



**UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN  
KAMPUS REMBAU**

**FACULTY OF INFORMATION MANAGEMENT**

**BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERBADANAN PERPUSTAKAAN AWAM PAHANG**

PERPUSTAKAAN AWAM SULTAN AHMAD SHAH  
JALAN SRI KEMUNTING,  
TANAH PUTIH,  
25100 KUANTAN PAHANG.

**PREPARED FOR:  
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**1<sup>st</sup> SEPTEMBER 2021 - 31<sup>st</sup> JANUARY 2022**

## DECLARATION

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Signed by

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

## Acknowledgement

Assalamualaikum w.b.t

Greetings to all.

First of all, I am thankful to Allah SWT for His help throughout this practical training during the Covid-19 epidemic outbreak period since December 2019. Being able to finish my internship program in this high-risk situation really made me realize that without His blessings all this would not be applies.

Secondly, I would like to thank Universiti Teknologi Mara (UiTM) for allowing their students to continue their practical programs despite being hit by a deadly endemic over the past two years. Next, I would like to thank my lecturers, Sir Ahmad Faizal Bin Ramsi and Sir Wan Mohd Hafiz Bin Hasnol for his guidance throughout my internship. Not to forget also to all the staff at the *Perbadanan Perpustakaan Awam Pahang* (PPAP) especially Sir Mohd Norshazlin Bin Sha'adun to helped and guided me a lot during my industrial training at PPAP.

Thanks also to family and friends for their support in times of need during the practical training. Without them, I may not be able to maintain my momentum to finish this internship. Last but not least, to my dear self who is always determined in facing the hardships and challenges during this internship. Being able to arrive at this point of time is already the biggest achievement of my degree journey in UiTM since 2018.

## **Abstract**

This report describes and explains my journey of internship training at PPAP within 5 months to fulfil the requirement for Apprenticeship (IMC690). The training started from 1st September 2021 and ended on 31st December 2021 with estimated duration of 5 months. During my practical training, I was able to learn new things in the world of libraries, work culture and values in each department at PPAP. This was my first experience working in a real work environment. It is very different from what I did on the IM244 syllabus while at UiTM Rembau. At first, I found it difficult and challenging to adjust to the new environment and nature of work, but eventually I managed to adapt and continue to learn from the staff and colleagues at PPAP. During the training, I was given the opportunity to give some ideas on a number of things. Still some ideas have been rejected and some have been modified. This experience helped me to improve myself better and gain new knowledge while avoiding repeating the same mistakes. My supervisor was always constructive whenever I made some mistakes and I found that it was quite helpful for me to learn and adapt to the new environment. Other than that, this industry training revealed to me how public libraries operate which is completely different from what is taught in the classroom. In addition, I was able to increase my self-confidence and responsibility for the tasks assigned during the training period. With the experience gained during conducting industrial training at PPAP can be considered as a preparation before starting my career path in the future. In short, I believe that this Internship Program at PPAP gives me a wide range of work experience, work culture and high work values for me to embark on future career paths. By completing the practical training, I believe that the program assists students in adapting and preparing for the real work environment; despite the announcement of MCOs and SOPs given by the government throughout the training session. I also learned that students should prepare themselves better in language proficiency especially in Bahasa Malaysia and English to strengthen oral and written presentation skills.

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# CHAPTER 1: INTRODUCTION

## **1.0 Introduction**

Faculty of Information Management, Universiti Teknologi Mara (UiTM) has listed the subject of Industrial Training (IMC 690) in the framework of its course which will provide pre-professional work experience to all students who take the subject. The subject requires students to undergo training in selected organizations and the duration of industrial training is five months. Students are required to select any organization for their industrial training placement whether paid or unpaid. During industrial training, students are encouraged to contribute to the organization by participating in activities and carrying out responsibilities assigned to them professionally. Industrial training is relevant as students are able to demonstrate their skills and prepare for a real work environment in the near future.

### **1.0.1 Objective of the Industrial Training**

- To provide pre-professional work experience with specific duties and responsibilities.
- To help students improve their marketability after graduating from UiTM.
- To improve students, apply the skills and knowledge acquired from the university to benefit the organization.
- To provide management and technical skills in the library and information environment to students.

## **1.1 Background Perbadanan Perpustakaan Awam Pahang (PPAP)**

Perbadanan Perpustakaan Awam Pahang (PPAP) was established under the Perbadanan Perpustakaan Awam Pahang Enactment 1973 and gazetted in government gazette No. 11 of 1973 on October 4, 1973.

In 1972, the Pahang State Government established a committee to review the enactment of the Pahang Public Library Corporation Enactment. This committee was later known as the Kuantan General Khanah Khutub Committee.

The Pahang Public Library Corporation started its operations for the community in the old Rest House building in Jalan Masjid, Kuantan in 1976. In 1985, it moved to the old State Legislative Assembly Building in Jalan Gambut and was inaugurated on 28 October 1987 by His Majesty Sultan of Pahang, Sultan Haji Ahmad Shah Al- Musta'in Billah Ibni Al-Marhum Sultan Abu Bakar Ri'ayatuddin Al- Mu'adzam Shah.



*Figure 66: Old Rest House*

Since then, library services have expanded to all 11 Districts in Pahang with the establishment of District Libraries, Branches, Mobile Libraries (Group Loans) and Rural Libraries. Now, PPAP has 1 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 loan services. groups in rural areas throughout the State of Pahang.

The Pahang Public Library building has now moved to a new building in Lot 10, Jalan Kemunting, Kuantan. This 12,000 square meter building is a landmark of Pahang State's magnificent knowledge in front of Padang MPK 4, at the entrance to Kuantan Town, attracting the attention of every citizen who looks at it. Located in this new location, 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 67: PPAP New Building*

In addition, the position in front of the main road makes it easier for residents who use public transport to come to the library. In addition, 152 car parking spaces, 5 bus parking spaces, 36 motorcycle parking spaces and 2 disabled parking spaces are also provided for the convenience of users.

The library now provides services in line with current technological developments, covering all reading, learning, recreational and ICT needs. The library will continue to be committed to providing scientific services for the needs of the community. The library department has grown to six main division which are: -

- **Department of Management Services**
- **Department of Collection Planning and Development**
- **Department of Library Services and Literacy**
- **Department of Library Network**
- **Department of Corporate Planning and Development**
- **Department of Reference and Information**



### **1.1.2 Objective PPAP**

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.

### **1.1.3 Vision and Mission PPAP**

- **VISION**

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

- **Mission**

- Provide complete, conducive and excellent library infrastructure and services.
- Creating a knowledge-cultured society through planned programs and building library staff.
- Dignifying the State Intellectual Heritage Center.

### **1.1.4 Client Charter**

#### **1. Reader Advisory Services**

- Provide a comfortable reading environment for users.
- Willing to help users find and obtain information.
- Provide a collection of quality library materials.

#### **2. Service Counter**

- Provide efficient and friendly counter service.
- All completed library membership registration applications will be completed in less than 5 minutes.
- The process of borrowing and returning reading materials is implemented in less than 5 minutes.

### 1.1.5 Library Operating Hour

Day	Time
Monday - Thursday	9.00 am – 5.00 pm
Friday	9.00 am – 12.00 pm 2.30 am – 5.00 pm
Saturday	Closed
Sunday	
Public holiday	

Table 7: Operating PPAP hour

### 1.1.6 Library Location

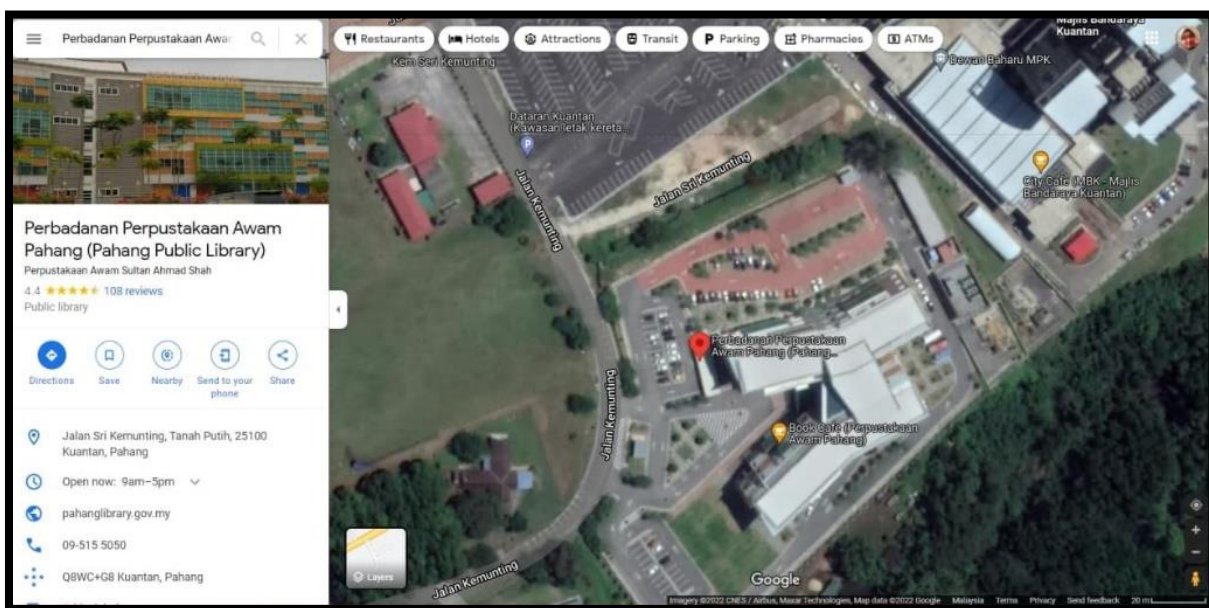


Figure 68: Location of PPAP

### 1.1.7 Services

- **Library Services**

- **Membership**

<b>Categories</b>	<b>Payment for one year (RM)</b>
Citizens <ul style="list-style-type: none"><li>➤ Adults</li><li>➤ Children</li></ul>	<b>Rm 10.00</b>
Not Citizens <ul style="list-style-type: none"><li>➤ Adults</li><li>➤ Children</li></ul>	<b>Rm 20</b>

*Table 8: Membership fee*

- **Material Loans**

Each member is allowed to borrow 5 books within 2 weeks (14 days).

- **Loan Extensions**

- A loan extension can be made if the book is not booked by another user.
- Loan extension is only allowed once (14 Days)
- Loan extensions can be made either in person at the counter, or by phone or online.

- **Storage**

The library will keep the books ordered by users within 3 days.

- **Fine**

- Late return - RM 0.50 / 1 day
- Damaged / not returned books - Pay according to the original price of the book.

- **Facilities in the Library**

- **Reading Room**

The library provides a reading space that separates adult and child users. The capacity of users depends on the type of library, of course

the space in the rural library is much smaller than the reading space in the district/ state library.

➤ **Magazine and Newspaper Readings**

Library users can read the magazines and newspapers provided for free but are not allowed to borrow the material.

➤ **Hall**

Halls are provided at state libraries to facilitate the implementation of library activities and are open for rent by outsiders at a pre - determined rate. For rentals, the public can contact the PPAP Management Services Division for more information.

➤ **Wi-Fi facilities**

This facility is only available at the State Public Library and District Library only. Users should refer to the officer on duty at the Library Services Division for more information.

➤ **Multimedia Gallery**

This gallery is open to the public aged 13 and over only. Terms and conditions of use can be consulted at the Library Service Counter on Monday to Friday from 9.00 am to 4.30 pm only with service charges as prescribed.

• **Group Loans**

The Group Loan Service has been introduced in PPAP Kuantan since 1995. To date, the service has 139 memberships comprising government departments, private organizations, associations, clubs and societies. The purpose of this group loan is to provide support and encouragement to government departments, private organizations, associations, clubs and organizations that are constantly striving to provide reading facilities to the public. To help diversify the collection of reading materials available in small reading rooms/libraries that do not have sufficient reading materials. One of the efforts is to distribute reading materials and further expand the state public library services to residents far from the city center to enjoy the convenience of obtaining reading materials provided

by the PPAP. Also, to cultivate and increase the interest in reading among the community, especially in the state of Pahang Darul Makmur.

➤ **Collection of Group Loan Services**

1. Loan collection consists of: -
  - Group Loan Collection
  - Collection from open shelves available at PAD/PAC
  - Mobile Bus Service Collection
2. Materials to be borrowed include fiction/non-fiction materials in Bahasa Malaysia and English.
3. Consists of reading material for various ages, namely children, youth, adults.
4. Users will receive the book/material after 7 days from the date of application.

➤ **Material Loan Quantity/Period**

<b>Loan Amount</b>	<b>Loan Period</b>	<b>Locations</b>
Maximum 300 books	3 months	PPAP
Maximum 100 books	1 month	PAD
Maximum 100 books	1 month	PAC

*Table 9: Material load quantity*

# CHAPTER 2: ORGANIZATION INFORMATION

## 2.0 PPAP Organization Chart

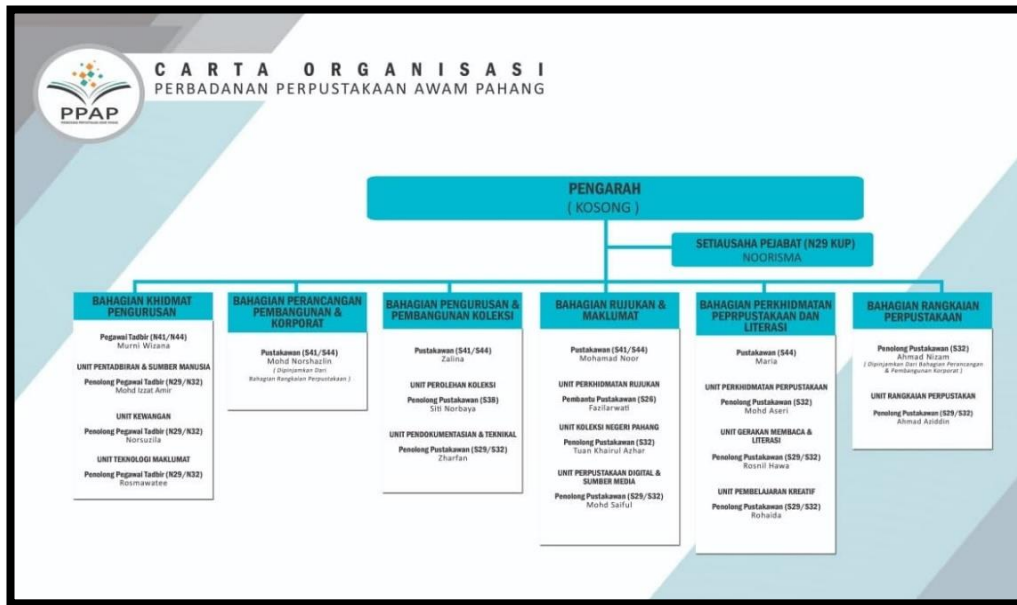


Figure 69: Organization Chart of PPAP

## 2.1 List of Department at PPAP

*Perbadanan Perpustakaan Awam Pahang* basically have six department. Every department is made up of different of responsibilities. Each department contributes to the running of the PPAP.

### 2.1.1 Department of Management Services

Department of management services objective is to serve fairly and transparently in administrative, financial and human resource development matters to support the main objectives of the department. There are three unit in this department: -

- Management of Human resource
- Finance
- Information Technology

### **2.1.2 Department of Collection Planning and Development**

Department of collection planning and development objective is to plan, manage and implement the procurement of quality library materials and meet the needs of users as well as manage the cataloging of materials in accordance with the guidelines used to achieve the objectives of the department.

There are two unit under this department: -

- Documentation and technical unit
- Acquisition unit

### **2.1.3 Department of Library Services**

Objective of this department is to manage library services including circulation services, reference, state collection and library encouragement provided to library users in order to achieve the objectives of the department. There are three unit under this department: -

- Reading and literacy unit
- Creative learning unit
- Library service unit

### **2.1.4 Department of Library Network**

Objective of this department is to manage district library services, branches, villages and mobile services through the concept of 'central monitoring' in ensuring that the department's objectives are achieved.

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

Objective of this department is to 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.



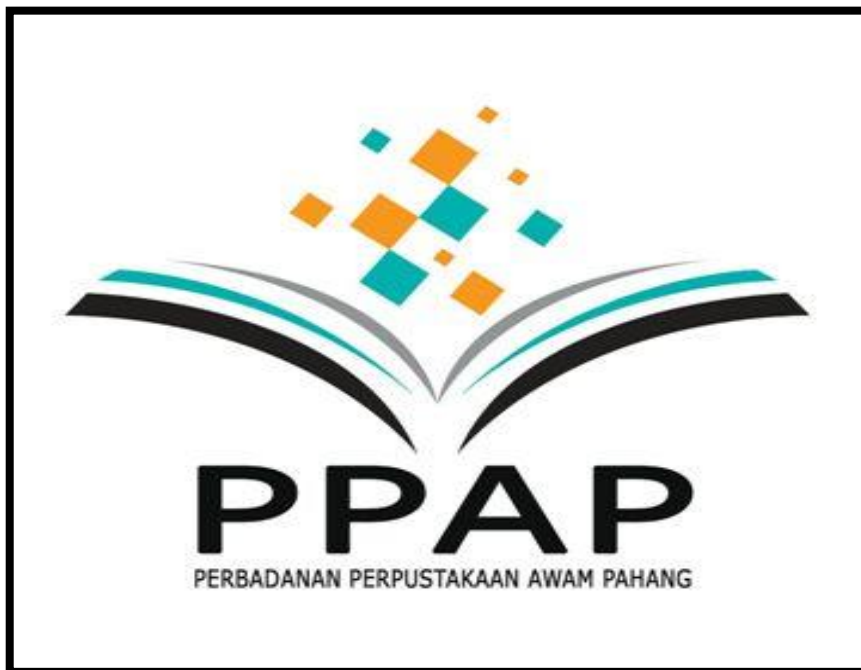
### 2.1.6 Department of Reference and Information

The objective of this department is to constantly provide information, research and teaching services to all library users and staff, including in -person and online reference assistance.

There are three unit under this department: -

- Reference service
- Digital and Media Resource Library
- State Heritage Intellectual Center (PWIN)

### 2.2 PPAP Logo



*Figure 70: PPAP Logo*

**CHAPTER 3:  
INDUSTRIAL  
TRAINING  
ACTIVITIES**

### 3.0 Main Report

During the PPAP Internship, the trainer reported on the first day under the Development and Corporate Planning Division headed by a Head of Department, Encik Mohd Norshazlin as a supervisor at PPAP. Industrial training students have been assigned to each department in PPAP, 6 departments according to a schedule that has been set for 5 months.

All the trainer were placed in each unit for 2 weeks. For 2 weeks in each department, the trainer was given briefings, exposure and tasks that they need to carry out whether the actual work tasks or not from the field of work in that division. Each department at PPAP has a different scope of work, so practical students can learn something new and can gain valuable experience knowledge.

As it is known that PPAP has a public library so basically all the services provided at PPAP include current technological developments, covering all the needs of reading, learning, recreation and ICT. So, we get exposure to knowledge from many different aspects and it may only be available in public libraries such as PPAP.

DATE: 01 SEPTEMBER 2021 – 31 JANUARY 2022

LOCATION: *PERBADANAN PERPUSTAKAAN AWAM PAHANG*

NAME: WAN AFIQAH FATIMAH BT W SAZALI

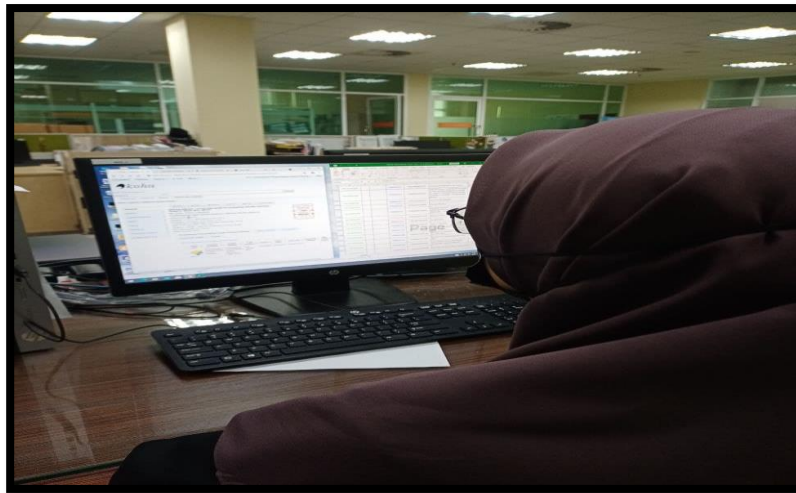
Division/Unit	Date
Department of Management & Development Collection	1.09.2021-08.10.2021
Department of Library Service and Literacy	11.10.2021-19.11.2021
Department of Reference and Information	22.11.2021-31.12.2021
Department of Management Service	03.01.2022-14.01.2022
Department of Library Network	17.01.2022-21.01.2022
Department of Development Planning & Corporate	24.01.2022-31.01.2022

*Table 10: Industrial training schedule*

### 3.1 Department of Management & Development Collection

#### 3.1.1 Catalog Unit

There are two units in the management and development collection, namely the Catalog Unit and the Procurement Unit. For the first two weeks trainee was assigned to be in the Catalog Unit. In the Catalog Unit the trainer was briefed by Mr. Muhammad Zafran who is the head of the Unit in this division. While in this unit the trainer was assigned to editing the catalog record in 2020 at KOHA and was also assigned to do technical work in the catalog unit.



