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UNIVERSITI  
TEKNOLOGI  
MARA

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:  
PERPUSTAKAAN TENGKU ANIS  
UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN  
BUKIT ILMU 18500 MACHANG, KELANTAN, MALAYSIA

SPECIAL PROJECT:

CSR Programme: Vitamin Ilmu Bersama PTA  
CSR Programme: Jalinan Kasih Bersama Anak Yatim,  
GSISS 2023

BY:

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IM245 - BACHELOR OF SCIENCE (HONS.)  
INFORMATION SYSTEM MANAGEMENT  
COLLEGE OF COMPUTING, INFORMATICS AND  
MATHEMATICS  
UNIVERSITI TEKNOLOGI MARA KELANTAN

APRIL 2023 - JUNE 2023

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REPORT SUBMITTED IN FULFILLMENT OF THE  
REQUIREMENT FOR THE INDUSTRIAL TRAINING  
COLLEGE OF COMPUTING, INFORMATICS AND  
MATHEMATICS  
UNIVERSITI TEKNOLOGI MARA KELANTAN

APRIL 2023 - JUNE 2023

## DECLARATION

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Nadya Ananda Tri Anugrah Putri  
2023545149 (072011633054)

Date of submission: 31th July 2023

## **ABSTRACT**

Industrial work practice is an activity taken by students to gain various experiences in working and new knowledge in their fields. In this report, interns get exposure to the Tengku Anis Library Universiti Teknologi MARA (UiTM) Kelantan Branch. This library is the center of the UiTM Library in Kelantan and is an academic library that is quite visited by UiTM Campus Machang students. With the opportunity provided by Tengku Anis Library to the industrial training participants, the participants were able to complete all the necessary requirements. The areas of training taught are aspects that are closely related to library management and also archive management which includes cataloging library materials, library circulation services, digital library services, archive management and records.

***Keywords:*** *Industrial training, Perpustakaan Tengku Anis, UiTM*

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In the name of Allah, the Most Gracious, the Most Merciful. Praise be to Allah, Lord of the worlds the universe, who gives blessings and strength to me to complete this task. Peace and prayers may be bestowed upon His Last Prophet and Messenger Muhammad, the ideal role model for mankind creature.

First of all, I would like to take this opportunity to give my appreciation to my parents, my brother and my sister who always give me moral support and always take care of me mentally and physically. With their care and attention, very helpful I became more confident and able to complete my industrial training. Second, I also present my appreciation to my beloved lecturers at Airlangga University, supervisors, and academic supervisors. Without them, I would not have been able to complete this task.

I would also like to pay tribute to the Machang Campus Tengku Anis Library, for the opportunity given to me and accepting my application for an industrial program. There I learned more and without them I couldn't complete my industry training with happiness. Finally, a big thank you to the people who give me so much inspiration and moral support encouraged me to complete this industrial training and for this assignment.

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# **CHAPTER 1**

## **INTRODUCTION**

Industrial Training or Internship program is one of the learning activities that must be carried out by all active students of the Information and Library Science undergraduate study program at Airlangga University, Indonesia. In this activity, students will be in an agency to carry out education and training programs in their chosen field, for example the library field and the archives field.

The purpose of this activity is as a learning medium that connects theory and practice in a real work environment. Participants will undergo various activities related to technology and information. In addition, participants also practice in accordance with the fields and units that have been determined. From these various activities, it is possible for participants to gain experience and also new knowledge that may not have been obtained at the university. This real work experience creates a sense of professionalism and helps participants in developing themselves for the better.

This report is prepared to describe the various activities carried out by participants during the Industrial Training at Tengku Anis Library (PTA) Universiti Teknologi MARA Campus Machang from April 09, 2023 - June 22, 2023. Participants gained knowledge and experience working in different units within a certain period of time.

### **1.1 Background of Organization**

Tengku Anis Library Machang Campus is an academic library under Universiti Teknologi MARA (UiTM) and has Tun Abdul Razak Library (PTAR) as its parent library. Tengku Anis Library Machang Campus was established in 1985 in Kem Kijang as a temporary location and established its location in Bukit Ilmu in 1996. Then the UiTM Kelantan Library was inaugurated on July 15, 2008 by the DYMM Sultan of Kelantan, Sultan Ismail Ibni al-Marhum Sultan Muhammad IV and named Tengku Anis Library which is the name of the former KDYMM Raja Perempuan Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid.

The role of Tengku Anis Library Machang Campus is as an information institution that supports various learning, teaching, research, and science development programs by providing various facilities and services, collection materials, technology and the latest information for library users consisting of students, lecturers, researchers, and the general public.

**a) Vision, Mission, and Philosophy**

Just like other institutions, Tengku Anis Library has a vision and mission to realize the goals it wants to achieve, Tengku Anis Library has the same vision and mission as Tun Abdul Razak Library, namely:

<b>Vision</b>	To establish UiTM as a Globally Renowned University of Science, Technology, Humanities, and Entrepreneurship.
<b>Mission</b>	To lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research.
<b>Philosophy</b>	Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society, and nation.

Table 1. Vision, Mission, and Philosophy

**b) Client Charter**

PTAR is committed in providing world-class environment, services and resources to enhance the study, research and teaching experiences. There is SIX main areas that reflects their commitment to provide world-class services

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

**c) Open Hours**

<b>Sunday - Wednesday</b>	<b>8.30 AM - 4.45 PM</b>
<b>Thursday</b>	<b>8.30 AM - 3.15 PM</b>

Table 2. PTA Open Hours

**d) Social Media**

<b>Social Media</b>	<b>Username</b>
Facebook	PTA UiTM Kelantan
Twitter	@ptaitmkelantan
Youtube	Perpustakaan Tengku Anis
Telegram	@Update_PTA
Instagram	@ptaitmkelantan
Tiktok	@ptaitmkelantan

