



اُونِيُوَرَسِيْتِي تِكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

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

INDUSTRIAL TRAINING REPORT

Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor
Kampus Puncak Alam
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Selangor Darul Ehsan
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1 SEPTEMBER 2022 – 31 JANUARY 2023

DECLARATION

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

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Your Full Name: AMEERA SHAFEENAZ BINTI BORHAM

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Abstract

Industrial training is an essential part of a student's life. A well-planned, professionally conducted, and evaluated industrial training program can greatly aid in the development of a professional attitude. It raises awareness of the industrial approach to issue solving, which is based on a wide grasp of the organization's process and style of operation. The goal and motive of this industrial training is to gain discipline, skills, teamwork, and technical knowledge in a proper training environment, which will benefit me as a student studying Information Management. Industrial training also assists students in developing professional skills such as communication, responsibility, and technical abilities that will be useful in their future careers. This report provides the details of the 23 weeks' internship at PTAR Campus Puncak Alam. I was assigned as an internship trainee at every unit in PTAR KPA with the supervisor here are Siti Fazlina Mohamed Raffi and my faculty supervisor Noor Faraliza Binti Samsudin. During the industrial training, the assignments involve a variety of job responsibilities linked to library management and the system utilized in the library.

Acknowledgement

Alhamdulillah, Allah SWT, for being our creator. I am grateful to Allah for allowing me to successfully complete my industrial training session. Above all, I want to thank Him for providing me with excellent health, the ability, patience, and mental tenacity to complete my internship calmly and successfully. I'd also like to thank the beloved instructors who helped me and my fellow classmates from the beginning to the end of the industrial training program. Thank you to Noor Faraliza Binti Samsudin, my supervisor from the Faculty of Information Management (Information Science Library Management), for providing me and the rest of my course mates with an abundance of information and helpful feedback during our industrial training session to ease our journey during internship.

Next, I'd like to thank and commend my industrial training supervisor, Siti Fazlina Mohamed Raffi the senior librarian in PTAR KPA, for allowing me to complete my industrial training in every unit at PTAR KPA. I'd want to thank everyone at the library for their help, feedback, and valuable lessons.

Furthermore, I dedicated this to my dear family and practical mates; I am grateful for all the helpful hands they extended to me when I had lost my confidence at one point, and they had simply brought me back into conscience. They consistently encouraged me while I was having difficulties and motivated me not to give up till, I completed this internship successfully. There are also senior members from outside who contribute their thoughts in the preparation of these reports.

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Chapter 1: Introduction

1.0 Introduction

Industrial training is one of the requirements for completing a degree from Universiti Teknologi Mara in any program including my course which is Bachelor of Information Science (Hons.) in Library Management. Before completing our degree, we are required to complete a five-month industrial training program which consists of 22 weeks. Industrial Training provides students with an opportunity to learn. Students can adapt their theoretical expertise to real-world situations. Industrial training is an important part of developing the practical and technical skills needed in the library sector, as well as assisting with future jobs.

1. Background of the Organization



KEMENTERIAN PENGAJIAN TINGGI



Figure 1: PTAR Campus Puncak Alam

The Tun Abdul Razak Library (PTAR) Puncak Alam Campus began operations on July 27, 2009 and is located at Satellite Plaza Building B's fifth floor (PSB). The Puncak Alam Campus Library relocated to a new structure during Phase 2 development, becoming operational in May 2014. This new structure has four storeys and can hold 1,300 seats at once. The facilities and services offered are anticipated to satisfy residents of

UiTM's needs for teaching, learning, research, and knowledge development. Other than that, libraries are the place that everyone can get any material that they want and also, they can gain their knowledge by reading the material such as books, magazines, journals etc. in the library. Next, this library also provides an online database for every user that comes to the library or users that want to use library service anywhere and anytime.

1.2.1 Vision

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

1.2.2 Mission

- A catalyst for knowledgeable UiTM citizens through access to comprehensive, relevant, and up-to-date information as well as quality facilities to meet the needs of teaching, learning and research.

1.2.3 Location and address

PERPUSTAKAAN TUN ABDUL RAZAK Universiti Teknologi MARA
Selangor KAMPUS, Bandar Puncak Alam, 42300 Bandar Puncak Alam, Selangor



Figure 2: Maps PTARKPA

1.2.4 Opening Hours

MAKLUMAN

WAKTU PERKHIDMATAN

PERPUSTAKAAN TUN ABDUL RAZAK

KAMPUS PUNCAK ALAM



Perpustakaan
Tun Abdul Razak
Cawangan Selangor
Kampus Puncak Alam

TARIKH DATE	HARI DAY	WAKTU PERKHIDMATAN SERVICE TIME	TARIKH DATE	HARI DAY	WAKTU PERKHIDMATAN SERVICE TIME
3 - 6 JANUARI	SELASA - JUMAAT TUESDAY - FRIDAY	8.30 AM - 9.45 PM	21 JANUARI	SABTU SATURDAY	8.30 AM - 4.45 PM
7 - 8 JANUARI	SABTU - AHAD SATURDAY - SUNDAY	8.30 AM - 4.45 PM	22 - 23 JANUARI	AHAD - ISNIN SUNDAY - MONDAY	TUTUP / CLOSE CUTI UMBIL - TAHUN BARU CINA PUBLIC HOLIDAY CHINESE NEW YEAR
9 - 13 JANUARI	ISNIN - JUMAAT MONDAY - FRIDAY	8.30 AM - 9.45 PM	24 JANUARI	SELASA	8.30 AM - 4.45 PM
14 - 15 JANUARI	SABTU - AHAD SATURDAY - SUNDAY	8.30 AM - 4.45 PM	25 - 27 JANUARI	RABU - JUMAAT WEDNESDAY - FRIDAY	8.30 AM - 9.45 PM
16 - 20 JANUARI	ISNIN - JUMAAT MONDAY - FRIDAY	8.30 AM - 9.45 PM	28 - 29 JANUARI	SABTU - AHAD SATURDAY - SUNDAY	TUTUP / CLOSE CUTI ULANGKAJI / STUDY WEEK
			30 - 31 JANUARI	ISNIN - SELASA MONDAY - TUESDAY	8.30 AM - 4.45 PM CUTI ULANGKAJI / STUDY WEEK

Figure 3: Opening Hours

1.3 Organizational Structure

CARTA ORGANISASI

PERPUSTAKAAN TUN ABDUL RAZAK UITM CAWANGAN SELANGOR
(Kemaskini 01 November 2022)



Figure 4: Organization chart

Chapter 2: Organization Information

2.0 Departmental Structure

2.1 Management Unit

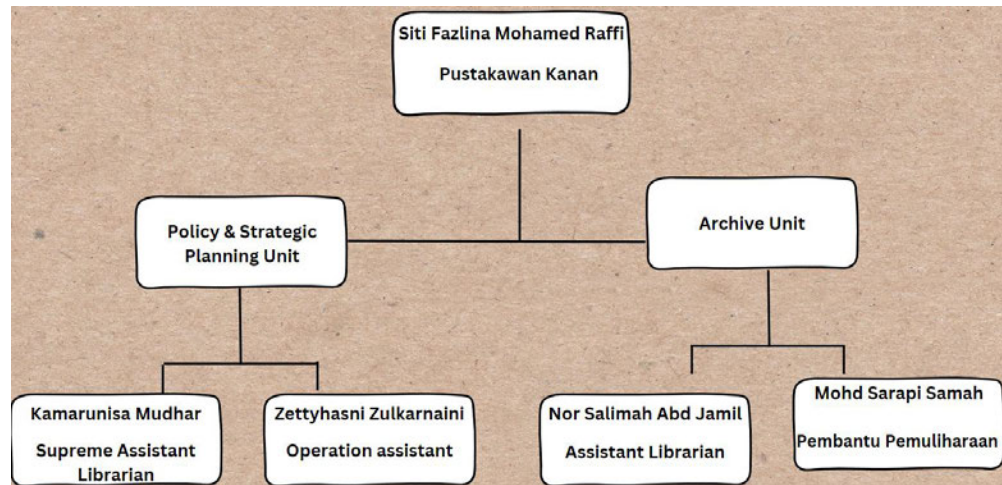


Figure 5: Management unit chart

a) Administrative and archive unit

Administration Unit is a main duty which is managing the administrative matters procurement and human resources in PTAR USC. Other than that, in this unit also have Next, there are a few important activities that involved in administrative unit such as:

- Manage letters & files students
- Public relation
- Performance appraisal
- Prepare statistical reports of library
- Manage Online Finding Archive (OFA)
- Inventory
- Managing library governance
- Managing acquisition of archival material
- Coordinate strategic planning and literary quality
- Planning the conversation of library collection and archive material

In this unit, I learned a lot about the process of searching for materials in OFA and also how to enter materials into this system to be accessible by users. Users can get the material by making a material borrowing process in this system to facilitate the user getting the material they want to borrow. In addition, in this unit I also learned about the digitization process of documents in the university archives found at the PTAR KPA. The document that wants to be digitized is like a student document. Next, the librarian in this unit which is Mrs. Fazlina also shared to me that there are some systems that help her do her task for managing this unit. Such as:

- **“Sistem e-mesyuarat UiTM”**

This system is to manage the calendar and also to make a reminder for any meetings.

