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UNIVERSITI  
TEKNOLOGI  
MARA

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

**INDUSTRIAL TRAINING REPORT (IMC690)**

**PERPUSTAKAAN TENGKU ANIS**

**UiTM MACHANG**

**KELANTAN**

**PREPARED BY:**

**NUR AINA SOFEA BINTI SHAIPIUL BAHRI**

**2021196327**

**BACHELOR OF INFORMATION SCIENCE (HONS)**

**LIBRARY MANAGEMENT (IM244)**

**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,  
INFORMATICS AND MATHEMATICS**

**UiTM REMBAU**

**NEGERI SEMBILAN**

**1st MARCH 2023 – 31st JULY 2023**

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## DECLARATION

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

Title: Industrial Training Report

Date of submission: 3rd August 2023

## ABSTRACT

Industrial training, also known as internship or practical training, is a crucial component of many academic programs, including library management. It provides final year students with the opportunity to gain real-world experience in a professional work environment related to their field of study. This industrial training report consists of four chapters which includes an introduction, details on the organization, activities for industrial training, and a conclusion. The industrial training (IMC690) is a prerequisite subject for students in Bachelor of Information Science (Hons.) to be completed before they graduated. The period of training is one semester or five (5) months. Therefore, I have submitted an intention letter to pursue industrial training program at Perpustakaan Tengku Anis (PTA) UiTM Cawangan Kelantan. The industrial training began from 1st March 2023 until 31st July 2023. My supervisor of Perpustakaan Tengku Anis (PTA) and also a librarian, Madam Norfitriah Mat Seman have prepared the schedule for the industrial training on the first day of my industrial training Library Tengku Anis. Additionally, I learned a lot of new information, skills and knowledge when I was attached in a different department throughout the industrial training period.

Keywords: *Perpustakaan Tengku Anis (PTA), industrial training, UiTM Cawangan Kelantan, library*

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First of all, I would like to thank Allah S.W.T and His messenger, Prophet Muhammad S.A.W. It is because of His blessing. It is possible for me to finish this industrial training report. I had finally managed to finish up this report with great enthusiasm and determination. All the time spent to search and discuss ideas as well as justifying theoretical clues to drive the output were worth our efforts and time, In sha Allah. Then, all gratitude is to Allah SWT for giving me great health and mental focus to complete this Industrial Training Report, which I began from March 1, 2023 until July 31, 2023.

Furthermore, I want to express my gratitude to Dr. Zahril Shahida Ahmad and Madam Izzatil Husna Arshad, who are my supervisor and in charge of this industrial training for their constant support and advice throughout the internship. They have given me a lot of assistance and advice in completing this report.

In addition, I would like to express my gratitude to the individuals who had guided me in making this industrial training report. Firstly, I would like to thanks my supervisor from the industry, Madam Norfitriah Mat Seman. She had guided me on how to complete this industrial training for five (5) months at Perpustakaan Tengku Anis (PTA), UiTM Machang, Kelantan. Additionally, I would like to thanks to all staff at Perpustakaan Tengku Anis for their kindness in helping me completing this training. Then, I would like to thanks to all of my friends for their helps, advices, ideas and supporting me in completing the industrial training. I really much appreciate it! Last but not least, thanks to my parents who always prayed for me and spending time to listen my problems.

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

## 1.0 BACKGROUND OF THE ORGANIZATION

This section discuss on Perpustakaan Tengku Anis (PTA) history, location, objectives, client charter, vision and mission. It also discusses on library contact information, the official PTA logo, organizational structure, library facilities, safety features, library services and opening hours.

### 1.1 THE BACKGROUND OF PERPUSTAKAAN TENGKU ANIS, UITM MACHANG

#### 1.1.1 History of Perpustakaan Tengku Anis



*Figure 1: Building of Perpustakaan Tengku Anis*

The library at UiTM Machang Campus, Kelantan was established in 1985 at the Kijang Camp temporary campus and has moved to the permanent Bukit Ilmu campus since 1996.

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

The Tengku Anis Library of UiTM Machang Campus plays a role in supporting all learning, teaching, research and knowledge development programs by providing

various types of services, a variety of collections, technology and up-to-date and robust information sources.

## 1.2 LOCATION OF PERPUSTAKAAN TENGKU ANIS

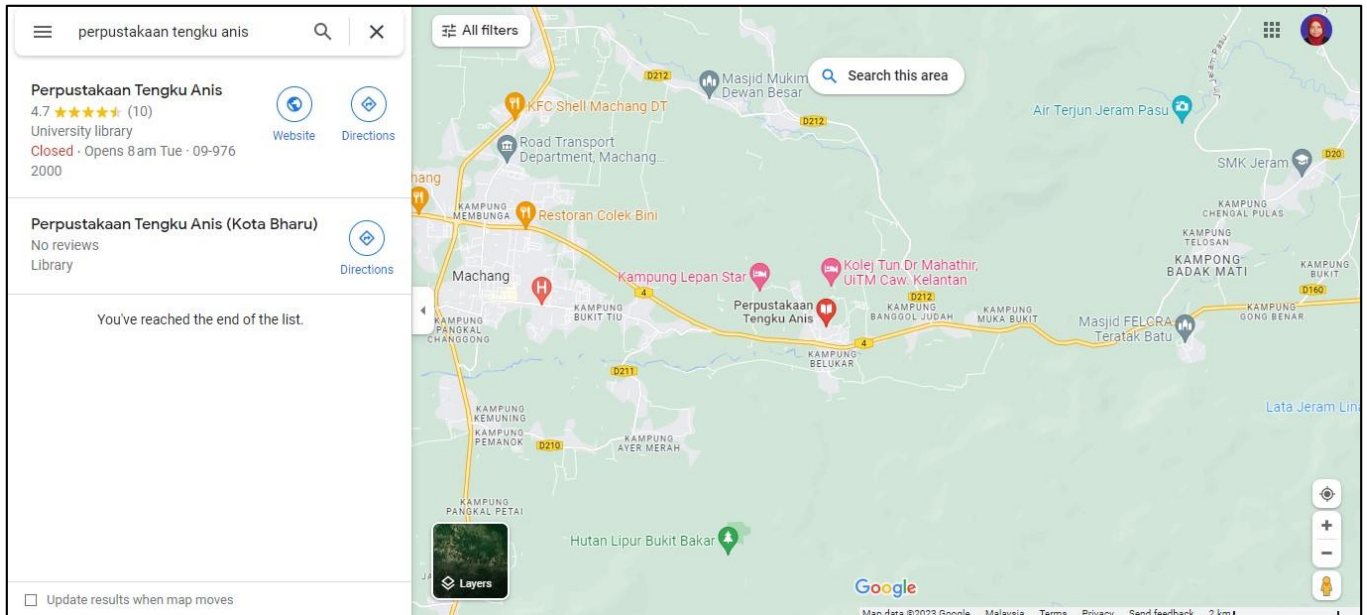


Figure 2: The location of Perpustakaan Tengku Anis

## 1.3 VISION, MISSION AND PHILOSOPHY OF PERPUSTAKAAN TENGKU ANIS

### Vision

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

### Mission

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



## **Philosophy**

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

### **1.4 OBJECTIVES OF PERPUSTAKAAN TENGKU ANIS**

To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.

1. To empower the delivery of UiTM's library services as a center of information excellence that always remained relevant, referred and respected.
2. To serve a comprehensive, up to date and relevance knowledge resources in various physically and virtually format.
3. To provide a conducive environment and facilities for teaching, learning and research matters.
4. To develop a latest information technology and communication facilities based on customer needs.
5. To strengthen human capital through Budaya PERDANA for PUiTM communities.
6. To enrich relation and cooperation with external organisation in industrial network.

### **1.5 PTAR 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.

1. To deliver user-friendly services to PTAR users.
2. To provide weekly updates to PTAR users of our New Arrival Collections.

3. To provide response within THREE (3) weeks upon date of application for Inter-Library loan request.
4. To respond within ONE (1) working day on Information Skill Class.
5. To provide 24/7 up time and access to PTAR Portal and electronic resources.
6. To provide access within THREE (3) working days upon date of application for reference archive materials.

## 1.6 CONTACT INFORMATION OF PERPUSTAKAAN TENGKU ANIS

<b>Name</b>	<b>Perpustakaan Tengku Anis</b>
<b>Address</b>	Perpustakaan Tengku Anis,  Kampus Machang,  UiTM Cawangan Kelantan,  18500 Machang,  Kelantan Darul Naim  Malaysia
<b>Customer Services (Telephone)</b>	09 976 2336   2337
<b>Consultation Services (Telephone)</b>	09 976 2343   09 976 2328
<b>Phone Number</b>	09 976 2343
<b>Officer in Charge</b>	Muslim Bin Ahmad @ Ismail
<b>Email</b>	Muslim368@uitm.uitm.edu.my
<b>Social Media</b>	Twitter:  <a href="https://twitter.com/ptauitmkelantan">https://twitter.com/ptauitmkelantan</a>

	<p>Facebook:</p> <p><a href="https://www.facebook.com/UiTMCaw.Kelantan/">https://www.facebook.com/UiTMCaw.Kelantan/</a></p> <p>Instagram:</p> <p><a href="https://www.instagram.com/ptauitmkelantan/">https://www.instagram.com/ptauitmkelantan/</a></p> <p>Telegram:</p> <p><a href="https://t.me/ptauitmkelantan">https://t.me/ptauitmkelantan</a></p> <p>Youtube:</p> <p><a href="https://www.youtube.com/@PerpustakaanTengkuAnis">https://www.youtube.com/@PerpustakaanTengkuAnis</a></p> <p>Tiktok:</p> <p><a href="https://www.tiktok.com/@ptauitmkelantan">https://www.tiktok.com/@ptauitmkelantan</a></p>
<b>Email</b>	ptauitmck@uitm.edu.my

*Table 1: Contact Information of Perpustakaan Tengku Anis*

## 1.7 OFFICIAL LOGO OF PERPUSTAKAAN TENGKU ANIS



*Figure 3: Official Logo of Perpustakaan Tengku Anis*

For the official logo of Perpustakaan Tengku Anis includes 4 main colours which are dark blue, purple, yellow and white. For dark blue means the maturity of an institute of higher learning, which offers different levels of study. Next, purple symbolises excellence in global knowledge. Furthermore, yellow means the Malay rulers' authority and the people of



Librarians which are Dr. Muslim bin Ahmad, Madam Nordelina binti Zulkarnain, Madam Norfitriah binti Mat Seman and Madam Rosmariyati binti Abd. Rahman from Kota Bharu Campus. They are Senior Librarians grade S44. Along with that, there are more support staff members, including fourteen (14) Senior Librarian Assistants, two (2) Library Assistants, one (1) Computer Technician, one (1) Senior Secretary, one (1) Senior Conservation Assistant, and one (1) Operation Assistant.

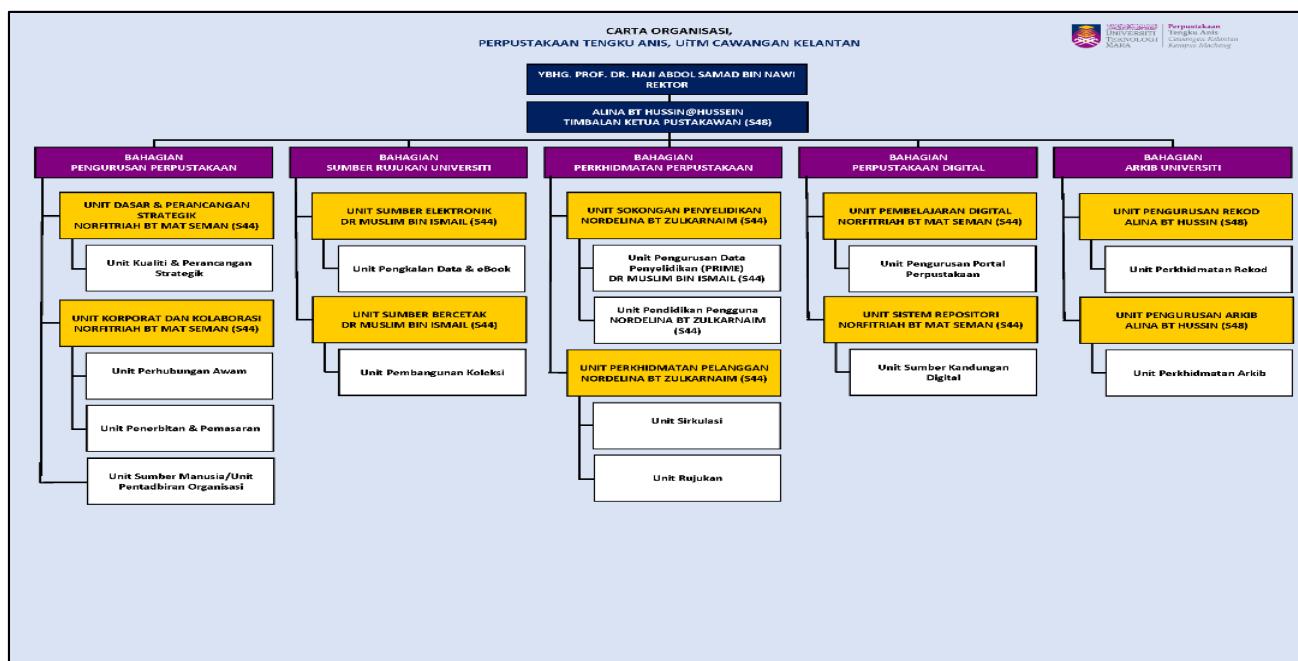


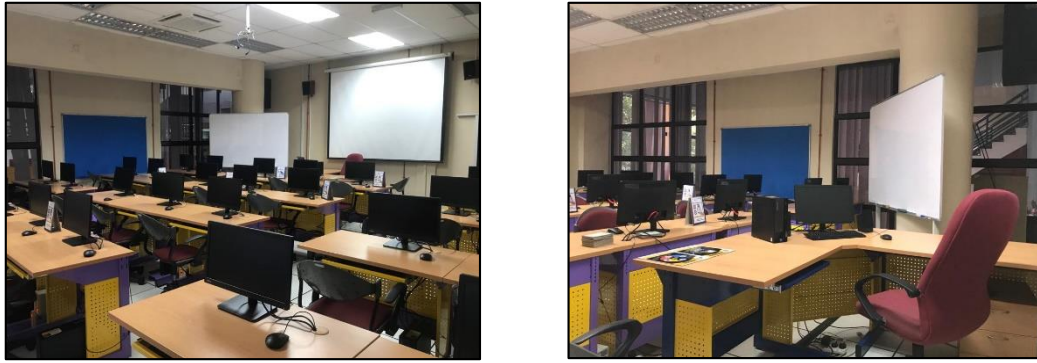
Figure 5: Organizational structure of Perpustakaan Tengku Anis

Perpustakaan Tengku Anis is divided into five primary units which are Library Service Unit, Digital Library & Corporate Communication Unit, Archival Unit, Library Planning & Development Unit and Organizational Administration & Strategic Planning Unit. Every unit will be led by a Senior Librarian.

## 1.9 FACILITIES IN PERPUSTAKAAN TENGKU ANIS

There are a lot of facilities provided by Perpustakaan Tengku Anis for students or staffs that visit the library such as:

## a) IT Room



*Figure 6: IT Room in Perpustakaan Tengku Anis*

In IT Room can be used by all the students or staffs in UiTM Machang for activities such as workshop, seminar, class and others. The location of IT Room is at Ground Level PTA. The equipments that available in IT Room are 28 computers, 1 presentation computer, LCD projector and whiteboard.

## b) Star Corner (STARCOR)



*Figure 7: Starcor in Perpustakaan Tengku Anis*

Starco is the area where students can read books, relaxing area and play games at Starcor like congkak, playing cards and caroms. Additionally, this facility serves as a place for students to chill out.

## c) Seminar Room



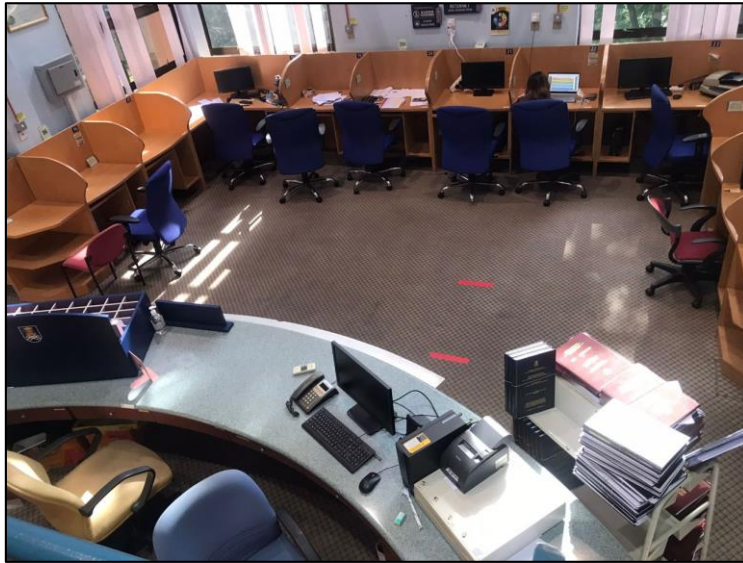
*Figure 8: Seminar room in Perpustakaan Tengku Anis*

In Seminar Room there are computers, 1 LCD projector, 1 LED TV and whiteboard. Other than that, Seminar Room can be used for all activities, such as seminars, workshops, classes and others. Seminar room is located at the Ground Level in Perpustakaan Tengku Anis.

## d) Internet Zone



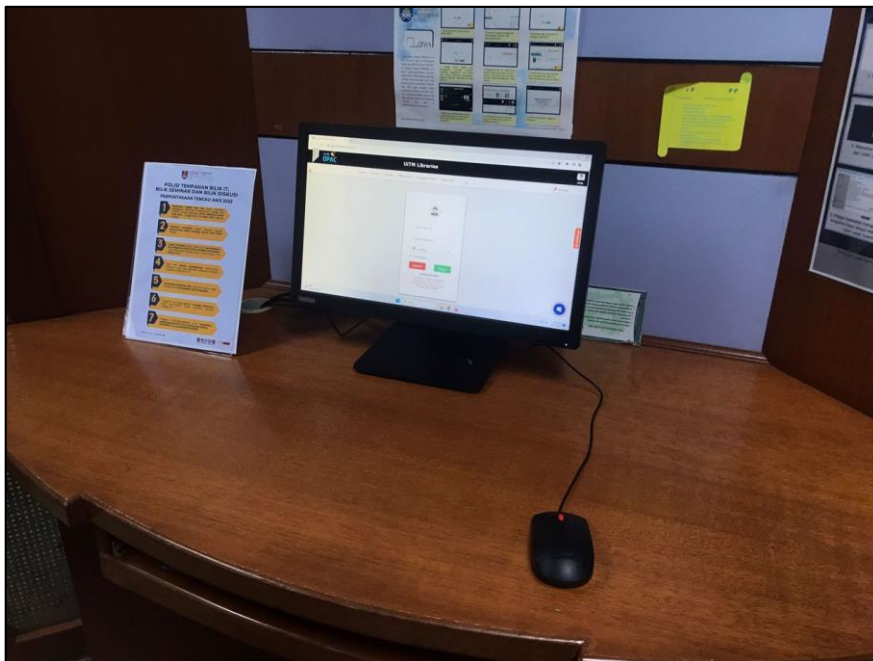
*Figure 9: Internet zone in Perpustakaan Tengku Anis*



*Figure 10: View from the top floor for the internet zone*

For Internet Zone is an area that students can use computers and the Perpustakaan Tengku Anis offers free internet access. Then, the location of Internet Zone is on Level 1 in Perpustakaan Tengku Anis and there are some computers that they can browse it for search some information.

e) Online Public Access Catalog (OPAC)



*Figure 11: Computer that can be used for OPAC*



The library has provided OPAC to the library users to search for the library materials. There are only 2 OPAC terminals available in Perpustakaan Tengku Anis.

f) Carrel Desk



*Figure 12: Carrel Desk in Perpustakaan Tengku Anis*

A carrel desk is a type of desk with privacy-enhancing barriers on the back and sides that is frequently found in libraries. Carrel desk is available for students or staffs who wants to do revision or to study in a privacy.

## g) Discussion Room



*Figure 13: Discussion Room in Perpustakaan Tengku Anis*

Discussion room is also provided by the library to the library patrons. The usage of discussion room can be done through booking at the library counter. The users are required to issue their ID card for booking purposes.

## h) Student Locker

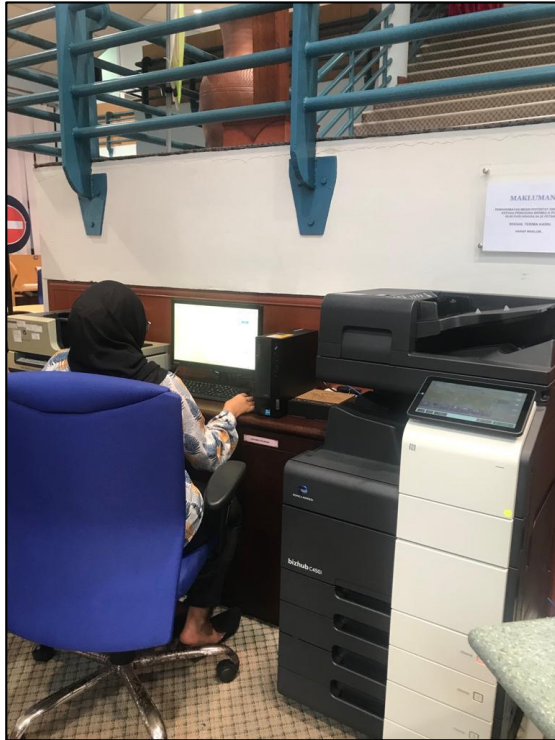


*Figure 14: Locker students to put their belongings*



*Figure 15: Open locker for students to put their belongings*

## i) Printing Services



*Figure 16: Printing/ Photostat services for users of Perpustakaan Tengku Anis*

j) Prayer room



*Figure 17: Prayer room in Perpustakaan Tengku Anis*

## k) Meeting Room



Figure 18: Perpustakaan Tengku Anis meeting room

## l) Chat with Librarian

Screenshot of a web browser showing a chat form for contacting a librarian. The form includes fields for Name, E-mail, Phone, File, and Your question, along with a 'Leave a message' button.

UiTM Chat With Librarian - Google Chrome  
ptar.uitm.edu.my/libchat/index.php/chat/start/(theme)/6/(vid)/6a163a3...

**Sorry, we are offline, but you can leave a message.**

Name\*  E-mail\*

Phone

File  No file chosen

Your question\*

UiTM Student / Staff ID Num.

Figure 19: Chat with Librarian in website Perpustakaan Tengku Anis

m) Study Desks



Figure 20: View study desk from Level 1 of PTA



Figure 21: Study desk at ground level of PTA

n) Study Desks on Level 1



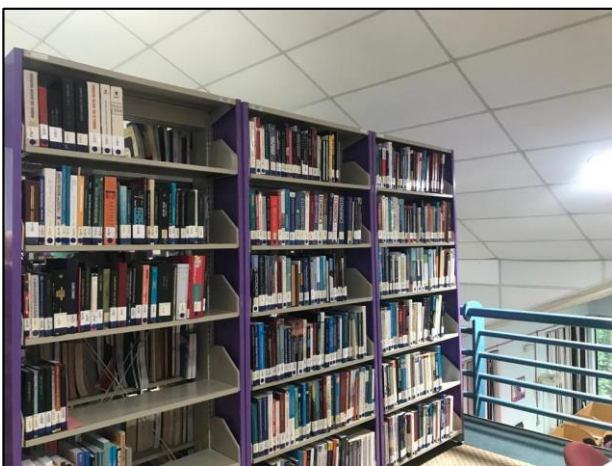
Figure 22: Study desks at level 1 of PTA

o) Open Shelf Books Collection at Ground Level PTA



*Figure 23: Open shelf books collection*

p) Reference and syllabus book collection at Level 1 PTA







*Figure 24: Syllabus books collection available in Perpustakaan Tengku Anis*



*Figure 25: Reference collection only*

## 1.10 SAFETY FEATURES AT PERPUSTAKAAN TENGKU ANIS

<p>a) RFID Gates</p>  <p><i>Figure 26: RFID gates at entrance and exit at Perpustakaan Tengku Anis</i></p>	<p>b) Staff Entrance Door</p>  <p><i>Figure 27: Staff entrance with automatic lock and must use the password to enter</i></p>
<p>c) Smoke detector</p>  <p><i>Figure 28: Smoke detector in Perpustakaan Tengku Anis</i></p>	<p>d) Closed-circuit Television (CCTV)</p>  <p><i>Figure 29: Closed-circuit Television (CCTV)</i></p>

## 1.11 LIBRARY MEMBERSHIP






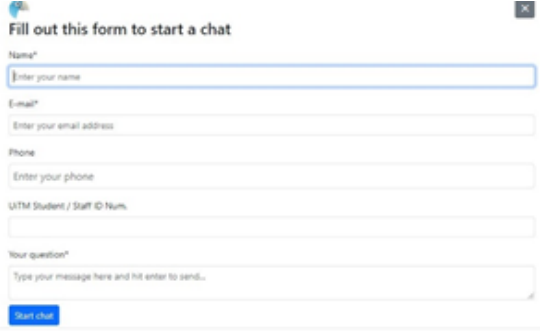
Library membership is eligible for all UiTM Machang's students and staff. It is also eligible for temporary or contract staff where they have to pay for a security deposit. According to the user type, borrowing eligibility is established.