Table 3. PTA Social Media

## 1.2 Organizational Structure

### CARTA ORGANISASI PERPUSTAKAAN TENKU ANIS (PTA) UITM CAWANGAN KELANTAN



Perpustakaan  
Tengku Anis  
Cawangan Kelantan  
Kampus Machang

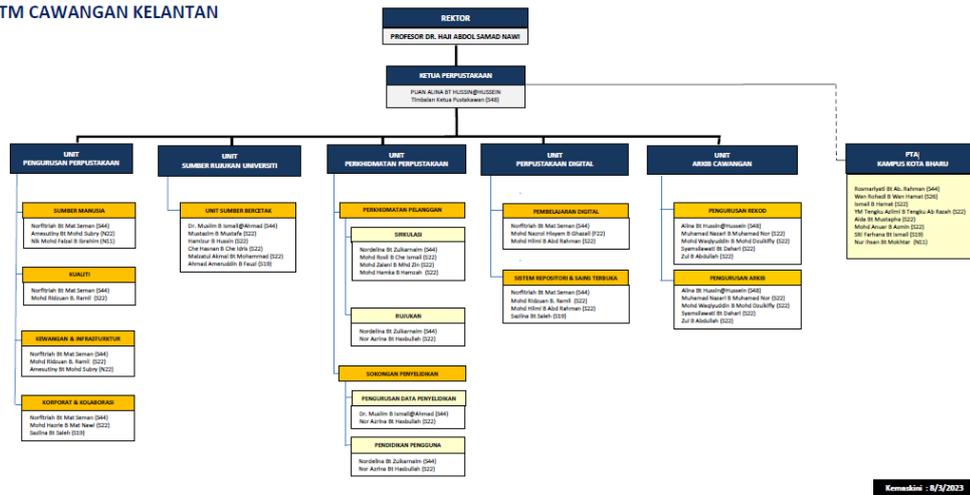


Figure 1. Chart Organizational Structure PTA

## CHAPTER 2 ORGANIZATION STRUCTURE

### 2.1 Department Structure

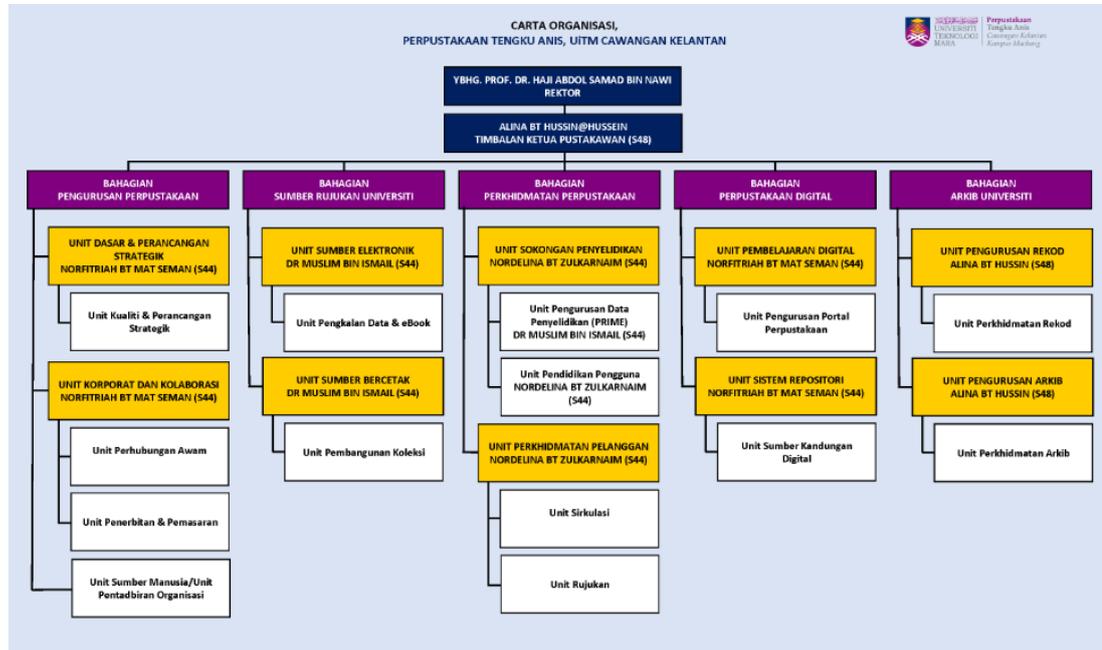


Figure 2. PTA Department Structure

### 2.2 Department Function

Each department in Tengku Anis Library is formed with their respective duties and responsibilities in order to achieve organizational goals and develop quality for users and the wider community. The following is the division of tasks and functions of each unit in the Tengku Anis Kelantan Branch Library:

#### a) Referral Source Unit

##### - Printed Resources Unit

1. Design and customize the development needs of printed resources in the library
2. Manage the cataloging of materials in the library
3. Manage and monitor the successful purchase of printed materials
4. Arrange meetings to obtain printed materials

##### - Research Data Management Unit

1. Verification of UiTM academic research and publishing data in PRIME, MyCite and MyJurnal
2. Review of indexed journals (citation, high index, impact factors)
3. Mentorship program to support research with publishers

b) Library Service Unit

- Customer Service Unit
  1. Designing customer service and collection implementation
  2. Designing customer service and collection promotion strategies
  3. Disability services
  4. Circulation service management
- Research Support Unit
  1. Managing information literacy programs
  2. Information Skill Class for undergraduate and postgraduate students
  3. Manage research on reading interest of UiTM residents
  4. Research consultation

c) Branch Archives Unit

- Records Management Unit
  1. Design and manage the management of physical archives (records)
  2. Designing and managing the development of electronic records
  3. Designing and managing the destruction of university records
  4. Designing and managing the establishment of file classification
- Records Management Unit
  1. Manage the development of digital and physical archival materials
  2. Managing the digitization of archive materials
  3. Managing the maintenance of library and archive materials
  4. Designing and managing research, reference and documentation

d) Library Management Unit

- Human Resources Unit
  1. Manage personal data reports, replacements, placements, and promotions of library staff
  2. Manage and maintain library staffing information
  3. Manage and provide duty schedules for staff
  4. Manage library administrative files and records

- Quality Unit
  1. Manage basic documents or letters of direction relating to the library and university
  2. Manage the inauguration of library committee members
  3. Customize the provision of library quality documents
  4. Manage the collection, processing and dissemination of UiTM library statistical data
- Finance and Infrastructure Unit
  1. Manage movable assets and control asset verification, inventory.
  2. Manage provisioning and disposal
  3. Provide infrastructure in the library
- Corporate Units and Collaboration
  1. Manage and adjust the library's publicity and publicity programs.
  2. Manage and customize cooperation and collaboration with external parties.
  3. Design and adjust media strategies through programs designed by the library.
  4. Manage the writing, publishing, and printing of the library's official collection materials.

e) Digital Library Unit

- Digital Learning Unit
  1. Managing digital library services
  2. Managing digital learning
  3. Develop UiTM Library webpage
  4. Manage the library system (WILS)
- Repository System Unit
  1. Uploading institutional repository (IR) materials
  2. Manage the digitization of institutional repository materials
  3. Manage internal digital material sources
  4. Manage external digital material sources

## CHAPTER 3

### INDUSTRIAL TRAINING ACTIVITIES

#### 3.1 Training Activities

##### 3.1.1 Library Management Unit

###### 1) Industrial Training Online Class: Introduction of PTA

The first industrial training class was conducted online through Webex. The material presented in this class is an introduction to the history of Tengku Anis Library, Units in Tengku Anis Library, Staff and also their job descriptions.



Figure 3. Introduction of PTA in Online Class

###### 2) Industrial Training Online Class: Introduction of Administration Department

After the introduction of Tengku Anis Library and its related units and staff, there was more detailed material about each unit. The first unit to present its material was the Digital Library Unit which was then followed by the Administration Unit.

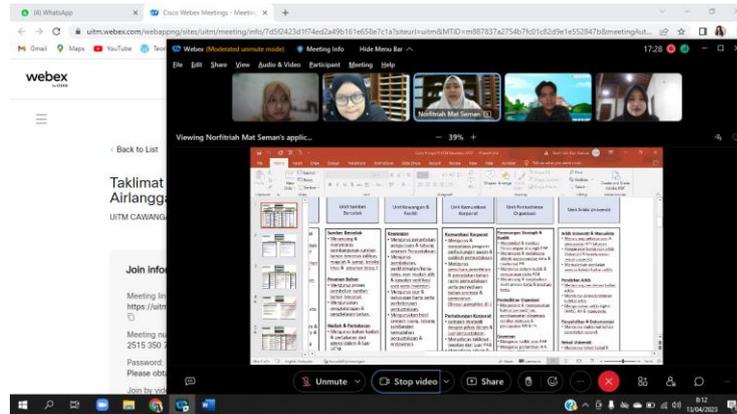


Figure 4. Introduction of Administration Department

### 3) Industrial Training Online Class: Introduction Corporate Department

The next industrial training online class still delivered detailed information on each unit, this time it was the introduction of the Corporate Department. One of the duties of the Corporate Department is to be responsible for various posts on Tengku Anis Library's social media, ranging from photo editing, video, poster making, and so on.

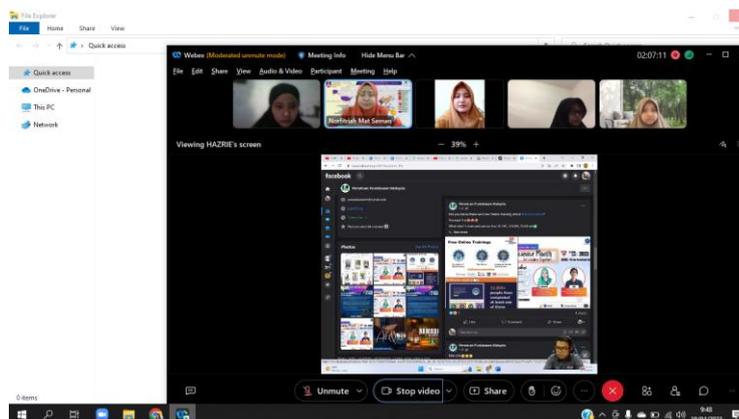


Figure 5. Introduction of Corporate Department

### 3.1.2 Referral Source Unit

#### 1) RDA process through the WILS system

Books that have just been purchased or obtained must be recorded first, starting from the identity of the book to have a call number. After that, the process of making RDA (Resource Description

and Access), namely by entering the ISBN number and call number into the library system, namely WILS (Web Integrated Library System). Then, print the barcode and call number to be attached to the book.



