



اَوْنُوْرَسِيْتِي تِي كُوْلُوْمِيْن مَارَا
UNIVERSITI
TEKNOLOGI
MARA

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

**INDUSTRIAL TRAINING REPORT:
PERPUSTAKAAN TENGKU ANIS (KELANTAN)
KAMPUS MACHANG, UiTM CAWANGAN KELANTAN 18500
MACHANG, KELANTAN DARULNAIM, MALAYSIA**

**SPECIAL PROJECT:
CSR VITAMIN ILMU SMK PANGKAL MELERET
CSR JALINAN KASIH BERSAMA ANAK YATIM
GLOCAL SYMPOSIUM ON INFORMATION AND SOCIAL SCIENCE 2023**

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

APRIL – JULY

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CHALLENGE AND OPPORTUNITIES

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

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or other sources. I also declare that no part of this report has been published or submitted for publication except where reference or acknowledgment is made explicitly in the text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations about plagiarism and will be penalized by the university if found guilty.

Signed by

(Siti Safingah)

(2023561099)

Date of submission: 30 July 2023

ACKNOWLEDGEMENT

Thank God Almighty, for the abundance of His mercy, guidance, and grace, so that I can complete this "Industrial Training" report. This report was prepared as part of his assignment and experience during his internship at Tengku Anis Library, Universiti Teknologi Mara (UiTM) Kelantan, Malaysia. Through this report, I would like to share my valuable experiences and insights gained during my "Industrial Training" in the library which plays an important role in supporting and facilitating the information needs of the academic community and the general public. I would like to express my deepest gratitude to Madam Zaila Idris and Madam Huda Hamidon as Supervisors who always guide and provide direction. In addition, the Tengku Anis Library has provided extraordinary opportunities and experiences as well as all parties who have provided support and guidance during the implementation of this "Industrial Training". We would also like to thank the leadership and staff of Tengku Anis Library for giving us permission and the opportunity to experience this valuable experience.

In addition, I would like to thank all my colleagues and friends who have provided assistance, support, and enthusiasm in my learning process in this library environment. Hopefully, this "Industrial Training" report can be useful as an evaluation and reference material for Tengku Anis Library in improving the quality of service and management of its information collection. In addition, we hope this report can provide insight for students and interested parties to better understand the role and contribution of libraries in supporting education and research.

Finally, I realize that this report is not without flaws, so we apologize for any limitations. May Allah Almighty always bless us for all our efforts to gain knowledge and contribute to the progress of our beloved libraries and institutions.

ABSTRACT

Based on an internship at the Tengku Anis Library (PTA) Universiti Teknologi MARA (UiTM) Kelantan from April to July 2023, the trainee has carried out many activities related to the role of the librarian. They are shelves by arranging books on shelves to facilitate information search, analyzing PTA strategic planning to improve library services for users, analyzing library collaboration in Malaysia, holding library online exhibitions by making flipbooks, information marketing, and branding on social media by creating video content. and collaborate with the Library to hold talk shows, work in the counter room to carry out library circulation, analyze the psychological aspects of the library to improve library services for users, analyze online personalities among users in PTA, analyze library privacy security services, user trust, conduct classes literacy skills, providing electronic resources is providing information that can be accounted for through selecting reputable journals, carrying out the process of procuring collections such as cataloging and pasting call numbers for books, subject titles, digitizing archives, and making notebooks. Libraries play a role in fulfilling information sources such as storage functions, education, research, information retrieval, and cultural recreation functions. In carrying out the above functions, the implementation obtained from the library is the existence of user-oriented services and facilities. Various activities including special project activities. The trainee gained a lot of experience and knowledge from doing internships at the Tengku Anis Library.

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CHAPTER 1

INTRODUCTION

In the era of globalization and rapid information technology, the world of work is changing rapidly and dynamically. Competition for jobs is getting fiercer. This is realized by universities to prepare students who have competencies and abilities that can be brought into the world of work, internships are an integral component of the academic curriculum designed to provide opportunities for students to gain practical experience in the world of work. The internship program aims to provide a learning platform for students to fill the theoretical gaps obtained in the classroom with application in real work situations. In addition, students also have the opportunity to develop professional abilities and be able to expand the network of introductions. The internship program will involve students in assignments and projects that are beneficial in providing an increase in qualifications to gain future work experience and prepare for a job competition.

The selection of internship programs that are by student competencies is very important to get significant benefits. Optimization of learning and in-depth skill development will be able to be possessed by students to help shape skills and self-quality towards the field of science taken. By choosing an internship program that suits student competencies, it will have a positive impact. One of the institutions of Information Science and Library is Tengku Anis Library, Universiti Teknologi MARA is a place for internships.

1.1 Background of Tengku Anis Library (PTA)



Figure 1.1 : Tengku Anis Library

Tengku Anis Library (PTA) is an academic library located at the University of Technology MARA Kelantan Malaysia, precisely at Bukit Ilmu, 18500 Machang Kelantan Darul Naim. PTA was established in 1985. At first, PTA was located at a temporary campus, namely Kem Kijang, and then moved to the Bukit Ilmu Fixed Campus. Then on July 15, 2008. The UiTM Kelantan Library was inaugurated by DYMM Sultan Kelantan, Sultan Ismail Ibni Al Marhum Sultan Muhammad IV, and named Tengku Anis Library (PTA). While the Tengku Anis Library (PTA) Kota Bharu campus, was established on October 18, 2006, and was inaugurated by the Minister of Higher Education. Tengku Anis Library (PTA) as a library located within the university has users who are students and lecturers or the UiTM academic community. PTA plays a role in providing user information needs as well as public spaces that have various programs to realize the goals, vision, and mission of a library. In general, Tengku Anis Library (PTA) has a role in supporting various learning processes, research, and the development of science from various information resources and types of services provided.

1.2 Location



Figure 1.2 Show the Location of PTA

The address of the Tengku Anis Library (PTA) Machang Campus is located at the Tengku Anis Library, Machang Campus, Universiti Teknologi MARA Kelantan Branch, 18500, Kelantan Darul Naim.

1.3 Vision Mision and Objective

Table 1.1 Vision, Mision, Philosophy, Objective and Client Charter Of PTA

VISION	To establish UiTM as a Globally Renowned University of Science Technology, Humanities, and Entrepreneurship.
MISION	To lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research.
PHILOSOPHY	Every individual can attain excellence through the transfer of knowledge and assimilation of moral values to become professional graduates capable of developing knowledge, self, society, and nation.
OBJECTIVE	<p>To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programs, research work, and community service based on moral values and professional ethics.</p> <ul style="list-style-type: none"> To empower the delivery of UiTM's library services as a center of information excellence that always remained relevant, referred to, and respected.

	<ul style="list-style-type: none"> • To serve comprehensive, up-to-date, and relevant knowledge resources in various physical and virtual formats. • To provide a conducive environment and facilities for teaching, learning, and research matters. • To develop the latest information technology and communication facilities based on customer needs. • To strengthen human capital through Budaya PERDANA for PUiTM communities. • To enrich relations and cooperation with external organizations in the industrial network
CLIENT CHARTER	<p>PTAR is committed to providing a world-class environment, services, and resources to enhance learning, research, and teaching experiences. The PTA client charter reflects a commitment to provide world-class service and focuses on SIX key areas. To deliver user-friendly services to PTAR users</p> <ul style="list-style-type: none"> • To provide weekly updates to PTAR users of our New Arrival Collections • To respond within THREE (3) weeks upon the date of application for the Inter-Library loan request • To respond within ONE (1) working day on Information Skill Class • To provide 24/7 uptime and access to PTAR Portal and electronic resources • To provide access within THREE (3) working days upon the date of application for reference archive materials

1.4 Opening Hour

The operating hours of Tengku Anis Library Machang Campus are as follows:

Table 1.2 PTA Operating Hours

Day	Opening Hours
Sunday-Wednesday	08.30 AM – 04.45 PM
Thursday	08.30 AM – 03.15 PM
Fridays, Saturdays, and Public Holidays	CLOSE

Meanwhile, during exam week, Tengku Anis Library students have longer operating hours than usual. Here are the Operating Hours during Student Examination Week: The operating hours of Tengku Anis Library Machang Campus are as follows:

Table 1.3 PTA Operating Hours

Day	Opening Hours
Sunday-Wednesday	08.30 AM – 10.30 PM
Thursday	08.30 AM - -6.15 PM
Saturdays	08. 30 AM – 04.45 PM
Fridays and Public Holidays	CLOSE

1.5 Services and Facilities

Tengku Anis Library (PTA) has services and facilities to support the fulfillment of information needs of users. The following services are provided by Tengku Anis Library, namely:

1. Circulation Services



Figure 1.3 : Circulation Service Counter

PTA Circulation Service is the main service provided by PTA to users. Circulation services include registration of library members, borrowing, returning, renewal, and payment of fines. Circulation services are located at the circulation counter right in front of the PTA entrance.

1. OPAC

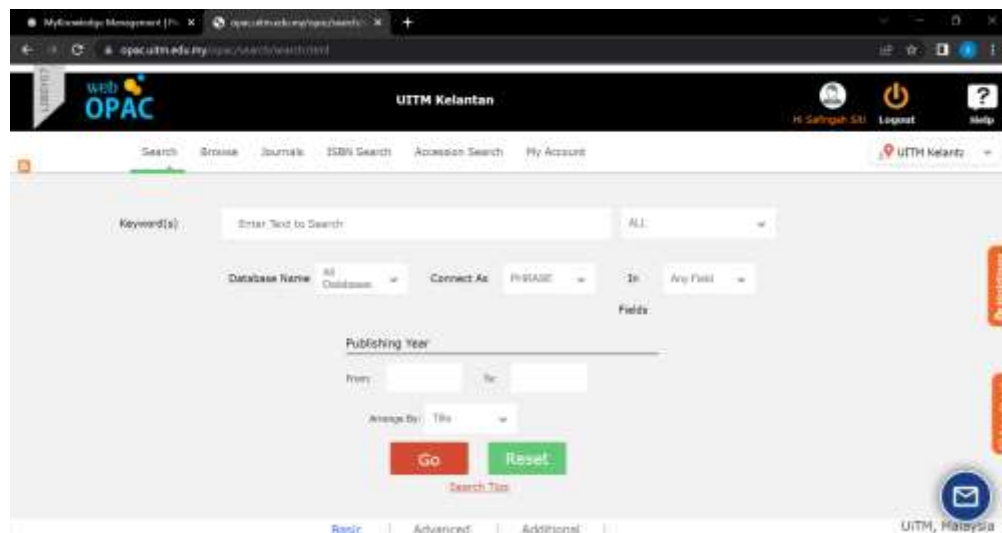


Figure 1.4 : Circulation Service Counter

OPAC or Online Public Access Catalog is a system used to provide online access to the collection catalog to the center. OPAC PTA can be accessed through the OPAC page, namely <https://opac.UiTM.edu.my/opac/>, or MyKM Tengku Anis Library.

OPAC allows users to search, find, and access information related to a library's collection of resources online. OPAC is a search tool that users can use to search for books, journals, mahala, e-books, e-journals, and other library resources. Here's what OPAC looks like.

2. UiTM Library Mobile App



Figure 1.5 : UiTM Library Mobile App Display

UiTM Library Mobile App is a mobile application owned by Tengku Anis Library. This application is designed to make it easier for users to utilize the information resources needed quickly, anytime, and anywhere. Some menus in this PTAR Mobile App appear in picture 25 there are fines, Loans, New Arrival, Notification, Event, KKM Class Booking, and Search collection.

3. My Knowledge Management (MyKM)

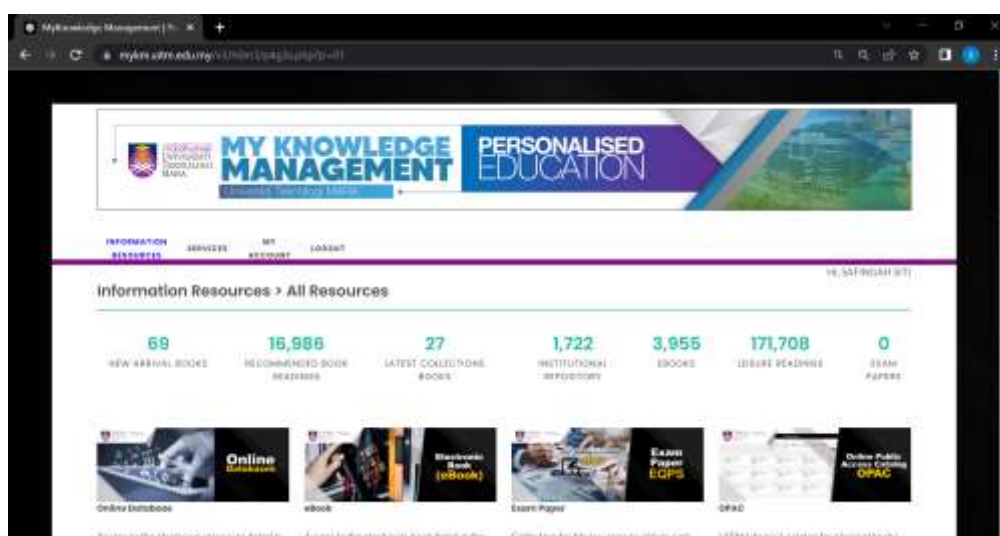


Figure 1.6 : MyKM Display

MyKM is a knowledge management system owned by Tengku Anis Library. MyKM is a platform specifically designed to manage knowledge, information, and electronic resources in Tengku Anis Library. MyKM can be accessed through <https://mykm.UiTM.edu.my> website to provide electronic access to various resources owned by Tengku Anis Library in the form of e-book collections, e-journals, academic databases, and other content. MyKM is used by users to facilitate access to resources and find information through devices in the form of computers, laptops, or mobile phones.

4. Live Chat With Librarian

Live Chat With Librarian service is a service initiated by PTA to assist users through online media. Live Chat With Librarian is a chat feature in the form of chat that can be used by users if there are obstacles in the process of finding information at PTA. In addition, it can also be used to ask for advice related to library materials or sources of information relevant to the topic of interest to users.

5. Information Literacy Class

Information Literacy Class is one of the PTA services that are related to finding, evaluating, managing, and using information effectively. PTA holds an Information Literacy Class in the IT room which can accommodate about 25 people. Users will learn

related to Boolean logic, search and search strategies on search engines, how to write quotes, references, and so on.

6. Print and photocopying service

PTA has services that make it easier for users, namely print and copy services. Users can easily obtain copies or printouts of relevant information resources for academic, work, or personal reference purposes. This service can be easily used because of the self-service.

In addition to services, Tengku Anis Library is also equipped with supporting facilities including:

1. Reading Room



Figure 1.7 : PTA Reading Room

The PTA Reading Room is a reading area designed to be a place for users to read and learn. PTA has 2 reading rooms on the 1st and 2nd floors. The Reading Room is equipped with a table, chairs, and several power plugs at certain corners of the room. PTA Reading Room has a location close to the bookshelf to make it easier for users to access the collection of books that users want to read.

2. PTA StarCor



Figure 1.8 : PTA StarCor

The StarCor PTA Room is a room equipped with several sofas and many works of art support the interior of this space. This room is close to the reading room. Usually, this room is used for the filming process and library activities other than reading. Users can play and chat with other users.

3. Seminar Room



Figure 1.9 : Seminar Room

A PTA seminar room is a room that can be functioned as a space for seminars, presentations, or discussions both formal and informal. PTA Seminar Room is equipped

with equippen with LCD, sound system, computer devices, chairs, whiteboards, and sofas. PTA Seminar Room can accommodate about 40 people in one activity.

4. IT Room



Figure 1.10 : IT Room PTA

The PTA IT Room is a room used to support the existence of information technology services run by the PTA, besides that the IT Room is also used as a room to carry out information literacy class activities. The IT room is equipped with computer devices, whiteboards, projectors, LCDs, tables, and chairs. The capacity of this space can accommodate about 25 people.

5. Carrel



Figure 1.11 : PTA Carrel

Carrel is a room or area in the library specifically designed for users in reading, learning, and researching. Current is an area provided for users who want to have a personal area and do not want any interference from others. Currently is equipped with a WiFi connection, table, and chair as well as a power source or plug that can be used to support the use of PCs or gadgets.

6. Internet Zone



Figure 1.12 : Internet Zone

The Internet zone and individual zone are located on the 1st floor which is adjacent to the public reading room and bookshelves. In the internet zone, there is also an internet counter specifically for internet services. If users have difficulties in the internet access process, they can make a complaint or ask the user who is responsible for this counter.

7. Surau

PTA surau is located on the 2nd floor. Surau facilities are divided into 2, namely male prayer rooms and female prayer rooms. In the prayer room, there are various prayer equipment such as ablution sandals, ablution places, prayer hijab, al-Quran, and so on. Users and librarians can perform prayers using this facility and PTA prayer rooms have operating hours between users and librarians where librarians have a duhur prayer time which is one from 13.30 – 14.30 while users start at 14.30 Malaysia Time.

8. Discussion Room



Figure 1.13 Discussion Room

PTA discussion rooms can be used by users to share knowledge and views. The discussion room can also be used for discussion and presentation purposes. This space has a capacity of 5-8 people and is open to anyone. PTA has one discussion room located next to the circulation counter.

9. Security Gate

Security Gate PTA is a system used to supervise and control the entry and exit of library resources. The goal is to prevent books, media, or library resources from being stolen. PTA uses security gates with RFID or Radio Frequency Identification technology.

10. Newspaper Reading Area

This area is an area used for users to read newspapers which is one of the PTA collections. This area is equipped with a comfortable table and sofa so that users can linger and relax in this area. This area is on the first and second floors of PTA and is close to the stairs so it is easily accessible to users.

11. Reference Desk



Figure 1.14 Referens Desk

The Reference Desk is an area that librarians use to provide help and support in finding sources of information. The PTA reference desk serves as a reference service center in the PTA.

1.6 Collection

Tengku Anis Library has a collection that is divided into physical collections and electronic collections. Physical collections include books, journals, newspapers, archives of audio-visual materials, documents, microfilms, and others. While electronic collections include e-books, e-journals, databases, e-magazines, digital archives, and many more. Accessing digital collections can be used through an integrated management system, MyKM or can directly come to PTA. The PTA collection consists of many disciplines including Health, arts, social and humanities, science and many more.

1.7 Organizational Structure

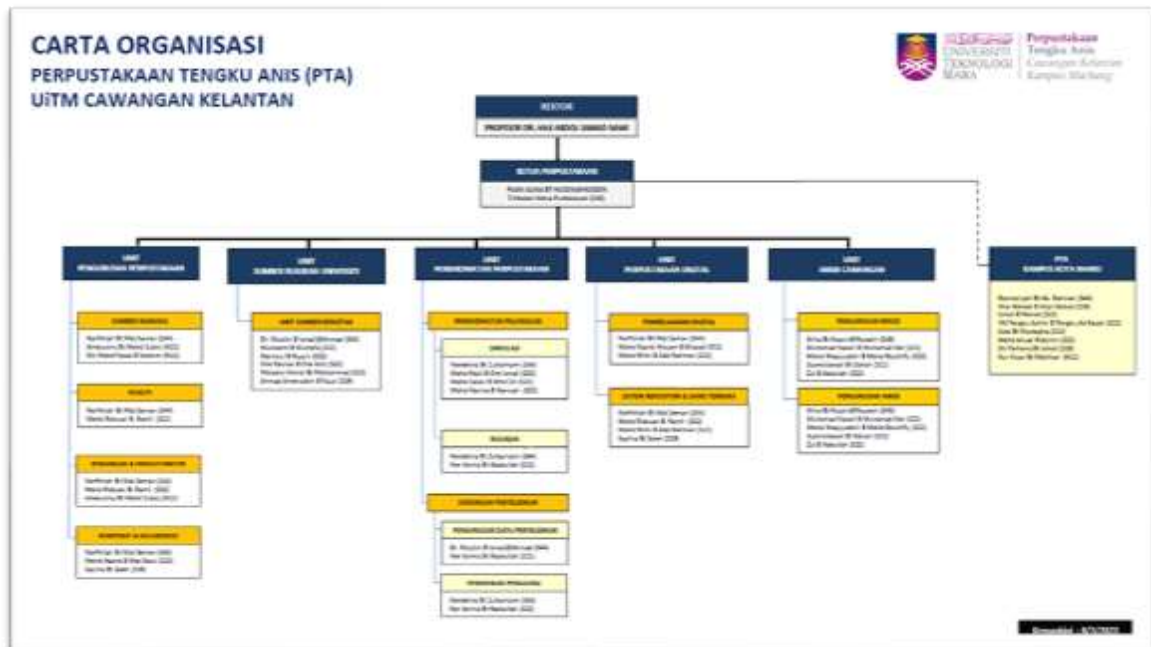


Figure 1.15 Organizational Structure of PTA

CHAPTER 2

ORGANIZATION STRUCTURE

2.1 Department Structure

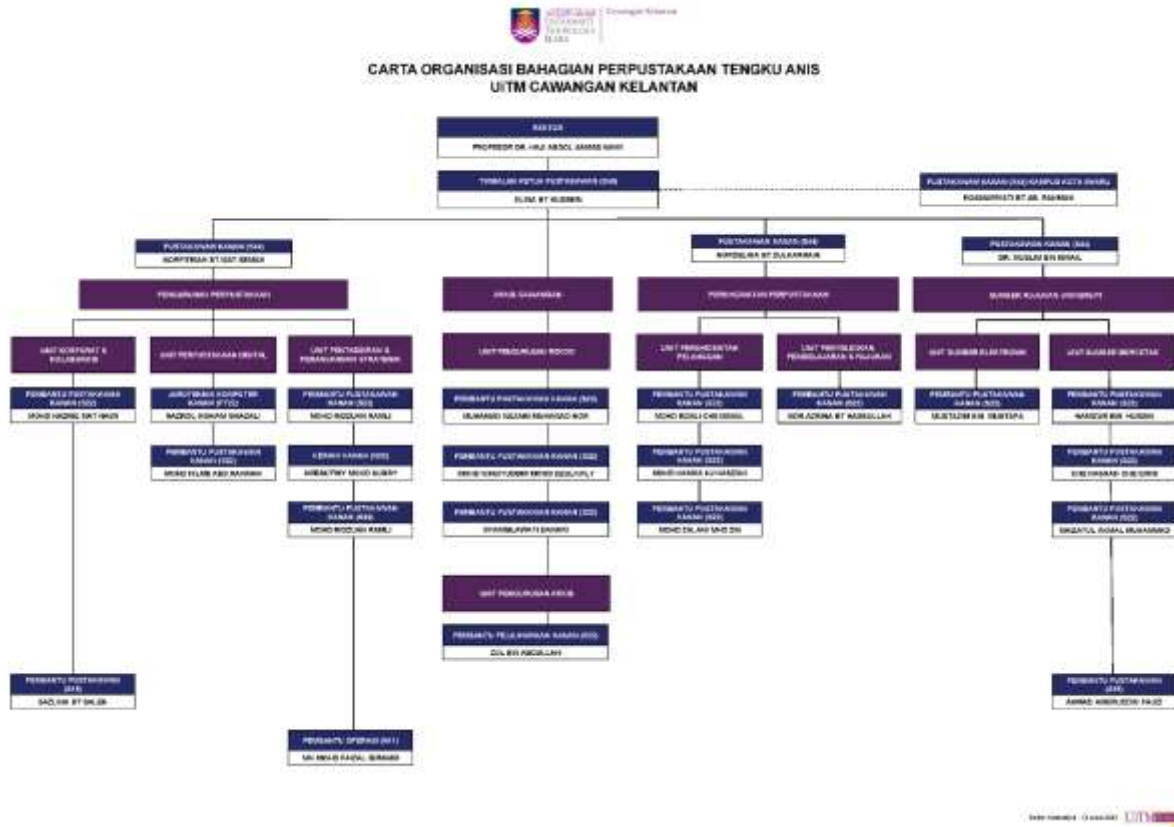


Figure 1.16 Department Structure of PTA

2.2 Department Function

2.2.1 Department Management Library

This department is responsible for human resource management including planning annual training, providing working papers and annual reports, providing training for the library's student industry, and providing training for new library staff. To fulfill its duties, the department is divided into three units, namely:

a. Unit of Corporate and Communication

This unit has tasks in designing and aligning public relations programs and library publications, building library networks, writing, publishing, and printing official library materials as well as researching promotional and marketing materials, library corporate activity reports, building strategic networks with parties inside and outside

the library, creating media coverage and media trials, conducting promotions through mass media, planning exhibition activities both physical and virtual.

b. Unit of Administrative and Strategic Planning

This unit is responsible for managing the administration and correspondence of the library.

2.2.2 Department Archive Branch

a. Record Management Unit

This unit manages the university's important records from the archive reception stage to the archive digitalization process until the records can be accessed by the library.

b. Archive Management Unit

This unit handles the process of maintaining and preserving library materials such as binding, making magazines, and managing printed collections.

2.2.3 Department Library Services

This department handles by the senior librarian and follow by the unit here:

a. User Services Unit

This unit is tasked with designing and aligning the library's public relations and publicity programs, designing and monitoring aspects of customer service and management of the university's library collections, operations, and services, managing the library's circulation services, managing the library's customer facilities, and managing the provisioning system services.

b. Research, Learning, and Reference Unit

This unit is tasked with designing and implementing research support services to pre and post-graduate learners as well as UiTM academics and administrators in supporting the continuity of university teaching, learning, and research, monitoring, harmonizing, and sourcing materials for selective dissemination of Information (SDI) services, carry out research consultancy services, provide PUiTM literacy assessment analyses and reports

2.2.4 Department Resource and Reference

This unit handles the following unit below:

a. Electronic Resource Unit

This unit functions in designing various publications in electronic matters and throughout the management of PTA electronic resources. All resources are used for the university's academic, research and learning reference needs.

b. Printed Resource Unit

This unit functions in designing various publications in electronic matters and throughout the management of PTA electronic resources. All resources are used for the university's academic, research, and learning reference needs.

2.2.5 Department Digital Library

a. Digital Learning Unit

The digital learning unit functions as a unit in managing all systems in PTA, which is WILS. In addition, it also manages and manages mobile apps owned by PTA and takes care of all digital services such as mykm.

b. Repository System Unit

This unit serves to increase the repository material on the Institutional Repository (IR) in addition to dealing with digitizing the material to be loaded on the IR and IR subjects. In addition, it also manages digital materials at PTA to be accessed by users

CHAPTER 3

TRAINING ACTIVITIES

3.1 Training Activities

3.1.1 All Unit

3.1.1.1 Meet and Great PTA

The first industrial training activity was a meeting and introduction to the Tengku Anis Library and was carried out online through the WebeX application. The first industrial training meeting was opened by Madam Norfitriah Bt Mat Seman as Supervisor of Tengku Anis Library and attended by librarians and staff of Tengku Anis Library. At this initial meeting, the introduction of Tengku Anis Library staff and librarians was introduced. In addition, it is also explained related to the history, Vision, Mission, Operational Time, Organizational Structure, Facilities, Tasks, and Functions of each Unit/division in Tengku Anis Library. In addition, the explanation is related to the role of the Tun Abdul Razak Library (PTAR) as the central library.

In general, the first meeting discussed the work culture of the organization at Tengku Anis Library. This is important to be considered by industrial Training students to later be able to take part in various activities by the series of industrial training activities. Organizational Culture Theory



Figure 1.17 Online Meet and Great

The introduction of the Tengku Anis Library (PTA) began with a brief history explanation of PTA by Madam Norfitriah Bt Mat Seman. Madam Norfitriah Bt Seman explained that Tengku Anis Library Machang Campus is located at MARA University of Technology (UiTM) Cawangan Kelantan, namely Machang Campus and Kota Bharu. PTA was established in 1985. At first, PTA was located at a temporary campus, namely Kem Kijang, and then moved to the Bukit Ilmu Fixed Campus. Then on July 15, 2008. The UiTM Kelantan Library was inaugurated by DYMM Sultan Kelantan, Sultan Ismail Ibni Al Marhum Sultan Muhammad IV, and named Tengku Anis Library (PTA). While the Tengku Anis Library (PTA) Kota Bharu campus, was established on October 18, 2006, and was inaugurated by the Minister of Higher Education.

Tengku Anis Library (PTA) operates from Sunday – Wednesday from 08.30 am – 04.45 pm and Student Day internship from 08.30 am – 03.15 pm. Tengku Anis Library is closed on public holidays, Fridays and Saturdays. Pelibakaan Tengku Anis (PTA) as a whole has 22 staff and librarians. Furthermore, in terms of facilities, PTA has facilities including student lockers, locked lockers, upper reading rooms and lower reading rooms, break rooms, discussion rooms, IT rooms, Opac Zone, STARCOR, Karel Desks, and Seminar Rooms.

Furthermore, Madam Norfitriah Bt Seman explained related to the organizational structure at PTA. The Head of Tengku Anis Library (PTA) is Madam Alina Bt Hussain and PTA has 7 functional units including 1) University Record Unit and Archive Unit (Record Unit and University Archives Unit) chaired by Madam Alina Bt Hussain, 2) Customer Service Unit (User Service Unit) and 3) Research, Learning & Reference Unit (Research, Learning, and Reference Unit) chaired by Madam Nordelina Zulkarnain, 4) The Printed Resources Unit and the Serial Materials Unit chaired by Dr. Muslim Bin Ahmad, 5) the Strategic Planning and Administration Unit (Service and Strategic Planning Unit), 6) the Digital Library Unit (Digital Library Unit), and 7) the Corporate and Collaboration Unit (Corporate and Collaboration Unit) chaired by Madam Norfitriah Bt Mat Seman.

Mrs. Norfitriah Bt Seman explained the organizational structure, namely the Basic Unit and Strategic Planning as well as the Corporate and Collaboration Unit. Madam Norfitriah Bt Seman is the section chief overseeing the two units. In the Strategic Planning Unit, there are 3 staff, namely Sir Mohd Ridzuan Ramli, Madam Amesutimy Mohn Subry, and Sir Nik Mohd Faizal Ibrahim. While the Corporate and Collaboration Unit has two staff, namely Sir Mohd Hazrie Mat Nawawi and Miss Sazlina Saleh.

3.1.2 Library Services Unit

3.1.2.1 Shelving

Shelf activities are activities that are carried out routinely during industrial training activities. Shelving activities are activities to return and arrange books on trolleys to bookshelves according to classification numbers. Shelving activities at PTA start at 08.00 – 08.30 together with all PTA librarians (Salsabila and Ati, 2019). Shelving is done so that during the process of retrieval books can be easily searched and found. Information Retrieval is a method to retrieve structured data stored in a collection and then the information is displayed to provide the information needed by users. The purpose of information retrieval is to retrieve appropriate and relevant information to meet the needs of a very large number (query) (Martin and Nilawati, 2019). This shelving process of books comes from circulation services (circulation counters) which are books that have been returned by users, then placed on trolleys and forwarded to bookshelves to be arranged according to book classification numbers. This shelving process is carried out repeatedly every morning and the average number of books is 15-20 books per person but depends on the number of books. This shelving process requires careful accuracy to match the location of the book based on the classification of the book. PTA librarians have responsibility for each shelf. Bookshelves are equipped with shelf identities, namely shelf numbers, book classification numbers, and the name of the person in charge of the shelves.