## 1.12 FINE AND MISSING BOOKS

Students will have to pay 20 cents per days for overdue book loan. The circulation counter will be opened at 8.30 am to 4.30 pm for circulation activities such as borrowing and returning library materials. In addition, the users need to report for the missing book at the

circulation counter immediately. The total includes a late return penalty, the cost of the book, plus a processing fee of RM20.00.

### 1.14 SERVICES IN PERPUSTAKAAN TENGKU ANIS

 <p style="text-align: center;"><b>OPAC</b></p>	 <p style="text-align: center;"><b>My Knowledge Management (MyKM)</b></p>
 <p style="text-align: center;"><b>UiTM Library Mobile App</b></p>	 <p style="text-align: center;"><b>Information Literacy Class</b></p>
 <p style="text-align: center;"><b>Google Scholar</b></p>	 <p style="text-align: center;"><b>Live Chat with Librarian</b></p>





Online Library Orientation



Research Consultation



Research Guides



Membership



Renewal



Inter Library Loan (ILL)



Book Delivery Services



Dean's Portal

 <p>Vendor Portal</p>	 <p>Library Guide</p>
 <p>Virtual &amp; Augmented Reality</p>	 <p>Massive Open Online Courses</p>
 <p>Excellence in Research for Australia</p>	 <p>Donation</p>
 <p>Cashless</p>	

Table 2: List of the services in Perpustakaan Tengku Anis (PTA)

**1.14 PERPUSTAKAAN TENGKU ANIS OPENING HOURS**

DAY	OPEN	CLOSE
<b>Sunday - Wednesday</b>	8.30 a.m	4.45 p.m
<b>Thursday</b>	8.30 a.m	3.15 p.m
<b>Friday and Saturday / Public Holiday</b>	Closed	

*Table 3: Perpustakaan Tengku Anis opening hours*

The opening hours is also subject to change based on the needs of the users especially during revision and examination weeks.

DAY	OPEN	CLOSE
<b>Sunday - Wednesday</b>	8.30 a.m	10.30 p.m
<b>Thursday</b>	8.30 a.m	6.15 p.m
<b>Friday and Saturday / Public Holiday</b>	Closed	
<b>Saturday</b>	8.30 a.m	4.45 p.m

*Table 4: Perpustakaan Tengku Anis opening hours during exam seasons*

# **CHAPTER 2: ORGANIZATIONAL INFORMATION**

## **2.1 DEPARTMENTAL STRUCTURE**

This sections discuss on the department in Perpustakaan Tengku Anis (PTA). The departments are divided into many departments and each of it has a unique structure that maintains its operation and carries out its unique tasks. From here, Senior Librarians are at the top of the organizational hierarchy and followed with assistants. Here are the unit that have in Perpustakaan Tengku Anis (PTA), Library Service Unit, Digital Library Unit, Branch Archive Unit, University Reference Resource Unit and Library Management Unit.

### 2.1.1 Library Service Unit

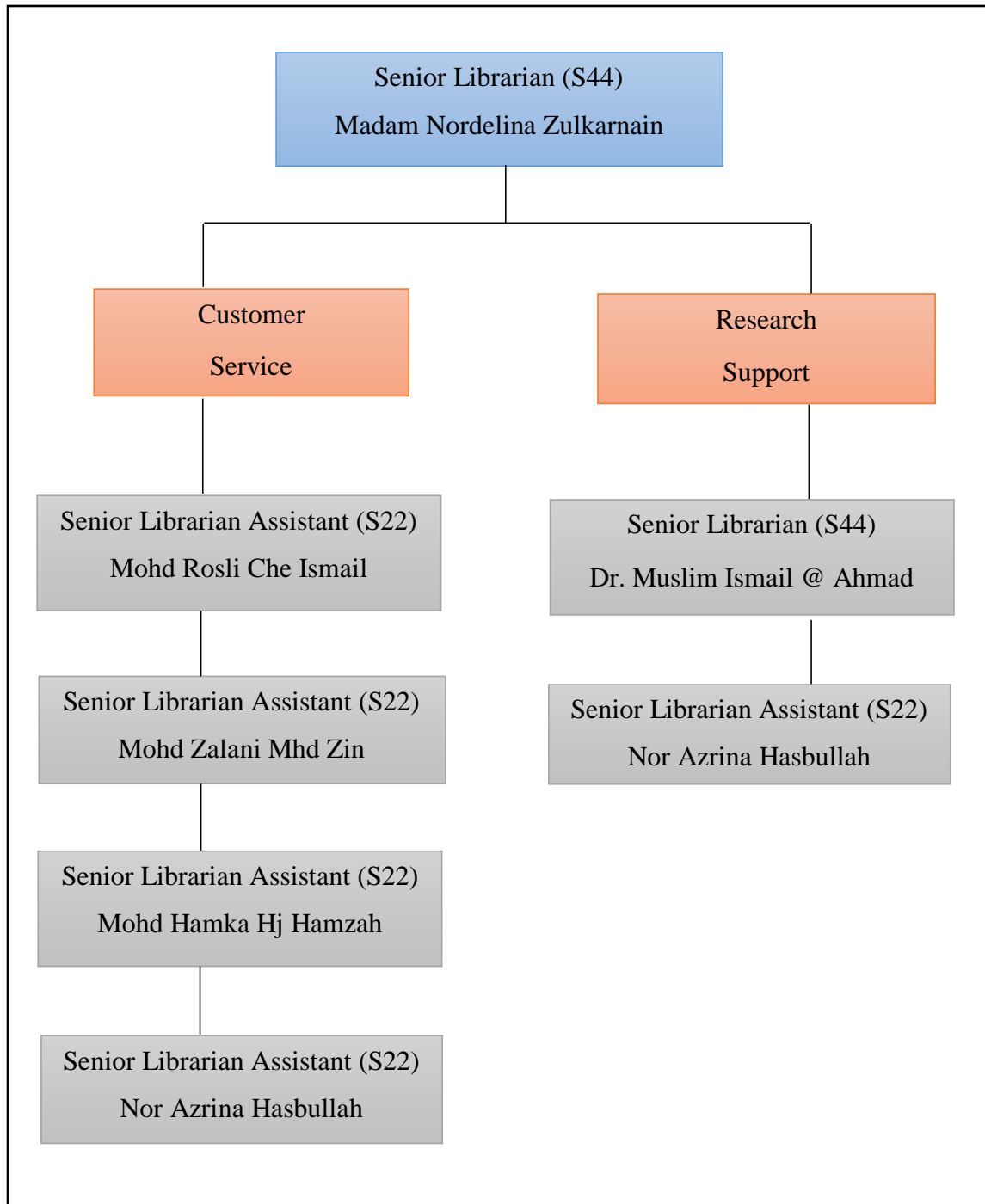


Figure 30: Library Service Unit Structure

### 2.1.2 Branch Archive Unit

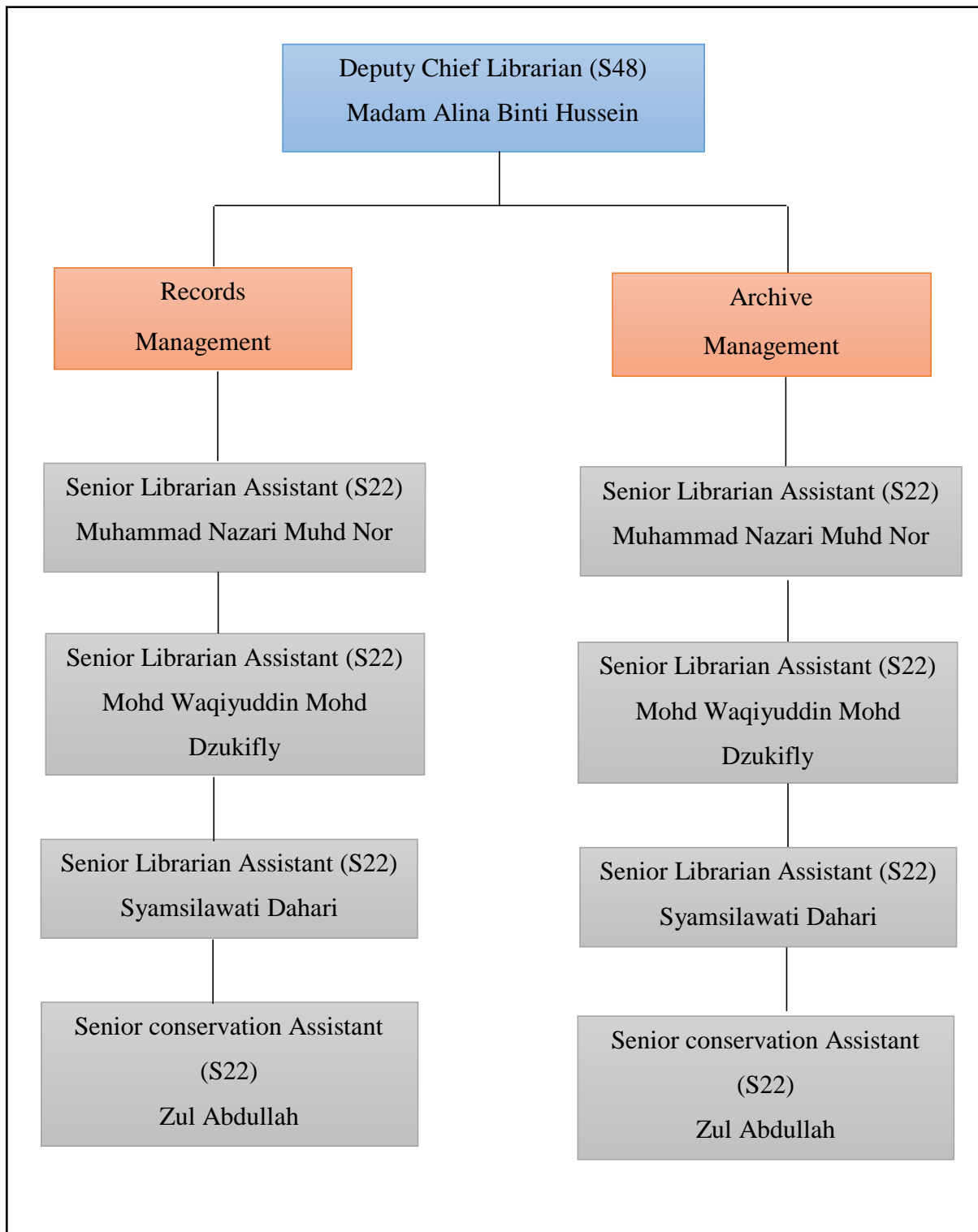


Figure 31: Branch Archive Unit structure

### 2.1.3 Digital Library Unit

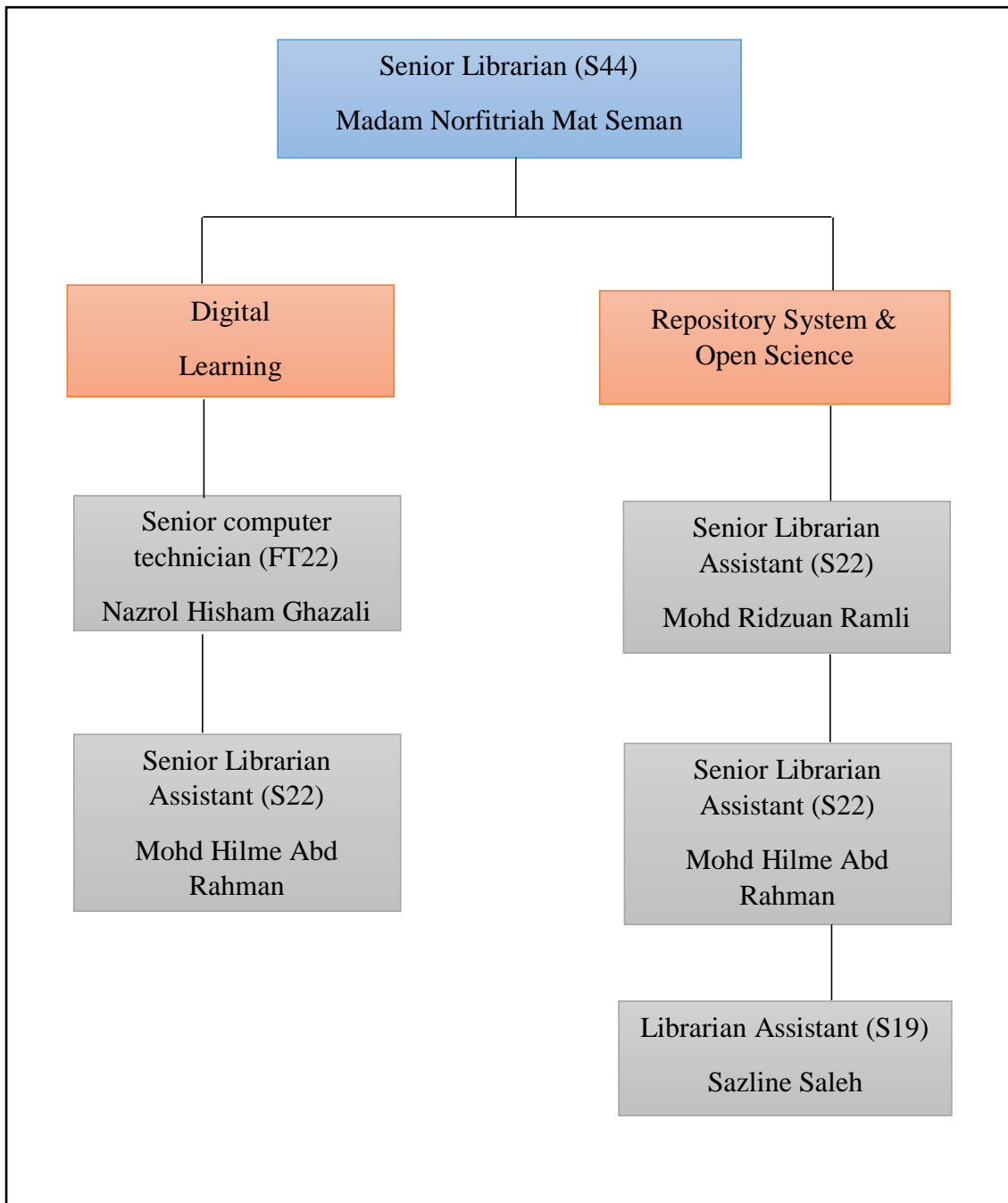


Figure 32: Digital Library Unit structure



### 2.1.4 University Reference Resource Unit/ Cataloging Unit

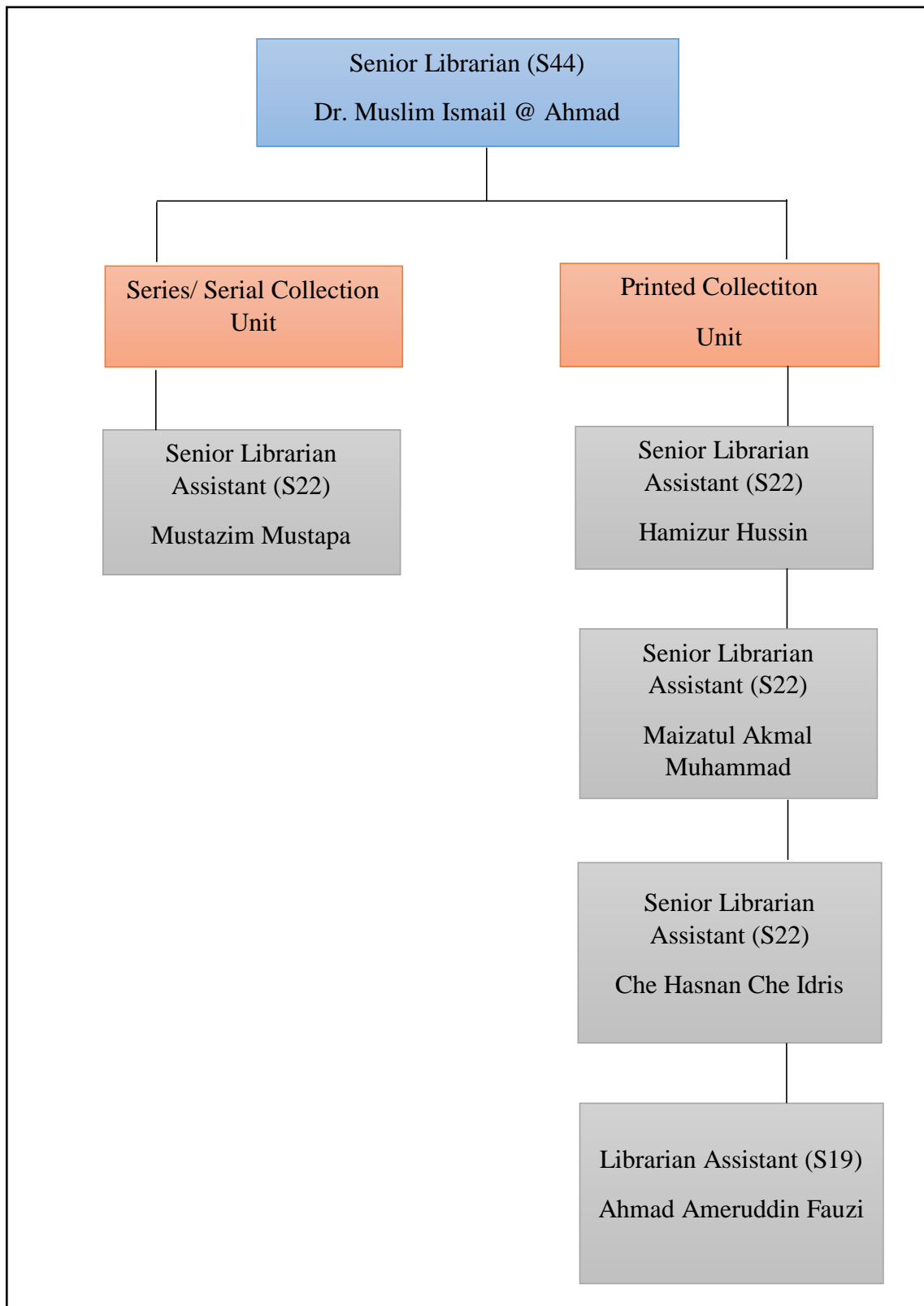
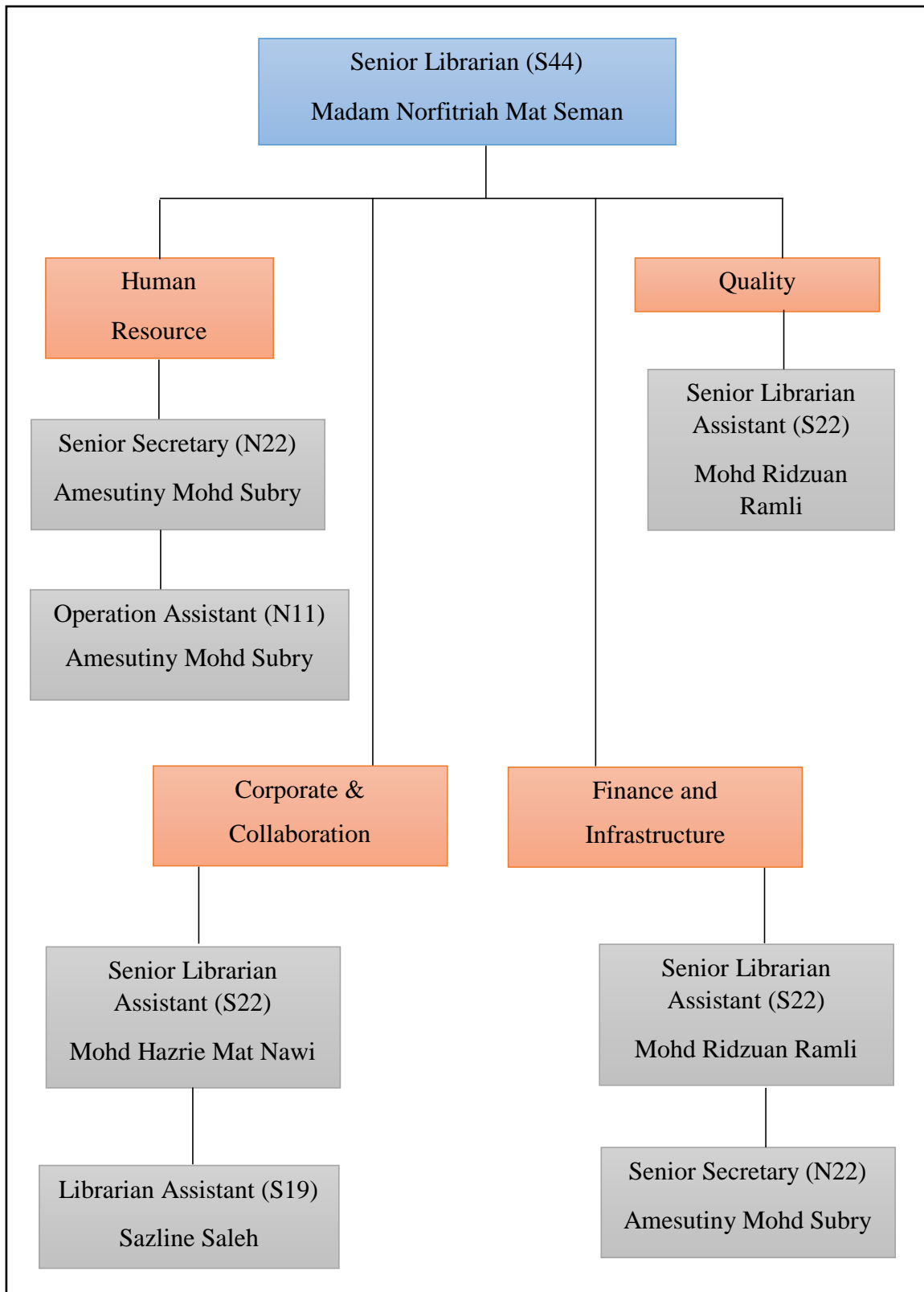


Figure 33: University Reference Resource Unit/ Cataloging Unit structure

**2.1.5 Library Management Unit**



*Figure 34: Library Management Unit structure*

## **2.2 DEPARTMENTAL FUNCTION**

### **2.2.1 LIBRARY SERVICE UNIT**

#### 2.2.1.1 Customer Service Unit

##### 2.2.1.1.1 Customer service

- a. Planning the implementation of customer service and collections
- b. Manage KPI analysis, Customer Charter & library quality objectives
- c. Plan customer service promotion plans and collections

##### 2.2.1.1.2 Customer relations

- a. Managing the counter, revenue collection, customer relations & SPP

##### 2.2.1.1.3 Collection manager

- a. Manage new materials, general collection, special collection, collection maintenance (stock take)

#### 2.2.1.2 Research, Learning & Reference Unit

##### 2.2.1.2.1 Customer service

- a. Planning & managing research & publication programs as well as Information Literacy Modules
- b. Planning & doing research for the purpose of service improvement

##### 2.2.1.2.2 Reference

- a. Managing physical & online reference services, information search services & updating social media
- b. Managing the digitization of institutional repository materials

##### 2.2.1.2.3 Research support

- a. Conduct consultancy services & research support courses

##### 2.2.1.2.4 Information Literacy

- a. Managing information literacy & tutoring programs on a walk-in or scheduled basis as well as promotional activities

## **2.2.2 BRANCH ARCHIVE UNIT**

### 2.2.2.1 University Archives & Manuscripts

- a. Planning the implementation & achievement of the Department's KPI
- b. University archive building management & security of university records
- c. Carry out a thorough assessment of the archival material collection

### 2.2.2.2 Archive Acquisition

- a. Planning acquisition of archival materials
- b. Maintaining the collection's archival maintenance
- c. Controlling AMS, AV and manuscripts, which are digital archives

### 2.2.2.3 Research & Documentation

- a. Managing historical publication material information

### 2.2.2.4 University Records

- a. Manage physical & electronic records
- b. Manage the disposal of university records
- c. Managing the appointment of record officers & record audits

### 2.2.2.5 Material conservation

- a. Manage the preservation of PTA physical records & materials
- b. Managing the work of binding & conservation of record materials
- c. Manage the maintenance of equipment volumes & physical records

## **2.2.3 UNIVERSITY REFERENCE RESOURCE UNIT**

### 2.2.3.1 Printed resource unit & Serial material unit

- a. Planning & coordinating the development of printed material resources (syllabi, magazines & journals, special collections & regular orders)

### 2.2.3.2 Material order

- a. Managing the process of purchasing printed material resources

2.2.3.3. Gifts & exchanges

- a. Manage gift & exchange materials from agencies inside & outside UiTM

2.2.3.4 Material balance & disposal

- a. Manage balance & ownership of materials
- b. Manage resource allocation assessment & manage material syllabus

**2.2.4. DIGITAL LIBRARY UNIT**

2.2.4.1 Digital Library

- a. Planning and achieving departmental KPIs as well as ICT policies
- b. Planning ICT acquisition and monitoring information systems, infrastructure and ICT services

2.2.4.2 Information system

- a. Manage WILS system, database (Big data)
- b. Managing system and data security (cyber security & data security)
- c. Managing the integration of the university system
- d. Manage the library's online system

2.2.4.3 Web & Digital Learning

- a. Manage the Library website

**2.2.5 LIBRARY MANAGEMENT UNIT**

2.2.5.1 Human Resources

- a. Manage staff data, staff services and facilities, records and department matters

2.2.5.2 Quality

- a. Planning & conducting audits of work processes & work protocols
- b. Managing the quality & risk management of PTA

2.2.5.3 Finance and Infrastructure

- a. Managing the Library's management allocation & trust fund

- b. Manage supply, services/works, mobile assets & asset verification control and inventory
- c. Manage storage and disposal of property and library expenses

#### 2.2.5.4 Corporate & Collaboration

- a. Managing & coordinating the library's public relations & publicity program
- b. Coordinating briefings, visits from outside PTA
- c. Coordinating customer feedback complaints as well as media coverage & PTA press conferences

# **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### 3.1 INTRODUCTION

### 3.2 TRAINING ACTIVITIES

#### 3.2.1 Shelving and Reciting Yassin

Every morning between 8.00 a.m. until 8.30 a.m., shelving is a basic task that must be completed. For shelving is we took a book from the trolley and put it on the shelf. Each book must be placed on the shelf accordance to the call number provided by the library. Library Congress Classification (LCC) is used by Perpustakaan Tengku Anis (PTA). Other than that, shelf reading is very important because it would be hard for users to locate items on the shelves if we organize books with the incorrect call number. After shelving and shelf reading, PTA staff recite Yassin every Thursday. Between 8.00 a.m. to 8.30 a.m., recite Yassin took 30 minutes.