Figure 6. RDA input process

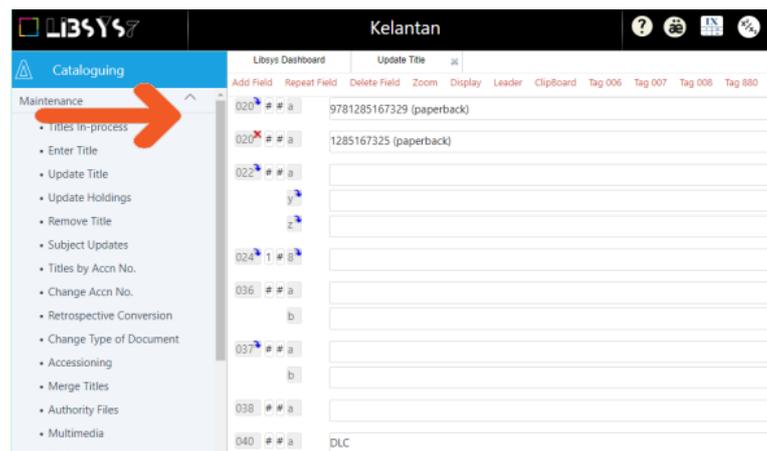


Figure 7. RDA view in WILS

## 2) RFID Process (*Radio Frequency Identification*)

After the barcode label is created and printed, the next step is the installation of the barcode label and the installation of the RFID and its activation. The RFID label is affixed to the center page of the book close to the book spine. After being affixed, the label containing the call

number, book identity, and also the barcode is affixed to the cover and also the first page of the book title. In the final stage, scan the barcode on the book to activate the RFID first on the SmartPad detection system so that the book security system can function properly.



Figure 8. Sticking barcodes and spine labels on books

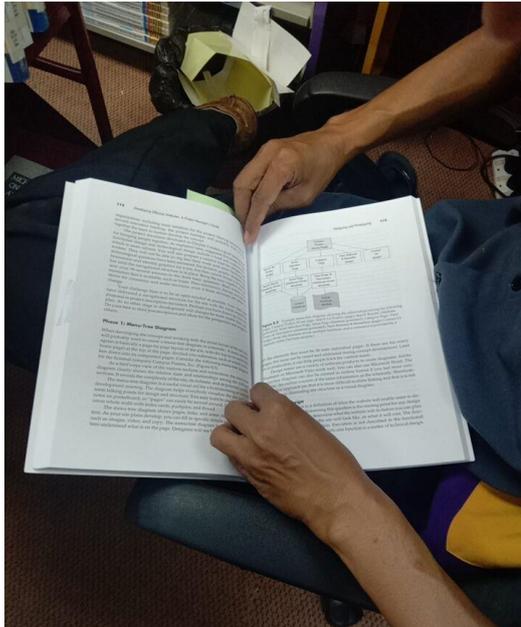


Figure 9. Sticking the RFID label on the center of the book



Figure 10. RFID activation on SmartPad

### 3.1.3 Library Service Unit

#### 1) Circulation

One of the services that is often the main goal of library users is circulation services. Users can borrow and return books that have been

borrowed. When borrowing a book, users must bring the desired book to the circulation service desk to be scanned first. Then, the user mentions the student ID number. After that, the book can be taken home or out of the library area.



Figure 11. Circulation service counter

## 2) Shelving of Books

Shelving of books is done every day and every morning at 08.00-08.30. Librarians and staff take books that are on the book placement rack to be arranged on the collection shelves according to their call numbers.



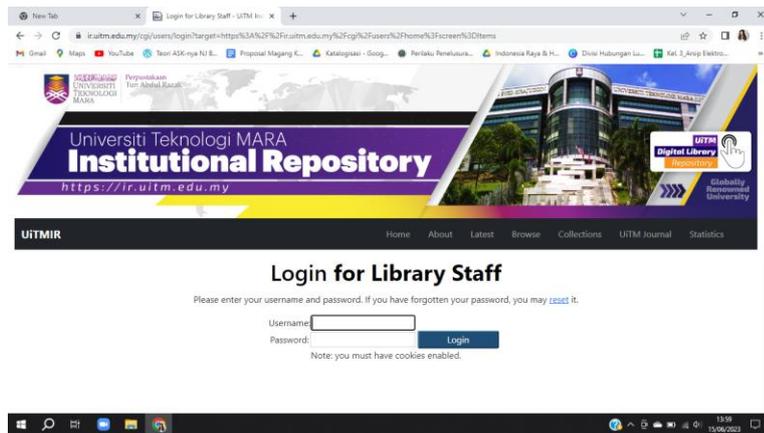


Figure 14. UiTM IR Login View

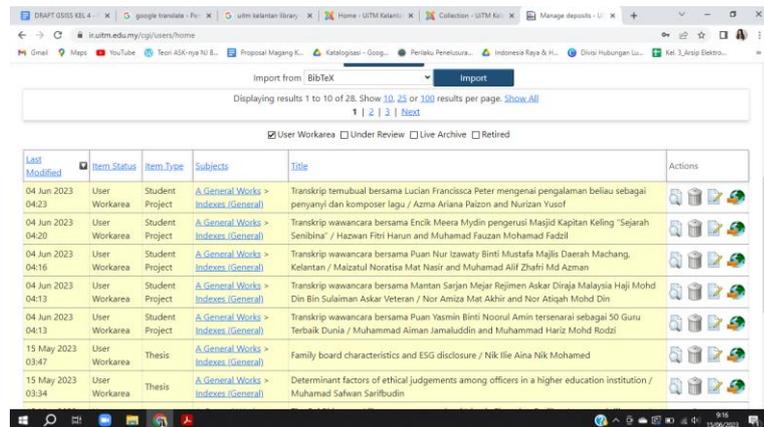


Figure 15. Display after IR login

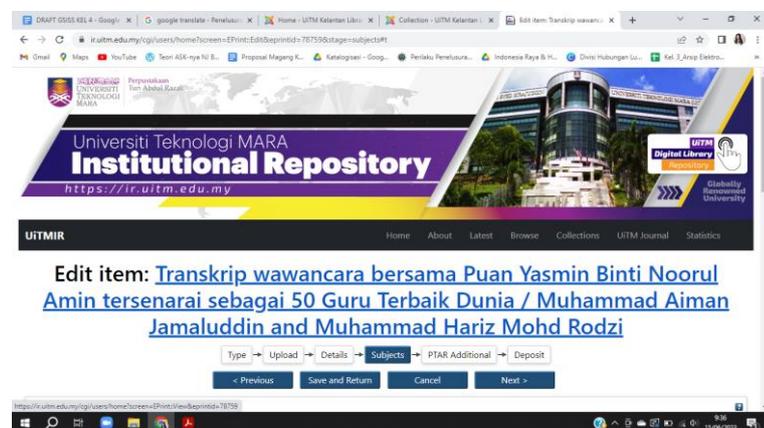


Figure 16. Selection of one of the headings

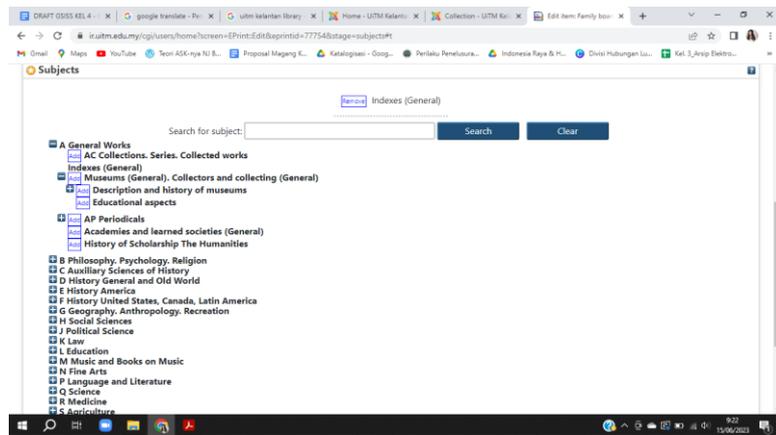


Figure 17. Subject selection

## 2) Information System

### a) UiTM Kelantan Library Website

UiTM Kelantan Branch Library has its own website that provides various features and information for users. In this website, users can also connect to MyKM, archives, and other information.