*Figure 71: Trainer is editing catalog record*

Trainer have been taught to edit materials that have been cataloged in KOHA by Mr Saudin. The materials in 2020 available in excel have been divided according to the publishing company and the process of modifying the record catalog needs to be done in the KOHA system. Among the Catalog records that need to be changed are Tag 000, Tag 082, Tag 041 and Tag 090. Each company has more than 100 materials and the trainer was assigned to complete 14 companies in 2 weeks.

PEMBEKAL	BIL	NO PANGGILAN	NO PEROLEHAN	NO ISBN	TAJUK	PENGARANG	PENERBIT	THN	KTT	HARGA SEUNIT	BM	BI	ARAB	KANAK-KANAK	DEWASA
NAQ PUBLICATIONS	1		P000043889	9789672040712	Basikal Lajak Pelumba Haram Umur 15 Tahun	Syasha Ali Aman Wan	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	2		P000043890	9789672040712	Basikal Lajak Pelumba Haram Umur 15 Tahun	Syasha Ali Aman Wan	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	3		P000043891	9789672040668	Derita Syantik Pencinta Paiko Umur 18 Tahun	Rashiela	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	4		P000043892	9789672040668	Derita Syantik Pencinta Paiko Umur 18 Tahun	Rashiela	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	5		P000043893	9789672040690	Taubat Si Pembuli	Aman Wan	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	6		P000043894	9789672040590	Taubat Si Pembuli	Aman Wan	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	7		P000043895	9789672040583	Taubat Si Pembuli	Aman Wan	Blank Book	2019	1	RM12.00	1				1
NAQ PUBLICATIONS	8		P000043896	9789672040583	Taubat Si Pembuli	Aman Wan	Blank Book	2019	1	RM12.00	1				1

Figure 72: Acquisition Record 2020

In this unit the trainer also learned the technical process of books from Mr. Zulkifli and Ms. Rose which is how to measure the exact height to paste call number stickers, color coding according to book categories and stamp books accurately. The trainer has been given 105 books under one supplier. Apart from the two mandatory tasks that need to be done in the catalog unit, trainer also get some side tasks such as commenting on a book that has been blocked from production the title of the book is (Memoir of Shamsiah Fakeh & Gay and Lesbian Parent), learn how to make a tutorial on how to use KOHA and make the tutorial for the use of staff at PPAP.

Sebab-sebab buku "Memoir Shamsiah Fakeh" dan "Gay & Lesbian Parents" tidak boleh dikeluarkan.

	Memor Shamsiah Fakeh	Gay & Lesbian Parents
1.	Menyokong dan menyertai pergerakan komunis.	Kandungan buku yang tidak sesuai dibaca terutama oleh golongan muda.
2.	Perjuangan PKM yang dinyatakan adalah perjuangan yang zalim.	Boleh menyebabkan pembaca terpengaruh dengan isi dan kandungan yang terdapat didalam buku ini.
3.	Boleh menimbulkan salah faham kepada pembaca yang kurang arif dengan sejarah dan politik.	Negara kita tidak terbuka dengan isu LGBT seperti negara barat.
4.	Perjuangan komunis yang boleh menyekat akidah umat islam.	Buku ini menceritakan perkara-perkara yang tidak dapat diterima masyarakat walaupun hanya sekadar maklumat dan idea yang dinyatakan.
5.	Tidak sesuai untuk dibaca jika tiada ilmu yang mendalam dalam bidang politik.	Boleh merosakkan minda masyarakat terutamanya golongan muda.
6.	Boleh menyebabkan pembaca terpengaruh dengan cara perjuangan yang tidak betul.	
7.	Motif perjuangan kemerdekaan yang diceritakan didalam buku ini tidak menghalalkan cara perjuangan itu.	

Figure 73: The reason books are not allowed out for user reference

INPUT SHEET

DATE INPUT: \_\_\_\_\_ Accession no: \_\_\_\_\_  
LOCATION: \_\_\_\_\_

FIELD	TAG	IND 1	IND 2	BIBLIOGRAPHIC DETAILS
Leader	000			1. Klik pada ruangan "Tag editor". 2. Pada ruangan "17- Encoding level" pilih "Full Level". 3. Pada ruangan "18- Descriptive cataloguing form" pilih "- ISBD punctuation included" 4. Klik "OK"
Date and time of latest transaction	005			1. Klik pada ruangan dan tarikh rekod baru akan dimasukkan secara automatic.
Fixed-length data elements-general information	008			1. Klik pada ruangan dan data akan dimasukkan secara automatic, sebagai contoh - 008 060323s2007 enk may
ISBN	020	#	#	1.  a = Masukkan ISBN yang mempunyai 10 dan 13 digit (jika ada)  cRM 2.  c = (harga) 3.  q = Klik pada ruangan dan pilih - (paperback/hardcover/softcover)
ISSN	022	0	#	a
Sources of Acquisition	037	#	#	1.  b (masukkan nombor perolehan, P000001120) 2. Jika terdapat nombor perolehan lebih

Figure 74: KOHA Tutorial

### 3.1.2 Procurement Unit

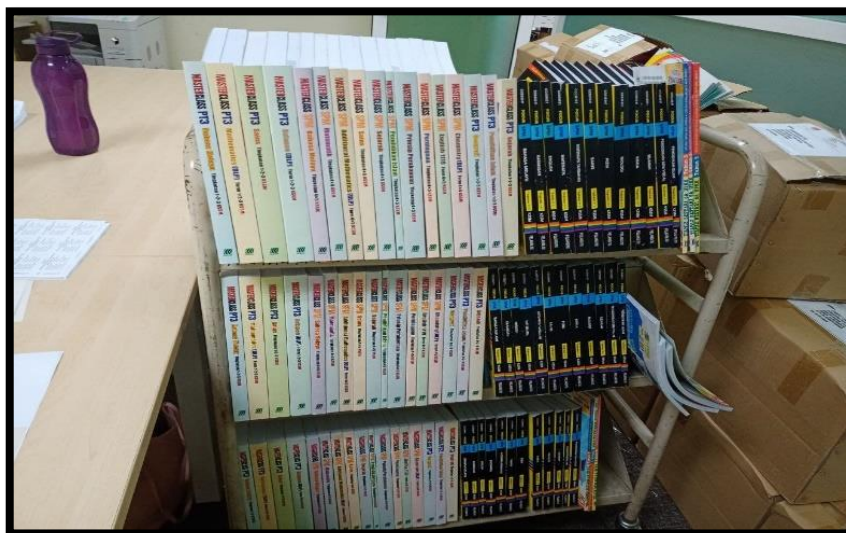
In the Procurement Unit the trainer was assigned to do technical work such as checking new books if there was any damage from various suppliers and pasting the procurement number on the books and this process was taught and observed by Mr. Koh Ah Wong. Trainer was assigned to prepare 3 suppliers for 19 rural libraries, the technical work in this procurement unit the trainer did with a practical student, Ms. Nur Sakinah. Books that already have a procurement number will be sent to rural libraries around the state of Pahang. Apart from that the trainer also learn the process how to check library central books from Era Visi, SMO and EBK Niaga suppliers exactly from Mr. Jeffri.



*Figure 75: Trainer was past the procurement number*



*Figure 76: Technical work space*



*Figure 77: Among the books that need to be pasted the acquisition number*

While in the procurement unit, the trainer also learned how to rearrange files and write minutes papers correctly with Mrs. Zalina. Mrs. Zalina has given a task to all practical students who are in the Collection Management and Development Department to rearrange the files in this department and is guided by Mr. Zulkifli and Mr. Firdaus. The trainer was assigned to rearrange the files: -

1. Surat Pesanan/ Peringatan (Jilid 1)
2. Surat Pesanan/ Peringatan (Jilid 2)
3. Surat Pesanan/ Peringatan (Jilid 4)
4. Surat Pesanan/ Peringatan (Jilid 5)
5. Surat Pesanan/ Peringatan (Jilid 3)
6. Surat Pesanan Tawaran (Jilid 2)
7. Surat Tawaran (Jilid 3)
8. Pesanan Kerajaan (2016)
9. Pesanan Kerajaan (2019)
10. Surat Perolehan Buku & Bahan 2016

11. Surat Perolehan Buku & Bahan 2017
12. Surat Perolehan Buku & Bahan 2018
13. Surat Perolehan Buku & Bahan 2019
14. Surat Perolehan Buku & Bahan 2020
15. Surat Tawaran sebagai pembekal
16. Surat Pesanan Buku (Pembelian buku 2015)
17. Arahan Pentadbiran/Memo (Jilid 2)



*Figure 78: Write minutes paper*



*Figure 79: Rearrange Files*



## 3.2 Department of Library Service and Literacy

### 3.2.1 Library Service Unit

The Department of Library Services and Literacy has three units under it, namely the Library Services Unit, the Children's Services Unit and the Literacy Unit. On 11 October 2021 the trainer was assigned to be in the Library Services Unit. Here the trainer was briefed by the Head of Unit Mr. Aseri Malek regarding library services. Among the things that have been taught are the registration of library members, the use of book sliding machines and the process of lending and returning books at KOHA.



*Figure 80: Visit book drop machine*



*Figure 81: Get a brief from Mr. Aseri*

While in this unit, the mandatory task for trainer to do is to rearrange the books in the “Pinjaman Umum” section and find books if there are users who want to make a loan because while in this unit the work rotation system is still running due to Movement Control Order (MCO).



*Figure 82: Trainer rearrange books at Pinjaman Umum*

Apart from that, the trainer also got the task to make a video of the Virtual Book Exhibition for World Children’s Day. In the meantime, trainer was asked to find and collect group loan books to send it to the military.



*Figure 83: Sending a loan book to Military*

### 3.2.2 CHILD SERVICES UNIT

The trainer was assigned to be in the Children's Services Unit on October 25, 2021 until November 5, 2021. Trainer had to rearrange all the children's books on shelves 300-499 and 700, the damaged books would be removed to include new books, this task was monitored by Mrs. Rosmilawati and Mr. Faiz. Apart from that, the head of the unit, Mrs. Rohaida, gave the trainer a side task which is to make a paper work and list 20 activities for children during the school holiday season according. The proposed activity must be appropriate to the age of the kids in the ages of 4 to 12 years, beside proposed the activity trainer also need to prepare questions for the ICT quiz and create a google form for the quiz.



*Figure 84: Rearrange books at Children Unit*

### 3.2.3 LITERACY UNIT

In this unit, for 2 weeks, starting on November 8, 2021 until November 19, 2021, the tasks that trainer have to do are mostly related to making preparations for upcoming and ongoing programs. Among the tasks given is design posters and provide necessities for implementation. The trainer was asked to design posters for "Cakna Bahasa" and also designed posters and create a quiz for ICT week under the Literacy Unit. Trainer gets the opportunity to attend the upcoming "Book for Life" (BFL) launch meeting of Cameron Highland, we were tasked to distribute the minutes as well as the meeting agenda and attendance to PPAP staff.



*Figure 85: Trainer attend meeting*

Apart from that, while in this unit trainer also get the opportunity to visit the place where the "Book for Life" (BFL) is located around Kuantan. The purpose of the visit was to add and exchange books at the BFL. The books placed in the BFL are books donated by the public who was submitted to the PPAP. The BFL location at Kuantan was in Teluk Cempedak, Taman Bandar and Taman Kerang. We also wrap up all the donation books and prepared souvenirs for the BFL launch program in Cameron Highland.



Figure 86: Visit BFL Taman Kerang



Figure 88: Visit BFL Teluk Cempedak

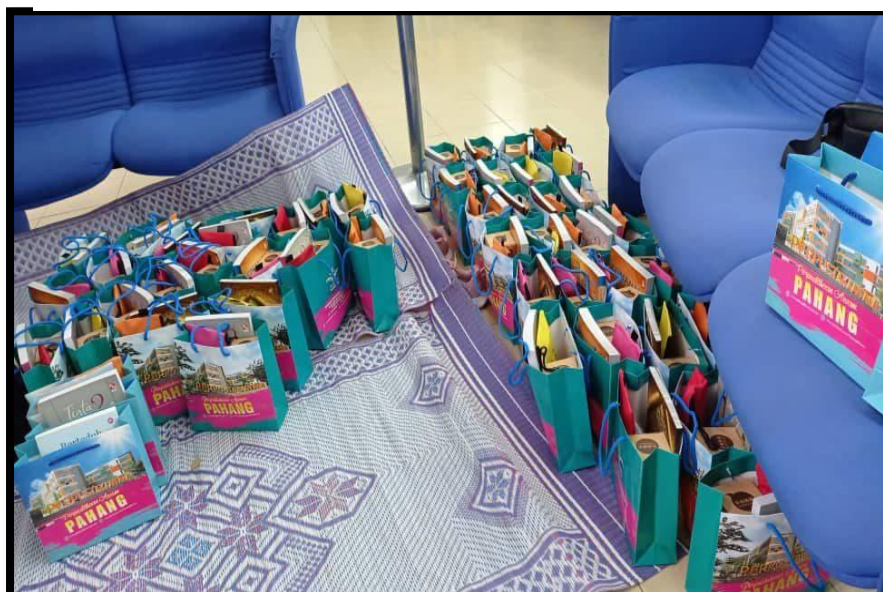
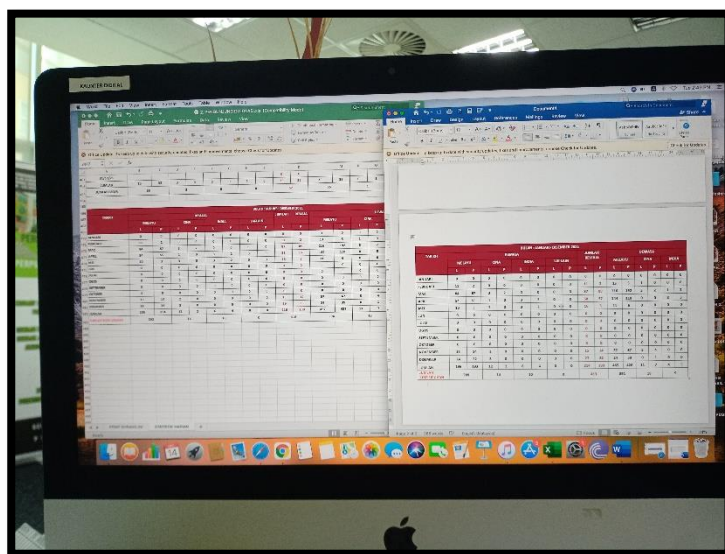


Figure 87: Prepare souvenir to Cemeron Highland program

### 3.3 Department of Reference and Information

#### 3.3.1 State Heritage and Intellectual Center Unit

The Reference and Information Department also has three units under it, the three units are the State Heritage and Intellectual Unit, the Digital Library and Media Resources Unit and the Information and Reference Unit. Just like in the other units, practical students were assigned to each unit for 2 weeks.



*Figure 89: User data in excel*

In the first 2 weeks, on 22 November 2021 until 3 December 2021, trainer was at the State Heritage and Intellectual Unit (PWIN). While in this unit, the trainer gets a brief from by Mr. Amrul and Mr. Amin to enter visitor data into excel and how to assist the user at the reference services counter. We were also taught how to scan books using the I2S Copybook Open System and the process of digitizing books to be included in the Digital Kiosk available at PWIN by Mr. Mustakim and Mr. Amin.



*Figure 90: Learn how scan book with Mr Mustakim*



*Figure 91: Scan book*

### **3.3.2 Digital Libraries and Media Resources**

Digital Library and Media Resources Unit, trainer was in this unit on December 6, 2021 until December 17, 2021. In this unit we were taught how to help users use computers and help them to find the information they need using computers and other facilities. We were also taught how to use the services available there, such as how to setting the cinemas, jamming rooms and song recording rooms before user used those services.



*Figure 92: Assist user to watch 3D Cinema*



*Figure 93: Assist user watch 3D Cinema*



While in this unit, me and the practical student Ms. Nur Syuhada were given a task by the Head of this unit Mr. Saiful which is to hold an activity for children to promote the services available in this unit. We both decide to do a “Games on Weeks” competition, this competition ran for a week using the Ipad facility.



*Figure 94: Participants of Games on Weeks*



*Figure 95: Participants of Games on Weeks*



*Figure 96: Participants of Games on Weeks*

In the same week the Games on Week competition took place, there was also a program, namely the Pahang Young Scientists Camp program in conjunction with Science and Technology week in virtual. Pahang Young Scientists Camp is a program of IIUM in collaboration with PPAP and Pahang Biomedical Science Association (PSBP).

All practical students were involved for the video virtual tour at the Sultan Ahmad Shah Library (PASAS) and three practical students were involved in being the lab assistant secretariat during the program. For the virtual tour video, practical student needs to explain all the sections and services available in PASAS, each section is divided into two or three students to explain. The production of this video was led by Mr. Tuan Khairul and assisted by Mr. Mustakim.



*Figure 97: Meeting for PPAP tour video*

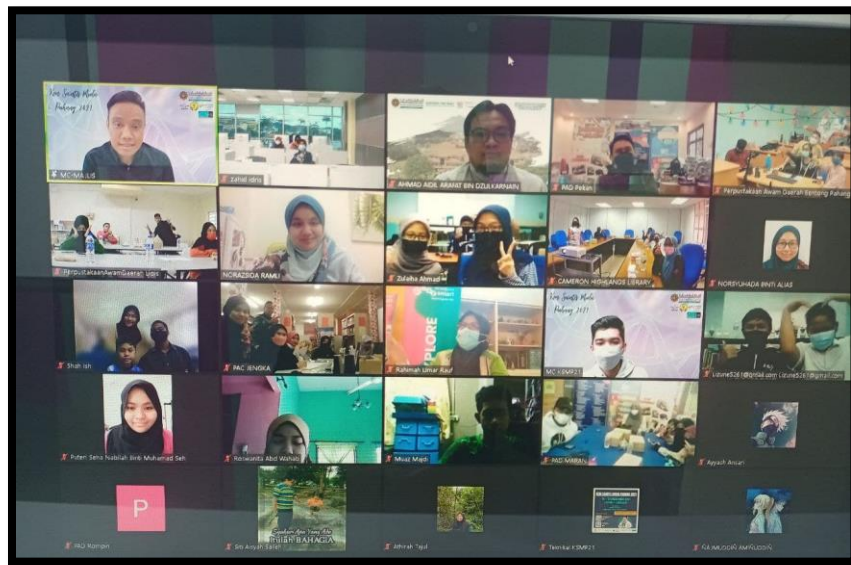


*Figure 98: Recording for PPAP video tour*



*Figure 99: One of the scenes PPAP video tour*

There are 350 school students around the state of Pahang involved and 65 participants from the library throughout Pahang, 237 individual registrations. Of the 65 students, only 5 school students from Kuantan district participated from PASAS. Throughout the program the trainer has to help the students to make sure they follow the tentative program, helping them during the tutorial lab.



*Figure 100: Saintis Muda Program*



*Figure 101: Participants of Saintis Muda*



Figure 102: Closing of Saintis Muda program

### 3.3.3 Reference and Information Unit

On December 20, 2021 until December 31, 2021, the trainer was scheduled to be in this unit. In this unit trainer was taught how to provide and find information to users. Among the tasks performed here is to find information related to Vaccine covid-19 available in the newspaper every day and make it has a collection that can be refer by users. Ms. Syuhada and I got two special tasks from the Head of the unit, Encik Mohd Nor, that had to be done for 2 weeks in this unit.

For the first week we had to find information related to the Reader Advisor and make a little explanation to Mr. Mohd Nor. For the second week, we need to open the *U-Pustaka* member registration counter. We were given a place in the PASAS lobby for a week to promote this *U-Pustaka* to users. While promoting *U-Pustaka* we explain to users what U-Pustaka is, its privileges and benefits if they register as a member.