*Figure 35: Book shelving*



## 3.2.2 Practical Training Schedule

PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL PERPUSTAKAAN TENGGU AMIS UITM CAWANGAN KELANTAN 01 MAC 2023 SEHINGGA 31 JULAI 2023				
NAMA : NUR AINA SOFEA BINTI SHAIPUL BAHRI (2021196327)				
TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
01 Mac 2023 (1 hari)	Lapor diri dan Sual konal bersama staf	SKOP LATIHAN PRAKTIKAL YANG DI BERIKAN BERDASARKAN MODUL YANG TELAH DITETAPKAN OLEH PTAR, UITM SALAM	Pn. Aina Hussein (Timbalan Ketua Pustakawan)  Pn. Norfitriah Mat Seman (Pustakawan Kanari)	Taklimat Pengenalan Perpustakaan
02 – 06 Mac 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkamain (Pustakawan Kanari)		En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanari)	Unit Perkhidmatan Pelanggan
07 – 09 Mac 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkamain (Pustakawan Kanari)		En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanari)	Unit Perkhidmatan Pelanggan
12 – 14 Mac 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkamain (Pustakawan Kanari)		En. Mohd Zakari Mhd Zin (Pembantu Pustakawan Kanari)	Unit Perkhidmatan Pelanggan
15 – 30 Mac 2023 (12 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkamain (Pustakawan Kanari)		Pn. Nor Azrina Binti Hasbulah (Pembantu Pustakawan Kanari)	Unit Penyelidikan, Pembelajaran & Rujukan
02 – 11 Apr 2023 (8 hari)	Unit Arkib Cawangan Pn. Aina Hussein (Timbalan Ketua Pustakawan)		En. Mohd Waqiyuddin Mohd Dzulkiily (Pembantu Pustakawan Kanari)	Unit Arkib & Manuskrip
12 – 23 Apr 2023 (8 hari)	Unit Arkib Cawangan Pn. Aina Hussein (Timbalan Ketua Pustakawan)		En. Muhamad Nazari Muhamad Nor / Pn. Syamsulawati Dahari (Pembantu Pustakawan Kanari)	Unit Arkib & Manuskrip

Figure 36: Schedule for my Industrial Training

24 – 30 Apr 2022 (5 hari)	<b>Unit Arkib Cawangan</b> Pn. Aina Hassem (Timbalan Ketua Pustakawan)		En. Zul Abdillah (Pembantu Pemeliharaan Kanan)	Unit Pemeliharaan
01 – 04 Mei 2023 (4 hari)	<b>Unit Perpustakaan Digital</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nazrol Hisham Ghazali (Jurateknik Komputer Kanan)	Unit Sistem Maklumat
07 – 11 Mei 2023 (5 hari)	<b>Unit Komunikasi Korporat</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan Kanan)	Unit Komunikasi Korporat
14 – 23 Mei 2023 (8 hari)	<b>Unit Perpustakaan Digital &amp; Komunikasi Korporat</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Sadina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat
24 – 31 Mei 2023 (8 hari)	<b>Unit Perpustakaan Digital</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hima Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Institusi Repositori
01 – 07 Jun 2023 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Ahmad Amanuddin Fauzi (Pembantu Pustakawan Kanan)	Unit Sumber Berotak
08 – 14 Jun 2023 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Hamizur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Berotak
15 – 21 Jun 2023 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Berotak
22 – 29 Jun 2023 (8 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Mustezim Mustapa (Pembantu Pustakawan Kanan) En. Che Hassan Che Idris (Pembantu Pustakawan Kanan)	Unit Sumber Elektronik & Projek RDA

Figure 37: Schedule for my Industrial Training

02 – 11 Jul 2023 (8 hari)	<b>Unit Pentadbiran Organisasi &amp; Perancangan Strategik</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Ridzuan Rami (Pembantu Pustakawan Kanan)	Unit Perancangan Strategik & Inisiatif Repositori
12 – 23 Jul 2023 (8 hari)	<b>Unit Pentadbiran Organisasi &amp; Perancangan Strategik</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Pn. Anasudiny Mohd Subry (Kerani Kanan)	Unit Pentadbiran Organisasi
24 – 26 Jul 2023 (3 hari)	<b>Unit Pentadbiran Organisasi &amp; Perancangan Strategik</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi
27 – 31 Jul 2023 (3 hari)	<ul style="list-style-type: none"> <li>Mohon sediakan laporan bagi setiap tempoh/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan</li> </ul>			

- Ketua Unit pastikan staf yang terlibat menepati tarikh latihan praktikalnya, supaya pelajar dapat mempelajari dan mendalami tugas-tugas di perpustakaan.
- Tugasan khas : a. Kaji selidik kepuasan pelanggan  
b. Sesi perkongsian ilmu / Program Live  
c. Pameran/ Taklimat  
d. 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 : Disemak dan dikuluskan :  
  
**Norfitriah Bt Mat Seman**  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UITM Cawangan Kelantan **Pn. Alina Bt Hussein**  
Timbalan Ketua Pustakawan  
Perpustakaan Tengku Anis  
UITM Cawangan Kelantan

Figure 38: Schedule for my Industrial Training

Above is the schedule prepared for me as an industrial training student at Perpustakaan Tengku Anis (PTA), UiTM Machang, Kelantan. We will rotate to a different department every month in order to provide us with different experiences at the different department that serves different functions and operations. One library staff will be assigned as a person in charge that supervise and teach us about the whole tasks of that particular department. For example, when I was in Library Service Unit, Mr Mohd Rosli Che Ismail was the person in charge to teach me about his job scope. The staff will also be on rotation based on their special task in that department.

### 3.2.3 Library Service Unit

#### a) Circulation of Library Materials for the users

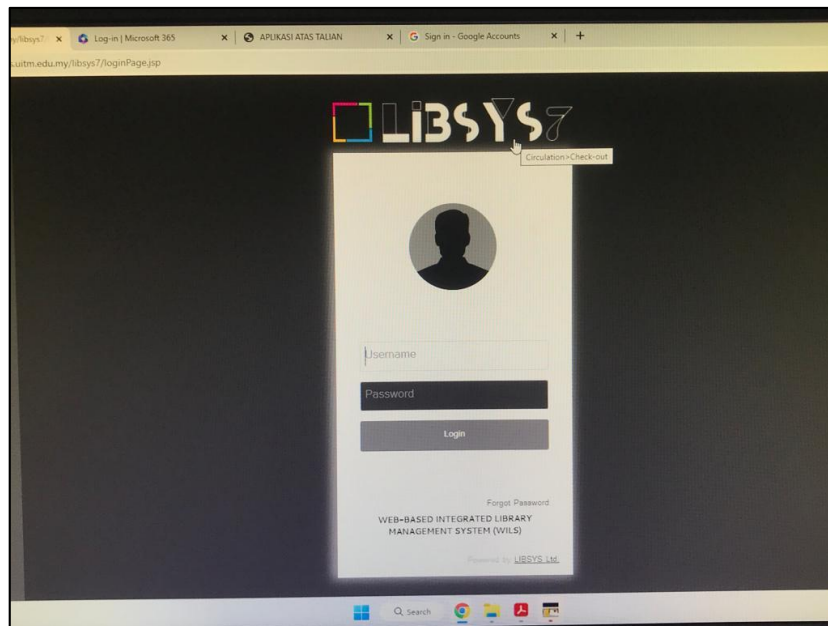


Figure 39: Library system (WILS)

This is the circulation process:

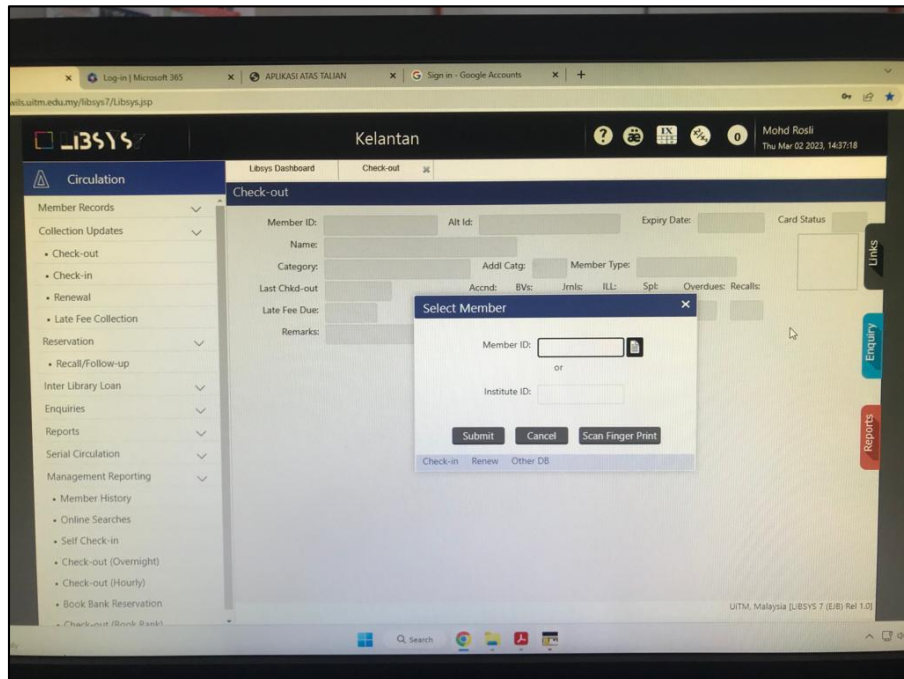


Figure 40: Displays Check-in Book (borrow)

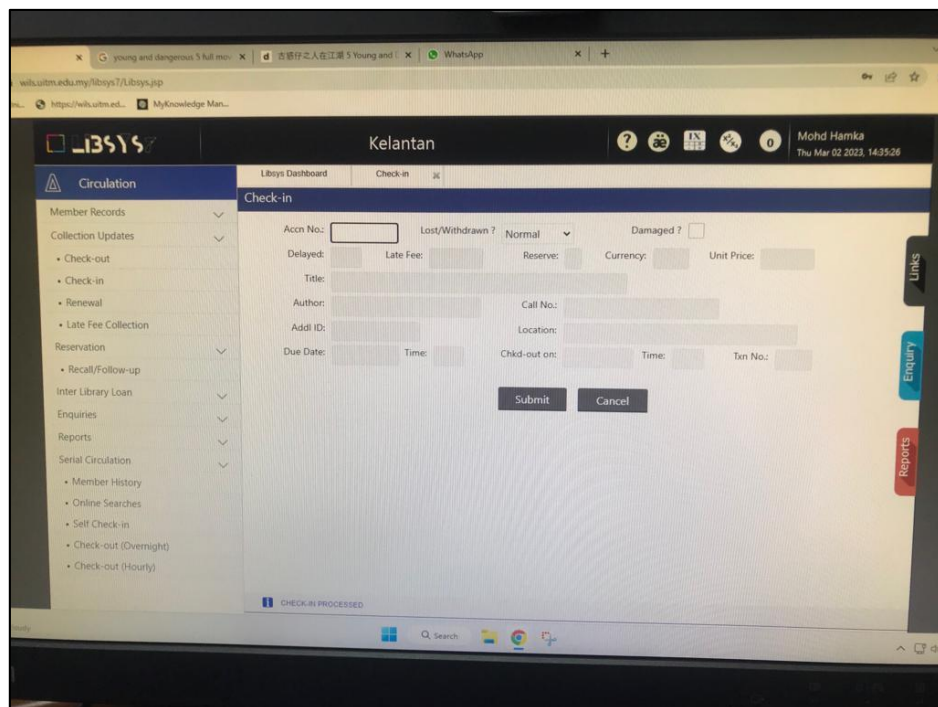


Figure 41: Displays Check-In Book (return)

## b) Late Fee Collection

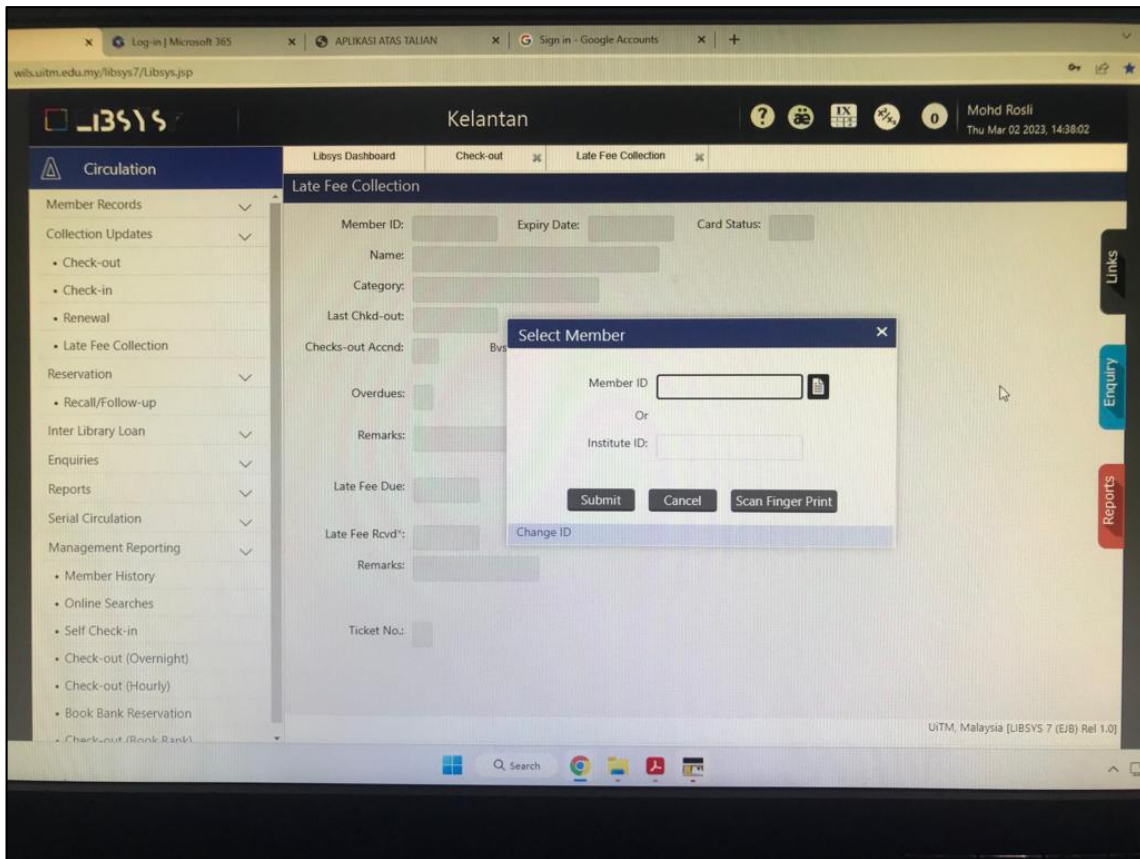


Figure 42: Displays late fee collection

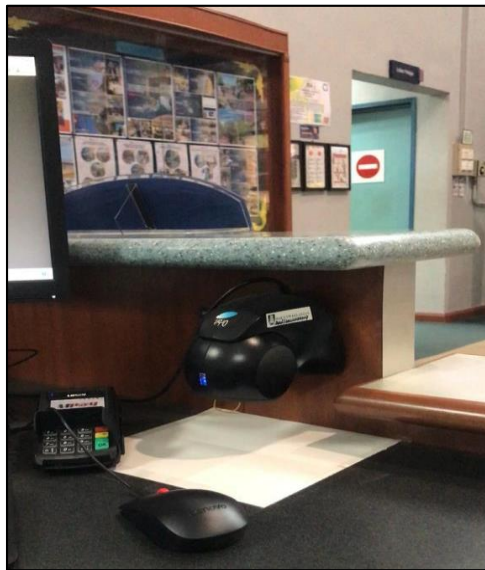
Due to that late fee collection, it will be charge RM 0.20 per day. Other than that, they payment for the late fee was must cashless by using Paywave Credit Card Machine or by online banking.

**c) Printing Service Payment Process**

For the price of the printing service:

1. 1 page print (black and white): RM 0.10
2. 1 page print (colour): RM 1.00

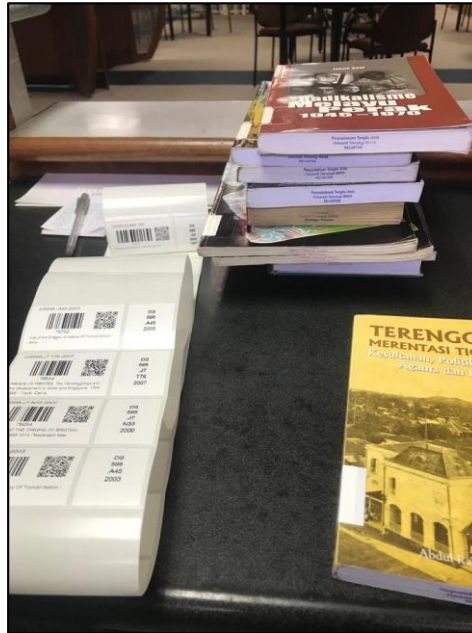
Then, for the payment process is using Paywave Credit Card Machine or Online banking because all of the payment nowadays was cashless.



*Figure 43: Paywave Credit Card Machine or Online banking*

### 3.2.3.1 Additional Task

- a) **Stick accession number to books that have a new accession number**

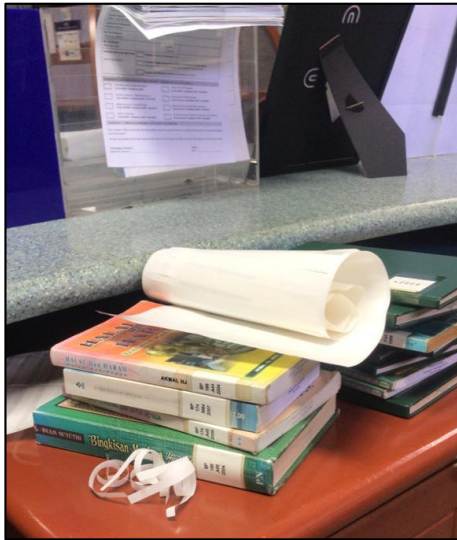


*Figure 44: Barcode of accession number*

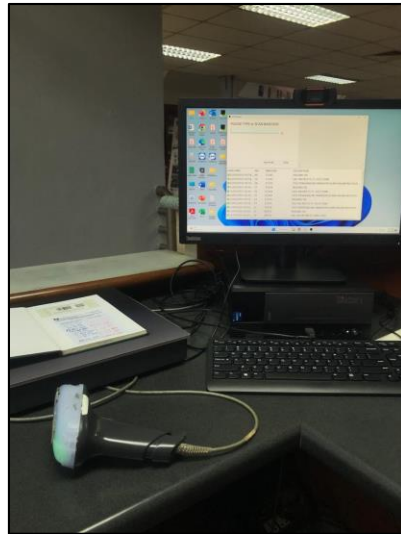
The process of sticking new accession number is important because if there is some update in RDA, the accession number will be change. Other than that, there were several of old books that have problem with the bar code and if students want to borrow the book, the barcode cannot be read.



**b) Sticking RFID strips to books**



*Figure 45: RFID Labels*



*Figure 46: RFID Reader*

The use of the RFID strips was really important in each of the libraries because in libraries, RFID technology offers greater levels of security and theft prevention. By using this RFID strip, it will protect the books from taken out without permission.

**c) “Time to Canva Your Idea: Draft to Publish” course. This course was on 5 and 6 March 2023. I was assigned to participate in the program.**



*Figure 47: The course of Time to Canva Your Idea: Draft to Publish at IT Room,PTA*

**d) Minggu Destini Siswa: Taklimat Perpustakaan Tengku Anis**



Figure 48: Minggu Destini Siswa briefing about Perpustakaan Tengku Anis

The briefing took place on 15 March 2023, Wednesday. I was assigned to help Madam Norfitriah Mat Seman and Madam Nordelina Zulkarnain in the preparation of slides and gifts.