Figure 1.18 : Shelving (1)

The composition of PTA books is arranged in classification based on LCC (Library Of Congress Classification). LCC (Library Of Congress Classification) is a classification system developed first at the end of the 19th century It is in the American Library of Congress and is based on scientific disciplines. The use of letters is used as notation to represent the main class but some numbers are larger than the main class. LCC developed in the early 20th century

when it began to be used by other libraries and LCC has now become the most widely used classification system in the world (Haerani, et.al., 2019). The use of the LCC classification system is rarely found in Indonesia because libraries in Indonesia use the DDC (Dewey Decimal Classification) classification system. This is to the results of a study conducted by Dethan and Mayesti (2019) showing that in their research based on 100 academic libraries in Indonesia, 92% use a classification system in the form of DDC.



Figure 1.19 : Shelving (2)

3.1.2.2 Circulation Services

One of the PTA services is circulation. The circulation service takes place at the circulation counter located right in front of the entrance. Circulation services are library services that deal with the process of borrowing, returning, and returning library collections. This service aims to facilitate access and use of library collections effectively and efficiently by users. In PTA circulation services include member registration, collection borrowing, collection returns, collection renewals, and late fees. The circulation service at PTA uses a system that can accommodate collections, namely the LIBSY portal on a system called the Web Integrated Library System (WILS). WILS is a system used by the PTA for the entire library management process including circulation, cataloging, acquisition, and reporting of PTA statistics.



Figure 1.20 : Circulation Process

The process of borrowing, returning, renewing, registering members, and paying fines is carried out at the main counter desk and managed directly by the PTA librarian in the Library Services Unit. The book loan period at PTA is 2 weeks and if it has been 2 weeks, users are required to return the book and if it is late, a fine of 20 cents per day will be charged. Users are allowed to borrow 20 books per day. This is to support literacy improvement programs in Malaysia. Users can extend the book to avoid late fees if they feel they have not finished reading the loan book. This is by visiting the circulation counter and conveying that it will be extended or by extending online through the MyKM Web. Here are the steps for borrowing books, namely users can go to the circulation counter by bringing the book to be borrowed and saying they will make a loan. Then the librarian will help to scan the book through the LIBSY portal. After entering the Libsyi portal, select the "Check In" menu then enter the student ID. Furthermore, the librarian will scan the barcode of the book on the first page of the book. After scanning the barcode and the book, it has been detected by the system that it matches the identity of the book such as the title, trainee, and image of the book, then the librarian will stamp the stemple on the book regarding information on the return date and loan of the book. Here is a flow chart of the book lending process at PTA.

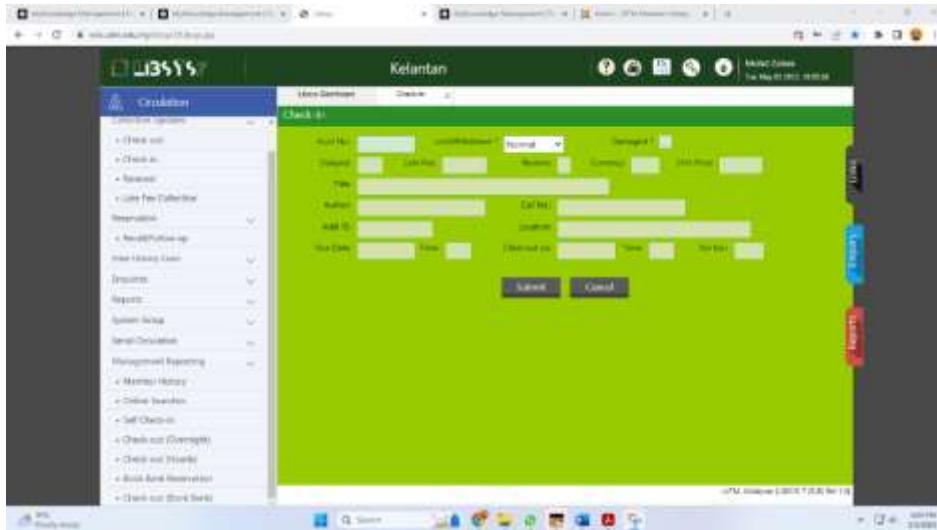


Figure 1.21 : Check-In Circulation

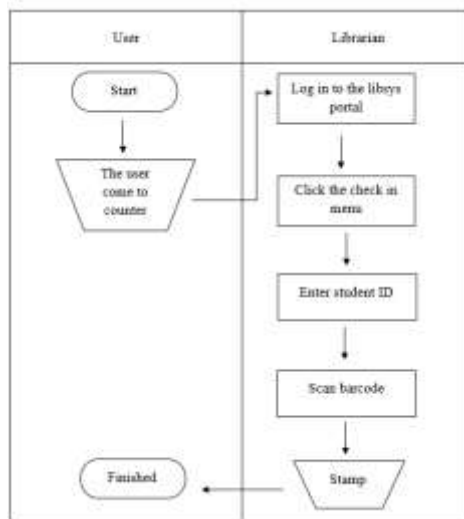


Figure 1.22 : Flowchart Book Lending Process

Then in the process of returning books, users need to go to the circulation counter. Librarians will perform the return procedure through the LibShy portal by selecting the "Check Out" menu then scanning the barcode in the book and then the portal will display information related to the identity of the book and the name of the book borrower. After that, click the Submit button and stamp the stemple in the return column of the book to add the return date. After going through the stamp stemple, the return process is complete. The book will be placed on a trolley before shelving it on a bookcase. Here is the flow chart of the book return process.

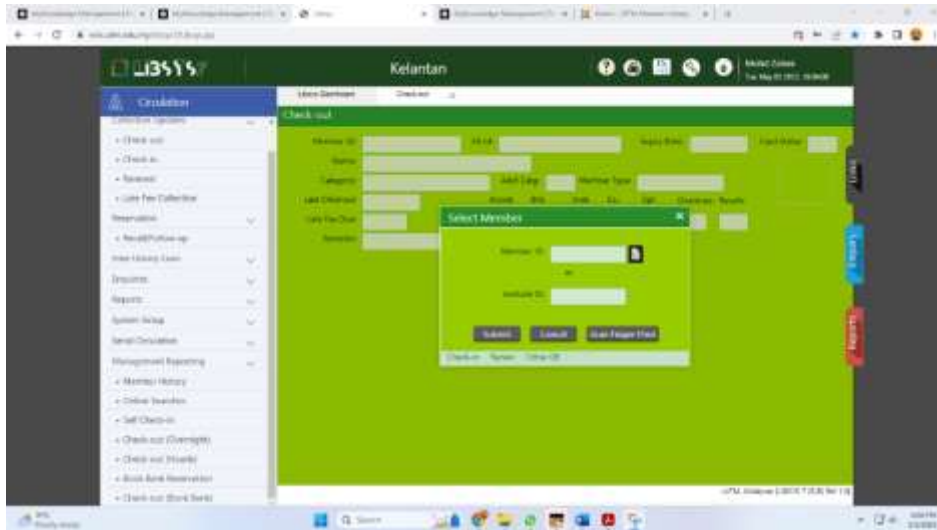


Figure 1.23 : Check Out Circulation

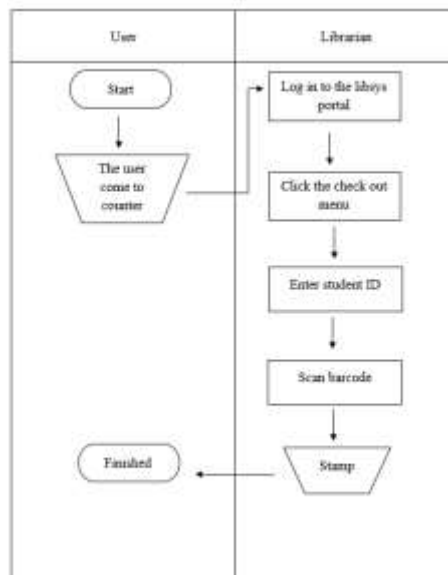


Figure 1.24 : Flowchart Book Returns

Then in the process of returning books, users need to go to the circulation counter. Librarians will perform the return procedure through the LibShy portal by selecting the "Check Out" menu then scanning the barcode in the book and then the portal will display information related to the identity of the book and the name of the book borrower. After that, click the Submit button and stamp the stemple in the return column of the book to add the return date. After going through the stamp stemple, the return process is complete. The book will be placed on a trolley before shelving it on a bookcase. Here is the flow chart of the book return process. LibShy dan klik menu "Late Fee Collection" and users will be asked to provide their Student ID. The system will automatically display the identity of the borrower and the fines he bears. Then users can make payments using fines via cashless (ATM and E-Wallet). After that, the librarian will provide proof receipts of payment that has been made and users can immediately write on

the receipt proof of payment in the form of payment date, Student ID, and signature of the user. Furthermore, the receipt is given to the user and one more receipt will be returned to the librarian for later recapping and archiving. Here is Flowcart's penalty payment process.

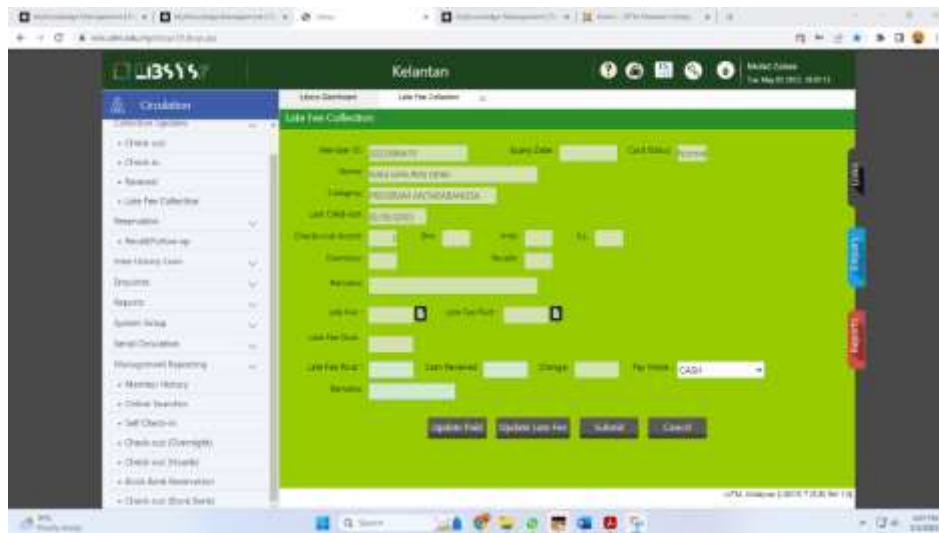


Figure 1.25 : Late Fee Collection

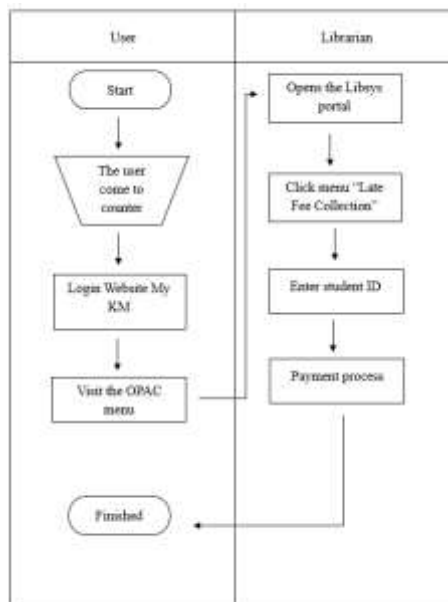


Figure 1.26 : Flowchart Payment of Fines

payment that has been made and users can immediately write on the receipt proof of payment in the form of payment date, Student ID, and signature of the user. Furthermore, the receipt is given to the user and one more receipt will be returned to the librarian for later recapping and archiving. Here is Flowcart's penalty payment process. website berubah dan memunculkan informasi bahwa perpanjangan telah berhasil. Berikut ini flowcart perpanjangan buku.

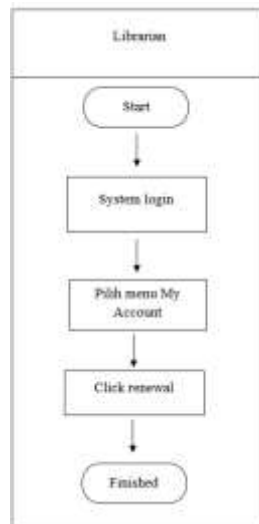


Figure 1.27: Flowchart Book Extension

3.1.2.3 Library Tour

At the offline internship meeting, the first activity was a library tour which was guided by one of the librarians who was the head of the Library Service Unit. Intern students are introduced to the library environment starting from the services and facilities owned by Tengku Anis Library. During the library tour, interns had the opportunity to get to know various areas of Tengku Anis' library, including reference desks, reading rooms, book collection rooms, discussion rooms, PTA StarCo, and many others. In addition, the librarian also explained related to the circulation policy at PTA. It is explained that PTA users are allowed to borrow as many as 20 books at a time and the duration of the loan period is 14 days. This is to support the Malaysian government's program related to literacy development. In addition, interns were also introduced related to the use of the existing system in the Tengku Anis library.



Figure 1.28 : Library Tour

The library tour provides an opportunity for interns to get to know the digital collectibles and databases that can be accessed online at PTA. Interns are provided with information about E-Books, and various other electronic resources that are important additions to actual access to information. In the library tour session, interns get a lot of information and knowledge related to how library organizations work. The library tour begins when interns are also considered as users, it is explained that when users enter the PTA, there will be a service *counter*. This service counter is used to be the site of all circulation activities. If users want to borrow, return and extend (circulation services) then it is done at this counter section. At the beginning of the entry, there is also a *security gate* which is used for the detection of theft of library materials. It supports the security system in PTA. Explained, before users enter the reading room, Users will be required to place items in the locker room to the right of the entrance. This Locker Room is used as a place to store users' luggage. Users are required to scan the barcode when entering the public reading room. Then after scanning the user will enter the lower public reading room which in this public reading room is equipped with chairs and tables close to bookshelves. The library collection on the first floor is a collection that can be borrowed by users.



Figure 1.29 : Library Tour (2)

The guide librarian explained that the 1st floor not only has a reading room and PTA collection shelves, but several rooms can be used by users, including discussion rooms, seminar rooms, internet zones, individual zones, IT/Computer rooms, and PTA STARCOR rooms. On the first floor, there are also toilets, kitchens, PTA archive units (Archives), Reference Source Units (Catalog Units), and User Service Units. The discussion room is used by users to gather

for discussions and PTA has one discussion room with a capacity of eight people. The PTA seminar room is used for activities that involve many people and the space capacity is approximately 40 people. Inside the seminar room, there are chairs, sofas, whiteboards, projectors, and computers to support activities. Users can use the seminar room by giving prior permission to the PTA.

The Internet zone and individual zone are located on the first floor which is adjacent to the public reading room and bookshelves. In the internet zone, there is also an internet counter specifically for internet services. If users have difficulties in the internet access process, they can make a complaint or ask the user who is responsible for this counter. Furthermore, the individual zone is a zone used for users who come alone and want to have a table not shared with other users. These individual zones are called carrels. Internet zone and individual zone, equipped with chairs and tables as well as power plugs. However, the provision of power plugs is not on the entire table. On the 1st floor there is also an IT/Computer room. This room has a computer and its devices and is used usually for literacy class activities. Then on the second floor, there is an upstairs reading room, reference collection shelves, magazine and journal shelves, surau, staff toilets, meeting rooms, and several units such as units

The next room is the PTA STARCOR room which is a room filled with sofas equipped with games such as cards, congklak and so on. This space is used if users want refreshing because of the attractive arrangement and want to lesehan. This space is also usually used to receive guests and perform shooting bagi keperluan program PTA. PTA STARCOR ini berada tepat didepan bilik seminar. Selain sebagai tempat syuting bilik ini juga biasanya dijadikan sebagai tempat berbincang mengingat keadaan perpustakaan yang diwajibkan untuk tenang karena sebagai tempat baca dan belajar. Pada bilik ini pemustaka dapat lebih leluasa untuk speak. strategic planning and collaboration unit (Library Management Unit) and Deputy Chief Librarian Office.

3.1.3 University Archive Unit

3.1.3.1 Archive Retention

In the internship at the PTA Archives Unit, it was explained that the management of archives Retention Archives is the period of record storage and is based on the laws and regulations of an organization. If the archive is considered to have no usefulness, the process of destroying the archive will be carried out. The PTA records destruction program is a component of the program to set the tempo and administer the destruction of records. The purpose of archive destruction is to eliminate documents that have reached the end of the retention period and are not required legally, historically, or administratively. The purpose of destroying archives is to gain storage space efficiency that will always increase over time. In the case of archive destruction, several important things need to be done, such as the separation of records that have been determined related to the retention period of records that have expired. Furthermore, the transfer of important records to the branch archive unit will be carried out by the direction. Then the destruction of archives that have been traineeized and signed by the Malaysian State Archives Board and then notify related to the destruction of records to the University Archives department.



Figure 1.30 : Archive Retention

PTA have different durations on each archive. Archives that can be destroyed are archives that are not included in the 13 important archives of the university. The following table of types of materials to be destroyed consists of:

Table 1.4 : Types of Archival Materials

NO	ARCHIVE	STORAGE DURATION	TYPES OF ARCHIVAL MATERIALS
1	Archives of Publications and Printed Materials	1 Year	Printed Materials, formulas, answer transcripts, stickers, and so on
2	Administration Documents	1-5 Year	Documents of meetings, programs, activities of PTJ, and so on
3	Student personal documents	5 Year	20 years in Branch Archive Unit (UAC)
4	Student personal documents	5 Year	20 years in Branch Archive Unit (UAC)
5	Student personal documents	1-7 Year	20 years in Branch Archive Unit (UAC)

The PTA Archives Unit will assess and destroy records that are inactive and have no useful value. The destruction of PTA archives is carried out using several methods including being destroyed through shredding machines owned by the Archives Unit, burned, and planted in the ground. The destruction process is carried out based on the Record Disposal Schedule (JPR). Here is a flowchart of archive destruction in PTA.

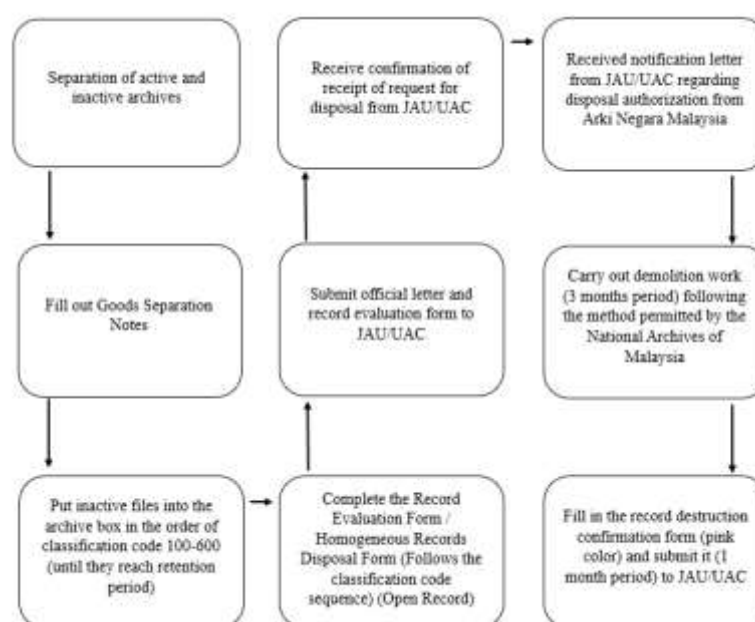


Figure 1.31 : Flowchart Archive Destruction

3.1.3.2 Archive Digitalization

The process of digitizing PTA archives is the task of the Archives Unit. Archives as evidence of work responsibility are one of the important documents that must be maintained and well preserved. Archive digitization is the conversion of information in analog form both text, photos, sound, and others converted into digital form through electronic devices so that the information contained in the archive will later be processed, stored, and transmitted (Siregar, 2019). Digitizing archives means that files are no longer stored in a filing cabinet but are stored on a local software server that can be accessed by everyone anywhere. Digitizing archives will help organizations in solving problems related to the threat of archive damage, preservation of records, and increasing archive accessibility (Lolytasari and Dirsanala, 2023).

As an archive manager, the Tengku Anis Library Archives Unit (PTA) has realized the importance of managing archives digitally. This is manifested in the use of a system called the Archive Management System (AMS). Archive Management System is an archive management system developed internally in collaboration with the Digital Library initiative division, Tun Abdul Razak Library (PTAR) to launch the procurement work process, and access to university archive materials. AMS is based on ISAD (G): General International Standard Archival Description – Second Edition 2000 which is an international framework standard for the registration of archival documents produced by an organization or individual.

The following are the steps to digitize archives at the Tengku Anis Library Archives Unit (PTA):

1. Document Acceptance

This stage is the initial stage before digitizing the archives that have been received by the Archives Unit. Documents come from various other units such as academics, student affairs, and other departments. At this stage, the documents will be categorized into "15 Important Records of the University". After the categorization process, the document will be entered into the system, namely the Archive Management System (AMS). Here are the steps:

- 1) Enter the AMS system portal on <https://arkib.UiTM.edu.my/ams> site
- 2) Then login using staff ID and Password



Figure 1.32 : Archive Digitalization Process (1)



Figure 1.33 : Archive Digitalization Process (2)

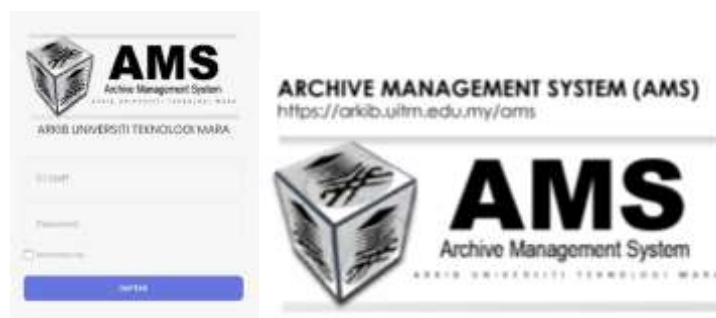


Figure 1.34 : Display Login Archive Management

- 3) Hold on The AMS dashboard appears. On the dashboard display, several menus appear including the main page, material search, archive material receipt, archive material list, bush list (used for editing archives that have entered the system), QR Code Printing, and Statistics. The following is the AMS dashboard display at the Tengku Anis Library Arkip Unit (PTA).



Figure 1.35 : AMS Dashboard Display

- 4) After The AMS dashboard appears, then click the "Receiving Archive Materials" menu. This menu is used to load archives into the AMS system (In the next Demo is the reception stage with the Student Personal File archive).
- 5) Then A new window will appear with a description of the archive information. At this stage, the archivist will fill in several fields based on the archive that will be entered into the system. Among them is the description column of the branch (branch), PTJ, Fond, Material category, Material Type, Description Stage (LOD), Series, Record Level, Header, Year Manifested, description of the substance, date of the first womb, date of last womb. Here's what the AMS Document File Receipt List looks like:

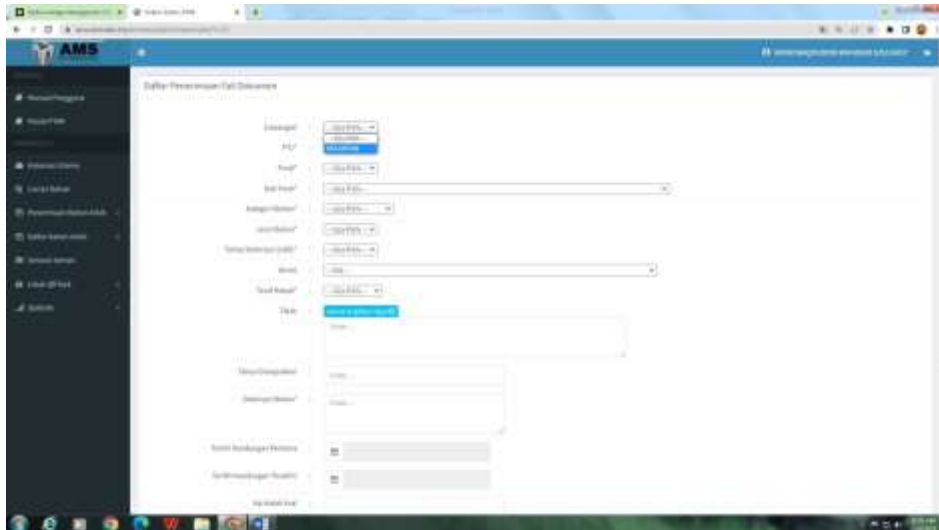


Figure 1.36 : AMS Document File Acceptance (1)

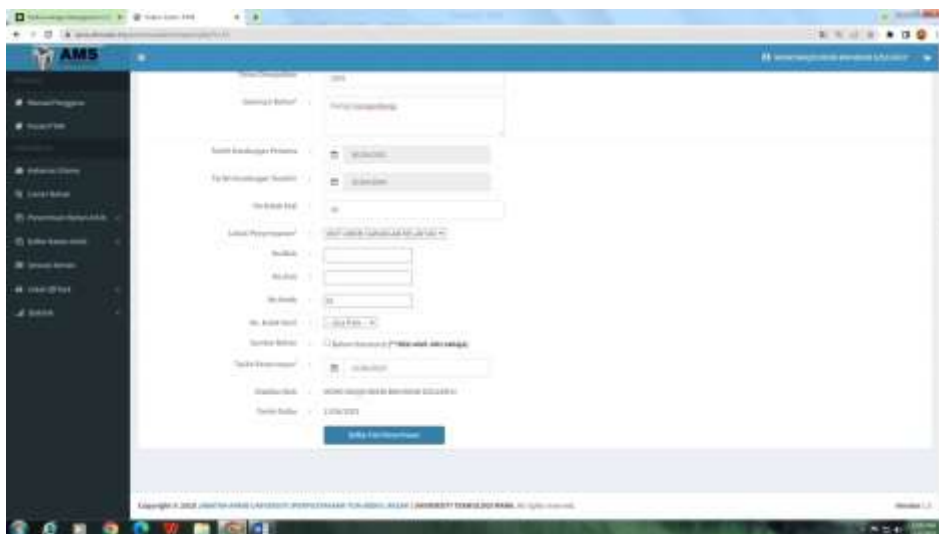


Figure 1.37 : AMS Document File Acceptance (2)

For example, the archive that will be included in the Student Personal Files archive, which is one of the important archives of UiTM students. This archive contains student data, years of study, transcripts, birth certificates, certificates, and so on. In the internship practice, the trainee is assigned to do data entry into the AMS, here is an example of the data entered:

- 1) Click the branch, select Kelantan
- 2) Click PTJ, select UiTM Machang-BAH Campus – Academic Affairs
- 3) Click fund, select D02-UiTM Kelantan (Campus Name and Branch)
- 4) Click Sub Fund, select Faculty of Management and Business

- 5) Click Category, select Student Personal File
- 6) Click Level Description (LOD), select File
- 7) Click Series, select 500-Human Resources (based on the classification number of the archive)
- 8) Click Record Tariff, select Confidential (based on the level of confidentiality of the document)
- 9) Click Title, type the name of the student according to the archive, namely Norfazlirda Binti Hairani
- 10) Click Year Created, type 2001 (according to the year the document was published)
- 11) Click Material Description, Type this file contains
- 12) Click on the Date of First Content, type 30 April 2001 (adjusted to the date of becoming a UiTM student)
- 13) Click on the last Content Date, type 15 April 2004 (adjusted to the date of graduation to become a UiTM student)
- 14) Click No. Box, type 42 (adjusted to the document storage box number)
- 15) Click Storage Location, select Kelantan Branch Archive Unit
- 16) No. Block and No. The level is cleared
- 17) Click No. Contact, Type 42 (matched with archive Box No.)
- 18) Click Date of Acceptance, and enter the date at the time of data entry which is 13/06/2023.
- 19) Click Registered By, usually, it is automatically entered according to the name of the staff member who logged in
- 20) Click Date of registration, usually filled in automatically equal to the date of receipt
- 21) Click the blue box that is the file acceptance list, and wait until the window changes and a pop-up appears that the file acceptance activity has been

successful. In addition, it also contains archive number information and is stamped on the document (corner cover) to proceed to the next level.

- 6) After The admission file list process is complete then the archivist proceeds to the Admission File Update List menu. This menu serves to find out and check whether the archive data that has been entered is complete and successful. Enter the classification number and find the file that was entered by typing the classification number in the search field.

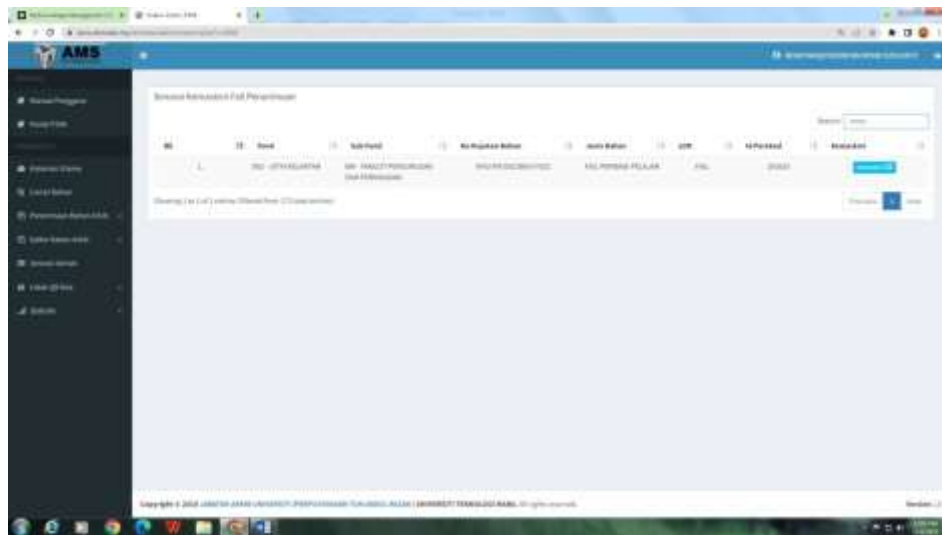


Figure 1.38 : Menu Display Update List Admission File

- 7) Then click the Update Receipt File menu. Wait until a new window appears. Click Description of the material and type the document according to the description of the material of the document i.e. Student Personal File. Later in this section, the matters contained in the document will be explained. The archivist has recorded the details of the decryption to facilitate this process and the archivist will only need to copy and paste the column.

