



اَوْبُو سَيِّدِي بَاتِيكُونُو لَوِي كِي مَارَا  
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UNIVERSITI TEKNOLOGI MARA (UTM) CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT

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## INDUSTRIAL TRAINING (IMC690)

**INDUSTRIAL TRAINING REPORT:**

PERBADANAN PERPUSTAKAAN AWAM PAHANG

**PREPARED FOR:**

SIR MOHD FAIZAL BIN MOHD RAMSI

**PREPARED BY:**

FATIN FARHANA BINTI MAHMOD

(2018682878)

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FATIN FARHANA BINTI MAHMOD  
(2018682878)

Faculty of Information Management  
University Technology Mara  
Negeri Sembilan

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## DECLARATION

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

Signed by

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FATIN FARHANA BINTI MAHMOD  
2018682878

Date of submission: 11<sup>th</sup> FEBRUARY 2022

## ACKNOWLEDGEMENT

Firstly, I would like to express my deep grateful to Allah SWT because give me the opportunity to complete this industrial training report, which is Perbadanan Perpustakaan Awam Pahang (PPAP).

I would like to thanks to my lecturer, Faculty of Information Management, Encik Mohd Faizal bin Mohd Ramsi who is my supervisor in-charge for guide me from the start until I finished this practical training and also Encik Wan Mohd Hafiz bin Wan Hasnol who is also listening to my project presentation.

In addition, a special thanks to my supervisor at the organization of internship, which is Encik Mohd Norshazlin bin Sa'adun Nazir as he helps me a lot and give motivation for me during my internship in five month. Last but not least, I would like to thank to all PPAP staff, my family and friends because they help me so much in giving motivation on me until I have completed the report of my industrial training very well and properly.



## **ABSTRACT**

Perbadanan Perpustakaan Awam Pahang (PPAP) is a public library placed in Kuantan, Pahang. I has undergone in five months. PPAP is one of the suitable places for me as a student to internship as it offers a lot of opportunities for practical students to learn and develop in many areas. For this internship, which is September until January 2022, I have gained a lot of experience through tasks given. In this internship report I will describe my experiences during my internship period. The internship report contains an overview of the internship company and the activities, tasks and projects that I have worked on during my internship. Writing this report, I also will describe and reflect my learning objects and personal goals that I have gain during my internship period

# CHAPTER 1: INTRODUCTION

## 1.0 INTRODUCTION

Faculty of Information Management, Universiti Teknologi Mara (UiTM) has enlisted the subject Industrial Training (IMC690) in its course outline which will provide pre-professional work experience to all the students taking the subject. The subject requires the students to undergo the training at selected organization and the industrial training period is five months. The students are required to choose any organization for their industrial training placement whether it is paid or unpaid. During the industrial training, the students are encouraged to contribute to the organization by joining activities and carry out the responsibilities given to them professionally. Industrial training is relevant since the students are able to show their skills and prepare for the real working environment in the near future.

### 1.0.1 Objectives of the Industrial Training

The objectives of the industrial training are:

- To provide pre-professional work experience with specific assignments and responsibilities.
- To encourage a personal career interest, serving as a bridge between university and the world of work.
- To help students improve their marketability after graduation.
- To boost students to apply the skills and knowledge gained from the university to benefit the organizations.
- To adopt managerial and technical skills in a library and information environment.

## 1.1 BACKGROUND OF THE ORGANIZATION

Perbadanan Perpustakaan Awam Pahang or known as PPAP was established on 4 October 1973. PPAP also started service operations to the community at the Old Rest House building in Jalan Masjid, Kuantan in 1976. Shortly after that, PPAP moved to the Old State Legislative Assembly Building at Jalan Gambut in 1985 and was inaugurated on 28 October 1987 by His Majesty the Sultan of Pahang, Sultan Haji Ahmad Shah Al- Musta'in Billah Ibni Al-Marhum Sultan Abu Bakar Ri'ayatuddin Al- Mu'adzam Shah.

Since then, library services have expanded to all 11 districts located in the state of Pahang with the establishment of District Libraries, Branches, Mobile Libraries (Group Loans), and Rural Libraries. Thus, PPAP now has a State Library, 10 District Libraries, 2 Branch Libraries, 28 State Rural Libraries, 32 PNM Rural Libraries, 1 Multimedia e-Pustaka Mobile Bus Unit, and 7 Mobile Library units that currently run the service. Group loans in rural areas throughout the State of Pahang.

In addition, the Pahang Public Library building has now moved to a new building in Lot 10, Jalan Kemunting, Kuantan which is a very strategic area for the community to visit because the new building is located facing the main road which has facilitated the community to use transportation. The public like a rapid bus to come to the library. The Perbadanan Perpustakaan Awam Pahang has also provided facilities to users where there are 152 car parking spaces, 5 bus parking spaces, 36 motorcycle parking spaces, and 2 disabled parking spaces in the new building.



*Figure 1: PPAP building construction process*



*Figure 2: PPAP building that has been ready*

### **1.1.1 Location**

The building of Perbadanan Perpustakaan Awam Pahang is located at Lot 10, Jalan Kemunting, Kuantan. The PPAP building is also a landmark of knowledge of the State of Pahang which is magnificent in front of Padang MPK 4, at the entrance to Kuantan City which has become the attraction of every citizen who looks at it. Apart from that, the new PPAP building is also in a strategic location where it is very close to the public focus areas namely Tengku Ampuan Afzan Hospital, primary and secondary schools, Kuantan Municipal Council headquarters, and Seri Kemunting residential area.



*Figure 3: Perbadanan Perpustakaan Awam Pahang Location*

### 1.1.2 Vision, Mission and Objectives

❖ **Vision**

- To be a Lifelong Learning Center to Build an Excellent Society

❖ **Mission**

- Provide complete, conducive, and excellent library infrastructure and services
- To create a knowledge-cultured society through planned programs and the development of library staff
- Dignifying the State Intellectual Heritage Center

❖ **Objectives**

- Creating a society with a culture of reading, loving knowledge, and appreciating information as well as a positive and progressive view of self-development, society, religion, and country.

❖ **Moto**

- Treasures of Mind -Motivating Knowledge

### 1.1.3 Library Operation Hour

DAY	TIME
Monday – Thursday	9.00 a.m. – 5.00 p.m.
Friday	9.00 a.m. – 12.00 p.m. 2.30 p.m. – 5.00 p.m.
Saturday – Sunday	Close

*Table 1: PPAP Operation Hour*

### 1.1.4 Facilities

Perbadanan Perpustakaan Awam Pahang has provided a variety of facilities for users to do social activities with their loved ones. Among them are:

Facilities	Descriptions
Reading Area	The library has provided a comfortable reading space for use by adults and children.
Hall	The library also provides suitable hall facilities that are suitable for use by users and staff to hold events or activities.
Wi-Fi	This Wi-Fi facility is also provided in the library to make it easier for users to find materials on the internet.
Book Drop Machine	This machine is provided to make it easier for users to return books quickly outside the building.
Web OPAC	This facility is provided to make it easier for users to find the reading materials they need in this library.
Lockers	Users are also allowed to place their personal belongings into the lockers provided.
Prayer Room	Prayer rooms are also provided for Muslim users to perform worship.
Café	This facility is available to users to enjoy food and beverages at the library.
Computer	This facility is also available to users in the library to find materials or do assignments by only renting for RM 2 per hour.
Activity room	Users can rent this room to do activities with library officials.
Family room	This room is also available for users to relax and play with family members
Toilet	These facilities are available on each floor of the library.

*Table 2: List of facilities in PPAP and its description*

### **1.1.5 Services**

Perbadanan Perpustakaan Awam Pahang has also provided a variety of services to users who visit PPAP. Among the services available at PPAP are:

#### **❖ Loans**

At the Perbadanan Perpustakaan Awam Pahang, users are allowed to borrow books in the public loan section, fiction collection and children's section. Users also need to register as a library member first to borrow books. Users are also allowed to borrow books with a total of 5 books for 14 days for one account opened.

#### **❖ Late Returned and Lost/Damage Penalty Charge**

Users who have made a book loan must return the book by following the set date. If the user fails to return the book on the due date, the user may be fined. Users who fail to pay the fine are also not allowed to borrow books at PPAP.