**e) Information Literacy Class**

Latest SENARAI PELAJAR BAHARU SEM MAC 2023\_PTA - Excel


BIL	FAKULTI	KOD ROGRAM	JUMLAH
1	FAKULTI PERKAUNAN	AC220	31
2	FAKULTI SAINS PENTADBIRAN DAN KAJIAN DASAR	AM110	18
		BA002	17
		BA003	5
		BA111	10
		BA119	7
3	FAKULTI PENGURUSAN PERNIAGAAN	BA132	28
		BA232	9
		BA240	5
		BA242	16
		BA249	9
4	KOLEJ SENI KREATIF	CAAD112	3
5	FAKULTI PENGURUSAN MAKLUMAT	CDIM110	37
		CDIM262	5
6	FAKULTI KOMPUTER DAN SAINS MATEMATIK	IC210	6
		<b>JUMLAH</b>	<b>206</b>

Figure 49 : The list of new students by faculty for Information Literacy Class at Seminar Room, PTA

**JADUAL KELA 8 KEMAHIRAN MAKLUMAT DAN ORIENTASI  
PERPUSTAKAAN BAGI  
PELAJAR SEMESTER 1 KEMASUKAN MAC-OGO 8 2023**

TARIKH	MA SA (PAGI)	KOD PROGRAM	MA SA (PETANG)	KOD PROGRAM
20 MAC 2023 (ISNIN)	10.00-12.00	AC220	2.30-4.30	AM110
				CDIM262
				IC210
21 MAC 2023 (SELASA) <b>* Disilap Beda 28 Mac 2023 (Selasa)</b>	10.00-12.00	CDIM110	2.30-4.30	BA002
				BA003
22 MAC 2023 RABU	10.00-12.00	BA119	2.30-4.30	BA132
		BA232		
		BA240		
		BA249		
23 MAC 2023 KHAMIS	10.00-12.00	BA242	TIADA SESI PETANG	TIADA SLOT
		CAAD-112		

**Disemak oleh**

  
Nordelina Binti Zulkarnain  
(Pustakawan Kanan)  
Perpustakaan Tengku Anis  
UiTM Machang, Kelantan

**Disemak oleh**


  
Alina Binti Hussein  
(Timbalan Ketua Pustakawan)  
Perpustakaan Tengku Anis  
UiTM Machang, Kelantan

Figure 50 : Schedule for Information Literacy Class by courses

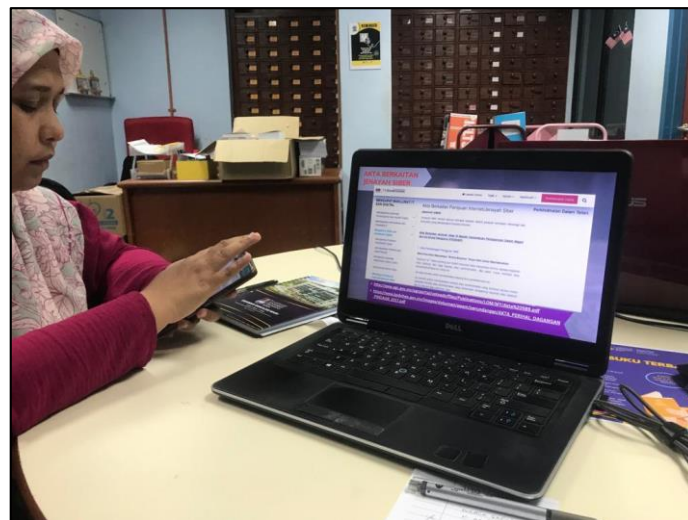
Information Literacy Class is focus on new students that entered UiTM Machang. They will be taught on how to get the information such as to do their assignment. They must know the resources that have been provided for UiTM students. From here, Perpustakaan Tengku Anis played main role in introducing to them about the platform that they can use such as MyKM. From that, they will know on how to search past year question, using online databases, E-Book and others.

**f) Marhaban Ya Ramadhan on 23 March 2023**



*Figure 51: Marhaban Ya Ramdhan at Starcor, PTA*

**g) Prepare Slide for The Program**



*Figure 52: Prepare the slide for Mrs Nordelina for her program  
“Etika Penggunaan Media Sosial”*

I have helped Mrs Nordelina to do some editing for her slide. The topic of the slide was about “Etika Penggunaan Media Sosial” which was held on 28 March 2023.

- h) **“Wakaf Buku” or book donations with Rumah Anak Yatim Lilbanat Darulnaim on 28 March 2023.**



*Figure 53: Sorting out suitable books for the Rumah Anak Yatim Lilbanat Darulnaim*

- i) **Clearance for students quit studying from UiTM**

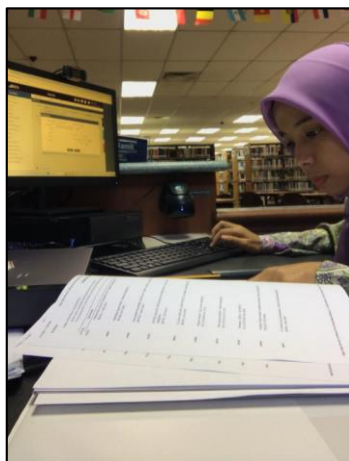


*Figure 54: Clearance for students*

The importance of clearance is that it must be completed as soon as a student leaves UiTM or finishes their studies there. After then, clearance concerns any fines or returned/loaned books. If they do

clearance, they will be aware of it. From here, the staff will determine if any unpaid fees owed by the students.

**j) Bulk Loan**



*Figure 55: Bulk Loan*

Bulk loan is an assistance that was given to assist in the lending of library resources to the UiTM Responsibility Centers (PTJ), official government offices, and other organizations. Firstly, I have to find books and sort them into categories like motivational books, novels, and cook books that are appropriate for bulk loan. A bulk loan is valid for six (6) months period of time.

### **3.2.4 Branch Archive Unit**

On my first day at this unit, Mr. Mohd Waqiyuddin has taught how to key-in information about physical documents into the Archive Management System (AMS). The Branch Archives Unit of the Tengku Anis Library Branch is responsible for managing the collection of records of archival value, strengthening and improving record management at UiTM Kelantan Branch according to current needs. The PTA Branch Archives Unit has completed the following tasks, among others which are the process of removing impurities & cleaning materials such as clips, staple wire, string (green tag), pins & “cellophane tape”. Then, binding services that review, verification & handover of finished materials.

In addition, the process of digitizing archival material which are make a scan, image editing (cleaning/OCR), enter the ownership like “watermark” of the Branch Archives Unit (UAC) and save the digital image into PDF format to the server of the University Archives Department. Moreover, we will upload material to the Archive Management System (AMS) like do Archive Material Register and material metadata register.

**a) Library Outreach to Pejabat Polis Bantuan UiTM Machang on 3 April 2023, Monday**



*Figure 56: Mr Waqiyuddin, Mr Nazari and I went to Pejabat Polis Bantuan UiTM Machang*

Library Outreach to Pejabat Polis Bantuan UiTM Machang was held on Monday, 3 April 2023. I was given a chance by Mr Waqiyuddin and Mr Nazari to followed them to Pejabat Polis Bantuan UiTM Machang to inquire concerning about the old documents or materials such as summons receipt.

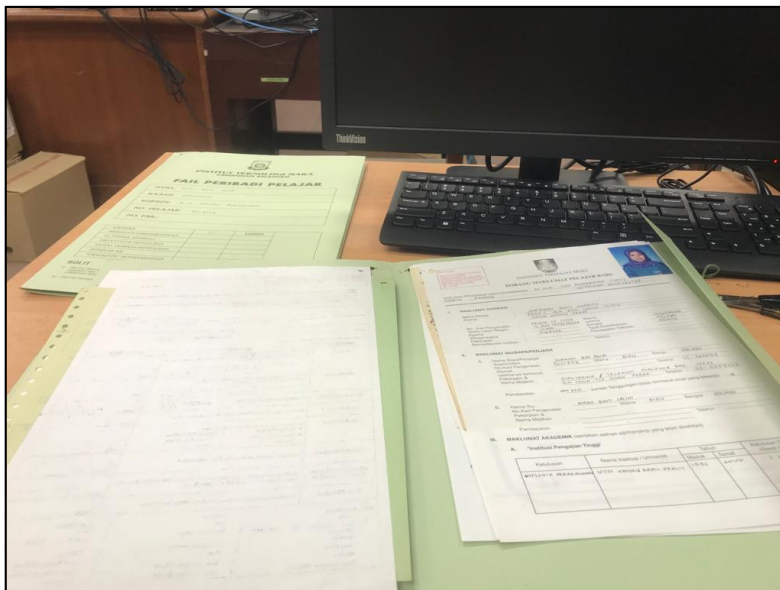
**b) Process of records archival**

The process is shown in the figure below:



*Figure 57: The box of documents that have in Branch Archival Unit*

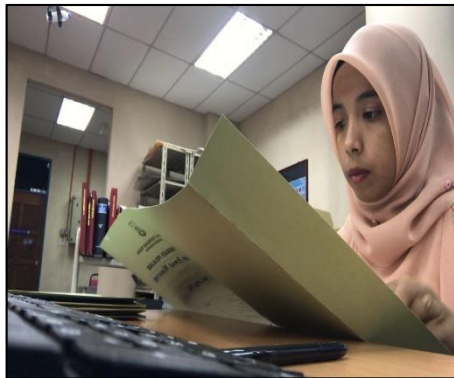
First of all, we must count and check if the documents that have in the box match with the title written on the box. This is to ensure that the documents in the box are correct one and in a good condition.





*Figure 58: The box of documents that have in Branch Archival Unit*

After that, the process of removing impurities & cleaning materials such as clips, staple wire, string (green tag), pins & “cellophane tape”. It is to make sure if want to do next process which is do scanning the documents. In addition to that, it serves to safeguard the papers from others damaging them.

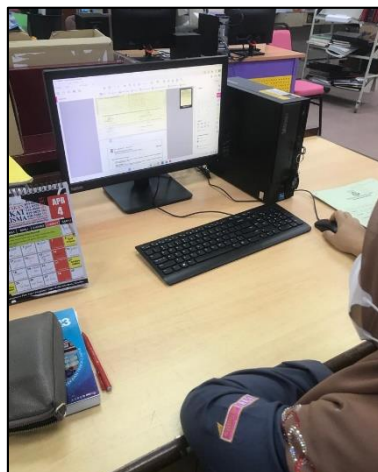


*Figure 59: The process of removing dirt*



*Figure 60: Scan the documents*

Furthermore, is registering and received process of documents on Archival Management System (AMS). Then, update the information and the details of the documents. Next, update the metadata information of the documents in the AMS and adding the additional metadata for content that have. After that, do scanning the documents and at the same time do watermarking process by put the Archival Unit UiTMCK logo.



*Figure 61: Insert watermark*

**d) Make a Notebook**

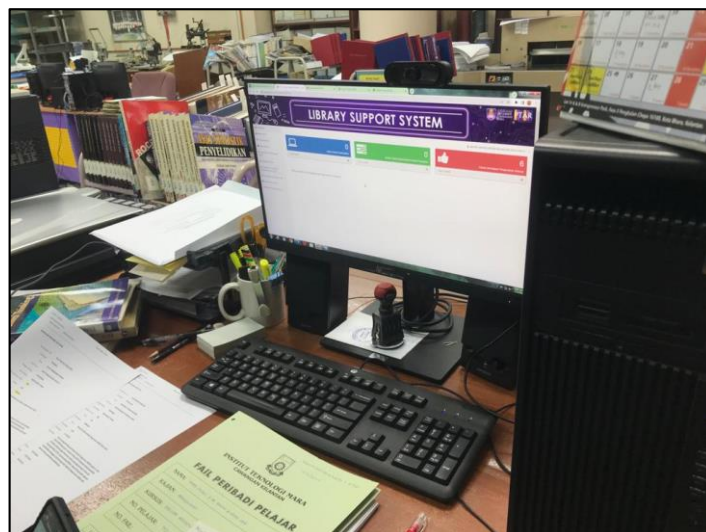
For month of April, Mr Zul Abdullah have taught me on how to make a notebook. Then, there were a lot of process to make notebook such as must cut the paper, glue the paper, punch to sew the paper, choose the book cover, cut the book cover according to the size of the paper and sticking the name on the book cover.



*Figure 62: Glue the edges of the paper*



*Figure 63: Compress the paper and glue it*

**3.2.4.1 Additional Task****a) Make a Report to Arhival Unit**

*Figure 64: Library Support System UiTM*

It is because of the overlapping information of about the document. From here, Mr Waqiyuddin showed me on how to do it by using Library Support System (LSS). Here, we can make a complaint to be sent to UiTM.

### **b) Retro Raya @ PTA Decoration**

For decoration Retro Raya @ PTA took for two (2) week that started from April 2023. Retro is the decorating theme used for the booth. The booth is located next to the IT Room.



*Figure 65: Preparation for the decoration*



*Figure 66: Decoration of Retro Raya @ PTA*

### **c) World Quran Hour**

This program was held on Thursday, 13 April 2023 at Library Community Engagement (LCE), Perpustakaan Tengku Anis (PTA). This program started at 12 p.m. to 1.00 p.m.



*Figure 67: World Quran Hour*

#### **d) Khatam Al-Quran and**

Khatam Al-Quran was held on Monday, 17 April 2023. This program was held at Library Community Engagement (LCE).

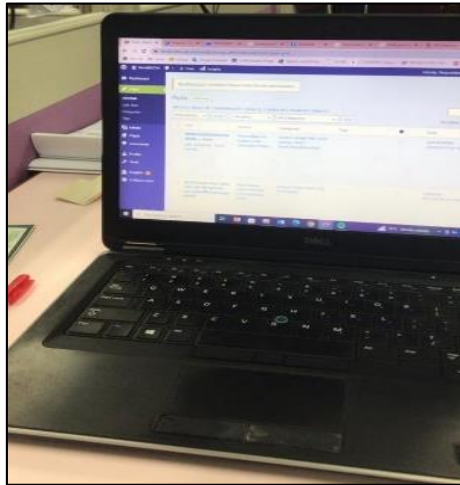


*Figure 68: Khatam Al-Quran*

### **3.2.5 Digital Library Unit**

#### **a) Update Read@UiTM for UiTM Machang**

For month of May, on my first day in this department, Mr Mohd Hazrie Mat Nawi has assigned me to do an update for Read@UiTM. In order to avoid repeating the material, I need to refer the Machang Campus IQRA Bulletin.

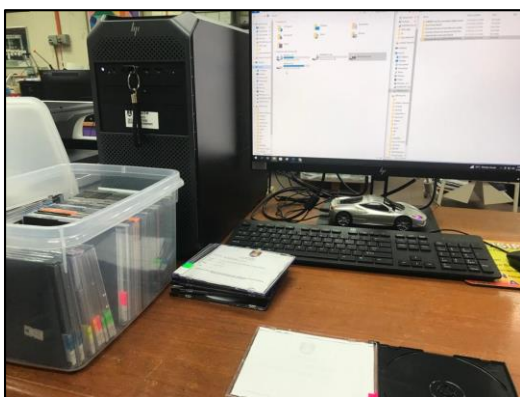


*Figure 69: Display for editing*

*Read@UiTM*

### **b) Scan Compact Disc (CD)**

For scanning compact disc (CD) is focused on focused on the issue of if a physical thesis was kept at the library. If both materials are available, then we will continue the next process which is to upload it in the Institutional Repository (IR). For example, the material is about Oral History Report IMR604 (Oral Documentation). This process is very important because it can save the work of Universiti Teknologi Mara (UiTM) students like journals, theses, monographs such as oral documentation



*Figure 70: Scan compact disc (CD)*



*Figure 71: Institutional Repository (IR)*

### c) Stick Accession Number for thesis

This month also Mr Mohd Hilme Abd Rahman has taught me on how to stick the accession number correctly for theses materials and CDs.

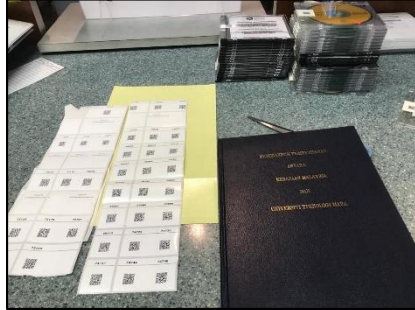


Figure 72: Stick accession number for theses

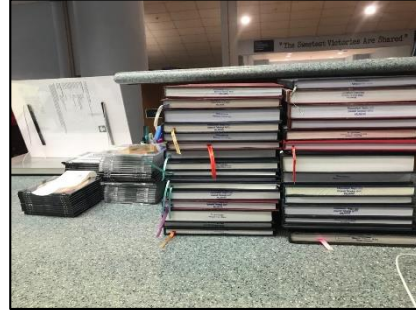


Figure 73: Stick for CD and theses

### 3.2.5.1 Additional Task

#### a) “Jom Membaca Bersama 10 Minit”

This program was held on 18 May 2023 as reading area, ground floor, Perpustakaan Tengku Anis (PTA). It started at 11.00 a.m. to 11.10 a.m. the participants for this program was students, lecturers and staffs.



Figure 74: Poster for the program



Figure 75: Program “Jom Membaca Bersama 10 Minit”

### b) Hari Raya Aidilfitri Celebration at PTA

This program was held on Tuesday, 9 May 2023. This program started at 11.00 a.m. at ground floor, PTA.

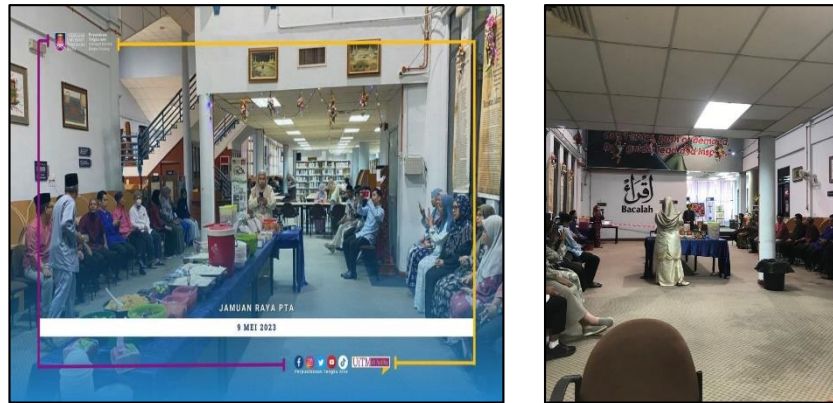


Figure 76: PTA Hari Raya Aidilfitri celebration

### c) Majlis Ramah Mesra Nostalgia UiTMCK

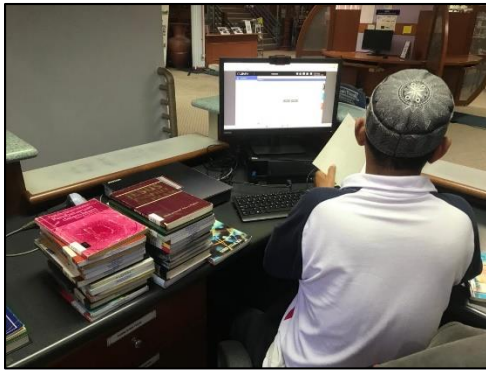
For Majlis Ramah Mesara Nostalgia UiTMCK was held on Monday, 22 May 2023. This event was started at 11.00 a.m. to 2.00 p.m. at Dewan Profesional, UiTM Machang.



Figure 77: Majlis Ramah Mesra Nostalgia UiTMCK

#### d) Public Sector Conducive Ecosystem (EKSA)

Public Sector Conducive Ecosystem (EKSA) is all of the staff work together to ensure the library is in good condition. For example, finding broken chairs, arranging books, check bulk loan and tidying the counter area.



*Figure 78: Check the condition of the book*



*Figure 79: Process of Bulk Loan*

#### e) Record Evaluation Form and The Appraisal Procedure

Next, this is the process of disposal item. I was helping Mr Mohd Waqiyuddin to do appraisal for the letters. Before we dispose the item, we must evaluate the item if there is a value or not.



*Figure 80: Record Evaluation Form and The Appraisal Procedure*



### 3.2.6 University Reference Resource Unit /Cataloging Unit

#### a) Process of Cataloguing

For month of June 2023, I have learned how to access and make Resource Description Access (RDA) from Mr Hamizur Hussin. Before this, Perpustakaan Tengku Anis using AACR2. RDA is a replacement for AACR in the international cataloging standard. There is the step of doing RDA:

Step 1: Log in using staff ID for Libsys7

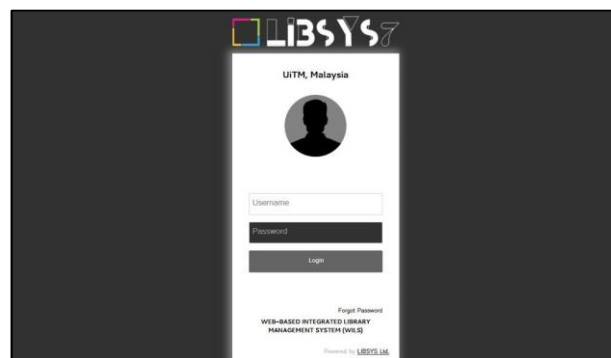


Figure 81: Interface of Libsys7

Step 2: Click cataloguing, choose update title and enter accession number of the book

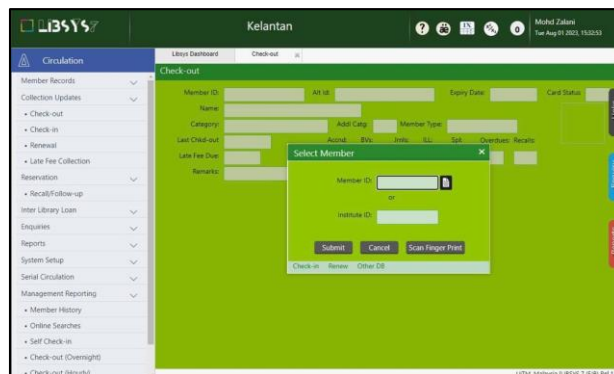


Figure 82: Interface of Cataloguing

Step 3: Fill in the information according to the book

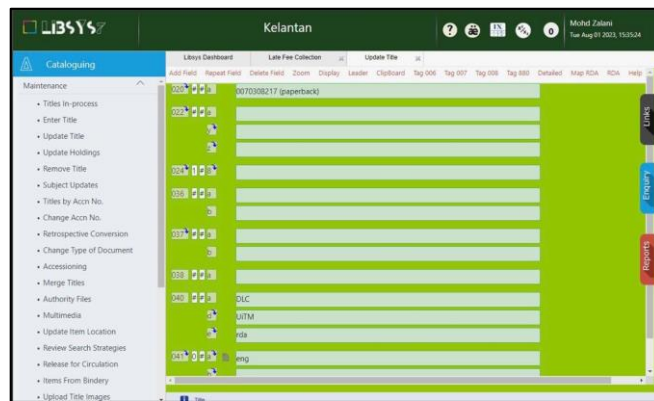


Figure 83: List of the tags

Step 4: Click leader and selected the related information

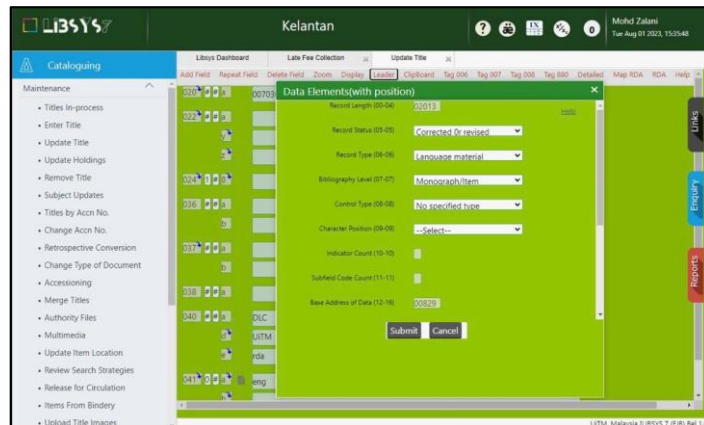


Figure 84: Interface of leader

Step 5: Last step is click tag 008 selected the related information and click submit

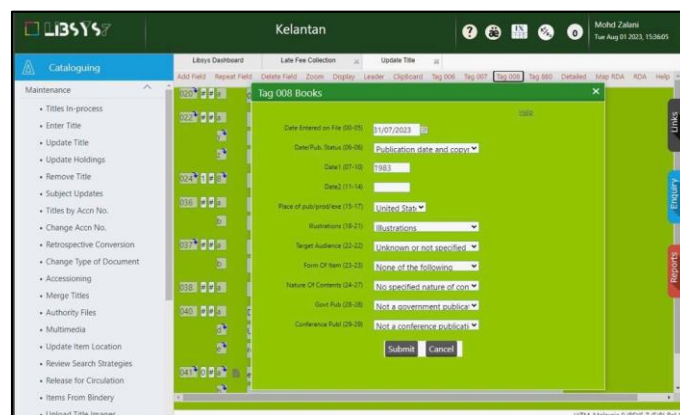


Figure 85: Interface of tag 008

### b) Make an Accession Number

For make an accession number, Mr Ameruddin have taught me on how to make it. Firstly, we must search the tag of 090 and 650. 090 is Local Call Numbers and 650 is Subject Added Entry.