On documents that have been entered in the name of the Student, then the archivist needs to check any attachments and documents that are in it. The details include the Examination Result Statement, Course Registration Form, Offer Letter, Old Student Registration Form (Full Time), Subject Registration Form, New Student Registration Form (Full Time), Study Bill, New Student Information Form, Copy of Malaysian Education Certificate and Copy of Birth certificate. And

once entered, click the Blue column to update file information to save your edits. Here's what Update File Reception looks like.

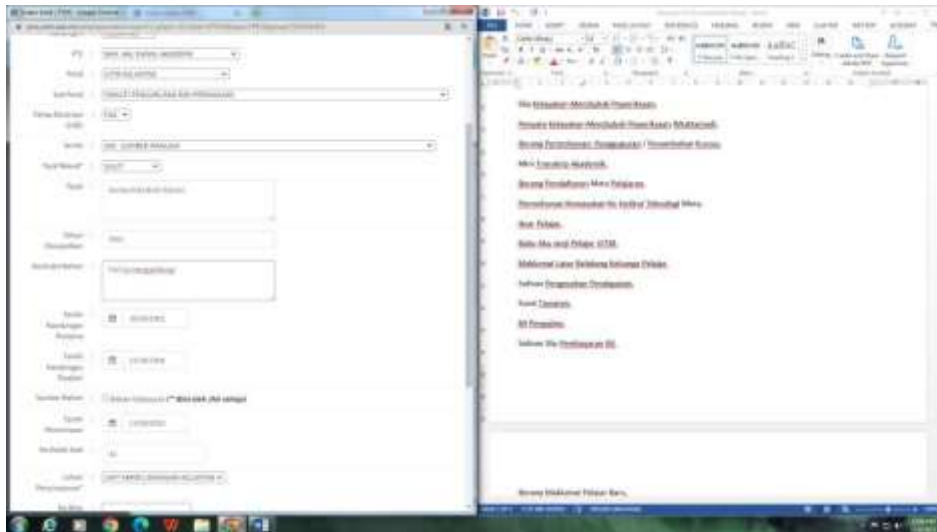


Figure 1.39 : Display Update File Reception (1)

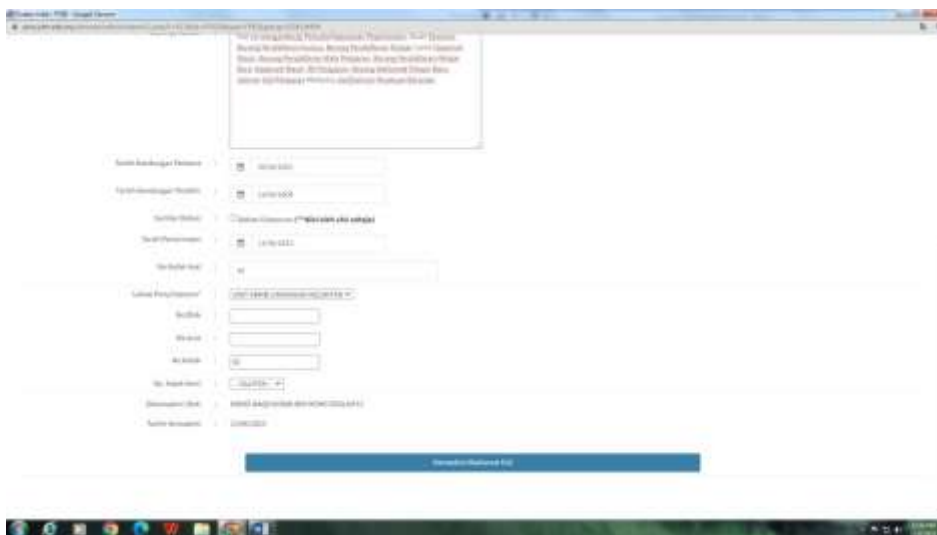


Figure 1.40 : Display Update File Reception (2)

2. Scanning and Watermarking

The next process after receiving the file by entering the document into the system, the next process is the document scanning process. The use of scanning machines is required as a means of digitizing archives. Previously there was a stage called "foreign body mastication". This process aims to clean documents from dust and dirt on the surface of the archive, besides tidying up folded archive sheets and sorting them according to the order of the existing archives. As for the necessary tools During the seclusion stage, foreign

objects include rags, scissors, staples, masks, and gloves. Furthermore, when the "foreign body mastication" stage has been completed, the next step is the document scanning process. The first step of the scanning process is to enter the flask on the scanning machine and then set the scan machine screen to the size of the document sheet. Then scan the documents one by one unless the same document sheet or a copy is just one scanned.



Figure 1.41 : Archive Scanning Process

The next step is to watermark the scanned file. This watermark is done to support originality and avoid falsification of archives. This step is included in the archive security and privacy strategy so that archives are maintained. The watermarking carried out by the Tengku Anis Library Archive Unit (PTA) is carried out with a premium editing application, Adobe Acrobat Pro. The following is a picture of the practice of scanning and watermarking archives



Figure 1.42 : Archive Watermarking

3. Process Upload Documents on the AMS system

Records management that has been scanned and watermarked, the next stage is to enter the archive into the list of archives that need to be reviewed by employees. The step to do this is Click the item metadata list on the AMS system display and search for it on the search menu. The next step is to fill in the columns on the registration menu of the markup material item information. Some columns such as storage period, lupus year, special collection, description of special collection materials, volume/volume, and so on. Here's what the Archive Bahn Item Information Registration looks like.

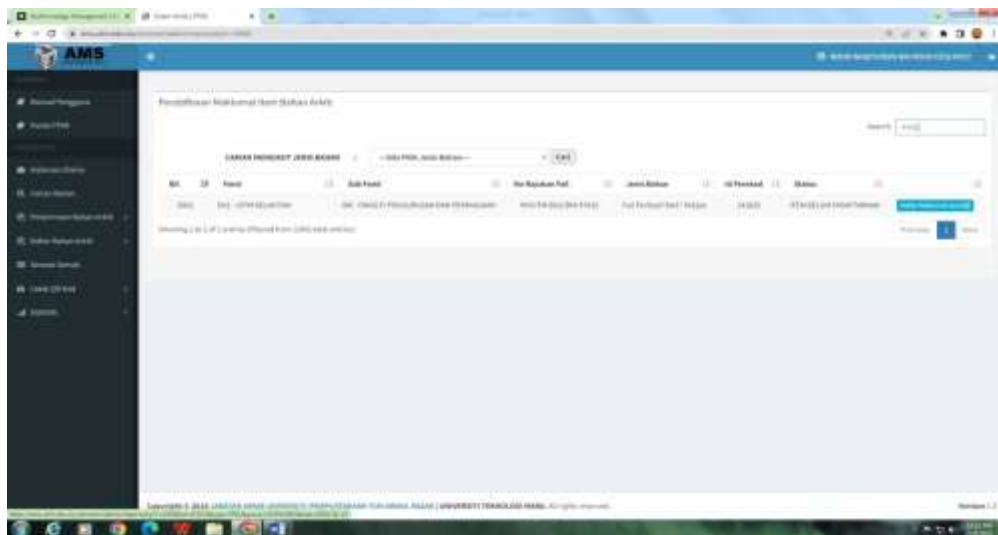


Figure 1.43 : Display of Registration Information Item Archive Material

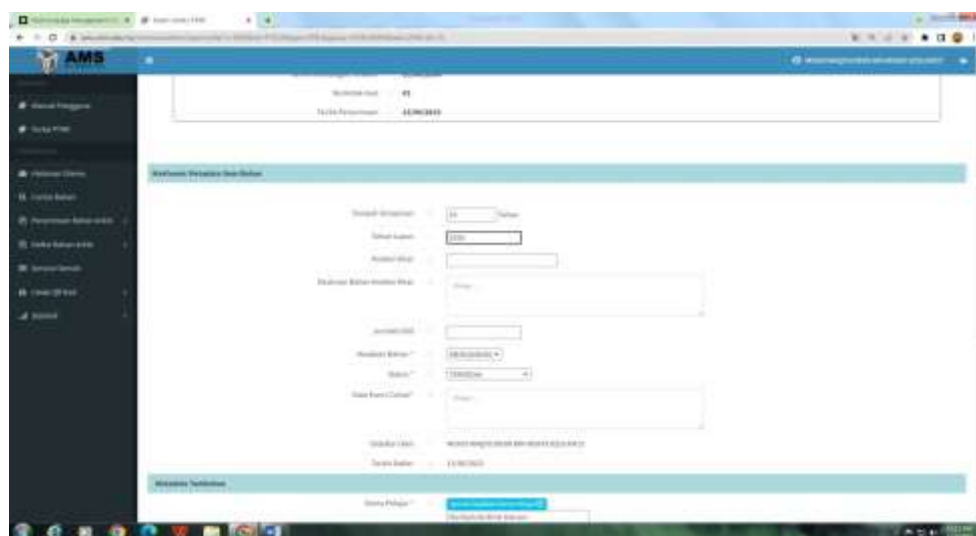


Figure 1.44 : Item Information (1)

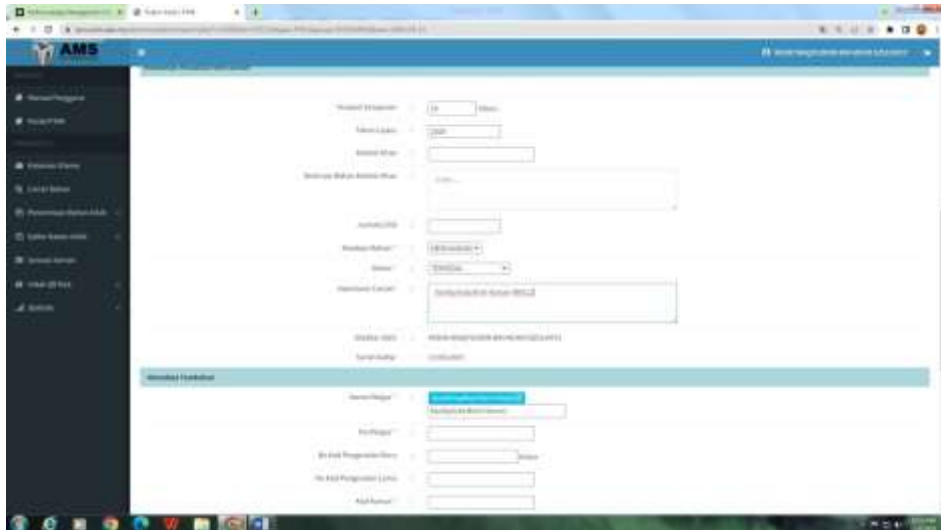


Figure 1.45 : Item Information (2)

The fields are filled in according to the identity and information of the document and this stage is a continuation of the acceptance stage. Here are some steps to fill in the column in the item information list:

1. Click Period, then the year of archive storage will automatically appear
2. Leave blank for the special collection column, description of special collection materials, number/volume
3. Click the state of the material, and select satisfactorily (adjusted to the condition of the archive)
4. Click status, select the ready option
5. Click Keywords, Type Norfazlirda Binti Hairani BM112 (student name and faculty code)
6. Click Student Name, type according to the name of the document
7. Click No. Student, type the student number on the student card in the archive
8. Click New Introductory Card, and type according to what is in the examination

decision statement.

9. Column NO Old Introductory Card is left blank

10. Click Course Code, Type BM112 (faculty code)

11. Click Year, Type 2001 (filled according to the first year as a student)

12. Click Student Status, Type End of Recitation (Student status has graduated)

13. Complete the list of attachments according to the archive document sheet

14. Finally, click the blue icon, which is a list of information on archival material items so that they are saved and wait for a pop-up informing them of success. In this pop up a reference number will be given and needs to be written back on the cover corner of the archive as a marker. The following shows the successful archive registration pop-up:

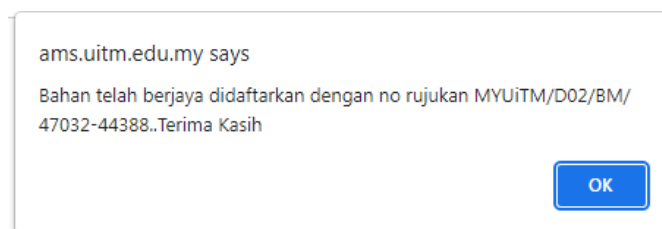


Figure 1.46 : Pop-Up Registration Archive

The next stage is QR Code Print which is done after the archive registration process is carried out. Archivists who will do QR printing can click the Material File QR menu. Display as follows:

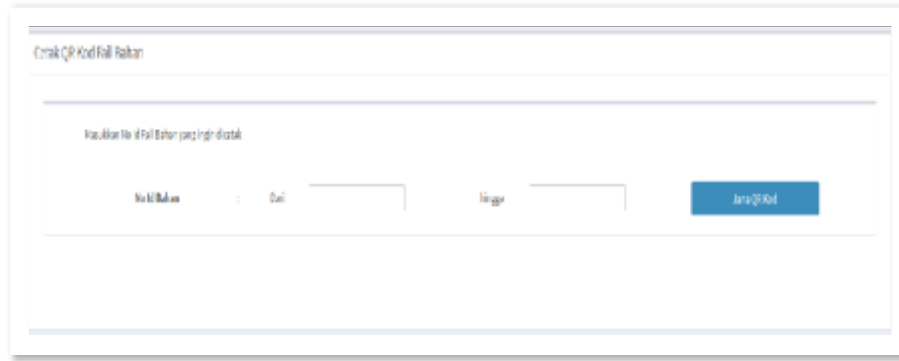


Figure 1.47 : Print QR Material File Code

The next step is to enter the id number of the printed file. Just write the 3-digit number on the back. Then click the blue icon on the right which is Jana QR Code. This menu will bring up a QR code that can then be printed. Here are the QR Code results on the Material File Code QR :

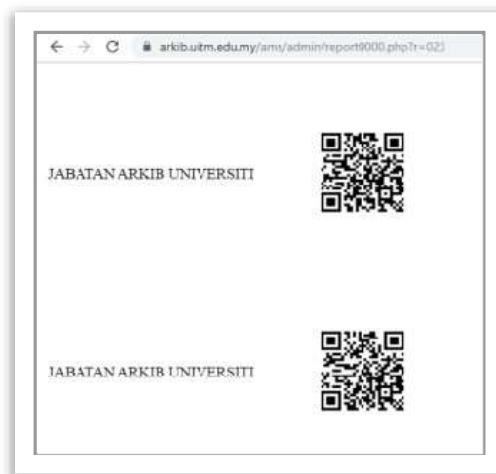


Figure 1.48 : QR Code on QR Material File Code

The next stage is the stage held by the head of the Tengku Anis Library Archives Unit (PTA). At this stage, the Head of the Archives Unit will check and approve the appropriate archival materials and then they will be sent to the Central Archives Unit at the Tun Abdul Razak Library (PTAR), UiTM Shah Alam. If the archive has been sent to PTAR and has been approved or ratified, the archive is published through a system called Online Finding Archive (OFA) which the public can access easily. If the archive will be approved, the information or status appears on the list of materials in the approval review. Here's what it looks like:

Senarai Bahan Untuk Diluluskan

Show: 13 | Write Search:

#	Fond	Sub-Fond	No Rejukan Bahan	Jenis Bahan	Period	Status	Semak
11	B01 - INSTITUT TEKNOLOGI MARA	BMS - SCHOOL OF BUSINESS AND MANAGEMENT	NYUTM/B01/BMS/181	PROSEKUTUS	WARUZ	BARU (BE DESEHAM)	Semak
12	B01 - INSTITUT TEKNOLOGI MARA	CANL - PELJABAT PENGARAH	NYUTM/B01/CANL/281	LAPORAN	WARUZ	BARU (BE DESEHAM)	Semak
13	B04 - UNIVERSITI TEKNOLOGI MARA	PF - FAKULTI PERKUTATAN DAN ANIMASI	NYUTM/B04/PF/118	BUKU	WARUZ	BARU (BE DESEHAM)	Semak
14	B04 - UNIVERSITI TEKNOLOGI MARA	BCKK - BAHAGIAN OPERASI & KOMUNIKASI KORPORAT	NYUTM/B04/BCKK/111	LAPORAN TAHUNAN	WARUZ	BARU (BE DESEHAM)	Semak
15	B04 - UNIVERSITI TEKNOLOGI MARA	BPD - PELJABAT PENGAJARAN	NYUTM/B04/BPD/28	RESALAH	NORAM	BARU (BE DESEHAM)	Semak
16	B04 - UNIVERSITI TEKNOLOGI MARA	BPD - PELJABAT PENGAJARAN	NYUTM/B04/BPD/21	RESALAH	NORAM	BARU (BE DESEHAM)	Semak
17	B04 - UNIVERSITI TEKNOLOGI MARA	BPD - PELJABAT PENGAJARAN	NYUTM/B04/BPD/3	RESALAH	NORAM	BARU (BE DESEHAM)	Semak

Showing 11 to 17 of 17 entries

1 | Next

Figure 1.48 : Register Materials in Approval Review

4. Retrieval of Archives at *Online Finding Archive (OFA)*

Online Finding Archive is a system used by all Archive Units in UiTM including the Tengku Anis Library Archive Unit (PTA). OFA is used as a means of retrieving archival information for users. Various archives that have existed in OFA have previously been checked by the head of the archive unit with PTAR as the central archival unit of UiTM. The trainee then made observations on the website of the Tengku Anis Library Arkip Unit (PTA) on the <https://kelantan.library.UiTM.edu.my/> page, it is known that the total collection is 2300 pieces, and among them are 27 collections of publishing materials, 12 collections of historical images, 2250 collections of student personal files, 6 collections of important meetings, and 3 audiovisual collections. Here is the initial view of the PTA Archive Unit website:

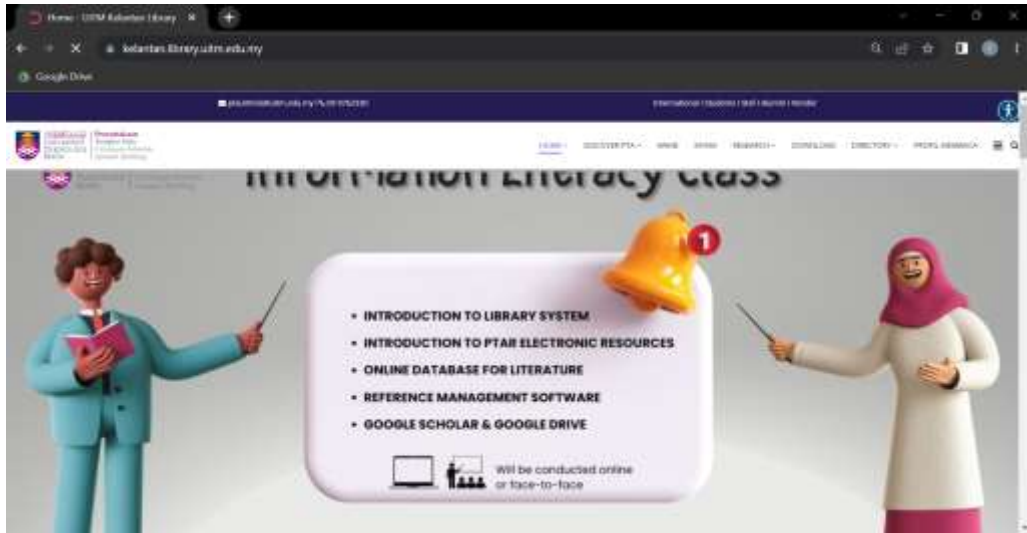


Figure 1.49 : UiTM Digital Library's Official Website Display

Then select MYKM on the menu, then wait until the website window changes. Then after the login appears according to the user's identity. After logging in, find the OFA menu then click. Here is the Flowchart



Figure 1.50 : Digital Library Login Display

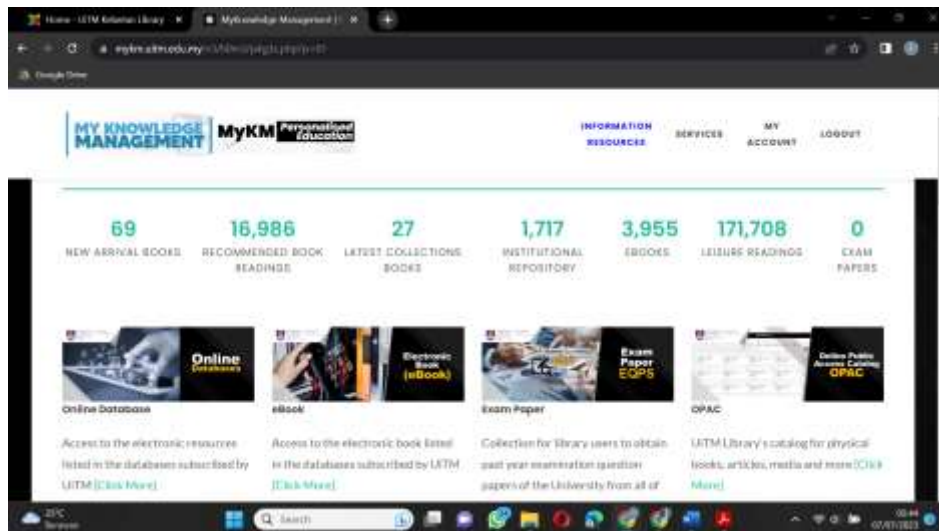


Figure 1.51 : MYKM Website Display

After the MYKM dashboard appears, look for the OFA menu, then click more. Here's what the OFA Website looks like

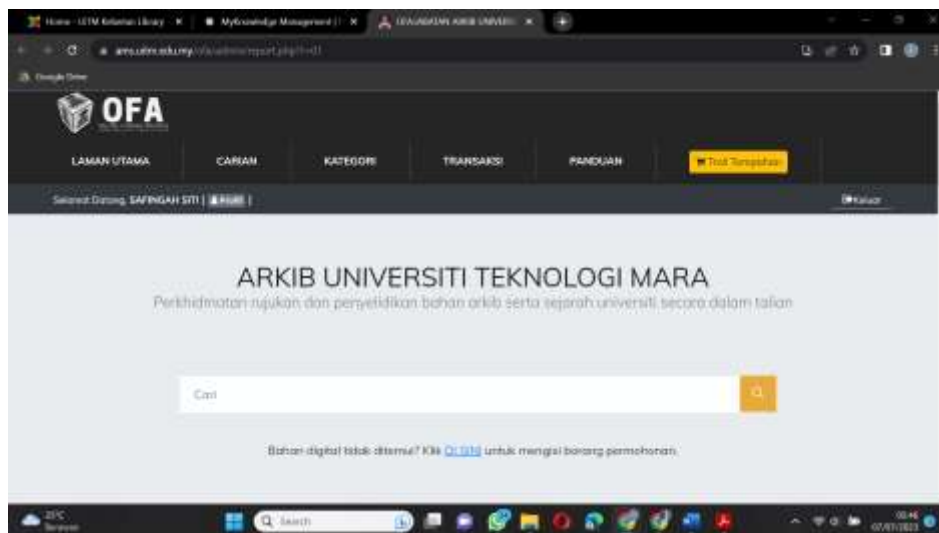


Figure 1.52 : Dashboard OFA (1)

If the user wants to find out the archive, the user only needs to add a word in the search field and wait until the requested archive appears. If the archive searched does not exist, then the user can request an archive search through the application form under the search field.

3.1.3.3 Book Repairing/Preservation

Preservation activities are activities used to protect, maintain and maintain library materials to be maintained in storage. According to Gani (2019), collection preservation aims to save the value of information, save physical documents, overcome problems related to lack of space and facilitate the acquisition of information in collections. In preservation activities, there is a restoration activity which is a series of actions in repairing a library material. PTA has carried out preservation and restoration activities independently. In the Archive Unit, there is a librarian who is in charge of maintaining library materials. The collection repair process is carried out to maintain the collection considering that PTA has a physical collection source which of course can be damaged due to time and other threats of damage. The threat of damage includes humans, insects, weather, and placement or damage caused by the storage process.



Figure 1.53 : Book Repairing/Preservation (1) Figure 1.54 : Book Repairing/Preservation (2)

The book repair process at PTA still uses several manual tools to get quality results. This is also proven by the improvement of books in the binding section where the selection of materials used is material that has high quality. In the internship activity, intern students are given a direct picture of how the process of repairing a library collection. According to the librarian's description, usually, the most frequent damage is a damaged book cover. This causes librarians to sort out damaged library materials and immediately repair them so that the damage is not worse until the information on library materials is lost. The cover repair process is usually done by replacing the book cover and sewing a new cover. Interns are allowed to carry out the process of repairing book volumes as well as making books. Bookbinding is divided into 3 parts, namely folding, Case Making, and Finishing. On this occasion, interns were given books

that were only half-finished to later complete the binding. The following are the tools and materials used during the bookbinding process.

Tabel 1.5 Repair Book/Preservation Tools and Materials

<u>Tools</u>	<u>Material Type</u>	<u>Machine</u>
<ul style="list-style-type: none"> • N.T Cutter • Straight Edge / Steel Rule • Scissors • needle • Bod Kin • Hammer • Player • Bone Folder • Saw • Brush • Stapler 	<ul style="list-style-type: none"> • Rexine • Fabroleen • Skivertex • Buckrum • Mull Cloth • Head Band • Manila Card • Simili White Paper • Binding Tapes • Brown Paper • Transparent Cellophane Tapes • Strawboard • Gold / Silver Foil • Thread • Grifix White Gum 	<ul style="list-style-type: none"> • Laminating Machine • Guillotine • Drilling • Blocking Press • Gam Machine • Stitching Machine • Kroy-tape Machine • Wire Binding Machine • Photostat Machine • Book cover Machine • Board Cutter Machine

Next to the binding process, the first stage is the holding stage. At the holding stage, namely by separating the book skin from the text part, then cleaning it until nothing sticks. Then make an odd number of holes, which is 3/5/7 according to the size of the book. Then sew using a special thread for the book. After the book has been sewn neatly then apply glue on the bone of the book then glue the sheet paper and overwrite it on top of the glue. This process is to make the book glue strong and the sewing thread that arises does not interfere with the aesthetics of the book after the book will be finished. Wait until the glue mongering then proceed by attaching a cloth called mull cloth to the book bone.

This process has entered the case-making stage. This fabric will later strengthen between the book and the book skin so that it is firmly attached. In the process of making a book or binding process, we must understand related to the parts of the book to be precise. The book has 4 parts, namely the chest, legs, head, and back of the book. Continue to the next step is to cut the strawboard and preferably more than 1/8" of the size of the book and equal the front and back. Then apply glue and wait for it to dry. Then to make the book stronger and better, a press will be done by pressing the book on a press that can be called ballast and made of iron. After the glue dries, it continues with the finishing stage, which is to give a title or name to the book as the identity of the book. This stage uses the print stage of writing that is

still manual because it is considered more durable than machines or electronic devices. After the name or title stamp process has been successful, the process of making books/binding has been completed.

3.1.4 University References Unit

3.1.4.1 Acquisition

Acquisition is the process of acquiring or procuring new library materials by the library. According to Hayatuddinyah (2021), the acquisition is a stage in procurement for the process of obtaining library materials according to user needs. The acquisition process is closely related to the development of collections. Collection development has a scope of determination and coordination of selection policies, assessment of user needs, selection of library materials, and planning to share resources in the weeding process. Related to collection development is the process of meeting people's information needs related to the time and use of managed information resources (Setianingsih and Labibah, 2023). Acquisitions at PTA are carried out annually and recorded until March 2023 there are 66,382 titles and 99,033 copies of the collection. Based on data and information from librarians, acquisitions at PTA in the past 2 years have increased 2 times. Here is the statistics table of acquisition in PTA.

YEAR	BOOKING		RECEIVING		Funding
	TITLE	COPIES	Title	Copies	
2021	350	398	305	347	RM 116 120.89
2022	785	873	675	741	RM 211 827.48

Tabel 1.3 Statistic Acquisition PTA

Based on the librarian's explanation, the acquisition process at PTA is based on how much funding the university provides. This fund will later be processed by purchase and is usually done at the beginning of the year. the collection held is a recommendation or request from a lecturer at UiTM Cawangan Kelantan. The acquisition process is carried out entirely through a centralized system. Students are not allowed to submit library materials directly but must be submitted to lecturers to be submitted to the library. The online recommendation stage is the first stage of acquisition made by the library for the process of purchasing library materials. The following is the online recommendation stage on acquisitions at PTA

- 1) log in to MyKM or by visiting the OPAC page, namely
<https://opac.UiTM.edu.my/opac/>
- 2) After logging in, then click on the My Account menu. Then click Recommendation which is on the left side. Wait for the display to change.
- 3) Then the contents relate to the collection information that will be submitted such as ISBN, title, trainee name, publisher name, edition, price, faculty name, program code and subject code. Then click process.

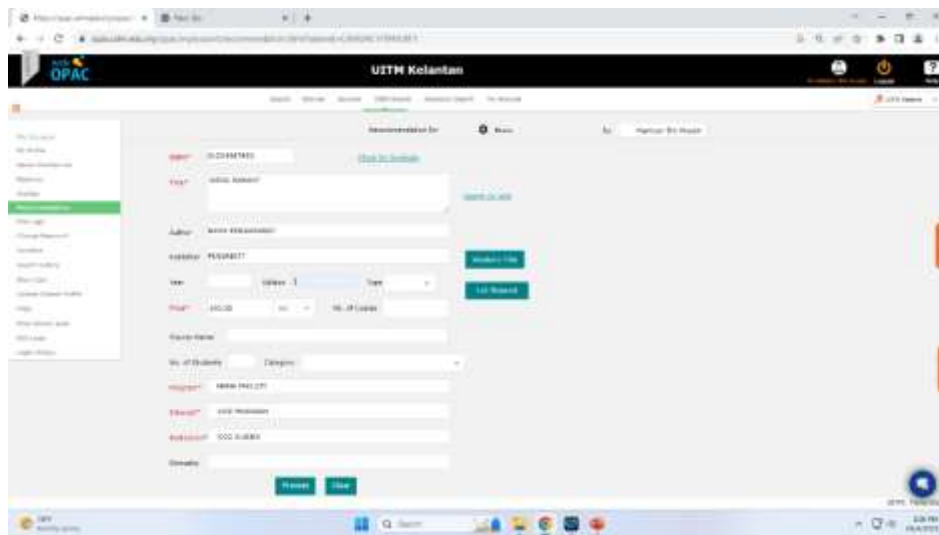


Figure 1.55 : Online Recommendation

The PTA acquisition process after making an online recommendation is the "Send For Approval" stage by entering the WILS system. Here are the steps – "Send For Approval" in the acquisition process at PTA.