#### **❖ Reservation**

Users who want to order books available at the Perbadanan Perpustakaan Awam Pahang can do business online or physically with PPAP officers who work at the service counter.

#### **❖ U-Pustaka**

Perbadanan Perpustakaan Awam Pahang has also provided the U-Pustaka portal to users who want to find reading materials and references on the internet. The U-Pustaka portal also has a variety of interesting reading materials for all levels of society to read. Users can also access this U-Pustaka portal anywhere and anytime.



*Figure 4: Logo of U-Pustaka*



### ❖ I-Mac Services

The users who visit the Perbadanan Perpustakaan Awam Pahang can also experience the use of I-Mac which has been provided in the Digital Library and Media Resources Unit. Users can rent the use of this I-Mac for RM 2.00 per hour with officers working at the Digital Library and Media Resources.



*Figure 5: I-Mac Services at Digital Library*

### ❖ 3D Movie Cinema

Perbadanan Perpustakaan Awam Pahang has also provided a 3D movie service where visitors can watch movies from the 3D DVD collection and can watch 3D movies at the Digital Library and Media Resources Unit. For 3D movie openings, the minimum user required for 3D movie display is at least 5 people per slot. Users can also use the provided 3D glasses to watch 3D movies. There is no age limit for 3D Movies. There are 2 slots per day for 3D cinema service, which is in the morning starting at 10 am while the night starts at 2 pm. There is a list of interesting movies that have been set throughout the month.



*Figure 6: The users can watch movies at Digital Library*

# **CHAPTER 2: ORGANIZATION INFORMATION**

## 2.1 ORGANIZATIONAL STRUCTURE

The following is an organizational chart of the Perbadanan Perpustakaan Awam Pahang which has 6 major divisions consisting of great officers. Among the six major divisions are the Department of Management Services, Department of Development and Corporate Planning, Department of Collection Management and Development, Department of Reference and Information, Department of Library Services and Literacy, and Department of Library Network.

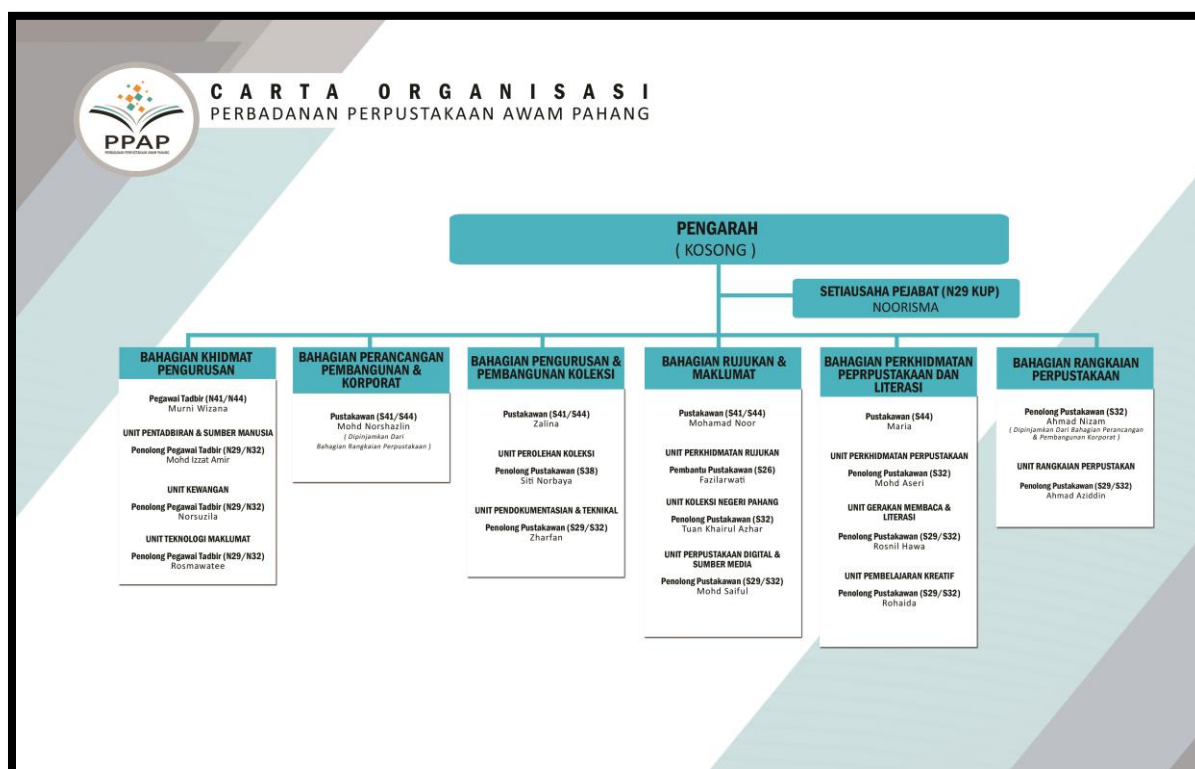


Figure 7: Organizational Chart of PPAP

## 2.2 DEPARTMENT FUNCTION

- ❖ DEPARTMENT OF MANAGEMENT SERVICES
  - Serve fairly and transparently in administrative, financial, and human resource development matters to support the main objectives of the department.
- ❖ DEPARTMENT OF DEVELOPMENT AND CORPORATE PLANNING
  - Plan, manage and implement library development projects with the cooperation of the implementing department such as PWD, District Office, and others so that the objectives of the department can be achieved.

❖ DEPARTMENT OF COLLECTION PLANNING AND DEVELOPMENT

- Plan, manage, and implement the procurement of quality library materials and meet the needs of users as well as manage the cataloging of materials by the guidelines used to achieve the objectives of the department.

❖ DEPARTMENT OF REFERENCE AND INFORMATION

- Provide advisory services in the search for materials and information to users. In addition, it provides a reference collection of various items, U-Pustaka membership registration, local magazine collection, royal collection, photocopying and scanning services of materials, and so on to users.

❖ DEPARTMENT OF LIBRARY AND LITERACY SERVICES

- Manage library services including circulation, reference, state collection, and library encouragement services provided to library users to achieve the department's objectives.

❖ DEPARTMENT OF LIBRARY NETWORK

- Manage district library services, branches, villages, and mobile services through the concept of 'central monitoring' in ensuring the department's objectives are achieved.

# **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### 3.1 TRAINING ACTIVITIES

On 1 September 2021, my other friends and I have reported to our industry training supervisor, Mr. Mohd Norshazlin bin Sa'adun Nazir at the Perbadanan Perpustakaan Awam Pahang to undergo industry training at PPAP for 5 months. Our supervisor also welcomed our arrival of 8 people from UiTM Rembau Campus to undergo industry training at PPAP. Then, our supervisor has led us to introduce about PPAP in terms of services offered and services provided to users as well as introduce us to all officers in PPAP. After that, we were also divided into 3 small groups where I was paired with one of my friends, Nur Athirah Binti Md Kasa to enter each section by following the schedule set by our supervisor.



*Figure 8: Our first day with supervisor at PPAP*

#### 3.1.1 Department of Reference and Information

On 2 September 2021, my friend which is Nur Athirah, and I were assigned to enter the first part of the Department of Reference and Information. This division has three small units, namely the State Intellectual Heritage Center, Digital Library and Media Resources as well as the Reference Unit. Initially, I was assigned to be at the State Intellectual Heritage Center (PWIN) for 2 weeks. In that unit, I was assigned by the head of the PWIN unit to provide 40 interesting places in the state of Pahang. Among the interesting places in Pahang are Genting Highland, Cameron Highland, Bukit Tinggi, Bukit Fraser, Janda Baik, Gunung Tahan, Menara Teruntum 188, Bukit Gambang Safari, Taman Negara Pahang and many more. Furthermore, I was also taught by Mr. Mustakim to scan a book entitled "Nostalgia (September 5) Juara Bintang RTM 1974 on the scanning machine

available in the PWIN unit. Once the book was scanned, Mr. Amin taught me how to transfer the book into a flipbook where users can view the book in the kiosk of book.

After 2 weeks, I was assigned to the Digital Library and Media Resources located on the 1st floor of PPAP. In the unit, I was also assigned by the head of the digital library to prepare a review book based on the book I had read, namely "Burung Budiman" in the form of a poster. Later, the poster was posted on PPAP's official Facebook and Instagram. In addition, I have also been tasked to provide free vouchers of 8 pieces to be given to the winners of the program that has been organized by the unit.