Figure 86: Process of doing accession number

### 3.2.6.1 Additional Task

#### a) Meeting CSR Jalinan Kasih Bersama Anak Yatim Rumah Lilbanat Darulnaim

For the first meeting that held on Sunday, 11 June 2023 at 4.30 p.m in the Meeting room. Due to Mrs Norfitriah Mat Seman being a member of the activities committee, she has held a meeting with industrial training students from UNAIR and UiTM to discuss the activities they want to do and share opinions for the "CSR Jalinan Kasih Bersama Anak Yatim Rumah Lilbanat Darulnaim" program.



Figure 87: Meeting with UiTM and UNAIR industrial training students

**b) CSR Jalinan Kasih Bersama Anak Yatim Rumah Lilbanat Darulnaim**

This program was held on Saturday, 17 June 2023. This program involved the Society of Information System (SISMA), Association of Information Scientists (AIS), Airlangga University, Indonesia and Tengku Anis Library (PTA). This program was started at 8.30 a.m. to 1.00 p.m. There are total of 59 participants for this program include lecturers, staff and students. During this program, there are some activities which are read aloud, “Roda Impian”, library makeover and hidden object games.



Figure 88: Program “CSR Jalinan Kasih Bersama Anak Yatim Rumah Lilbanat Darulnaim

**c) Visit Perpustakaan Tengku Anis Campus Kota Bharu with Intership Students from Universitas Airlangga, Indonesia**

This visit was held on Wednesday, 14 June 2023. Perpustakaan Tengku Anis (PTA) organized a scientific tour in Warisan Seni Kampung Laut, Perpustakaan Tengku Anis Campus Kota Bharu and Kelantan Public Library (PPAK).



Figure 89: A visit with intership students from UiTM and Universitas Airlangga, Indonesia

**d) Fold the Envelope for Operation Excellent Project**

*Figure 90: Fold envelope for Operation Excellent Project*

**e) Meeting at Pusat Pemulihan Akhlak, Machang**

For this meeting is about the special project, “CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan”. This is the first meeting with Machang Moral Rehabilitation Center. This meeting was held on Sunday, 18 June 2023. In this meeting, we discussed about activities that are suitable for us to carry out. This is because, we have to think about the risk if we do things carelessly. In this meeting, we have agreed to do this program on 22 July 2023 which is on Saturday.



*Figure 91: First meeting at Pusat Pemulihan Akhlak, Machang, Kelantan*

### 3.2.7 Library Management Unit

#### a) Managing Institutional Repository (IR)

For the first week of July, Mr Ridzuan Ramli has taught me about how to upload the documents into Institutional Repository (IR). The process of managing IR is what is the type of the documents such as monograph and article. Then, upload the documents into IR. Next, enter details according to the documents such as title and contributors. Furthermore, enter the subject of the documents. Moreover, PTAR Additional and click deposit for later.



Figure 92: Interface of Institutional Repository (IR)

#### 3.2.7.1 Additional Task

##### a) Solat Hajat PTA

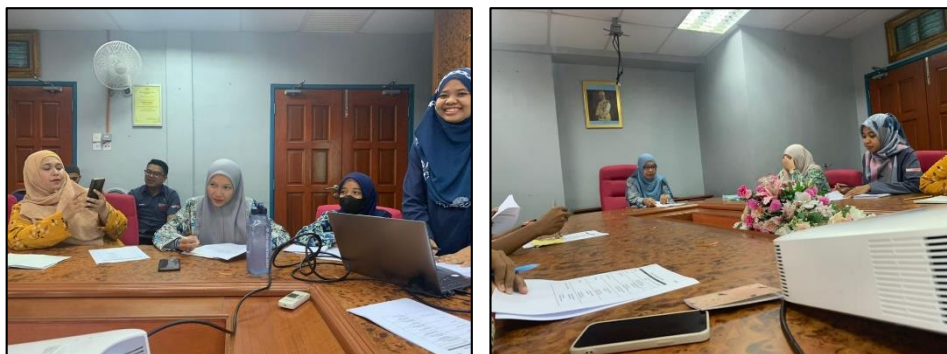
Solat Hajat PTA was held on Monday, 3 July 2023.



Figure 93: Solat Hajat PTA

**b) Meeting for Special Project “CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak Machang, Kelantan”**

This meeting was held on Tuesday 4 July 2023. In this meeting, Mrs Iffa Nadya inform the staffs of the program's movement.



*Figure 94: Meeting for the special project*

**c) Second Meeting at Pusatt Pemulihan Akhlak (PPA), Machang, Kelantan**

For the second meeting was held on Tuesday 14 July 2023. This meeting was held at Pusat Pemulihan Akhlak, Machang.



*Figure 95: Second meeting at Pusat Pemulihan Akhlak (PPA) Machang*

**d) Managing “Wakaf Buku” or Donation Books**

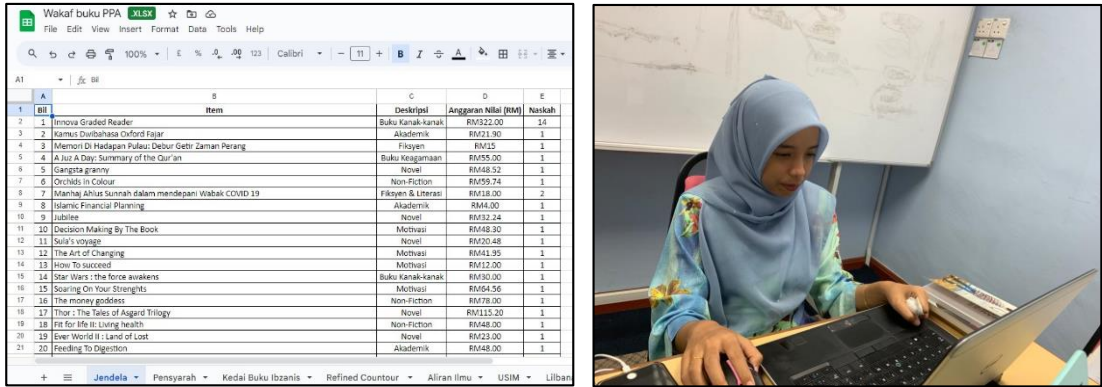


Figure 96: Managing book donation

**e) Preparation for Special Project Program**



Figure 97: Special project preparation

**3.3 SPECIAL PROJECTS**

**CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan**



### 3.3.1 Background of the Special Project

This program that entitled “CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan” was held at Pusat Pemulihan Akhlak (PPA) Machang, Kelantan on 22 July 2023. For this program, I was appointed as **Deputy Project Director, Program & Activities Committee Member and Gift & Souvenir Committee Member**. This program is an initiative of the Perpustakaan Tengku Anis (PTA) in the culture of knowledge and knowledge sharing as well as being able to provide service information and new library facilities to all citizens and residents at the Moral Rehabilitation Center, Machang, especially in searching for information effectively. Additionally, it may provide all of the people of the Moral Rehabilitation Center, Machang, access a variety of the most recent information while encouraging reading and at the same time, it can help them learn while they are in detention.

The objectives of this program to give an exposure to the residents at the Moral Rehabilitation Center, Machang about library services and facilities and also to guide them on how to manage library collection at their place. In addition, our library also organizing "Bulk Loan" activity to help them develop their library collection.

The main objective of this program was a “Library Makeover” for Pusat Pemulihan Akhlak (PPA) Machang mini library that located in the prison. Other than that, we organised various activities with the residents of Moral Rehabilitation Center, Machang such as colouring contest, “Roda Impian”, demonstration on how to make “Roti Paung” and handicraft contest. For this program, I have been the emcee for the activities with Tabika Perpaduan PPA Machang. Below are the details of the programs and the number of participants that involved in CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan:

JAWATAN	NAMA
Penaung	YBhg. Profesor Dr. Haji Abdol Samad Nawi Rektor

Penasihat	Alina Hussin @ Hussein Timbalan Ketua Pustakawan
Pengarah Program	1. Norfitriah Mat Seman (K) Pustakawan Kanan  2. Iffa Nadia Azlan Pelajar Latihan Industri
Timbalan Pengarah	1. Nur Aina Sofea Shaipul Bahri Pelajar Latihan Industri
Setiausaha	1. Amesutiny Mohd Subry Kerani Kanan  2. Nur Fatinhah Faiza Pelajar Latihan Industri
Bendahari	1. Amesutiny Mohd Subry Kerani Kanan  2. Nur Aziana Ahmad Pelajar Latihan Industri
AJK Promosi (e-Sijil) & Teknikal	1. Norfitriah Mat Seman (K) Pustakawan Kanan  2. Sazlina Saleh Pembantu Pustakawan
AJK Hadiah & Cenderamata	1. Nordelina Zulkarnain (K) Pustakawan Kanan  2. Iffa Nadia Binti Azlan Pelajar Latihan Industri  3. Nur Aziana Ahmad Pelajar Latihan Industri  4. Nur Fatinhah Faiza Pelajar Latihan Industri  5. Nur Aina Sofea Shaipul Bahri Pelajar Latihan Industri

AJK Makanan & Kebajikan	<ol style="list-style-type: none"> <li>1. Sazlina Saleh (K) Pembantu Pustakawan</li> <li>2. Nur Shamilah Mat Seman Skim Khidmat Pelajar</li> </ol>
AJK Program & Aktiviti	<p><b>Aktiviti 1: “Library MakeOver”</b></p> <ol style="list-style-type: none"> <li>1. Muhamad Nazari Muhamad Nor Pembantu Pustakawan Kanan</li> <li>2. Mustazim Mustapa Pembantu Pustakawan Kanan</li> <li>3. Hamizur Hussin Pembantu Pustakawan Kanan</li> <li>4. Nik Mohd Faizal Ibrahim Pembantu Operasi</li> <li>5. Zul Abdullah Pembantu Pemuliharaan Kanan</li> <li>6. Mohd Hazrie Mat Nawi Pembantu Pustakawan Kanan</li> <li>7. Mohd Waqiyuddin Mohd Dzul kifly Pembantu Pustakawan Kanan</li> <li>8. Mohd Ridzuan Ramli Pembantu Pustakawan Kanan</li> </ol>
AJK Program & Aktiviti	<p><b>Aktiviti 2: Mewarna</b></p> <ol style="list-style-type: none"> <li>1. Puan Nordelina Zulkarnain (K) Pustakawan Kanan</li> <li>2. Nur Fatinhah Faiza Pelajar Latihan Industri</li> <li>3. Nur Aziana Ahmad Pelajar Latihan Industri</li> <li>4. Nur Aina Sofea Shaipul Bahri Pelajar Latihan Industri</li> <li>5. Iffa Nadia Binti Azlan Pelajar Latihan Industri</li> <li>6. Muhamad Azim Suhaimi Skim Khidmat Pelajar</li> </ol>

	<p>7. Nur Shamilah Mat Seman Skim Khidmat Pelajar</p>
	<p style="text-align: center;"><b>Aktiviti 3: Membuat Roti (Paung)</b></p> <ol style="list-style-type: none"> <li>1. Norfitriah Mat Seman (K) Pustakawan Kanan</li> <li>2. Nur Fatinhah Faiza Pelajar Latihan Industri</li> <li>3. Nur Aziana Ahmad Pelajar Latihan Industri</li> <li>4. Nur Aina Sofea Shaipul Bahri Pelajar Latihan Industri</li> <li>5. Iffa Nadia Binti Azlan Pelajar Latihan Industri</li> <li>6. Muhamad Azim Suhaimi Skim Khidmat Pelajar</li> <li>7. Nur Shamilah Mat Seman Skim Khidmat Pelajar</li> </ol>
	<p style="text-align: center;"><b>Aktiviti 4: Membuat Kraftangan</b></p> <ol style="list-style-type: none"> <li>1. Sazlina Saleh (K) Pembantu Pustakawan</li> <li>2. Nur Fatinhah Faiza Pelajar Latihan Industri</li> <li>3. Nur Aziana Ahmad Pelajar Latihan Industri</li> <li>4. Nur Aina Sofea Shaipul Bahri Pelajar Latihan Industri</li> <li>5. Iffa Nadia Binti Azlan Pelajar Latihan Industri</li> <li>6. Muhamad Azim Suhaimi Skim Khidmat Pelajar</li> </ol>

	7. Nur Shamilah Mat Seman Skim Khidmat Pelajar
	<p style="text-align: center;"><b>Aktiviti 5: Wakaf Buku</b></p> <p>1. Dr. Muslim Ahmad (K) Pustakawan Kanan</p> <p>2. Maizatul Akmal Muhammad Pembantu Pustakawan Kanan</p> <p>3. Ahmad Ameruddin Fauzi Pembantu Pustakawan</p> <p>4. Che Hasnan Che Idris Pembantu Pustakawan Kanan</p>

*Table 5: List of names that participants for CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan*

### 3.3.2 Details of the Activities

No.	Activities	Participants
1.	Colouring Contest (totebag)	There were nineteen (19) children from Tabika Perpaduan, PPA Machang who took part in this program. In the competition, there were first, second, and third places.
2.	Demonstration on how to make “Roti Paung”	There were 21 participants in total who took part in this event, including parents and teachers. The making process of “roti paung” was the main topic of the demonstration.
3.	Handicraft Contest	There were 21 participants in total who took part in this competition. Participants must create handmade items using recycled materials, such as plastic.
4.	“Library Makeover”	There were 8 staff from Perpustakaan Tengku Anis (PTA) participated in this activities. Mrs Alina Hussein

		and Mrs Norfitriah Mat Seman also took part in these activities but for just two days.
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*Table 6: List details of the activities “CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan”*

### 3.3.3 Tentative of the Program

Based on the following table, the tentative program is:

**Date: 22 July 2023 (Saturday)**

<b>MASA</b>	<b>PERKARA</b>
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"> <li>• Ucapan Aluan Pengerusi Majlis</li> <li>• Ucapan oleh PKK Mohd Nasir Bin Yusof</li> <li>• Gimik penyerahan Buku Wakaf</li> </ul>
9.20 pagi	<i>“Library Make Over”</i> di Mini Perpustakaan PPA <ul style="list-style-type: none"> <li>• Wakaf Buku</li> <li>• <i>Library Make Over</i> sehingga selesai</li> </ul>
9.20 pagi	Aktiviti 1: Pertandingan Mewarna <ul style="list-style-type: none"> <li>• Mewarna</li> <li>• Aktiviti Kuiz dan Senaman Ringan</li> </ul>

10.30 pagi	<p>Aktiviti 2: Membuat Roti (Paung)</p> <ul style="list-style-type: none"> <li>• Asas Adunan &amp; membuat roti</li> </ul>
11.30 pagi	<p>Aktiviti 3: Membuat Kraftangan</p> <ul style="list-style-type: none"> <li>• Kraftangan kitar semula</li> </ul>
1.00 petang	<ul style="list-style-type: none"> <li>• Agihan Borang Kaji Selidik</li> <li>• Sesi bergambar</li> <li>• Penyampaian Hadiah dan Cenderamata</li> </ul>
1.30 petang	Bersurai

*Table 7: Program tentative for CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan for 22 July 2023, Saturday*

### 3.3.4 List of the Winners

The winners of the colouring contest for Tabika Perpaduan as in the table below:

No	Name	Age
1.	Puteri Ayra Amani Bt Ahmad Sadek	6 years old
2.	Raisya Nur Umairah Bt Abd Rahman	5 years old
3.	Muhammad Hariz Rafiuddin B Mohd Abd Karim	6 years old

*Table 8: List of the winners for colouring contest in program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan*

Following that, here was the list of winners for the handicraft competition that was focused on PERSIAP:

No	Name of The Group
1.	Kumpulan Bakawali
2.	Tabika Perpaduan Pusat Pemulihan Akhlak
3.	Sri Kemuning
4.	Modern D Classic

*Table 9: List of the winners for handicraft competition in program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan*

Posters for the program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan are:



*Figure 98: This is the main poster for CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan*



### 3.3.5 Photos of the Program



Figure 99: Pictures with Director of the Machang Moral Rehabilitation Center



Figure 100: Colouring contest with Tabika Perpaduan PPA Machang



*Figure 101: Activities “Roda Impian” with Tabika Perpaduan PPA Machang*



*Figure 102: Activities demonstration how to make make “Roti Paung” with PERSIAP*



*Figure 103: Activities handicraft competition with PERSIAP*



*Figure 104: Mini Library Pusat Pemulihan Akhlak Machang before the renovation*



*Figure 105: Mini Library Pusat Pemulihan Akhlak Machang after the renovation*



Figure 106: The residents of PPA Machang have use the mini library

### 3.3.6 Social Media

Other than that, there are some of videos which can be seen and can make memories for our special project. Here is the QR code from the Instagram of Perpustakaan Tengku Anis (PTA) and the link of Tiktok of Perpustakaan Tengku Anis (PTA) for the evidence of the program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan. Tiktok Perpustakaan Tengku Anis (PTA) which is <https://vt.tiktok.com/ZSLChDYBQ/>

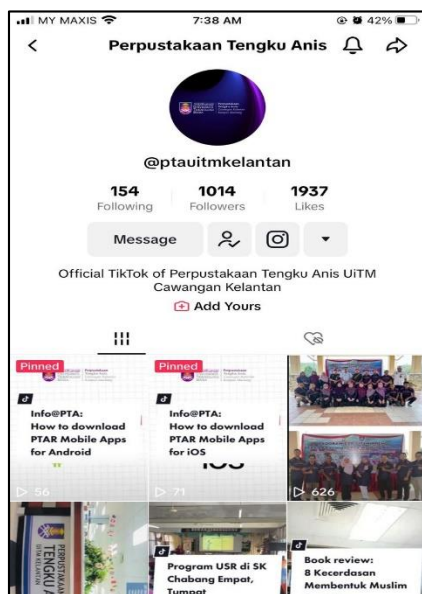


Figure 107: Tiktok Perpustakaan Tengku Anis shared about the program



Figure 108: Instagram Perpustakaan Tengku Anis shared about the program

# **CHAPTER 4: INDUSTRIAL TRAINING REFLECTION**

#### **4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE**

For five months of industrial training at Perpustakaan Tengku Anis, UiTM Machang that started from 1 March 2023 until 31 July 2023. From that, it has given me the chance to use all of my information, ideas, communication skills, leadership in this organization. Then, I was able to get some knowledge and experience by successfully fulfilling the duties that were assigned to me. Other than that, these skills will help me for my future. The task that have been given to me was to give me an experience in each of every department in Perpustakaan Tengku Anis (PTA). For example, Library Service Unit, Digital Library Unit, Branch Archive Unit, University Reference Resource Unit and Library Management Unit. Then, it gave me a great chance for me and a lot of understanding on how each of department will works together to be a good organization.

Furthermore, about the skills and an experience in my industrial training which were about skills were more to technical skills, customer service skills, communication skills, time management, interpersonal skills and others. Skills was very important nowadays because the skills can only be learned, practiced and experienced. Then, for the technical skills when I was at Perpustakaan Tengku Anis (PTA) like how to manage the records such as physical document and the use of Institutional Repository (IR) items. Next, in a short time, these abilities will become crucial pieces of information if stayed in library institutions.

Moreover, when we conduct to our special project or organize to our own event, it will show some of the obstacles when we deal with people. After that, about on planning the date and time that suitable for all to attend to the programme. Next, there will be some unexpected obligations and difficulties that additionally assist us to improve our communication skills, problem-solving skills and our teamwork.

## 4.2 PERSONAL THOUGHTS AND OPINION

Perpustakaan Tengku Anis (PTA) was a great organization which is suitable for people or users who are fascinated in learning and know more about academic libraries. This realization came to me as a result of my involvement and experience at Perpustakaan Tengku Anis (PTA) when I had a chance to take part in industrial training for five (5) months. Furthermore, from this experience also can helped the interns and me to know and show the real situations of working in the organization. All of the staffs in Perpustakaan Tengku Anis have shared, explained and guide me through orientation, instructions and told their roles and responsibilities that I am able to use it. Moreover, from my experience when in industrial training have gave me a lot of opportunity to learn fresh and new information and at the same time it can expand my knowledge. Library Service Unit, Digital Library Unit, Branch Archive Unit, University Reference Resource Unit and Library Management Unit are the units that comprise in Perpustakaan Tengku Anis (PTA) as an academic library.

Furthermore, regarding to the organized schedule that created for me by our industrial training supervisor, Madam Norfitriah Mat Seman. From that, it has allowed me to get familiar with all of the duties and responsibilities performed by each of the department inside Perpustakaan Tengku Anis (PTA) organization. Then, I was able to learn how each department operates. In the schedule, each of industrial training students have been given one (1) months to stay at each of departments. It is sufficient for us to understand the fundamentals of each department in the time that has been given.

In this field of employment, people may learn and receive expertise in an extensive range of responsibilities, from simple to more complicated ones. Even while, not every aspect that we practiced and explored about library but for five (5) months have given me a lot of lectures especially industrial students to get several of benefits that will help us become more prepared for the future careers. Then, I have received guidance from several top librarians throughout my five (5) months for my industrial training which were Dr Muslim Ahmad, Madam Nordelina Zulkarnain, Madam Norfitriah Mat Seman and Madam Alina Hussein, Deputy Head Librarian. Additionally, for the other staffs that including with senior librarian assistants,

library assistants, operation assistants, computer technician, senior secretary and senior conservation assistant that offered me a chance to manage their jobs.

### **4.3 LESSON LEARNT**

The following are a several of numerous lessons learnt throughout my five (5) months of industrial training at Perpustakaan Tengku Anis, (PTA):

- **Communication skills**

From my experience, it taught me on how we want to handle the customers especially at Perpustakaan Tengku Anis (PTA) for customer service. While working in customer service, I encountered customers and learned the value of having strong customer service abilities. This is because each individual has a different way of communicating. In order to give library users a satisfying experience, to be an active listener, patience and have a friendly attitude are needed. Other than that, I am using this skills during Information Literacy Class. Then, I am using it when taking students for a library tour in Perpustakaan Tengku Anis (PTA).

- **Teamwork**

The teamwork is very important in each of the organization to make them able to achieve their goals or objective. It is an important part of many organizations and it is essential for the achievement of tasks as well as the general efficiency of an organization. The main key of teamwork is cooperation, trust and communication. After that, with the teamwork it can make the organization become more efficiency and productivity, can improve in do decision making and each of the team can be more motivated and can support each other. After that, from this can help the organization to growth because of team members share their knowledge, learn from one another and also can develop new skills.



- **Adaptability and Flexibility**

For the adaptability and flexibility is more about how can if we comfortable and can learn quickly if we move to any departments. For my industrial training, every month each of industrial training will be in a different unit. From here, we will learn on how to adapt to new situations, tasks and challenges. After that, this is the skills that are very important in every professional positions.

#### **4.4 LIMITATION AND RECOMMENDATION**

In my opinion, there are some of difficulties I had throughout my industrial training at Perpustakaan Tengku Anis (PTA) were I have a problem with the using of PTAR Mobile Apps. It is because due to we have to scan QR code that have been provided at the entrance of library but there will some problem with some students cannot use the apps. For example, there are some students have a problem with the scan qr in mobile apps so that the student has to key in their matric number at the counter.

Other than that, Perpustakaan Tengku Anis have some problem with the internet connection. This is another limitation that I have found for Perpustakaan Tengku Anis. Internet speed will be sluggish when a lot of students are coming to the library. There will be a problem if I have to attend an online meeting, joined a programme or using the system of Perpustakaan Tengku Anis.

Furthermore, for the recommendation that I want to share to Perpustakaan Tengku Anis (PTA) is do rotation that allows for each of the staffs in Perpustakaan Tengku Anis (PTA) can gain experience of working in a different unit. For example, the PTA replaces the staff in each unit every five (5) years.

## 5.0 CONCLUSION

As a conclusion, for my industrial training at Perpustakaan Tengku Anis (PTA) Machang, Kelantan was a fantastic and unforgettable journey for me that stayed there for five (5) months. Other than that, I also learned the valued of library or resource center for all people around the world. From my industrial training, I have learned a lot of new information and can use this knowledge for my future careers. In the future, I hope to be able to apply the skills and knowledge I acquired throughout my industrial training to the real-world workplace situations I am going to encounter.