Figure 18. Website UiTM Kelantan Library

### b) MyKM

MyKM or My Knowledge Management is an information resource managed by the Tengku Anis Library Digital Library Unit. In MyKM there are various menus and features that can be selected according to user information needs. Some of them are Online Database, OPAC (Online Public Access Catalog), OFA (Online Finding Archive), and so on.

Figure 19. MyKM

Figure 20. OPAC

Figure 21. Online Database

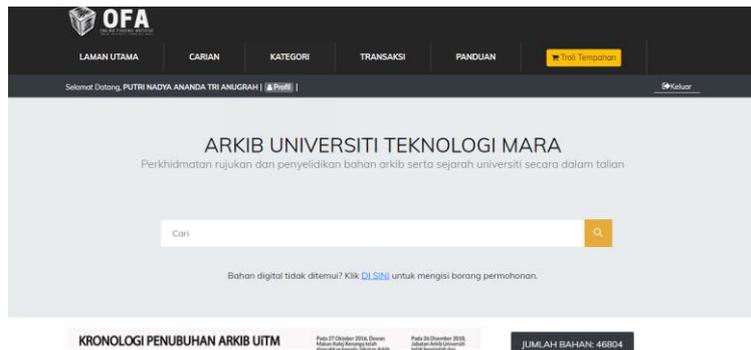


Figure 22. OFA

### c) PTA Virtual Tour

One important feature to introduce the Tengku Anis Library area to visitors who have never visited Tengku Anis Library in person is the PTA Virtual Tour feature. Visitors to the website can see Tengku Anis Library from various angles.



Figure 23. PTA Virtual Tour

### d) Chat With Librarian

Chat With Librarian is one of the features provided by UiTM Library to improve the quality of service. With this feature, library users can ask questions that will be answered by UiTM librarians. This feature operates according to working hours and if the user's question is submitted on a holiday, the librarian will be able to reply personally via email to the user.

The image shows a web browser window titled "UiTM Chat With Librarian - Google Chrome". The address bar shows the URL "ptar.uitm.edu.my/libchat/index.php/chat/start/(theme)/6/(vid)/fc47564...". The main content area displays a message: "Sorry, we are offline, but you can leave a message." Below this message is a form with the following fields and buttons:

- Name\***: A text input field with the placeholder "Enter your name".
- E-mail\***: A text input field with the placeholder "Enter your email address".
- Phone**: A text input field with the placeholder "Enter your phone".
- File**: A button labeled "Choose File" and the text "No file chosen".
- Your question\***: A large text area with the placeholder "Enter your message".
- UiTM Student / Staff ID Num.**: A text input field.
- Leave a message**: A dark grey button.

Figure 24. Chat With Librarian features

e) UiTM Library Mobile App

UiTM Library has also developed its services by providing library applications for users so that they can be accessed easily via mobile phones. In this application, there are various features such as KKM Class Booking, Loan, Search Collection, Digital ID, and so on. There are also other features like those on the UiTM library website, one of which is the Chat With Librarian feature. When accessing this application, users need to log in first by entering their Student ID and password.

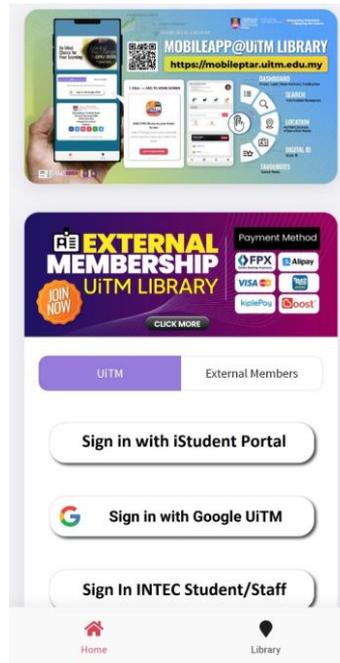


Figure 25. Login view on UiTM Library Mobile App



Figure 26. Menu on UiTM Library Mobile App

### 3.1.5 Branch Archives Unit

#### 1) Foreign Object Suction Process

In this activity, librarians or staff will remove various attributes attached to the archive such as staples, hooks, and others before the archive is scanned. These attributes must be removed from the archive because they will affect the scan results on the archive paper. After the attributes are removed, the archive is cleaned using a dry cloth to remove the dust attached to the archive. Then, the folded archive paper must be straightened using a bone. After that, the archives are tidied up and put into file folders. Some of the tools used for the sealing process are staples, scissors, bones, gloves, masks, and dry cloths.



Figure 27. Tools used in the foreign object removal process.

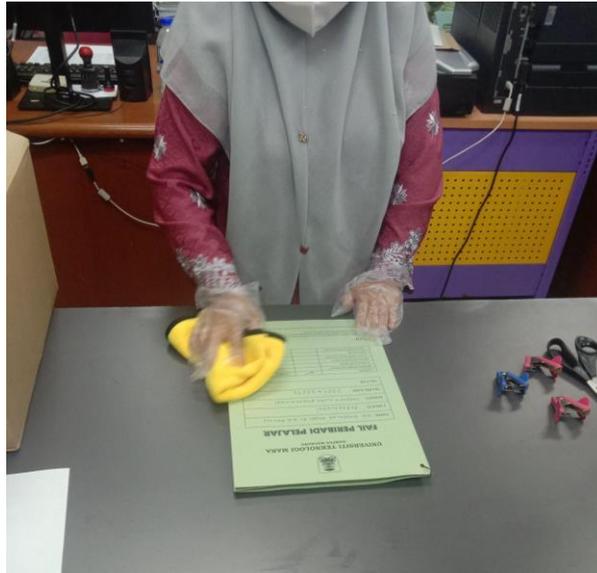


Figure 28. Archive cleaning process

## 2) Input Archives to the system

After the archive is clean and free of dust and attributes, the archive is tidied up and then inputted into the archive system before the scanning process. To input archives into the system, staff must fill in the archive identity available in various columns such as archive type, name, what types of archives are contained in one file, and so on.



Figure 29. Process of inputting archive identity

## 3) Archive scan process

After the identity of the archive has been registered in the archive system, the next step is to scan the archives. When scanning, it must be

ensured that no attributes are still attached and no pages are folded so that the data can be read perfectly by the scanning machine.



Figure 30. Archive scanning process

#### 4) Damaged Book Recovery and Book Making

Since the basic material of a book is paper, its durability is limited. Over time, books can be damaged due to torn paper, exposure to water, mold, and so on. Therefore, preservation is necessary, one of which is by replacing damaged book covers with hard covers. Tengku Anis Library restores book quality independently. Book covers that have been damaged will be made into a new hardcover so that the contents of the book are not damaged.

The cover paper is first smeared with glue, after which two thin wooden boards are attached to the right and left sides and leave the center a few centimeters for the book spine. Then the lining paper on the other side is glued to the other side of the wooden board. After the glue dries, the paper from the book's contents is attached to the inner side of the cover as well as to the book spine. To ensure that it sticks perfectly, the book that already has a new cover is then pressed with a weighted iron for some time. After the cover is successfully made, the next step is to make a book title on the front of the cover. Some of the tools and

materials needed to make a book cover are glue, cover paper, thin wooden boards, upholstery, thread, cutter, hammer, bone, weight iron, title making machine, and so on.