In the Reference Unit, Nur Athirah and I met with the head of the division, Encik Mohamad Noor bin Abd Rahman. He has shared many experiences and information on the reading and reference materials available in the section. Here too, I have been assigned to do a bibliography list of reading material and references in the subject of history. This is done to make it easier for users to find a list of book titles or the name of the author on the subject of history in Malaysia. In addition, I was tasked to cut out a newspaper about Covid-19 to be pasted on a blank piece of paper by putting detailed information such as day, date, page, and type of newspaper. This is done to provide reference material to users about Covid-19. In addition, I have also been tasked to provide questions in the form of quizzes in the Kahoot platform on U-Library to users. This task is given to promote the U-Pustaka portal and attract users to use the portal.



*Figure 9: Scanning machine*



Figure 10: Mr. Amin taught how to transfer the book into a flipbook

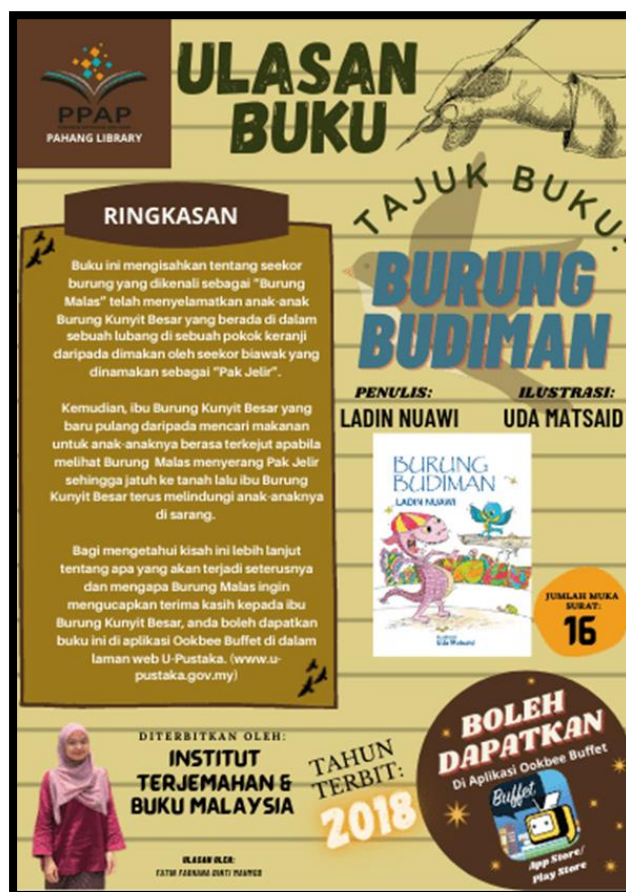


Figure 11: My poster of book review





Figure 12: Create free vouchers

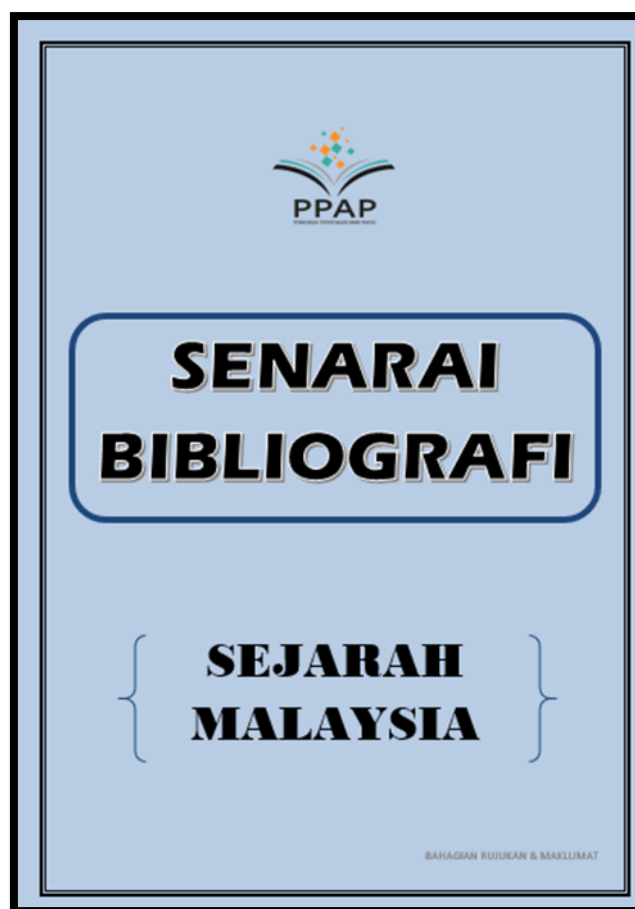


Figure 13: Cover of Bibliography of Malaysia History



*Figure 14: The poster of quiz*

### **3.1.2 Department of Management and Development Collection**

On 18th October 2021, I and my friend Nur Athirah were assigned to be in the Department of Collection Management and Development. This department is a department that provides reading materials and acquisition numbers found in each book. My friend and I were assigned to paste a sticker on the book according to the procurement number provided by the PPAP officer to be sent to every rural library such as Ulu Gali, Lurah Bilut, Janda Baik, Simpang Pelangai, Sungai Lembing, and so on. Here, we have distributed the task of taking several boxes of books to be given evenly according to the designated book provider. Through this, we have gained knowledge on how to paste the acquisition number sticker on each book available in the library.

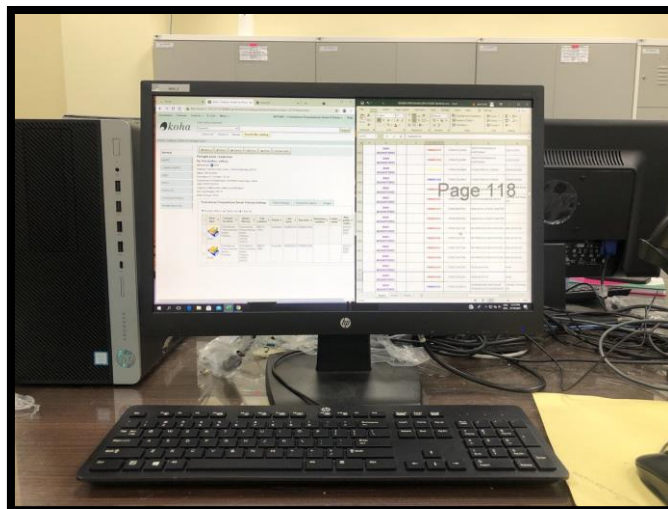
In addition, we were also given the task of pasting a procurement sticker on each new book to be placed in PPAP. After the new book was pasted with the acquisition number, we were also taught to stamp the book labeled with the Perbadanan Perpustakaan Awam Pahang and paste RFID on the last 3 sheets printed on each book. Then, the book will be scanned to record the book into the system. Then, we also followed one of the officers in the division to send the books to each division that has services to

users such as Children's Library, Fiction Collection, General Loan Collection, and Reference Division.

Other than that, I have been given the opportunity to do record and item editing in the Koha system for book suppliers namely SMO Bookstores and Edu Resources. The editing of records and items was taught by one of the officers in the field of cataloging at PPAP, namely Mr. Sauddin. He has taught and mentored me a lot on how to edit records in the Koha system. In addition, I was assigned by the head of the cataloging unit at PPAP, Mr. Zharfan, to catalog gift books that have been given by users to be placed in PPAP. Then, one of the officers in the field of cataloging at PPAP also helped me to check all the catalog records for the gift books that I had done. Apart from that, I was also given another task to do a new catalog for new books from the book supplier, YPIJ, of 84 books. In addition, my friend Nur Athirah and I were given the task by the division head, Puan Zalina, to do new minutes on each file in the procurement unit.