Figure 103: Trainer explain to user about U-Pustaka



Figure 104: Ones of user register to be member of U-Pustaka



Figure 105: U-pustaka Booth at Lobby PASAS

### 3.4 Department of Management Service

Management Services Department, this department is divided into three parts, which is Human Resources, Finance and Information Technology. Four practical students were placed in this unit on 3 January 2022 until 14 January 2022, among the tasks the trainers do here are key in annual budget allocation data and payment checklist data in excel, learn how to check Invoice of Local Order Government and update the file as well as learning how to process money collection with Mrs. Suzila in the finance department. For the Human Resources section, we enter each activity participated by PASAS staff into the activity book and learn how to connect users to other units in PASAS as well as keep user entry at the PASAS entrance.

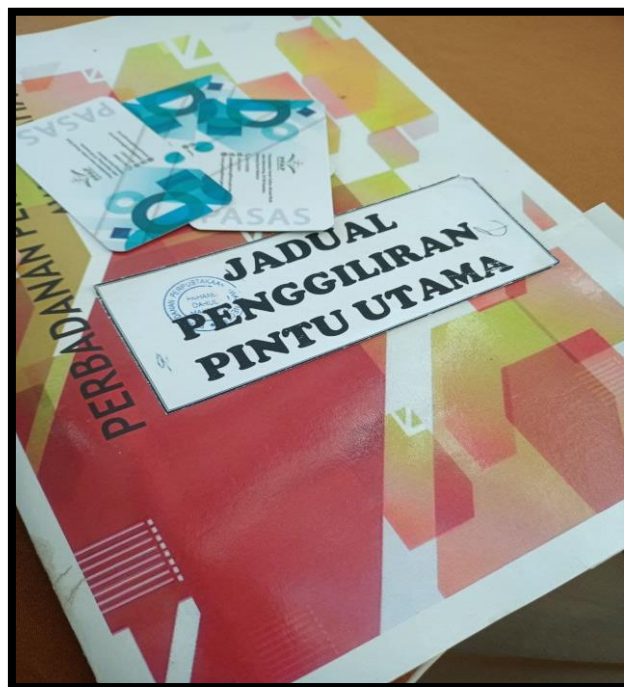


Figure 106: Trainer rearrange file

In this unit we got a special task from the Head of Unit Puan Murni, we were asked to do research related to the Awareness of Dress Code in the Office. We made some questions and were referred by Puan Murni, after getting approval from her we distributed the questioners to 30 staff at PASAS. After that we discussed the final results of the questioner to produce a complete report and make a final presentation to Mrs. Murni and Mr. Izzat.



*Figure 107: Trainer collecting money at main customer service PASAS*



*Figure 108: Main entrance rotation schedule*



### 3.5 Department of Library Network

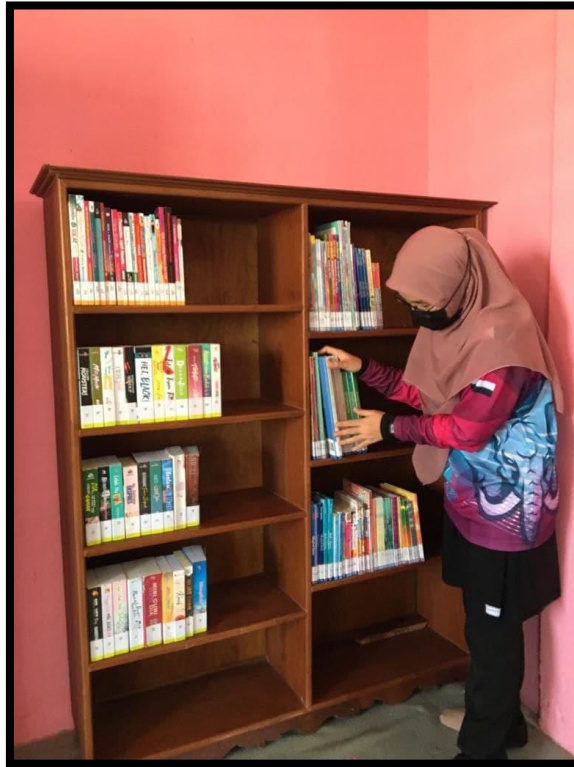
In this department the trainer is only assigned here for a week from 17 January 2022 until 21 January 2022, while here we were briefed by Mr. Ahmad Nizam Head of Unit and he held a brainstorm session related to the Library network. The trainer also learned about the Cloud system with Mr. Azidin. While in this unit, the trainer was also assigned to do stock take work in the children's library for 1 week and visit Casuarina Children's Activity Center to send group loan books to the them.



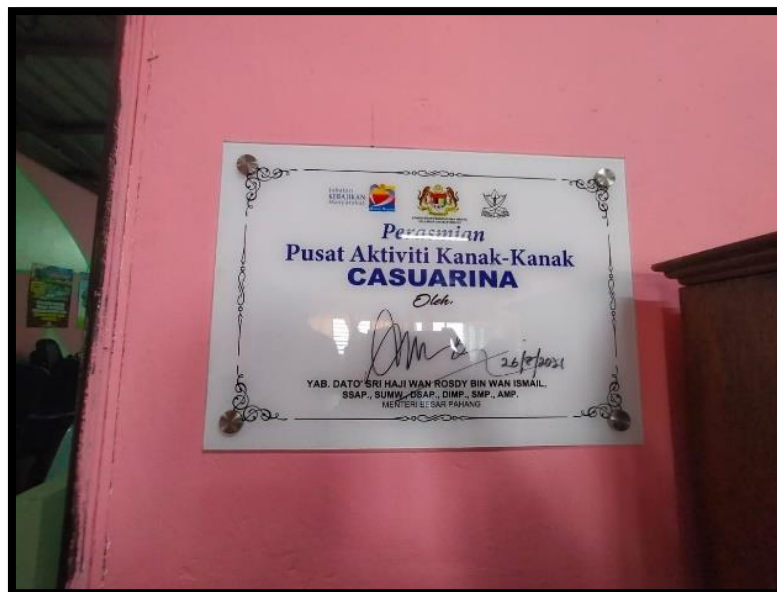
*Figure 109:Trainer do stock take work*



*Figure 110: Trainer learn about Cloud system*



*Figure 111: Trainer arrange book at Casuarina children's activity centre*



*Figure 112: Trainer visit Casuarina children's activity center*

### 3.6 Department of Development Planning

In this department the trainer is only assigned here for a week, from 24 January 2022 until 31 January 2022, here the trainer learned how to design banners and design clothes with Mr. Mohd Norshazlin. The trainer was also given the opportunity to be at the reference desk to answer questions posed by users about anything they wanted to ask. Those assigned to be at the reference desk are between the chief librarian and the assistant librarian to guide the trainer. Mostly, users will ask about membership registration, how to use WebOPAC, how to renew membership, book loan terms, how to donate books and others. Apart from that, the trainer was also taken to the Kampung Mahkota Rural Library for *gotong-royong* activities and Children from the Casuarina Children's Activity Center came to visit PASAS and we were assigned to accompany them during the tour.



Figure 113: Casuarina children visit PASAS



*Figure 114: Trainer visit Kg Mahkota Rural Library*



*Figure 115: Trainer visit Kg Mahkota Rural Library*

### 3.7 Other Activities

There was another activity that trainer involved and done during the industrial training.

#### 3.7.1 Puppet Show

Puppet show is one of special project from practical student which is Alia Affina. For this program, all practical students are involved. The purpose of this program is in conjunction with World Children's Day. We started with character selection and discussed how to complete the script. Started full training in November and recoding in the same month. The trainer was assigned to hold two characters which is "Sang Arnab" for the story "Sang Monyet yang Pemalas" and the second character was "Sang Kucing" for the story "Sang Itik yang Degil".



Figure 117: Trainer practice puppet show



Figure 116: Puppet show poster

### 3.7.2 Program of *Seabad El-Darado Timur Dalam Kenangan*

For this program, PPAP was invited by the Sungai Lembing Museum to open a booth and present several performances to promote PPAP services. All practical students were involved for the puppet show, science hero and dance performance slots. The trainer was assigned to present the puppet show by holding the character “*Sang Singa*” for the story “*Sang Arnab yang Sombong*” and the trainer was involved for the dance performance.



Figure 118: Trainer make a performance



Figure 119: Trainer perform puppet show

### 3.8 Special Project

Each student is required to undertake at least one special project during industrial training. At PPAP, practical students are given the opportunity to give ideas to produce special projects. The trainer chose to hold a casual talk program entitled “Cycling: Trends and the Law” and do a research proposal in Awareness of Dress Ethics in the Workplace.

#### 3.8.1 Talk Show

For the casual talk program, it was conducted under the Literacy Unit, and is guided and advised by Mrs. Hawa and Mr. Faizal Razak. The purpose of this program is to increase awareness and interest in cycling activities that are increasing and gaining response from society in Malaysia. This program is held to meet the following objectives: -

- Promote and introduce the world of bicycles to the community.
- Increase awareness and knowledge of this cycling activity.
- Enhance the potential, skills and efforts of the community in practicing a healthy lifestyle by following the law.

##### 3.8.1.1 Date, Location and Target the program is as follows: -

- Date: 19 January 2022
- Time: 10.00 am
- Venue: *Perbadanan Perpustakaan Awam Pahang*
- Platform: Pahang Public Library Official Facebook
- Target: Adolescents/ Adults/ The general public
- Proposed figure: Officer from PDRM  
: Pahang State Cycling Association
- Moderator: Industrial Training Student (WAN AFIQAH FATIMAH  
BT W SAZALI)

### 3.8.1.2 Before the programme

After the trainer decided to hold a casual talk program, the trainer had a discussion with Mr. Faizal Razak for the selection of the title and after the selection of the title of the program was decided the trainer was asked to make a proposal paper. Proposals were presented and explained in detail to Mrs. Maria's Deputy Director regarding the purpose, objectives, budget and list of agencies to be invited for this talk show. Some of the proposed agencies were not accepted but Puan Maria suggested two agencies that fit the chosen title, which is Pahang State Cycling Club and Pahang State Traffic Police.

The proposed budget of RM 780 has been approved by the library management. The requested budget requirement is for the payment of two speakers and food for the secretariat. Speakers will be paid according to the prescribed circular and for the secretariat banquet RM 10 per person.

<b>BIL</b>	<b>PERBELANJAAN</b>	<b>KUANTITI</b>	<b>HARGA SEUNIT (RM)</b>	<b>JUMLAH (RM)</b>
1.	Panel	2	*Mengikut Pekeliling	*Mengikut Pekeliling
2.	Makanan urusetia	13	RM 10.00	RM130
	<b>JUMLAH PERBELANJAAN (RM)</b>			<b>RM780</b>

*Table 11: Total expenses during the program*

After the proposal paper was approved, the trainer was taught how to deal with other agencies to get an invitation panel. Trainer by herself need to contact the agency to get information about the panel that will be present as speakers on this program. After getting feedback from the agency, the trainer had to make a formal invitation letter to send to them.



**#MajuTerusPahang #Pahang1<sup>st</sup>**

( ) dlm.PPAP/PL(LIT)/5/006 Jld.24  
29 Disember 2021

Setiausaha  
Persatuan Berbasikal Negeri Pahang  
No.2 Lot 3597,  
Jalan Bani Yaakub, Paya Pulai,  
28000 Temerloh  
Pahang Darul Makmur  
(up:Encik Aminudin Bin Sulaiman)

Tuan,

**PROGRAM BUAL BICARA "BERBASIKAL: TREND DAN UNDANG-UNDANG?"**

Adalah dengan segala hormatnya perkara diatas dirujuk.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) akan mengadakan "**Program Bual Bicara Berbasikal: Trend dan Undang-Undang?**". Oleh yang demikian, pihak kami berbesar hati menjemput wakil daripada persatuan Tuan sebagai pembicara bagi program tersebut yang akan di adakan pada ketetapan seperti berikut:-

*Figure 120: Invitation letter*

The next process is to prepare the questions that will be asked to the speaker. Each speaker will be asked three questions, there are two speakers for this casual talk program "Cycling: Trends and the Law", so the trainer have prepared six questions to be asked and two backup questions. The questions were referred to Mr. Faizal before being sent to Mrs. Maria for her consent. After getting approval from Mrs. Maria, trainer will send the questions to the speakers and will follow up with them if there are any changes related to the program.



Figure 122: Trainer follow up with speaker



Figure 121: Trainer follow up with speaker

Apart from preparing proposal papers, invitation letters, questions and follow -up with speakers, trainer also need to design posters and make moderator scripts, for posters it also needs to be re -evaluated by Puan Maria before being posted on PPAP's official social media Facebook. The trainer also has to deal with some PASAS staff including Encik Tuan Khairul, with him trainer have to get the Zoom meeting link and with Encik Zahid for the preparation of the venue and the talk. For this casual talk show, trainer was also asked to be moderated by Mrs. Maria. Three days before the program started, trainer had trained to be a moderator with Mrs. Maria, Mrs. Rohaida and Mr. Aseri.



Figure 123: Poster program



Figure 124: Preparation before program

### 3.8.1.3 During the program

The casual talk program "Cycling: Trends and the Law" was successfully held on 19 January 2022 at 10 am at the Digital Library and Media Resources in PASAS via PPAP's official Facebook (FB). The program started at 9.00 am where all staff were at their respective places, zoom meeting and live fb started to open. At 9.30 am PASAS promo video and program poster started to be uploaded, exactly at 9.50 am both speakers were already in the break up room and at 10.00 am the program started and ended at 11.00 am.



Figure 125: Live at Facebook

TIME	ACTIVITY	PLACE	ACTIONS
9.00 am	All committee members	Library	<ul style="list-style-type: none"> <li>All committee members are in their respective places</li> <li>The zoom meeting and live FB links start to open</li> </ul>
9.30 am	Video promo	Digital and Media Sources	<ul style="list-style-type: none"> <li>Program poster uploaded</li> <li>Promo video (PASAS) uploaded</li> </ul>
9.50 am	Arrival of ASP Mr. Suhaimi & Mr. Aminudin		<ul style="list-style-type: none"> <li>ASP Mr. Suhaimi and Mr. Aminudin and the moderator were in the break up room</li> </ul>

			<ul style="list-style-type: none"> <li>• Pictures and videos taken</li> </ul>
9.55 am			<ul style="list-style-type: none"> <li>• Moderator and ASP Mr. Suhaimi and Mr. Aminudin were in the live room</li> <li>• Counting / music is played</li> </ul>
10.00 am	Program started		<ul style="list-style-type: none"> <li>• The moderator starts the ceremony</li> <li>• Moderator asks questions 1-3</li> <li>• ASP Tuan Suhaimi and En Aminudin answered the questions asked</li> <li>• The moderator opens the Q&amp;A.</li> <li>• ASP Tuan Suhaimi and En Aminudin answered the Q&amp;A</li> <li>• Moderator gave 1 closing question to ASP Tuan Suhaimi and En Aminudin YB</li> <li>• ASP Tuan Suhaimi and En Aminudin answered the closing question</li> </ul>
11.00 am	Program closure		<ul style="list-style-type: none"> <li>• The moderator thanked ASP Tuan Suhaimi and En Aminudin as well as all the virtual viewers.</li> <li>• Moderators promote library services while membership promotion posters are uploaded.</li> <li>• The moderator closes the ceremony.</li> </ul>

Table 12: Tentative program



*Figure 126: Committee member*



*Figure 127: Trainer with one of speaker*

### 3.8.1.4 After the program

Closing the program at 11.00 am, the PPAP presented souvenirs to the speakers present at PASAS Mr. Aminudin, the speakers and all committee members were brought for lunch at the Department of Library Services and Literacy. After the end of the program, trainer was taught to prepare a letter of appreciation from the PPAP to the speakers involved. Overall, it can be said that this talk show was held successfully with the help and cooperation from the library as the organizer and cooperation given by the PDRM and the Pahang State Cycling Association as speakers on the day.



Figure 128: Information about program at PPAP Website

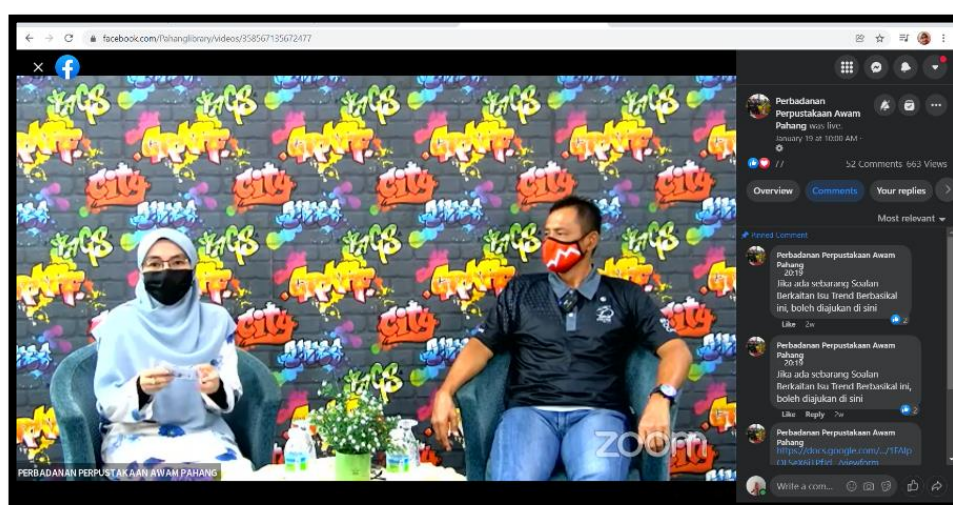


Figure 129: Live of program at PPAP Facebook

It is hoped that this program will provide awareness to the community in cycling in terms of health, safety and the importance of cycling in accordance with the law. With the existence of this program can also indirectly increase the knowledge in the world of cycling and the law available in the country.



*Figure 130: Trainer with the speaker during live*



### 3.8.2 Research Proposal

As for the research proposal, it was conducted under Puan Murni Wizana as the head of the management services division. The purpose of the study was to examine the extent to which the awareness of staff at the Pahang Public Library Corporation (PPAP) know the ethics of dress in the office. The objectives of this study are to:

- Identify the importance of dress code in the office.
- Know the knowledge of PPAP staff rules on dress code in the office.
- State the ethics of the type of wear allowed in the office according to the circular.

The method conducted in this study is questionnaire method. This method is one of the ways specifically designed to gather information for the purpose of analysing the knowledge of civil servants about the code of ethics of dress in the office. 30 questionnaires were randomly distributed to staff at PPAP. There were 6 closed -ended questions, 2 open -ended questions and 2 scaled questions that were provided in this questionnaire.



*Figure 131: Trainer had a presentation with Mrs Murni Wizana*

# CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

#### **4.5 Application of knowledge, skill, and experience in undertaking the task (Knowledge Gained)**

During the five months of industrial training at PPAP, the trainer has gained a lot of knowledge and skills especially in library management. As stated, the objective of industrial training is to encourage students to apply acquired skills and knowledge at the university to benefit the organization. Among the subjects offered by the Faculty of Information Management that are very useful for trainees to apply in PPAP are, Information Organization: Computerized Cataloging (IML 655), Digital LibraryDigit (IML 651), Classification and filling system (IMR504), Research Proposal (IMC 651) and others.

While trainer was given the special task of creating a virtual book exhibition video and designing banners and tshirts, trainer applied the knowledge gained from Digital Library subjects (IML651) to create videos and designs. This is because while preparing a group assignment for this subject trainer was assigned in a web design group, so trainer have explored applications that can be used to complete tasks given during industrial training at PPAP.

While in the Collection Management and Development department, trainer prepare themselves with cataloging skills to perform the catalog record editing process. Trainer have applied the knowledge gained from Information Organization: Computerized Cataloging (IML 655) subject to the cataloging process with reference to MARC21. During class sessions at the faculty, trainer learned about how to enter data for bibliographic organization in the KOHA system and in PPAP also using the KOHA system, so it was easy for us to complete the given tasks especially when involved with stock take activities.

While in the Procurement unit and in the Finance unit, we were asked to rearrange the office files available in the unit. Here we apply the subject Classification and filling system (IMR 504) to help us rearrange letters, documents, receipts and insert into files and we also learn how to write file minutes correctly. Apart from that, in the Management department we were asked to do research related to the Ethics of Dress in the Office. The study was done using a questionnaire method and we need to provide a complete report related to the study. So, we applied what was taught in the subject Research Proposal (IMC 651) to prepare the report.