Figure 31. Tools and materials used to make book covers



Figure 32. The process of creating a book title

## 3.2 Special Project

### 1) Virtual Exhibition

Virtual exhibition is the first special project carried out by industrial training participants during online as well as an assignment given by Tengku Anis Library, namely by making a flipbook. Industrial training participants were given the freedom to determine themes related to Indonesia and then made into several slides using the Canva application. After that, it will be converted into a flipbook. The theme I chose was Surabaya as the city of heroes with the flipbook title "*Surabaya: The City of Heroes*".

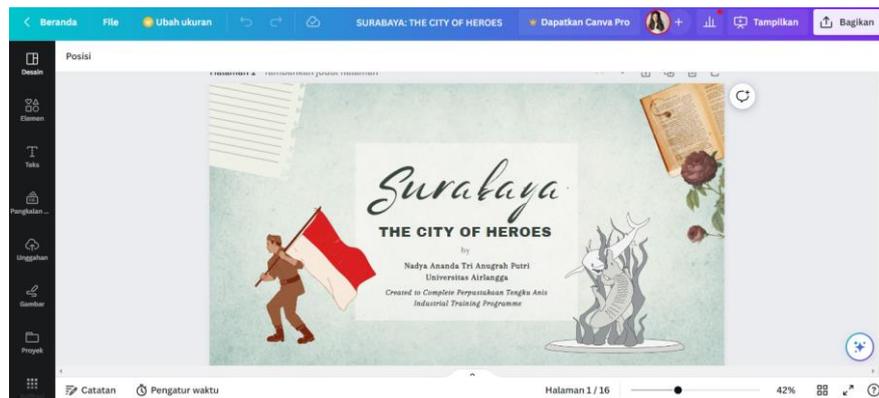


Figure 33. Flipbook cover

### 2) CSR: Vitamin Ilmu Bersama PTA

Vitamin Ilmu Bersama PTA is an activity program held by Tengku Anis Library regularly every year and collaborates with schools in the Machang area. In this program, there are several activities such as book reviews and book donations from Tengku Anis Library to the school. In addition, students are allowed to read and borrow books that have been prepared by Tengku Anis Library. This year, Vitamin Ilmu Bersama PTA program was held at SMK Pangkal Meleret as well as supporting the socialization of the NILAM program.



Figure 34. Vitamin Ilmu Bersama PTA



Figure 35. Book Collection brought in by PTA



Figure 36. Documentation with Students of SMK Pangkal Meleret

### 3) CSR: Jalinan Kasih Bersama Anak-Anak Yatim

CSR or Corporate Social Responsibility is a program held by Tengku Anis Library to increase literacy in social circles while providing assistance in the form of books and assistance in developing the library. This year, one of the CSR programs carried out is CSR: Jalinan Kasih Bersama Anak Yatim which was held at Lilbanat Darulnaim Orphanage. Some of the activities carried out in the CSR program this time were helping to rearrange the library in the place and storytelling that was read to the orphans. In addition, there were also quizzes and games to enliven the atmosphere.



Figure 37. Event poster of CSR Bersama Anak Yatim



Figure 38. *Storytelling*



Figure 39. Organizing books for the mini library

4) GSISS 2023 (*Glocal Symposium on Information and Social Science*)

GSISS is a symposium held by the College of Computing, Informatics, and Media UiTM Kelantan Branch on June 20-21, 2023. Some of the universities that supported this event included those from Indonesia, namely Airlangga University (UNAIR) which was attended by Information and Library lecturer Mr. Imam Yuadi S.Sos., M.MT, Ph.D. and Ngudi Waluyo University (UNW) from Indonesia. Many UiTM students also participated in this event. The theme of GSISS 2023 is "Information and Social Sciences: Challenges and Opportunities in the Digital Era" which was

available in several categories for academics and students. *Best Paper Awards* and *Best Presenter Awards* were also given.



Figure 40. Event poster of GSISS 2023



Figure 41. Documentation of GSISS 2023

##### 5) Talkshow with IREC on UiTM Shah Alam

On June 15, 2023, the industrial training participants from Universitas Airlangga attended an invitation to become speakers at a talk show held by IREC (Integration of Records Community) UiTM Shah Alam. The event was attended by students from UiTM Shah Alam and also several teachers who shared their experiences together.



Figure 42. Talkshow with IREC UiTM Shah Alam

## **CHAPTER 4**

### **CONCLUSION**

During my industrial training at Tengku Anis Library, I gained a lot of valuable knowledge and experience about library management and work environment that I did not get in the lecture class. One of them is learning how the library system used by Tengku Anis Library and also adapting and learning new cultures that I have never encountered. In addition, I was also able to develop my skills such as video editing, time management skills, communication skills, and so on. In this industrial training program, I also learned a lot about how to improve my self-confidence and manage stress.

Working with the staff of Tengku Anis Library was a very rewarding experience. They helped me a lot to adapt to the environment and were also willing to provide explanations for various things that I had just learned during my time at Tengku Anis Library. Therefore, I slowly learned the culture and language used in daily life, especially in Tengku Anis Library. Being able to meet the students of SMK Pangkal Meleret and also the orphans in the CSR program will also be one of the experiences that make me appreciate others more.

#### **4.1 Application of Knowledge, Skill, and Experience**

##### **4.1.1 Management Skill**

During the industrial training program, I gained various experiences, one of which was management skills. For example, when I was in the archiving unit, I learned how the process of a physical archive is managed and scanned to be converted into digital format. In addition, I also learned management in a team during the promotion of UNAIR Library in the CSR program: Vitamin Science with PTA.

##### **4.1.2 Communication Skill**

The many activities that I participated in during this industrial training program helped me improve my ability to communicate, both individually and in groups. This is because I met many new people and adapted to the culture during my time in Kelantan. Therefore, I had many conversations and questions about things in the library and

outside the library. By developing my communication skills, I received a lot of new knowledge, one of which was related to the Malay language.

#### 4.1.3 Computer Skill

Tengku Anis Library manages the library system with the help of technology, one of which is the use of computers in daily transactions in the library. When searching in the OPAC to inputting data on collection materials, computers are always an integral medium. Therefore, during this industrial training program, my ability to use computers and systems has also increased.

#### 4.1.4 Editing Skill

Another skill that I was able to develop during this industrial training was video editing. One of the assignments given by the librarian at Tengku Anis Library was to make a book review video. With this video-making assignment, my skills in planning, recording and editing also improved because I had to use my creativity as much as possible.

#### 4.1.5 Time Management Skill

During this industrial training program, I also learned about time management skills to be better and more efficient. The many agendas of activities that I participated in during the program, made me have to be able to divide my time to rest, do activities, work on reports, and so on. At first I found it quite difficult because of the time difference between Indonesia and Malaysia, but as time went by, I was able to adjust well.

## **4.2 Personal Through and Opinion**

### 4.2.1 Teamwork

This industrial training program was attended by me and seven of my other friends, of course the thing that cannot be separated in this case is teamwork. Although we already knew each other beforehand, teamwork is not easy because it requires cohesiveness between members. The more people who join, the more different opinions

are created. Therefore, my friends and I slowly adapted to each other and created a great teamwork.

#### 4.2.2 Self Management

Self management is an individual's self-management related to managing time, being able to motivate oneself, managing stress, and being able to place oneself according to the right conditions and circumstances. This industrial training program was implemented far from where I live, therefore I experienced culture shock with culture, language, time, and others. In addition, there were many tasks that we had to do within a certain period of time, which increased my personal stress. Over time, I learned how to manage myself. How can I reduce my stress and motivate myself while being away from home and family.

### **4.3 Lesson Learnt**

#### 4.3.1 Respecting others

During this industrial training, I participated in two CSR Programs, which taught me many things personally, one of which was how to respect others. In addition, my friends and I experienced differences of opinion several times, but we still learned together how to respect each other's opinions even though we were not always in harmony. Meeting and getting to know the staff of Tengku Anis Library who certainly have many differences with me and my friends, especially in terms of culture and language, but I can feel that we all respect each other with these differences. Being different is not a big barrier.

#### 4.3.2 Helping each other

Tengku Anis Library staff and lecturers from faculty helped me and my friends a lot during this industrial training. Despite the language barrier, they still tried to help us so that we did not experience many difficulties. Internally, my friends and I also helped each other so that we went through various difficult and happy situations together.