- 1) Login via the WILS system
- 2) Then click the Purchase Request menu and fill in the fields by entering the date, Option-Request and then click submit

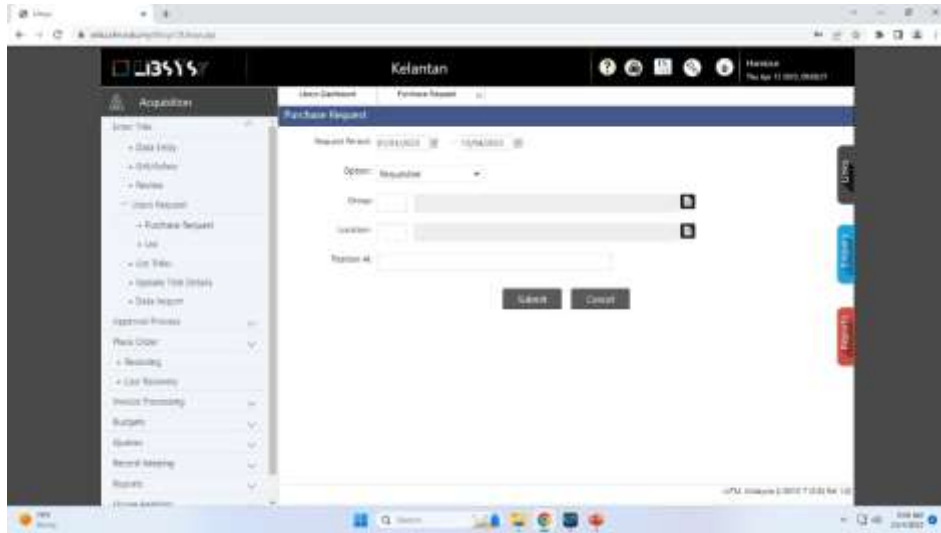


Figure 1.56 : Send For Approval (1)

- 3) Then wait until there is a new display and then select the title of the Library material to be held then click select

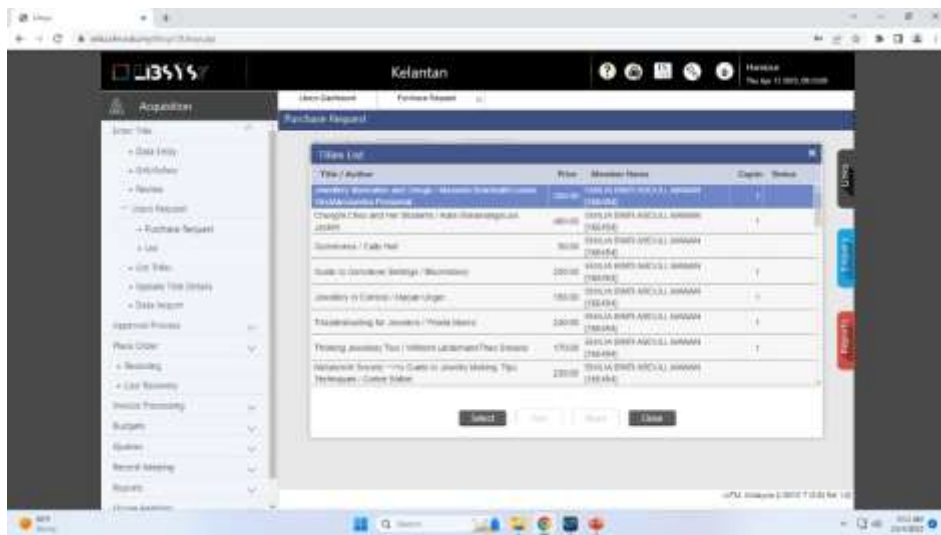


Figure 1.57 : Send For Approval (2)

- 4) Then wait until the display changes then click on the symbol + to add library material

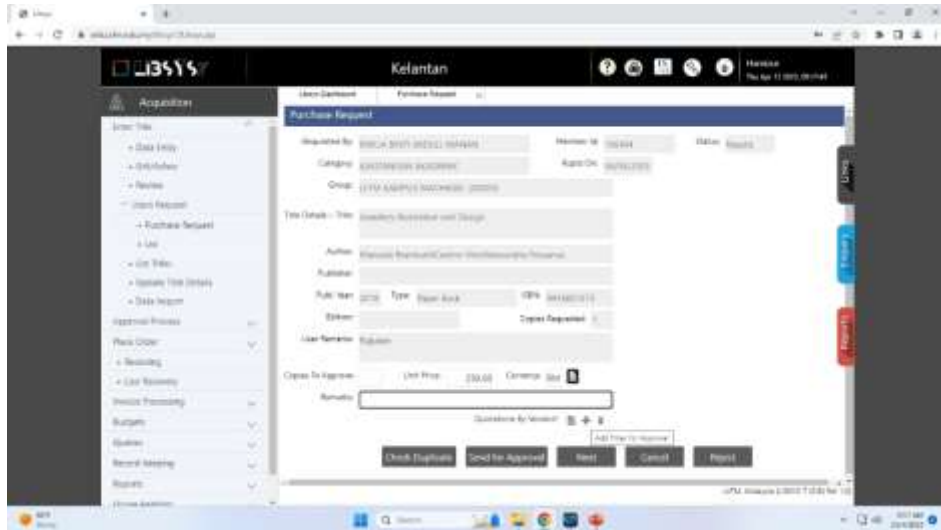


Figure 1.58 : Send For Approval (3)

- Then wait until the display changes then select the book vendor and click send for approval

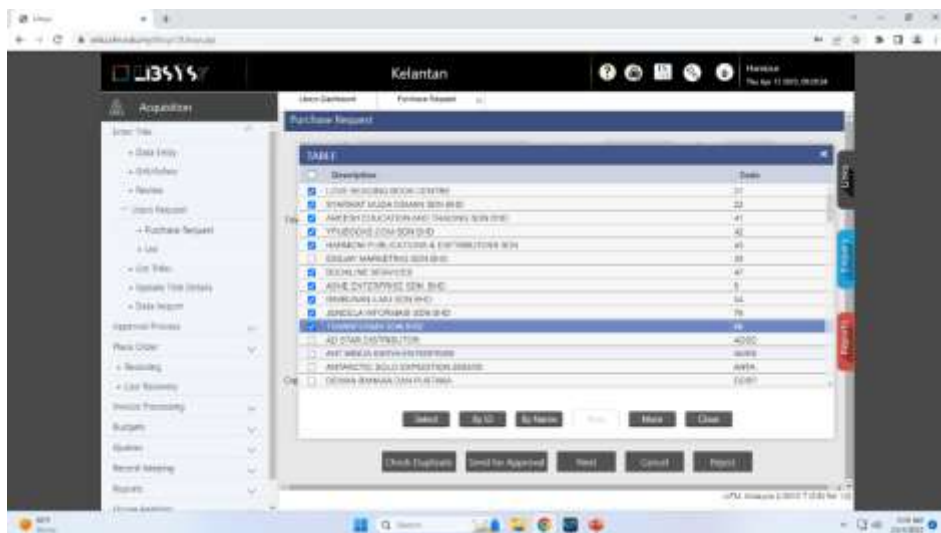


Figure 1.59 : Send For Approval (4)

The next Send for approval stage is the "dean portal" The following is the dean portal stage on PTA acquisition.

- Librarians log in through Dead's portal (LIBSYS portal).



Figure 1.60 : Dean's Portal (1)

- 2) After entering, select budget analysis then enter the budget column, unspent, and then click on the symbol close to the books column

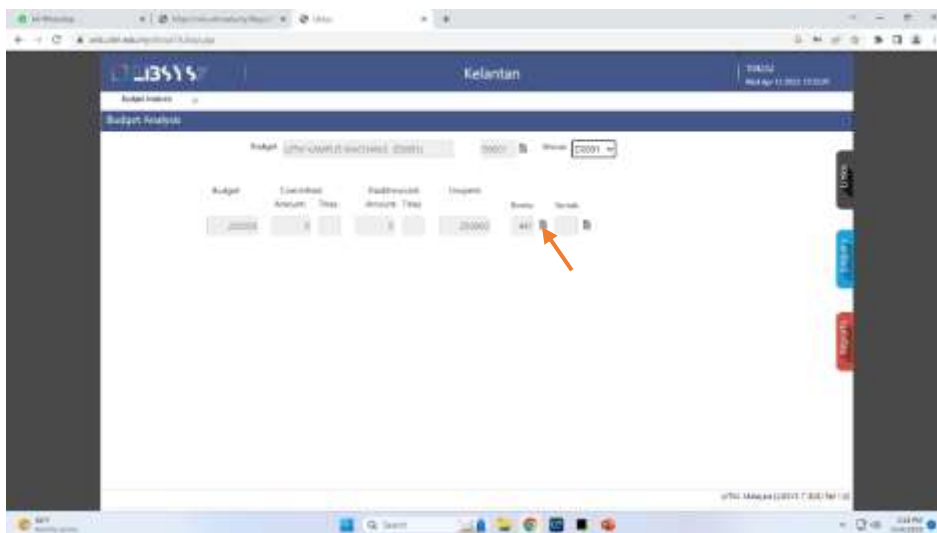


Figure 1.61 : Dean's Portal (2)

- 3) Wait until a new window opens, then select the title that will be placed then click approve



Figure 1.62 : Dean's Portal (3)

After the dean portal stage has been carried out then the acquisition of library materials will proceed to the deliberation stage of purchasing books. This deliberation involved several parties both from the PTA and from outside the PTA. The parties who will conduct deliberations related to the acquisition are the Rector, Vice-Rector for Academic Affairs, Treasurer, Head of the library, Head of the Study Center, and of course the Librarian. After obtaining the results of the decision on what library materials will be held, then the librarian can proceed to the next stage, namely "Import Control No". Import Control No is related to the Library material number to facilitate the next stage, namely the bidding process. The bidding process is carried out to determine a suitable and cheap price. After the bidding process from the vendor, deliberation is held to determine which vendor to choose. This deliberation process is carried out to find vendors who feel suitable for the budget and waiting time for library materials. The parties involved in this deliberative activity are the rector of UiTM Kelantan, the librarian, and the Head of the library. After deciding which vendors to choose, proceed to the development order stage. Here are the steps to develop orders in PTA acquisitions.

- 1). Login WILS
- 2). Click the Acquisition menu and click Develop order
- 3). Wait until the display changes then click new to place the order

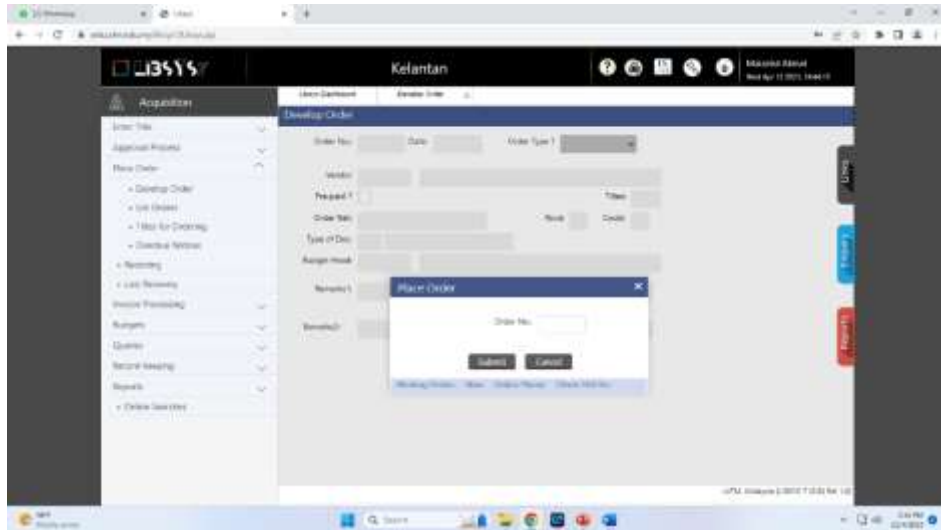


Figure 1.63 : Create Order (1)

4). Then fill in the fields in order type – firm, Vendor – Enter vendor code, Type Of Doc-Book, Lo Type-C, Budget Head-Sad 1, Remarks 1-Graduation Meeting, Location-Machang ML Campus, and Click Submit then confirm.

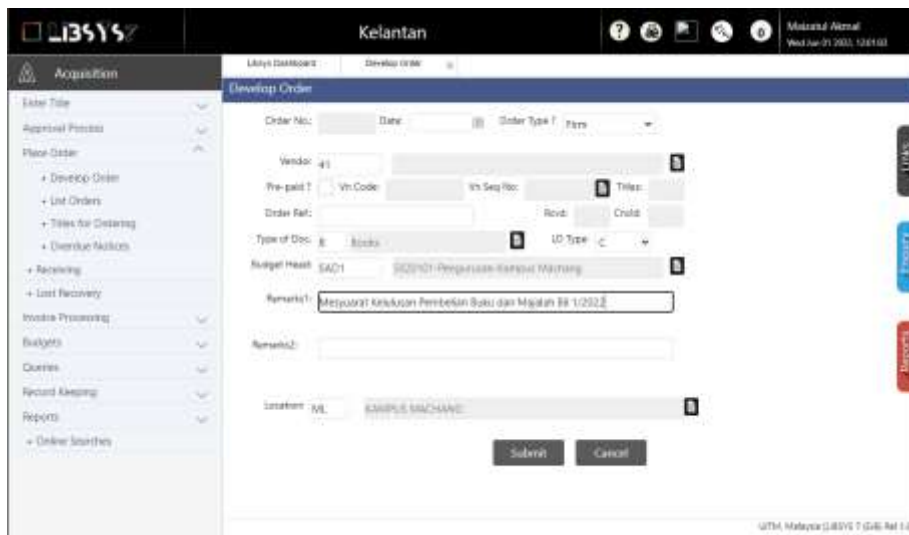


Figure 1.64 : Create Order (2)

5). Then it will change the appearance then fill in the fields in Order No and Click the + symbol then click close

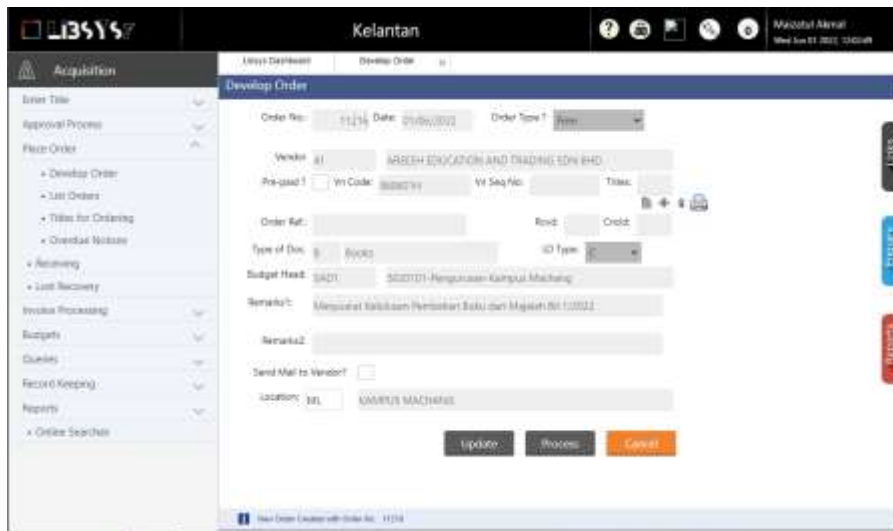


Figure 1.65 : Create Order (3)

6). The display will change back with the add titles display then enter control no from beginning to end in the column then submit

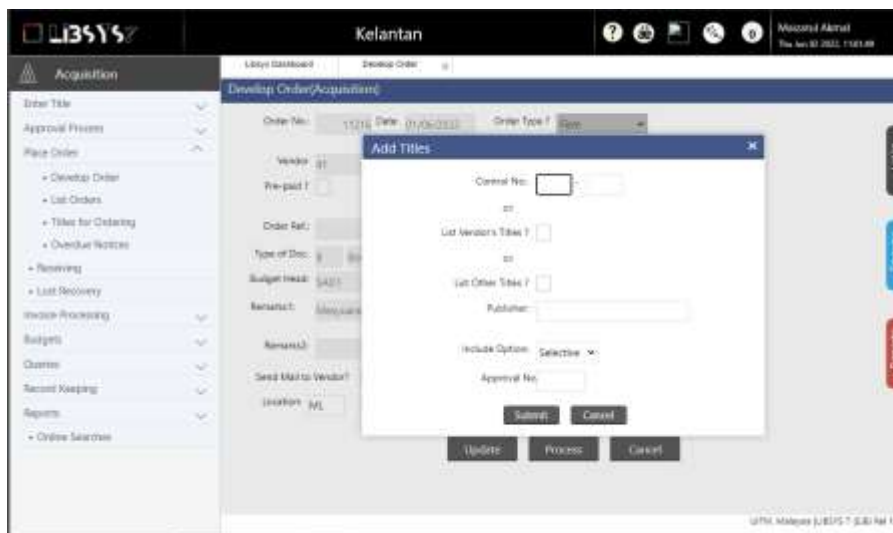


Figure 1.66 : Create Order (4)

7). Then the view will change with the titles list. The librarian will check the control no following the vendor analysis list and then Select to go to the next list.

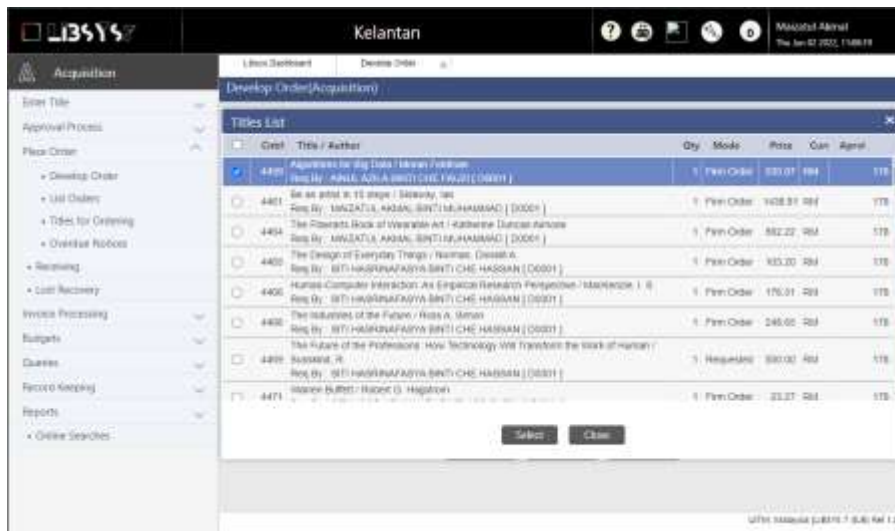


Figure 1.67 : Create Order (5)

8). The next step is to review the analysis and list the orders whether they are the same or not. Furthermore, if it is correct, click sent mail to Vendor and update

9). Furthermore, if there is something that is not the same, a new display will appear then click close and input control no from beginning to end

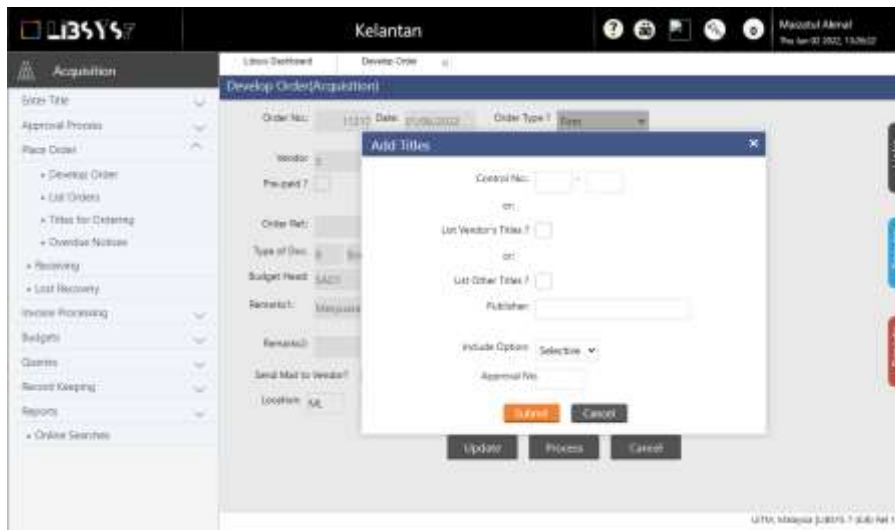


Figure 1.68 : Create Order (6)

10). Check carefully again whether there is anything incompatible with how to add a checklist or delete a checklist then click select

11). Next will appear Place Order then click working order located under Working Orders

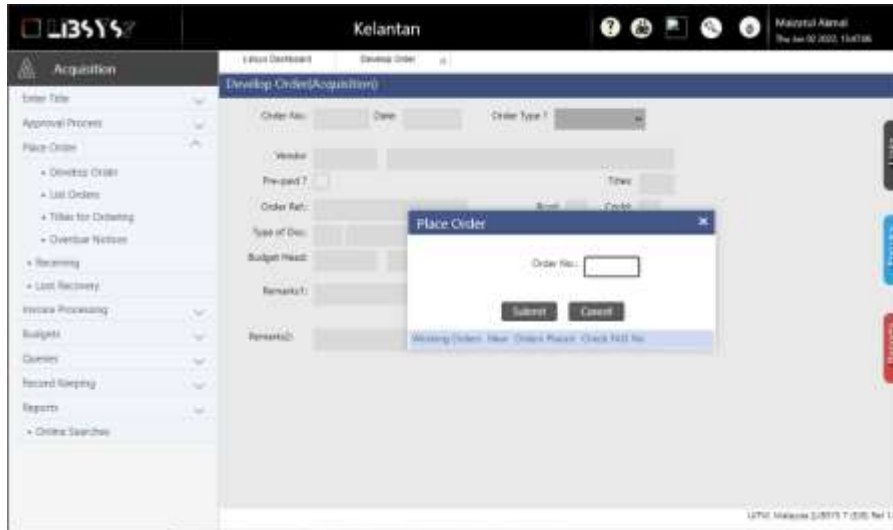


Figure 1.69 : Create Order (7)

12). Then select Vendor and click select

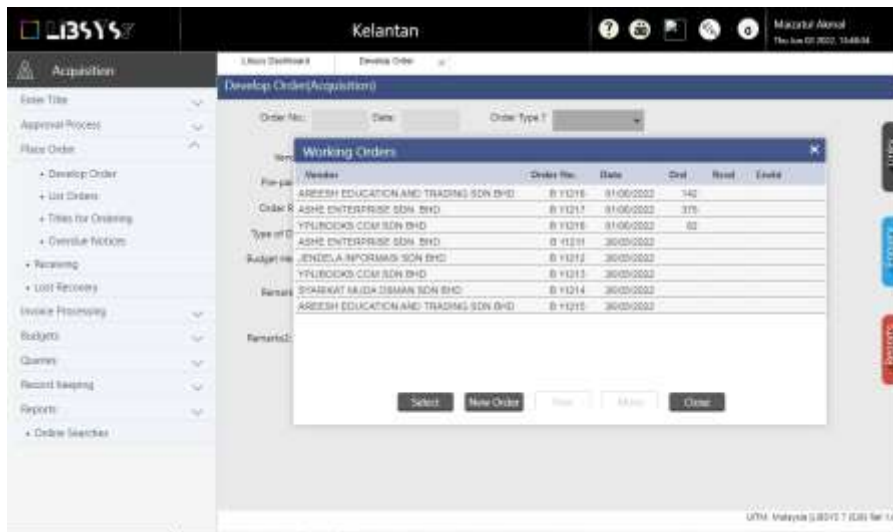


Figure 1.70 : Create Order (8)

12). Then the display will return to the initial view, namely develop order (acquisition) then click process

13). Wait until the place order display appears. After appearing, it means that the ordering process has been completed.

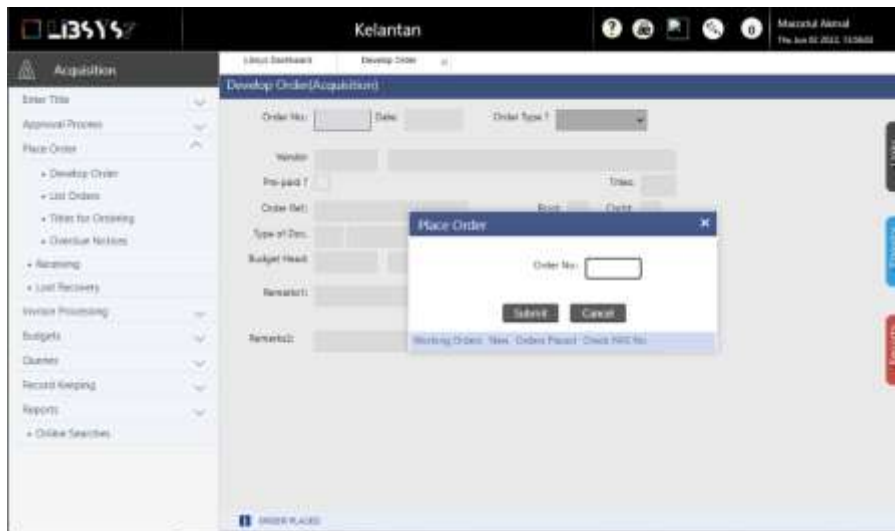


Figure 1.71 : Create Order (9)

After the order development stage is complete, then proceed to the receiving stage in the system. The following are the receiving stages in the acquisition at PTA.

- 1). After the order development stage is complete and informs that it has been successful, then click acquisition on the WILS system and then select Receiving
- 2). Then wait until a new display appears and then enter the receiving column, namely order no, and then click submit

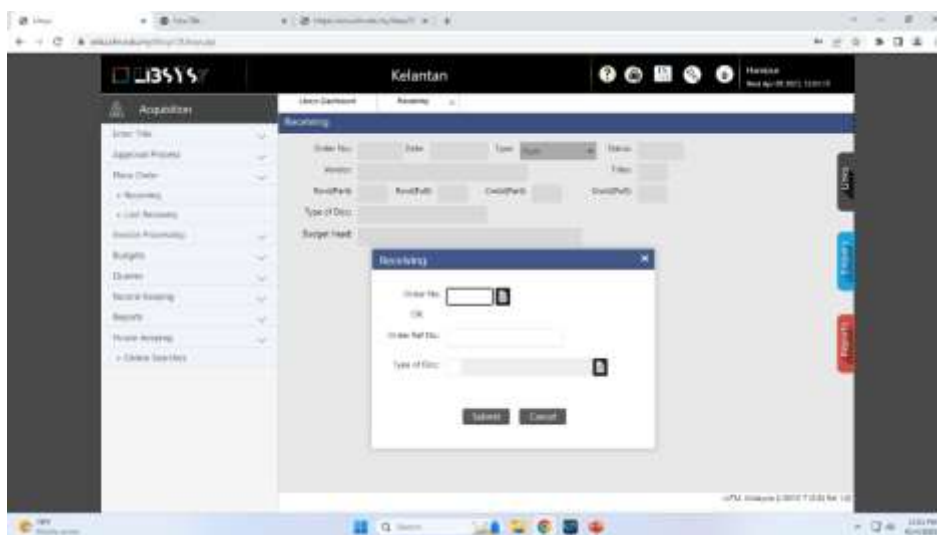


Figure 1.72 : Receiving Process (1)

- 3). Wait until the display changes to the receiving details view then enter the receipt bill then enter the recipient ID and click submit

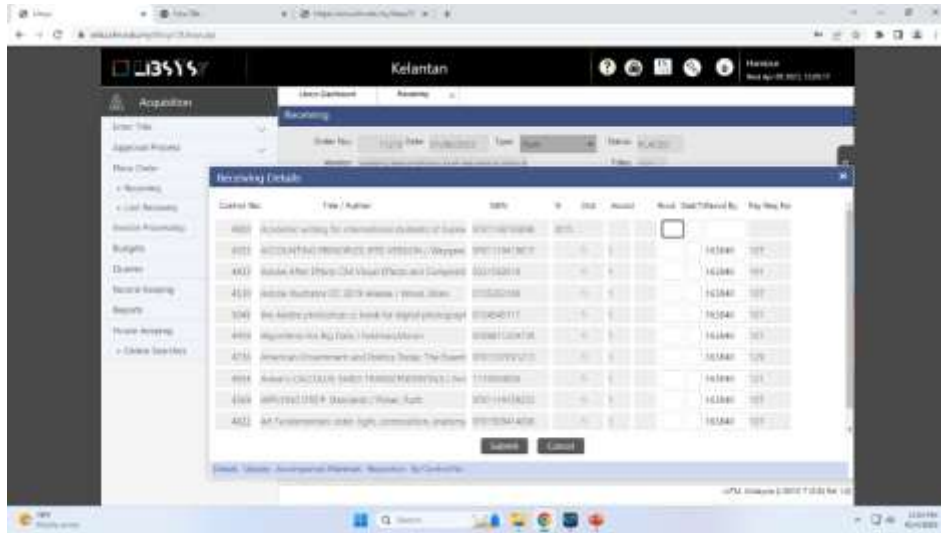


Figure 1.73 : Receiving Process (2)

4). Then wait until the view changes and then click Confirm

If the receiving stage has been completed then proceed to the invoice processing stage. Here are the invoice processing steps.

- 1) Still in the WILS system then click acquisition and click invoice processing then click accessioning again wait until the new display then click New Invoice

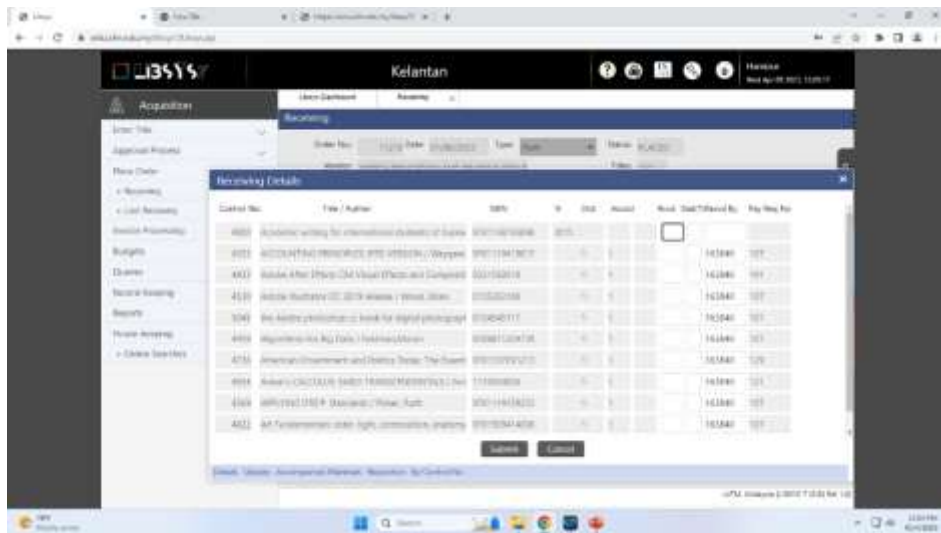


Figure 1.74: Invoice Processing (1)

- 2) Then enter Invoice No, Invoice Date, Amount, Order No then Select Type- Select Firm then select Vendor and click submit.