*Figure 15: The process to paste a sticker on the book according to the procurement number*



*Figure 16: Do the record and item editing in the Koha system*

### **3.1.3 Department of Library and Literacy Services**

On 22 November 2021, I switched to a new department, the Department of Library and Literacy Services. In this section, there are 3 small units namely Children's Library, Library Services, and Reading Movement Unit. In the Reading Movement Unit, I was given the task to prepare several posters entitled "Fun Brain Teaser" to be uploaded to the official Facebook of PPAP. This is done to attract users to do activities online. In addition, I along with my other friends have practiced Puppet Show at the Children's Library which has been conducted in Sungai Lembing. This Puppet Show is a special project of one of my friends, Nur Alia Affina. In addition, I was also given another task by the head of the Reading Movement Unit, Mrs. Hawa, to prepare a draft paper on "Orang Asli Community" and "Surfing" to be held in December. In addition, I and other friends were also assigned to do a video tour by Mr. Tuan Khairul bin Tuan Kuning and Mr. Mustakim on PPAP to promote the services and facilities available at PPAP to the community out there. We have also discussed how to do the video by dividing the task to explain about each department in PPAP.

In addition, I have also done some activities at the Children's Library where I have been assigned by officers in the children's library to prepare a poster for the "Pemenang aktiviti Perpustakaan Kanak-Kanak Bulan November 2021". I was also given the task of compiling the books available in the children's library every morning throughout my industry training in the children's library. In addition, the head of the children's library has

given an assignment where I have to prepare some ICT-themed activities to be provided to users, especially children during the school holidays in December. I also monitored the activities that were done by 16 children from Tadika Seri Iman Intelek, in the coloring competition. In addition, my friend Nur Athirah and I were given the opportunity to participate in the “Program Pameran Perpustakaan Bersempena Majlis Khatan Perdana 2021” at the Bandar Tun Razak Rural Library, Muadzam. Through this program, I have gained knowledge of the protocol for speaking at official functions attended by guests of honor.

In addition, I have been assigned to work at the service counter in the General Loan Collection and Fiction Collection Unit where I meet and communicate with users who visit PPAP. Through this experience, I was able to improve my communication skills with users where I was given information on how to borrow books and do book returns on the book slide in the lobby section outside the building. In addition, I was also given the opportunity to answer calls from users to order the books they wanted and renew the books they had borrowed online. In addition, I have also sorted the books available in the General Loan Collection by following the DDC numbers and shelves that have been set by subject on each book. In addition, I have done a similar activity in the Fiction Collection Unit where I have helped users to borrow, return, order and renew books that have been borrowed in the Fiction Collection Unit. I have also compiled these fiction books every morning by following the DDC numbers and also the language used which is Malay and English.

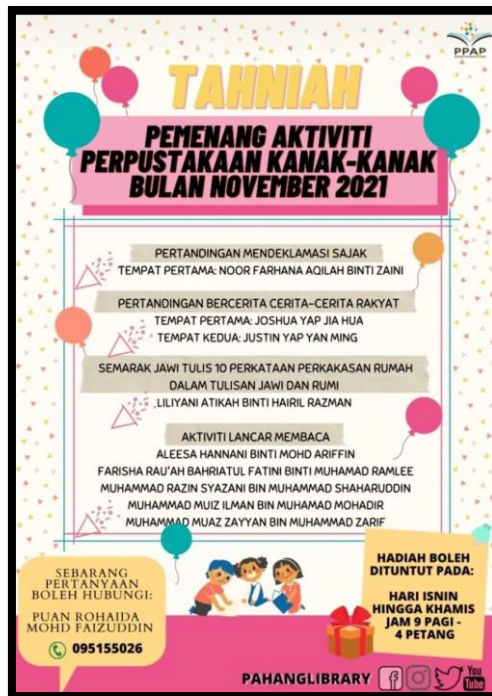


Figure 17: The poster of “Pemenang aktiviti Perpustakaan Kanak-Kanak Bulan November 2021”



Figure 18: The poster of Puppet Show entitled “Kisah Sang Monyet yang Malas” and “Kisah Sang Itik yang Degil”



Figure 19: Stage of Puppet Show at Children Library



Figure 20: My group of Puppet Show



*Figure 21: Me and my friends at Sungai Lembing for “Program Pameran Seabad El-Dorado Timur Dalam Kenangan”*



*Figure 22: My friends and I were discussed doing a video tour with Mr. Tuan Khairul bin Tuan Kuning and Mr. Mustakim on PPAP*





*Figure 23: Children's bookshelves at Children Library*



*Figure 24: I was monitor the activities with 16 kindergarten children from Tadika  
Seri Iman Intelek*



*Figure 25: 6 children from Tadika Seri Iman Intelek who have won in a coloring contest*



*Figure 26: I was assigned to duty at the children's library counter*



*Figure 27: Me and my friend with PPAP officers in “Program Pameran Perpustakaan Bersempena Majlis Khatan Perdana 2021” at Perpustakaan Desa Bandar Tun Razak, Muadzam*



*Figure 28: Me and my friend at book fairs that have been prepared*

### **3.1.4 Department of Development and Corporate Planning**

On 3 January 2022, my friend Nur Athirah and I switched to a new department, the Department of Development and Corporate Planning. In this department, we have met with our supervisor, Mr. Mohd Norshazlin bin Sa'adun Nazir. He has given a lot of information about the department and shared all the experiences and assignments he has done at PPAP. We have also been tasked to do statistics on the "PPAP 2021 Master Data" which was provided by one of the PPAP officers in the division, namely Mrs. Noorul Huda. Later, we were also given the opportunity to follow a talk on "Sexual Harassment in the Office" which was held in Training Room 1 at PPAP. We were also assigned by one of the PPAP officers in the division, namely Puan Siti Afiza to do statistics on the "Template PD PAN Pahang 2021" to enter the visitor statistics in each rural library. In addition, I was also given the opportunity to work at the service counter in the lobby to record the number of visitors who visited PPAP by following the schedule set by Mrs. Noorul Huda.



*Figure 29: Join the on "Sexual Harassment in the Office" which was held in Training Room 1 at PPAP.*

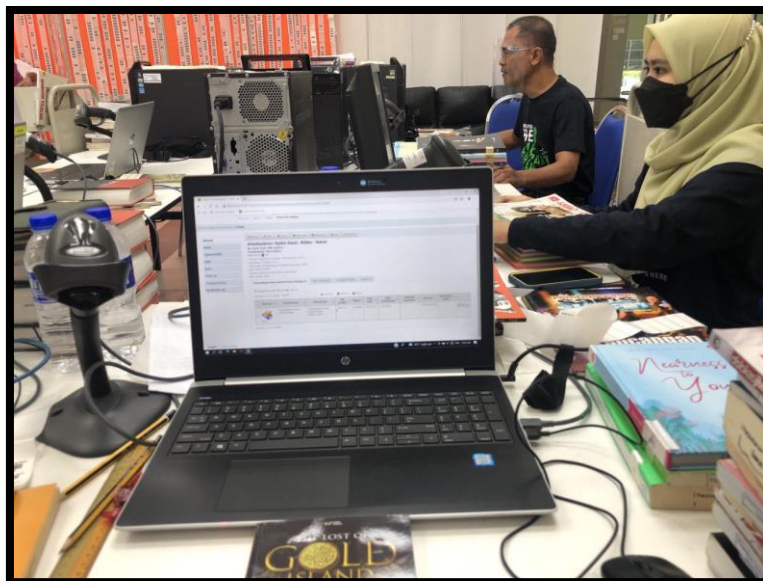
### **3.1.5 Department of Library Network**

On 10 January 2022, I and my friend Nur Athirah were given the opportunity to follow the activities set by the PPAP officer in the field of cataloging, Mr. Zharfan at the Pekan District Public Library for 5 days. This activity has involved several staff namely Mr. Muhammad Zharfan, Mr. Saudin, Mr. Muhammad Shahrudin, Mr. Mohd Faizal, Mr. Zulfazli, Mrs. Linda, Nur Athirah, and Fatin Farhana. During the 5 days, I participated in this activity "Task Force Koha" at the Pekan District Public Library, I have improved my cataloging skills where I have used the knowledge I have learned in the Department of Management and Development Collection and at the university in the subject of cataloging to catalog general loan materials from shelf 000 to shelf 900.

In addition, I have also used the knowledge I have learned at PPAP to do record editing and item addition in the Koha system. This is done to make it easier for users and employees at the Pekan District Public Library to borrow and return books. By following the activities, I have learned something that is in terms of team cooperation to complete the tasks given well and I can improve my knowledge of the field of cataloging and can create unforgettable experiences and memories during industry training at PPAP.