#### 4.3.3 Responsibility

In this program, I also learned how to be responsible for myself and my work. Tengku Anis Library and Faculty gave us several tasks during the industrial training period, therefore I personally learned to be responsible with these conditions so that all the work I had to do could be completed properly.

### **4.4 Limitation and Recommendations**

#### 4.4.1 Lack of disability collection

During my industrial training, one of the things that caught my attention was the lack of a special collection for people with disabilities. This is quite unfortunate considering that Tengku Anis Library is an educational information institution that many UiTM students go to. These students come with a variety of different conditions, so it is important for a library to provide for the information needs of its users regardless of their physical abilities.

#### 4.4.2 Facilities for disability

Apart from the collection materials, what is quite unfortunate is the absence of special facilities for disabilities in Tengku Anis Library such as toilets for disabilities, rooms for disabilities, tables, chairs, and bookshelves that are also adapted for disabilities. Ramps that can be used for people with disabilities are also only available in the staff entrance area.

## **REFERENCE**

UiTM Kelantan Library Official Website. <https://kelantan.library.uitm.edu.my/>

MyKM . <https://mykm.uitm.edu.my/v3/h0m3/p4g3s.php?p=01>

Perpustakaan Tengku Anis Portofolio

## LOG BOOK REPORT

**NAME** : NADYA ANANDA TRI ANUGRAH PUTRI  
**STUDENT ID** : 2023545149  
**PLACEMENT** : PERPUSTAKAAN TENGKU ANIS UiTM MALAYSIA  
**WEEK** : 1 - 3

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 9th, 2023	Easter Day	
April 10th, 2023	Registration Course	
April 11th 2023	<p><b>Online Internship</b></p> <ul style="list-style-type: none"><li>• Use Webex Meet</li><li>• Start at 08.00 – 09.30 A.M.</li></ul> <p><b>Introduction of PTA:</b></p> <ul style="list-style-type: none"><li>- <b>History of PTA</b></li><li>- <b>Comitee</b></li><li>- <b>Units on PTA</b></li><li>- <b>Job description of Units</b></li><li>- <b>Facilities</b></li><li>- <b>Vision and Mission</b></li><li>- <b>Open hours</b></li></ul>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS BACHANG 18600 MACHANG, KELANTAN</p>

April 12th, 2023	<b>Exploring UiTM Library Mobile App</b>	
April 13th, 2023	<b>Online Internship</b> <ul style="list-style-type: none"> <li>• Use Webex Meet</li> <li>• Start at 08.00 – 09.30 A.M.</li> </ul> <b>Learn about “Administration Department”</b>  <b>Prepare for CSR Programme: Vitamin Ilmu Bersama PTA</b>	

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
April 16th, 2023	<b>Prepare for CSR Programme: Vitamin Ilmu Bersama PTA</b> <ul style="list-style-type: none"> <li>- Prepare materials (about School and University Library in Indonesia.)</li> <li>- Prepare file presentation</li> </ul>	

<p>April 17th, 2023</p>	<p><b>Prepare for CSR Programme:</b></p> <p><b>Vitamin Ilmu Bersama PTA</b></p> <ul style="list-style-type: none"> <li>- Prepare materials (about School and University Library in Indonesia.)</li> <li>- Prepare file presentation</li> </ul>	
<p>April 18th, 2023</p>	<p><b>Prepare for CSR Programme:</b></p> <p><b>Vitamin Ilmu Bersama PTA</b></p> <ul style="list-style-type: none"> <li>- Prepare materials (about School and University Library in Indonesia.)</li> <li>- Prepare file presentation</li> </ul>	
<p>April 19th, 2023</p>	<p><b>Online Internship</b></p> <ul style="list-style-type: none"> <li>• Use Webex Meet</li> <li>• Start at 08.00 – 09.30 A.M.</li> </ul> <p><b>Learn about “Corporate Unit and Colaboration”</b></p> <ul style="list-style-type: none"> <li>• This unit also concentrate on keep the collaboration with in or out library</li> <li>• This unit also focused on advertising in social media, such as instagram</li> </ul> <p><b>Doing flipbook task for virtual exhibition</b></p> <ul style="list-style-type: none"> <li>• Theme: About Indonesia</li> <li>• I choose <i>Surabaya: The City of Heroes</i> as topic of my flipbook</li> </ul>	

April 20th, 2023		
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<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
April 23th, 2023	<b>Eid Fitr 2023</b>	
April 24th, 2023	<b>Eid Fitr 2023</b>	
April 25th, 2023	<b>Doing flipbook task for virtual exhibition</b> <ul style="list-style-type: none"> <li>• Make some slide on Canva</li> <li>• Input the material in presentation file</li> </ul>	 <p>NORFITRIAH MAT SEMAN            PUSTAKAWAN KAJANG            PERPUSTAKAAN TEKUN ANIS            UiTM CAWANGAN KELANTAN KAMPUS BACHANG            19500 BACHANG, KELANTAN</p>

April 26th, 2023	<b>Doing flipbook task for virtual exhibition</b> <ul style="list-style-type: none"> <li>• Make some slide on Canva</li> <li>• Input the material in presentation file</li> </ul>	
April 27th, 2023	<b>Doing flipbook task for virtual exhibition</b> <ul style="list-style-type: none"> <li>• Input the material in presentation file</li> <li>• Creating presentation design</li> </ul>	

### LOG BOOK REPORT

**NAME** : NADYA ANANDA TRI ANUGRAH PUTRI  
**STUDENT ID** : 2023545149  
**PLACEMENT** : PERPUSTAKAAN TENGGU ANIS UiTM MALAYSIA  
**WEEK** : 4

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 30th, 2023	<b>Offline Internship</b> <ul style="list-style-type: none"> <li>- <b>Meet and great with PTA Departement</b> <ul style="list-style-type: none"> <li>• Introduction from librarian and students</li> </ul> </li> <li>- <b>Doing and prepare for CSR Program</b> <ul style="list-style-type: none"> <li>• Discussion about the distribution the tasks</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Library Tour</b> <ul style="list-style-type: none"> <li>• The tour was leaded by Madam Nordelina Zulkarnain</li> </ul> </li> <li>- <b>Shelving books</b></li> </ul>	
May 1st, 2023	<b>International Labour Day</b>	
May 2nd, 2023	<b>Offline Internship</b> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Meet and Great with Academic Advisor and Faculty Supervisor</b></li> </ul>	
May 3th, 2023	<b>Offline Internship</b> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Learning in Library Services Unit</b> <ul style="list-style-type: none"> <li>• This unit has responsibilities to the</li> </ul> </li> </ul>	 <p>NORFITRIAH MAT SEMAN  PUSTAKAWAN KAJANG  PERPUSTAKAAN TERBUKA ANIS  UTM CAWANGAN KELANTAN KAMPUS BACHANG  18500 MAGNAND, KELANTAN</p>

	<p>circulation of library materials in PTA. Some of the circulations are borrowing-returning books, extending loans, paying fines, and others</p> <ul style="list-style-type: none"><li>- <b>Learning how to deal with a user that has a fine</b><ul style="list-style-type: none"><li>• If there are users that have a fine, we just need to inform them about the total, and we need to explain how to pay the fine.</li><li>• PTA only accept online payment, such as credit bank, and other.</li><li>• And then, they have to write down the data in PTA's book that already prepare it</li></ul></li><li>- <b>Learning how to find books on shelves from OPAC</b></li><li>- <b>Learning about how to check in books that the user already uses</b></li></ul>	
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May 4th, 2023

- **Practice about how to check in book using QR code reader in Circulation Counter.**
- **Learning and practice how to check out some books**

## LOG BOOK REPORT

**NAME** : NADYA ANANDA TRI ANUGRAH PUTRI  
**STUDENT ID** : 2023545149  
**PLACEMENT** : PERPUSTAKAAN TENGKU ANIS UiTM MALAYSIA  
**WEEK** : 5 - 15