After receiving or receiving Library materials at PTA then proceed to the invoice processing stage and then proceed to the Payment Request stage. Here are the steps

- 1) Still on the same page at the invoice processing stage then click payment request right under the Activation menu. Then wait until the display changes and enter the date (today) and click submit
- 2) Then the view will change then click Confirm
- 3) Then fill in the PRN Number on the Invoice and click the + symbol

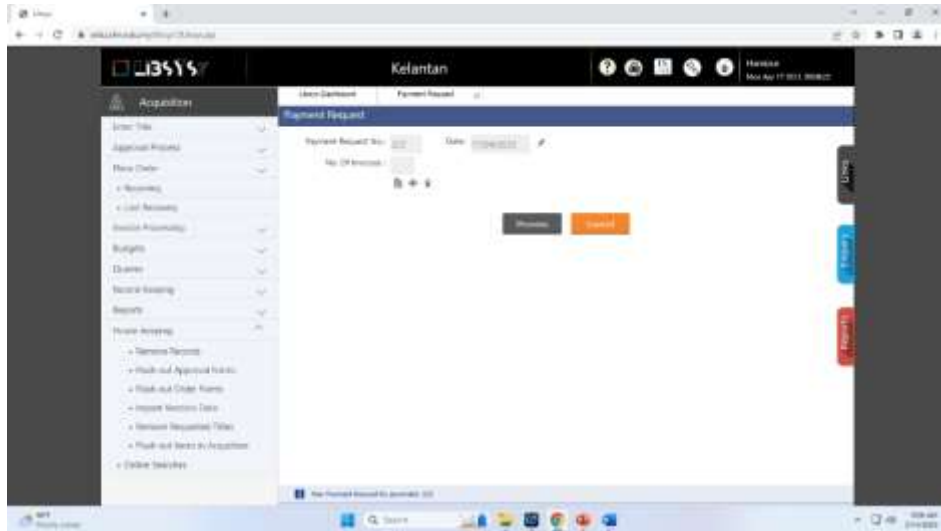


Figure 1.75 : Invoice Processing (2)

- 4) Then a list of invoices will appear then select no invoice and click select then click process

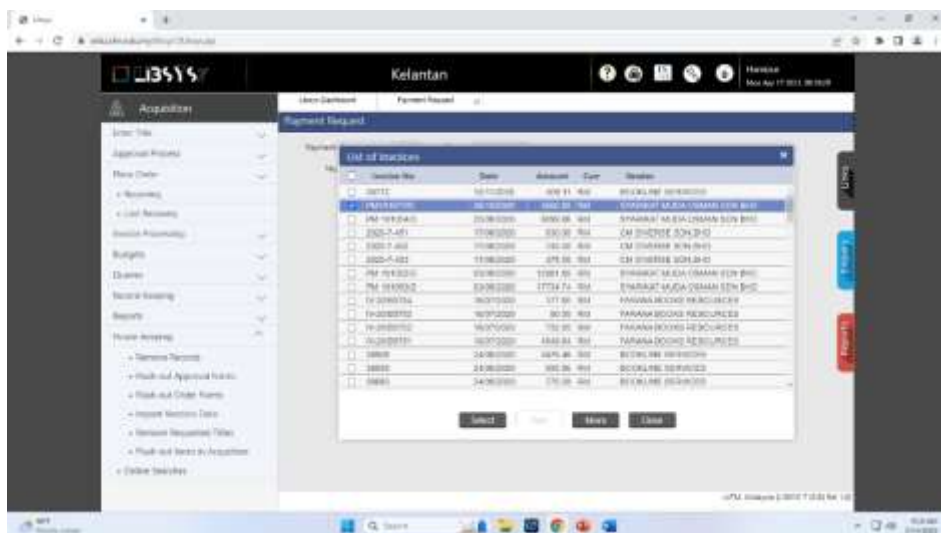


Figure 1.76 : Invoice Processing (3)

- 5) Then a new display will appear and there will be a description at the bottom of the request No Processed which means the payment request stage has been completed

If the Payment Request stage has been completed, the next stage is the payment Verification stage which checks and confirms the payment for books that have been made as library material that has been acquired. After payment verification is received, the next step is payment Update. Here are the payment update steps

- 1). This stage is still in the WILS system and then the librarian immediately clicks on payment updates on the acquisition menu. This menu is right below the payment request. Then wait until it changes then a new display will appear enter PRN No or Payment Request No then click submit
- 2). Then the view will change and click the links on the right side of the view
- 3). Then click Grn View
- 4). Wait until the display changes and then enter the date, and bank account number used for payment then submit and confirm

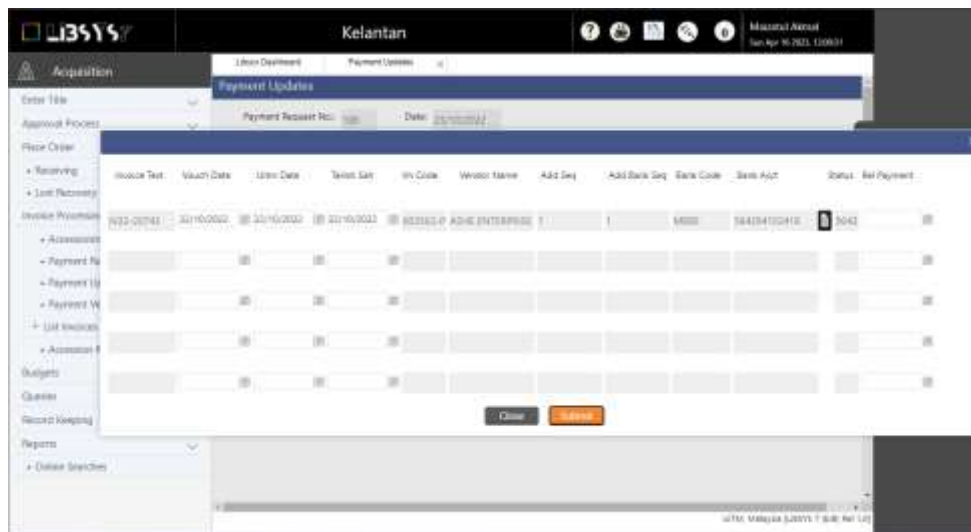


Figure 1.77 : Payment Update (1)

- 1). Then the payment request no will reappear then re-enter the Payment Request No number and click submit
- 2). Next, the vendor's display will appear, then check the vendor and click select

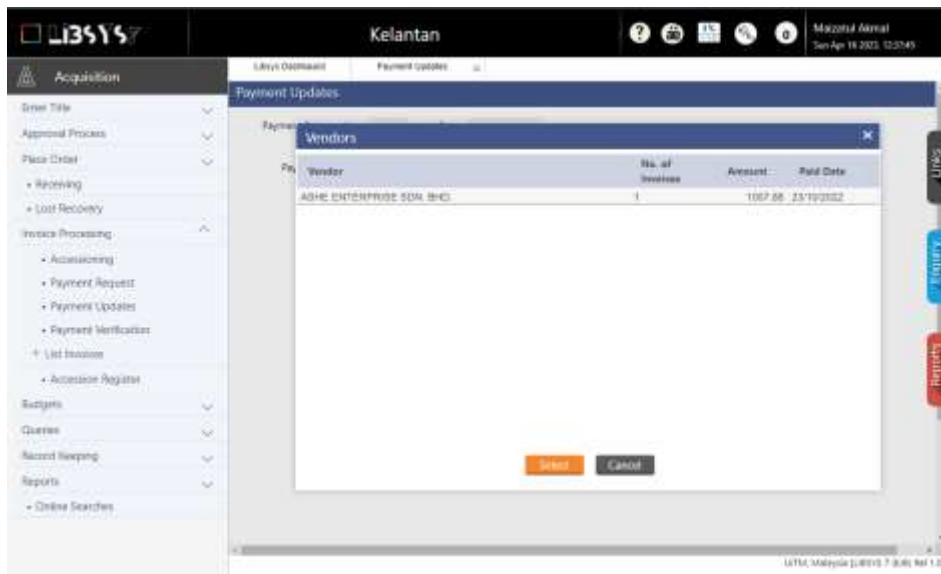


Figure 1.78 : Payment Update (2)

3). Then there will be a payment detail display then enter the amount, and date (today), select the bank, enter the vendor account number then click submit and confirm

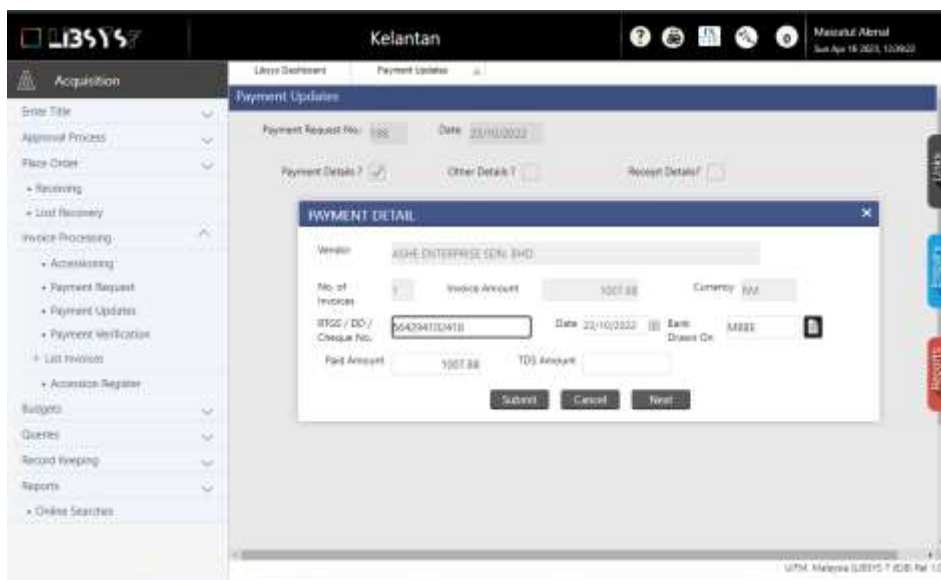


Figure 1.79 : Payment Update (3)

- 1) Then Print GRN by clicking invoice processing-click list invoice-click invoice register-enter processing date - select No INVOICE - Output Opyion: Select Print and submit
- 2) Then click invoice register then submit

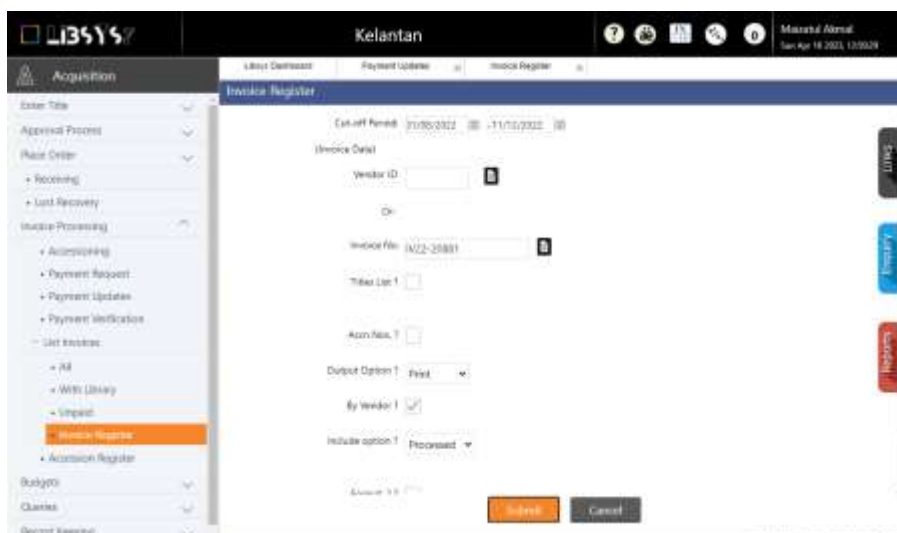


Figure 1.80 : Payment Update (4)

3) Then print the file in PDF then submit, the following is an example of GRN

S.No.		Invoice No.	Date	Amount	Misc Charges	% Gst	% Disc
#Cheque...					Order No	Order Date	Req No
					Order Date	Req No	Req Date
ASHE ENTERPRISE SDN. BHD. (5)							
1.	IV22-20881		05/12/2022	300.15 RM			
	#564294102418		12/12/2022	300.15 RM	11227	18/08/2022	223
Vendor Total :-				No. Invoices :	1	Amount :	300.15 RM
Grand Total :-				No. Invoices :	1	Amount :	300.15 RM

Figure 1.81 : Payment Update (5)

The payment update stage has been carried out, so the next stage in the acquisition is a release for cataloging. This stage means that library materials are ready for further processing by the cataloging team. Following are the release steps for cataloging.

- 1) Still in the WILS system, click the record-keeping menu, then click the release menu for cataloging and enter the accession number and click submit. Then click submit once again and wait until there is a release for the Cataloging display
- 2) Then check the title and click release. So the release for the cataloging stage is complete.

The payment update stage is the last in the acquisition process at PTA. The following is a flowchart of the acquisition process at PTA.

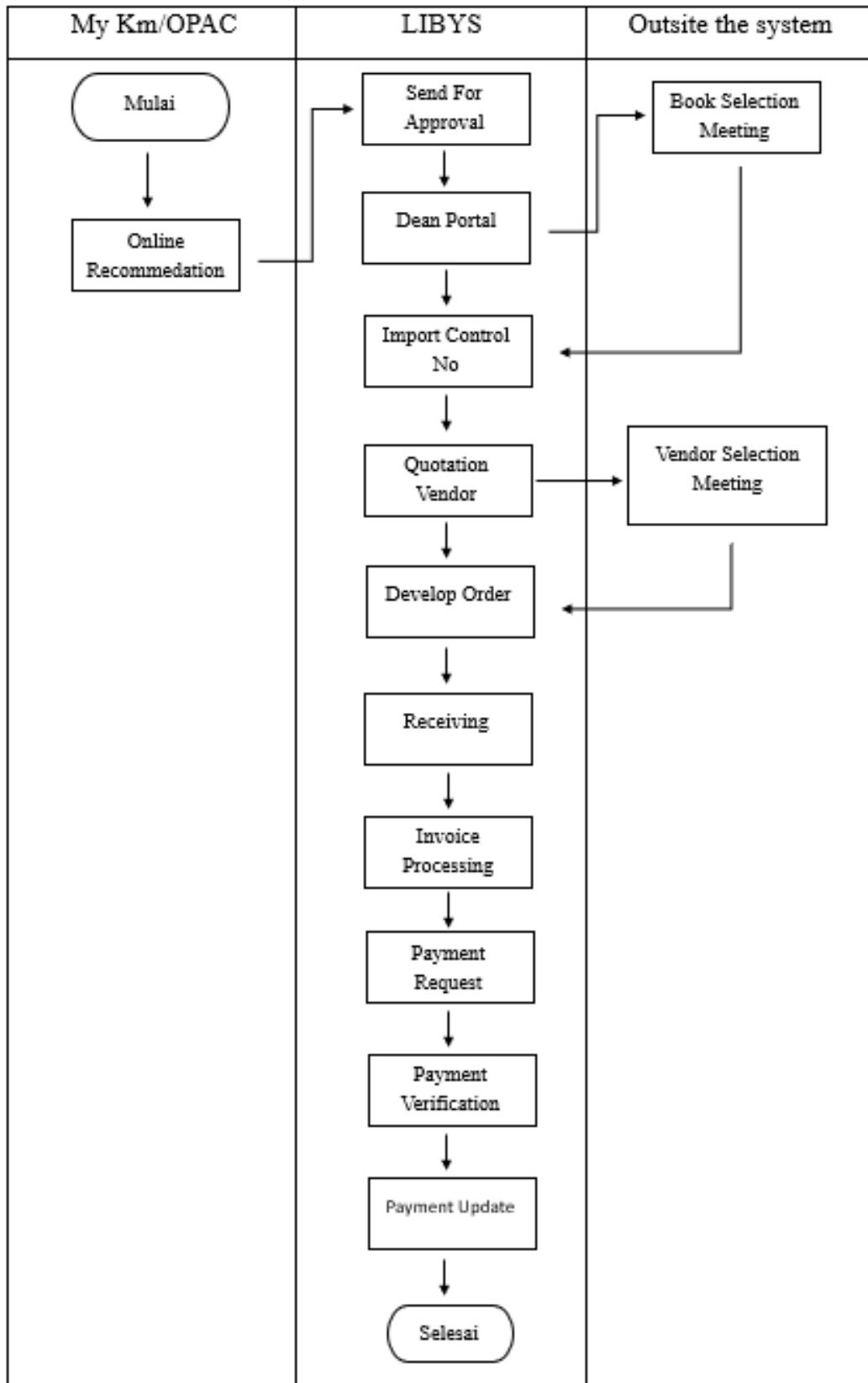


Figure 1.82 : Flowchart of the acquisition process

3.1.4.2 Cataloging, RDA and RFID

Internship activities at the University Reference Unit are in the form of entering the RDA into the library collection. This process is guided by the Librarian. According to Chris Oliver, RDA is a new catalog standard that replaces the Anglo-American Cataloging Rule Edition (AACR2). This is because AACR2 has been deemed unable to accommodate a variety of library collections (Nabawi, 2019). After the release of the cataloging stage, then the process of new library materials will be processed through the system, namely cataloging. The purpose of cataloging is to provide accessibility and effective discovery of information resources in the library collection. The PTA adheres to the RDA guidelines in the cataloging standards used. PTA did not use AACR because it was felt to be ineffective and less flexible in describing information resources in various formats.



Figure 1.83 : Input Cataloging and RDA Process

Books that have been received and have gone through the acquisition stage will be processed through the WILS system. The new book that comes has a unique identity, that is, the accession number. In industrial training activities, interns are allowed to input bibliography data into the WILS system which is directly controlled by the Librarian. The cataloguing process is carried out by logging into the WILS system which is a PTA management system. Then go to the cataloging menu on the WILS system and select maintenance then click title. After the librarian clicks on the title, a new display will appear that instructs the librarian to fill in a unique number (Assession Number) in the Accn No column. In the cataloguing menu on the LIBSYS system, the librarian must go to the catalog menu, then maintain the sub menu and update the title. On books received always get the book's ISBN number, trainee and information about the book's identity such as the title. This book information will be used for the filling process when RDA input through the system in PTA. Here are important RDA markers that librarians must fill in at RDA.

- 020 – ISBN
- 040 – Numbers
- 090 – Language
- 100 – Call Number
- 245 – main entries
- 250 – title statement
- 264 - Edition statements
- 300 – publications and copyrights
- 336 – psychological description
- 337 – content-type
- 338 – media type
- 500 – General notes (Index, reference, et
- 700 – Add entries (second trainee or editor

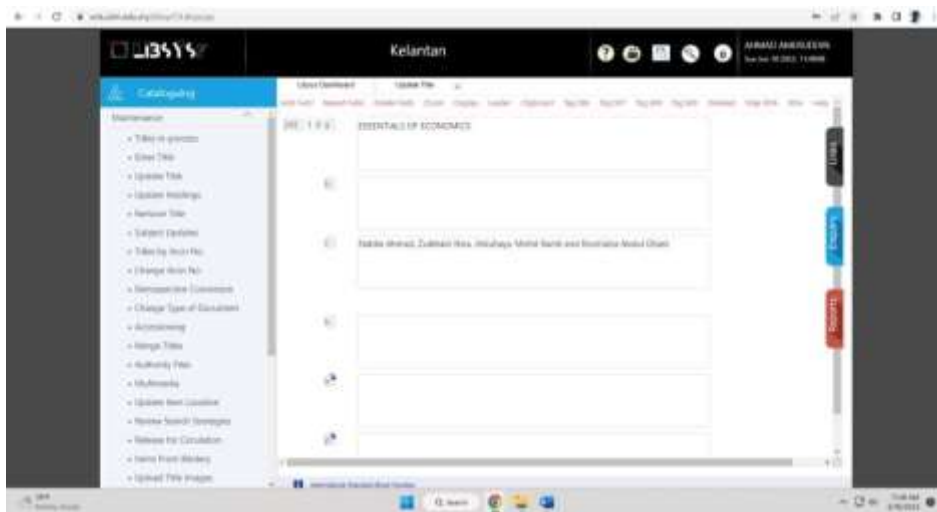


Figure 1.84 : RDA input process display

The next stage of the cataloging process is setting the leader or tag 000. At the stage before the RDA, the dial-in number will be decided by Dr. Muslim Ismail, head of the university's reference unit. RDA is one of the bibliographic data standards for collections to facilitate the process of finding information. When the RDA input process has been completed, the next process is to print the barcode and spine. Spine labelling is done after the call number and barcode library material are obtained. Then librarians can print catalog cards and print barcodes. After barcode printing is complete, it is rare to paste RFID on library materials. Later the RFID will be scanned and entered into the book. RFID is used to keep books safe.



Figure 1.85 : printing barcode and spice display

3.1.4.3 Receipt Material Of Reference

This activity takes place in the electronic collection unit. Starting with the process of receiving catalogs from vendors which will then be handed over from librarians to UiTM lecturers for later lecturers will choose titles that are felt to be in accordance with the needs in the teaching and research process. After the title selection process is complete, a meeting will be held to discuss which titles will be purchased and will be sent back through the system to vendors at the beginning to immediately continue in the procurement stage. After the system sends the title to the relevant vendor, the librarian will receive a payment invoice and update the payment through the system.

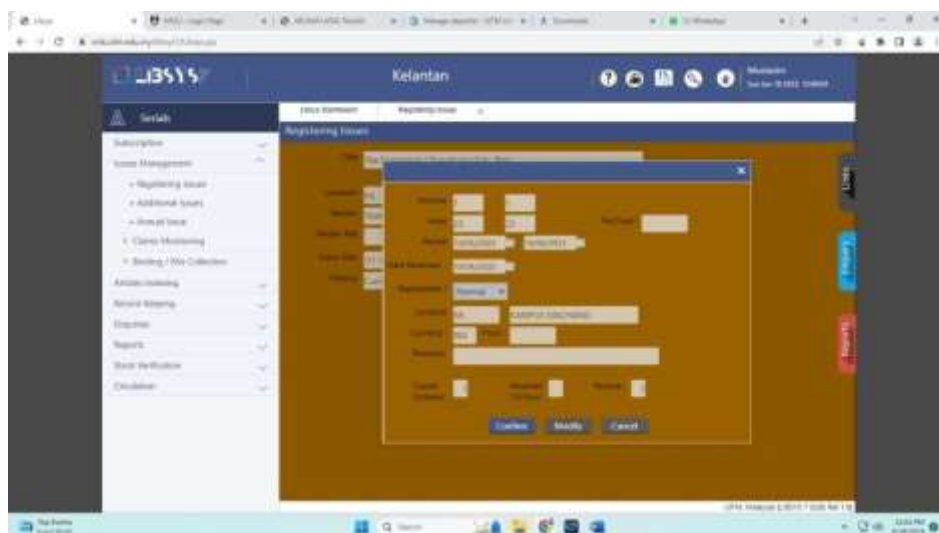


Figure 1.86 : LIBSYS system display for collection magazine

After the payment update is complete, the librarian waits for the library materials to be sent by the vendor, and then after arriving then the librarian will update on the system. Acceptance of collections or library materials in collections of magazines, journals and newspapers is adjusted to the publisher so that one publisher with another publisher is different. Confirmation of serial receipt is done through the system with the serial sub menu then continues into the management menu and the librarian can enter the serial number to get search results and collection schedules. After the process is complete, the librarian can write on the collection sheet, namely the number and give the library stemple stamp on the collection. In addition, to maintain the collection, RFID is also affixed to maintain the security of the collection considering that serial collections such as magazines, journals, newspapers are expensive collections and there are not many in PTA.

3.1.5 Digital Library Units

3.1.5.1 Input Bibliography of Institutional Repository

Institutional Repository (IR) is one of the library services located in the digital library unit. The types of information sources accepted by the library to be uploaded in IR are in the form of articles, theses, dissertations, student projects, and other scientific works. On this occasion, trainee were assigned to do subject input on library materials that were already in the IR system. Here are the steps.

- 1) Visit the official PTA website on the page <http://kelantan.library.UiTM.edu.my/> then click on the MyKM menu



Figure 1.87 : Input Bibliography IR (1)

- 2) log in to MyKM, namely on the, then select the institutional repository and scroll down, select the Login For Library Staff option, then enter the user name and password and click manage deposits

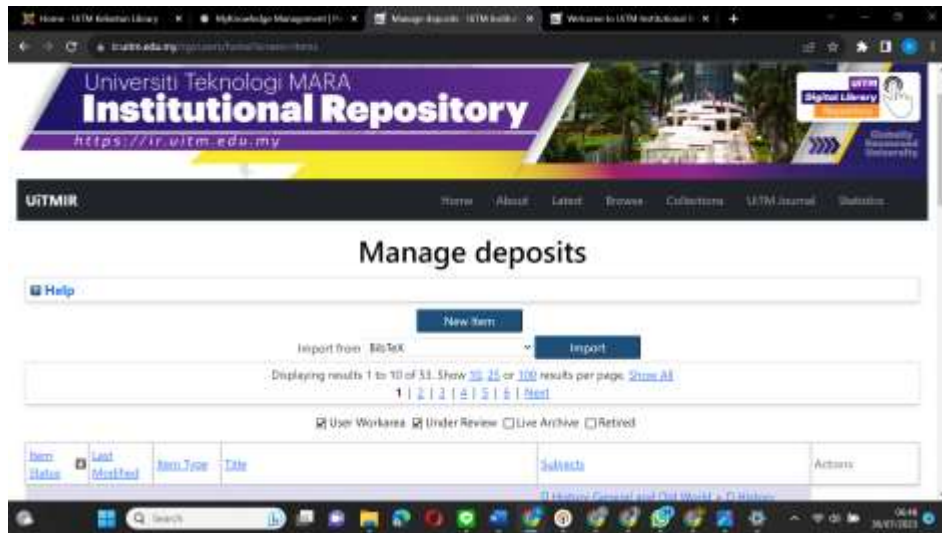


Figure 1.88 : Input Bibliography IR (2)

- 3) Then select the yellow article then click the edit icon on the right side of the display
- 4) Then click the subject and select the subject related to the collection then when finished click deposit

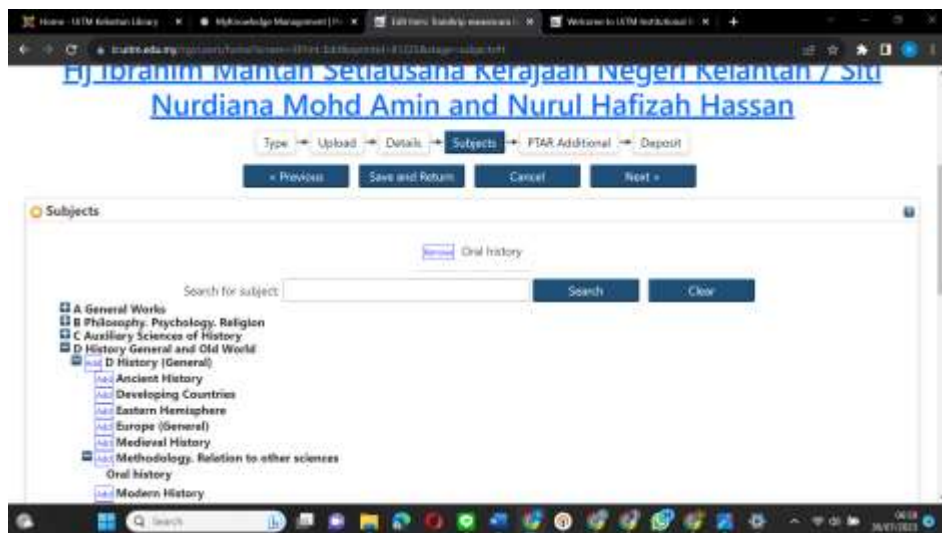


Figure 1.89 : Input Bibliography IR (3)

3.1.5.2 Mobile App and MyKM

a digital library unit is the responsible unit answer in manage and providing access to digital collections and sources of Power PTA electronics. In addition to managing time

maintaining digital library platforms and management systems content and provision service efficient search. _ Tengku Anis Library has Application Mobile App used To do service to users. The mobile library application is a term for operating internet applications via smartphone and therein containing various service libraries that can be used When only and where just with conditions connected with the internet (Dewi, 2019). This Mobile App is implementation technology in matter development device soft.

Tengku Anis Library has a mobile library application named PTAR Mobile App. The PTAR Mobile App application can use by PTA users and staff. The PTAR Mobile App is an application developed by the Central Library viz Tun Abdul Razak Library (PTAR) and used throughout library UiTM branches in 14 countries in Malaysia. the PTARs have a menu that can use by users and managers (staff) PTA. There are several menus including Sign In, Student Profile, Fee In Library, On Loan, New Arrival, Notification, Event, KKM Class, Digital Id, Search, Scan QR, and User menu other. While on the staff there is a menu including staff profile, Digital ID, Publication, My Article, UiTM Expert and Sign Out. Following This appearance from the PTAR Mobile App.

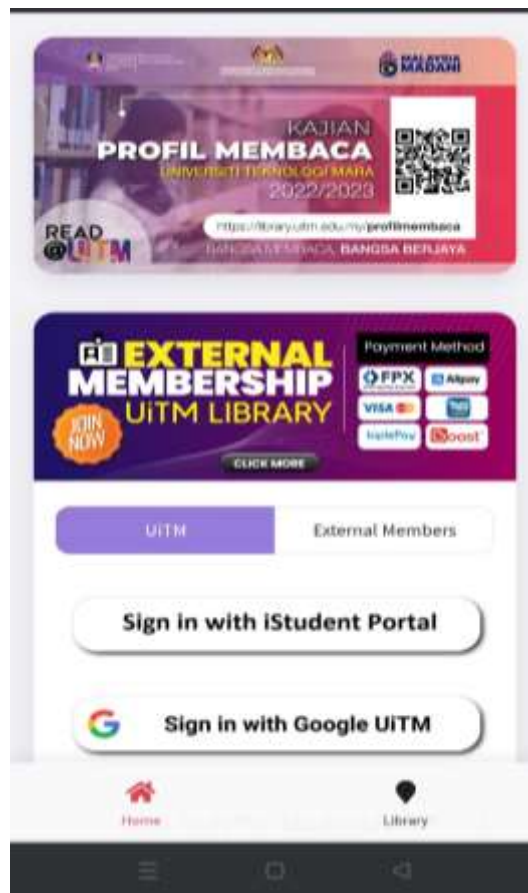


Figure 1.90 : PTAR Mobile App



Figure 1.91 : Display of Home PTAR Mobile App

Some of the menus in this PTAR Mobile App As shown in Figure 25 there are fines, loans, new arrivals, notifications, events, KKM class bookings, and search collections. In Fines which is the Fee in Library later will displays related to finance where at the time librarian's own dependent on fine lateness or loss will appear in the application. The fine will appear as nominal and should be paid by the user and the next must finish payment before swell. Payment can be done online or offline at the counter service.