*Figure 30: The vehicle that we went to Pekan*



*Figure 31: Doing the cataloging which includes the items in the Koha system*



*Figure 32: The books that we need to catalog in Koha system*



*Figure 33: Me with the staff who are participated to do Task Force Koha" at the Pekan District Public Library*

### **3.1.6 Department of Management Services**

On 17 January 2022, I and some of my friends have switched to a new department, the Department of Management Services. This department has 2 small units, namely the Finance Unit and the Human Resource Unit. In this department as well, we have learned many things about finances that have been managed by PPAP officers in the division. In addition, I have been assigned by the head of the finance unit, Mrs. Suzila, to transfer financial statements in the portal "Express 365" from each district library in Pahang. In addition, I was assigned by one of the officers in the finance unit to do statistics on "LPPSA" where I have entered the personal information of the staff involved.

In addition, I and some of my friends were assigned to prepare 25 sets of notes on "Kursus Perolehan dan Sebut Harga Perbadanan Perpustakaan Awam Pahang" which took place on 25 January 2022. We were also given the opportunity to follow the program which was held in Training Room 1 from 9 a.m. to 5 p.m. Later, I was assigned to distribute evaluation forms about the program to the staff involved with the program of 20 people. In addition, this section has also given me and other friends the opportunity to collect money at 4.45 pm at each service counter in each section that offers service and also the lobby counter. The money is the result of the payment of library membership fees, fines imposed, electricity consumption, and membership renewal fees made by users on a daily basis.

Finally, on 28 January 2022, I and my other friends were given the opportunity to meet with the acting director of PPAP, Mrs. Maria Binti Hamzah to share our experiences during the industry training at PPAP. He has also given us words of encouragement and advice to pursue a career in the future. On 29 January 2022, we were also given the opportunity to attend a final dinner with library officials from each district which took place at Mana-Mana Café. On 31 January 2022 is the last day we underwent industry training at PPAP where we had the last meeting with our supervisor, Mr. Mohd Norshazlin bin Sa'adun Nazir. He has also given us a lot of knowledge, words of encouragement, and advice that we always remember to use in the future.



*Figure 34: We with our supervisor, Mr. Mohd Norshazlin bin Sa'adun Nazir at Mana-Mana Café.*



*Figure 35: We with our supervisor, Mr. Mohd Norshazlin bin Sa'adun Nazir on the last day.*



## 3.2 SPECIAL PROJECT

For this part, each student who undergoes industry training in their respective organizations needs to prepare or do a special project to provide benefits and also memories in the organization. As mentioned, I have also managed to do a special project of mine at the Perbadanan Perpustakaan Awam Pahang organized by the Reading and Literacy Movement Unit, namely the Talk Program: Surfing with the national surfing athlete named Mona Rasidah Binti Abdul Rashid. This program was successfully conducted on 30 December 2021 through the Official Facebook of the Perbadanan Perpustakaan Awam Pahang at 10 am.

This program is conducted to fulfill objectives such as providing space and opportunities for the community to know and learn about surfing, cultivating interest and love for surfing among the local community, and cultivating a love of sports for personal health to build self-confidence and stamina. It is hoped that this successful program will enable the community to build the spirit to always play sports even if it is light exercise so that personal and family health is always healthy and fit to increase personal stamina when the Covid-19 pandemic era is hitting the country at this time.

### 3.2.1 Before the program

Prior to the talk show, I had prepared a paper on the talk program which included the introduction, objectives, finances, committee members, and proposed implementation of the program. The paperwork has also received approval and signature from the acting director of PPAP, namely Puan Maria Binti Hamzah. In addition, I have also approached him to ask his opinion on the poster of the program to be posted on the official Facebook of PPAP and the script that I have prepared for the program. Later, the committee members involved also prepared a place in the digital library in terms of the arrangement of cameras, lamps, tables, and chairs.

**1.0 PENGENALAN**

Sukan luncur air atau *surfing* adalah sukan ekstrem di permukaan air yang melibatkan kederaan ombak yang bergerak untuk membawa peluncur ke arah persisiran pantai. Program ini bakal dianjurkan pada bulan Disember 2021. Program seumpama ini juga diadakan bagi memberi semangat kepada golongan remaja dan juga masyarakat setempat yang mana aktiviti sukan ini adalah sesuatu yang sangat menyeronokkan dimana hanya juga membina kecerdasan fizikal dan kecerdasan mental yang banyak membawa kearah kesihatan serta banyak lagi nilai-nilai yang lain dapat diterapkan seperti keberanian, keyakinan diri dan juga menghargai masa.

**2.0 CADANGAN DIKEMUKAKAN OLEH:**  
Unit Gerakan Membaca dan Literasi, Perbadanan Perpustakaan Awam Pahang.

**3.0 OBJEKTIF PROGRAM**

Program ini dianjurkan bagi memenuhi objektif yang berikut:

- 3.1 Memberi ruang dan peluang kepada masyarakat untuk mengenali dan mengetahui sukan luncur air.
- 3.2 Memupuk minat dan kecintaan terhadap sukan luncur air di kalangan masyarakat setempat
- 3.3 Untuk memupuk semangat cintakan sukan untuk kesihatan diri bagi membina keyakinan diri serta kekuatan stamina

**4.0 HASIL**

Diharapkan agar program yang dicadangkan ini dapat dilaksanakan serta berjalan dengan lancar dan mencapai matlamat sepertimana yang dirancang. Melalui program ini juga diharapkan dapat merapatkan semangat untuk sentiasa bersukan walaupun senaman ringan agar kesihatan diri dan keluarga sentiasa sihat dan dapat dilakukan bagi meningkatkan stamina di era endamik covid-19 yang melanda negara masa kini.

**5.0 CADANGAN PELAKSANAAN PROGRAM**

5.1	Tarikh cadangan	: 30 Disember 2021
5.2	Masa	: 10.00 pagi
5.3	Tempat	: Facebook Rasmi Perpustakaan Awam Pahang
5.4	Sasaran	: Golongan Remaja / Dewasa

**6.0 AHLI JAWATANKUASA PROGRAM**

BIL.	JAWATANKUASA	PETUGAS	CATATAN
1.	Jemputan, Sambutan dan Cenderamata	Pn. Maria Pn. Rosnil Hawa	
2.	Kewangan	Pn. Rosnil Hawa	
3.	Program	En. Tuan Khaiul Azhar En. Mohd Zahid En. Faizal Ahmad	Urusetia Teknikal dan Persiapan Tempat dan Siaraya
4.	Pendokumentasian	En. M. Faizal Abd Razak	

**7.0 JUSTIFIKASI KEWANGAN**

BIL.	PERBELANJAAN	KUANTITI	HARGA SEUNIT (RM)	JUMLAH (RM)
1.	Panel		RM300.00	RM300.00
2.	Makan & Minuman		RM 10x10	RM 100.00
<b>JUMLAH PERBELANJAAN (RM)</b>				RM 400.00

Disediakan oleh: *Waze*  
Ketua Unit Gerakan Membaca dan Literasi, Perbadanan Perpustakaan Awam Pahang  
Tarikh:

**Ulasan dan Kelulusan:**  
*Setuju dan tiada halangan*  
*Maha Binti Hamzah*  
(MAHA BINTI HAMZAH)  
Ketua Bahagian Pkhidmatan Perpustakaan dan Literasi, Perbadanan Perpustakaan Awam Pahang  
TARIKH: 08/12/2021

Figure 36: My paperwork about talk show program of surfing



Figure 37: The poster of talk show program of surfing



*Figure 38: Setting the place in the digital library in terms of the arrangement of cameras, lamps, tables, and chairs.*