## REFERENCES

Perpustakaan Tengku Anis. (2023). *Arkib*. Retrieved 27 July, 2023 from <https://kelantan.library.uitm.edu.my/unit-arkib>

Perpustakaan Tun Abdul Razak. (2021). *Book return*. Retrieved 29 July, 2023 from <https://library.uitm.edu.my/en/faqs>

Web Junction. (2019). *Customer service in libraries*. Retrieved 31 July, 2023 from <https://www.webjunction.org/news/webjunction/customer-service-in-libraries.html>

# ***APPENDICES***

**1. Attendance**

Tahun  
2023  
Bulan  
Mac

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	30.03.2023	10:14	15:15	WFO
2	29.03.2023	07:43	17:24	WFO
3	28.03.2023	07:46	16:49	WFO
4	27.03.2023	07:45	16:50	WFO
5	26.03.2023	07:50	16:39	WFO
6	23.03.2023	07:45	15:08	WFO
7	22.03.2023	07:45	17:00	WFO
8	21.03.2023	07:44	17:11	WFO
9	20.03.2023	07:49	17:11	WFO
10	19.03.2023	07:51	17:47	WFO
11	16.03.2023	07:48	15:39	WFO
12	15.03.2023	07:53	17:01	WFO
13	14.03.2023	07:42	17:07	WFO
14	13.03.2023	07:47	17:08	WFO
15	12.03.2023	07:50	17:07	WFO
16	09.03.2023	07:46	15:52	WFO
17	08.03.2023	07:44	17:10	WFO
18	07.03.2023	07:45	17:13	WFO
19	06.03.2023	07:44	17:11	WFO
20	05.03.2023	07:55	17:06	WFO
21	02.03.2023	07:51	16:02	WFO
22	01.03.2023	07:53	17:02	WFO

Tahun  
2023  
Bulan  
April

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	30.04.2023	07:47	17:09	WFO
2	27.04.2023	07:37	15:31	WFO
3	26.04.2023	07:49	17:34	WFO
4	20.04.2023	07:45	15:02	WFO
5	19.04.2023	07:48	16:31	WFO
6	18.04.2023	07:47	16:30	WFO
7	17.04.2023	07:52	16:32	WFO
8	16.04.2023	07:52	16:35	WFO
9	13.04.2023	07:47	15:10	WFO
10	12.04.2023	07:46	16:35	WFO
11	11.04.2023	07:44	16:31	WFO
12	10.04.2023	07:47	16:38	WFO
13	06.04.2023	07:47	null	WFO
14	05.04.2023	07:45	16:39	WFO
15	04.04.2023	07:45	null	WFO
16	03.04.2023	07:46	16:35	WFO
17	02.04.2023	07:46	16:36	WFO

Tahun  
2023  
Bulan  
Mei

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	31.05.2023	07:51	17:03	WFO
2	30.05.2023	08:20	17:00	WFO
3	29.05.2023	07:45	17:01	WFO
4	28.05.2023	07:43	17:01	WFO
5	25.05.2023	07:48	15:32	WFO
6	24.05.2023	07:49	null	WFO
7	23.05.2023	07:50	17:08	WFO
8	22.05.2023	07:52	17:01	WFO
9	21.05.2023	07:54	17:13	WFO
10	18.05.2023	07:45	15:38	WFO
11	17.05.2023	07:53	17:07	WFO
12	16.05.2023	07:48	17:12	WFO

Tahun  
2023  
Bulan  
Jun

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	25.06.2023	07:48	17:02	WFO
2	22.06.2023	07:58	15:32	WFO
3	21.06.2023	07:55	17:02	WFO
4	20.06.2023	07:52	17:07	WFO
5	19.06.2023	07:55	17:07	WFO
6	18.06.2023	07:56	17:01	WFO
7	15.06.2023	07:52	16:09	WFO
8	14.06.2023	07:50	19:22	WFO
9	13.06.2023	07:50	17:03	WFO
10	12.06.2023	07:46	17:03	WFO
11	11.06.2023	07:51	17:03	WFO
12	08.06.2023	07:42	15:34	WFO
13	07.06.2023	07:54	17:01	WFO
14	06.06.2023	07:50	17:05	WFO
15	04.06.2023	07:53	17:04	WFO
16	01.06.2023	07:49	15:36	WFO

Tahun  
2023  
Bulan  
Julai

**Senarai Rekod Clocking Bulanan**

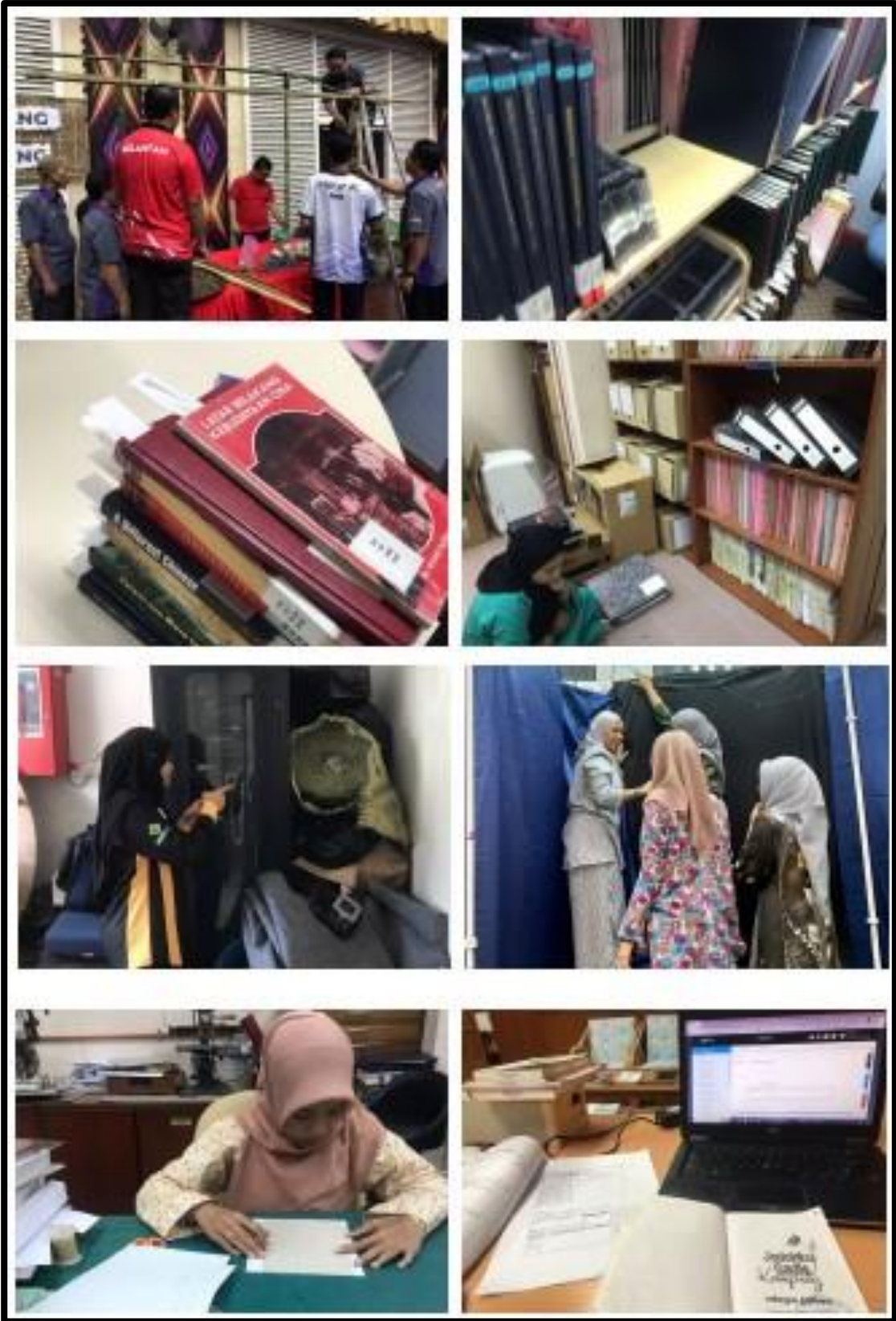
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4	26.07.2023	07:53	17:03	WFO
5	25.07.2023	07:51	17:02	WFO
6	24.07.2023	07:56	17:09	WFO
7	23.07.2023	07:50	17:02	WFO
8	18.07.2023	07:54	17:20	WFO
9	17.07.2023	07:52	17:06	WFO
10	16.07.2023	07:46	17:03	WFO
11	13.07.2023	07:49	15:41	WFO
12	12.07.2023	07:46	18:32	WFO
13	11.07.2023	07:52	17:04	WFO
14	10.07.2023	07:49	null	WFO
15	09.07.2023	07:48	17:06	WFO
16	06.07.2023	07:53	15:38	WFO
17	04.07.2023	07:50	17:04	WFO
18	03.07.2023	07:55	17:12	WFO
19	02.07.2023	07:54	17:03	WFO



2. Photos during Industrial Training







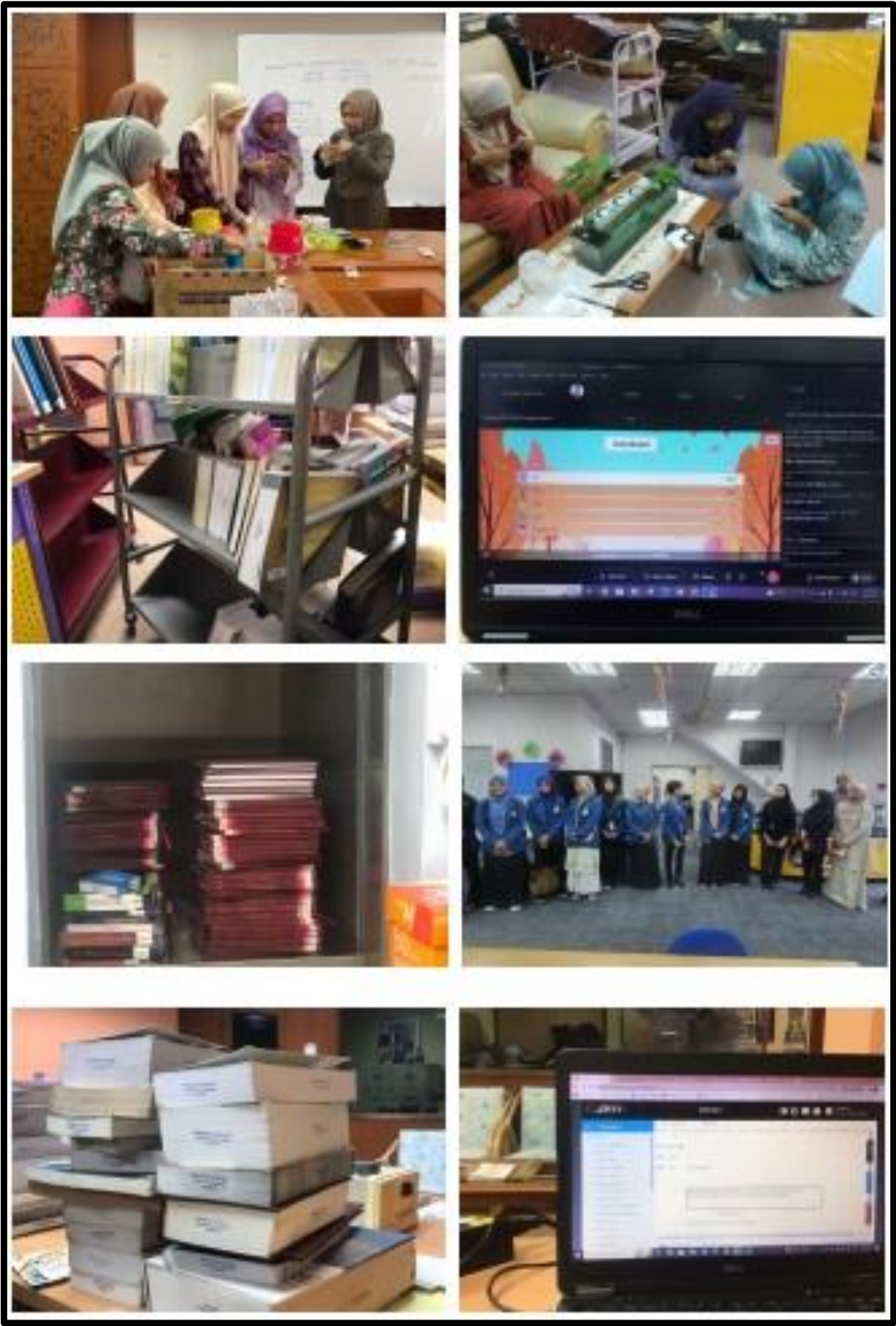








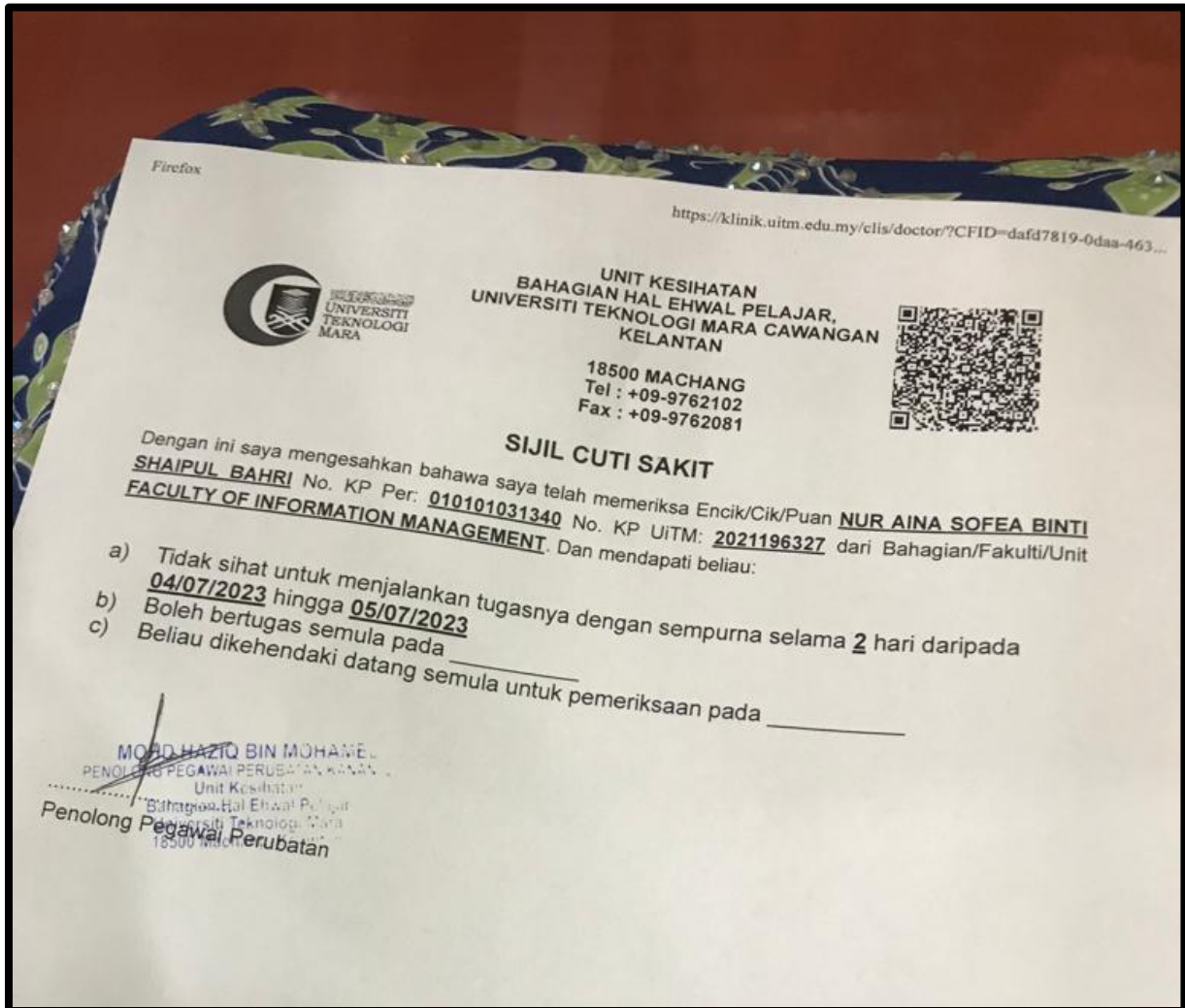








### 3. Emergency Leave (Sick)



**4. Appointment Letter for Special Project Program “CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang Kelantan”.**

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TEKNOLOGI  
MARA

Cawangan Kelantan  
Kampus Machang

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

**CIK NUR AINA SOFEA SHAIPUL BAHARI**  
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 Seterempat) 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 diantik sebagai Timbalan Pengarah 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  
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Cawangan Kelantan  
Kampus Machang

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 Tarikh : 26 Jun 2023

**CIK NUR AJINA SOFEA SHAIPIUL BAHARI**  
 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:

<b>Perkara</b>	: Program Vitamin Ilmu Bersama PTA
<b>Tarikh</b>	: 22 Julai 2023 (Sabtu)
<b>Masa</b>	: 08.30 pagi hingga 4.00 petang
<b>Tempat</b>	: 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 menjiwai amanah,

  
**(ALINA HUSSEIN)**  
 Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis  
 Universiti Teknologi MARA Cawangan Kelantan  
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Kampus Machang

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

**CIK NUR AINA SOFEA SHAJPUL BAHARI**  
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 :

<b>Perkara</b>	: Program Vitamin Ilmu Bersama PTA
<b>Tarikh</b>	: 22 Julai 2023 (Sabtu)
<b>Masa</b>	: 08.30 pagi hingga 4.00 petang
<b>Tempat</b>	: 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 merjayakan 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: (+60)076 2288/2330 Fax: (+60)076 2177  
Email: alina364@uitm.edu.my



# LOGBOOK

**PRACTICAL TRAINING  
LOG BOOK**



# Instructions

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

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

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

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

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

## **Recording**

The log book should contain the following information:

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

- 1. Student's Name** : NUR AINA SOFEA BINTI SHAIPUL BAHRI
- 2. Date & Place of Birth** : 1 JANUARY 2001 8
- 3. UiTM I/C No.** : 2021196327
- 4. Course** : BACHELOR OF INFORMATION SCIENCE  
(HONS) LIBRARY MANAGEMENT (IM244)
- 5. Year** : 2023 **Part** 7
- 6. Home Address** : PT 5222 DEPAN IPD MACHANG,  
KG KWENG HITAM, 18500 MACHANG, KELANTAN
- 7. Address During Practical Training:** PERPUSTAKAAN TENGGU  
ANIS, KAMPUS MACHANG, UiTM ZAWANGAN  
KELANTAN, 18500 MACHANG, KELANTAN.
- 8. Place of Training** : PERPUSTAKAAN TENGGU ANIS.
- 9. Name of Supervisor In-Charge** : PUAN NORFITRIAH BINTI  
MAT SEMAN .
- 10. Duration of Training**  
**From:** 1 MAC 2023 **To:** 31 JULY 2023

**FOR OFFICE USE ONLY:**

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

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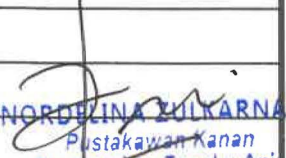
Date	Exact Nature of Work Done	Supervisors Remarks
1 MAC 2023 (WEDNESDAY)	<p>Today is my first day of internship. As a entered Perpustakaan Tengku Anis, Campus Machang, UiTM Kelantan at 8.00 a.m, I have introduced myself to some of the staff in the library. After that, 8.00 a.m to 8.30 a.m, <del>I was</del> Mr. Mohd Hamka, the staff on duty gave a brief briefing on shelving and shelf reading. Shelving is arranging materials on shelves according to their call number and placing them in their correct location. Then, shelf reading is the process of checking that the books are in the right order by reading the call number on the books that are currently on the library shelves. At the same time, I was given the opportunity to do that process because due to Covid-19, I could not learn the correct way of arranging books on shelves.</p> <p>After that, after the break, I reported myself to the Deputy Chief Librarian, Mrs. Alina Bt Hussein and to the Senior Librarian, Mrs. Norfitriah Bt Mat Seman, who also my supervisor during my internship here. Next, I was able to meet and introduced myself to all the officers and staff at the Teng Perpustakaan Tengku Anis. Then, Puan Amesutiny led me on a tour of</p>	 <b>NORDEKINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Cawangan Machang 011-1065 1982

Date	Exact Nature of Work Done	Supervisors Remarks
	the whole Perpustakaan Tengku Anis after finished ourself introduction session-	
<p>2 MAC 2023 THURSDAY.</p> <p>6 buku on rak</p>	<p>On the second day, I was at Perpustakaan Tengku Anis at 8.00 am to recite Yasin. After Yasin's recitation was completed, I need to be in the department that has been set by the Perpustakaan Tengku Anis. I was assigned to be in the Library Service Unit which is in the customer service unit. Mr. Mohd Rosli was the employee who insisted on guiding me. He explained the tasks that need to be done when in the Library Service Unit. In addition, he explained to me the procedure for borrowing and returning books. Firstly, need to use <a href="http://www.wiss-uitm.edu.my">www.wiss-uitm.edu.my</a> to go the libsys of library system that have been used in Perpustakaan Tengku Anis. After that, enter UTM ID number such as staff ID number. Then, click circulation and here there are also various of options such as check in, check out, renewal and late fee collection and others. So here, based on Mr. Mohd Rosli's explanation, check-in is about book return and check out is about borrow the book from the library. Next, for check-in it has a red stamp</p>	<p>  <b>NORDEINA ZULKARNAIN</b>  Pustakawan Kanan  Perpustakaan Tengku Anis  UITM Cawangan Machang  011-1065 1982</p>

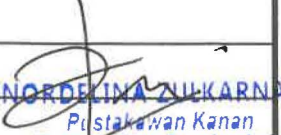
Date	Exact Nature of Work Done	Supervisors Remarks
	<p>applied to it. Moreover, about renewal collection it can be used in digitalize such as students can renew the collection by using their phone. Besides, for the late fee collection, it can be about the fine because of the late to return the books. For example, the person who are faced with this problems need to pay the fine 20 cents a day late. Following that, I got the chance to use the Tengku Anis's system for book borrowing and return. During that day, there are some of the lecturer came to the library to return the book to the library. Then, for the check out service, it will be stamp with the blue stamp. Additionally, at this unit also the user can make booking system: such as the lecturer can book IT Room for learning purpose or others. At the same time, by using the library system, Enock Rosli taught me about the clearance. It is because, I had the chance to observe how to use the system for clearance at that time such as students should come to the library to make sure they do not have any outstanding fines or book loans. For example, if they want to switch universities or discontinue studying. On that day, I also went to administration unit to report myself there.</p>	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982

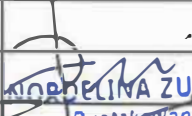
to laporan dia

Date	Exact Nature of Work Done	Supervisors Remarks
5 MAR 2023 (Sunday)	<p>On the third day of my internship at Tengku Anis Library, as usual at 8 am to 8:30 am, I will place the book in the proper order and in accordance with the call number on the shelf. Furthermore, a workshop named "Time To Canva Your Idea: Draft to Publication" has been organized for that day at Tengku Anis Library. The workshop 8:30 am to 4:30 p.m. I also had the opportunity to be involved in this workshop. For this workshop, we can do some editing such as can edit pictures and videos. On 5 Mar 2023, it have 4 module. Firstly is the introduction about Canva. From this, module 1, I can do a basic editing in canva. Before this, we must have Canva account to make sure the project can be auto saved to the account. Then, I can know how arranged, choose the creative template and kept and at once uploaded and shared the project. After that, module 2 about design the poster or graphic. After the break at 2:30 pm, the workshop start with module 3 about modify an existing templates in Canva. Lastly, module 4 is about doing exercise about module 1, module 2 and module 3. I learned more about canva and got exposure by going to the workshop.</p>	 <b>NORDENNA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1882