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 7th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Learn about Cataloging Unit</b> <ul style="list-style-type: none"> <li>• This unit has responsibilities to printed resource which is they have to plan and coordinating resources of printed materials,</li> <li>• Managing the process of purchasing printed material resources, managing the cataloging and classification of library materials from internal or external agencies in UiTM, etc.</li> </ul> </li> </ul>	 <p> <small>NORFITRIAH MAT SEMAN        PUSTAKAWAN KAJANG        PERPUSTAKAAN TENGKU ANIS        UiTM CAWANGAN KELANTAN KAMPUS BACHANG        18600 MAGNANG, KELANTAN</small> </p>
May 8th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>CSR Programme: Vitamin Ilmu Bersama PTA on SMK Pangkal Meleret</b> <ul style="list-style-type: none"> <li>• According to the distribution of tasks in CSR Programme, Nila</li> </ul> </li> </ul>	 <p> <small>NORFITRIAH MAT SEMAN        PUSTAKAWAN KAJANG        PERPUSTAKAAN TENGKU ANIS        UiTM CAWANGAN KELANTAN KAMPUS BACHANG        18600 MAGNANG, KELANTAN</small> </p>

	<p>Arofa'ina and I became an operator and take some video and photo for documentation.</p> <ul style="list-style-type: none"> <li>• In this program, we have sharing session part. Amalia and Dewi led this part. They explained about elementary and high school libraries in Indonesia and about Universitas Airlangga's Library.</li> <li>• At the end, we did the game session Quizziz led by Della and Syahril. The questions are about materials that we taught. Students who won the quiz will get a gift from PTA</li> </ul>	
<p>May 9th, 2023</p>	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Do internship report</b> <ul style="list-style-type: none"> <li>• Logbook</li> <li>• Training Activities</li> </ul> </li> </ul>	
<p>May 10th, 2023</p>	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> </ul>	 <p>NORFITRIAH MAT SEMAN    PUSTAKAWAN KANAK-KANAK    PERPUSTAKAAN TERBUKA ANS    UTM CAWUNGAN KELANTAN KAMPUS BACHANG    13500 MAGNET, KELANTAN</p>

	<ul style="list-style-type: none"><li>- <b>Learn about Branch Archive Unit</b><ul style="list-style-type: none"><li>• Archive unit has responsibilities to managing university archives, maintenance, and destruction of archives, and university archival research and reference center.</li><li>• There are 13 types of important university records, MoU, UiTM central meetings, annual reports, UiTM reports, and financial records, UiTM long-term plans, UiTM contract documents, staff/students rules, maps/plans, staff/students personal files, historical materials, accreditation (program, course, quality, and safety), policy, guidelines, and UiTM legislation, and main circular UiTM.</li><li>• The flow of submission of important university record :<ol style="list-style-type: none"><li>1. Assessment of important records by PTJ based on 13 types of university important records</li><li>2. PTJ fill in the record transfer form</li><li>3. PTJ sent the letter of</li></ol></li></ul></li></ul>	
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	<p>record submission to JAU along with Form</p> <ol style="list-style-type: none"><li>4. PTJ received a response letter of receipt of materials from JAU</li><li>5. JAU does the materials review</li><li>6. JAU registers materials into AMS</li><li>7. Digitalization of materials</li><li>8. Materials ready to be consulted or borrowed through OFA (Online Finding Archive).</li></ol> <ul style="list-style-type: none"><li>- <b>After we learn about records, we learn about archives. Encik Zul who has responsibilities for the maintenance of the library materials, usually does the binding to repair damaged library materials.</b></li><li>- <b>The steps are below :</b><ol style="list-style-type: none"><li>1. We should prepare the tools and materials.</li><li>2. We should tidy up the books</li><li>3. Then left the side of the book is given 5 small holes with the same distance using a punching machine</li><li>4. Books are neatly and tightly sewn using available needles and threads</li><li>5. Glue the left side of the book so that there are no gaps</li><li>6. The books are clamped using</li></ol></li></ul>	
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	<p>weights so that there is no wind in the books</p> <p>7. We cut strawboards using a guillotine</p> <p>8. The book-making session continued the next day because the internship hours are over</p>	
<p>May 11th, 2023</p>	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Interview</b> <ul style="list-style-type: none"> <li>• This interview with Madam Norfitriah Mat Seman held in Seminar Room. We discuss strategic planning in PTA. We ask her about strategic planning in PTA and how staff implement it. The result of the interview will be processed and analyzed to become a report for our subject Information Organization Strategic Planning, which has to comply with the learning achievement criteria.</li> </ul> </li> <li>- <b>Learn about Branch Archive Unit</b> <ul style="list-style-type: none"> <li>• We continued working on</li> </ul> </li> </ul>	 <p>NORFITRIAH MAT SEMAN  PUSTAKAWAN KANAN  PERPUSTAKAAN TERKINI  UTM CAWANGAN KELANTAN KAMPUS BACHANG  15000 MACHANG, KELANTAN</p>

	<p>the book that was delayed.</p> <ol style="list-style-type: none"> <li>1. We cut the book cover which is about 2 cm larger than the actual length and width of the book</li> <li>2. We glued the inside of the book cover and then attached it to the strawboard and cardboard.</li> <li>3. Then, left to dry</li> <li>4. During the drying process, we attach paper, mull, and a small book cover to the left side of the book to serve as decoration</li> <li>5. When all the glued materials are dry, the book and cover are glued and then affixed and pressed using a weight so that there is no wind inside the book.</li> <li>6. Finally, the name on the cover of the book uses gold foil which is printed with an ink machine (blocking press)</li> </ol>	
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<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
May 14th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Jamuan Raya in Fakulti</b></li> <li>- <b>Interview about Information and Psychological Aspect</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• Interview with Madam Nordelina Zulkarnain</li> <li>• The question is about privacy online, user trust, transpersonal psychology, and information security.</li> </ul> <p>The result of the interview will be processed and analyzed to become a report for our subject Information and Psychology Aspect which have to comply with the learning achievement criteria</p>	
<p>May 15th, 2023</p>	<p><b>Offline Internship: Visiting UiTM Puncak Perdana Branch</b></p> <ul style="list-style-type: none"> <li>- <b>Being Speakers in mini sharing session with IREC (Integration of Records Community) UiTM Shah Alam</b> <ul style="list-style-type: none"> <li>• We are sharing about our life while in Malaysia as International Students, foreign, and newcomers</li> <li>• We share our plans after graduation, the different tastes of food between Malaysian Food and Indonesian Food, and the</li> </ul> </li> </ul>	

	<p>differences in education, culture, and habits between these 2 countries too.</p> <ul style="list-style-type: none"> <li>- <b>Visiting oral history class</b></li> <li>- <b>Visiting Perpustakaan Tun Abdul Razak in UiTM Shah Alam Puncak Perdana Branch</b></li> </ul>	
May 16th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do internship report</b> <ul style="list-style-type: none"> <li>• Logbook</li> <li>• Training Activities</li> </ul> </li> </ul>	
May 17th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do internship report</b> <ul style="list-style-type: none"> <li>• Logbook</li> <li>• Training Activities</li> </ul> </li> </ul>	
May 18th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do internship report</b> <ul style="list-style-type: none"> <li>• Logbook</li> <li>• Training Activities</li> </ul> </li> <li>- <b>Discuss and do our tasks: book review, make a flipbook, make a paper for GSISS 2023, make paper for iRise</b></li> <li>- Our University (UNAIR) gave</li> </ul>	

	<p>us tasks: make a report for 7 subjects that each report has to comply with each learning achievement.</p>	
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<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
Mei 21th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do internship report</b> <ul style="list-style-type: none"> <li>• Logbook</li> <li>• Training Activities</li> </ul> </li> <li>- <b>Discuss about GSISS with my group</b></li> </ul>	
May 22th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do GSISS task</b></li> </ul>	
May 23th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Individual mini research</b></li> </ul>	

May 24th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Discuss and do GSISS task</b></li> <li>- <b>Discuss and do iRise task</b></li> </ul>	
May 25th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Interview about Library Information Networking with Madam Nordelina Zulkarnain</b></li> <li>- <b>Discuss about progress of GSISS 2023 and iRise with Madam Norfitriah Mat Seman</b></li> </ul>	