### **3.2.2 During the program**

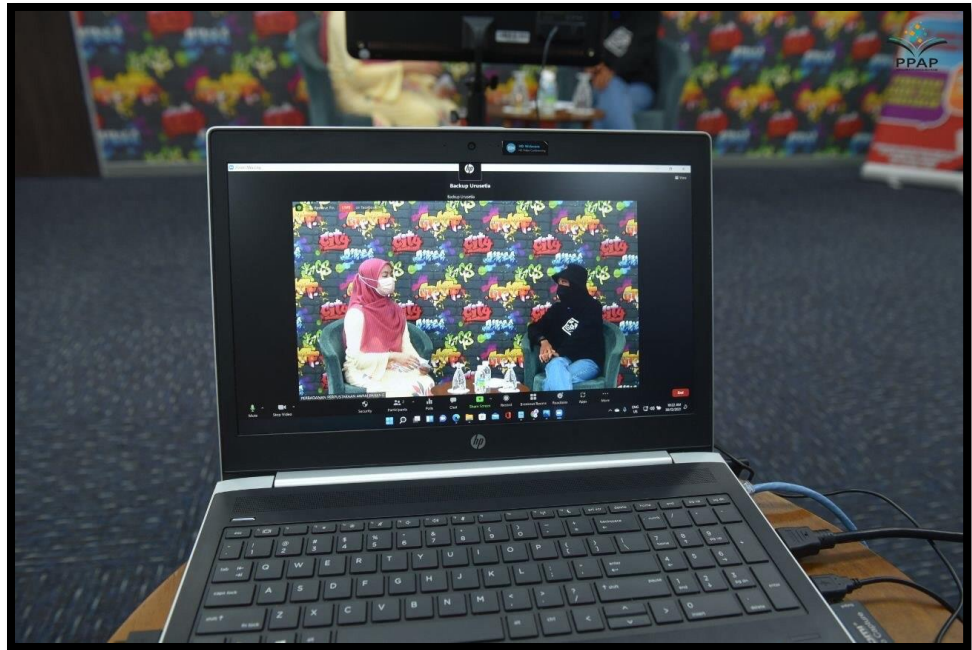
On 30 December 2021, I invited my panel namely Puan Mona Rasidah Binti Abdul Rashid who is a female national athlete surfing on the lobby floor to go to the digital library. During the program, I asked some questions to Mrs. Mona about surfing to get the attention of the audience on Facebook. The committee members involved have also helped me to inspire to ensure the program runs smoothly.



*Figure 39: Me and Mrs. Mona Rasidah during the program*



*Figure 40: Me and Mrs. Mona Rasidah has been getting ready for our talk show program*



*Figure 41: My talk show program on the official Facebook of PPAP*



*Figure 42: One of the committees had organized my talk show program*

### 3.2.3 After the program

The talk show with Puan Mona ended within an hour which reached 814 viewers who watched the program via PPAP's official Facebook. Later, I was given the opportunity to take a picture with Mrs. Mona to be a fond memory for me. In addition, this talk show has also given me sweet memories as I am honored to be able to have a talk with the great national female athletes in the sport of surfing where the sport is often dominated by men. In addition, this talk show has also trained and taught me to improve good communication skills, deal with top officials in the library as well as prepare complete papers and manage all preparations such as invitation letters, souvenir forms, letters of appreciation, and more to succeed the talk show.



*Figure 43: Mrs. Hawa has given souvenirs from the library to Mrs. Mona Rasidah*



*Figure 44: Me and Mrs. Mona had taken a picture before she went home*



Figure 45: My talk show program reached 814 viewers who watched the program via PPAP's official Facebook



Figure 46: This is a google form that has been distributed to the audience who are involved in the program

# **CHAPTER 4: INDUSTRIAL TRAINING REFLECTION**



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

During the five months I underwent industry training at the Perbadanan Perpustakaan Awam Pahang from September 2021 to January 2022, I have gained a lot of new knowledge and skills that have been shared by staff at the library on the best library management. As stated earlier, the objective of undergoing this industry training is to encourage students to apply the skills and knowledge they have learned at the university to benefit the organization. In addition, some of the subjects offered by the Faculty of Information Management are very useful to me and other colleagues to use during industry training in organizations such as Organization of Information: Computerized Cataloging (IML 655), and Organization of Information: Subject Cataloging and Classification (IML 555) can be used in the Collection Planning and Development Division. In addition, the subject of records that have been studied can also be applied in the industry where my friends and I can separate and manage the documents contained in the file in a good and orderly manner.

In addition, the skills that I have discovered and learned at PPAP are an unexpected one in me that is the skill of communicating with users. This experience I was able to share when I was assigned to look after the service counter where I would meet consumers regardless of race, religion, and age. Since then, I have been given the opportunity to communicate with users where I will provide information if there are new users who visit PPAP for the first time. Furthermore, I can also explain to users' ways to borrow books where users need to register as library members first before borrowing books. Users can also borrow 5 books for an account within 14 days, including weekdays. In addition, I have also explained about how to return books on the book slide outside the building in the lobby section. Good communication skills will help users to deal with us in a good way.

Furthermore, in terms of experience, the Pahang Public Library has trained and educated me and other colleagues to meet and deal with high-level officials in each division and guests present at PPAP. Since then I have also gained new knowledge on how to communicate in formal ceremonies as well as the protocol in each ceremony attended by the guests of honor. Furthermore, I also learned the knowledge that has been

shared by each officer in each division about the work they need to handle to ensure that the objectives and goals in each division can be achieved and implemented.

#### **4.2 PERSONAL THOUGHTS AND OPINION**

In my opinion, Perbadanan Perpustakaan Awam Pahang is a public library that can be seen as an organization that can provide the best services to users. This can be seen when PPAP has succeeded in achieving its objective of creating a society with a culture of reading, loving knowledge, and appreciating the information. To this day, I am still amazed when I come across a former judge who has always loved knowledge and considers books to be therapy for him to relieve the burden of stress and also feel bored. He is also one of the regular users who always borrow books at the Perbadanan Perpustakaan Awam Pahang. In addition, PPAP has also managed to change the concept of the real library where the outside community is synonymous with the library situation which is always in a state of silence and silence. However, it is different from the situation at the Perbadanan Perpustakaan Awam Pahang where PPAP has changed the concept of an orderly and strategic arrangement that allows the community to do activities in a comfortable environment.

#### **4.3 LESSON LEARNT**

During my internship at the Perbadanan Perpustakaan Awam Pahang, I have learned various knowledge and experience that I gained from officers at PPAP. Among the things I learned was to discipline myself throughout the working hours by adhering to the working hours that have been set, which start at 8.00 am until 5.00 pm. I was also trained to record daily attendance by adhering to the set time where I had to arrive at PPAP before 8.00 am and return after 5.00 pm using a "punch card". Apart from that, the Perbadanan Perpustakaan Awam Pahang has also trained me to carry out tasks with trust and full responsibility where I have to carry out the tasks that have been set and complete the work that has been given by the officers in each division. For example, I have been assigned to look after the service counter to consumers in the general loan section on pre-determined days and weeks. Therefore, I have to carry out the task with honesty and trust to ensure that user satisfaction can always be guaranteed.

Furthermore, the thing I have learned at PPAP is that I need to always be brave to respond to the challenges given by the officers. By having an attitude like this, indirectly it can be used as an unforgettable memory and experience that we can use in the future outside the organization. For example, I was challenged by an official to be the moderator of a talk show with national athletes. At first, I was so worried about myself where I would be able to handle the program moreover I was first challenged to be a moderator. As a result, the support of my colleagues, as well as officials at PPAP, has helped me to run the program successfully and smoothly.

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

Initially, I underwent industry training at PPAP, I and also my other friends had to work from home due to the Covid-19 virus that hit across the country. This has caused me to have difficulty in doing the assigned tasks where I have a slow internet problem to complete the tasks given by the staff at PPAP through the WhatsApp platform. So it has been a burden for me and other friends to work from home. Also, with the Covid-19 virus sweeping across the country, my other friends and I were unable to hold a variety of fun outdoor activities with the local community as the previous year had held a nap in the library. This is done to prevent the occurrence of Covid-19 virus infection in the local community.

Furthermore, I would like to suggest a few things where PPAP needs to provide more reading and reference materials to users. This is because some people cannot find the reading materials and references they need in PPAP. However, I have suggested some reading materials and references that are in line with what they want. With that, I can ensure user satisfaction can be guaranteed by providing reading materials and references to them. In addition, I would also like to suggest increasing the number of promotional videos on services and types of reading materials available at PPAP to the community through social media such as TikTok, Instagram, Twitter, and Facebook to attract the community to visit PPAP.