Date	Exact Nature of Work Done	Supervisors Remarks
<p>6 MAC 2023 MONDAY 15 books.</p>	<p>On 6 Mac 2023, at 8.00 am to 8.30 am, I arranged the book in a proper order and followed the call number to put it on the shelf. It is the second day of the workshop. On that day, for the workshop, it started with module 5 which is about create an infographic presentation such as powerpoint slide. After that, for the module 6, it is about design a video using canva or some video montage. For that day, I can learn how to make a creative and interesting videos. From the workshop, I get to now how to use the elements like lines and shapes, videos, audios, pictures, text and others. After the break, at 2.30 pm, it will be started with module 7 which is about the exercise of module 5 and module 6 also about training analysis.</p>	<p>  <b>NORDELINA ZULKARNAIN</b>  Pustakawan Kanan  Perpustakaan Tengku Anis  UITM Cawangan Machang  011-1065 1982</p>
<p>7 MAC 2023 TUESDAY.</p>	<p>On 7 Mac 2023, I arranged the book on shelf of 5 books and do shelf reading at 8.00 am until 8.30 am. During that day, I am under Mr. Hamka. He taught me about the registration in the library system. It is really important especially for students. For me, students from the other campus, if I want to borrow the books at Tengku Anis Library, I</p>	

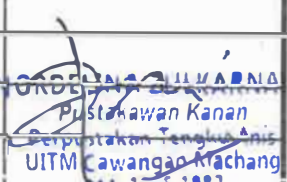



Date	Exact Nature of Work Done	Supervisors Remarks
9 MARCH 2023 THURSDAY	<p>On 9 March 2023, I am doing shelving before start to recite Surah Yasin and I shelving only 4 books and I do shelf reading. On that day, I helped Mrs. Nordelina Zulkarnain do some work using excel. I helped Mrs. Nordelina to do separation by code programme for Semester 1 students entering March - August 2023. Then, will be the - total number of students for that intake.</p>	
12 MARCH 2023 (Sunday)	<p>From 8-00 am to 3-30 am, do regular morning shelving everyday. (Sunday to Thursday). I do books and do a shelf reading at shelf that ready for students do the intern at Tengku Anis Library. Helping Mrs. Nordelina to do viral text about "Pertandingan Peningam Buku Terbang". Other than that, I met Mrs. Amesutiny to give her class schedule for new students who will attend the information literacy programme of Tengku Anis Library. Next, Mr Zai bin teach me how to stamp accession number and call number in the right way such as using ruler. After that, there have a students that use our services which are photocopy area. The staff teach me how to do printing and photostate. At the same time, I can know to use cashless payment.</p>	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>The payment will be recorded into the logbook for printing service. Then, I continued do the rda and rfid. From here, Mr Zaitani showed me how to stamp rda for the physical books. When done do rda, we must print <sup>new</sup> accession number and stick RFID strips. If the books do not have any RFID security strips. I managed to stick RFID strips and scan using RFID smart desk system (WISERF) to keep in the data.</p>	
<p>13 MARCH 2023 (MONDAY)</p>	<p>Every morning, at 8:00 am until 8:30 am I do a regular tasks which is doing shelving the books. I do 5 books on that day and do a shelf reading for intern shelf. Mr Zaitani teach me about the books if it have a problem with the accession number such as the book have double accession number, book have different title but have same accession number. When have this problem, this must do a report and will be inform to Mrs Aini. After that, I stamp rda and RFID for the book that been settled and the books will be ready to be shelving.</p>	<p>  <b>NOPHELINA ZULKARNAIN</b>  Pustakawan Kanan  Perustakan Tengku Anis  UITM Cawangan Macang  011-1065 1982</p>

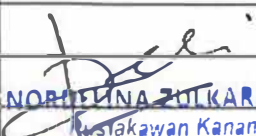
LIBRARY  
LOGBOOK





Date	Exact Nature of Work Done	Supervisors Remarks
14 MARCH 2023 (TUESDAY)	On the morning, I do 13 book for shelving. Then, fulfilled Mrs Nordeline request to do a google form about the attendance for <sup>new</sup> students that will attend Information Literacy Programme at Tengku Anis Library. After that, I write 15 accession number from the books that have settled with rda to get new accession number. Mr Che Hasnan taught me how to print new accession number using library system (Libsys). Other than that, I am doing some touch up for the slide for Mrs Nordeline to use for "Minggu Destini Siswa" (MDS).	 NORDELINA SULVIANA Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011 365 1002
15 MARCH 2023 (WEDNESDAY)	I do 18 books for shelving on the shelf. I have done a regular tasks at the counter. On that morning, we are getting ready for "Minggu Destini Siswa" (MDS). At Professional Hall, I went to the back stage to give the slide to the person in charge to view the slide on the screen in Professional Hall.	
16 MARCH 2023 (THURSDAY)	Every thursday morning, we will have to recite Surah Yasin at STARCO area with all of the staff and officers. On that morning, I do six (6) books for shelving. I with Mrs Azrin, she taught me about the publication management of the lecturers who have do some research.	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>For example, check lecturers ID profile if they have publish a research from Scopus, Web of Science or Google Scholar. It is for their advancement so it must be update. Other than that, Mrs Azrina told me about how is the procedures for borrowing books for syllabus book, reference book, magazines. The students can only borrow that books in the library and cannot bring it outside from the library. The students can do a photocopy at photocopy area that have been provided in Tengku Anis Library but it will be some excuses if there is a lot of people at the photocopy area, the students must put their student matrix card at the counter and they can bring out from the library to do photocopy at Student Center and given a period time of 2 hours. Mrs Azrina referral service unit. She also told me about if have briefing, orientation or Information Literacy Programme for new students, service unit will be handle the class to teach the new students.</p>	 <b>NOBBELINA ZULKARNAIN</b> <small> pustakawan kamari  Perpustakaan Tengku Anis  UTM Cawangan Machang  011-1065 1982</small>
Notes :-	Every morning, 8.00 am until 8.30 am do shelving.	

NOBBELINA ZULKARNAIN  
011-1065 1982

Date	Exact Nature of Work Done	Supervisors Remarks
19 MARCH 2023 (SUNDAY)	<p>On the morning, I do shelf reading at intern shelf. At 11.15, we have a briefing from Mrs Nordeling about the orientation and Information Literacy Programme for new students for March - August 2023 intake in the Seminar Room, Tengku Anis Library:</p> <p>In the briefing, I was given the opportunity to participate in editing the slides that will be used by Mrs Nordeling and Mrs Azrina during the orientation and Information Literacy programme class. Other than that, I also make a table to make sure the practical students who will lead in library tour do not collide and make the library crowded. Then, I also had the opportunity to make a poster to show to the new students the services provided at Tengku Anis Library such as seminar room, discussion room, photocopy area and others.</p>	 <b>NORHELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machar 011-1065 1982
20 MARCH 2023 (MONDAY)	<p>On 19 March 2023, it is the first day of students came to campus for new semester.</p> <p>On 20 March 2023, every morning I do the same routine which is shelving. I have shelving 14 books on that morning. Other than that, It is the first day for orientation and Information Literacy Programme class that started with class from faculty of Accountancy which is AC220 a total of 33 students at 10.00 am. After that, at 2.30 p.m, there was three (3) code</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>programme which are AM110, CDIM262 and K210 and the total of them were 63 people.</p>	
<p>21 MARCH 2023 (TUESDAY)</p>	<p>On the morning, I do shelf reading at the intern shelf. The orientation and Information Literacy Programme postponed on March 28, 2023 on Tuesday because the staff and the officers are involved with the workshop. I have do a regular task at the counter. I have taught some students with the new system that have been used by our library. The students must have Mobile app iTM to enter the library and they must the arcode that been provided at the barrier gate before they enter the library. At the same time, there were some students do some borrowing books. From that, I can do some check out from the library system. Other than that I also make some research about the news that want to put in the slide Mrs Nordelina and it is about cyber crime.</p>	<p>  <b>NORDELINA ZULKARNAIN</b>  Pustakawan Kanan  Perpustakaan Tengku Aris  UITM Cawangan Machang  011-1065 1982</p>
<p>22 MARCH 2023 (WEDNESDAY)</p>	<p>I do the same job which is shelf reading. It is because there is a lot of books that have a wrong arrangement of call number. It is the second day of the orientation and Information Literacy Programme Class from morning</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>to evening. There were 5 code programme for that day which are BA119, BA232, BA 240, BA 249 and BA 132. The total of them are 129. After the lunch break, I have to fulfill Mrs Nordelina request for search some materials from the OPAC if the materials have at Tengku Anis Library. Other than that, I also helped Mrs Nordelina to find some exam paper for 3 code program which are MGT162, MGT 269 and ENT 300. After that, make a folder for each of them and make a google drive folder to share to Mrs Nordelina.</p>	 <b>NORDELINA ZUCKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UTM Cawangan Machang 011-1065 1982
<p>23 MARCH 2023 (THURSDAY)</p>	<p>I do shelf reading in the morning from 8.00 until 8.30 am. For orientation and Information Literacy Programme were have on the morning only. It is just BA 242 and CAAD112 and the total of them only 24 people. After finishing all that, I went back to my unit to continue the unfinished task.</p>	

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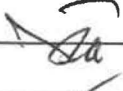




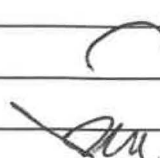


Date	Exact Nature of Work Done	Supervisors Remarks
30 MARCH 2023	For this day, I just do only four books	
THURSDAY.	for shelving and at the same time, I	
	also do the shelving. Other than	
	that, this day is the last day I	
	will be at Library Service Unit. After	
	that, I have helped the staff to	NORDELINA ZULKARNAIN
	carry the books to the van because	Pustakawan Kanan
	the books will be donate to Rumah	Perpustakaan Tengku Anis
	Anak Yatim Libanah Darulnaim, Machang,	UITM Cawangan Machang
	Kelantan. Then, I continued to complete	011-7065 1982
	my tasks which is to do an external	
	membership viral text. It is because	
	to help users such as alumni from	
	UiTM and open to Malaysian citizens	
	only. Furthermore, we had a visit from	
	the children from Rumah Anak Yatim	
	Libanah Darulnaim, Machang, Kelantan.	


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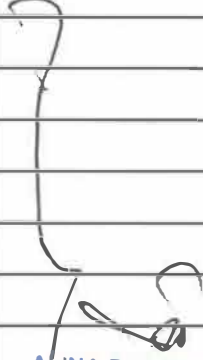

Date	Exact Nature of Work Done	Supervisors Remarks
2 April 2023 SUNDAY.	<p>This is the first day for me at Archive Unit. Mr. Mohd Waqiyuddin is the person that will be in charge to guide me and teach me in the unit. Mr. Waqiyuddin told me about his job scopes. For his job scope will be focused on disposal of records and file classification. After that, Mr. Waqiyuddin showed me the slide about archive unit. At the same time, Mr. Waqiyuddin showed me how to do record keeping about the documents. Then, Mr. Waqiyuddin taught me how to open Archive Management System (AMS). From there, it will be have in system about to register metadata of the document. Before we register, we must do acquisition.</p> <p>After that, my teammates do some discussion about decoration for 'Raya'. Then, my teammates and I meet our supervisor, Mrs Norfitriah to discuss Raya decoration. From here, we viewed to her our design of the decorations for 'Raya'. After that, my teammates and I went to store room that have in Tengku Anis Library. Furthermore, Mr. Waqiyuddin explained to me about disposal of records. Records</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.



Date	Exact Nature of Work Done	Supervisors Remarks
2 April 2023 MONDAY	<p>For this day, I do shelving around twenty-five books and at the same time, I do shelf reading. Then, Mr. Waqiyuddin showed me flow chart for the record process that will enter the Archive unit. After that, Mr. Waqiyuddin taught me to remove objects such as staplers, folded paper or remove treasure tags that found in files or as "Proses Pemeyahan".</p>	
	<p>Furthermore, I had received an instruction from my supervisor, Mrs. Fifi about have to start to think about the idea and do the decoration for the Raya booth in the library. Besides, my teammates and I start to think about the theme of Raya booth. From that, we have chosen the theme of Raya is "Retro Raya @ PTA".</p>	<p><b>ALINA BT. HUSSEIN</b>  <small>Timbalan Ketua Pustakawan  Perpustakaan Tengku Anis  UiTM Cawangan Kelantan</small></p>
	<p>From the start, we try to find items from the stores that have in the library. Here, we choose the reusable items from the store.</p>	
	<p>Moreover, I had the opportunity to followed Mr Waqiyuddin and and</p>	

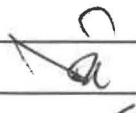


Date	Exact Nature of Work Done	Supervisors Remarks
4 April 2023 TUESDAY	For this day, I had do shelf reading and after that tadarus with the staff at Starcor in Tengku Anis Library.	
	After that, my teammates and I have continued to do the decorations for Raya. Furthermore, we went to Bandar Machang to buy things that we need to use for the decorations.	
5 April 2023 WEDNESDAY	For this day, I had do shelf reading at shelf for industrial training students and tadarus with the staff in the library.	 <b>ALINA BT HUSSEIN</b> <small>Antalan Ketua Pustakawan  Perpustakaan Tengku Anis  UITM Cawangan Kelantan</small>
	Then, my teammates and I have continued to do the decorations for Raya.	
6 April 2023 THURSDAY	For this day, I had do shelf reading at the shelf and after that Tadarus with the staff in the library.	
	Then, my teammates and I continued to finished for our decorations.	

Date	Exact Nature of Work Done	Supervisors Remarks
9 April 2023 SUNDAY	Nuzul Al-Quran Holiday	
10 April 2023 MONDAY	<p>For this day, I do a daily routine every morning. I had done shelf reading and also tadarus with the stuff in the library.</p> <p>Moreover, my teammates and I have continued the decorations to finished it before Hari Raya.</p>	
11 April 2023 TUESDAY	<p>For this day, every morning I had do shelf reading and done five books only for shelving. After that tadarus with the stuff in the library.</p> <p>At the same time, we had done the decorations for Raya booth that theme "Retro Raya @ PTA".</p>	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis JITM Cawangan Kelantan</p> 


WALIDAH BINTI  
LAW BINTI

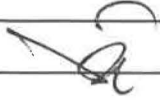


Date	Exact Nature of Work Done	Supervisors Remarks
12 April 2023 WEDNESDAY	<p>As usual, every morning, I had done shelving four books and at the same time I do shelf reading. Then, tadarus with the staff in the library.</p>	
	<p>For this day, Mr. Waqiyuddin explained to me about his other job scopes which are register the receive document files. Next, this used in the Archive Management System (AMS). After that, he taught me how register the receipt of the document file. In this system Mr. Waqiyuddin taught me do "Daftar Pencisimaan Fail Dokumen". From here, we checked the documents that have in the file and we will fill it into the Archive Management System (AMS). For example, from which branch were the files, type of documents, years established, materials description and others.</p>	 <p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.</p>
	<p>After that, I managed to contact prison officer which was Mr Shukei to ask about Pusat Pemulihan Akhlak (PPA) Machang about activities carried out by them.</p>	


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Date	Exact Nature of Work Done	Supervisors Remarks
13 April 2023	For this day, I have done twenty-	
THURSDAY	two books for shelving and at the	
	same time I do shelf-reading.	
	Then, I also joined the tadarus	
	with the staff.	
	Furthermore, for this day, I have	
	continued to do my task. Then,	
	here are some information that I	
	do not really understand and	C.
	Mr. Waqiyuddin have helped me	A
	to settle my problem. For example,	ALINA BT HUSSEIN
	if we forgot to make a materials	Timbalan Ketua Pustakawan
	description and we can edit it.	Perpustakaan Terengganu
	Moreover, I have do double register	UiTM Cawangan Kuala Terengganu
	document and Mr. Waqiyuddin	
	shared and showed me how to	
	delete one of it.	
	Then, I also joined programmed	
	Word #QuranHour.	

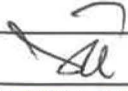
Date	Exact Nature of Work Done	Supervisors Remarks
16 APRIL 2023 SUNDAY	<p>For this day, I do my daily routine every morning from 8-00 until 8-30 am. I had done only five books for shelving and I do shelf-reading and at the same time I joined tadanus with the staff Tengku Anis Library at STARCOR.</p>	
	<p>Furthermore, my teammates and I had started the task which is proposal about our special projects.</p>	
	<p>Our special project that we are going to do is "Program CSR Vitamin Ilmu Bersama PTA : Pusat Pemulihan Akhlak (PPA) Machang, Kelantan". We have thought what are the activities that suitable for that programmes.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
	<p>Moreover, we submit to our supervisor, Mrs. Norfitriah the draft of the proposal. Then, I continued my tasks to update the documents into Archive Management system (AMS).</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
17 April 2023 MONDAY	<p>As usual, every morning I will do my daily routine which are shelving and shelf reading. For this day, I have do sixteen books for shelving and at the same time, I do shelf reading at shelf for intern students. Then, I joined tadarus for the last time during Ramadhan. Furthermore, my teammates and I make some correction of our proposal. It is because Mrs. Norfitriah have do some correction at the tentatives and the title of the proposal. After that, we also need to put the budget in this proposal for our programmes. After that, I had to continued my tasks with Mr. Waqiyuddin about if there is some problem such as if we key in the documents many times. Then, we can do report to the Library support system and make a report about the problems that we have. For me, Mr. Waqiyuddin shared and showed for me how to make a report. For the report, we must put the system or application, module, complaint attachment. For my problem and complaint about overlap the data of student information. Then, choose the system in archive which is using AMS module.</p>	 <p>ALINA BT HUSSEIN Timbalan Ketua Pustakawati, Perpustakaan Tengah AMS UITM Cawangan Kelantan.</p>



Date	Exact Nature of Work Done	Supervisors Remarks
18 April 2023 TUESDAY	For this day, I do shelving only six books and I do shelf-reading.	
	Furthermore, I had continued to finished my tasks that have to enter materials item metadata information into Archive Management System (AMS).	
19 April 2023 WEDNESDAY	As usual, for this day I do shelving five books only and at the same time I do shelf reading.	
	After that, for that day, I continued my task to key in the information into Archive Management System (AMS). Then, that day, I managed to complete the box and the total of the box only two boxes I had time to do.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Perguruan UITM Cawangan Kelantan
	Furthermore, I helped Mr. Zui to do notebook for the programs Vitamin Ilmu at Sekolah Menengah Kebangsaan Pangkal Meleref.	

Date	Exact Nature of Work Done	Supervisors Remarks
20 April 2023 THURSDAY	For this day, I do my daily routine which were shelving and shelfreading. I have done only four books for that day and at the same time I do shelfreading.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawati Perpustakaan Tengku Anis UITM Cawangan Kelantan
23-25 April 2023 SUNDAY until TUESDAY	Raya Aidilfitri's holidays.	
26 April 2023 WEDNESDAY	AS usual, for this day, I only do shelving only two books and at the same time I do shelfreading from 8.00 am until 8.30 am.	
	After that, I continued to help Mr Zul to make notebooks for programs CSR Vitamin Ilmu at Sekolah Menengah Kebangsaan Pangkal Meleret. Then, that notebooks were for practical students from Universitas Airlangga, Indonesia.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawati Perpustakaan Tengku Anis UITM Cawangan Kelantan
	Then, that day I under Mr zul. He taught me how to do books. Before that, he explained to me about his job : Scope. Then, I read the notes that Mr. Zul gave to me. After that, I helped Mr. Nazari to put a accession number at the books.	

Date	Exact Nature of Work Done	Supervisors Remarks
27 April 2023 THURSDAY	For this day, I have do shelving four books only and also I have do shelfreading.	
	Furthermore, for that day, I managed do stamp on the two boxes that I have done key in the information into Archive Management System (AMS). After that, Mr Waqiyuddin taught me how to use Scanner. The scanner is for scanning the document that we have settled with AMS. Then, we save it into the pendrive.	
30 April 2023 SUNDAY	As usual, my daily routine to do shelving and shelfreading. Then, I managed to do only two books for shelving.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
	That day was the day for International students from Indonesia do their internship at Tengku Anis Library. From here, we helped them to do shelving. Furthermore, my teammates and I do finalise for our proposal of our special project "Program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan". After that, I have to continued my tasks which was	







Nur Aina Sofea Binti Shaipul Bahri  
Lot 2892 Taman Hidayat,  
Batu 25 1/2 Jalan Kota Bharu,  
18500 Machang, Kelantan.

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Puan Alina Binti Hussein  
Timbalan Ketua Pustakawan,  
Perpustakaan Tengku Anis,  
UiTM Cawangan Kelantan.

2 Mei 2023

Puan,

**PERMOHONAN CUTI (KECEMASAN) KERANA KEMATIAN KELUARGA TERDEKAT**

Dengan hormatnya, perkara diatas dirujuk.

2. Untuk makluman puan, saya tidak dapat hadir menjalani latihan industri selama dua (2) hari, iaitu pada 02 Mei 2023 dan 3 Mei 2023 bersamaan dengan hari Selasa dan Rabu kerana urusan kematian keluarga (Datuk).

3. Bersama ini saya lampirkan sijil kematian datuk saya.



Kerjasama dan keprihatinan puan dihargai dan didahului dengan ucapan terima kasih.

Sekian.

Yang Benar,



(NUR AINA SOFEA BT SHAIPUL BAHRI)  
Pelajar Latihan Industri  
011-10677329

  
  
ALINA BT HUSSEIN  
Timbalan Ketua Pustakawan  
Perpustakaan Tengku Anis  
UiTM Cawangan Kelantan  
4/6/23



KERAJAAN MALAYSIA  
GOVERNMENT OF MALAYSIA  
**SIJIL KEMATIAN**  
**DEATH CERTIFICATE**




460726-03-5307

No. Daftar : J 883027  
Registrar


Akta Pendaftaran Kelahiran dan Kematian 1957  
Kaedah-Kaedah Pendaftaran Kelahiran dan Kematian 2019 (Seksyen 25; Subkaedah 6(2))  
Births and Deaths Registration Act 1957  
Births and Deaths Registration Rules 2019 (Section 25; Subrules 6(2))

Kawasan Pendaftaran Registration Area <b>MALAYSIA BARAT</b>	Pusat Pendaftaran Registration Centre <b>JPN DAERAH MACHANG</b>	
<b>SIMATI / DECEASED</b>		
Nama Penuh Full Name <b>ISMAIL BIN OMAR</b>		
No. Kad Pengenalan Identity Card No. <b>460726-03-5307 (3873659)</b>	Umur Age <b>76 TAHUN</b>	Jantina Sex <b>LELAKI</b>
Jenis dan No. Dokumen Pengenalan Lain Type and Other Identification Document No. <b>Maklumat Tidak Berkenaan</b>	Tarikh dan Waktu Kematian Date and Time of Death <b>01HB. MEI 2023                      09:13 PM</b>	
Keturunan Race <b>MELAYU</b>	Tempat Kematian Place of Death <b>WAD LELAKI HOSPITAL MACHANG  KELANTAN</b>	
Alamat Terakhir Last Address <b>C 198 LORONG IMAM WAN ISMAIL 18500 MACHANG KELANTAN</b>		
<b>SEBAB DAN PENGESAH SEBAB KEMATIAN / CAUSE AND CERTIFIER THE CAUSE OF DEATH</b>		
Sebab Kematian Cause of Death <b>SEPTIC SHOCK SECONDARY TO SEVERE PNEUMONIA WITH UNDERLYING ADVANCED CKD</b>		
Nama Pengesah Name of Certifier <b>KAMILAH BINTI MAKETAR</b>		
No. Kad Pengenalan Identity Card No. <b>930630-03-6026</b>	Jenis dan No. Dokumen Pengenalan Lain Types and Other Identification Document No. <b>Maklumat Tidak Berkenaan</b>	
<b>PEMBERITAHU / INFORMANT</b>		
Nama Name <b>SUZYLAITON BINTI ISMAIL</b>		
No. Kad Pengenalan Identity Card No. <b>710101-03-8048</b>	Jenis dan No. Dokumen Lain Type and Other Document No. <b>Maklumat Tidak Berkenaan</b>	
Tarikh Pendaftaran Date of Registration <b>03HB. MEI 2023</b>		
Catatan Notes	Disahkan bahawa maklumat di atas adalah seperti yang dicatat dalam Daftar Kematian It is certified that the information above is as stated in Register of Death.	
		