## **4.6 Personal Thoughts and Opinion**

### **4.6.1 Working Experience**

Being in this internship requires industrial trainees to have a high level of enthusiasm and strength built from within as engaging in the world of work is not as easy as in the world of a student. This is because, the work area is completely different and it requires someone who can face challenges in a good way. It is better to avoid feelings that emphasize small things, because it will not lead anywhere. Instead improve to focus on what is already there and learn how to improve what is weak. Throughout this experience it is better to learn not to be afraid to ask a lot of questions. By asking questions, try to get answers and understand the scope of work that needs to be done in more detail. From the answer, industry trainees are able to perform tasks according to the supervisor's wishes. It is important for any future industry trainee to have a lot of knowledge related to real work experience and organization as this opportunity will help, him when dealing with real work experience.

### **4.6.2 Leadership**

Leadership is important because it can help some people to have the courage to make the right decisions. For example, they set a direction, build an inspiring vision, and create something new. Leadership is about mapping out where you need to “win” as a team or organization and it is dynamic, engaging and inspiring. It has a close relationship with the leader. Yet, while leaders set the direction, they must also use management skills to guide their staff and work well as a team to the right destination, in a smooth and efficient manner. The trainer feels that by working well is able to produce satisfactory results. Because of the many ideas, new practices that can be received from the library staff, without the help and guidance provided in this learning process, industry trainees will not be able to successfully complete the assignments that have been assigned on time. When performing tasks with different people who have more experience, industry trainees learn a variety of methods and techniques that are shared through the people who teach the industry trainee. Here the trainer learns

to accept the opinions of others and apply those opinions in preparing a given task.

#### **4.7 Lesson Learnt**

##### **4.7.1 Accept Challenges**

Industrial trainee realized this excellent experience and gather a lot of knowledge in the classroom, but personal approaches are invaluable. This internship has given many improvements in industrial trainee formal education especially when learn to accept challenges. The best way to learn is to do it and accept any kind of challenges as new knowledge. Industrial trainee feels very grateful for these challenges and think being in this industrial training is very valuable to a student.

##### **4.7.2 Be presentable**

Trainees must always be neat, tidy, and neatly dressed to appear charming when dealing with users. Non-verbal gestures are important to make people comfortable and feel relaxed to interact with the trainer. Give a smile to all users when possible so that they will come again. Personal appearance also plays a role in presenting ourselves, therefore the trainee should always take care of his appearance. Trainers should be polite and speak kindly and gently to all users because the language used is important in this interaction.

##### **4.7.3 Self- discipline**

Working from 8.00a.m. until 5:00 p.m. every day has trained the trainer to be a disciplined person. Trainer are always there to try to complete a given task on time. The trainer also knows that whenever he needs to go out for some personal matters, the trainer has to ask permission from his supervisor and the head of the unit while working in the department. This is because, as industrial training students we need to always show high manners and discipline while working.

#### **4.8 Limitation and Recommendation**

While conducting industrial training at PPAP in early October, the work rotation schedule was still running due to the MCO. So, there are days where trainers need to work from home. While working from home, trainers don't get a lot of tasks to do at home. So, what a trainer is supposed to do is that before being assigned to work from home, the trainer needs to ask in advance to the officer on duty to get the current task scheduled to work from home.

Working from home also causes communication problems between trainers and staff. This is because, communication that can be used only by using the WhatsApp application. By just getting instructions from WhatsApp, it can cause misunderstanding and maybe it takes times for the trainer to respond to the officer. So, what needs to be improved is to always remember the responsibilities that need to be carried out even working from home and always asking to the officer who's in charge to make sure we understand with the task given.

# CHAPTER 5: CONCLUSION

## **5.0 Conclusion**

In conclusion, the trainees have gained a lot of experience during the five months of industrial training at PPAP. That experience is the most valuable thing because it can make the trainee ready to work in the industry one day. Having the opportunity to visit BFL, Kg Mahkota rural library and Casuarina Children's Activity Centre was such a memorable moment especially during this pandemic. The trainer gained a lot of information during the visit.

This internship provides students with a variety of real -world work experiences environments and ways of working. Through this practical program trainer learn to prepare themselves physically, mentally and emotionally before go to the real world of word. In addition, student gets a big positive impact during handle her special project. Trainer learn to organizing the program by herself, trainer at least knew how to organize the program from the scratch.

In addition, students learn to survive in a real work environment with their diverse experience has been passed during practical training. All these experiences will help students when they embark on a real career in the future. The Internship Program helps students prepare for a real work environment; although there is an MCO announcements and SOPs given by the government throughout the training session.



## Appendix

### 17. Memo of committee members for the young scientist program



#### MEMO

##### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (26) dim. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 09 Disember 2021

#### PETUGAS BAGI PROGRAM KEM SAINTIS MUDA PERINGKAT NEGERI PAHANG 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 : 13/12/2021 hingga 17/12/2021 (Isnin-Jumaat)  
Masa : 8.00 pagi - 5.00 petang  
Tempat : Makmal ICT, Aras 1

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,

A handwritten signature in black ink, appearing to read 'Maria Binti Hamzah'.

(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

**18. Memo of committee members for the exhibition program *Seabad El-Darado Timur Dalam Kenangan***



**MEMO**

**BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI**

Kepada : Seperti senarai edaran  
Ruj. Fail : (25) dlm. 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,

A handwritten signature in black ink, appearing to read 'Maria Binti Hamzah', is placed above the printed name.

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

s.k : Ketua Bahagian Khidmat Pengurusan

## 19. Talk program committee memo.



### MEMO

#### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (28) dlm. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 20 Januari 2022

Tuan / Puan ,

**PETUGAS BAGI PROGRAM BICARA SANTAI BERSAMA YB DATO' INDERA MOHD SHAHAR ABDULLAH : ASPIRASI BELIA**

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 : **21 Januari 2022 (Jumaat)**  
Masa : **09.30 pagi hingga 11.30 pagi**  
Aplikasi : **Zoom Meeting**

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,

A handwritten signature in black ink, appearing to read 'Maria Binti Hamzah', written over a horizontal line.

**(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

## 20. Gotong Royong Memo at Kg Mahkota Rural Library.



**PPAP**

**MEMO**  
PENGARAH PERBADANAN PERPUSTAKAAN AWAM PAHANG

Kepada : Mohd Norshazlin Bin Sa'adun Nazir  
Ahmad Nizam Bin Ahmad  
Ahmad Aziddin Bin Haji Ahmad  
Haji Isham Bin Hamzah  
Mohd Zahid Bin Mohd Idris  
Wan Afiqah Fatimah Bt Wan Sazali  
Nur Alia Affina Bt Abdul Aziz  
Maizatul Bariyah Bt Mohd Mohyi  
Nur Syuhada Bt Shaari  
Nur Sakinah Bt Mohamad

Fail : PPAP/PR (PKORPP)/5-032 JLD 6 (72)

Tarikh : 26 Januari 2022

Tuan/Puan/Cik,

**GOTONG ROYONG DI PERPUSTAKAAN DESA KG MAHKOTA**

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan tuan/puan/cik diminta menyertai gotong royong di Perpustakaan Desa Kg Mahkota pada 27 Januari 2022 (Khamis).

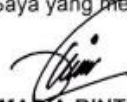
3. Segala kerjasama dan jasa baik pihak tuan/puan/cik didahului dengan ucapan terima kasih.

Sekian dimaklumkan.

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

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

  
**(MARIA BINTI HAMZAH)**  
Pemangku Pengarah  
Perbadanan Perpustakaan Awam Pahang

s.k: Bahagian Khidmat Pengurusan

## 21. Committee member memo for the talk show



### MEMO

#### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (29) dim. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 25 Januari 2022

Tuan / Puan ,

#### **PETUGAS BAGI PROGRAM BUAL BICARA SANTAI : ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?**

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 : **26 Januari 2022 (Rabu)**  
Masa : **09.30 pagi hingga 11.30 pagi**  
Aplikasi : **Zoom Meeting**

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,

Handwritten signature of Maria Binti Hamzah in black ink.

**(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

## 22. Committee member memo for the talk show.



### MEMO

#### BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran  
Ruj. Fail : (31) dlm. PPAP/PL(LIT)/2/002 Jld. 15  
Tarikh : 25 Januari 2022

Tuan / Puan ,

#### PETUGAS BAGI PROGRAM BICARA SANTAI "BERBASIKAL: TREND DAN UNDANG-UNDANG"

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 : **19 Januari 2022 (Rabu)**  
Masa : **09.30 pagi hingga 11.30 pagi**  
Tempat : **Perpustakaan Digital dan Sumber Media dan Zoom Meeting**

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,

A handwritten signature in black ink, appearing to read 'Maria Binti Hamzah'.

(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

## 23. Transaction Report

PERBADANAN PERPUSTAKAAN NEGERI PAHANG		Platform1 Report 3.08a.15.06 (RC.17)							
PPAP		Transaction Report							
Time	Transaction	Controller	Door ID Board	Card No.	Staff No.	Name	Department/Zone	Job Point	Event
Date: 07/09/2021									
11:42:55	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
11:43:11	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 08/09/2021									
07:41:00	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:33:41	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 09/09/2021									
07:42:01	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
10:38:29	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:06:26	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:08:32	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 10/09/2021									
07:44:10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
10:36:53	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 13/09/2021									
07:33:55	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:18:39	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 14/09/2021									
07:42:23	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
07:42:23	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
07:42:27	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
07:43:21	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:22:24	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 15/09/2021									
07:45:10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Printed on: 31/01/2022 3:50:25 PM									
									Page 1

Time	Transaction	Controller	Door ID Board	Card No.	Staff No.	Name	Department/Zone	Job Point	Event
Date: 17/09/2021									
13:10:05	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 17/09/2021									
07:41:09	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:05:55	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 20/09/2021									
07:47:32	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:18:36	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 21/09/2021									
07:42:50	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:15:25	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 22/09/2021									
07:54:40	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:25:14	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 23/09/2021									
07:55:56	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:16:03	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:16:57	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 24/09/2021									
07:43:17	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:02:22	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 27/09/2021									
07:36:47	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:25:49	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 28/09/2021									
07:42:04	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:19:27	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 29/09/2021									
07:42:16	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:07:27	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
13:07:30	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0490030555	020	WAN AFIQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL	NA
Date: 30/09/2021									
									Page 2
Printed on: 31/01/2022 3:50:25 PM									









Time	Transaction	Controller	Door/IO Board	Card No.	Staff No.	Name	Department/Zone	Job Post
07:43:14	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:19:19	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	13/01/2022							
07:40:33	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:06:36	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	14/01/2022							
07:41:39	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:15:09	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	17/01/2022							
07:40:25	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:00:41	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	18/01/2022							
07:48:14	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:29:12	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	18/01/2022							
07:43:58	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:05:58	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	20/01/2022							
07:44:25	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:01:37	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	21/01/2022							
07:42:31	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:00:08	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	24/01/2022							
07:50:54	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:05:47	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	25/01/2022							
07:51:29	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:14:14	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	28/01/2022							
07:47:45	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL

Printed on: 31/01/2022 3:50:25 PM

Time	Transaction	Controller	Door/IO Board	Card No.	Staff No.	Name	Department/Zone	Job Post
17:16:55	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	27/01/2022							
07:49:17	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:05:29	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	28/01/2022							
07:50:06	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
17:41:13	(Coi) Valid Card Exit	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL
	Date							
	31/01/2022							
07:39:35	(Cai) Valid Card Entry	CAIGF02	ATTENDANCE	0490030555	020	WAN AFQAH FATIMAH BINTI W	PRAKTIKAL	PRAKTIKAL

**24. Proposal Paper: *KAJIAN TERHADAP KESEDARAN BERKENAAN  
ETIKA BERPAKAIAN DI TEMPAT KERJA***



**PERBADANAN PERPUSTAKAAN AWAM PAHANG**

**KAJIAN TERHADAP KESEDARAN BERKENAAN ETIKA BERPAKAIAN DI  
TEMPAT KERJA**

**DISEDIAKAN OLEH PELAJAR PRAKTIKAL:**

MAIZATUL BARIYAH BINTI MOHD MOHYI

NUR ALIA AFFINA BINTI ABDUL AZIZ

NUR SYUHADA BINTI SHAARI

WAN AFIQAH FATIMAH BINTI W SAZALI

**TARIKH**

14/01/2020

## 1.0 PENGENALAN

Di Malaysia, setiap organisasi pastinya memiliki undang-undang terhadap etika berpakaian di tempat kerja. Walau bagaimanapun, sejauh manakah para penjawat awam mematuhi peraturan tersebut? Menurut Kamus Dewan Edisi Keempat, etika bermaksud prinsip akhlak atau moral yang mesti dipatuhi. Manakala, berpakaian bermaksud memakai pakaian yang rapi.

Bergaya ke tempat kerja perlulah selari dengan jenis pekerjaan yang dilakukan. Etika berpakaian juga perlu mengikuti pekeliling yang telah dikeluarkan oleh kerajaan iaitu dari Pekeliling Perkhidmatan Bil. 2 Tahun 1985 (Pakaian masa bekerja dan semasa menghadiri upacara-upacara rasmi bagi pegawai awam). Selain itu, terdapat 3 peraturan yang lain yang perlu dipatuhi antaranya adalah Perkara 6 Peraturan-peraturan Pegawai Awam (Kelakuan dan Tatatertib) 2003, Pekeliling Perkhidmatan Bil. 1 tahun 2006 (Fsyen Pakaian Alternatif sebagai Pakaian Semasa Bekerja dan menghadiri Upacara Rasmi), dan Pekeliling Perkhidmatan Bil. 1 2008 (Pemakaian Batik Malaysia oleh Pegawai Awam pada hari Khamis).

Jenis pakaian yang perlu dipatuhi oleh seorang penjawat awam lelaki adalah berbaju kemeja berlengan panjang, berkolar baju Melayu cekak musang berbutang 3 atau 5, berkolar Nehru berbutang terselindung, berkolar mandarin berbutang 3, berseluar panjang, lengan baju tidak dilipat dan kemeja hendaklah dimasukkan ke dalam (tuck in) (*Rujukan Surat Pekeliling Perkhidmatan Bilangan 1 Tahun 2006*). Selain itu, terdapat organisasi yang mengenakan *Long suit* atau *Bush jacket*, berkemeja lengan panjang dan memakai tali leher, dan baju Melayu lengkap bersamping dan bersongkok yang digunakan pada hari Jumaat.

Seterusnya, jenis pakaian untuk penjawat awam wanita adalah berbaju kurung, kebaya labuh dan longgar, sari yang tidak mendedahkan bahagian badan, sut Punjabi lengkap berselendang, kemeja berlengan panjang dan skrit labuh, beserta kasut bertutup.

## **2.0 OBJEKTIF**

Objektif kajian ini adalah untuk:

- 1) Mengenalpasti kepentingan etika berpakaian di pejabat.
- 2) Mengetahui pengetahuan staf PPAP terhadap peraturan etika berpakaian di pejabat.
- 3) Menyatakan etika jenis pemakaian yang dibenarkan di pejabat mengikut pekeliling.

## **3.0 PENYERTAAN MASALAH**

Kajian ini dijalankan adalah untuk mengkaji sejauh manakah kefahaman dan kesedaran penjawat awam di Perbadanan Perpustakaan Awam Pahang (PPAP) mengetahui kod etika pakaian di pejabat. Hal ini disebabkan etika pakaian di pejabat merupakan etika yang utama serta penting dalam menonjolkan kriteria dan personaliti sebagai penjawat awam. Kurangnya kesedaran berkenaan kod etika pakaian di pejabat dalam kalangan penjawat awam di PPAP akan menunjukkan impak dalam pelbagai aspek seperti gangguan seksual, kurangnya sikap dedikasi dan integriti dalam diri penjawat awam dan sebagainya. Masalah kurangnya kesedaran berkenaan kod etika pakaian seperti jenis pakaian, pemilihan kasut, pemakaian tali leher dan sebagainya perlu dititik beratkan dan ditangani dengan professional.

## **4.0 KAEDAH KAJIAN**

Kaedah yang dijalankan dalam kajian ini adalah menggunakan kaedah soal selidik. Tujuan kajian ini dijalankan adalah untuk mengkaji kesedaran kakitangan penjawat awam di Perbadanan Perpustakaan Awam Pahang terhadap kod etika pakaian di pejabat. Kaedah ini merupakan salah satu cara yang dibentuk secara khusus untuk mengumpul maklumat bagi tujuan menganalisa pengetahuan kakitangan awam mengenai kod etika berpakaian di pejabat.

Sebanyak 30 borang soal selidik telah diedarkan secara rawak kepada kakitangan di Perbadanan Perpustakaan Awam Pahang. Terdapat 6 soalan tertutup, 2 soalan terbuka dan 2 soalan berskala yang telah disediakan dalam soal selidik ini. Hal ini adalah untuk mendapatkan keseragaman jawapan serta pendapat mengenai kod etika pakaian di pejabat.

## 5.0 PERBINCANGAN

### 5.1 DEMOGRAFI RESPONDEN

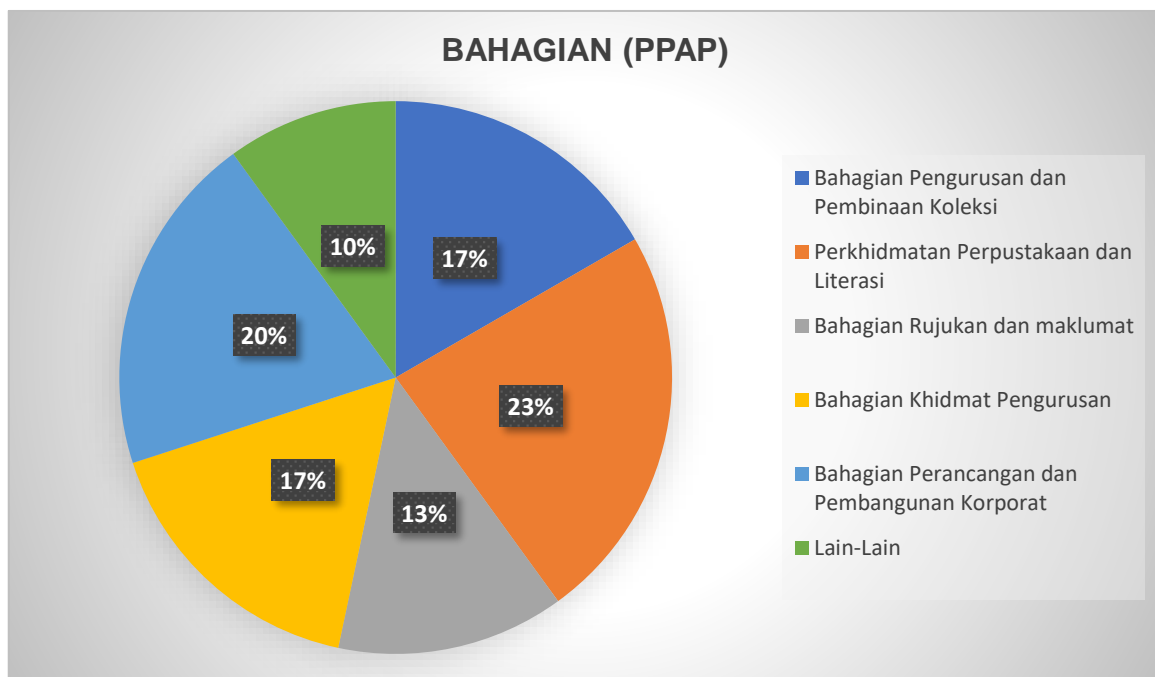
Satu kaji selidik yang mengandungi sebanyak 11 soalan telah diedarkan kepada 30 orang penjawat awam atau pekerja di Perbadanan Perpustakaan Awam Pahang. Bahagian demografi dalam kaji selidik ini adalah mengenai jantina dan bangsa. Purata bilangan jantina bagi perempuan dan lelaki dalam kaji selidik ini adalah sama iaitu seramai 15 orang bersamaan 50%. Selain itu, daripada 30 responden, ramai responden berbangsa melayu telah menjawab kaji selidik ini iaitu seramai 29 orang bersamaan 97% manakala hanya seorang (3%) responden daripada bangsa Cina yang bertugas dan bekerja di PPAP menjawab kaji selidik ini.