# CHAPTER 5: CONCLUSION

## 5.0 CONCLUSION

In conclusion, I have gained a lot of experience during my five months of industry training at the Perbadanan Perpustakaan Awam Pahang. The experience gained is the most valuable thing because it can make me more prepared to work in the industry someday. This is because PPAP has disclosed the tasks in each section clearly. The cooperation and commitment of all officers in each division have made the service in PPAP better and made PPAP an organization that can create a society that always loves knowledge. Apart from that, I also feel very grateful to be able to undergo industry training at PPAP because all officers at PPAP always provide assistance and guidance to me and my other friends on new things available at PPAP.

In addition, the guidance of lecturers in the faculty who teach the subject of cataloging has also given a lot of help to me and also colleagues at PPAP because we can apply the knowledge we have learned at PPAP especially in the Department of Collection Management and Development. As a result, I and other colleagues were able to improve and develop our skills in the process of cataloging reading materials in the library.

Furthermore, the special project carried out at PPAP has had a huge impact on me because since it is the first time I was made a moderator for a talk show and successfully implemented well. Indirectly, I gained knowledge on how to organize such a program from the beginning to the end of the program.

Lastly, this industry training has made me more concerned with time management, self-esteem, teamwork, and other values. All the lessons and experiences that I gained during my industry training at PPAP will be a valuable treasure for me in shaping a good personality and also becoming a more virtuous person in the future.

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# APPENDICES

## Appendix 1: Daily attendance form "punch card"

PERBADANAN PERPUSTAKAAN NEGERI PAHANG		Platform1 Report 3.08a.15.06 (RC.17)							
Transaction Report									
Time	Transaction	Controller	Door/IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
<b>Date</b> 07/09/2021									
12:15:02	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:10:03	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 08/09/2021									
07:51:26	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:10:25	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 09/09/2021									
07:46:53	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
07:46:56	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:14:12	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 14/09/2021									
07:49:42	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:09:30	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 15/09/2021									
07:51:13	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:12:15	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 20/09/2021									
07:51:39	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
08:48:39	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 22/09/2021									
07:51:14	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:13:36	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 23/09/2021									
07:48:47	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:14:35	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
Printed on: 31/01/2022 4:01:12 PM								Page 1	

Time	Transaction	Controller	Door/IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
<b>Date</b> 29/09/2021									
07:43:15	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:15:59	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 30/09/2021									
07:43:56	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:09:54	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 04/10/2021									
07:46:36	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:06:00	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 07/10/2021									
07:47:19	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:08:39	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 08/10/2021									
07:46:25	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:09:13	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 11/10/2021									
07:43:12	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:02:36	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 12/10/2021									
07:46:59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
16:27:21	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 14/10/2021									
07:48:16	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
14:48:00	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 15/10/2021									
07:47:06	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
13:19:38	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 18/10/2021									
07:47:44	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
16:57:03	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 20/10/2021									
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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Post	Event
<b>Date</b> 22/11/2021									
07:50:30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:13	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 23/11/2021									
07:47:25	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:21	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 24/11/2021									
07:43:50	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:05:51	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 25/11/2021									
07:41:04	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:44	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 26/11/2021									
07:48:58	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:01:47	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 29/11/2021									
07:45:19	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:05:05	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 30/11/2021									
07:45:24	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:02:29	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 01/12/2021									
07:55:24	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:10:06	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 02/12/2021									
07:50:28	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:41	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:43	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 03/12/2021									
08:02:53	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:10:31	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Post	Event
<b>Date</b> 06/12/2021									
07:46:31	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:04:04	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 07/12/2021									
07:46:43	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:04:10	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 08/12/2021									
07:50:53	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:06:53	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 09/12/2021									
07:48:00	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:07:30	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 10/12/2021									
07:51:42	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:17:28	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 13/12/2021									
07:44:46	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:24:24	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 14/12/2021									
07:45:05	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:25:01	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 15/12/2021									
07:48:39	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:10:12	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 16/12/2021									
07:51:31	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 20/12/2021									
07:45:09	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:01:26	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
<b>Date</b> 21/12/2021									
07:45:37	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
17:04:32	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 22/12/2021									
07:47:37	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:01:04	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 23/12/2021									
07:52:28	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:00:58	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 24/12/2021									
07:44:23	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:42	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 27/12/2021									
07:48:35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:09:15	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 28/12/2021									
07:40:43	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:05:39	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 29/12/2021									
07:46:22	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:09:22	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 30/12/2021									
07:49:53	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:03:43	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 31/12/2021									
07:50:27	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:29:15	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 03/01/2022									
07:55:07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:09:45	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 04/01/2022									
07:44:32	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:00:55	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
Date: 05/01/2022									
17:07:09	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 06/01/2022									
07:48:52	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:01:10	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 07/01/2022									
07:50:07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:00:46	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 17/01/2022									
07:46:50	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:02:22	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 18/01/2022									
07:48:18	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:02:42	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 19/01/2022									
07:44:24	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:12:05	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 20/01/2022									
07:50:22	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:00:41	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 24/01/2022									
07:46:39	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:35:50	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 25/01/2022									
07:47:59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:10:38	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 26/01/2022									
07:48:09	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:05:55	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 27/01/2022									
07:41:59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/ IO Board	Card No	Staff No	Name	Department/ Zone	Job Post	Event
17:30:57	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 28/01/2022									
07:47:19	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
17:04:27	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A
Date: 31/01/2022									
07:45:13	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489567515	009	FATIN FARHANA BINTI MAHMOD	PRAKTIKAL	PRAKTIKAL	N/A

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MEMO BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI  
PERBADANAN PERPUSTAKAAN AWAM PAHANG

Kepada : Senarai Seperti di Edaran

Salinan Kepada : Ketua Bahagian Perkhidmatan Perpustakaan dan Literasi  
Ketua Bahagian Khidmat Pengurusan  
Ketua Bahagian Pengurusan dan Pembangunan Koleksi  
Ketua Bahagian Rangkaian Perpustakaan  
Ketua Unit IT

Perkara : Pindaan Tarikh pasukan *Task Force* KOHA bagi Modul Katalog di PAD Pekan

Fail : ( 21 ) PPAP/PR (PERO) /3-04

Tarikh : 29 Disember 2021

Tuan/Puan,

Dengan hormatnya perkara di atas adalah dirujuk dan memo (21) PPAP/PR (PERO) / 3-04 bertarikh 3 Disember 2021 adalah dirujuk.

2. Adalah dimaklumkan bahawa hasil lawatan pemantauan yang telah dilakukan, Bahagian Pengurusan dan Pembangunan Koleksi mendapati perlu ada pasukan *task force* bagi membantu kerja-kerja pendokumentasian dan teknikal di PAD Pekan. Ini adalah bagi memastikan takwim yang telah dirancang bagi pelaksanaan KOHA sepenuhnya di PAD Pekan pada Mac 2022 dapat terlaksana.

3. Oleh yang demikian, tuan/ puan seperti disenarai lampiran adalah pegawai *task force* yang akan bertugas di PAD Pekan pada tarikh yang telah dipinda 10 hingga 14 Januari 2022 sepertimana jadual di Lampiran 1.

4. Bagi memastikan kelancaran kerja-kerja pasukan *task force* ini, bersama memo ini dilampirkan lampiran seperti berikut untuk tindakan bahagian-bahagian yang berkenaan :

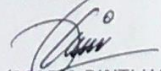
- i) Lampiran 1 : Jadual kerja – Untuk makluman dan tindakan pegawai terlibat
- ii) Lampiran 2 : Senarai pegawai terlibat – Untuk makluman Ketua Bahagian
- iii) Lampiran 3 : Jadual Perbelanjaan – Bagi tujuan permohonan pendahuluan diri berjumlah RM1,935.00 dari Unit Kewangan
- iv) Lampiran 4 : Senarai Keperluan ICT dan Kenderaan

5. Semoga dengan adanya pasukan *task force* ini, kerja-kerja pendokumentasian dan teknikal bahan-bahan perpustakaan di PAD Pekan dapat disiapkan sepertimana takwin yang telah disasarkan.

6. Kerjasama tuan/ puan dalam perkara ini amatlah dihargai dan didahulukan dengan ucapan terima kasih.

“PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19”  
“BERKHIDMAT UNTUK NEGARA”

Sekian, terima kasih.