Furthermore, the On Loan menu ie showing the librarian about the borrowed books. _ Inside it Later will contain information on borrowed book _ date loan, and date return book. In addition, it also contains the history of books that have been borrowed by users. Then the New Arrival Menu which is the menu that shows material reading and materials reference the latest in existence in the library. These New Arrivals contain information related to material References latest in the library that can be borrowed and read by the user. Menu notification is a menu that notifies the information user PTAR Mobile App.

The next menu is the Event menu which contains activity activities carried out related to the library. The KKM Class menu is a form application For entering the KKM Class offered in the library or Can Also be interpreted as a registration form For following class classes in the library. Class This is like class literacy or library training _ make. The digital ID menu is a menu that contains information user's PTAR Mobile App account. this menu contains a barcode that can use by users To enter the library without using a card to sign a member physically. The search menu is the menu that is used For looking for material References collection library and is shared over 2 parts namely the e-book collection and Hardcopy Collection. Then the QR scan menu is used To scan barcodes in the library which are required to scan at the moment the librarian goes out of the library. The last menu is the Other Menu which is a menu that contains Favorite List and Location PTAR UiTM. this menu is used To give a like to a collection of likes and tags as well as keep collection the. In addition, the location menu is a menu that shows the user is on location around and shows where did the library come from.

Use of this PTAR Mobile App Besides being used by users librarians also use it To manage the collection library. According to Salim (2023), there are several supporting menus namely publication, my article, and UiTM expert. The publication menu is the menu that is used to write articles. This menu is used to show the status of validation and issuance and to provide up-to-date information about issuance. In addition, the My Article Menu contains pages showing user publishing information on Google Scholar, SCOPUS, and WOS. The last menu is UiTM Expert, which shows research information conducted by librarians and contains profiles of librarians as researchers and information about their research.

MYKM (My Knowledge Management Portal)

MyKM is a knowledge management system owned by the Tengku Anis Library. MyKM is a platform specifically designed to manage knowledge, information, and electronic resources at the Tengku Anis Library. MyKM can be accessed via the address <https://mykm.UiTM.edu.my> which functions to provide electronic access to various resources owned by the Tengku Anis Library in the form of a collection of e-books, e-journals, academic databases, and other content. MyKM is used by users to make it easier to access resources and find information through devices such as computers, laptops, or cell phones. Apart from users, MyKM also functions as a library management system that is used by library staff in managing digital collections,

monitoring resource usage, and managing user data. MyKM assists the librarian operations of the Tengku Anis Library. MyKM is an embodiment of the electronic commercial design owned by the Tengku Anis Library which includes the use of electronic technology and business strategies to create library services and operations. The following is a display of MyKM Tengku Anis Library.



Figure 1.92 : Library system PTA

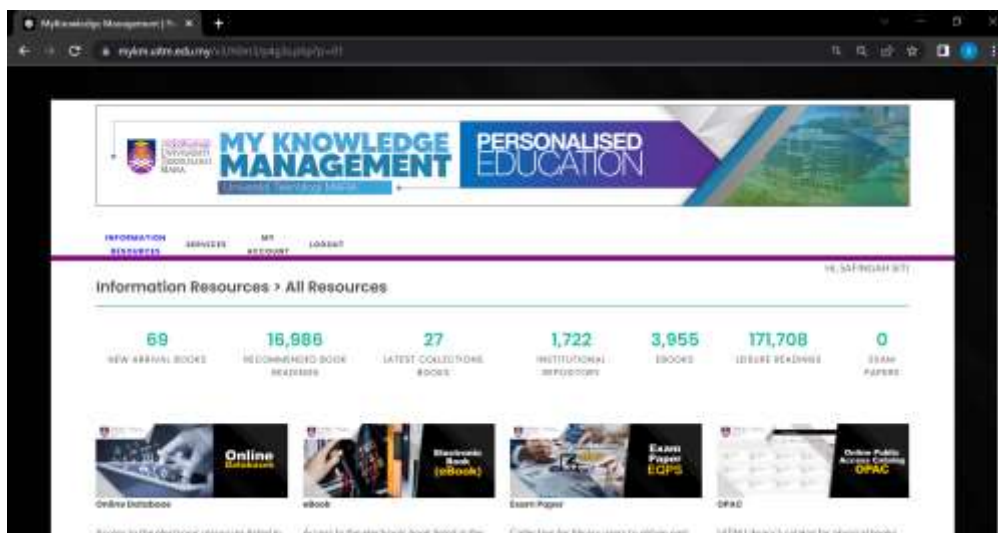


Figure 1.93 MyKM

At the start appearance of myKM, There are 4 main menus namely information resources, services, my account, and logout. The information Resources menu is the menu used To provide access electronic to various member Power relevant information and knowledge _ For the user. The following is the menu or content contained in it:

1. Online Databases

The MyKM database online menu is a feature that provides electronic access to various digital resources that can be utilized by users. This online database functions to make it easier for users to access information easily and quickly. Inside there are various information platforms ranging from e-books, e-journals, audio-visual materials, and other materials from various fields such as economics, health, law, and so on. The following is a list of platforms in the MyKM online database.

- 1) ACM Digital Libraries
- 2) American Chemical Society Journals (ACS)
- 3) American Society Of Civil Engineers Journal
- 4) CHEMnetBASE: Dictionary of Natural Products
- 5) ClinicalKey
- 6) ClinicalKey For Nursing
- 7) CLJ Law
- 8) Cochrane Library
- 9) Eikon With Datastream
- 10) Emerald Insights
- 11) HeinOnline International Core Collection
- 12) IEEE Xplore
- 13) Journal Citation Report (JCR Web)
- 14) Lexis Advance Malaysia
- 15) Library Of Congress Classification (LOC)
- 16) ProQuest Dissertations & Theses
- 17) ProQuest Music & Performing Arts Collection
- 18) Reaxys
- 19) RDA Toolkits
- 20) ScienceDirect
- 21) Scopus
- 22) UpToDate
- 23) Web of Science



Figure 1.94 : Display of MyKM Database Online Menu (1)

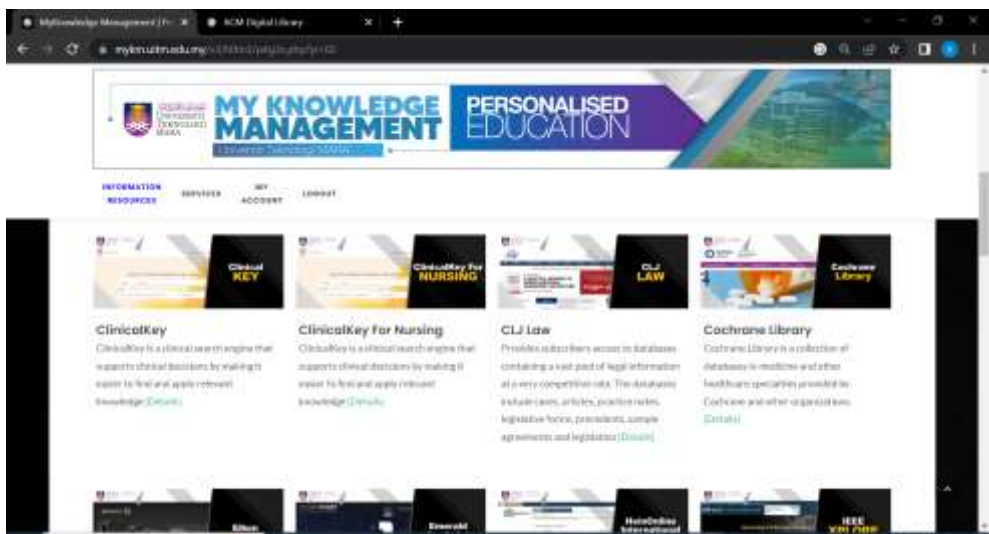


Figure 1.95 : Display of MyKM Database Online Menu (2)

2. E-Books

The E-book menu on the Tengku Anis Library's MyKM provides access to a collection of electronic books that are part of the library's digital collection. Later, the user can access the e-book menu in PDF form. This special menu makes it easy to find, read and manage the e-book collections provided in the library. Here's how it looks:

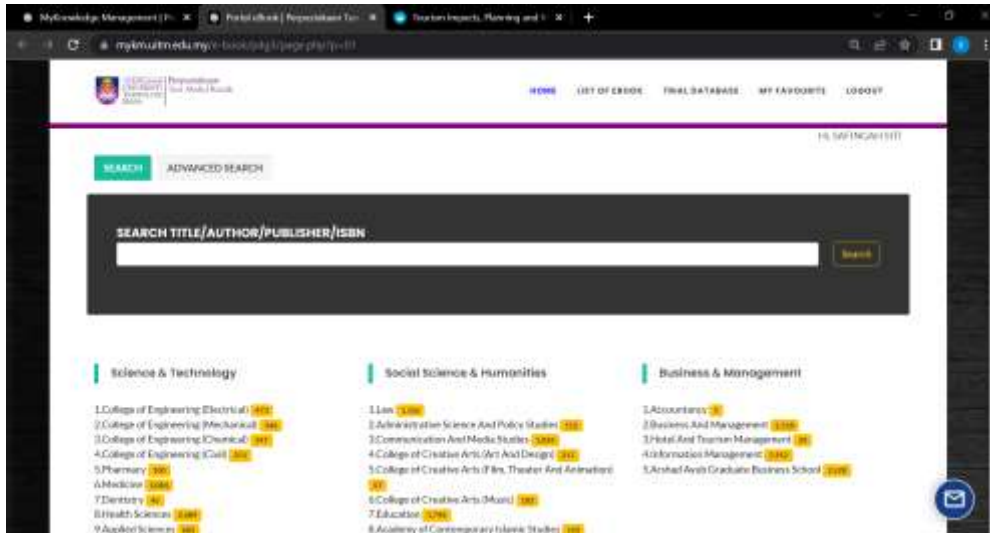


Figure 1.96 Display of the MyKM E-book Menu (1)

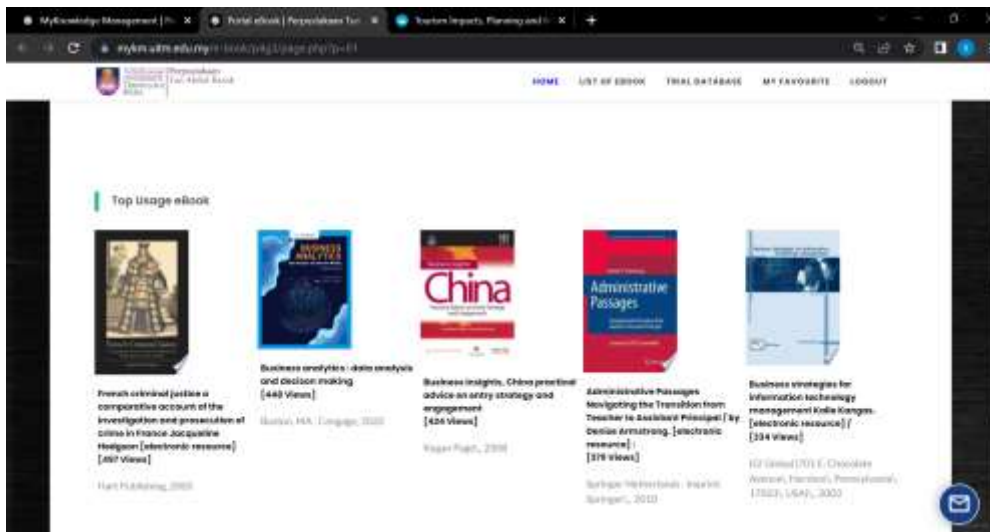


Figure 1.97 Display of the MyKM E-book Menu (2)



Figure 1.98 : Display of the MyKM E-book Menu (3)

3. Exam Paper

The Tengku Anis Library's MyKM Exam Paper Menu is a feature that provides access to various exam questions that have been stored in the library. Exam Paper is used to make it easy for students to find and access a collection of exam papers that are relevant for academic purposes. Exam Paper is usually used for students to study past exam questions and prepare for exams. The following is the Exam Paper menu display:

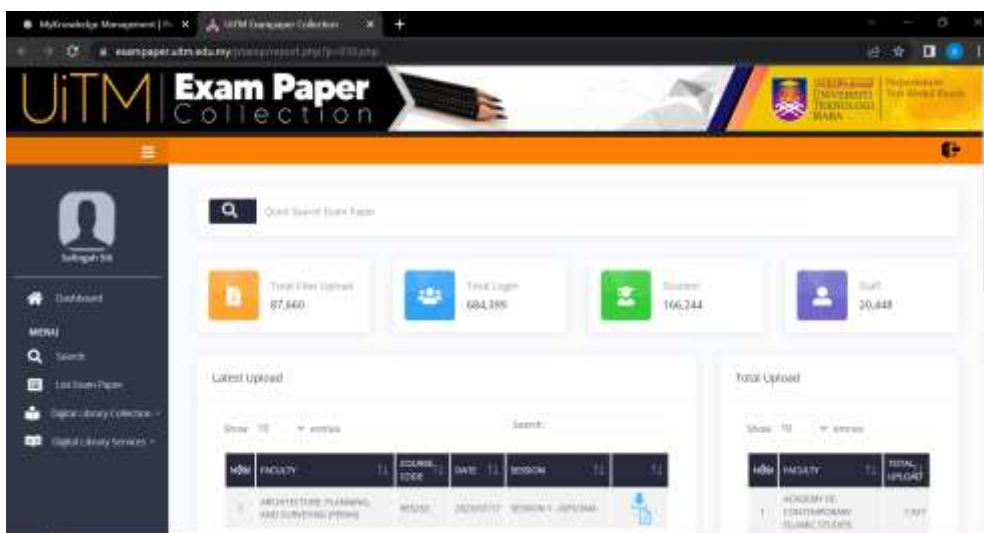


Figure 1.99 : Display of the MyKM Exam Paper Menu

4. OPAC

OPAC (Online Public Access Catalog) is a menu in MyKM Tengku Anis Library that allows users to search, find, and access information related to library resource collections online. OPAC is a search tool that users can use to find books, journals,

journals, e-books, e-journals, and other Tengku Anis library resources. Here is the OPAC display

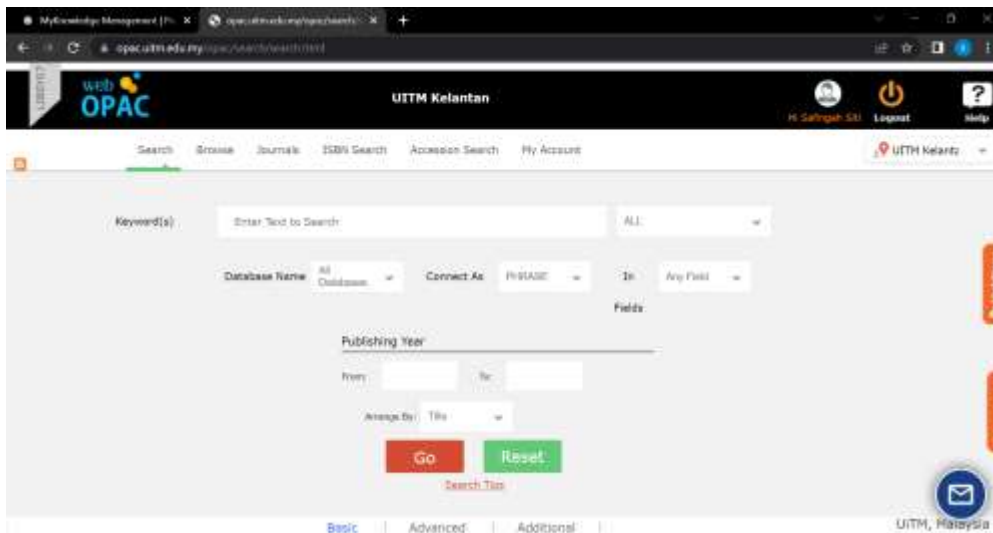


Figure 1.100 : OPAC Menu Display (1)

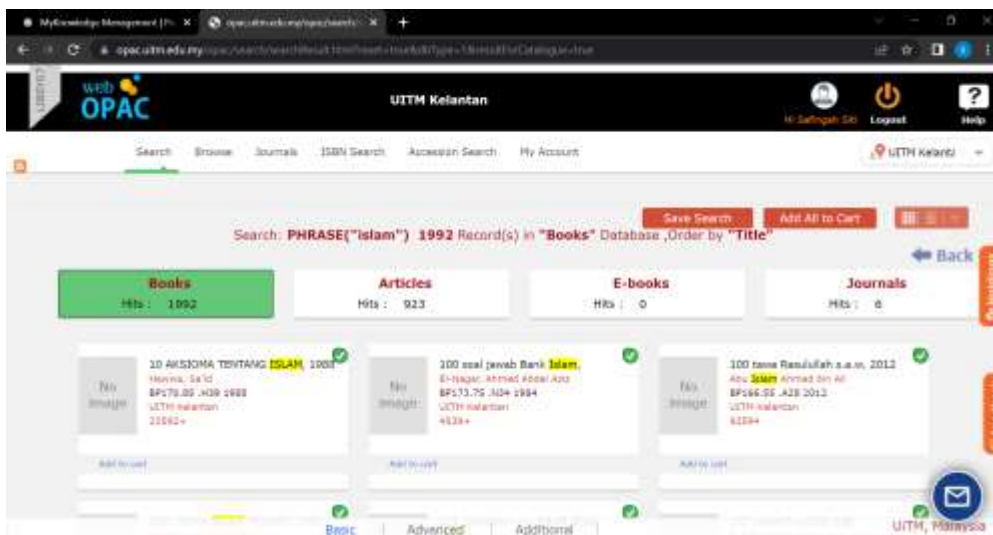


Figure 1.101 : OPAC Menu Display (2)

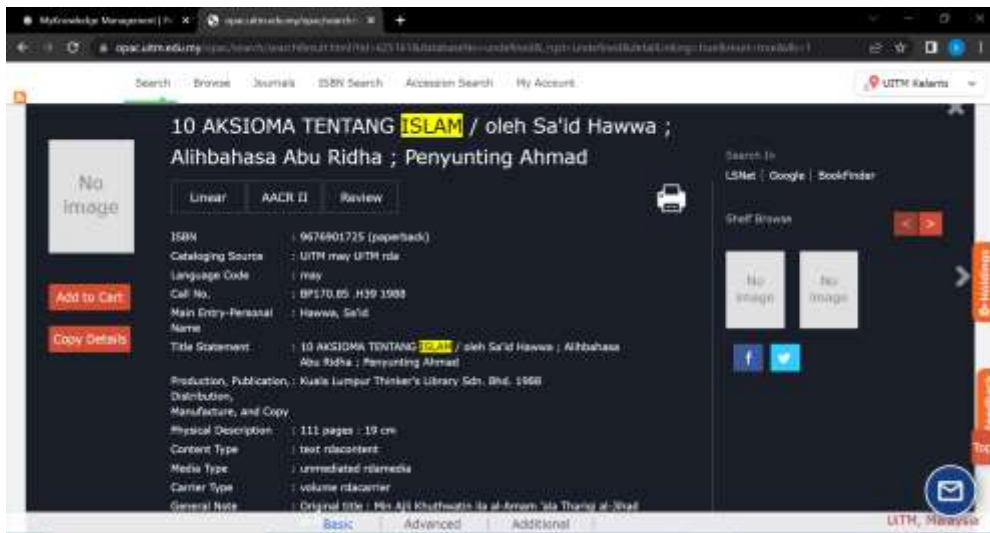


Figure 1.102 : OPAC Menu Display (3)

5. Institutional Repository

This menu is a menu used to access the UiTM repository which contains scientific works produced by the UiTM academic community in the form of theses, dissertations, research reports, scientific articles, videos, seminars, and other publications. The Institutional Repository contains intellectual property rights in various publishing formats by the UiTM Library. Apart from using MyKM, you can also visit via the link, namely <https://ir.UiTM.edu.my/>. The repository functions to collect, store and share scientific works from UiTM which can be accessed by the public and is devoted to the use of scientific research and development. Here's how it looks:



Figure 1.103 : Display of the Institutional Repository Menu (1)

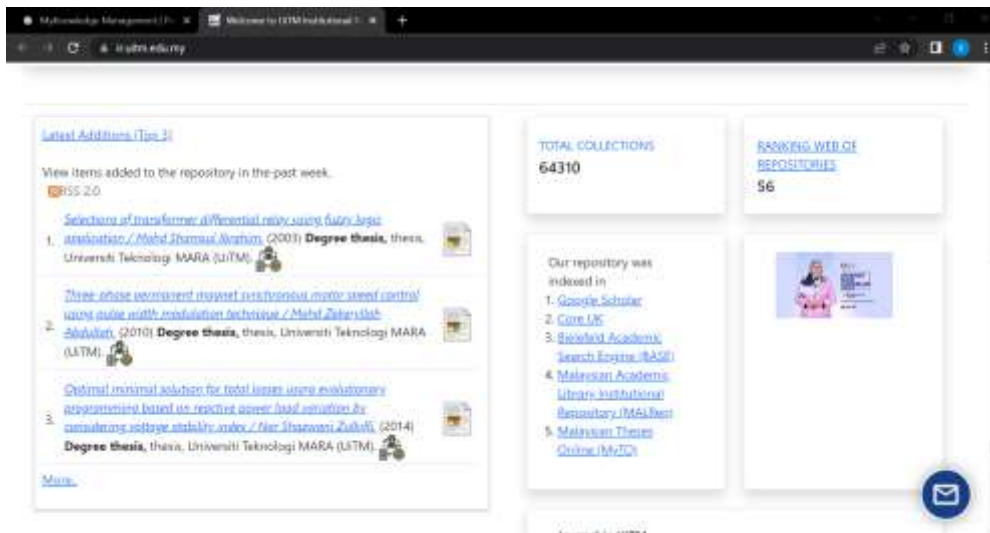


Figure 1.104 : Display of the Institutional Repository Menu (2)

6. Open Access Discovery

This menu serves to assist users in finding and accessing scientific content that is available in open access. This menu is used to make it easier for students to find journals or scientific publications and is grouped according to the faculties at Universiti Teknologi MARA. Here is how it looks:

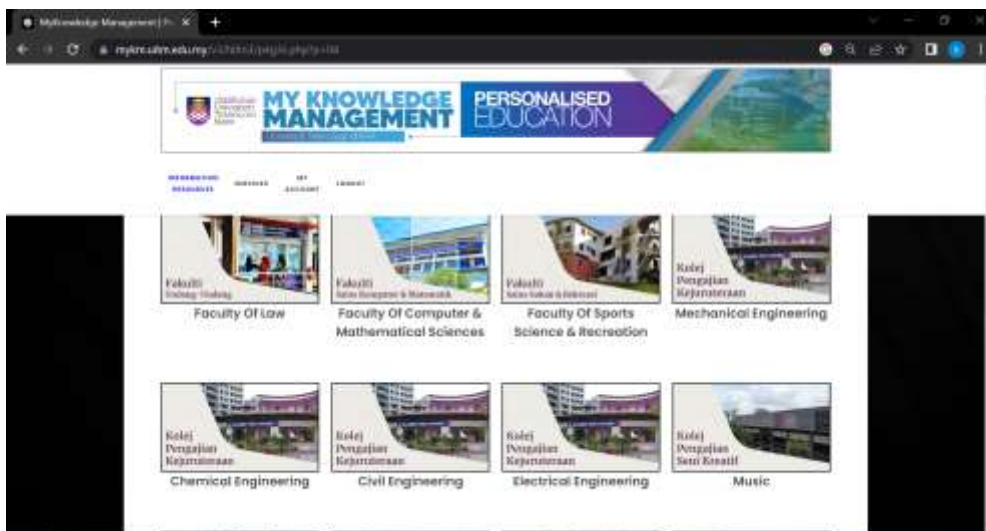


Figure 1.105 : Display of the Open Access Discovery Menu (1)



Figure 1.106 : Display of the Open Access Discovery Menu (2)

7. OFA (Online Finding Archive)

The OFA menu is a menu in MyKM to access digital archive collections. OFA is also known as an archive retrieval platform that can be used by the public to access archives in the PTA. This is because the archive unit is under the Tengku Anis Library. Various archives from academics, student affairs, history, and others can be found and borrowed by users online. Apart from going through OFA's MyKM through the page, namely, users can also request archives that they feel cannot be found to be searched later and will be sent by the PTA archivist. Here's how it looks:

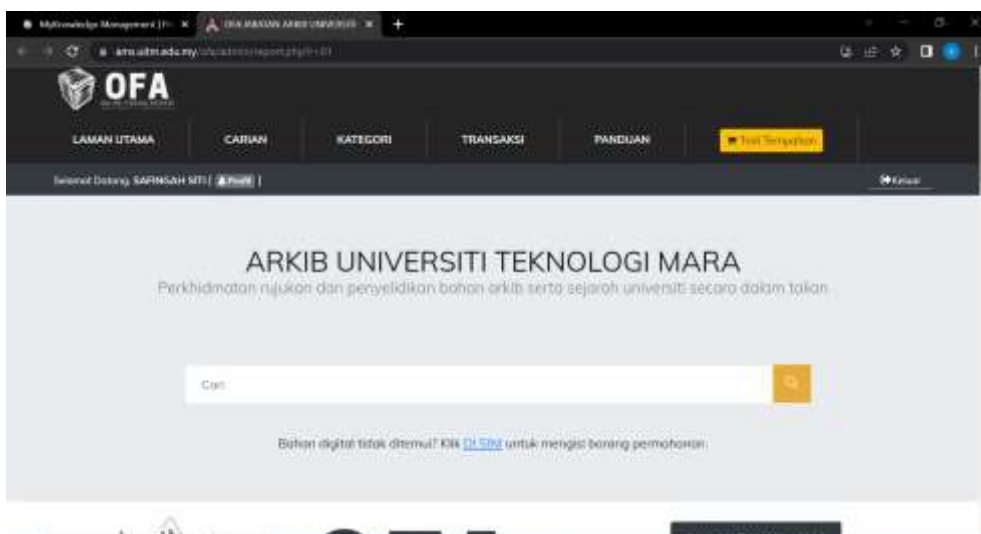


Figure 1.107 : Display of the OFA Menu

8. Article Indexing Repository

This menu is a menu for storing and indexing scientific articles and academic publications from various sources and journals. This helps users to access scientific articles that are relevant to a particular topic or scientific field. Here's how it looks:



Figure 1.108 : Display of the Article Indexing Repository Menu

9. Malay Treasures

The Malay Khazanah menu is a menu that contains digital collections related to Malay culture. The digital collection of Malay culture includes books, articles, manuscripts, videos, photos, and documentation related to Malay culture. The existence of this menu aims to preserve, appreciate and disseminate knowledge about Malay culture which is used as insight or knowledge, as well as research in the development of science. Khazanah Malay is the main repository for collecting writings, research, publications, and documentation published in Malaysia. The following is a display of the Malay treasure menu:

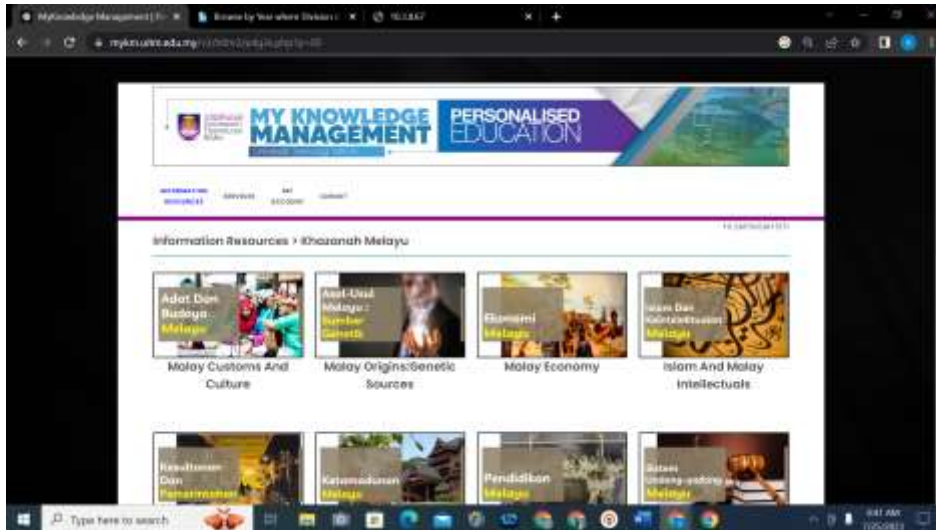


Figure 1.109 : MyKM Malay Treasure Menu

10. Local Content Hub

The local content menu is a menu in MyKM Tengku Anis Library which provides a collection of library resources related to local content related to innovation, and creativity in various fields of work by the nation's children. This local content was compiled by the PTA to make a collection specifically made by local children. Various content such as Malay culture, technological innovation in the field of health, investment, and so on are collected from the UiTM academic community and also external parties (public). Local content is not only in the form of books, journals but also articles and newspapers. The following is the MyKM Local Context Display:

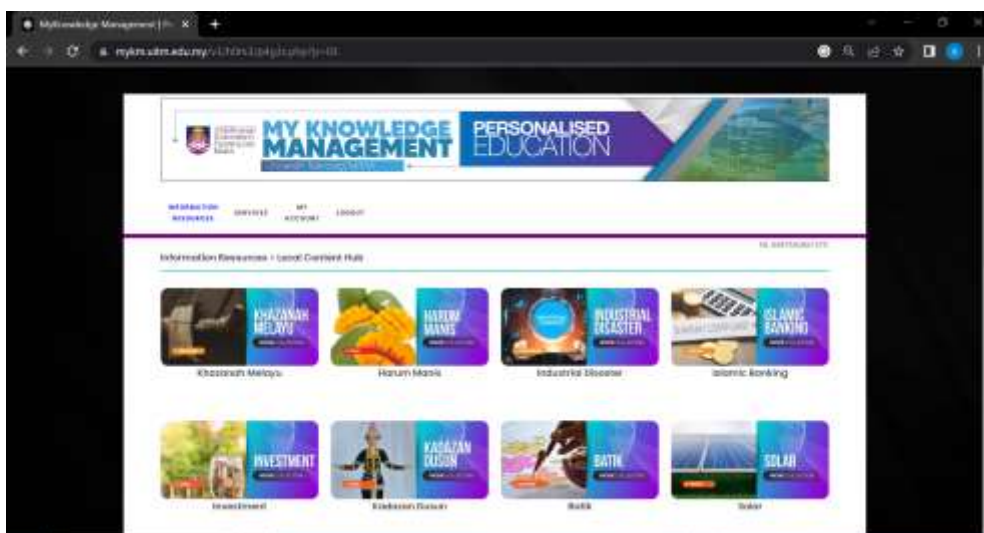


Figure 1.110 : Local Content Menu Display (1)



Figure 1.111 : Local Content Menu Display (2)



Figure 1.112 : Local Content Menu Display (3)

11. 2023 Book Collections

This menu is a menu that provides library collections in the form of the latest publications in 2023. Readers can easily access the Tengku Anis library's digital collection and find out the latest trends in 2023 through the available collections. Here's how it looks:

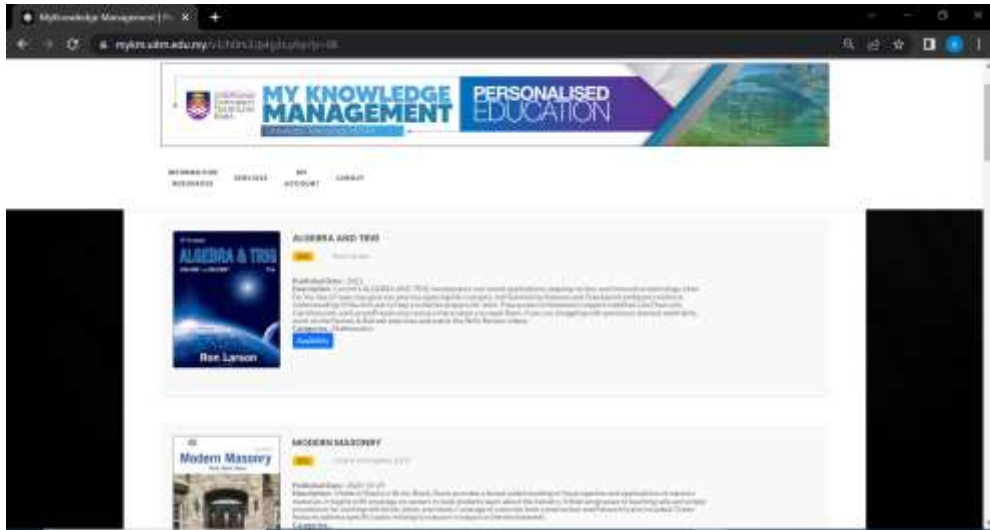


Figure 1.113 : Menu Display 2023 Book Collections MyKM

12. Minda NC

This menu is a menu that allows users to access the latest news at the MARA Malaysia University of Technology. Minda NC presents various news such as awards, activities, programs, and current issues at the MARA University of Technology from all branches. This menu is to add positive knowledge and literacy to readers and is a menu of transparency and accountability reports for the ongoing program or activity at Universiti Teknologi MARA Malaysia. Here's how it looks:



Figure 1.114 Display of the MyKM NC Mind Menu

3.2 Other Activities

3.2.1 Interviews



Figure 1.115 : Interview

Interviews conducted by trainee were interviews to fulfill the conversion subject, namely organizational strategic planning. On this occasion, the interview was made like a chat and the shooting process was carried out to be shown on the PTA YouTube channel. The topics discussed are related to matters relating to organizational strategic planning at the Tengku Anis Library relating to human resources, programs, and values that exist within the organization. The resource persons consisted of 3 librarians who came from one head of the strategic planning unit, namely Madam Norfitriah Mad Seman. In addition, the second resource person was Madam Nordelina Binti Zulkarnain who was the head of the section in the library service unit. Then the third resource person, namely Dr. Muslim Bin Ismail is the head of the University Reference Unit.