		<b>Bilangan</b>	<b>Peratus (%)</b>
<b>Jantina</b>	Perempuan	15	50 %
	Lelaki	15	50%
<b>Bangsa</b>	Melayu	29	97%
	Cina	1	3%
	India	-	-

Jadual 1: Demografi Responden

## 5.2 BAHAGIAN DI PERBADANAN PERPUSTAKAAN AWAM PAHANG

Berdasarkan rajah di bawah, didapati bahawa seramai 7 orang iaitu 23% dari Bahagian Perkhidmatan Perpustakaan dan Literasi telah menjawab kaji selidik ini manakala Bahagian Perancangan dan Pembangunan Korporat pula seramai 6 orang iaitu 20%. Di samping itu, bilangan responden dari Bahagian Khidmat Pengurusan serta Bahagian Pengurusan dan Pembinaan Koleksi yang menjawab kaji selidik ini adalah sama iaitu seramai 5 orang bersamaan 17% manakala Bahagian Rujukan dan Maklumat pula iaitu seramai 4 orang (13%). Seramai 3 responden bersamaan 10% orang dari Bahagian lain di PPAP juga telah menjawab soalan kaji selidik.



Rajah 1: Bahagian di Perpustakaan Awam Pahang



### 5.3 ADAKAH ANDA TAHU ETIKA PEMAKAIAN DI PEJABAT ?

Gambar rajah tersebut menunjukkan bahawa setiap responden mengetahui etika pemakaian di pejabat iaitu 100%. Disini kita dapat lihat bahawa staff di Perbadanan Perpustakaan Awam sedia maklum berkenaan dengan kod etika berpakaian di pejabat mengikut garis panduan yang di tetapkan.



Rajah 2: Soalan 1

#### 5.4 ADAKAH ANDA TELAH DIBERI TAKLIMAT MENGENAI ETIKA PEMAKAIAN DI PEJABAT?

Gambar rajah menunjukkan 93% (27 orang) responden telah diberikan taklimat mengenai etika pemakaian di pejabat. Manakala sebanyak 7% (3 orang) responden menyatakan mereka tidak diberi taklimat etika pemakaian di pejabat.



Rajah 3: Soalan 2

### **5.5 ADAKAH ANDA PERNAH MEMBUAT ADUAN KEPADA PIHAK ATASAN MENGENAI RAKAN SEKERJA ANDA YANG MENGIKARKI KOD ETIKA PEMAKAIAN DI PEJABAT?**

Bagi rajah ini menunjukkan bahawa seramai 78% responden tidak pernah mengambil apa-apa tindakan atau membuat aduan apabila terdapat rakan sepejabat mereka tidak mematuhi etika pemakaian yang ditetapkan. Manakala sebanyak 22% responden telah membuat aduan kepada pihak atasan apabila terdapat rakan sepejabat mereka tidak mengikut kod etika pemakaian yang betul.



Rajah 4: Soalan 3

## 5.6 PADA PENDAPAT ANDA, WAJARKAH KERAJAAN MEWAJIBKAN KAKITANGAN WANITA UNTUK BERTUDUNG?

Hasil soal selidik menunjukkan bahawa responden bersetuju jika pihak kerajaan mewajibkan kakitangan Wanita yang beragama islam untuk bertudung. Hal ini kerana hanya 32% yang tidak bersetuju berbanding 68% yang bersetuju. Hasil daripada analisis yang dibuat, faktor lebih ramai yang bersetuju jika kerajaan mewajibkan Wanita beragama islam bertudung kerana kebanyakan daripada kakitangan Perbadanan perpustakaan awam adalah beragama Islam.



Rajah 5: Soalan 4

### 5.7 ADAKAH ANDA MEMAKAI KASUT PADA WAKTU KERJA DI PEJABAT MENGIKUT KOD ETIKA PEMAKAIAN YANG TELAH DITETAPKAN ?

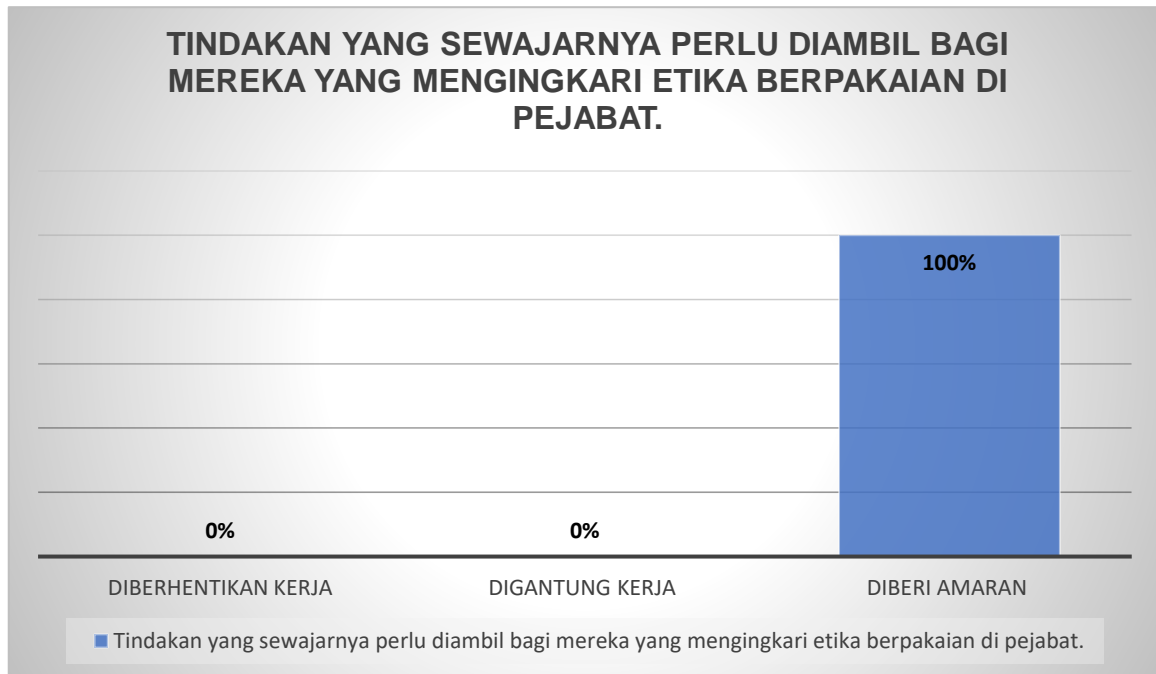
Hasil daripada soal selidik yang di jalankan 97% responden memakai kasut mengikut kod etika pemakaian yang telah ditetapkan di dipejabat semasa waktu bekerja. Manakala 3% responden tidak memakai kasut mengikut kod etika yang ditetapkan. Hal ini menunjukkan hampir semua kakitangan sedia maklum bahawa memakai kasut mengikut kod etika yang ditetapkan adalah wajib.



Rajah 6: Soalan 5

### 5.8 TINDAKAN YANG SEWAJARNYA PERLU DIAMBIL BAGI MEREKA YANG MENGIKARI ETIKA BERPAKAIAN DI PEJABAT.

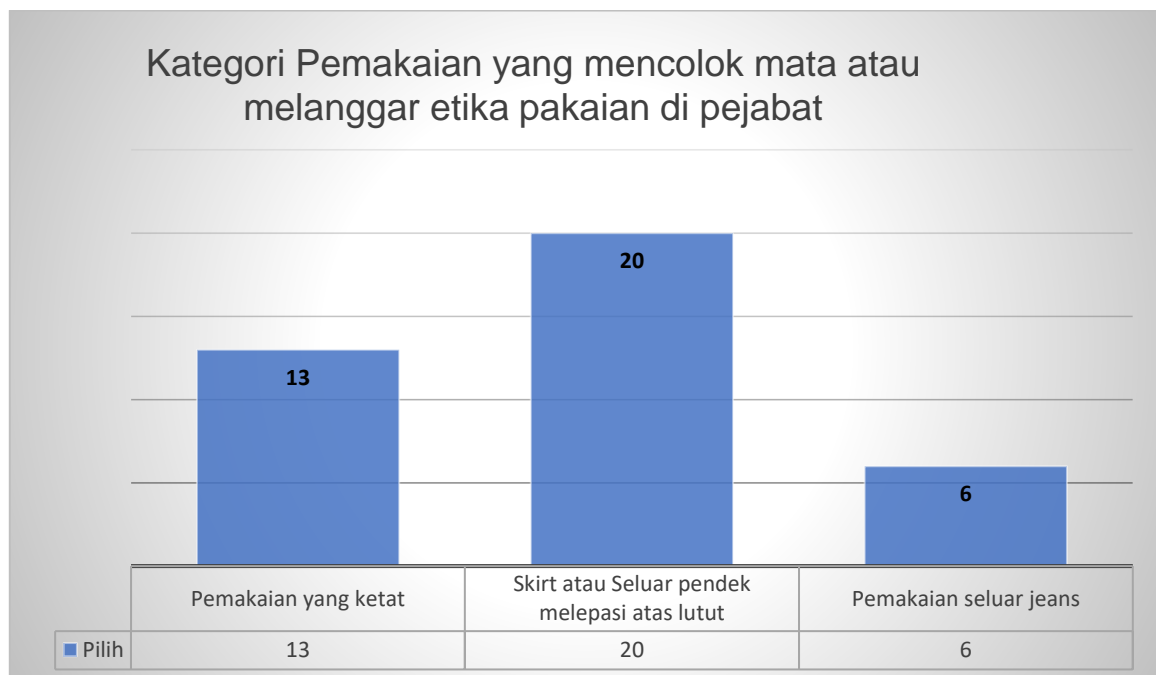
Berdasarkan carta bar di bawah keseluruhan responden daripada 30 orang yang melibatkan 15 orang lelaki dan 15 orang wanita memilih tindakan yang sewajarnya yang perlu diambil bagi mereka yang mengingkari etika berpakaian di pejabat adalah mereka akan diberi amaran dan mencapai peratusan 100 % dan bagi pilihan jawapan diberhentikan serta digantung kerja dengan kedua-duanya adalah 0%. Hal ini menunjukkan tindakan bagi mereka yang mengingkari etika pemakaian di pejabat adalah tidak wajar jika mereka diberhentikan dan digantung sekiranya mereka melanggar etika berpakaian di pejabat tersebut dan hanya tindakan yang diambil jika mereka melanggar etika berpakaian ialah diberikan amaran.



Rajah 7: Soalan 6

## 5.9 KATEGORI PEMAKAIAN YANG MENCOLOK MATA ATAU MELANGGAR ETIKA PAKAIAN DI PEJABAT

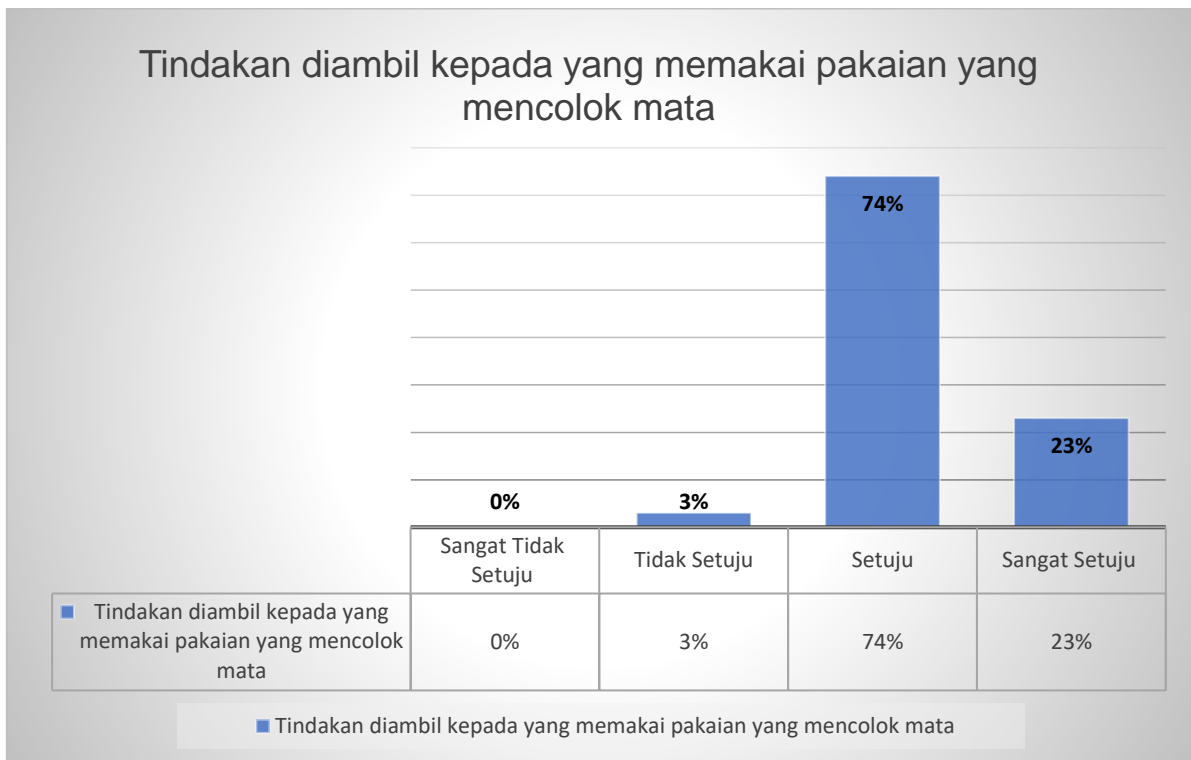
Berdasarkan carta bar di bawah pemilihan bagi kategori pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat , yang mendapatkan peratusan yang paling tinggi bagi kategori sebagai pakaian yang menjolok mata ialah skirt atau seluar pendek melepasi paras lutut adalah iaitu sebanyak 57% iaitu seramai 20 orang responden memilih kategori ini. Ini kerana didalam etika pemakaian menetapkan pakaian semasa di pejabat haruslah melepasi paras lutut samaada memakai seluar mahupun skirt. Manakala peratusan yang memilih pemakaian seluar jeans sebagai kategori pakaian yang mecolok mata atau melanggar etika pakaian di pejabat mendapat peratusan yang paling rendah ialah sebanyak 20% bersamaan dengan 6 orang responden. Kemudian , peratusan yang memilih pemakaian yang ketat adalah sebahagian dari kategori pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat adalah seramai 13 orang responden bersamaan 43% .



Rajah 8: Soalan 7

## 5.10 TINDAKAN DIAMBIL KEPADA YANG MEMAKAI PAKAIAN YANG MENCOLOK MATA

Berdasarkan kajian yang diambil dari responden menunjukkan sebanyak 73% iaitu seramai 22 orang responden setuju jika tindakan diambil kepada yang memakai pakaian yang mencolok mata . Manakala berdasarkan carta bar di bawah menunjukkan tiada sebarang responden yang mencatatkan 0% bagi sangat tidak setuju jika tindakan diambil kepada yang memakai pakaian yang mencolok mata. Sangat setuju pula mendapat tempat tertinggi iaitu sebanyak 23% bersamaan 7 orang responden disusuli dengan tidak setuju mendapat 3% bersamaan dengan 1 orang responden. Hal ini menunjukkan kebanyakan responden bersetuju jika tindakan diambil kepada yang memakai pakaian yang mencolok mata .

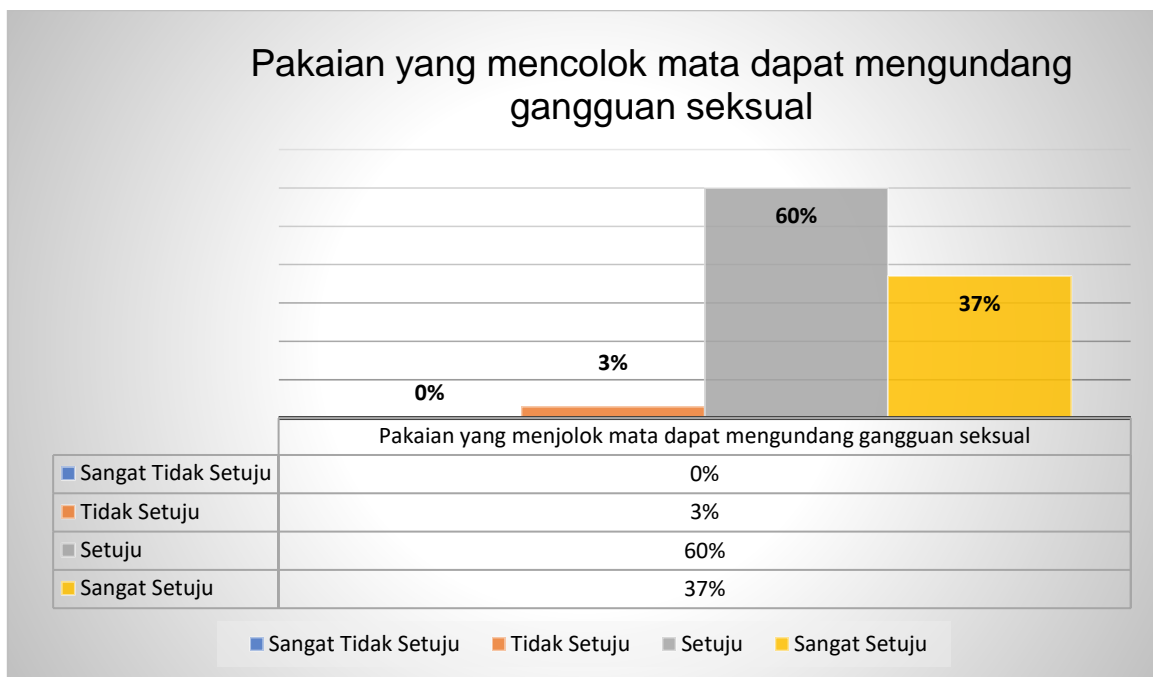


Rajah 9: Soalan 8



## 5.11 PAKAIAN YANG MENCOLOK MATA DAPAT MENGUNDANG GANGGUAN SEKSUAL

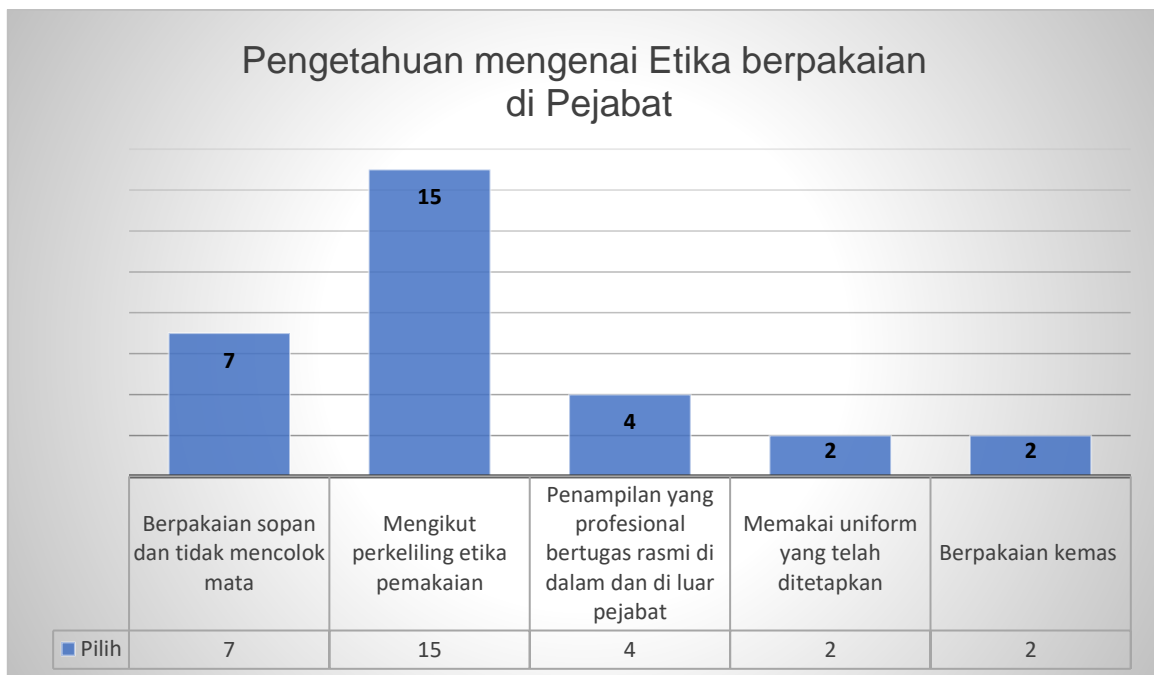
Berdasarkan carta bar dibawah pakaian yang mencolok mata dapat mengundang gangguan seksual responden yang tertinggi ialah sebanyak 60% iaitu responden seramai 18 orang responden yang dapat dikumpul. Hal ini jelas menunjukkan responden bersetuju bahawa pakaian yang mencolok mata adapat mengundang gangguan seksual di pejabat. Manakala bagi responden yang mencatatkan peratusan terendah adalah bagi sangat tidak setuju iaitu sebanyak 3% iaitu hanya satu orang responden sahaja yang dicatatkan. Disusuli dengan setuju seramai 11 orang responden iaitu sebanyak 37% yang dicatatkan dan manakala bagi tidak setuju pula sebanyak 3% bersamaan dengan 1 orang responden .Hal ini menunjukkan ramai yang setuju yang pakaian yang mencolok mata dapat mengundang gangguan seksual di pejabat.