(MARTA BINTI HAMZAH)  
Pemangku Pengarah,  
Perbadanan Perpustakaan Awam Pahang

Lampiran 1

**JADUAL KERJA OPS KOHA PEKAN**  
**10-14 Januari 2022**  
**Perpustakaan Awam Daerah Pekan**

HARI/MASA	ISNIN 10/1/2022	SELASA 11/1/2022	RABU 12/1/2022	KHAMIS 13/1/2022	JUMAAT 14/1/2022
8.00 PAGI	SARAPAN PAGI	SARAPAN PAGI	SARAPAN PAGI	SARAPAN PAGI	SARAPAN PAGI
8.30 AM – 1.00 PM	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA
1.00 PM- 2.00 PM	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT
2.00 PM- 7.00 PM	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA
7.00 MALAM					BERTOLAK PULANG
7.00 PM - 8.30 PM	REHAT/ SOLAT	REHAT / SOLAT	REHAT / SOLAT	REHAT/ SOLAT	
8.30 PM – 10.30 PM	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	
10.30 PM -11.00 PM	MINUM MALAM	MINUM MALAM	MINUM MALAM	MINUM MALAM	

Lampiran 2

### KAKITANGAN YANG TERLIBAT

1. En. MUHAMMAD ZHARFAN ZUHAIR BIN MOHAMAD ZAKI
2. En. SAUDIN BIN KASSIM
3. En. MUHAMMAD SHAHARUDIN BIN MUHD TAIB
4. En. MOHD FAIZAL BIN AHMAD
5. Pn. SHAH FALINDA BINTI MOKHTAR
6. En. ZULFAZLI BIN ZAKARIA
7. Cik. NUR ATHIRAH BINTI MAD KASA (PELAJAR PRAKTIKAL)
8. Cik. FATIN FARHANA MAHMOD (PELAJAR PRAKTIKAL)



Appendix 3: Memo of "Program Pameran Perpustakaan Bersempena Majlis Khatan Perdana 2021"



## MEMO

### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (27) dlm. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 14 Disember 2021

#### **PETUGAS BAGI PROGRAM PAMERAN PERPUSTAKAAN BERSEMPENA MAJLIS KHATAN PERDANA 2021**

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : 16/12/2021 (Khamis) hingga 17/12/2021 (Jumaat)  
Masa : 8.00 pagi - 5.00 petang  
Tempat : Perpustakaan Desa Bandar Tun Razak

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

**"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**(MARIA BINTI HAMZAH)**  
Ketua Bahagian Perkhidmatan Perpustakaan  
dan Literasi  
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan  
: Ketua Bahagian Rujukan Dan Maklumat



Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Faizal bin Ahmad	Teknikal Program
2.	Encik Muhammad Amiin bin Mat Arif	Dokumentasi
3.	Encik Mustakim bin Abdul Majid	Dokumentasi
4.	Cik Nur Athirah binti Mad Kasa (Partikal)	Pembantu Teknikal Program
	Cik Fatin Farhana binti Mahmod (Partikal)	Pembantu Teknikal Program



Appendix 4: Memo of “Program Perkongsian Ilmu Pengurusan Harta Pusaka & Wasiat: Harta Pusaka, Hak Siapa?”



## MEMO

### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (30) dlm. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 25 Januari 2022

Tuan / Puan,

#### **PETUGAS BAGI PROGRAM PERKONGSIAN ILMU PENGURUSAN HARTA PUSAKA & WASIAT: HARTA PUSAKA, HAK SIAPA?**

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut:

Tarikh : **27 Januari 2022 (Khamis)**  
Masa : **09.30 pagi hingga 11.30 pagi**  
Aplikasi : **Perpustakaan Digital dan Sumber Media**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

**“PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19”**

**“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,

  
**(MARIA BINTI HAMZAH)**

Ketua Bahagian Perkhidmatan Perpustakaan  
dan Literasi  
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan  
: Ketua Bahagian Rujukan Dan Maklumat  
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Mohd Aseri bin Abdul Malek	Moderator
5.	En. Mohd Zahid bin Idris	Host Utama – Zoom Meeting
6.	En. Mohd Faizal bin Ahmad	Teknikal
7.	En. Mohamed Faizal bin Ab Razak	Teknikal
8.	En. Mustakim bin Abd Majid	Dokumentasi
9.	Cik Nurul Fatimah binti Mohamed Suldin	Pelajar Praktikal (Persiapan Tempat)
10.	Cik Fatin Farhana binti Mahmud	Pelajar Praktikal (Persiapan Tempat)
11.	Cik Nur Athirah binti Mad Kasa	Pelajar Praktikal (Ajk Makanan)
12.	Cik Wan Nur Aisyah binti Wan Mohd Khafar	Pelajar Praktikal (Ajk Makanan)



## MEMO

### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (25) dim. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 25 November 2021

#### PETUGAS BAGI PROGRAM PAMERAN SEABAD EL-DORADO TIMUR DALAM KENANGAN

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : 27 & 28 November 2021 (Sabtu & Ahad)  
Masa : 08.00 pagi hingga 05.00 petang  
Tempat : Perkarangan Muzium Sungai Lembing

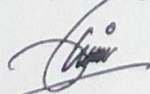
3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)  
Ketua Bahagian Perkhidmatan Perpustakaan  
dan Literasi  
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan

Senarai Edaran :


27 November 2021 (Sabtu)

BIL	NAMA	TUGASAN
1.	Mohd Aseri B. Abd Malek	Petugas
2.	Khairol Razman b. Kamaruddin	Pemandu
3.	Nur Alia Affina bt. Abdul Aziz	Pengacara Program
4.	Nur Athirah bt. Mad Kasa	Pengacara Program
5.	Nurul Fatimah bt. Mohamed Suldin	Pemain Watak Boneka
6.	Fatin Farhana bt. Mahmud	Pemain Watak Boneka
7.	Wan Nur Aisyah bt. Wan Mohd Khafar	Pemain Watak Boneka
8.	Maizatul Bariyah bt. Mohd Mohyi	Pemain Watak Boneka
9.	Wan Afiqah Fatimah bt. W Sazali	Pemain Watak Boneka
10.	Nur Syuhada bt. Shaari	Petugas <i>science hero (slime)</i>
11.	Nur Sakinah bt. Mohamad	Petugas <i>science hero (slime)</i>

28 November 2021 (Ahad)

BIL	NAMA	TUGASAN
1.	Mohd Faizal b. Ahmad	Petugas <i>science hero</i>

Appendix 6: Leave application form



**PERBADANAN PERPUSTAKAAN AWAM PAHANG**

**PERMOHONAN CUTI REHAT**

1. Nama : FATIM FARHANA BT MAHMOJ


2. Jawatan : PELAJAR PRAKTIKAL

3. Tarikh Cuti Dipohon : 19 NOVEMBER 2021

4. Jumlah Cuti : 1


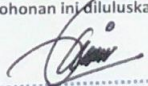
5. Alamat Yang Boleh Dihubungi : NO 27, JALAN TJ 6, TAMAN TEMERLOH JAYA,  
08000 TEMERLOH

6. No. Telefon : 013-9395586

7. Tandatangan : 

8. Tarikh : 15 NOVEMBER 2021

9. Catatan : MENJAJARAH NENEK SAIBARA DI SELANGOR

SOKONGAN PEGAWAI	KELULUSAN PEGAWAI
Permohonan disokong / tidak disokong   <b>MOHD NORSHAZI BIN SA'ADUN NAZIR</b> (Tandatangan) / Cop ) Ketua Bahagian Penyokong (Ketua Bahagian Unit ) Perbadanan Perpustakaan Awam Pahang	Permohonan ini diluluskan / tidak diluluskan   <b>MARIA BIL</b> (Tandatangan) / Cop ) Pegawai Meluluskan / Pengarah / Pegawai Tadbir PERBADANAN PERPUSTAKAAN AWAM PAHANG

**KEGUNAAN PEJABAT PENTADBIRAN**

Baki cuti pegawai sehingga kini sebanyak..... hari  
 \*\*\* Pegawai yang menyelaras cuti dikehendaki memaklumkan cuti kepada pemohon terlibat.

.....  
( tandatangan )

**PEGAWAI YANG MENGAMBIL ALIH TUGAS**

Semasa saya bercuti, tugas saya diambil alih oleh Encik / Puan.....

.....  
( tandatangan )