLANGGA students. The party officiaofficially starts at 12.00 pm. PTA staff and Lectures from faculty of Information management arrive together to celebrate the students.</p>	
26/6/2023.	<p>Arrive at PTA at 7.56 am and start shelving and for shelf reading.</p> <p>Total books: 11</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 7500 MACHANG, KELANTAN.
	<p>Today's task are assisting Puan pelina for "program Penulisan kreatif" by Puan Rosalwani Che Noh. The program ended at 4.30 pm.</p>	

PERPUSATKAN
 0011002

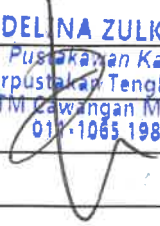
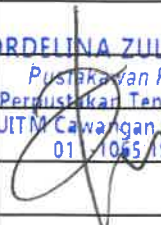
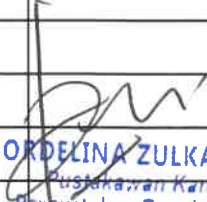
Date	Exact Nature of Work Done	Supervisors Remarks
2/7/2023	Arrive at PTA at 7:58 am and at start shelving	
	and shelf reading.	
	Total book: 15	
	This month will be at Library Service unit	
	under Puan Nordeling Zulkarnain. Today I'm with	
	En. Mohd Rosli Che Ismail. En. Rosli explained	NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-19651982
	on how to pay fine and check fine others	
	than check-in and check-out borrowed	
	books. After that, I help library visitor	
	(students and staff) who is unable to	
	access mobile apps.	
3/7/2023	Today PTA are having Solat Hajat	
	in the office and after that we are having	
	meals. After break, we book a meeting	
	room for CSE Program meeting. We	NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-19651982
	finished CSE poster and wording before	
	listing "wakaf buku" that arrive today.	

PERPUSATAHAN TENGKU ANIS
PERPUSATAHAN TENGKU ANIS

Date	Exact Nature of Work Done	Supervisors Remarks
4/7/2023	Arrive at 7.56 am and we start meeting. We briefing the objectives, activities and members committee task	
	for each activities. After that, I resumed my task at service counter.	<p>NORDELINA ZULKARNAIN Pustakawan Kanan / Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>
5/7/2023	Arrive at PTA at 7.53 am and start doing Shelf reading and shelving.	
	Total books: 11	
	Today I was assigned to take care of service counter and manage check-out, check-in - I also help others do their RDA and RFID.	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>
6/7/2023	Arrive at PTA at 8.02 am. and Yassin reading. Today, take care of service task counter and manage check out and check in of borrowed book.	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>

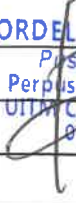

Date	Exact Nature of Work Done	Supervisors Remarks
9/7/2023	Arrive at 7.59 am and start shelving	
	and shelf-reading.	
	Total books: 13.	
	Today, I look for zero hits books.	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1066 1982</p> 
	Zero hits books is a book that never	
	been borrowed. After that I make a list	
	of lost book from bulk loan.	
	10/7/2023 Arrive at Perpustakaan Tengku Tengku Anis	
	at 8.02 am and start shelving and	
	shelf reading	
	Total books: 10	
		<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1066 1982</p> 
	Today I manage the check out and	
	check in at service counter while	
	helping others with RFID.	

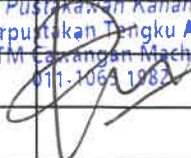
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN MACHANG

Date	Exact Nature of Work Done	Supervisors Remarks
11/7/2023	Arrive at Perpustakaan Tengku Anis and	
	start shelving and shelf reading.	
	Total books : 10	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	Today, I'm taking care of service	
	counter and manage check out, check in	
	and fine pay from students.	
12/7/2023	Arrive at PTA at 8.00 am and start	
	shelving and shelf reading.	
	Total books : 12	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	For today, I'm on service counter,	
	managing check out, check in and fine	
	pay from students and helping others	
	with KDA and RFID.	
13/7/2023	Arrive at PTA at 8.00 am and Yassin	
	Reading. Today we are discussing about	
	budget for special projects and list on	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	what materials need to buy.	

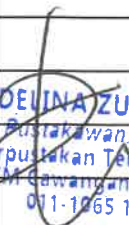
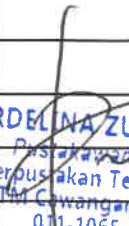
Date	Exact Nature of Work Done	Supervisors Remarks
14/7/2023	Today, we went meeting with	
	Pusat Pemulihan Akhir and "Persatuan	
	Isteri, Anak-anak dan Anggota Penjara	
	Malaysia (PERSIAP) for activities briefing,	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>
	members committee and tentatives.	
16/7/2023.	Today arrive at 7.41 am. we start	
	our meeting with PTA Staff, library	
	make over as they need to start the	
	activities today. we explained on what	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>
	should we bring at on the first day,	
	including the list who will go and	
	materials.	
17/7/2023.	Once arrive at Perpustakaan Tengku Anis	
	we start making Note pad at archive	
	unit. After that new book donation arrive	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>
	and we have to make a list on how much	
	the price is. we first recieved book	
	donation for from Jendela Bookstore.	