- **System “Executive Information System” (EIS)**

This system for online key in any information for some tasks. Next, this system also provides every unit to key in any update every month to get the statistics. After all the units in this PTAR KPA update the details in the system, Mrs. Fazlina will check all the details and if any misinformation happens, the staff should make the correction and update the correct details in this system to get the best statistics.

- **Archive management system (AMS) OFA**

This system for key in any personal data of students before making a digitalization process and putting the document in the archive university. Other than that, Mrs Fazlina also shared that archive are special because only have I KPI such as:

- ❖ **“Bil Penerimaan Rekod Penting Universiti”**

- Bil Rujukan Bahan Arkib (OFA)
- Bil permohonan pelupusan rekod
- Bil konsultasi pengurusan rekod

b) “Unit Jilid”

This unit is responsible for saving materials from damage, maintaining the durability of reading materials so that the lifespan of books is longer. Definition of

“Penjilidan” which is about this unit is the process of sewing, tying or joining sheets of printed paper to make books, magazines, pamphlets and other reading materials.

Function

- a) Saves printed materials from being damaged and cannot be referred to again.
- b) Extend the life of printed materials which is protect from any damaged happened
- c) Maintaining the durability of printed materials.

2.2 Acquisition unit

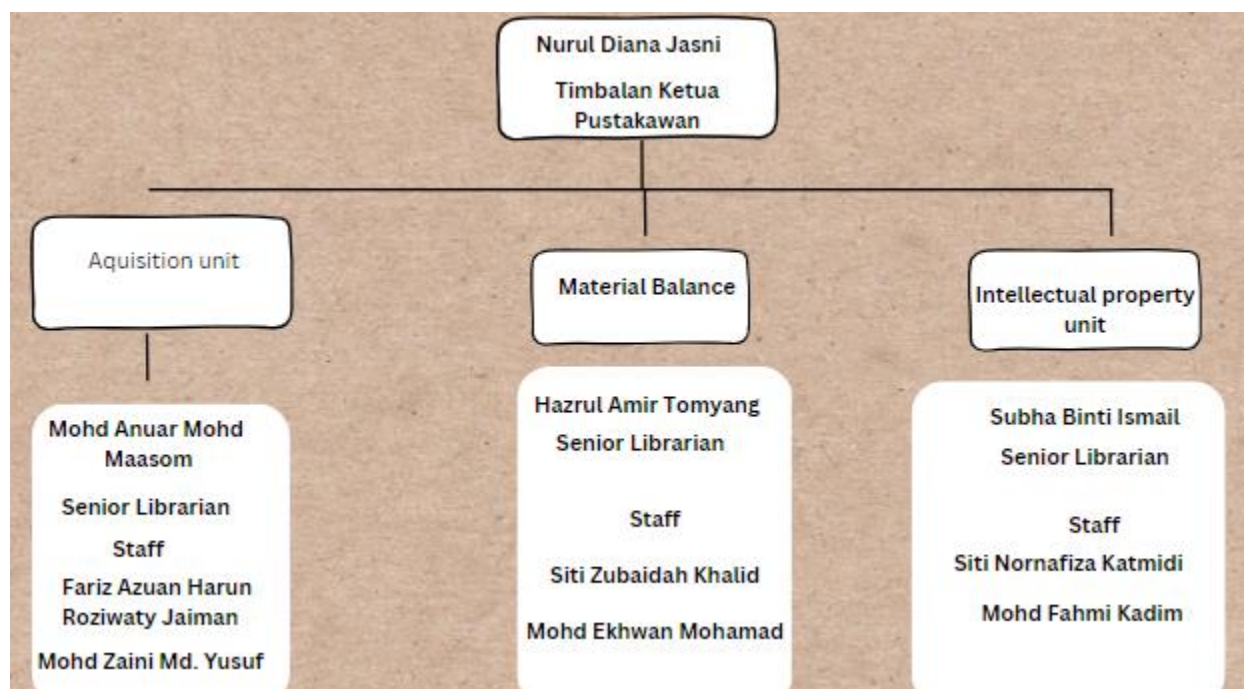


Figure 6: Organization chart Acquisition unit

a) Material order unit

This unit manages cataloging which manages the catalog of all the materials listed in the library. Cataloging is essential; because it can help users and librarians find books by referring to the author’s name, the title of the book, and the topic of the book that they want. Other than that, this unit also manages purchase recommendations from students or lecture requests from OPAC. Only two campuses that have been covered by PTAR KPA are PPA and PP. Mr Anuar, who is a librarian, should go to the meeting and get the approval purchase from the meeting and open” sebut harga” with the vendor. There are

some steps for ordering materials that have been shared during I stay in this unit. Next, in this unit also 1 experienced to do cataloging by using the library system which is Libsys. Other than that, there are some functions for this unit such as:

Function

- a. Manage the process of purchasing printed materials (books/magazines/journals)
- b. Manage the cataloging and classification of materials
- c. Managing the Approval Meeting for the Purchase of PTAR Books and Magazines
- d. Manage PTAR Book Vendor Selection
- e. Validate book prices related to the fine process through the return of books and staff salary deductions.

b) Intellectual Property Unit

These units are Manage applications, procurement, digitization of UiTM Intellectual Property Materials, development of PUiTM Local Content materials and also indexing of materials. Other than that, this unit can be known as Center for the acquisition, collection, storage, preservation, reference, and dissemination of Intellectual Property information services.

Function

- a) Manage and find material local content & article indexing
 - Local content (Only in Malaysia)
 - Article Indexing (**Newspaper and Journal (unprinted)**)
- b) Manage Institutional Repository (IR) such as manage thesis and Entrepreneurship (ETR).:
 - THESIS -5 pages only in IR
 - ETR (Entrepreneurship)- Full page on IR

c) Material Balance Unit and disposal

This unit manages the proposed purchase of syllabus books for each faculty at UCS. In addition, this section also manages the disposal of materials that meet the requirements. Other than that, this unit also manages to data from the library system which is Libsys for PTAR UCS. Next, there are some of the functions in this unit such as:

Function

- a) Manage the proposed purchase of Syllabus Materials for PTAR UCS
- b) Syllabus data review and Check data on the system Libsys.
- c) Managing disposal materials.
- d) Managing review syllabus material
- e) Make a review price for syllabus material