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
May 28th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Do the subject report for UNAIR</b> <ul style="list-style-type: none"> <li>• About Information and Psychological Aspect</li> <li>• Find resources to support the paper</li> </ul> </li> </ul>	
May 29th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Do the subject report for UNAIR</b> <ul style="list-style-type: none"> <li>• About Information and Psychological Aspect</li> <li>• Find resources to support</li> </ul> </li> </ul>	

	the paper	
May 30th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Discussion about flipbook task</b></li> <li>- <b>Do the subject report for UNAIR</b> <ul style="list-style-type: none"> <li>• About Library Information Networking</li> </ul> </li> <li>-</li> </ul>	
May 31th, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do the subject report for UNAIR</b> <ul style="list-style-type: none"> <li>• About Library Information Networking</li> </ul> </li> </ul>	
June 1st, 2023	<p><b>Self study</b></p> <ul style="list-style-type: none"> <li>- <b>Do the subject report for UNAIR</b> <ul style="list-style-type: none"> <li>• About Library Information Networking</li> </ul> </li> </ul>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 4th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Continue do the GSISS 2023 article</b></li> <li>- <b>Discussion about GSISS article</b></li> <li>- <b>Finishing flipbook task</b></li> </ul>	
June 5th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Continue do the GSISS 2023 article</b></li> <li>- <b>Discussion about GSISS article</b></li> </ul>	
June 6th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Continue do the GSISS 2023 article</b></li> <li>- <b>Discussion about GSISS article</b></li> </ul>	
June 7th, 2023	<b>Self study</b> <ul style="list-style-type: none"> <li>- <b>Continue do the GSISS 2023 article</b></li> <li>- <b>Preparation to head back to offline internship programme</b></li> </ul>	
June 8th, 2023	<ul style="list-style-type: none"> <li>- <b>Flight from Surabaya to Kuala Lumpur</b></li> <li>- <b>Flight from Kuala Lumpur to Kota Bharu</b></li> </ul>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 11th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Discussion and prepared presentation about GSISS Paper</b></li> <li>- <b>Practice about how to give subjects in article with access UiTM Institution Repository</b> <ul style="list-style-type: none"> <li>• To determine the subjects, we can analyze from an abstract, keyword, and content</li> </ul> </li> </ul>	 <p>NORFITRIAH MAT SEMAN  PUSATAKAWAN KANAK  PERPUSTAKAAN TENGGU ANIS  UiTM CAWANGAN KELANTAN KAMPUS BACHANG  13500 BACHANG, KELANTAN</p>
June 12th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Working on Paper for GSISS 2023</b></li> <li>- <b>Discussion with Madam Fifi and other inter about CSR</b></li> </ul>	 <p>NORFITRIAH MAT SEMAN  PUSATAKAWAN KANAK  PERPUSTAKAAN TENGGU ANIS  UiTM CAWANGAN KELANTAN KAMPUS BACHANG  13500 BACHANG, KELANTAN</p>

	<p><b>Programme: Jalinan Kasih Bersama Anak-Anak Yatim Lilbanat Darulnaim</b></p> <ul style="list-style-type: none"> <li>• Prepare everything that we need to present on CSR Program, such as prize, and so on</li> </ul>	
June 13th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Discussion with Madam Erlissa, Madam Fifi, Madam Huda and Madam Siti about paper for GSISS 2023</b></li> <li>- <b>Discussion about video task with Madam Nordelina</b></li> </ul>	
June 14th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Learning about Branch Archive Unit</b> <ul style="list-style-type: none"> <li>• This unit is focused on digitalizing archives, keep all the archive of</li> </ul> </li> </ul>	 <p>NORFITRIAH MAT SEMAN    PUSTAKAWAN KANAK    PERPUSTAKAAN TENGGU ANIS    UTM CAWANGAN KELANTAN KAMPUS BACHANG    13500 MACHANG, KELANTAN</p>

	<p>UiTM in the warehouse, and make sure that all the processes of keeping the archive are under the regulation of UiTM and Malaysia</p> <ul style="list-style-type: none"> <li>• Practice how to clean the archive</li> <li>• Practice how to digitalize the archive</li> </ul>	
<p>June 15th, 2023</p>	<ul style="list-style-type: none"> <li>- <b>Visiting Publi Library: Perpustakaan Awam Kota Bharu</b></li> <li>- <b>Visiting Perpustakaan Tengku Anis Kota Bharu Branch</b></li> </ul>	
<p>June 15th, 2023</p>	<ul style="list-style-type: none"> <li>- <b>CSR Program: Jalinan Kasih Bersama Anak-Anak Yatim Lilbanat Darulnaim</b> <ul style="list-style-type: none"> <li>• Held by collaboration between PTA and Faculty of Information Science at Rumah Anak Yatim Lilbanat Darulnaim, Machang</li> <li>• Doing exercise together</li> <li>• Helping the childrens to solve the games</li> <li>• Airlangga Student explains the story from</li> </ul> </li> </ul>	

	<p>book to children (storytelling)</p> <ul style="list-style-type: none"> <li>• Cleaning books and shelving them to the shelf (mini library)</li> </ul>	
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DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 18th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Referral Source Unit Training</b> <ul style="list-style-type: none"> <li>• RDA input process</li> <li>• RFID activation</li> <li>• Sticking barcode and spine labels on books</li> </ul> </li> </ul>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KAJAH PERPUSTAKAAN TEKUN ANIS UITM CAWANGAN KELANTAN KAMPUS BACHANG 19500 MAGNANO, KELANTAN</p>
June 19th, 2023	<p><b>Offline Internship</b></p> <ul style="list-style-type: none"> <li>- <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> </li> <li>- <b>Digital Library Unit</b> <ul style="list-style-type: none"> <li>• Institution Repository input process</li> </ul> </li> <li>- <b>Preparing GSISS 2023</b></li> </ul>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KAJAH PERPUSTAKAAN TEKUN ANIS UITM CAWANGAN KELANTAN KAMPUS BACHANG 19500 MAGNANO, KELANTAN</p>

June 20th, 2023	- <b>Attending GSISS 2023 as participant</b>	
June 21th, 2023	- <b>Attending GSISS 2023 as participant</b> - <b>Attending the closing ceremony of GSISS 2023</b>	
June 22th, 2023	<b>Offline Internship</b>  - <b>Shelving Books</b> <ul style="list-style-type: none"> <li>• Start at 08.00 – 08.30 AM</li> <li>• Shelving book at least 20 books a day</li> <li>• Tidying up messy shelves</li> </ul> - <b>Continue the book review</b>	

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
June 23th, 2023	- <b>Flight from Kota Bharu to Kuala Lumpur</b> - <b>Flight from Kota Bharu to Surabaya, Indonesia</b>	

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
July 2nd, 2023		
July 3th, 2023		
July 4th, 2023		
July 5th, 2023		
July 6th, 2023		

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
July 9th, 2023		
July 10th, 2023		
July 11th, 2023		
July 12th, 2023		
July 13th, 2023		

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
July 16th, 2023		
July 17th, 2023		
July 18th, 2023		
July 19th, 2023		
July 20th, 2023		

## LOG BOOK REPORT

**NAME** : NADYA ANANDA TRI ANUGRAH PUTRI  
**STUDENT ID** : 2023545149  
**PLACEMENT** : PERPUSTAKAAN TENGKU ANIS UiTM MALAYSIA  
**WEEK** : 16 - 18

<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
July 23th, 2023		
July 24th, 2023		
July 25th, 2023		
July 26th, 2023		

July 27th, 2023		
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<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
July 30th, 2023		
July 31th, 2023		
August 1st, 2023		
August 2nd, 2023		

August 3th, 2023		
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<b>DATE</b>	<b>EXACT NATURE OF WORK DONE</b>	<b>SUPERVISORS REMARKS</b>
August 6th, 2023		
August 7th, 2023		
August 8th, 2023		
August 9th, 2023		

August 10th, 2023		
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