NORDELINA ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UITM Cawangan Machang
011-1065 1982

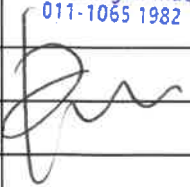

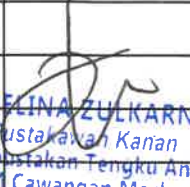
Date	Exact Nature of Work Done	Supervisors Remarks
18/7/2023	Today arrive at 8.02 am and resume on book listing. Another book donations arrive today.	
	- Jendela bookstore: 70 books (RM 4,043.10)	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	- Refined contour: 25 books (RM 718.00)	
19/7/2023	- Awal Muharram Holiday-	
20/7/2023	Today arrive at 7.53 am and resume on book listing. A new donation just arrive from staff and lecturer.	
	- Aliran Ilmu : 64 books (RM 1,417.10)	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	After that, we settled on gift, and Quiz for our special projects. we also have our last meeting with committee member for this Saturday.	

Date	Exact Nature of Work Done	Supervisors Remarks
2017/2023	Program CSR Vitamin Ilmu Bersama PTA :	
	Pusat Pemulihan Akhlak Machang:	
	The program started with opening ceremony	
	speech by PPAM Director, PPK Mohd Nasir	
	Yusof. A total 213 copies of donated books	
	are handed to PPA. Next is Library	
	make over project are were managed	
	by 8 PTA male staff only start from	
	16-20 July 2023. Other than that,	
	we have :	<p data-bbox="1109 795 1428 929"> NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Kawangian Machang 011-1064 1082 </p> 
	- Totebag colouring and	
	wheel of fortune games	
	- "Rofi Paung" Demo	
	- Handicraft activities.	
	Our CSR end at 2.00 pm officially.	

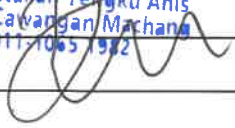
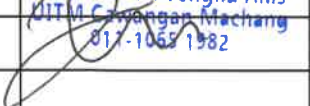
2017/2023

Date	Exact Nature of Work Done	Supervisors Remarks
23/7/2023	Arrive at PTA at 8.02 am and start	
	shelving. There's 2 company of book	
	donation arrived late.	
	total books : 15.	 NORDEINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UMMA Cawangan Machang 011-1065 1982
	The company that arrive are	
	- Ibzani	
	- Bravo.	
24/7/2023	Arrive at Perpustakaan Tengku Anis at 8.04	
	am and start shelving.	
	Total books : 13	
	I finished the book listing from individual	 NORDEINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UMMA Cawangan Machang 011-1065 1982
	first:	
	- 30 books (RM 340.70)	
	- 3 books (RM 46.50)	
	- magazines (RM 1,282.40)	

PERPUSATAKAN TENGKU ANIS
UMMA CAWANGAN MACHANG

Date	Exact Nature of Work Done	Supervisors Remarks
25/7/2023	Today arrive at PTA at 8.04 am and	
	start shelving and shelf reading.	
	Total books: 10	NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
	Resumed on book listing for Ibzani's.	
	- 92 books (RM2,203.30)	
26/7/2023.	Today arrive at Perpustakaan Anis Tengku	
	Anis at 7.53 am and start shelving	
	and shelf reading. today we clean up	
	a space beside IT room for a new	
	decoration. After that, I start on book	NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
	listing for Bravo.	
27/7/2023	Arrive at PTA at 7.58 am and start	
	Yassin Reading. Today I resumed on	
	book listing and manage to finish the	
	listing before blackout started.	
	- Bravo (260 books)	NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
	RM 7,807	
	RM 7,872.00	
	Total price from five companies are:	
	RM 16,253.50.	

PERPUSTAKAAN
TENGKU ANIS

Date	Exact Nature of Work Done	Supervisors Remarks
30/3/2023	today we had farewell per celebration	
	as our InternShip is about to end.	
	I shelve shelve book and shelf reading	
	bofe before celebration preparation.	<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	Total books: 15.	
31/3/2023	Today arrive at PTA at 8.02 am	
	and start shelving and shelf reading.	
		<p>NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p> 
	Total book: 10.	
	we make finish up our reports and	
	log books for today.	

PERPUSUSTAKAWAN
TENGKU ANIS
UITM MACHANG