2.3 Service Department

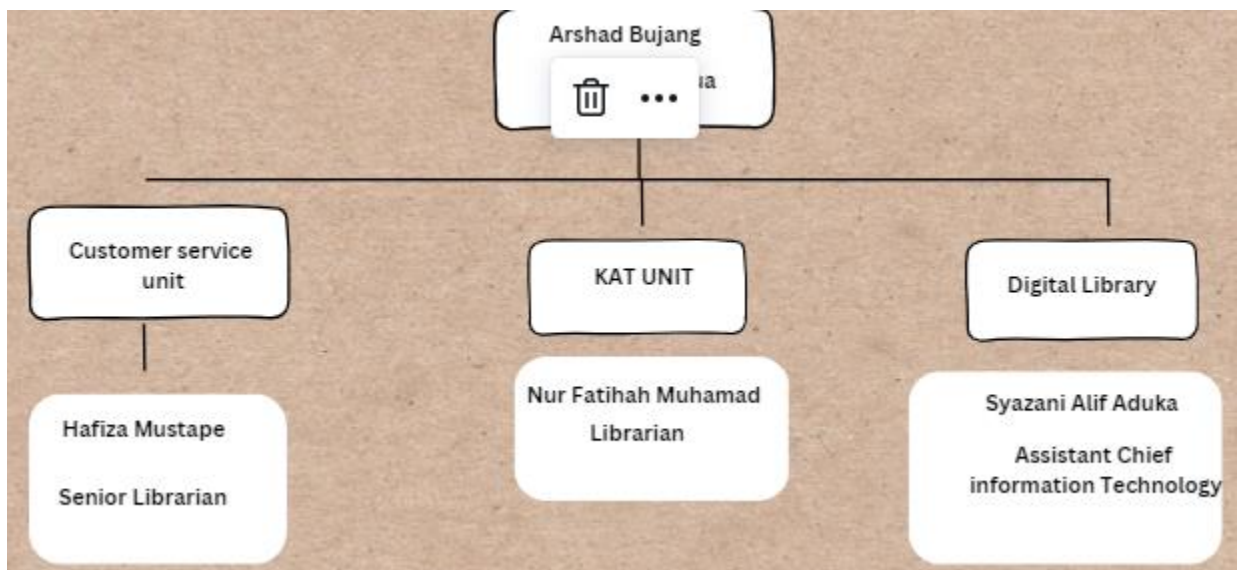


Figure 7: Service Department

a) Unit Digital Library

The unit is the unit that manages all the PCs in the IT unit. In addition, this unit is also responsible for doing maintenance if there is any problem on each pc at this KPA PTAR. Other than that, this unit uses Digital comparator correlator system (DCCS) to control all PCs and control every activity such as on PC, restart and shut down. Other than that, there are 56 PCs in the IT room that have been provided for users to use for class purposes or do assignments.

Function

- a) Manage PC Thesis
- b) Manage PC in the IT room
- c) Update the details of students who want to use printing services at MyKM.
- d) Making Posters for any events
- e) Handle UiTM website
- f) Manage technical section such as maintenance

b) Customer Service & Collection Unit

This unit manages dealing with users by borrowing and returning processes. Other than that, this unit also has the responsibility to manage the status of books in the system OPAC and give the best service to the users. There are some of the functions in this unit such as:

Function

- a) Customer Service Counter
- b) Borrow book
- c) Book return
- d) Book update
- e) Payment of fines
- f) Barrier gate registration
- g) Collection of printing fees
- h) Registration/Termination of membership
- i) library
- j) Locker rental
- k) Reserve library space
- l) Demonstrate the search for materials

c) Unit KAT (Limited access collection)

This unit are arranged for Managing physical and online reference services for users who want to get the information they want. In addition, this unit is also responsible for managing information search services. Furthermore, this unit manages the promotion

section on the official website of PTAR KPA which is a virtual exhibition and also manages the tour program at this PTAR.

Function

- a) Manage physical and online referral services.
- b) Manage information retrieval services.
- c) Coordinate and update the department's social media.
- d) Conduct research support mentoring programs with publishers.
- e) Coordinate courses related to research services with publishers.
- f) Manage the information literacy program.
- g) Manage library information promotion activities.
- h) Perform validation of academic staff publications on the PRIME system

Chapter 3: Industrial Training Activities

3.1 Training Activities

3.1.1 Shelving

During practical, I was supposed to do shelves from 8:00 a.m. to 9:00 a.m. for the entire five months of industrial training. Except for librarians, all library assistants and support workers were required to follow this morning routine which is to arrange the books on the shelf. The trainee was tasked with shelving the general collection of the library, which had been used by clients. All books must be organized by call number so that they can be kept in the correct location and easily found in the future. Other than that, I also must take the books at the trolley and arrange at the suitable shelf followed by a call number. Not only that, but trainees also need to arrange books that have been category changed to retro materials on shelves that have been specially prepared for retro materials. These retro materials are materials that have the year 2000 or less. In addition, the time taken to organize this retro material is 4 weeks including the category change status in the Wils system.

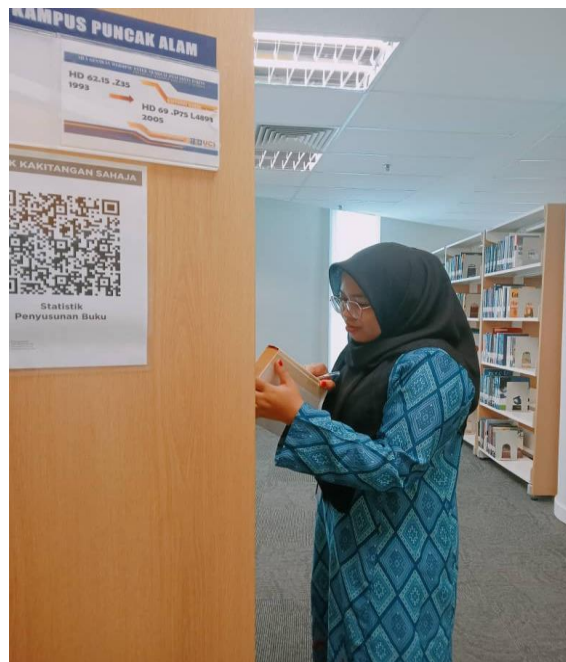


Figure 8 : Shelving



Figure 9: Retro Activities

3.1.2 Manning the Counter

In the library there are counters that provide information to the users and also willing to help users in any problem that they face in this library. The counters are provided in the first floor which is near the main door library. The counters such as the Customer Services Counter, the Circulation Counter, and the Reference Counter are all located in the Shared Facilities Library. The trainee was told to rotate between the three counters with other employees. Every trainee must handle a complaint for an invalid student's card who enters the library at the customer service counter and help them by using the new solution which is using the PTAR mobile apps that make users easily enter the library by using their smartphone. In this counter, users always ask questions about the library, especially about how to look at the books in the OPAC and also find the books by using the call numbers.

Other than that, while working at the references counter, the trainee was instructed to react to any questions the users had. Because to make a potential librarian, the trainee must take the opportunity to work at the reference desk and gain experience dealing with nervousness while answering questions. In addition, the trainee is also in charge of processing borrowing and returning books from users at the circulation counter. For example, the trainee must be responsible for teaching the first users how to use the self-

check machine to borrow and return books. Other than that, the trainee also can make the process of borrowing and returning in the system Wils.

3.1.3 Customer Service

i) Open day program

This program involves university 1 students who have just registered themselves at the University and gives them exposure to programs and activities on campus. In addition to this program, the PTAR KPA also conducted a customer meeting day program by opening a booth in the hall to provide information and exposure to them regarding the services provided at PTAR. Furthermore, through this program it is also possible to promote the Apps used by PTAR to go through the barrier gate at the library, namely PTAR Mobile Apps. In addition, these apps also provide benefits to users that users can find materials online that have been subscribed by UiTM easily and anywhere.



Figure 10: Open day program

ii) Handling the Discussion Room Reservation

Other activities that I learn are managing the booking room discussion or Sage room that give benefits to users to do any discussion or meeting in this room. Carrels and meeting rooms were among the amenities offered by the Shared Facilities Library. Users could enter the rooms if they were registered as UiTM students or lecturers. Next, users were expected to obey a set of rules and restrictions while making a reservation. The most important condition was that users carry their matric card as proof that they could retrieve it after returning the room key. The trainee was told to stand at the customer service counter and receive booking requests from customers. The users must book the room via online which is using system Presys or by manual at the counter.

iii) Processing of pasting the sticker Retro

The activity in this section is that we need to separate the retro collection material which is material that has a date from 2000 and below to be used as retro material. In addition, if the material has several copies, it is necessary to select only one and the next copy will be disposed of. The steps that must be done in this process are to change status, paste the sticker retro and arrange at the shelf specific for retro collection only. In addition, to manage this section requires changing the status of the book in the system that has been used, which is the Wils system. After changing the status and category in the system, we need to paste the retro sticker on the spine book. There are some categories that cannot be changed to retro, namely the OSS, SLR and RUJ categories. Next, there are several processes that need to be done to convert to the retro category, such as:

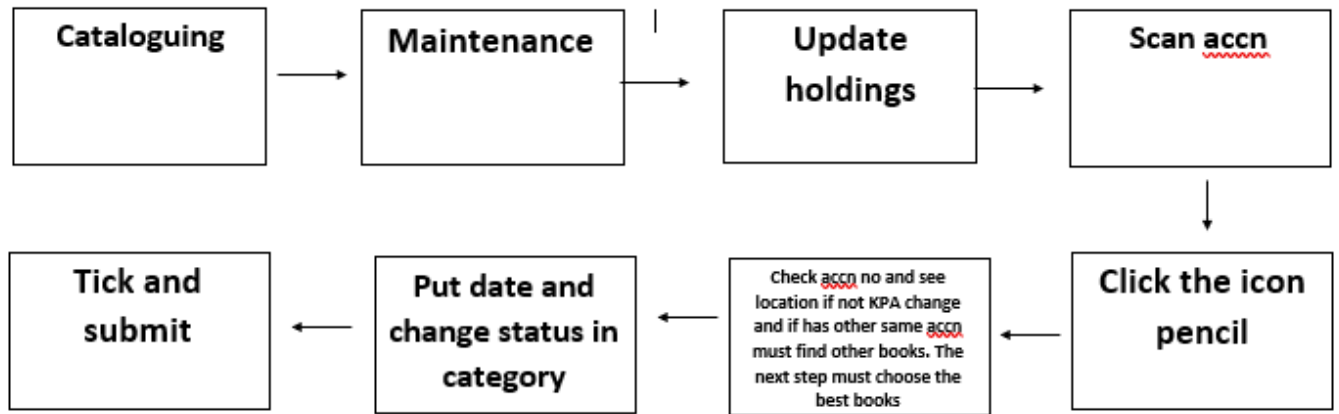


Figure 11: Arrange retro collection



Figure 12: Manage process Retro

3.1.4 Material balance and disposal unit

j) Key-in Data of syllabus books

Key in the data syllabus from the system and check with the template that has been given by the librarian in this unit and I need to settle the task. This activity makes me learn more about excel and teaches me to solve the problem that happens when the data is not balanced. Other than that, me and my partner Ain successfully solve the problem that happened, and we are very satisfied when Mr Hazrul Amer librarian in this unit, praised us for successfully completing it.

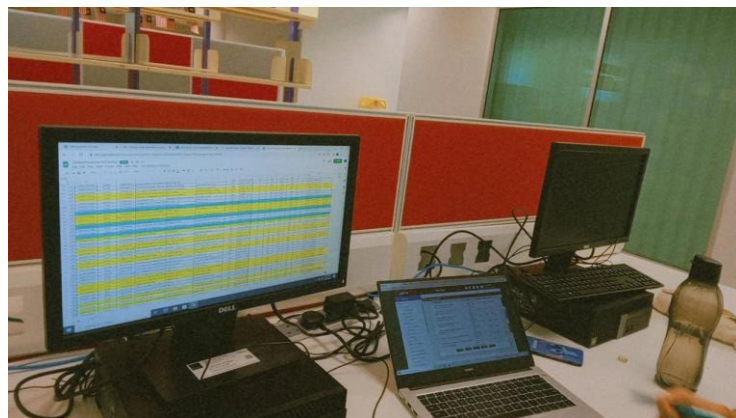


Figure 13: Key in data syllabus

ii) Student school events

I am getting the responsibility from the librarian in the unit "Research and learning" to run programs with primary schools and carry out activities related to the library. This is because it is to provide exposure and introduction to them about the university library and also the system used in this PTAR KPA. The activity that has been done such as making a bookmark, arranging books with a call number etc.



Figure 14: Activity with student primary school

iii) Hiking program

This activity has been done with all the staff UCS and one of the programs for bordering with all the staff. Other than that, this program is also held to build cooperation with each other and free from stress at work. This is fun activity that I joined during this industrial training, based on the photo, we take picture with chief librarian at PTAR UCS and he also a kind person also always gives a good advice with all of us.



Figure 15: Activity Hiking

3.1.5 Unit KAT

i) Isra' Corner Launch Ceremony Program

This program is related to the launch of Isra Corner and the signing ceremony of the Memorandum of Cooperation (MOC) between UiTM and INCEIF University. In addition, this program has been successfully carried out for one day which is on 16 November 2022 at 3pm to 5pm. Next, this program was also completed by YBhg Prof. Dr. Mohamad Hariri Hj. Abdullah is the Deputy Vice Chancellor (Industry, Community and Alumni Network) of Universiti Teknologi Mara. Furthermore, through this program, it has provided a lot of exposure and information related to Isra' Corner, which has its own online database that can provide convenience to users in searching for materials online easily and quickly.



Figure 16: Isra' Corner Launch

3.1.6 Activities in “unit Jilid”

i) Make own book

In the last unit which is “Unit Jilid”, I get the opportunity to make the activity which is making my own library from start until finish. The activity that I am doing is to make my own books such as start from sewing, make a cover book and other steps until the process. Other than that, I also can make any words or logo for my own book, and it makes me happy.

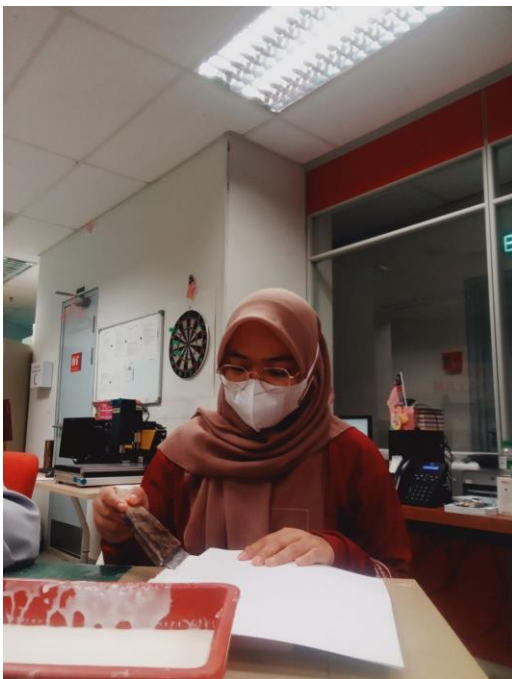


Figure 17: Make own books

3.1.7 Management unit: Manage student's document

In unit archive, I do the task that has been given which is manage student document and make it as a digitalization. After that arrange all the documents students in the archive university.



Figure 18: Activity digitalization process and archive university

3.1.8 Activities in digital library

In this unit learn about the system that has been used to control every pc in unit IT and also the software that used to manage official website PTAR KPA which is Joomla. Next, . In this unit, I'm get the experience by doing the inventory task that has been given by the staff in this unit. The inventory for check all the PC, keyboard, and mouse id in this PTAR KPA. I'm also doing the inventory for every unit in PTAR KPA after that I key in the data from inventory to excel and send to the staff in this unit. After that, I'm also help user to top up at MyKm for easier doing the printing service., Next, I'm also get the information that library website makes from Joomla software.

3.1.9 Unit Intellectual Property

In this unit I has been experienced by find the material for local content and article indexing. I'm also has been given the task to find the material according to the keyword given by the faculty. After find the material I'm also must change the material in the PDF format. After that, I'm also has been experienced to print the number id of thesis and put the Qr code of the number id thesis in the spine book. The staff in this unit which is Mr.

Fahmi has been explained much information to us about the material that should be upload in the IR.

3.1.10 Aqua Library project

We are students doing an internship in this PTAR KPA and have received a task from the chief librarian to make a library in the future with technology. We decided to make Aqua Digital Library full of technology in this library that can attract more people to come to the library. Last of our day in this PTAR, we had a presentation to share our experience for every department in this library and also present that special task that has been given by Mr. Ts Mohd Hamidi, chief librarian.