Rajah 10: Soalan 9

## 5.12 PENGETAHUAN MENGENAI ETIKA BERPAKAIAN DI PEJABAT

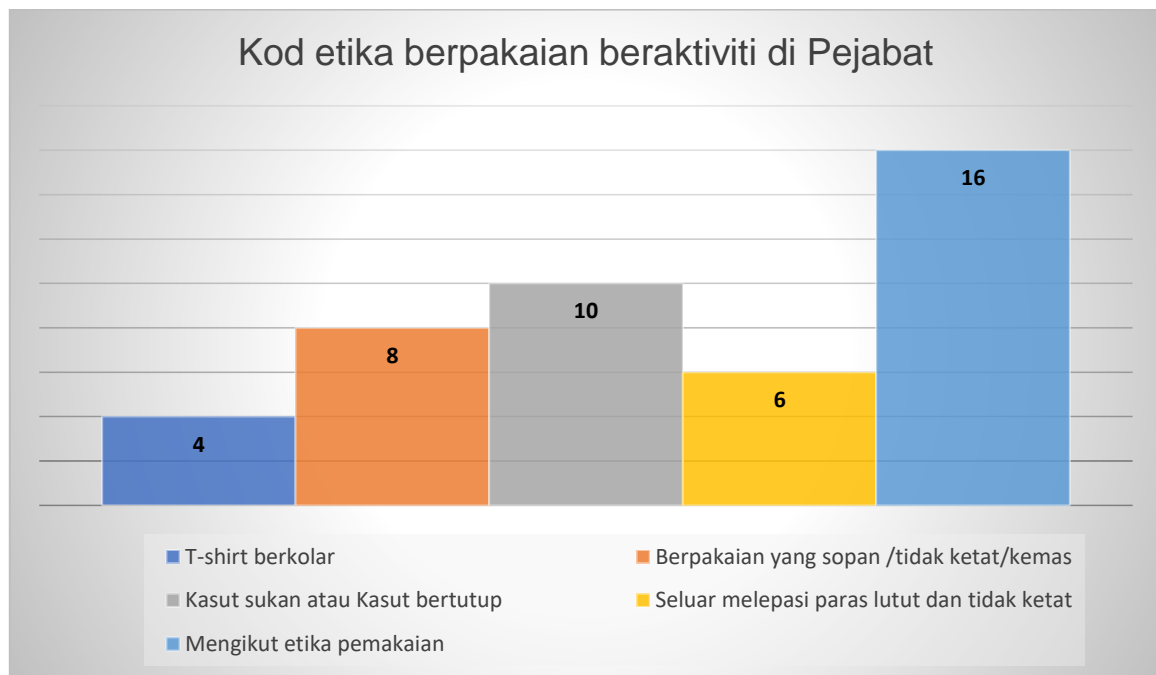
Berdasarkan carta bar di bawah pengetahuan mengenai etika berpakaian di Pejabat adalah sangat penting berdasarkan responden yang dijalankan dan merujuk carta bar di bawah sebanyak 50% bersamaan 15 orang responden yang berkefahaman etika berpakaian di pejabat adalah mengikut perkeliling etika berpakaian. Bagi peratusan yang terendah tentang pengetahuan etika berpakaian di pejabat ialah etika berpakaian di pejabat adalah mereka harus memakai pakaian uniform yang ditetapkan dan berpakaian kemas masing-masing mendapat 7% bersamaan 2 orang responden. Bagi responden yang menyatakan etika berpakaian di pejabat ialah memakai pakaian sopan dan tidak mencolok mata iaitu seramai 7 orang responden bersamaan 24% dan yang menyatakan Etika berpakaian di pejabat ialah berpenampilan yang professional bertugas rasmi di dalam dan di luar pejabat seramai 4 orang responden bersamaan 13%.



Rajah 11: Soalan 10

### 5.13 KOD ETIKA BERPAKAIAN BERAKTIVITI DI PEJABAT

Berdasarkan carta bar di bawah kod etika berpakaian ketika beraktiviti di pejabat telah dinyatakan oleh responden menerusi soal selidik yang dijalankan iaitu seramai 16 orang responden bersamaan 53% menyatakan kod etika berpakaian ketika beraktiviti di pejabat adalah pakaian yang mengikut etika pemakaian. Manakala responden yang menyatakan T-shirt berkolar adalah kod etika berpakaian ketika beraktiviti di Pejabat adalah paling rendah iaitu seramai 4 orang responden bersamaan 13%. Kemudian ,tempat kedua tertinggi bagi yang menyatakan kod etika berpakaian ketika beraktiviti di pejabat adalah harus memakai kasut sukan atau kasut bertutup adalah seramai 10 orang responden iaitu bersamaan 33%.Seterusnya adalah seramai 8 orang responden bersamaan 27 % yang menyatakan berpakaian yang sopan ,tidak ketat atau kemas adalah sebahagian dari etika berpakaian ketika beraktiviti di pejabat dan bagi seluar melepasi paras lutut dan tidak ketat 6 orang responden bersamaan 20% .Ini menunjukkan sebahagian dari responden menyatakan yang etika berpakaian ketika di pejabat adalah pemakaian yang mengikut etika yang dikeluarkan oleh pekeliling etika berpakaian.



Rajah 12: Soalan 11

## **6.0 KESIMPULAN DAN PENUTUP**

Kesimpulannya, berdasarkan kaji selidik mengenai kesedaran berkenaan etika berpakaian di pejabat telah dijalankan kepada kakitangan di Perbadanan Perpustakaan Awam Pahang baru-baru ini. Seramai 30 orang responden iaitu terdiri daripada 15 orang lelaki dan 15 orang perempuan telah dikaji. Secaranya keseluruhan 30 responden dari kakitangan Perbadanan Perpustakaan Awam Pahang mengetahui tentang kod etika berpakaian di tempat kerja. Hal ini menunjukkan bahawa pengetahuan terhadap tahap kesedaran oleh kakitangan Perbadanan Perpustakaan awam adalah sangat tinggi dan juga etika pemakaian di tempat kerja adalah sangat penting untuk dipatuhi supaya dapat membudaya persekitaran kerja yang selamat dan berdisplin. Diharapkan , agar semua kakitangan awam dapat mengikuti kod etika yang telah dikeluarkan oleh perkeliling kerajaan.

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## LAMPIRAN



### KAJI SELIDIK MENGENAI KESEDARAN BERKENAAN ETIKA BERPAKAIAN DI PEJABAT

**JANTINA** : LELAKI ( ) PEREMPUAN ( )  
**BANGSA** : MELAYU ( ) CINA ( ) INDIA ( )  
**BAHAGIAN** : .....  
**UNIT** : .....  
**TARIKH** : .....

1. Adakah anda tahu etika pemakaian di pejabat?
  - **Ya**
  - **Tidak**
2. Adakah anda telah diberi taklimat mengenai etika pemakaian di pejabat?
  - **Ya**
  - **Tidak**
3. Adakah anda pernah membuat aduan kepada pihak atasan mengenai rakan sekerja anda yang mengingkari kod etika pemakaian di pejabat?
  - **Ya**
  - **Tidak**
4. Pada pendapat anda, wajarkan kerajaan mewajibkan kakitangan wanita untuk bertudung?
  - **Ya**
  - **Tidak**
5. Adakah anda memakai kasut pada waktu kerja di pejabat mengikut kod etika pemakaian yang telah ditetapkan di pejabat?
  - **Ya**
  - **Tidak**
6. Apakah tindakan yang sewajarnya yang perlu diambil bagi mereka yang mengingkari etika berpakaian di pejabat?
  - A. Diberhentikan Kerja**
  - B. Digantung Kerja**
  - C. Diberi Amaran**

7. Pada pendapat anda, pilihan pakaian yang manakah dikategorikan sebagai pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat?

- A. **Pemakaian yang ketat**
- B. **Skirt atau seluar pendek melepasi atas lutut**
- C. **Pemakaian seluar *jeans***

8. Wajarkah pihak pejabat mengambil tindakan kepada kakitangan yang memakai pakaian yang mencolok mata?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Sangat Tidak Setuju</b>	<b>Tidak Setuju</b>	<b>Setuju</b>	<b>Sangat Setuju</b>

9. Pada pendapat anda, adakah berpakaian yang mencolok mata dapat mengundang gangguan seksual di pejabat?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Sangat Tidak Setuju</b>	<b>Tidak Setuju</b>	<b>Setuju</b>	<b>Sangat Setuju</b>

10. Sejauh manakah anda mengetahui mengenai etika berpakaian di pejabat?

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11. Sebelum pandemik, semestinya terdapat pelbagai aktiviti riadah yang dijalankan di PPAP. Bolehkah anda terangkan serba sedikit tentang kod etika berpakaian ketika beraktiviti di pejabat?

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**25. PROGRAM BUAL BICARA SANTAI “BERBASIKAL:  
TREND DAN UNDANG-UNDANG?”**



**KERTAS CADANGAN  
PROGRAM BUAL BICARA SANTAI  
“BERBASIKAL: TREND DAN UNDANG-UNDANG?”**

**TARIKH:  
19 JANUARI 2022  
ANJURAN:  
PERBADANAN PERPUSTAKAAN AWAM PAHANG**

**DISEDIAKAN OLEH:  
WAN AFIQAH FATIMAH BT W SAZALI  
(PELAJAR PRAKTIKAL UITM REMBAU)**



## **1.0 PENGENALAN**

Kertas kerja ini adalah bertujuan untuk mengemukakan cadangan untuk menjayakan Program Bicara Santai “Berbasikal: Trend dan Undang-Undang?”. Program ini bertujuan untuk meningkatkan kesedaran dan minat terhadap aktiviti berbasikal yang semakin meningkat naik dan semakin mendapat sambutan dari semua golongan masyarakat di Malaysia.

## **2.0 OBJEKTIF PROGRAM**

Program ini diadakan bagi memenuhi objektif seperti berikut:

- 2.1 Mempromosikan dan memperkenalkan dunia basikal kepada masyarakat luar.
- 2.2 Meningkatkan kesedaran dan pengetahuan terhadap aktiviti berbasikal ini.
- 2.3 Mempertingkatkan potensi, keterampilan dan daya usaha masyarakat dalam mengamalkan gaya hidup yang sihat dengan mengikuti undang-undang.

## **3.0 HASIL**

Program ini diharap dapat memberi kesedaran kepada masyarakat dalam berbasikal dari segi kesihatan, keselamatan dan kepentingan berbasikal mengikut undang-undang. Dengan adanya program ini juga secara tidak langsung dapat menambahkan ilmu pengetahuan dalam dunia berbasikal dan undang-undang yang terdapat di dalam negara .

Ilmu pengetahuan tidak semestinya diperoleh melalui pembacaan, dengan adanya program bual bicara santai ini juga dapat membantu untuk menambahkan pengisian bagi seseorang individu. Diharapkan program sebegini dapat memberi manfaat yang baik kepada kakitangan perpustakaan dan masyarakat setempat dan sekaligus dapat menambah pengetahuan dan memupuk minat masyarakat terhadap dunia berbasikal.

## **4.0 CADANGAN TARIKH, LOKASI DAN SASARAN**

**Cadangan pelaksanaan program ini dijalankan diketetapan yang berikut:**

Tarikh	: 19 Januari 2022
Masa	: 10.00 am
Tempat	: Perdananan Perpustakaan Awam
Platform	: Facebook Rasmi Perpustakaan Awam Pahang
Sasaran	: Gologan Remaja/Dewasa/ Orang awam
Cadangan tokoh	: Pengawai dari PDRM
	: Persatuan Berbasikal Negeri Pahang
Moderetor	: Pelajar Latihan Industri

## 5.0 AHLI JAWATANKUASA PROGRAM

BIL	JAWATANKUASA	PETUGAS	CATATAN
1.	Jemputan, Sambutan dan Cendermata	Pn. Rosnil Hawa bt Osman En. Mohamed Faizal Bin Ab Razak. Cik Wan Afiqah Fatimah Bt W Sazali	Moderator, Panel
2.	Kewangan	Pn. Rosnil Hawa bt Osman	
3.	Persiapan Tempat & Siaraya	En. Aseri b. Abdul Malek En. Mohd Faizal b. Ahmad En. Mohamed Faizal b. Ab Razak En. Mohd Zahid b. Idris En. Shahrizan b. Hassan Cik Wan Afiqah Fatimah Bt W Sazali Cik Nur Syuhada bt. Shaari	
4.	Program	Pn. Rosnil Hawa bt Osman Cik Wan Afiqah Fatimah Bt W Sazali	
5.	Pendokumentasian & Teknikal	En. Tuan Khairul Azhar b. Tuan Kuning En. Mohamed Faizal b. Ab Razak En. Mustakim b. Abd Majid En. Amiin b. Mat Arif	Live program Gambar
6.	Jamuan	Pn. Nurul Huda Bt Othman Cik Nur Alia Affina Bt Abdul Aziz Cik Nur Sakinah bt Mohamad	

## 6.0 SENARAI SEMAK

BIL	JAWATANKUASA	PETUGAS	CATATAN	
1.	Jemputan, Sambutan dan Cendermata	Pn. Rosnil Hawa Binti Osman En Mohamed Faizal Bin Abd Razak Cik Wan Afiqah Fatimah Bt W Sazali	Jemputan:	
			1. Persatuan Berbasikal Pahang	
			2. Polis Diraja Malaysia	
			Cenderahati	
			Jemputan online:	
			Memo cash money	
			Borang terimaan saguhati	
2.	Kewangan	Pn. Rosnil Hawa bt Osman	Lokasi: PWIN	
			Laptop	
2.	Kewangan	Pn. Rosnil Hawa bt Osman	Mic	
			PA system	
3.	Persiapan Tempat & Siaraya	En. Aseri b. Abdul Malek En. Mohd Faizal b. Ahmad En. Mohamed Faizal b. Ab Razak En. Mohd Zahid b. Idris En. Shahrizan b. Hassan Cik Wan Afiqah Fatimah bt W Sazali Cik Nur Syuhada bt. Shaari	Wifi	
			Extension wire	
			Kerusi	
			Coffee table	
			Bunga meja	
			Pautan zoom	
			Soalan	
			Video promo	
Poster				

			Kamera	
4.	Program	Pn. Rosnil Hawa bt Osman Cik Wan Afiqah Fatimah Bt W Sazali	Live @ FB PPAP	
			Video	
			Gambar	
5.	Pendokumentasian & Teknikal	En. Tuan Khairul Azhar b. Tuan Kuning En. Mohamed Faizal b. Ab Razak En. Mustakim b. Abd Majid En. Amiin b. Mat Arif	Air mineral	
			Tempahan makanan	
			Sudut jamuan makan VIP: PWIN	
6.	Jamuan	Pn. Nurul Huda bt Othman Cik Alia Affina bt Abdul Aziz Cik Nur Syuhada bt. Shaari		

## 7.0 JUSTIFIKASI KEWANGAN

BIL	PERBELANJAAN	KUANTITI	HARGA SEUNIT (RM)	JUMLAH (RM)
1.	Panel	2	*RM 300.00	RM600 *Mengikut Pekeliling
2.	Makanan urusetia	13	RM 10.00	RM130
	<b>JUMLAH PERBELANJAAN (RM)</b>			<b>RM780</b>

**Disediakan oleh:**

**(WAN AFIQAH FATIMAH BT W SAZALI)**

Pelajar praktikal UiTM Rembau

**Disemak oleh:**

**(PUAN ROSNIL HAWA BT OSMAN)**

Ketua Unit Gerakan Membaca dan Literasi,

**Ulasan dan kelulusan:**

**(MARIA BINTI HAMZAH)**

Pemangku Pengarah

Perbadanan Perpustakaan Awam Pahang

Tarikh:



## PENGESAHAN PENERIMAAN WANG SAGUHATI

Dengan ini saya \_\_\_\_\_, No.K/P \_\_\_\_\_  
mengesahkan bahawa saya telah menerima wang saguhati sebanyak **RM** \_\_\_\_\_  
kerana telah menjadi panel bagi **Program Bual Bicara Berbasikal: Trend dan Undang-Undang** yang diadakan pada (19 Januari Rabu) di Perbadanan Perpustakaan Awam Pahang.

Tandatangan

\_\_\_\_\_

( )

Bismillahirrahmannirrahim

Assalamualaikum w.b.t.

Salam sejahtera, selamat pagi kepada semua penonton, sahabat maya semua. Saya WAN AFIQAH FATIMAH W SAZALI pelajar praktikal UiTM rembau moderator anda pada harini. Terima kasih kerana sudi bersama kami dalam **Program Bual Bicara Berbasikal: Trend dan Undang-Undang?** anjuran Perbadanan Perpustakaan Awam Pahang. Untuk makluman tuan2 dan puan2, hari ini kita bersiaran secara langsung dari Perpustakaan Awam Sultan Ahmad Shah, Kuantan menerusi facebook rasmi kami iaitu Perbadanan Perpustakaan Awam Pahang.

Jadi saya mengharapkan anda semua penonton maya untuk terus kekal bersama kami sehinggalah ke akhir siaran. Sekiranya anda ada sebarang pendapat, soalan ataupun ingin menyatakan sebarang hasrat, anda bolehlah ajukan di ruangan komen. InsyaAllah saya ajukan soalan tersebut di akhir siaran nanti. Dan jangan lupa, sila tekan butang like dan kongsikan live kita pada hari ini supaya lebih ramai yang mendapat manfaat daripada perkongsian kita pada pagi ini.

Baiklah, sebelum kita mengupas lebih lanjut program kita pada pagi ini. izinkan saya memperkenalkan dua tetamu istimewa kita pada hari ini. Tetamu yang maksudkan ialah **En Aminudin Bin Sulaiman, apa khabar En Amin? Terima kasih kerana sudi datang ke PPAP. Untuk makluman anda En Aminudin merupakan Jurulatih Berbasikal Majlis Sukan Pahang dan juga setiausaha Persatuan Berbasikal Pahang.** Panel kita yang kedua yang berada diatas talian pula merupakan **Ketua Bhg Siasatan dan Penguatkuasaan Trafik Daerah Kuantan** iaitu **ASP Tuan Suhaimi Bin Mohamad. Tuan apa khabar? Terima kasih kerana sudi bersama kami pada harini ini.**

### **Round 1**

**Baiklah Kembali kepada tajuk kami pada harini, Berbasikal: Trend dan Undang-Undang?** kita semua sedia maklum bahawa aktiviti berbasikal bukan sahaja baik untuk alam sekitar tetapi juga membawa banyak manfaat kesihatan kepada masyarakat. Kebelakangan ini, kita dapat lihat aktiviti sukan berbasikal ini telah menjadi trend dalam kalangan rakyat Malaysia tidak kira peringkat umur. Tetapi ianya juga boleh memberi kesan yang buruk kepada masyarakat yang lain sekiranya aktiviti ini diamal tidak mengikuti garis panduan yang ditetapkan. Menyentuh kepada topik kita pada harini, saya ingin bertanya dahulu kepada

### **En Aminudin**

**Baiklah en Amin sebelum kita mengupas lebih lanjut, Boleh En Amin kongsikan serba sedikit berkenaan dengan Persatuan Berbasikal Negeri Pahang ini dan apakah aktiviti yang sering diadakan melalui persatuan ini dan sejauhmana pencapaian persatuan ini?**

**Terima kasih En amin atas perkongsian yang menarik itu.**

**Untuk soalan yang seterusnya saya ingin ajukan kepada tuan suhaimi. Baiklah tuan**

### ASP Tuan Suhaimi

Pada tahun 2020 Institut Penyelidikan Keselamatan Jalanraya Malaysia (MIROS) dan Persekutuan Kebangsaan Berbasikal Malaysia (PKBM) pernah menyarankan keperluan untuk setiap basikal itu mempunyai lesen dan perlu didaftarkan untuk mempunyai no plat pendaftaran dan kita tahu isu ini hangat dibualkan oleh masyarakat sekeliling. Jadi **Pada pandangan tuan dari sudut penguatkuasaan undang-undang bgi menjamin keselamatan semua, wajar atau tidak untuk mewujudkan satu peraturan khusus seperti ini terutamanya acara berbasikal dijalan raya ini?**

.....