This interview activity is to obtain data and information related to organizational strategic planning courses. From the results of the interviews, it was explained that finding and attracting users is done through promotions. Promotion carried out by PTA uses social media because it is considered a very potential medium for introducing services to users. Presentation of library content that is interesting and following trends is considered effective in making PTA more widely known both inside and outside the library. In addition, the resource person also always tries as a librarian to be sensitive to the wishes and needs of users.

In addition to interviews with the PTA, intern students also conduct interviews related to the publication of collections, namely with online UiTM Press Publishers. This is done to find out how the publishing process is at UiTM Press Publisher as data in the course conversion report. The results of the interviews explain the process of publishing a book from start to finish. Then it also relates to the book marketing process, the challenges experienced, and the trainee's royalties.

3.2.2 Book Reviews

A book review is an activity to review or review books written by someone. Book Review aims to provide an objective view and assessment of the quality of the content and the superiority of the book to future readers. Book Review assignments are given by the Library Service Unit. Intern students are assigned to read one book by previously using the OPAC service as an information retrieval system. Intern students are required to borrow through circulation counters and conduct reviews which will later become information products, namely Tik Tok videos. The benefit of a book review is to provide information to readers briefly and concisely related to book content without having to read the entire book. Apart from that, Book Reviews can influence the increase in reading interest because you find interesting book information.



Figure 1.116 : Review Book

Habiburrahman El Shirazy's book *When Cinta is Glorious* was chosen because it is a novel that has been booming and has an interesting storyline. This book was first published in 2004 and has become one of the bestseller novels in Indonesia and Malaysia. The Book Review assignment lasts for 2 weeks with the process of writing a summary and interesting things from the book both in terms of the advantages and disadvantages of the book. After reading and taking notes have been done, then start by taking a book video. The concept of video books is to highlight how the flow is in the book so that users are interested in reading it. Video editing is done using the Cap Cut application. Tik tok was chosen because it is a very potential application. Link Tik Tok <https://vt.tiktok.com/ZSLxnKVKy/>

3.2.3 Creation Presentation Slides: Humanizing Technology

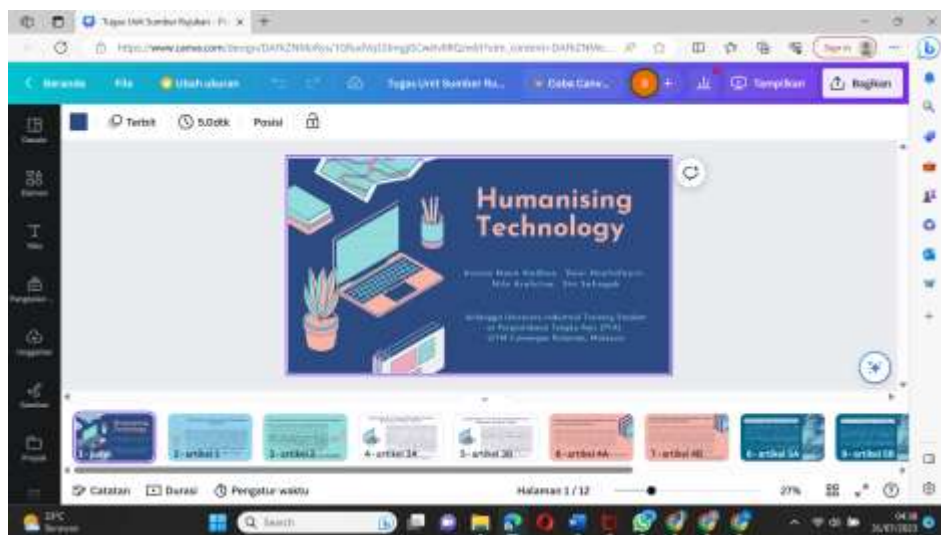


Figure 1.117 : Task Slide Presentation (1)

Slides Presentation: Humanizing technology is an assignment from the University Reference Unit. The theme of the presentation slides is Humanizing technology where intern students are required to find 5 journal articles related to this theme. Then the intern students were divided into 2 groups, each of which consisted of 4 students. This assignment aims to present information about efforts to apply the concept of humanizing technology to the public. Where technology should be more humane, friendly, and inclusive for users regardless of their physical condition or other background. Intern students review several related journals to support the topics that have been determined.

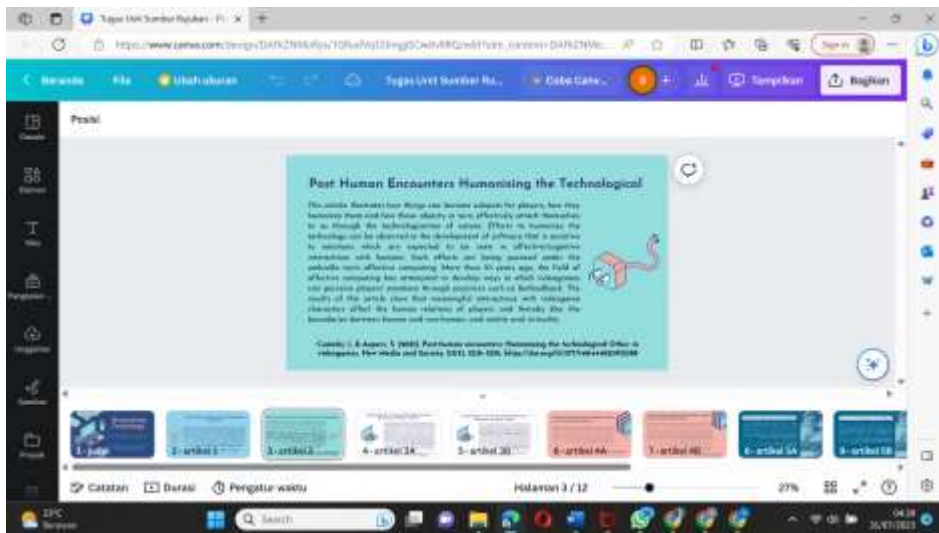


Figure 1.118 : Task Slide Presentation (2)

After the review process is complete and some interesting things are found, then proceed to the stage of making presentation slides using Canva. Making this assignment will later become the forerunner of research related to the theme of Humanizing technology. Humanizing technology is one of the interesting themes that can be researched in society to create technology that is friendly and oriented towards humanizing aspects by prioritizing ethical issues and having a positive impact on human life. In this assignment, the product results are in the form of a slide presentation.

3.2.4 Flipbook – Online Exhibition



Figure 1.126 : Flipbook – Online Exhibition

The flipbook assignment was given by the digital library unit, namely making flipbooks with the theme of Indonesian culture. Flipbook will later be made into an online exhibition by

the PTA so it needs to be arranged systematically and properly. In the process of searching for information, the trainee searched for material and found ideas to compile related to the title Sekaten Ceremony to commemorate the birth of the prophet Muhammad in the archipelago. The trainee takes the example of the solo area. Here is the online exhibition link <https://kelantan.library.UiTM.edu.my/pages/pUiTM-kelantan/library-events/exhibitions/611-sekaten-tradisi-islam-nusantara-memperingati-kelahiran-nabi-muhammad-saw-siti-safingah>

3.2.5 Visiting the Perbadanan Perpustakaan Awam Kelantan (PPAK)



Figure 1.119 : Visiting PPAK

The visit to Perbadanan Perpustakaan Awam Kelantan (PPAK) with Library Librarian Tengku Anis together with trainee to attend a book review and introduction to the public library in Kota Bharu. The Public Library is a library designated for the general public and is a facility provided by the government to carry out service functions and provide information to the public (Juniadi & Heriyanto, 2021). PPAK functions are generally divided into 3, namely management activities including 1) Management Services and human resources, 2) Planning and Corporate Relations, 3) Information Technology. Then the second function, namely library development activities consisting of material procurement and material documentation. Then the last function is information service activities which are divided into the promotion of interest in vaca and general information services. The official PPAK website is on the page <https://kelantanlibrary.gov.my/>.

The existence of public libraries in Malaysia is more or less the same as in Indonesia and they focus on increasing interest in reading from an early age. This can be seen from a

large number of children's collections and programs specifically for children at the Kota Bharu Public Library Association. Supporting facilities such as reading rooms, internet access rooms, meeting rooms, and buses used for mobile libraries are located there. Library services are more or less the same as public libraries in Indonesia, starting from borrowing books, reference assistance and information sources, literacy programs, digital resource services, and so on. However, intern students do not have the opportunity to ask more about this public library.

Furthermore, in the visiting session, the trainee attended the book launching event "Raudhah Sakeenah Kelantan" by the trainee of the book, in the official launching of this book to introduce users to the Perbadanan Perpustakaan Awam Kelantan (PPAK). This activity includes sharing related to the contents and promotion of the book. Apart from that, there was also a discussion and question and answer session related to Raudhah Sakinah's book which was attended by many readers. This event involved writers, librarians, and the minister of education of Kelantan. The book launching activity is one of the services at the Kota Bharu public library organization in providing opportunities and awards for the work of local writers. Besides that, it also promotes literacy related to reading to the local community.

3.2.6 Visiting to the Perpustakaan Tengku Anis Kota Bharu (PTAKB)



Figure 1.120 : Visiting PTAKB (1)

The Tengku Anis Kota Bharu Library is a branch library under the MARA University of Technology. The Tengku Anis Kota Bharu Library is part of the Tengku Anis Machang Library. This visit was guided directly by Madam Rosmariyati Bt Abd Rahman head of the campus library at the Bharu city campus. Intern students are introduced to the facilities and

services of this PTAKB. PTAKB facilities include a reading room that can be used by users, besides that there is also an IT room or computer room that is used for implementing programs related to literacy classes and so on. In addition, there is an individual room that users can use if they want activities to be carried out independently and do not want to be disturbed by other people.



Figure 1.21 : Visiting PTAKB (2)

In terms of location, PTAKB is located in the middle of Kota Bharu and the library is attached to the classrooms used by students for teaching and learning. The library collection also varies from reference collections, magazines, books, and many others. Procurement of collections is adjusted to the faculties at UiTM Kota Bharu only. PTAKB has a smaller room compared to the Tengku Anis library in Machang. PTAKB only has 7 librarians and most of them hold concurrent positions according to the librarian's explanation that PTAKB's human resources are the problem because of their small number.

3.3 Special Projects

3.3.1 Corporat Social Responsibility (CSR) Programs

Corporate Social Responsibility or CSR is a concept whereby companies/organizations are active in considering the social, environmental and economic impacts of their operations or business activities. CSR activities are an important agenda carried out by industrial training students. The purpose of CSR is to make a positive contribution to the surrounding community. CSR is an activity to contribute to society and local development, especially in improving the quality of human resources. CSR activities are required projects during industrial training programs and are carried out twice in different places.

3.3.1.1 CSR of Pangkal Meleret Vocational School – Vitamin Science



Figure 1.122 : CSR SMK Pangkal Meleret (1)

Corporate Social Responsibility (CSR) is a program that PTA usually does every few months. The CSR on this occasion was to Pangkal Meleret Vocational School. The group of trainee and librarians departed at 08.00 local time using the UiTM bus. The CSR program activities are a special project for international internship students from PTA so that in practice the trainee have a hand in organizing the event. In this activity, intern students are responsible for the continuity of the event from start to finish. Intern students held a sharing program related to libraries in Indonesia and the Library of Airlangga University Surabaya Indonesia.

CSR activities began with the opening directly by the Pangkal Meleret Vocational School Principal and the NILAM program or reading ambassador was inaugurated at Pangkal

Mleret Vocational School. Don't forget that the PTA provides a book loan to the SMK so that later it can be put to good use. Activities begin after the breakfast session is over. The first activity was the opening by the master of ceremony (MC) and continued to the main event, which was an information-sharing session from trainee to students at the base of Mereret Vocational School regarding libraries in Indonesia and the Airlangga University Library. This session lasted about 40 minutes with approximately 70 participant.



Figure 1.123 : CSR SMK Pangkal Meleret (2)



Figure 1.124 : CSR SMK Pangkal Meleret (3)

After the sharing session was over, it continued into the ice-breaking session and was still guided by the interns. After the ice breaking was finished, it was then handed over to the PTA librarian to fill in a book review session together with the children at Pangkal Meleret Vocational School. There is also an award for students who have the best book reviews. After the book review is finished, there is a quiz. The quiz is designed by intern students in the form of an online quiz. This CSR activity is a form of implementing services to increase interest in reading and literacy starting from an early age. The PTA library as an academic library realizes the importance of having an interest in reading from an early age, so the implementation of CSR programs is often carried out by PTA. Making reading ambassadors for "NILAM" is an example to influence students to increase their interest in reading.



Figure 1.125 : CSR SMK Pangkal Meleret (4)

After the CSR activities were completed, trainee were invited to enter the school resource center (School Library) of Pangkal Meleret Vocational High School. The book collection at the reference resource center consists of English books and Malay books. However, it is known that English books are less attractive to students. The provision of a book loan by the PTA is to add to the collection at the Pangkal Meleret Vocational School Resource Center.

3.3.1.2 CSR Linkage of Love for Orphans – Lilbanat Darulnaim Orphanage Home

The 2nd CSR was initiated by the Faculty and took place at the Lilbanat Darulnaim Machang Orphanage. Madam Norfitriah Mat Seman explained the CSR plan which is a

collaboration between the Faculty and the Tengku Anis Library. CSR or community service program is a social program that contains community empowerment activities (Utami & Prasetyo, 2020). It took place at the Lilbanan Darulnaim Orphanage and was attended by 20 orphans ranging in age from 6-18 years. The Tengku Anis Library is responsible for several activities together with the orphanage children by holding activities such as joint gymnastics, coloring books, dream wheel games, book reviews, read-aloud, finding me games, and quiz time. The internship activities will be held on Saturday 17 June 2023. The division of tasks between trainee from Airlangga University and trainee from UiTM Negeri Sembilan. In the next preparation process, trainee prepare goods and materials to support the activity plan.



Figure 1.127 : CSR discussion

The following day was information on the division of general divisions where this division consisted of several staff from the Tengku Anis library, faculties, and student internship organizations and together with Information Management System (SISMA) students and the Association of Information Scientists (AIS). There are several divisions that industrial training students follow, namely 1) the events division in charge of designing and implementing programs that will be presented during the CSR, 2) The multimedia and documentation division, in charge of documenting programs during events and publishing them through social media, 3) The consumption division, is in charge of providing consumption during the event to the participants and the committee, 4) The secretarial division, is in charge of carrying out various administrative matters during the CSR. The division of tasks in a committee is to organize and ensure that all aspects of an activity can be carried out properly and efficiently. Just like the organizational structure, there is a division of tasks to facilitate coordination so that the goals for the success of the event are exceeded (Wahyono, 2022).

CSR implementation on Saturday begins with doing morning exercises together, then continues to the second agenda, namely repairing the mini library and joint activities with orphans. The PTA and student interns are tasked with coordinating various activities and games with the orphans. Meanwhile, the faculties and student members of SISMA and AIS carried out the mini library setup program. Activities with orphans initiated by PTA and trainee included the Minda Gymnastics or joint exercise which was carried out at the beginning before the activity started. Furthermore, Color Me is an activity to color bookmarks that are beneficial for children in increasing visual power. The third activity is the Dream Wheel which is an activity to hone skills related to mathematics and general knowledge. Book Review activities that are useful for increasing interest in reading in children. The fourth activity is Read a lot and quiz which are the mainstay activities of this program. Reading a lot will help develop reading and literacy skills as well as focus on reading. While the last one is the Finding Me activity which is an activity to find missing items from an image.



Figure 1.128 : CSR Lilbanat Darulnaim Orphanage (1)



Figure 1.129 : CSR Lilbanat Darulnaim Orphanage (2)

Joint activities with orphanage children went smoothly because the children were active and always followed the committee's instructions. After the activity session there was a lunch session and there the intern students had the opportunity to share the culture and language of Indonesia.

3.3.2 Research Project

Research Project activities are paper-making projects that are shown to participate in international symposiums, namely Glocal Symposium on Information and Social Science (GSISS). The research project was carried out by a team of two students, namely myself and Nila Arofa'ina. Paper entitled "Customer Satisfaction Analysis in Information Center : A case study at Semarang Contemporary Art Gallery. This paper analyzes the aspects of customer satisfaction in one of the information centers, namely art galleries in Semarang. Semarang Contemporary Art Gallery is an art gallery located in Semarang City, Indonesia and is the first and only art gallery in the city. In the process of preparing and writing papers carried out using interview methods and literature studies. Interview conducted with one of the managers of the art gallery and served as gallery manager. The paper discusses how the concept of customer satisfaction, factors that affect customer satisfaction, customer satisfaction measurement methods, strategies to increase customer satisfaction and the implementation of customer satisfaction aspects at Semarang Contemporary Art Gallery. The results of the study found that Semarang Contemporary Art Gallery is one of the information centers engaged in services and

customer-oriented. The customer satisfaction aspect in Semarang Contemporary Art Gallery focuses on the satisfaction level assessment process in the context of confirmation and/discount on the influence, equity, expectations and/or performance of the product. Semarang Contemporary Art Gallery has implemented strategies to realize the dimension of service quality that focuses on customer satisfaction.

After the paper preparation process was completed, it was collected and presented in an international symposium held at UiTM Kelantan Branch. Paper presented by myself with 10 minutes and 5 minutes QnA to paper. This activity is the last special project that intern students take part in. GSISS is conducted for 2 days, June 20-21 2023. This activity is an activity held by the Schools Of Information Science, College Of Computing, Informatics and Media UiTM Cawangan Kelantan together with the Faculty Of Administrative Science and Political Studies, Faculty Of Law, and Library Tengku Anis. The theme of the paper is "Information and Social Science: Challenges and Opportunities in the digital era". GSISS is implemented in a hybrid way, namely online and offline. The presenters consisted of academics and students, starting with 4 keynote speakers. The first keynote speaker was Associate Dr. Mohd Nasir Ismail who is UiTM's deputy academic chancellor for the Kelantan branch. The second keynote is Dr. Imam Yuadi. S.Sos ., M.MT. senior lecturer in the Department of Information Science and Library, Airlangga University. The third keynote was Associate Professor Filmor J. Murillo. MDC from the Camarines Sur Philippines Polytechnic and finally Dr. Meida Rachmawati who is a lecturer from Ngudi Waluyo University, Semarang Indonesia.



Figure 1.130 : GSISS (1)



Figure 1.131 GSISS (2)



Figure 1.132 GSISS (3)

GSISS is the peak event and later the papers that have been made by participants will be published through MyCite in September 2023. The paper will later be accessible to the public and become a reference for the learning and research process. In addition, it is also one of the knowledge transfer and knowledge sharing activities. This activity is also expected to be a place for students to improve their writing skills in terms of writing scientific papers. At the end of GSISS, there was a speech from the Rector of UiTM Cawangan Kelantan. In addition, there will be an announcement of the 3 best papers and 3 best presenters. International Internship student Annisa Nana became one of the 3 best presenters at GSISS. After the announcement of the award, it was followed by the handover of souvenirs from Universitas

Airlangga to UiTM and vice versa. Souvenirs were given directly by Mr. Imam Yuadi as the supervisor of international internship students and received by the Rector of UITM Kelantan branch. Then GSISS ended with a closing ceremony and a group photo.

CHAPTER 4

INDUSTRIAL TRAINING REFLECTION

4.1 Application of Knowledge, Skill, and Experience

4.1.1 Management skills

During my training period, I had the opportunity to learn from the experienced and dedicated team at the Teungku Anis Library. They patiently mentor and provide insight into various aspects of library management, including collection management, public services, information technology, and events management. I also gained an understanding of library management systems used in managing and managing information resources. In addition, I learned about the importance of consistent and consistent implementation of policies and procedures in ensuring the efficiency and effectiveness of library operations. This training helped me understand how important it is to organize good collections, manage loans and repayments, and maintain the confidentiality of user data.

During the training period, I was allowed to be actively involved in various library activities. I assist in the lending process, design and organize book fairs, and support promotion and information literacy activities. I also participate in the collection acquisition and cataloging process, which provides deeper insight into how to manage diverse information resources. In addition, this training provides an opportunity to work with various library management software, which is a valuable technical skill in today's digital era. I learned to use library management systems efficiently, manage databases, and integrate information technology into public services. This industrial training can not only help me acquire new knowledge and skills in library management but also shape my attitude and personal qualities. I learned about the importance of effective teamwork and communication. In addition, through interaction with library users, I learned about empathy and friendly service in providing quality information services.

4.1.2 Cataloging skills

During the training, I was introduced to the basic concept of cataloging and its vital role in the library. Cataloging is the process of detailing and recording important information about each item in the library. This knowledge opened my eyes to the importance of order in organizing information resources so that users can easily find the material they need. While attending the training, I learned about commonly used cataloging standards such as the Anglo-

American Cataloging Rules (AACR2) in Indonesia. However, the Tengku Anis Library used cataloging standards in the form of Resource Description and Access (RDA). Understanding these standards helps me develop consistent and accurate descriptions for each item in the library's collection. This plays an important role in providing easy and efficient access for the users. I realized how important the quality of the catalog is in providing a good experience for library users. A neat, structured, and accurate catalog makes it easy for users to find the material they are looking for. Therefore, accuracy and accuracy in cataloging is very important to achieve this goal

4.1.3 Computer Skills

During the training, I was introduced to various information technologies used in library operations, including library management systems, computer hardware, and application software that supports library services. This understanding opened my horizons about how information technology becomes the backbone that supports the service and management of information collections. In addition, during the training, I also gained experience in providing public services using information technology and accessing information resources, both via computers and mobile devices. This training also helped me hone my technical skills, such as solving technical problems on computers and assisting users in using the software. I learned how to provide good technical support to users who have problems using devices or accessing information.

4.1.4 Communication Skills

As a librarian candidate, I must have good communication skills to provide good service. During the training, I learned how to be sensitive to conditions and trends in users. Then how to welcome visitors in a friendly manner, listen carefully to their needs, and provide appropriate assistance. Through role training and simulations, I feel more confident in interacting with different types of users and providing professional services. During the training period, I also had the opportunity to work in a team to work on several library projects. I learned how to communicate effectively in a collaborative work environment, share ideas and work together to achieve a common goal. This skill is an added value in creating a harmonious and productive work environment.

4.1.5 Time management skills

During the training, I was given training on time planning and task prioritization. I learned how to Establish a regular work schedule, divide time wisely between urgent and more strategic tasks, and set time targets to complete work on time. During the training period, I was also taught various task management strategies, such as using a to-do list, the Pomodoro technique, and how to manage external distractions. This knowledge helps me to stay focused on the work at hand and maximize the use of time. This training inspired me to apply the time management skills I learned in everyday life, not only in my library work but in other aspects of my life. I learned many things during my internship at the Tengku Anis Library. Apart from reflecting on my abilities and skills, what I learned was how to adapt to a new environment. In addition to understanding the meaning of family. The hospitality of the librarians towards industrial training students where trainee are welcomed very warmly makes me feel very happy and grateful. I thank you very much for the experiences and memories that were manifested in this internship activity.

4.2 Personal Thought and Opinion

The personal thoughts and opinions during the internship took place, namely:

4.2.1 Respect others

During my internship at the Teungku Anis Library, I learned the importance of respecting others. I realize that the library is a quiet and comfortable place for users to study and read. Therefore, I learned to speak in a low voice, avoiding speaking loudly or distracting other people who were concentrating. I've also learned to respect users' privacy, not interrupting them while they're reading or working. In addition, I learned to respect colleagues and leaders in the library. I always listen and appreciate their input, suggestions, and directions. I also try to work well together in a team, help each other, and respect differences of opinion.

Respecting others in the library is a way to create a positive and professional work environment, as well as providing friendly and quality service to users. I feel that the value of respecting others will always be beneficial in my career path in the world of libraries and everyday life.

4.2.2 Modesty

During my internship at the Tengku Anis Library, I learned about the importance of having humility. I realized that as an intern, I still have a lot to learn and improve. In a diverse and dynamic library environment, I learned to remain humble in accepting guidance and input from colleagues and leaders. I do not hesitate to ask questions and ask for help when I need it, and am open to constructive criticism to improve my performance. I also learned not to be

arrogant with my abilities, but to always be willing to learn from others and accept different opinions and points of view. With humility, I find it easier to adapt and develop, and can create harmonious and productive relationships with colleagues and library users.

4.2.3 Responsibility

During my internship at the Tengku Anis Library, I learned about the importance of having responsibility in carrying out internship assignments. I realize that every task I carry out has an impact on library management and services to users. With responsibility, I learn to always be on time, complete assignments correctly, and work according to set standards. I also learned to respect set deadlines and strive to complete assignments on time. Apart from that, responsibility has also taught me to understand priorities and manage my time wisely. I learned to focus on the most important and urgent tasks and manage my time well to complete other tasks.

Responsibility also includes the ability to admit mistakes and learn from experience. I learned to take responsibility for my actions, whether successful or not, and strive to continuously improve myself. By having responsibility, I feel more confident and motivated to give my best during my internship at the Teungku Anis Library. I am sure that the value of this responsibility will help me in my career path in the world of libraries and everyday life.

4.3 Lesson Learnt

During the Industrial training period at the Tengku Anis UiTM Library Cawangan Kelantan, Malaysia trainees gained valuable lessons and lessons obtained from practice and observation. One of the lessons learned is related to how modern libraries are managed. In this digital era, libraries not only have physical collections but also digital collections in addition to services that have developed into technology-based services. MyKM and UiTM Mobile Apps are one form of implementation of modern libraries. Technology-based services and management are also found through an integrated library management system which can accelerate the process of cataloging, circulating, and managing records at PTA.

In addition, I also learned the importance of skills in customer service in a library environment. Today's users are not only looking for reading materials or accessing reading materials. Still, they are looking for support, assistance, and guidance in finding library resources and PTA always strives in this regard. Interacting with customers, I learned to listen and empathize with and respond to customers. I believe these skills can equip me to be an information manager in various professional contexts in the future.

Another industrial training experience I highlighted relates to the value of collaboration and strong teamwork. In challenges like today, collaboration becomes something that will often be used in work. Through discussion and sharing of ideas, you can resolve obstacles and design effective solutions. I learned to deepen the benefits of cooperation and support each other in achieving common goals. The last thing I learned during industrial training activities was about the importance of ethics in the profession. How libraries maintain integrity while safeguarding users' personal information and honesty in carrying out daily tasks. The lesson I learned was about ethical responsibility in the information field and a culture of trust in the workplace.

4.4 Limitations and Recommendations

Lack of Consistency in Posts on PTA Social Media

Looking at today's social media plays a very important role in presenting various information and being able to attract attention so it requires the right branding strategy and execution. Looking at the library's social media, Tengku Anis has been active by creating media content that is always updated with every activity. However, some suggestions related to feed layout and content regularity still look messy so it looks disorganized. This does require consistency in each content post to be able to provide a good appearance. This consistency can later build a visual identity so that it is easily recognized by social media followers. In addition, consistency also strengthens the message and value conveyed through content and facilitates content management.

Recommendations to overcome shortcomings related to social media content are:

1. Create a Content plan
Make a content plan within a certain period of time, plan what things should include the type of content, topic, and layout of the post, and use
2. Define visual identity and theme
Choose a visual identity that reflects the PTA identity in both colors, logos, and designs. This element is used consistently in each post and also determines the theme of the relevant content.
3. Create a design template
Consistency to create post types must ensure several elements so as to make it easier to create a content design template
4. Engage the team to coordinate
Working in a coordinating team including graphic design and content writers will meet standards of consistency and quality
5. Stay Flexible
Although it is consistently important na, un in dealing with changes and urgent such as sudden events or news, librarians can adjust content plans and posts to suit the situation.