Figure 20: Last Presentation in PTAR KPA

3.2 Special project

For this special project, I have chosen to make a title related to the virtual bookshelf. A special project called Rak Buku Maya (Virtual Bookshelf) PTAR Campus Puncak Alam was carried out to meet the requirement of industrial training. This project is one of some special project ideas that I recommend to my supervisors for this Industrial Training. Other ideas that I suggest such as doing the program in PTAR with users, doing the activities with students in primary schools etc. After discussion with my supervisors, a special project with a title virtual bookshelf is one of the ideas that get the approval from my supervisors. After receiving approval, I began to start on a draught for the virtual bookshelves project. Furthermore, this initiative is perfectly matched to this virtual bookshelf, which allows users to find and read the books they want from anywhere and at any time. Furthermore, the usage of this virtual bookshelf improves one of the services provided by the library to users in the next period, which will be able to aid users more readily and in line with the present technological era nowadays. The following information that showed are the need for this virtual bookshelf and the process of creating this virtual bookshelf.

3.2.1 Problem Statement

- Students need to find materials that can be read online
- Students need reference sources without having the need to the library

3.2.2 Objectives

- To help users find the books that they want anywhere and anytime
- Provide online book service such as ebooks that users can access anytime
- Provide reading material that users can read at any time without renew and pay the fine if late to returned

3.2.3 Special Project Process

To ensure that my special project is successful, there are several processes that need to be done before it is published to users in the library to use this service that can benefit them. Among the processes such as:

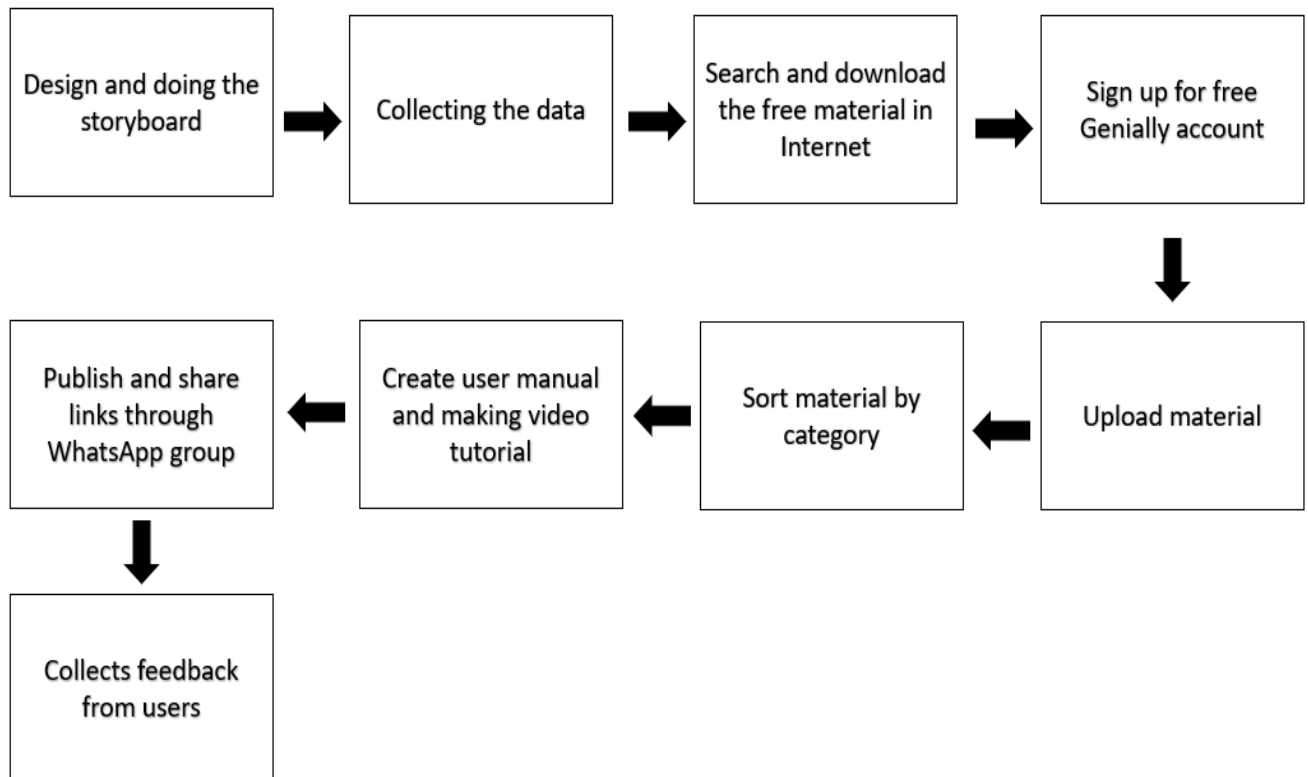


Figure 21: Process special project

a) **Design and doing the storyboard**

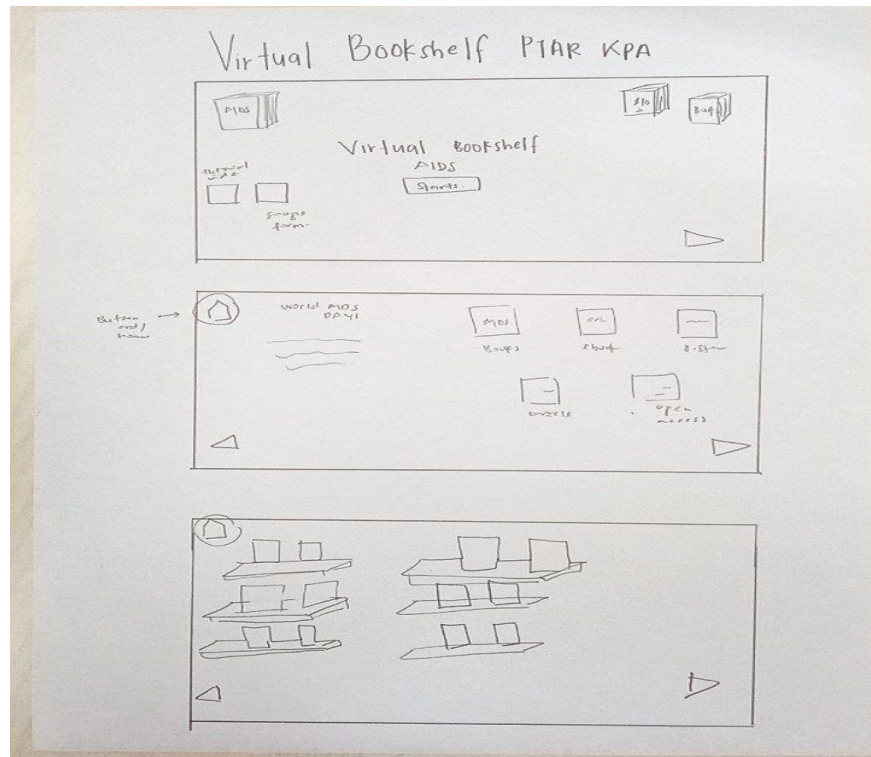


Figure 22: Draft Special Project

These steps are very important for any project, especially for my special project. From this project, everything in this project is planned very well and has an example interface for users before making it a reality. This is because based on the draft, it can be seen that there are some flows of the project that we want to do first and also it also will be easy to do the next step to become a virtual bookshelf for users.

b) **Collecting the data**

For this part, I have collected data and opinions from several people to produce my project. In addition, I have met with the librarian at PTAR, Mrs. Hafiza, to ask for her opinion and views regarding the collection that I want to place in this virtual bookshelf. Furthermore, I also asked some users about the types of collections that should be in the Virtual Bookshelf. In addition, I also asked for the opinion of the staff at this library regarding the topic that I want to create for this virtual bookshelf. The topic I want to do for this virtual bookshelf is related to "AIDS" which corresponds to the month of December, which is related to World AIDS Day. Next, after collecting the data, several types of

collections have been successfully prepared to be placed in this virtual bookshelf. Among them are:

Books	Article	Posters
E-books	Open Access	

Table 1: Categorize of Virtual Bookshelf

c) Search and download the free material in Internet

i) Mobile Apps UiTM

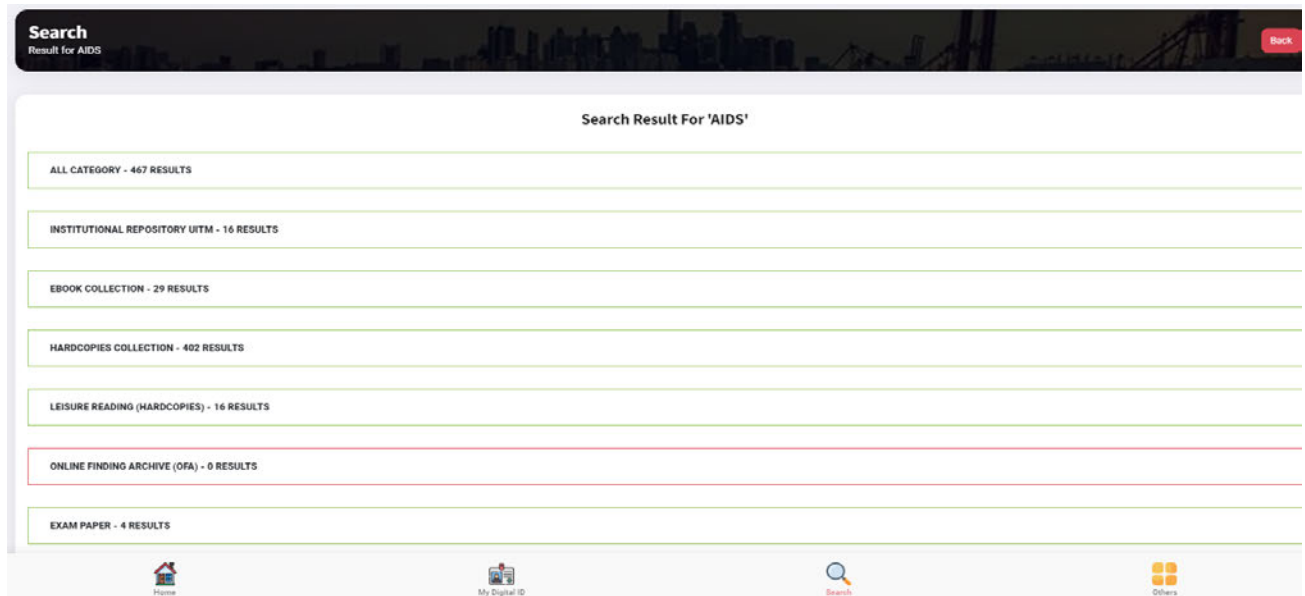


Figure 23: PTAR Mobile Apps

This site is very useful as it provides a lot of books, ebooks, journals etc that relate with this virtual bookshelf topic which is about AIDS. Other than that, this materials in this site also materials that have been subscribed by the library. Next, the language that is used in this article is also the English language that is very suitable for users, especially for students, for studying material. Next, searching and downloading the materials in this site are also very easy and friendly for users. This is because this site gives step by step users. However, most of the material in this site is the latest such as books and ebooks are in 1999 and above.

Users can get the latest information in this virtual bookshelf and also can easily access the materials that they want in any types that are still latest. Other than that, as we know if any assignment or research that has been given by the lecturer is the latest information is the better use. So it can be seen that from this virtual bookshelf, it can be accessed by users anytime and anywhere while users in process finish their assignment.

ii) **EzAccess UiTM**



Figure 24 : EzAccess UiTM

Based on this site, it is specially prepared for UiTM students to get every material they want in digital and online form. Furthermore, this website also provides various collections of free materials based on each field available at UiTM. Among the collection of free materials provided are ebooks, Online database, Ezaccess and e-News. In addition, these e-resources can also be downloaded by users, and I have also taken some materials to be placed in the virtual bookshelf to make it easier for users to access.

iii) MyKM

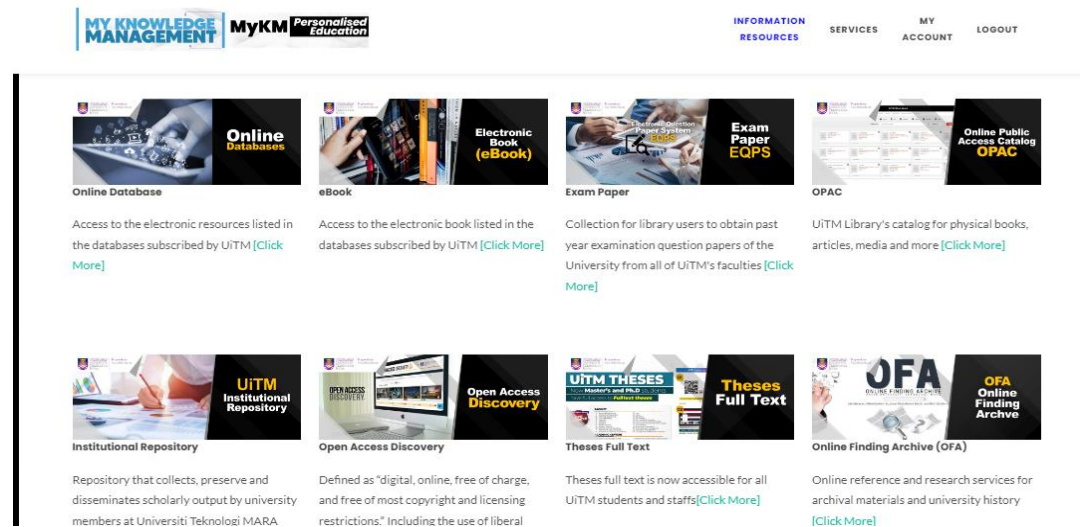


Figure 25: MyKM

As a UiTM student, I have benefited from using the services provided by the university. This website provides various free ebooks according to the fields available in UiTM. Other than that, in these websites any ebooks can be downloaded for users. From this website also I was able to take materials from this website to be placed in the AIDS-themed virtual bookshelf. This can also show that UiTM provides a website that makes it easy for users to access the collection of materials they want in digital form.

d) Sign up for free user for Genially account

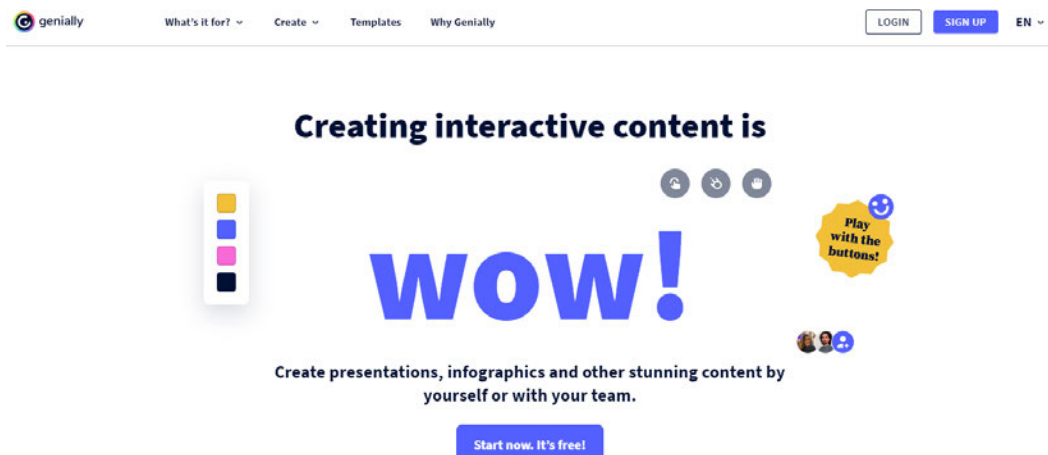


Figure 26: Sign up Genially

Genially is an online digital publishing site that can be used for producing a website, slides and also can be used to link with other websites. Next, this website interface also is user friendly, easy to understand and the features that are provided in this website software are also very easy to use and also interesting. Next, this most important for this website are this website are free to used and if want more interesting features can subscribe and pay for amount that has been offer.