### ROUND 2

#### EN Aminudin

Terima kasih tuan atas penjelasan sebentar takdi.

Baiklah kita Kembali semula kepada en Amin.

Baiklah en Amin, seperti yang kita tahu penunggang2 basikal ini ada yang bergerak dalam persatuan seperti en amin sendiri dan ada yang tidak. Jika sekiranya berlaku pelanggaran dari segi undang-undang ketika berbasikal dijalan raya **contohnya seperti berbasikal dalam kelompok yang besar sehingga mengganggu laluan kenderaan lain atau ada yang berbasikal di belakang kenderaan berat seperti lori. Jadi dengan ketidakpatuhan mereka ini** ianya akan memberi kesan kepada penunggang basikal yang lain, **dari pengalaman en amin sendiri adakah en amin pernah terkena tempias atau mendapat kecaman daripada masyarakat luar berkaitan isu berbasikal ini dan bagaimana En berdepan dengan mereka?**

### ASP Tuan Suhaimi

Saya ajukan semula soalan seterusnya kepada Tuan Suhaimi

Jika kita dapat lihat terdapat kumpulan berbasikal yang terdiri daripada ahli keluarga. Di mana ibu bapa membawa anak-anak mereka berbasikal bersama untuk beriadah. Jika mereka beriadah di taman rekreasi, sekitar kawasan trek jongging, insyaAllah selamat, tetapi terdapat segelintir dripada mereka berbasikal di Kawasan berbahaya contohnya di tengah-tengah bandar. **Jadi soalan saya, Apakah tindakan pihak berkuasa sekiranya terdapat golongan seperti ini berbasikal dijalan raya?**

### ROUND 3



**En Aminudin**

**Kita sedia maklum bahawa aktiviti berbasikal ini semakin mendapat sambutan jadi apa inisiatif persatuan basikal N.Pahang dalam membantu masyarakat yang mempunyai minat untuk berbasikal dengan mengikut sop yang sepatutnya?**

**ASP Tuan Suhaimi**

Tuan, saya tahu dan percaya kebanyakan dari mereka ini tidak mempunyai pengetahuan asas cara-cara serta peraturan Ketika berbasikal di jalan raya. **Jadi, selain daripada mengenakan tindakan mengikut undang-undang, apakah program-program kesedaran dari pihak berkuasa sendiri bagi membantu masyarakat untuk berbasikal mengikut sop yg ditetapkan.**

**Di tangan saya sekarang terdapat dua soalan daripada penonton maya kita, soalan pertama ditujukan kepada en aminudin (Baca soalan)**

**Soalan kedua pula untuk Tuan suhaimi.**

Akhir kata sebelum kita mengakhiri perbincangan kita ini, bolehkan tuan dan en Amin kongsi harapan dan pesanan kepada masyarakat diluar sana khususnya bagi golongan remaja untuk melakukan aktiviti berbasikal ini terutamanya di jalan raya? **Kita mulakan dengan En Amin dulu..... terima kasi en Amin bagaimana pula dgn tuan?** Terima kasih atas nasihat dan pesanan yang diberi. **Secara ringkasnya, jika anda mahu berbasikal anda perlu bijak memilih lokasi dan masa yang sesuai seperti di kawasan yang kurang kenderaan dan bukan di waktu puncak Ketika pergi dan balik kerja.**

**Penutup**

Baiklah tuan2 dan puan,

Alhamdulillah, **Program Bual Bicara Berbasikal: Trend dan Undang-Undang?**Jadi kepada anda semua yang mengikuti siaran secara langsung di Facebook Perbadanan Perpustakaan Awam Pahang pada hari ini, saya ucapkan jutaan terima kasih kepada anda semua. Semoga kita semua dapat mengambil input yang baik daripada perkongsian yang disampaikan pada pagi ini. Untuk makluman semua kami sudah muat naik link pendaftaran jadi jangan lupa, untuk mendaftar bagi mendapatkan e-sijil.

Saya juga mewakili pihak Perbadanan Perpustakaan Awam Pahang ingin merakamkan setinggi-tinggi penghargaan serta ucapan terima kasih kepada kedua-dua tetamu kita, En Aminudin serta Tuan kerana sudi bersama dengan kami hari ini. Mudah-mudahan segala perkongsian yang disampaikan memberi manfaat kepada kita semua.

Disini juga saya ingin membuat satu pengumuman, Untuk makluman semua, waktu perkhidmatan kami telah dibuka pada hari isnin sehingga jumaat dari pukul 9 pagi sehingga 5 petang. Ingat apapun aktiviti yang kita mahu lakukan sentiasa menjaga keselamatan diri, selamat orang sekeliling.

## #MajuTerusPahang #Pahang1<sup>st</sup>

( ) dlm.PPAP/PL(LIT)/5/006 Jld.24  
29 Disember 2021

Setiausaha  
Persatuan Berbasikal Negeri Pahang  
No.2 Lot 3597,  
Jalan Bani Yaakub, Paya Pulai,  
28000 Temerloh  
Pahang Darul Makmur  
(up:Encik Aminudin Bin Sulaiman)

Tuan,

### **PROGRAM BUAL BICARA “BERBASIKAL: TREND DAN UNDANG-UNDANG?”**

Adalah dengan segala hormatnya perkara diatas dirujuk.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) akan mengadakan “**Program Bual Bicara Berbasikal: Trend dan Undang-Undang?**”. Oleh yang demikian, pihak kami berbesar hati menjemput wakil daripada persatuan Tuan sebagai pembicara bagi program tersebut yang akan di adakan pada ketetapan seperti berikut:-

<b>Tarikh</b>	:	<b>19 Januari 2022 (Rabu)</b>
<b>Masa</b>	:	<b>10.00 pagi – 11.00 pagi</b>
<b>Tempat</b>	:	<b>Perbadanan Perpustakaan Awam Pahang Jalan Kemunting 25100 Kuantan Pahang atau secara online melalui Aplikasi Zoom Meeting (Pautan akan diberikan 3 hari sebelum program berlangsung)</b>

3. Untuk sebarang pertanyaan, pihak tuan boleh menghubungi pegawai kami iaitu Puan Rosnil Hawa Binti Osman ditalian 011-59587562 atau En Mohamed Faizal Bin Abd Razak ditalian 012-9221090/ 09-5155050.

Sekian, terima kasih.

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

Saya yang menjalankan amanah,

**(MARIA BINTI HAMZAH)**  
Pemangku Pengarah  
Perbadanan Perpustakaan Awam Pahang.

## LAMPIRAN

<b>MASA</b>	<b>AKTIVITI</b>
9.55 pagi	<ul style="list-style-type: none"><li>• Moderator dan panel berada didalam Zoom meeting</li></ul>
10.00 pagi	<ul style="list-style-type: none"><li>• Moderator mula bicara dengan menyambut kehadiran Panel.</li><li>• Panel menceritakan serba sedikit tentang diri beliau</li><li>• Moderator mengajukan soalan 1-3</li><li>• Panel menjawab soalan yang diajukan</li><li>• Moderator membuka Q&amp;A.</li><li>• Panel menjawab Q&amp;A</li><li>• Moderator memberi 1 soalan penutup kepada Panel</li><li>• Panel menjawab soalan penutup</li></ul>
11.00 pagi	<ul style="list-style-type: none"><li>• Moderator mengucapkan terima kasih kepada Panel serta semua penonton maya.</li><li>• Moderator menjemput semua penonton maya untuk membuka kamera bagi sesi bergambar</li><li>• Moderator mempromosi perkhidmatan perpustakaan sambil poster promosi keahlian di muat naik.</li><li>• Moderator tutup majlis</li></ul>

# #MajuTerusPahang #Pahang1<sup>st</sup>

( ) dim.PPAP/PL(LIT)/5/006 Jld.24  
29 Disember 2021

Ketua Polis Negeri Pahang  
Ibupejabat Polis Daerah Kuantan  
Polis Diraja Malaysia  
Jalan Mahkota  
25000 Kuantan,  
Pahang

Tuan,

## **PROGRAM BUAL BICARA “BERBASIKAL: TREND DAN UNDANG-UNDANG?”**

Adalah dengan segala hormatnya perkara diatas dirujuk.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang akan mengadakan “**Program Bual Bicara Berbasikal: Trend dan Undang-Undang?**”. Oleh yang demikian, pihak kami berbesar hati menjemput pegawai daripada jabatan Tuan sebagai pembicara bagi program tersebut yang akan di adakan pada ketetapan seperti berikut:-

<b>Tarikh</b>	:	<b>19 Januari 2022 (Rabu)</b>
<b>Masa</b>	:	<b>10.00 pagi – 11.00 pagi</b>
<b>Tempat</b>	:	<b>Perbadanan Perpustakaan Awam Pahang Jalan Kemunting 25100 Kuantan Pahang atau secara online melalui Aplikasi Zoom Meeting (Pautan akan diberikan 3 hari sebelum program bermula)</b>

3. Untuk sebarang pertanyaan, pihak tuan boleh menghubungi pegawai kami iaitu Puan Rosnil Hawa Binti Osman di talian 011-59587562 atau En Mohamed Faizal Bin Abd Razak ditalian 012-9221090 / 09-5155050.

Sekian, terima kasih.

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

Saya yang menjalankan amanah,

**(MARIA BINTI HAMZAH)**  
Pemangku Pengarah  
Perbadanan Perpustakaan Awam Pahang.

## **Soalan (Berbasikal: Trend dan Undang-Undang?)**

### **Polis Diraja Malaysia/ Polis Trafik**

1. Bagi pandangan atau pendapat Tuan, wajar atau tidak untuk mewujudkan peraturan khusus untuk berbasikal?
2. Apakah tindakan pihak berkuasa sekiranya terdapat golongan remaja yang berumur dalam belasan tahun menunggang basikal bersama golongan dewasa di jalan raya?
3. Selain daripada mengenakan tindakan mengikut undang-undang, apakah inisiatif pihak berkuasa sendiri bagi memberi kesedaran kepada masyarakat tentang bahayanya menunggang basikal tanpa mengikut undang-undang?
4. Nasihat dan harapan Tuan kepada masyarakat apabila berbasikal.

### **Persatuan Berbasikal Negeri Pahang (En Aminudin Bin Sulaiman)**

1. Boleh En Amin kongsikan serba sedikit berkenaan dengan Persatuan Berbasikal Negeri Pahang ini dan apakah antara aktiviti serta pencapaian persatuan ini?
2. Disebabkan ketidakpatuhan segelintir individu semasa menunggang basikal di jalan raya adakah en amin pernah terkena tempias atau mendapat kecaman daripada masyarakat luar berkaitan isu-isu berbasikal ini dan bagaimana En berdepan dengan mereka?
3. Apakah nasihat atau tindakan yang boleh diambil oleh persatuan basikal N.Pahang dalam membantu masyarakat yang mempunyai minat untuk berbasikal?
4. Harapan atau pesanan yang boleh diberikan kepada masyarakat luar berkaitan dengan berbasikal.



قربادنن قرفوستاكاءن عوام قهغ

PERBADANAN PERPUSTAKAAN AWAM PAHANG  
Jalan Kemunting, 25100 Kuantan,  
Pahang Darul Makmur.

Tel : 09-5155050  
Faks : 09-5155051  
Email : ppap@pahanglibrary.gov.my  
Laman Web : www.pahanglibrary.gov.my

( ) dlm. PPAP/PL(LIT)/5/006 Jld. 24  
25 Januari 2022

Setiausaha  
Persatuan Berbasikal Negeri Pahang  
No.2 Lot 3597,  
Jalan Bani Yaakub, Paya Pulai,  
28000 Temerloh  
Pahang Darul Makmur  
(up:Encik Aminudin Bin Sulaiman)

Tuan,

#### UCAPAN PENGHARGAAN

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) ingin merakamkan setinggi-tinggi penghargaan dan ucapan jutaan terima kasih di atas kesudian pihak tuan menjadi pembicara sempena "Program Bual Bicara Berbasikal: *Trend dan Undang-Undang*" yang telah diadakan pada 19 Januari 2022 yang lalu.

3. Semoga jalinan kerjasama ini akan dapat diteruskan lagi pada masa akan datang.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"  
"BANGSA MEMBACA BANGSA BERJAYA"

Saya yang menjalankan amanah,

(MARIA BINTI HAMZAH)  
Pemangku Pengarah  
Perbadanan Perpustakaan Awam Pahang.



**27. Reasons why the books “Memoir Shamsiah Fakeh” and “Gay & Lesbian Parents” cannot be released.**

	Memoir Shamsiah Fakeh	Gay & Lesbian Parents
1.	Menyokong dan menyertai pergerakan komunis.	Kandungan buku yang tidak sesuai dibaca terutama oleh golongan muda.
2.	Perjuangan PKM yang dinyatakan adalah perjuangan yang zalim.	Boleh menyebabkan pembaca terpengaruh dengan isi dan kandungan yang terdapat didalam buku ini.
3.	Boleh menimbulkan salah faham kepada pembaca yang kurang arif dengan sejarah dan politik.	Negara kita tidak terbuka dengan isu LGBT seperti negara barat.
4.	Perjuangan komunis yang boleh menyesatkan akidah umat islam.	Buku ini menceritakan perkara-perkara yang tidak dapat diterima masyarakat walaupun hanya sekadar maklumat dan idea yang dinyatakan.
5.	Tidak sesuai untuk dibaca jika tiada ilmu yang mendalam dalam bidang politik.	Boleh merosakkan minda masyarakat terutamanya golongan muda.
6.	Boleh menyebabkan pembaca terpengaruh dengan cara perjuangan yang tidak betul.	
7.	Motif perjuangan kemerdekaan yang diceritakan didalam buku ini tidak menghalalkan cara perjuangan itu.	



## 28. KOHA Tutorial

### INPUT SHEET

DATE INPUT: \_\_\_\_\_

Accession no: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FIELD	TAG	IND 1	IND 2	BIBLIOGRAPHIC DETAILS
Leader	000			<ol style="list-style-type: none"> <li>1. Klik pada ruangan "Tag editor".</li> <li>2. Pada ruangan "17- Encoding level" pilih "Full Level".</li> <li>3. Pada ruangan "18- Descriptive cataloguing form" pilih "i- ISBD punctuation included"</li> <li>4. Klik "OK"</li> </ol>
Date and time of latest transaction	005			<ol style="list-style-type: none"> <li>1. Klik pada ruangan dan tarikh rekod baru akan dimasukkan secara automatic.</li> </ol>
<a href="#">Fixed-length data elements-general information</a>	008			<ol style="list-style-type: none"> <li>1. Klik pada ruangan dan data akan dimasukkan secara automatic, sebagai contoh - 008 060323s2007          enk may</li> </ol>
ISBN	020	#	#	<ol style="list-style-type: none"> <li>1.  a = Masukkan ISBN yang mempunyai 10 dan 13 digit (jika ada) IcRM</li> <li>2.  c = (harga)</li> <li>3.  q = Klik pada ruangan dan pilih - <b>(paperback/hardcover/softcover)</b></li> </ol>
ISSN	022	0	#	a
Sources of Acquisition	037	#	#	<ol style="list-style-type: none"> <li>1.  b (masukkan nombor perolehan : P000001120)</li> <li>2. Jika terdapat nombor perolehan lebih daripada satu, klik "repeat this step".</li> </ol>
Cataloguing Source	040	#	#	<ol style="list-style-type: none"> <li>1.  a = Masukkan Agensi pengkatalogan asal sebagai contoh - <b>"ppap"</b></li> <li>2.  b = Masukkan Bahasa yang digunakan - <b>eng</b></li> <li>3.  c = Masukkan agensi transkrip sebagai contoh - <b>ppap</b></li> <li>4.  e = Masukkan "Description conventions" iaitu system yang digunakan didalam KOHA sebagai contoh - <b>rda</b></li> </ol>

Language Code	041			1.  a = (digunakan jika melibatkan bahan dwi Bahasa atau tri Bahasa) Klik pada ruangan dan pilih bahasa mengikut bahan - <b>mal/eng/chi/tam/ara</b>
Dewey Decimal Classification Number	082	0	4	1.  2 = Masukkan "Edition number" iaitu Marc 23 - <b>23</b> 2.  a = Masukkan "Classification number" yang ditetapkan oleh agensi sebagai contoh – <b>899 .2333</b>
Local Call No	090	0	0	1.  a = Local Call Number Menggunakan Nombor Pengkelasan Library of Congress (LCC) sebagai contoh – <b>K 025 .1978 SOR</b>
Main Entry Personal Name	100	0 – Forename/ 1 – Surname/ 3 - Family name	#	1.  a = Masukkan nama penulis sebagai contoh – <b>Eng Name: Thomas, Beecham</b> <b>Malay Name: Soraya Nita Othman.</b> <b>Chinese name: Feng, Wu.</b> 2.  c = Masukkan gelaran, pangkat atau jawatan yang berkaitan dengan nama penulis sebagai contoh – <b>Sir,</b> 3.  d Masukkan tarikh lahir atau tarikh kematian penulis sebagai contoh - <b>1723-1792.</b> <b> e Author</b>
	110	0 - Inverted name / 1 - Jurisdiction name	#	<b> a</b> = Masukkan nama korporat atau nama bidang kuasa sebagai elemen lain sebagai contoh – <b>Quail Map Company</b> <b> c</b> = Masukkan nama tempat atau nama institusi tempat mesyuarat diadakan sebagai contoh – <b>(Antalya, Turkey)</b> <b> d</b> = Masukkan Tarikh mesyuarat tersebut dijalankan atau dalam bidang nama/tajuk, tarikh perjanjian ditandatangani sebagai contoh - <b>1781:</b>
<b>FIELD</b>	<b>TAG</b>	<b>IND 1</b>	<b>IND 2</b>	<b>BIBLIOGRAPHIC DETAILS</b>
Title Statement	245	0 - No added entry 1 - Added entry	0 - No nonfiling characters 1-9 - Number	<b> a</b> Masukkan tajuk bahan sebagai contoh – <b>Perpaduan, Kesepaduan, Penyatupaduan:</b> <b> b</b> Masukkan maklumat tajuk lain (tajuk selepas tajuk yang pertama)

			of nonfiling characters	– : <b>Satu Negara, Satu Kata Akar, Tiga Konsep Keramat /</b>  c Masukkan individual/syarikat/badan-badan yang bertanggungjawab terhadap bahan sebagai contoh – <b>Soraya Nita Othman, Md Yunus Ali.</b>
Varying from Of Title	246	0 - No added entry / 1 - Added entry	0 - No nonfiling characters / 1-9 - Number of nonfiling characters	a (Digunakan jika terdapat berbagai bentuk tajuk pada bahagian yang berlainan dari satu item) Sebagai contoh - : <b>Satu Negara, Satu Kata Akar, Tiga Konsep Keramat</b>
Edition Statement	250	#	#	a Masukkan pernyataan edisi bahan sebagai contoh - <b>2nd ed.</b>
Publication Distribution, etc.	260	3	#	a (hanya untuk buku lama) Masukkan tempat penerbitan dan pengedaran bahan sebagai contoh – <b>Seremban:</b>
Production, Publication, Distribution, Manufacture, and Copyright Notice	264	# - Not applicable/No information provided/Earliest 2 - Intervening 3 - Current/Latest	1	a Masukkan tempat pengeluaran, penerbitan, pengedaran dan pembuatan bahan sebagai contoh - <b>Seremban :</b>  b Masukkan nama pengeluar, penerbit, pengedar dan pembuat bahan sebagai contoh – <b>Pustaka Cahaya Ilmu,</b>  c Masukkan tarikh pengeluaran, penerbitan, pengedaran dan pembuatan bahan atau notis hak cipta, sebagai contoh - <b>2019.</b>
Physical Description	300	#	#	a Masukkan bilangan halaman fizikal, jilid, kaset, jumlah masa bermain, dan lain-lain, bagi setiap bahan - <b>x, 40 pages:</b>  b Masukkan ciri-ciri fizikal seperti bahan ilustrasi, warna, sebagai contoh - <b>illustrations ;</b>  c Nyatakan bahan dalam sentimeter, sebagai contoh - <b>15 cm</b>
Current Publication Frequency	310	#	#	a Masukkan kekerapan semasa bahan penerbitan, sebagai contoh – <b>Monthly,</b>
Content Types	336	#	#	a Masukkan istilah yang digunakan bagi jenis kandungan, sebagai contoh - <b>cartographic image</b>