CHAPTER 5

CONCLUSION

5.1 Conclusion

The industrial training activities at Tengku Anis Library have taught me a lot about technical and soft skills, especially in managing an organization. I have learned about various library management such as circulation, catalogs, library systems, and so on. Some of the theories and materials obtained in lectures I found and applied to the process of internship activities including circulation, cataloguing, library systems, classification systems, information marketing, strategic planning of information center organizations and so on. In addition, I also learned how to manage archives because the archive unit is under the auspices of PTA. Many interesting things that I found especially related to the differences in library management in Indonesia and Malaysia. The most fundamental difference I found was the use of a classification system. In PTA the use of the classification system is based on the LCC classification system while in many libraries in Indonesia the use of the classification system is DDC. This certainly made me know more and learn about both classification systems in depth. I also got some interesting findings related to the work culture of the organization and the culture of the local community and added insight and experience. Various CSR activities have taught me that the function of the library is not only to serve users in the library but has a social function to provide benefits to the surroundings. Working with PTA staff and librarians has given me a lot of experience in communication and work as well as of course culture. As an international intern, of course, I also have to adapt and the environment at the internship is very supportive. During the internship has helped me in increasing my confidence in how to communicate and perform in front of many people.

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APENDIX

Activities Documentation



Figure 1 : Photo With Academic Advisor and Faculty Supervisor



Figure 2: Photo With the PTA Supervisor




Figure 3: Photo with Airlangga University Supervisor



Figure 4: Photo with librarian and PTA Staff

LOGBOOK REPORTS

NAME : SITI SAFINGAH
STUDENT ID : 2023561099
PLACEMENT : TENGKU ANIS LIBRARY UiTM MALAYSIA
TSWEEKS : 1

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 9th, 2023	Easter Sunday	
April 10th, 2023	<ul style="list-style-type: none"> ● Continue the Registration activity by Madam Laisemay ● Doing registration Course assisted by Madam Arina 	
April 11th 2023	<p>(Online) 09.00 – 12.00</p> <ul style="list-style-type: none"> ● Meet and great with PTA libraries  <ul style="list-style-type: none"> ● Introduction to Tengku Anis Library <ol style="list-style-type: none"> 1. History of Tengku Anis Library (PTA) PTA since stood 1985 and was inaugurated on 15 July 2008 by DYMM Sultan of Kelantan Sultan Ismail Ibni AlMarhum Sultan Mohammed IV. 2. PTA Vision - to establish UiTM as a globally renowned university of Science, Technology, 	

Humanities and Entrepreneurship.
PTA Mission - To lead the development of agile, Bumiputeras professionals through state of the art curricula and impactful research

PTA philosophy - Every individual has the ability to achieve 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.

3. PTA operating hours - The library is open until 10.30pm and there are public holidays, Saturdays and Sundays

4. Management of PTA



Madam Alina (Balance Head of PTA Library) Mr. Muslim Bin Ahmad (PTA Right Library) Madam Nordelina

(PTA Right Librarian)

Madam Norfitria

(PTA Right Librarian)

Madam Rosmariyati

(PTA Right Librarian)

5. PTA is divided into 6 Units

- a. Planning Unit
strategic, quality, and organizational management
- b. Cawangan Akib Unit
- c. Communications Unit
Corporate and Digital Library
- d. Service Unit

Library

e. Referral Source Unit

f. Referral Unit and investigation

6. PTA Facilities - Student Lockers, Locked Lockers, Reading Room (Top), Rest Room, Discussion Room, ITSpace

7. Library Management Section (Library Management Division)
Head of Section = Madam Norfitria

Divided into 2 Fields that is, Basic Unit and Strategic Planning and Collaborative Corporate Unit

The Head of Division has 3 tasks which are the department's human resource management, strategic planning, and quality, General Administration.

Basic Task Unit and Strategic Planning
Presentation of matter by Mr Ridzuan Ramli (Right Assistant Library)



- 1) Filling and transmission of data for statistics, monthly, periodic reports into the EISV3 system
- 2) Helping to manage the affairs of the library

Presentation of matter by Madam Amesutiny (Kerani Kanan)

- 1) Assist in the management of Filling in

PTA

- 2) Help prepare PTA official letter
- 3) Assist in financial management and procurement
- 4) Assist in the general management of the office
- 5) To carry out the duties of the Committee for the appointed PTA program



Presentation of matter
by Mr. Faizal Ibrahim
(Operations Assistant)

- 1) Newspaper Management
- 2) Official letter delivery of the department
- 3) Performing work Copy of departmental documents (Photocopies)
- 4) To collect the letters of the department in the administration department
- 5) Taking the letter of the administrative department

Mr. Corporate Task
Unit and Collaboration
Hasrie
(Right Assistant Librarian
and Miss Sazlina (Assistant
Librarian)



- 1) Implement and coordinate public relations programs and PTA publications
 - 2) Strategic networking with outside the library
 - 3) Promotion planning through mass media.
- UiTM Library application related material

	 <p>This application is a mobile App in the UITM library that provides convenience for users to access anywhere and anytime to meet the need for information</p> <ul style="list-style-type: none"> ● Do the report duty 	
<p>April 12th, 2023</p>	<p>Learning Materials From PTA</p>	
<p>April 13th, 2023</p>	<p>(Online) 09.00-12.00</p> <ul style="list-style-type: none"> ● Learn about Administration and Strategic Planning Unit The Chief of Section is MadamNorfitria  <p>The duties of this Unit are related to the department's human resource management, strategic planning and quality as well as general administration. The administration of the organization has duties in the case of organizational management.</p> <ul style="list-style-type: none"> ● Presentation of CSR program at Pangkal Meleret National High School. The program will be conducted together with the PTA Librarians of 10 people and 8-person internships 	

students. SMK student forms from 1-4 to a total of 50 people. This CSR Internship program students are required to perform a presentation (sharing section) related to the school library in Indonesia.

- Presentation of materials by Mr. Ridzuan (Senior Librarian assistants). As for the task as follows :

1) Filling and transmission of statistical data, monthly and periodic reports ke ala system EISV3.

The moderator will lead the collection of statistical data by each unit head and then be checked whether it is appropriate or not. This moderator was appointed by the PTA. And statistical data will be entered into Microsoft 365. Later the statistical data will be sent. The system will close as scheduled but if there is an error need to contact the PTA you want to allow correction we have to guarantee the data is correct. After collecting statistical data then it will go into the web library and only the moderator can open you to see My Knowledge Management system needs information

2) Assist in the management of the affairs of the library - The system used is the eMesyuarat System.

- Presentation of matter by Madam Amesutiny (Kerani Kanan). The tasks are as follows:

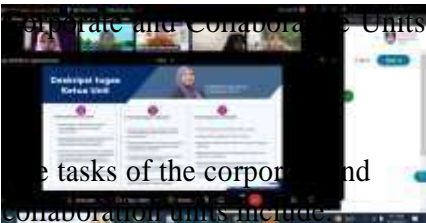
1) Help manage Filling affairs

	<p style="text-align: center;">at PTA</p> <p>Helping with this management means recording incoming and outgoing letters and being entered into Excel.</p> <ol style="list-style-type: none"> 2) Help prepare PTA official letter 3) Help as a moderator 4) Assist in managing financial and income matters 5) Assist in the general management of the Office Staff or practical student information will be kept on file 6) To carry out the duties of the Committee for the appointed PTA program <ul style="list-style-type: none"> ● Presentation of matter by Mr. Faizal Ibrahim (Operations assistants). As for the tasks as follows ; <ol style="list-style-type: none"> 1) The management of the newspaper <ul style="list-style-type: none"> Take a newspaper from the supplier and deliver the newspaper into the room for the user. Then keep the newspaper on the shelf. The storage limit is approximately 1 year and after 1 year's storage will be destroyed. 2) Official letter delivery of the department <ul style="list-style-type: none"> Follow up the mail that's been delivered and make sure the letter has reached its destination. 3) Doing work Copies of departmental documents Doing photocopying of the entire official letter 4) Take the letter of the department in the administration (Pigeonhole) 	
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	Taking the department's letter in the administrative department.	
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LOGBOOK REPORTS

name : SITI SAFINGAH
STUDENT ID : 2023561099
PLACEMENT : TENGKU ANIS LIBRARY UiTM MALAYSIA : 2
TSWEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 16th, 2023	Doing for CSR program and preparing the presentation files	
April 17th, 2023	Doing for CSR program and preparing the presentation files	
April 18th, 2023	Doing for CSR program and preparing the presentation files	
April 19th, 2023	(Online) 09.00 – 12.00 <ul style="list-style-type: none"> ●  <p>The tasks of the corporate and collaboration units include</p> <ul style="list-style-type: none"> Corporate communication, Corporate Relations, Marketing and Publication 	

- Presentation of materials by Mr. Hasrie (Senior Librarian assistant)
 - 1) Implement and harmonize programs related to the public and publications library.
 - 2) Strategic networks with innature parties and outsidethe library
 - 3) Designing promotions in mass media (promotion in the form of videos, posters and others). In supporting the promotion and marketing of applications used is canva.



Corporate units and publications are also responsible in holding and Manage various PTA social media.

Some related links:

<https://library.uitm.edu.my/read@uitm>
<https://library.uitm.edu.my/iqra/>

- Material presentation by Miss Sazlina (Assistant Librarian) Social media owned by the library is handled directly by Mr. Hazrie and Miss Sazlina. Various publication products such as newsletters (IQRA). Various activities will be included in the website owned by PTA. Publication products are not only in the form of websites (IQRA bulletins) but flipbooks as well. Making flipbooks using an application called Heyzine.
- Submission of flipbook assignments about Indonesian

	<p>culture. Internship students are free to take on various tasks related to Indonesia.</p>	
<p>April 20th, 2023</p>	<p>Doing Task for flipbooks that look for the content of Indonesian culture</p>	

LOGBOOK REPORTS



name : SITI SAFINGAH
STUDENT ID : 2023561099
PLACEMENT : TENGKU ANIS LIBRARY UiTM MALAYSIA : 3
TSWEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 23th, 2023	Eid-Fitr 2023	
April 24th, 2023	Eid-Fitr 2023	
April 25th, 2023	Doing Task for flipbooks that look for the content of Indonesian culture	
April 26th, 2023	Doing Task for flipbooks that look for the content of Indonesian culture	

April 27th, 2023	Doing Task for flipbooks that look for the content of Indonesian culture flip book link : https://www.canva.com/design/DAFhHzwlvQI/63ZIXyiXL9mhWeZ_onWUQ_A/edit?utm_content=DAFhHzwlvQI&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	
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LOGBOOK REPORTS

name : SITI SAFINGAH
STUDENT ID : 2023561099
PLACEMENT : TENGKU ANIS LIBRARY UiTM MALAYSIA : 4
TSWEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 30th, 2023	<p>(Offline) 08.00 – 09.30</p> <ul style="list-style-type: none"> ● Learning about shelving with Mr. defense Shelving is an activity carried out to organize and store books on the shelf according to the call number. Shelving books aims to facilitate users in the process of retrieving library materials. Shelving activities are carried out regularly every morning from 08.00 – 08.30.  <p>10.00 – 11.00</p> <ul style="list-style-type: none"> ● Meet and great with PTAlibraries  <p>11.00 – 13.00</p> <ul style="list-style-type: none"> ● Library tour with MadamNordelina 	





Various facilities in PTA include student lockers, reading rooms (1st and 2nd floors), break rooms, skysi rooms, IT rooms and so on. In addition, there are also several workspaces starting from the main counter, namely the library service unit, the broadcasting room and soon.

Madam Nordelina explained the various rooms in the library perp starting from the first and 2nd floors. The existence of the Malaysian government program is Towards the Land of Reading 2030.

PTA supports this program by creating a program where students are given the opportunity to borrow a total of 20books for 14 days. If there is a delay in returning the book, it will be fined 20 cents.

Then related to the repository, it is explained that various works from the UiTM academic the community will later be entered into the system owned by UiTM.

With regards to accessibility, the work will be reviewed by UiTM Shah Alam regarding the feasibility of thework. However, this repositorycan only be accessed by the Library and the center. This minimizes errors related to information or metadata.

	<p>Librarian Shah Alam will check all materials submitted by UiTM branches across the country to maintain the quality of the work.</p> <p>Discussion and Presentation Discussion and presentation progress Presentation of the progress presentation of CSR program progress. The CSR program will be held on May 8, 2023 by presenting the school library in Indonesia and Airlangga University Library.</p>	
<p>May 1st, 2023</p>	<p>International Labor Day</p>	
<p>May 2nd, 2023</p>	<p>(Offline) 08.00 – 09.00</p> <ul style="list-style-type: none"> ● Shelving book  <p>09.30 – 11.30 Meet and great with Information Management faculty in HRD academic room</p>  <p>11.30 – 14.00</p> <ul style="list-style-type: none"> ● Visit the Academic Matters and Student Matters section 	



14.00-17.00

- Learning about Customer service unit and inquiry support unit with Madam Nordelina, Mr. Zalani and Mr. defense.



This unit is explained in relation to the service system (circulation) at PTA. Service systems include

- 1) Check out
- 2) Check in
- 3) Late free collection





May 3th, 2023

(Offline) 08.00 – 08.30

- Shelving book



- Literacy class with Madam Nordelina



The use of RDA in PTA is a form of adaptation to the development of libraries management. Initially, the AACR2 system was used but because along with the times, various forms and types of collections, AACR2 was considered unable to accommodate library materials. The use of RDA is considered fairer and easier for users and librarians to find and manage library materials.


In the literacy class, they are taught how to find material in the form of articles on Google, Scopus and Emerald using the

	<p>MYKM UiTM system uses boolean logic.</p> <p>14.00 – 17.00</p> <ul style="list-style-type: none">● Discussion and presentation of progress regarding CSR programs with Miss Sazlina <p>Briefing on task distribution and CSR program concepts (MC, Presenter, Game Host, Operator)</p>	
May 4th, 2023	Wesak Day 2023	

LOGBOOK REPORTS

name : SITI SAFINGAH
STUDENT ID : 2023561099
PLACEMENT : TENGKU ANIS LIBRARY UiTM MALAYSIA : 5
TSWEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 7th, 2023	<p>Offline Internship</p> <ul style="list-style-type: none"> • Shelving as usual <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves  <p>Learn about Catalog Units</p> <ul style="list-style-type: none"> • This unit is handled by one chairman (Dr. Muslim Ismail) and five staff (Mustazim Bin Mustapa, Hamizul Bin Hussin, Che Hasnan BinChe Idris, Maizatul Akmal Binti Muhammad, and AhmadAmeruddin Bin Fauzi) • This unit is responsible for printing which resource they must plan and coordinate material resources print, manage the print purchasing process material resources, managing catalogs and material classificationlibrary from internal agency or 	

	<p>external In UiTM, managing wealth intellectual, manage balance and material possession, managing appraisals resource release, and manage the syllabus material</p> <ul style="list-style-type: none"> • They help lecturers at UiTMCK to publish • research them because quotes are important to they • For the purchase of journals and books, there must be a meeting between the head of the librarian and rector. this purchase must be in accordance with given budget • At the end of the year, they bind the old ones magazine. The red volume of the Malaysia magazine and the blue ones are bound from abroad • Students cannot ask for books or other library materials depending on the decision from librarian meeting 	
<p>May 8th, 2023</p>	<p>Offline internships</p> 	



- CSR program
 - This activity was held at Pangkal Meleret Vocational High School, Machang
 - In accordance with the internal division of labor CSR Program, my friends and I became Master of Ceremony. We leading the forums so students can enjoy the event well

- In this program, we have sharing sessions sessions. Amalia and Dewi led this section. They explain about the library primary and secondary schools in Indonesia and about Airlangga University Library

- In the end, we had a Quizziz game led by Della and Syahril. the question

	<p>is about the material that we teach. The student who wins the quiz will get a gift from the PTA</p>	
May 9th, 2023	<p>Learn on my own</p> <ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Do an Internship Report <ul style="list-style-type: none"> • Keep an apprenticeship and Training diary Chapter Activities in internship report 	
May 10th, 2023	<p>Offline Internship</p> <ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Learn about BranchRecords Units <ul style="list-style-type: none"> • The archive unit has the responsibility for manage archives university, maintenance, and archive destruction, anduniversity research centerarchives and references • Archive unit managed by Mrs. Alina Binti Hussin, uncle MuhammadNazari Bin Muhammad Also, Encik Mohd Waqiyudin Bin Mohd Dzulkifly, Mrs Syamsilawati Binti Dahari, and Encik Zul 	

	<p>Abdullah.</p> <ul style="list-style-type: none"> · There are 13 types of important university notes, MoU, UiTM center meeting, annual reports, UiTM reports, and notes finance, plan long run UiTM, document UiTM contract, staff/student regulations, map/plan, staff/student personal archives, materials, accreditation (programs, courses, historical quality, and security), policies, guidelines, and Legislation UiTM, and UiTM main circular • The flow of submission is important for university records <ol style="list-style-type: none"> 1. Rating records important by PTJ based on 13 types important university notes 2. PTJ fills out the transfer record form 3. PTJ sends record submission letter to JAU along with Form 4. PTJ received a response letter acknowledging receipt JAU material 5. JAU did material reviews 6. JAU register material into AMS 7. Digitization of material 8. Materials ready to be consulted or borrowed through OFA (Online Finding Archives) · The archive unit has a schedule for destruction archive, that is once every 25 years 	
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| | <ul style="list-style-type: none">• After we learn about records, we learn about archives. | |
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Encik Zul who has responsibility for material maintenance library, usually do the binding to fix that

damaged library materials. There are many types binding, like leather binding, pamphlet binding, binding off, and stationery binding.

- Encik ZUI taught us how to make and bind books. He gave us one book each respectively.
- The steps are below
 1. We have to prepare tools and materials. The tools are guillotine, drilling, blocking press, needle, cutter, scissors, straight edge hammer, bone map, composing stick, plates, mate cutters, and straw boards. the ingredients are books, threads, glue, headband, masking tape, Mull, paper, cardboard, and gold foil
 2. We must organising the books
 3. Then to the left the book is given 5 small holes with a distance the same one using a machine bat
 4. The book is sewn with neat and tight use available needle and thread

	<p>5. Glue the left side of the book so that it is there no gaps</p> <p>6. The book is clamped Use ballast so no there is wind in the book</p> <p>7. We cut the boards straws use guilitione</p> <p>8. Bookkeeping session continue the day next because more internship hours</p>	
<p>May 11th, 2023</p>	<p>Offline Internship</p> <ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Interview <p>This is an interview with Mrs. Norfitriah Mat Seman held in Seminar Room. We discussed strategic planning at the PTA. We asked him about strategic planning at the PTA and how was the staff apply it. Results interview will processed and analyzed to become a report for our subject Information Organization Strategic planning, which must comply with learning achievement criteria.</p> • Learn about Branch Records Units <ul style="list-style-type: none"> • We continue the book work interrupted yesterday. 1. We cut the cover of the book which is approximately 2 cm larger than the actual length and width of the book 	

	<p>2. We glued the inside of the book cover and then glued it to the straw board and cardboard.</p> <p>3. Then, let it dry</p> <p>4. During the drying process, we attach paper, mull, and booklet covers to the left side of the book for decoration</p> <p>5. When all the glued materials are dry, the book and cover are glued together and then pasted and pressed using ballast so there is there is no wind in the book</p> <p>6. Finally, the name on the cover of the book uses gold foil printed with machine ink (blocking press)</p>	
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LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENTS : TENGKU ANIS LIBRARY UiTM MALAYSIA : 6
WEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 14th, 2023	<p>Offline Internship</p> <ul style="list-style-type: none"> • Banquet at the Faculty • Interview about information and Psychological Aspect <ul style="list-style-type: none"> • Interview with Mother Nordelina Zulkarnain • The questionnaire contains online privacy, trust user psychology transpersonal, and security information. Results of the interview will be processed and analyzed to become a report for Information 	

	<p>our subject and the must Aspects of Psychology fulfilled with learning achievement criteria</p>	
<p>May 15th, 2023</p>	<p>Offline Internship: Visiting the firstpeak of UiTM branch</p> <ul style="list-style-type: none"> • Become a speaker in a mini sharing session together Information faculty administrator <ul style="list-style-type: none"> • Sharing session held in class from one of the faculty lecturers who manage Information at UiTM Prime Peak Branch • We share about our life for in Malaysia as International Student, foreigners and immigrants new • We share our plan after pass, food taste Different Malaysian with Indonesia, and the difference is deep Education, culture, and customs between these 2 countries • Visit an oral history class <ul style="list-style-type: none"> • We are shown by lecturers there in which class they have lots of assignments about oral history made by students • Very lecturer inspire and motivate us to make a report about our history in Indonesia : food, clothing and etc • Visiting the Tun Abdul Razak Library at the UiTM Puncak Perdana Branch 	

May 16th, 2023	Learn on my own <ul style="list-style-type: none"> • Work on the intern's dailylogbook 	
May 17th, 2023	Learn on my own <ul style="list-style-type: none"> • Work on the intern's dailylogbook 	
May 18th, 2023	Learn on my own <ul style="list-style-type: none"> • Work on the intern's dailylogbook • Discuss and do our job <ul style="list-style-type: none"> • Discuss which tasks we get from our PTA, Faculty, and university • PTA gives assignments: book review, making flipbook about humanize technology and create a paper for GSISS • Faculty gives task: create mini research on the difference between PTA and Indonesian library, and write papers forIrise's theme is about management knowledge for better information technology. • our university assign tasks to make a report for the 7 subjectsthat each report 	

	must be in accordance with individual learning achievement.	
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LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENTS :TENGKU ANIS LIBRARY UiTM MALAYSIA : 7
WEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 21th, 2023	<ul style="list-style-type: none"> • GSISS discussion <ul style="list-style-type: none"> • GSISS theme discussion with my group. We choose a theme about girls title "Empowering Woman, Empower Us Library Services Based Social Inclusion to Cope Online Harassment Gender Based • Fill in the activity chapter in the internship report 	
May 22th, 2023	<ul style="list-style-type: none"> • Perform the GSISS task <ul style="list-style-type: none"> • Find some articles about the GSISS paper supported theme paper 	

<p>May 23th, 2023</p>	<ul style="list-style-type: none"> • Individual Mini Research <ul style="list-style-type: none"> • Make a paper outline for my individual mini research 	
<p>May 24th, 2023</p>	<ul style="list-style-type: none"> • Learn on my own <ul style="list-style-type: none"> • Discuss and carry out a taskGSISS <ul style="list-style-type: none"> • Change theme GSSS paper become “Gaps Information for Disability : Library Role because our lecturer say that our first more related themes with studies law • Discussion about GSSS paper Framework, introduction until discussion • Discuss and carry out a taskIRISE <ul style="list-style-type: none"> • Discussion about Irise paper and distribute task 	
<p>May 25th, 2023</p>	<p>Learn on my own</p> <ul style="list-style-type: none"> • Interview about Library Information Network <ul style="list-style-type: none"> • Interview with Mother Nordela Zulkarnain • We asked about library and network librarian at Malaysia (collaboration, organization, etc.), 	

	<p>advantages and disadvantages of joining organization, etc</p> <ul style="list-style-type: none"> Discussed the development of GSISS and Irise with Ms. Norfotriah Mat Seman 	
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LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENTS : TENGKU ANIS LIBRARY UiTM MALAYSIA : 8
WEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 28th, 2023	<p>Learn on my own</p> <ul style="list-style-type: none"> Is the subject report <ul style="list-style-type: none"> Fill in the about paper information and Aspects Psychological Find resources of many databases to support the paper 	
May 29th, 2023	<p>Learn on my own</p> <ul style="list-style-type: none"> Is the subject report <ul style="list-style-type: none"> Fill in the paper about information and Psychological Aspects Find resources from multiple databases to support the paper 	
May 30th, 2023	<p>Learn on my own</p> <ul style="list-style-type: none"> Discussion about flipbook assignment <ul style="list-style-type: none"> This task is about humanizing technology Is the subject report <ul style="list-style-type: none"> Fill in the paper about Library Information Network 	

May 31th, 2023	Learn on my own <ul style="list-style-type: none"> Is the subject report <ul style="list-style-type: none"> Fill in the paper about Library Information Network 	
June 1st, 2023	Learn on my own <ul style="list-style-type: none"> Is the subject report <ul style="list-style-type: none"> Fill in the paper about Library Information Network Make a book resume "The Role of Women in the Age of Rasulallah" 	

LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENTS : TENGKU ANIS LIBRARY UiTM MALAYSIA : 9
WEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 4th, 2023	Learn on my own <ul style="list-style-type: none"> Continue working on the GSISS article Discussion of the GSISS article 	
June 5th, 2023	Learn on my own <ul style="list-style-type: none"> Continue working on the GSISS article Discussion of the GSISS article 	

June 6th, 2023	Learn on my own <ul style="list-style-type: none"> Continue working on the GSISSarticle Discussion of the GSISS article Prepare preparations for Back offline apprenticeship 	
June 7th, 2023	Learn on my own <ul style="list-style-type: none"> Continue working on the GSISSarticle Prepare preparations for Back offline apprenticeship 	
June 8th, 2023	Flight 2023 from Yogyakarta to KualaLumpur to the city of Bharu	

LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENTS :TENGGU ANIS LIBRARY UiTM MALAYSIA : 10
WEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 11th, 2023	<ul style="list-style-type: none"> Bookshelf <ul style="list-style-type: none"> Starting at 08.00 – 08.30 Minimum bookcase 20books a day Tidy up the shelves untidy Discussion and learning presentation about GISSpaper <ul style="list-style-type: none"> each group present 	

	<p>their papers on In front of Mrs. Fifi and friends</p> <ul style="list-style-type: none"> • Then, Miss Fifi give some criticisms and suggestions for paper so that it can revise it • Learn How to Give Subjects in Articles <ul style="list-style-type: none"> • All articles must given subjects to facilitate if the user wants to search for articles • To determine the eye lesson, we can analyze from abstract, keywords, and content 	
<p>June 12th, 2023</p>	<ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Working on Articles for GSISS <ul style="list-style-type: none"> • Check authorship at the article into accordingto the grammar • Insert inside article templates • Discussion with Ms. Fifi and otherinterns about the CSR Program at the Libanat Darulnaim Orphanage <ul style="list-style-type: none"> • Mrs. Fifi explained thedivision of activities that PTA staff and interns will take part • Prepare everything we need to present the CSR Program, such as gift giving, and etc 	

June 13th, 2023

- Bookshelf
 - Starting at 08.00 – 08.30
 - Minimum bookcase 20books a day
 - Tidy up the shelves untidy
- Discussion with Mrs. Erlissa, Mrs.Fifi, Mrs. Muda, and Mrs. Siti about GSISS
 - As a result the eight ofus will be divided into four groups. So, we'll send you four article.
 - Gathering ideas for GSISS
- Discussion with Mrs. Fifi aboutthe paper for GISS
 - Choose who will be the presenter on GSISS
 - Prepare articles for checked by us lecturer/SPV
- Discussion on CSR program preparation with PTA staff and apprentices, lecturersetc
 - Mrs. Aina explained activity details, like committee, room complete tasks and etc
 - In the CSR program I will take part became a secretary who worked with Mrs. Puan, NikNur Izzati, Nik Rosli and Mrs. Siti Nor Alia Binti Mohn Lokman and was tasked with providing letter, and deliver report at the end program

June 14th, 2023

- Bookshelf
 - Starting at 08.00 – 08.30
 - Minimum bookcase 20books a day
 - Tidy up the shelves untidy
- Cawangan Archives Learning Unit
 - This unit is handled byfive employees
 - This unit focuses ondigitizing archives, keep all archives do UiTM in the warehouse, and make sure that all archive keeping process is under UiTM rules and Malaysia
- Learn How to Clean UpArchives
 - Our archives practice comes from the faculty at UiTM
 - The steps are as follows:
 1. Clean the archiveusing a duster
 2. Make sure we always use masks and gloves so we don't get twilight effect
 3. Discard the rope used for tighten all paper and staples
 4. Don't forget to straightenthe folded paper
 5. Don't forget to separatethe dark parts stick together
- Practice How to DigitizeArchives
 - This step only performed with

	<ul style="list-style-type: none"> archive employee • Steps in below: <ol style="list-style-type: none"> 1. Enter My.KM 2. Then, click the PTAarchive 3. Then, click part of the acceptance list 4. Then, enter all needs to the section according to the archive 	
June 15th, 2023	<ul style="list-style-type: none"> • Visiting the Kota Bharu Public Library Organization <ul style="list-style-type: none"> • Attend events book launch “Raudhah Sakeenah Kelantan” by the Author • Library tour in several places, such as the children's zone and the women's zone in the book Woman • Visit PTA in Kota Bharu <ul style="list-style-type: none"> • Library tours in several places, such as reading zones and book zones 	
june 17th, 2023	<ul style="list-style-type: none"> • CSR program <ul style="list-style-type: none"> • Top held Cooperation between PTAs and the Faculty of Science Home Information Libanat Orphans Darulnaim, Machang • Exercising together • Helping children solve the game • Airlangga students explaining stories from books to children • Cleaning books and arrange them onto the shelves 	

LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENT :TENGKU ANIS LIBRARY UiTM MALAYSIA : 11
TSWEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 18th, 2023	<ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Reference Resource Unit Training, enclose <ul style="list-style-type: none"> • RDA input process • How to attach RFID to books • Attach number back call book • Attach barcodes to books 	
June 19th, 2023	<ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Digital Library Unit • Repository Input institutional • Setting up GSISS 	
June 20th, 2023	<ul style="list-style-type: none"> • Presenting articles on GSISS 	

June 21th, 2023	<ul style="list-style-type: none"> • Attended GSISS as a participant • Attended the closing ceremony at GSISS 	
June 22th, 2023	<ul style="list-style-type: none"> • Bookshelf <ul style="list-style-type: none"> • Starting at 08.00 – 08.30 • Minimum bookcase 20books a day • Tidy up the shelves untidy • Attend webinars “Navigating Research in the Digital Age: Tips, Tricks and Tools from Conceptualization to Writing” by Flimor J. Morillo • Continue doing a book recession 	

LOGBOOK REPORTS

name :
STUDENT ID :
PLACEMENTS : TENGKU ANIS LIBRARY UiTM MALAYSIA : 12
WEEKS

date	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 25th, 2023	Attended the closing of the internship program at Tengku Anis Library	

June 26th, 2023	Flight 2023 from the city of Bharu to Kuala Lumpur	
June 27th, 2023	Flight 2023 from Kuala Lumpur to Yogyakarta	
June 28th, - July 21th, 2023	Doing Internship Reports	
June 29th, 2023		