<small>• PENDAFTAR BERSAMA MELAKSIRAN &amp; KEMATIAN MELAYU REGISTRAR GENERAL BIRTHS &amp; DEATHS REGISTRAR (M)</small>		

Date	Exact Nature of Work Done	Supervisors Remarks
<p>7 MAY 2023 SUNDAY</p>	<p>For this day, I managed to do twenty books for shelving and at the same time, I do shelf-reading. Furthermore, I went to archive unit with my teammates to help Mr. Zul to make 210 note pad for programme that will be held on 8 May 2023 which is on Monday at Sekolah Menengah Kebangsaan Pangkal Meleret. After that, we put the note pad into the box. Moreover, I helped Mr. Mohd Ridzuan to do stamp accession number and call number for the books.</p> <p>Next, for this day, I was under Mr. Mohd Hazrie which is in Corporate Communication unit. He explained to me about his job scopes. Then, among for the job scopes that he need to do are corporate communication, corporate relations, marketing and publicity and task at the counter and current instructions. After that, he showed me about Bulletin IQRA and Read@UiTM. From there, it will be update about the events or the programmes that have been organized by Tengku Anis Library. Besides, for this day, I also helped Mr. Hazrie to print the poster for</p>	<p>  <b>NORFITRIAH MAT SEMAN</b>  <small>PUSAT KAWAN KARAN  PERPUSTAKAAN TENGKU ANIS  UITM CAWANGAN KELANTAN KAMPUS BACHANG  4300 BACHANG, KELANTAN.</small></p>



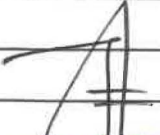


Date	Exact Nature of Work Done	Supervisors Remarks
9 May 2023 TUESDAY	Hari Raya celebration at Tengku Anis Library.	
10 May 2023 WEDNESDAY	As usual, 8:00 am until 8:30 am, I will do shelving and shelfreading. For that day, I have done shelving for ten books and I do shelfreading.	
	<p>For that day, I was under Mr Hazie. After that, I managed to do some tasks from Mr Hazie which was update Read@UiTM and at the same time, Mr Hazie told me to make Bulletin IQRA as a reference for it to be more organized and tidy according to date before it will be publish. After that, Mr Hazie also told me to put the posted into draft. It is because only Mrs Atina can publish any posting. Furthermore, I helped Mrs Norfitriah to prepare interview works for the "Wawancara Pedoman".</p> <p>Moreover, My teammates and I helped Mrs. Nordelina to find some books for the exhibition. firstly, we will make a list for the books that we will bring to exhibition. Then, we will scan the accession number and we make the date for check in books for the exhibition books were</p>	 <p data-bbox="1233 779 1505 880"> <b>NORFITRIAH MAT SEMAN</b>        PUSTAKAWAN KANAN        PERPUSTAKAAN TENGKU ANIS        UiTM CAWANGAN KELANTAN KAMPUS BACHAN        18500 MACHANG, KELANTAN     </p>







Date	Exact Nature of Work Done	Supervisors Remarks
14 May 2023 SUNDAY	<p>For this day, I have done shelving sixteen books and at the same time I do shelf reading.</p> <p>For that day, I was with Mrs. Sazlina. She explained about her job scopes at Tengku Anis Library. She told me that her job were the same with Mr Hazrie but she add another job which was she do Institutional Repository (IR). After that, she is the person who always update the social media Tengku Anis Library such as Facebook, Instagram, Tiktok. She is also the same department with Mr Hazrie in Corporate Communication unit.</p>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAR PERBIVTAKAAN TENGGU ANIS UTM CAMPUS AUH BERTAMBUK 18500 MACHANG, KELANTAN.</p>
	<p>Then, I helped Mrs Sazlina to do words for IRRA UiTM. The information that we all need when to post any news or event, it must have the detail such as name of the programme, date, time, place and the objectives of the programme. Other than that, what had happend during the programmes.</p>	
	<p>After that, Mrs Sazlina also be a photographer for Tengku Anis Library.</p>	

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Date	Exact Nature of Work Done	Supervisors Remarks
24 MAY 2023 Wednesday.	<p>For this day, I managed to do fifteen books for shelving and at the same time I do shelf-reading. On that day, Mr Hilme was the person responsible for teaching me. He is in the digital library unit.</p>	
	<p>The job scope of Mr Hilme is include processing the acceptance of intellectual property materials, completing the process of printing and applying labels of physical materials like thesis and stay at the counter for physical reference materials.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAH PERPUSTAKAAN TEMUKU ANHS UTM CAWANGAN KELANTAN KAMPUS MACHANG 17500 MACHANG, KELANTAN.
	<p>My task with Mr Hilme was to paste the QR code for the CD and book thesis. After that, when we paste it, we must follow the number that have been provided in thesis books or CD because it already register into Institutional Repository (IR).</p>	
	<p>Then, I also do check in books for Mrs Sazling because I already settled with RFID Scanner.</p>	


Handwritten signature and date: *Norfitriah Mat Seman*  
2023/05/24





Date	Exact Nature of Work Done	Supervisors Remarks
29 May 2023 MONDAY	As usual, my daily routine was do shelving and shelfreading. For this day, I have done three books only and I also do shelfreading.	
	Furthermore, I have done look at the CD to be included in Institutional Repository (IR). After that, I managed to find physical materials of research report students that same with the CD. After that, the documents that have in the CD, we will transfer it into the laptop and we find the physical materials. After that, we will start with the next procedures.	 <b>JORFETRIA MAT SEMAN</b> <small>ISTAKAWAN MAMU</small> <small>PERPUSTAKAAN TERBUKA</small> <small>PERAWANG KAWANG</small> <small>PERAWANG KELANTAN KAMPUS BACHANG</small> <small>PERAWANG KELANTAN</small>
	Moreover, I helped Azizana to do disposal at archive unit.	




Date	Exact Nature of Work Done	Supervisors Remarks
30 May 2023 TUESDAY	For this day, I have done ten books for shelving and I also do shelf reading.	
	After that, I do recording a video for tiktok challenge that have been organized by Tengku Anis Library	
31 May 2023 WEDNESDAY	As usual, I have done shelving for nine books and do shelf reading for that day.	 <b>NORFITRIAH MATSEMAN</b> PUSTAKAWAN KAHAN TERPUSATAKAAAN TENGGU ANIS CAWANGAN KELANTAN KAMPUS BANGSANG MACHANG, KELANTAN
	Furthermore, for this day Tengku Anis Library do EKSA. All of the staffs and intern students need to wear track suit to do EKSA. EKSA stands for Conducive Public Sector Ecosystem.	
	For EKSA, I do helped Mr Zalani to do bulk loan of the books from "Pejabat Fasiliti". After that, we check the check in about the list of all books that have been borrowed. From here, we can know if the books are enough or not. Then, after settled with check in the book, we can put it on the trolley and can do shelving.	

PEJABAT FASILITI  
 1001 300001

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Date	Exact Nature of Work Done	Supervisors Remarks
4 June 2023 Sunday	On that day, I do five books for shelving and I also do shelf reading.	
	<p>For this day, I continued my task which is do some books for call number. For this, I search 090 and 650 - 090 is for local call numbers and 650 is for Subject Added Entry. Other than that, I searched on OPAC because if there is the same books that already have call number so we just use the same call number. Other than using OPAC, I have used a lot of website to get the information of the new books like searched at Perpustakaan Negara Malaysia (PNM) opac, malcat, worldcat, google and others.</p>	 <b>MUSLIM ISMAIL @ AHMAD</b> Pustakawan Kenan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
5 June 2023 MONDAY	Public holiday (Birthday of His Majesty, Yang Di-Pertuan Agong)	

PERPUSTAKAAN  
TENGKU ANIS

Date	Exact Nature of Work Done	Supervisors Remarks
6 June 2023 TUESDAY	On that day, I do my routine task which are shelving and shelf reading.	
	I do shelving for (9) nine books. ✓	
	Furthermore, for that day, my team and I managed to help Mr. Zul to make envelopes for Archival unit.	
	The envelopes will be in three size, from large, medium and small.	
	We make our own envelopes using things that we already have to save costs.	R
	Firstly, we will draw according to the shape that has been prepared.	MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
	Next, we will cut it according to shape and glue it.	

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



Date	Exact Nature of Work Done	Supervisors Remarks
11 June 2023 SUNDAY	On this day, I do five books for shelving and I do shelf reading.	
	Furthermore, I went met Dr. Muslim to ask about how to do call number. After that, Dr. Muslim showed me how to do call number. Dr. Muslim used website for LCC search and if we want to use it, we must used identification such as using ID member.	
	Other than that, Mrs. Sazlins showed me how to make a certificate by using excel, google drive and it will be automated.	<p data-bbox="1177 875 1538 981"> <b>MUSLIM ISMAIL @ AHMAD</b>            Pustakawan Kanak            Perpustakaan Tengku Anis            Universiti Teknologi MARA Cawangan            Kelantan.         </p>
	Then, my team and I also industrial training students from Airlangga University, Indonesia have a meeting with Mrs. Norfitriah about CSR: Jalinan kasih bersama Anak-anak yatim, Rumah Anak Yatim Lilbanat Damulnaim which took place on 17 June 2023. From this, we think about the activities that will be suitable for them.	

MAKING THE  
LONG ABOUT

Date	Exact Nature of Work Done	Supervisors Remarks
12 June 2023	For that day, I managed to do	
MONDAY	shelving for 21-books and do	
	shelf reading.	
	After that, for that day, I was	
	under Mr Hamizur. He was the	
	person that will teach me. Mr	
	Hamizur has taught me how to do	
	RDA. Before that, we need to go	
	to the library system and enter the	
	ID staff. Then, click on cataloging	
	after that select update title.	<p>MUSLIM SMAIL @ AHMAD  Pustakawan Kanan  Perpustakaan Tengku Aris  Universiti Teknologi MARA-Gawangan  Kelantan.</p>

PERPUSATAHAN KANAN  
PERPUSATAHAN TENGKU ARIS  
UNIVERSITI TEKNOLOGI MARA-GAWANGAN  
KELANTAN.











Date	Exact Nature of Work Done	Supervisors Remarks
19 June 2023 MONDAY.	For that day, I do shelf reading only.	
	Moreover, that day I also continued my unfinished task.	
20 June 2023 TUESDAY.	For that day, I have do shelving for five books and I also do shelf reading.	
	Other than that, I do managed do RDA for that day. Then, I continued my task for that day.	✓
21 June 2023 WEDNESDAY.	On that day, I managed to do two books for shelving and at the same time I do shelf reading.	
	After that, I also continued my unfinished tasks which was doing RDA.	


LIBRARY  
LIT BOOK













Date	Exact Nature of Work Done	Supervisors Remarks
28 June 2023 WEDNESDAY	On 28 June 2023, I have do shelving for three books and also I have do shelf reading.	
	Moreover, I managed to do my task which was stamp an accession number on the books that settled with RPA.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kertampati
29 June 2023 THURSDAY	Public Holiday, Hari Raya Aidil Adha.	



PERPUSTAKAAN  
TENGKU ANIS


Date	Exact Nature of Work Done	Supervisors Remarks
2 July 2023 SUNDAY	On 2 July, I have do shelving for five books and at the same time I do shelf reading.	
	For that day, I do scanning for the thesis that will be upload to Institutional Repository (IR) UiTM. Firstly, we must scan the materials and save it into PDF. After that, it will be upload into IR. From there, it have what is the type of materials, details of materials, subjects of the materials and it will be deposit. For the type, it have eight type which are article, book section, monograph, conference or workshop item, book, thesis, performance and image. Then, we must choose the right type for the materials. Furthermore, for the details, we must fill in the details that have been provided in the system. For example, the title of the materials, abstract, contributors, institutions, faculty, keywords, years and others.	
		 NOPEITRAH HAT SEMA PUSTAKAWAN KAMAR PERPUSTAKAAN TERBUKA UMS OFFICE CANTAWANG KELANTAN BRANCH MACHANG 18500 MACHANG, KELANTAN
	Moreover, Mrs Sartina have taught and showed the flow and process of Institutional Repository UiTM.	




Date	Exact Nature of Work Done	Supervisors Remarks
3 July 2023 MONDAY	For that day, we showed to new industrial training students on how to do shelving and shelf reading. At the same time, I do shelf reading.	
	Furthermore, my team and I helped the staffs because want to make the preparation for "Majlis Solat Hajat Tahli7 & Tazkirah PTA".	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UI7M CAWANGAN KELANTAN KAMPUS MACHANG 9500 MACHANG, KELANTAN.
	Moreover, my team and I make a preparation for the first meeting that took place on 4 July 2023.	
		
		



AMALAH MUKSES  
 LONE DUNIA

Date	Exact Nature of Work Done	Supervisors Remarks
4 July 2023 TUESDAY	<p>On 4 July 2023, every morning I have do my daily routine which was shelving and shelf reading. I have do 5 books for shelving -</p>	
	<p>Furthermore, on that day, my team and I have prepared the materials for the first meeting with all of the staffs in meeting room. This was for a special project which was about "CSR Vitamin Ilmu bersama PTA: Pusat Pemulihan Athlak Machang" -</p>	 NORFIRIAH MAI SEMAN PUSTAKAWAN KAMAR PERPUSTAKAAN TENGKU ANIS UIJM CAWANGAN KELANTAN KAMPUS MACHANG 1500 MACHANG, KELANTAN.
	<p>After that, I have continued my task which was scanning the oral history report and upload it into Institutional Repository (IR)</p>	
		
5 July 2023 WEDNESDAY	<p>On that day, I was in emergency leave because of I have a fever.</p>	




Date	Exact Nature of Work Done	Supervisors Remarks
6 July 2023 THURSDAY	On that day, I managed to do shelving for five books and do shelf reading.	
	For that day, I helped Mr Hazrie to ask the staff about the shirt for "CSR vitamin Ilmu bersama PTA: Pusat Pemukiman Athlat Machang". The use of the shirt was for the same theme.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAR PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 7500 MACHANG, KELANTAN
	Furthermore, my team and I have collected items donated to PPA Machang such as carpets from Dr- Musim and put them in one place to be taken there.	
9 July 2023 SUNDAY	On 9 July 2023, I have do my morning routine at Perpustakaan Tengku Anis which were shelving and shelf reading. I have do six books for shelving.  After that, I have continued my task which was doing Institutional Repository (IR) upload the materials.	

Handwritten signature and date: 10/7/2023


Date	Exact Nature of Work Done	Supervisors Remarks
10 July 2023 MONDAY	For that day, I only do shelf reading at shelf for industrial training students.	
	Then, we helped staffs Perpustakaan Tengku Anis to prepare the present for one of the staff in Perpustakaan Tengku Anis	
11 July 2023 TUESDAY	On 11 July 2023, I have do three book for shelving and at the same time I have do shelf reading.	 <b>NORFITRIAH MAT SEMAN</b> <b>PUSTAKAWAN KAMAR</b> <b>PERPUSTAKAAN TENGGU ANIS</b> <b>JKTM CAMANGAN KELANTAN KAMPUS MACHANG</b> <b>75000 MACHANG, KELANTAN.</b>
	For that morning, I have joined programme from our friends and they were also industrial training students at PTA but they were from Indonesia. Their programme was "Sharing session inbond dan outbond bersama UiTM dan UNAIR".	
	After that, my team and I helped the staffs to prepare the things that will be bring to PPA Machang, for example, round table.	

Date	Exact Nature of Work Done	Supervisors Remarks
12 July 2023 WEDNESDAY	On 12 July 2023, I managed to do shelving for twelve books and I also do shelf reading.	
	After that, I continued to do my task which was do Institutional repository. Before that, I scan the materials and upload the materials in IR.	
		 NORFITRIAH M. SEMAN PUSTAKAWAN MANAH PERPUSTAKAAN TENGKU ANIS UI TM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
13 July 2023 THURSDAY	For that day, I do shelving for four books and I also do shelf reading.	
	For that morning, I helped my friends from universitas Airlangga, Indonesia to get the pictures of Perpustakaan Tengku Anis. For example, the picture of IT Room, printing services, open shelf and others.	


PERPUSTAKAAN TENGKU ANIS  
 UNIVERSITI TEKNOLOGI MALAYSIA

Date	Exact Nature of Work Done	Supervisors Remarks
14 July 2023 FRIDAY	<p>On that day, we went to Pusat Pemuliharaan Akhlak (PPA) Machang to have a meeting. Organization that involve in this meeting were Pusat Pemuliharaan Akhlak (PPA) Machang, PERSIAP and teachers from Tabika Perpaduan.</p> <p>From here, we were discuss about the activities of the programme that will be held on 22 July 2023. The activities have been choosen were "Library Make-over", colouring contest, demonstration on how to make "Roti Paung" and competition do handicraft".</p>	 <p>NORFITRIAH MAT SEMAN PUSAT KAWAN KANAN PERPUSTAKAAN TENGGU ANIS WITM CAWANGAN KELANTAN KAMPUS MACHANG 1500 MACHANG, KELANTAN</p>
		
		


WITM CAWANGAN KELANTAN KAMPUS MACHANG



Date	Exact Nature of Work Done	Supervisors Remarks
16 July 2023 SUNDAY.	For that day, I have do shelving for five books and I also do shelf reading.	
	<p>Then, there were have a meeting with the staffs that involved in "Library Makeover" for our special project "CSR Vitamin Ilmu bersama PTA: Pusat Pemulihan Atletik Machang".</p> <p>For the "Library Makeover" team will start on Sunday to Thursday from 16 July 2023 until 20 July 2023. From here, my team and I helped them to prepare the items that will be borrowed to Pusat Pemulihan Atletik Machang.</p>	 <b>NORFITRIAH MAT SEMAN</b> <small>BUSTAKAHAN KANAN  PERPUSTAKAAN TENGGU'ANGS  JITM CAWANGAN KELANTAN KAMPUS  1500 MACHANG, KELANTAN</small>
	<p>After that, we managed the "wakaf buku" or book donation from others.</p> <p>Then, we make a listing the books in excel. Other than that, my team and I do notepad for our special project.</p>	
	<p>Furthermore, we also have a meeting with Mrs. Alina and Mrs Norfitriah about budget of our special project.</p> <p>After that, we also prepared the presents for the kids on our special project</p>	

MACHANG



Date	Exact Nature of Work Done	Supervisors Remarks
17 July 2023 MONDAY.	For that morning, I have done six books for shelving and I also do shelf reading started from 8.00 am until 8.30 am.	
	For that morning, I have continued to do listing books of "wabaf buku" or book donation.	
	Furthermore, we have arranged with Mrs. Nordeina about the activities that will be held on 22 July 2023. After that, there will be have some helped from other new interns and SKP to prepare the gifts and souvenirs for the special project.	 <b>NORFITRIAH MAT SEMAN</b> <b>PUSTAKAWAN KANAN</b> <small>PERPUSTAKAAN TENGKU AHMAD</small> <small>UITM CAWANGAN KELANTAN KAMPUS MACHANG</small> <small>3500 MACHANG, KELANTAN</small>
	At the same time, I have to search some motivation words that will put in mini library Pusat Pemuliharaan Akhlak Machang. Other than that, I helped Mr. Azim to do tagging that will put at shelf in their mini library.	
18 July 2023 TUESDAY.	On that day, I settled to do word by using mounting board. There will be two words which were in English and in Malay. Mr. Zul have helped us in doing writing mounting board. Other than that, we have helped Mrs. Amesutmy to do listing because she was	

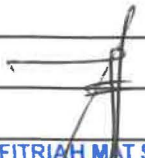



Date	Exact Nature of Work Done	Supervisors Remarks
	not around. That listing were use for to give to Machang Moral Rehabilitation Center (PPA).	
19 July 2023 WEDNESDAY	Islamic New Year (Awal Muharram)	
20 July 2023 THURSDAY.	At 8.00 am until 8.30 am, I have do shelving for five books and I also do shelf reading.	
	Then, I have do helped to do edit for tagging that will be put at shelf. We have use canva to edit it.	 <b>NORFITRIAH MAT SEMA</b> <small>PUSTAKAWAN KAMAH</small> <small>PERPUSTAKAAN TEMUKU AMS</small> <small>IITM CAWANGAN KELANTAN KAMPUS MACHANG</small> <small>306 MACHANG, KELANTAN</small>
	<p>After that, we add some tagging for "Sudut Rohani" by using mounting board. The tagging on shelf were "Sudut novel", "Sudut bacaan am", "Sudut Al-Quran" and "Sudut Yassin".</p> <p>The words that we have chosen were "Reading can take you anywhere" and "Ilmu merubah mimpi menjadi realiti".</p>	
	Furthermore, we went to Pusat Pemulihan Akhlak (PPA) Machang to put the gifts and souvenirs for the program that will be held on 22 July 2023, Saturday.	

Date	Exact Nature of Work Done	Supervisors Remarks
<p>22 July 2023 SATURDAY.</p>	<p>On 22 July 2023, Saturday, we went to Pusat Pemulihan Akhlak (PPA) Machang for our special project and collaboration with Pusat Pemulihan Akhlak (PPA) Machang. Other than that, other organizations were PERSIAP and Tabika Perpaduan. The activities that have been chosen for this programme were colouring contest, demonstration on how to make "Roti Paung" and handicraft competition.</p> <p>All of the activities and the programme were ended at 1.30 pm o'clock.</p>	 <p>NORFITRIAH MAT SEMAN PUSATAKAWAN KANAK PERPUSTAKAAN TENGKU ANIS IJTM CAWANGAN KELANTAN KAMPUS MACHANG 8500 MACHANG, KELANTAN.</p>
		



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Date	Exact Nature of Work Done	Supervisors Remarks
23 July 2023 SUNDAY.	On that morning, I have do shewing for three books on the industrial training shelf and I also do shelf reading.	
	Furthermore, I have do continued my task which was uploading oral history into Institutional Repository (IR).	 <p data-bbox="1220 698 1487 801">NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS JTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN</p>
	Other than that, I have do shred the papers that have on the shelf. It was a form that used to be used manually. Mrs. Amesutiny already took 3 copies of each form. It is because, nowadays all of the form already have in the system.	
		

Date	Exact Nature of Work Done	Supervisors Remarks
24 July 2023 MONDAY	On that morning, I managed to do shelving for five books and at the same time I do shelf reading.	
	After that, I have continued my task which was managed the documents into IR system. For that day, I managed to do six items to key-in into IR system.	
25 July 2023 TUESDAY.	For that day, I do shelf reading for industrial training shelf, from 8.00 am until 8.30 am.	 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAK PERPUSTAKAAN TENGKU ANIS J17M CAWANGAN KELANTAN KAMPUS MACHANG 3500 MACHANG, KELANTAN.
	Furthermore, I continued my task to key-in an oral history documentation and industrial training into IR system. Then, do some progress for the report.	
26 July 2023 WEDNESDAY.	Every morning, from 8.00 am until 8.30 am, I do shelving and shelf reading. For that day, I managed to do five books for shelving and I also do shelf reading.	
	After that, at 10.00 am we have entered webex meetings with other industrial training students to show the progress of the report to our industrial supervisor which was Mrs. Norfitriah.	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>After we have settled with meeting with our supervisor, I have continued my task which was do IR with key-in the materials. For that day, I managed to do (2) two items.</p>	
<p>27 July 2023 THURSDAY</p>	<p>For that morning, I managed to do two books for shelving and we receive Yassin.</p>	
	<p>After that, we continued to do listing of "Wataf buku" or donation books. Unfortunately, because of Perpustakaan Tengku Anis was blackout, all of the task had to be delayed.</p>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS JITM CAWANGAN KELANTAN KAMPUS MACHANG 50100 MACHANG, KELANTAN.</p>
<p>30 July 2023 SUNDAY.</p>	<p>From 8.00 am until 8.30 am, I have do shelving and shelf reading. I have managed to do five books for shelving.</p>	
	<p>After that, I helped the staffs to do preparations for our farewell party and at the same time, we celebrate birthday for<sup>all</sup> the staff at PTA.</p>	
	<p>Furthermore, the farewell party was started at 11.30 am. It was started with the speech from Mrs Alina, who was Deputy Chief Librarian. After that, followed with, Dr. Muslim, Mrs. Norfitriah,</p>	

PERPUSTAKAAN  
KAMPUS MACHANG

Date	Exact Nature of Work Done	Supervisors Remarks
	Mrs. Nordelina which were senior librarians at Perpustakaan Tengku Anis.	
	Then, from part of us, to give some speech were Mrs. Iffa and me.	
		
31 July 2023 MONDAY.	<p>That day was the last day for me to do shelving and shelf reading at Perpustakaan Tengku Anis. That day, I managed to do three books for shelving.</p> <p>Moreover, I continued my task which was to do listing for "Wakaf buku" or book donation. After that, we will arranged the books on the shelf that have been provided for donation. Next, we do finalize the industrial training report.</p>	