				<b>  2 Masukkan sumber yang digunakan, sebagai contoh - rdacontent</b>
Media Types	337	#	#	<b>  a</b> Masukkan jenis media yang digunakan, sebagai contoh - <b>unmediated</b> <b>  2</b> Masukkan sumber yang digunakan, sebagai contoh - <b>rdamedia</b>
Carrier Types	338	#	#	<b>  a</b> Masukkan jenis carrier yang digunakan, sebagai contoh - <b>sheet</b> <b>  2</b> Masukkan sumber yang digunakan, sebagai contoh - <b>rdacarrier</b>
Series Statement	490	0 - Series not traced / 1 – Series traced	#	<b>  a</b> Masukkan tajuk siri yang mempunyai pernyataan atau maklumat lain pada bahan, sebagai contoh - <b>Siri MY701T</b>
General Note	500	#	#	<b>  a</b> Masukkan nota am yang terdapat didalam bahan, sebagai contoh - <b>Contains verse</b>
Bibliography, etc. Note	504	#	#	<b>  a</b> Masukkan maklumat mengenai bibliografi, diskografi, filemografi, dan / atau rujukan bibliografi lain dalam item yang dijelaskan atau dalam bahan yang disertakan, sebagai contoh - <b>Includes bibliographical references and index.</b>
Summary, etc.	520	#	#	<b>  a</b> Masukkan maklumat tidak berformat yang menerangkan skop dan isi umum bahan, sebagai contoh - <b>Collection of images on a variety of topics presented as RGB FlashPix (FPX) or TIFF (TIF) files.</b>
Language Note	546	#	#	<b>  a</b> Masukkan bahasa yang digunakan jika terdapat bahan dwi Bahasa, sebagai contoh - <b>iArab dan Bahasa Melayu: Dwibasa Arab- Melayu.</b>
<b>FIELD</b>	<b>TAG</b>	<b>IND 1</b>	<b>IND 2</b>	<b>BIBLIOGRAPHIC DETAILS</b>
Subject - Personal	600	1	0	<b>  a</b> Masukkan nama penulis sebagai contoh – <b>Eng Name: Thomas, Beecham</b> <b>Malay Name: Soraya Nita Othman.</b> <b>Chinese name: Feng, Wu.</b>  <b>  c</b> Masukkan tajuk dan perkataan

				lain yang berkaitan dengan nama- <b>(Fictitious character)</b>
Subject - Corporate	610	0 - Inverted name / 1 - Jurisdiction name / 2 - Name in direct order	0	a Masukkan subjek tambahan di mana elemen entri adalah nama syarikat – <b>Pustaka Cahaya Ilmu Sdn.Brd.</b>
Subject - Topical	650	# - No information provided / 0 - No level specified	0	a Masukkan istilah topikal atau nama geografi yang terdapat dalam bahan – <b>Reading</b>  v Masukkan “Form subdivision” yang terdapat dibahan - <b>Promotion.</b>
Subject - Geographic	651	#	0	a Masukkan subjek tambahan yang berkaitan dengan nama geografi didalam bahan - <b>Morocco</b>   v Masukkan “form subdivision” yang dinyatakan pada bahan - <b>Maps.</b>
Added Entry - Personal Name	700	0	#	a Masukkan nama pengarang tambahan yang terdapat didalam bahan - <b>Ford, John,</b>
Added Entry - Corporate Name	710		#	a Masukkan Nama korporat atau nama bidang kuasa sebagai elemen tambahan, sebagai contoh - <b>Bridgewater Library,</b>  c Masukkan lokasi perjumpaan dijalankan, sebagai contoh – <b>Kuala Lumpur, Malaysia</b>
Added Entry element (KOHA)	942	#	#	2 Klik pada ruangan dan tetapkan jenis item yang bersesuaian - DDC -LCC  c Klik pada ruangan dan tetapkan jenis item yang bersesuaian -Book

**29. Proposal paper: *Aktiviti Quiz Silang Kata***



**KERTAS CADANGAN  
AKTIVITI QUIZ SILANG KATA**

**Tarikh:**

**19 Disember 2021**

**Anjuran:**

**Perbadanan Perpustakaan Awam Pahang**

**Disediakan oleh:**

**Unit Gerakan Membaca dan Literasi,  
Perbadanan Perpustakaan Awam Pahang.**

## **6.0 TUJUAN**

Kertas kerja ini adalah bertujuan untuk mengemukakan cadangan untuk menjayakan Kuiz Silang Kata sempana minggu Sains dan Teknologi. Aktiviti ini bertujuan untuk meningkatkan kesedaran dan minat semua golongan masyarakat terhadap sains dan teknologi terutamanya dalam bidang teknologi maklumat dan komunikasi (ICT).

## **7.0 CADANGAN DIKEMUKAKAN OLEH**

Unit Gerakan Membaca dan Literasi, Perbadanan Perpustakaan Awam Pahang.

## **8.0 OBJEKTIF PROGRAM**

Program ini diadakan bagi memenuhi objektif seperti berikut:

- 8.1 Mempromosikan dan memperkenalkan dunia Sains dan Teknologi kepada masyarakat setempat.
- 8.2 Meningkatkan kesedaran dan pengetahuan terhadap Sains dan Teknologi Maklumat dan Komunikasi.
- 8.3 Mempertingkatkan potensi, keterampilan dan daya usaha masyarakat terutama pelajar dalam bidang Sains dan Teknologi.

## **9.0 CADANGAN TARIKH, LOKASI DAN SASARAN**

Tarikh	:	19 Disember 2021
Masa	:	10.00 pagi
Tempat	:	Facebook Rasmi Perpustakaan Awam Pahang
Sasaran	:	Golongan Remaja/Dewasa/ Orang awam

## **10.0 HASIL**

Program ini diharap dapat memberi kesedaran kepada pelajar sekolah, anak-anak muda dan belia terhadap kemajuan sains, teknologi dan ICT yang berkembang begitu pantas dan sewajarnya diambil manfaat dan faedah yang besar melaluinya.

Ilmu pengetahuan tidak semestinya diperoleh melalui pembacaan, dengan menyertai aktiviti-aktiviti juga dapat membantu untuk menambahkan pengisian bagi seseorang individu. Diharapkan aktiviti sebegini dalam memberi manfaat yang baik kepada kakitangan perpustakaan dan masyarakat setempat dan sekaligus dapat menambah pengetahuan dan memupuk minat masyarakat terhadap sains, teknologi dan ICT di negara ini.

## 11.0 JUSTIFIKASI KEWANGAN

BIL.	PERBELANJAAN	KUANTITI	HARGA SEUNIT (RM)	JUMLAH (RM)
1.	Panel	2	*RM 200.00	*Mengikut Pekeliling
2.	Hadiah	7	1. Tempat Pertama: RM 100 2. Tempat kedua: RM 80 3. Tempat ketiga: RM 50 4. Saguhati: RM 30 (5)	RM 350.00
	<b>JUMLAH PERBELANJAAN (RM)</b>			<b>RM 550.00</b>



## 12.0 AHLI JAWATANKUASA PROGRAM

BIL.	LOKASI	PETUGAS	CATATAN
1.	Jemputan, Sambutan dan Cenderamata	Pn. Maria Pn. Rosnil hawa	
2	Kewangan	Pn. Rosnil hawa	
3.	Pendokumentasian	En. M. Faizal Abd Razak	

**Disediakan oleh:**

Ketua Unit Gerakan Membaca dan Literasi,  
Perbadanan Perpustakaan Awam Pahang  
Tarikh:

**Ulasan dan kelulusan:**

**(MARIA BINTI HAMZAH)**

Ketua Bahagian Perkhidmatan Perpustakaan dan Literasi  
Perbadanan Perpustakaan Awam Pahang

**30. Design Baju “Merdeka Virtual Scavenger Hunt”**





## 31. KUIZ ICT (UPK)

1. Apakah maksud ICT?
  - A. Information Technology and Communication
  - B. Information of Computer Technology
  - C. Information and Communication Technology**
  - D. Informed and Communicate Technology



2. Apakah peranti diatas?
  - A. Monitor
  - B. Papan kekunci**
  - C. Tetikus
  - D. USB
3. Berikut adalah jenama computer yang terdapat di pasaran KECUALI
  - A. Dell
  - B. hp
  - C. Acer
  - D. Xion**



4. Gambar ini menunjukkan platform \_\_\_\_\_

- A. PUBG
- B. Instagram**
- C. Facebook
- d. Twitter

5. Berikut adalah jenis browser bagi membolehkan pengguna untuk melayari internet  
KECUALI

- A. Safari
- B. Mozilla Firefox
- C. Google Chrome
- D. Netscape Navigator**



6. Apakah fungsi komponen di atas?

- A. Untuk menggerakkan cursor di layer monitor**
- B. Untuk mencetak maklumat dari printer
- C. Untuk menyimpan data
- D. Untuk bermain game

7. Antara yang berikut, yang manakah merupakan peralatan ICT.

- A. Facebook
- B. MS Word
- C. CPU**
- D. Twitter

8. Ahmad ingin membuat satu pembentangan yang menggunakan elemen seperti teks, grafik, audio dan video berkaitan tempat menarik di Negeri Pahang. Apakah perisian yang sesuai digunakan oleh beliau?

- A. MS Words
- B. MS Exce
- C. MS Access

#### D. MS PowerPoint



9. Selain computer, anda juga boleh mendapatkan maklumat menggunakan alat di atas. Apakah nama alat tersebut?
- A. Television
  - B. Ipad
  - C. Telefon Pintar**
  - D. Telefon
10. Jika seseorang ingin menaip sesuatu tugas menggunakan komputer, apakah peralatan ICT yang perlu beliau ada?
- A. Mouse/tertikus
  - B. Scanner/pengimbas
  - C. Keyboard/papan kekunci**
  - D. Printer/pencetak
11. Kemahiran ICT sangat penting untuk mendapatkan maklumat pada masa kini
- **Betul**
  - Salah
12. Gmail adalah satu aplikasi untuk pengguna menghantar surat pesanan secara digital.
- **Betul**
  - Salah
13. “ICT menjadikan sesi PdP lebih menarik dan mudah, serta mampu meningkatkan minat focus para pelajar.”
- Betul
  - Salah
14. Antara berikut adalah nama bagi pembekal intertnet KECUALI
- A. TELEKOM

- B. YES
- C. PUSPAKOM**
- D. P1 WIMAX



15. Apakah nama komponen di atas?

- A. Motherboard**
- B. Softboard
- C. Controller board
- D. Keyboard

# BUAL BICARA

## BERBASIKAL: *TREND* DAN UNDANG-UNDANG







**19 JANUARI 2022**  
**10.00 AM**

  **Perbadanan Perpustakaan Awam Pahang**

 **PAHANGLIBRARY**



## SINONIM

"Susun huruf bagi membentuk tiga perkataan yang sinonim atau sama erti dengan perkataan yang diberikan."

SOMBONG						
A	O	P	G	N	K	
O	B	K	G	K	N	A
U	H	K	G	N	A	



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# CAKNA BAHASA



## Pencokok

- a. Penipu
- b. Penyatu
- c. Penamat
- d. Pesanan



"sebelum menaiki kereta kuda,  
dia berpesan kepadaku supaya  
berhati-hati kerana terlalu  
ramai **pencokok** dan penyeluk  
saku di kawasan itu."



Sumber

Pelita Bahasa .bil. 01/2021

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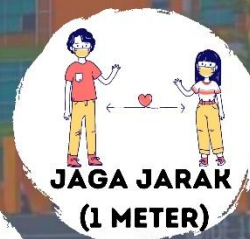
**PERKHIDMATAN PERPUSTAKAAN DIBUKA MULAI  
1 NOVEMBER 2021**



**LENGGAP 2 DOS  
VAKSIN (14 HARI)↑**



**PAKAI PELITUP  
MUKA**



**JAGA JARAK  
(1 METER)**



**KANAK-KANAK BAWAH  
12 TAHUN TIDAK  
DIBENARKAN MASUK**



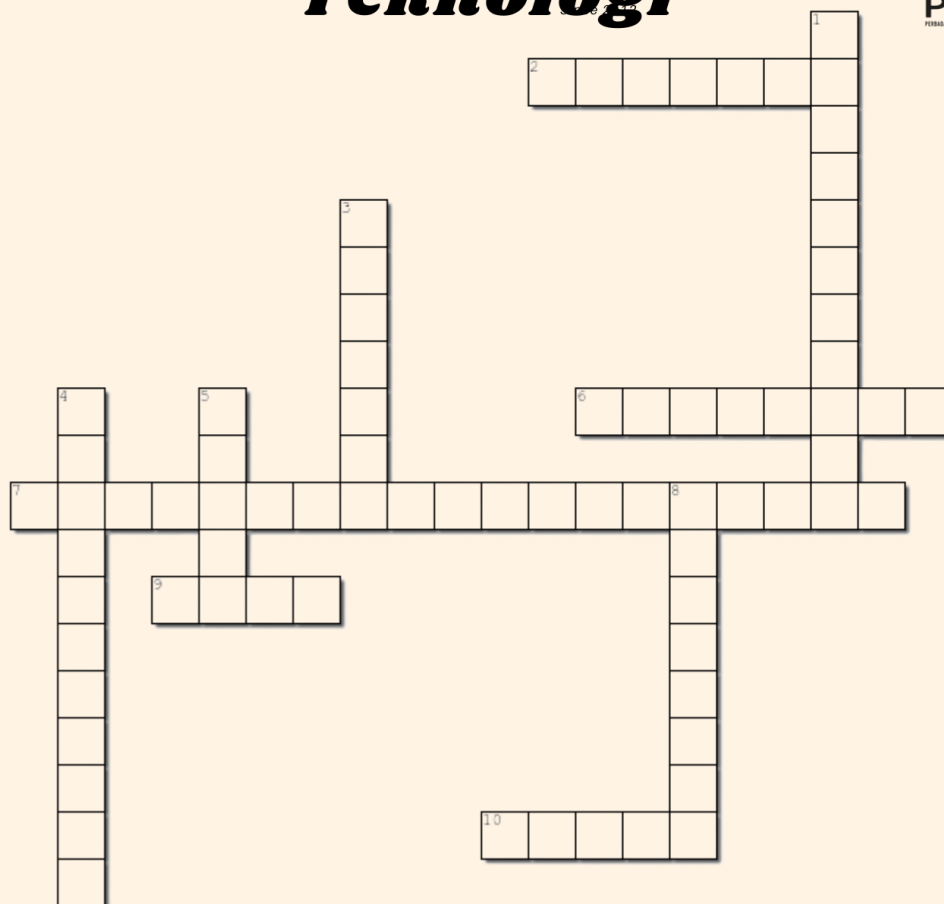
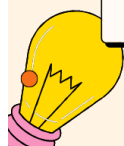
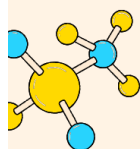
**SUHU BADAN  
TIDAK MELEBIHI  
37.5°C**

PENGGUNA DIKEHENDAKI UNTUK MEMATUHI SEMUA PERATURAN YANG TELAH  
DITETAPKAN BAGI MEMBENDUNG PENULARAN WABAK COVID-19

**PANANGLIBRARY**



# Sain & Teknologi



## MELINTANG

2. Satu-satunya mamalia yang mampu terbang.
6. Planet terbesar di dalam sistem suria dan mempunyai 79 bulan bernama.
7. Angkasawan pertama negara Malaysia.
9. Menara berkembar ini merupakan mercu tanda dan ikon Kuala Lumpur.
10. Terletak di banjaran Amerika Selatan, merupakan banjaran gunung terpanjang di dunia iaitu sepanjang 7, 200 km/4, 500 batu

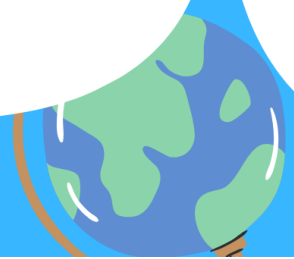
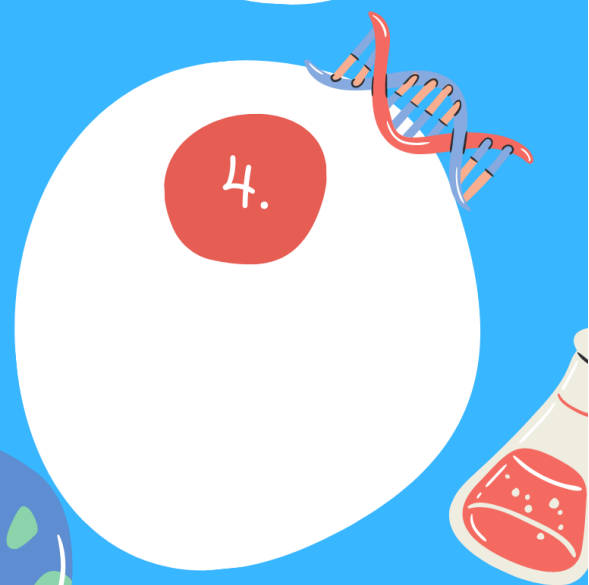
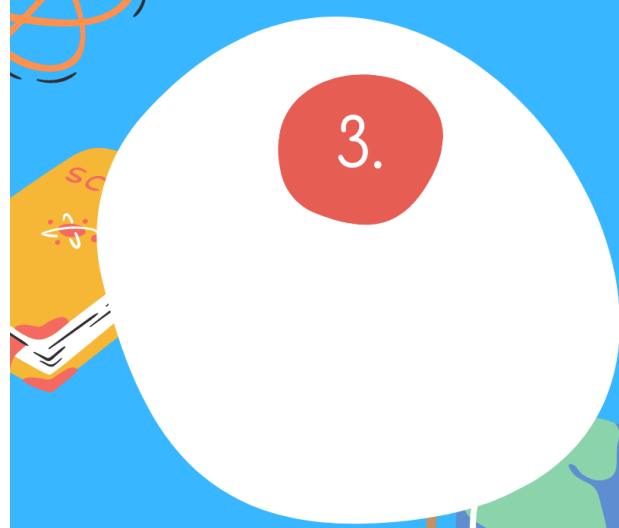
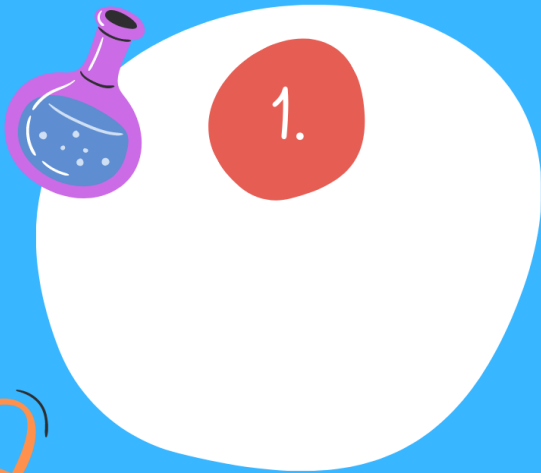
## MENENGAR

1. Industri automotif pertama Malaysia iaitu Proton telah melancarkan model pertama kereta nasional.
3. Adalah haiwan antelope kecil yang kelihatan seakan-akan rusa. Haiwan ini tinggal di Timur dan Selatan Afrika.
4. Nama saintifik bagi perut berkeroncong. Bunyi ini berlaku kesan daripada pergerakan cecair dan gas didalam usus manusia.
5. Planet di dalam Sistem Suria yang mempunyai cincin. Cincin yang terdiri daripada ais, debu dan batu.
8. Burung yang mempunyai sayap terpanjang berbanding burung lain iaitu mencecah sehingga 11 kaki.



# TAHNIAH !!!

PEMENANG TEKA SILANG KATA MINGGU  
SAINS DAN TEKNOLOGI





# TEKA SILANG KATA MINGGU SAINS & TEKNOLOGI

## SYARAT-SYARAT PENYERTAAN

1. Penyertaan terbuka kepada individu yang berumur **15 tahun ke atas** dan menetap di **Daerah Kuantan sahaja**.
2. Penyertaan dibuka mulai **6 Disember 2021** sehingga **20 Disember 2021**.
3. Peserta hanya dibenarkan menghantar **satu penyertaan sahaja**.
4. Pemenang akan diumumkan melalui **hebahan Facebook rasmi Perbadanan Perpustakaan Awam Pahang (PPAP)** pada **23 Disember 2021**.

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## Peladen ?

- a. Pelupa
- b. Pelakon
- c. Pelayan
- d. Peletup



"Rohayu kemudian mengalihkan perhatiannya ke arah peladen yang datang membawa hidangannya dihadapan mereka."

### SUMBER

Pelita Bahasa .bil. 01/2021

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