e) Upload materials

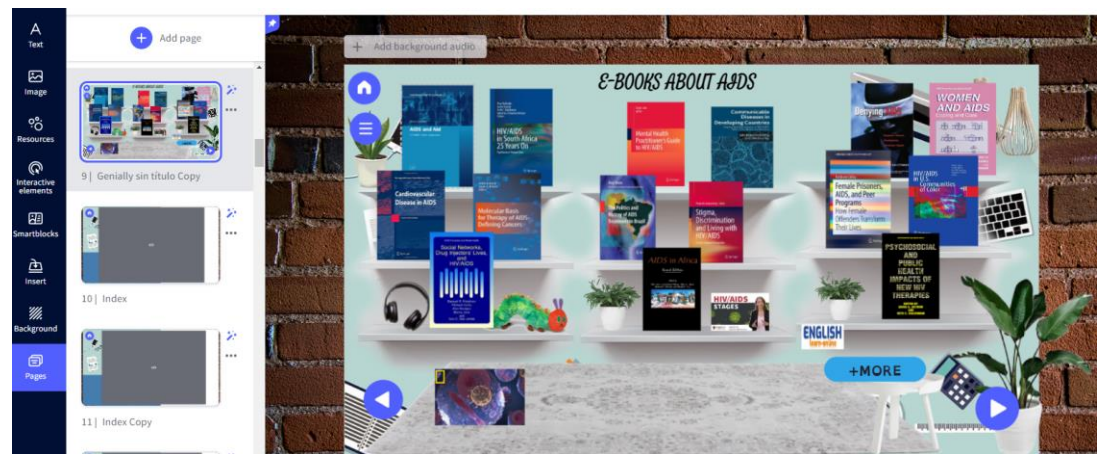


Figure 27: Interface Genially

As a free account, there are many features that have been provided in this software. Other than that, there are also features that provide for uploading books, magazines, and other materials in this software. Next, from this software also can link with other websites by inserting the link in the features that has been provided. The step for uploading these materials is very easy and easy to understand. For example, insert a photo for cover eBooks, download eBooks in PDF format and insert the links that can connect with the PDF format and also users can download the materials that have been provided in this virtual bookshelf such as eBooks. Next, I am editing the format that can be displayed by the users.

f) Sort material by category

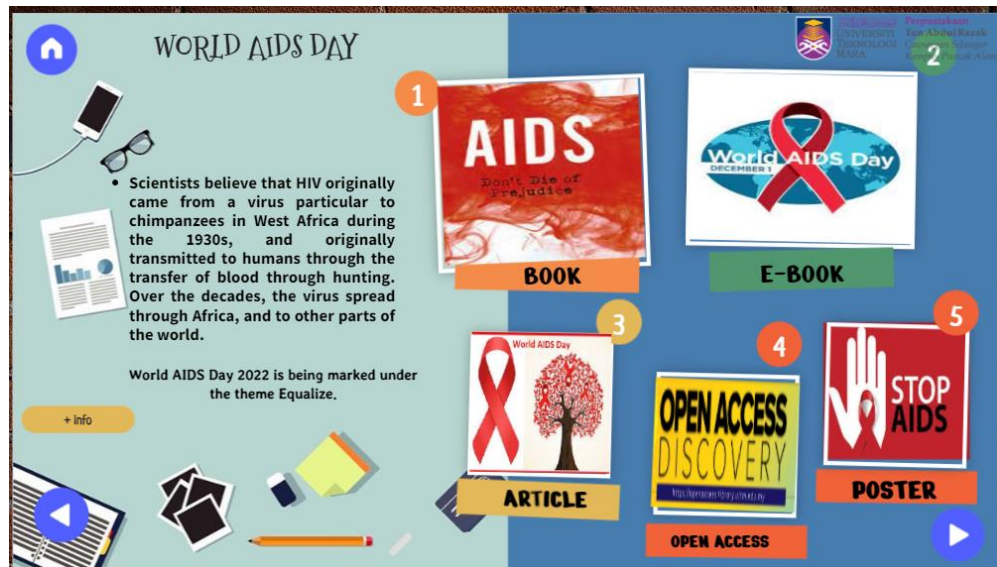


Figure 28: Materials by category

For this part, I will arrange the materials that have been downloaded and also the materials that have been found from the system that UiTM subscribes to by the category. Next, I will start uploading the material by types of the material in this software followed by the planning which is there are 5 types of materials such as books, e-books, articles, open access and posters. I am uploading the materials that I got from the official system that has been provided by UiTM for their students for free. Other than that, I will also add features or icons “more” that are easier for users to go through to the system and get more materials and free access.

g) Create user manual & making video tutorial

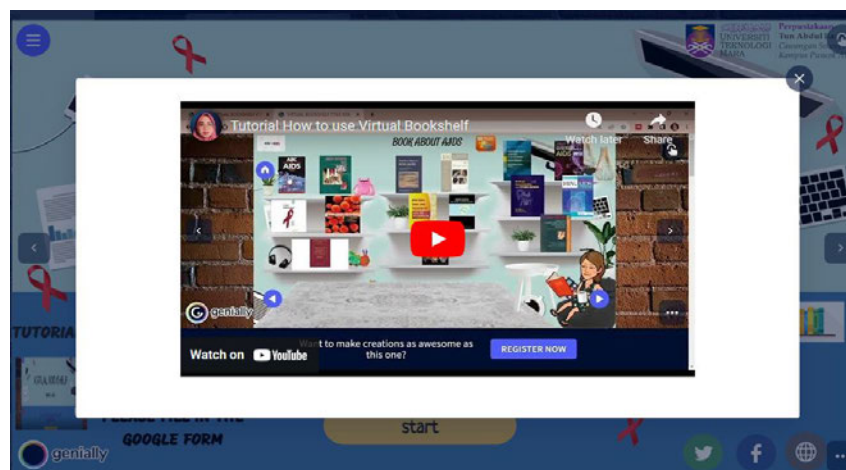


Figure 29: Video Tutorial



Figure 30: Google form icon

h) Publish and share links through WhatsApp group

I am making promotions for my special project such as publishing and sharing links about my special project to the users via WhatsApp group to make users more knowing about this website. The links for my special project is <https://puncakalam.library.uitm.edu.my/pages/about/kpa-links/vsb-main-ptar/tema-aids> .

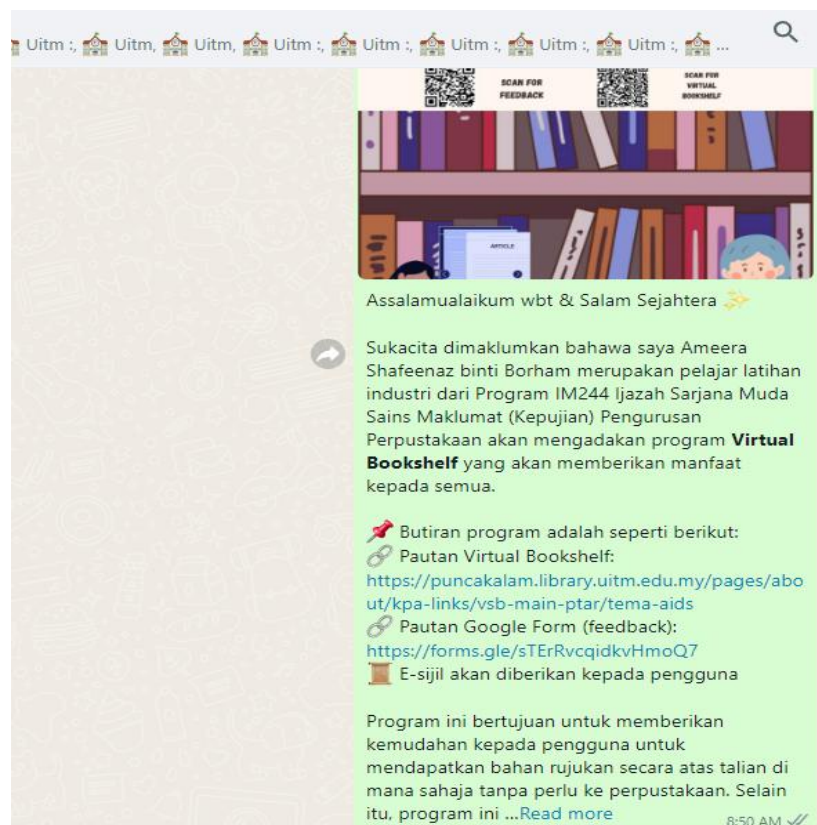



Figure 31: Publish via WhatsApp group



Figure 32: Promotion to the user

Tema: Aids


 UNCATEGORISED 20 DECEMBER 2022 HITS: 319 RATING: ★★★★★
Tema: Aids

A screenshot of a website titled "VIRTUAL BOOKSHELF THEME : AIDS". The page features a light blue background with icons of a smartphone, glasses, a document, a laptop, and a keyboard. A red ribbon symbol is also present. Below the main title, there is a section for a "TUTORIAL VIDEO" with a thumbnail and the text "PLEASE FILL IN THE GOOGLE FORM". A yellow "start" button is prominently displayed. The footer includes social media icons for Twitter, Facebook, and a globe, along with a "genially" logo.

Figure 33: Publish in PTAR KPA website

i) Create feedback from users



Figure 34: Form Google Form

For knowing about the comments and the suggestions from the users, I have been provided feedback forms for them to fill out after using the service. Next, after filling out this feedback form, I will be able to identify any weakness of the virtual bookshelf. Next, I can make improvements based on user recommendations. In addition, I have also chosen Google Form as a platform to create this feedback form. This is because the Google form is very easy to use and user friendly. Other than that, Google form also gives the result of the respondents, and it makes it easy to analyze through the excel that can get auto from this Google form.

Next, in the Google form feedback there are three sections that have been provided for the users such as information section that involve information about the user's information and also feedback about the bookshelf. The first section is about the information that has been provided to introduce this special project virtual bookshelf to the users and also the purpose of this form. Next second section is about the personal information of the users. This is because based on the personal information that has been given by the users is to give the appreciation certificate to the users that involve and give cooperation for my special project. Other than that, the third section is about the view and comment from the users based on the

virtual bookshelf that they have been viewing. There are few questions that have been provided in this section and also have marked “*” that means the respondents must answer all the questions in this section. The question that has been provided has some choice such as several questions that are given in the multiple choice and short answer.

Furthermore, the google form that provided for the users and get the feedback from the users is as shown below:

Perpustakaan
Tun Abdul Razak
Universiti
TEKNOLOGI
MARA
Kampus Puncak Alam

World AIDS Day
100
1981-2022
PUTTING OURSELVES TO THE TEST

WORLD AIDS
DAY 2022
"WORLD AIDS DAY 2022 IS BEING MARKED
UNDER THE THEME EQUALIZE."

WORLD AIDS
DAY
100
1981-2022

PROGRAM VIRTUAL BOOKSHELF

BORANG MAKLUM BALAS VIRTUAL BOOKSHELF PTAR KPA.

ANJURAN PERPUSTAKAAN TUN ABDUL RAZAK UiTM KAMPUS PUNCAK ALAM

feenazborham@gmail.com [Switch account](#)

* Required

Email *

Your email

Next Clear form

Figure 35: First section in form

BAHAGIAN A : DEMOGRAFI PENGGUNA

JANTINA *

- LELAKI
- PEREMPUAN

NAMA PENUH (HURUF BESAR) *

Your answer

ID STAF / PELAJAR (WARGA UITM SAHAJA) *

Your answer

UMUR *

- 18 hingga 20 tahun
- 21 hingga 24 tahun
- 25 tahun hingga 29 tahun
- 30 tahun hingga 39 tahun
- 40 tahun hingga 49 tahun
- 50 tahun dan ke atas

Status *

Pelajar

Kakitangan

Lain-lain

[Back](#) [Next](#) [Clear form](#)

Figure 36: Second section in form

BAHAGIAN B: PANDANGAN TERHADAP VIRTUAL BOOKSHELF

Adakah virtual bookshelf membantu anda? *

1 2 3 4 5

Sangat tidak setuju Sangat setuju

Adakah virtual bookshelf ini mesra pengguna? *

1 2 3 4 5

Sangat tidak setuju Sangat setuju

Adakah bahan yang disediakan berfaedah untuk anda? *

Ya

Tidak

Poster yang diiklankan adalah mesra pengguna *

1 2 3 4 5

Sangat tidak setuju Sangat setuju

Adakah anda berpuas hati dengan perkhidmatan virtual bookshelf ini? *

Sangat Memuaskan
 Sederhana
 Tidak memuaskan


MAKLUM BALAS / CADANGAN PENAMBAHBAIKAN *

Your answer

Figure 37: Third section in form

Based on this google form, I can see all the results from the respondents. Other than that, I also can see the analysis of every answer based on the question that has been given in this google form that users have already filled out on the form and also I can read all the suggestions or responses from them about this virtual bookshelf.

Questions Responses **50** Settings Total points: 0



Section 1 of 4

PROGRAM VIRTUAL BOOKSHELF

BORANG MAKLUM BALAS VIRTUAL BOOKSHELF PTAR KPA.

ANJURAN PERPUSTAKAAN TUN ABDUL RAZAK UITM KAMPUS PUNCAK ALAM

Figure 38: Total of respondents at the form

Based on the feedback at the google form, I got 50 responses from the users. Next, from the form it can be seen that everyone has their own opinion that will make the answers given are different.

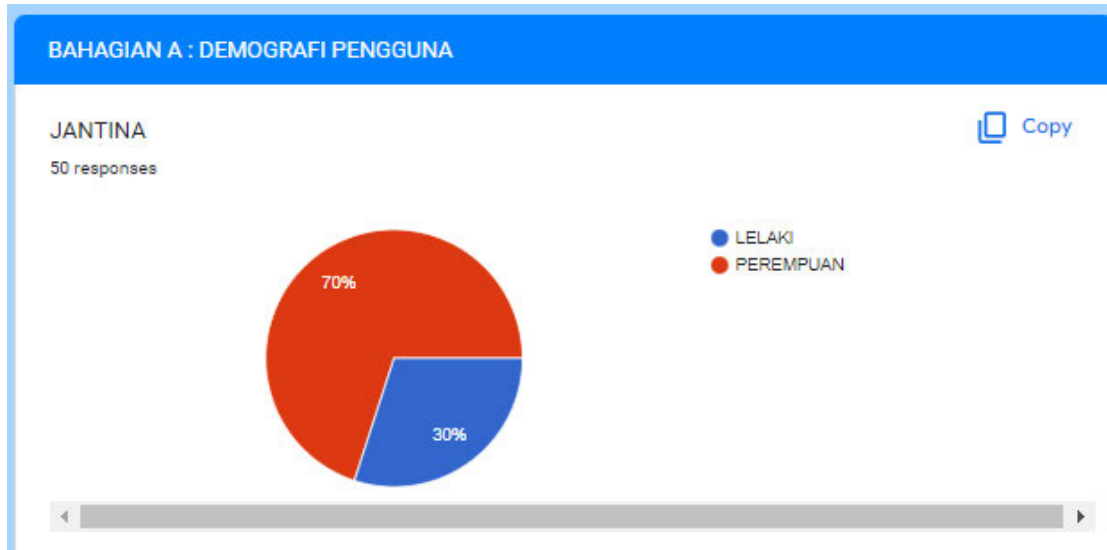
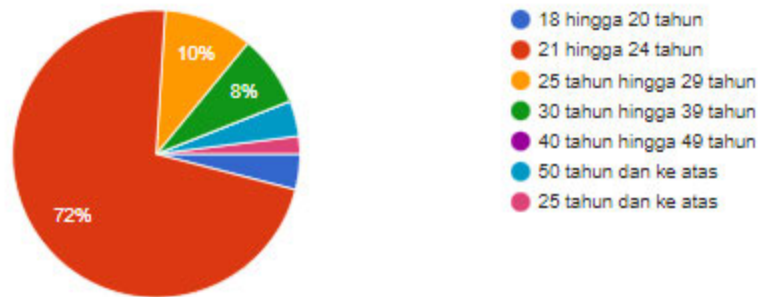


Figure 39: Result for gender respondents

UMUR

50 responses

 Copy



Status

50 responses

 Copy

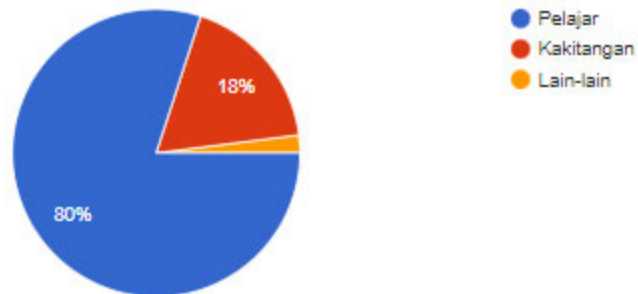


Figure 40: Result for age and status

BAHAGIAN B: PANDANGAN TERHADAP VIRTUAL BOOKSHELF

Adakah virtual bookshelf membantu anda?

Copy

50 responses

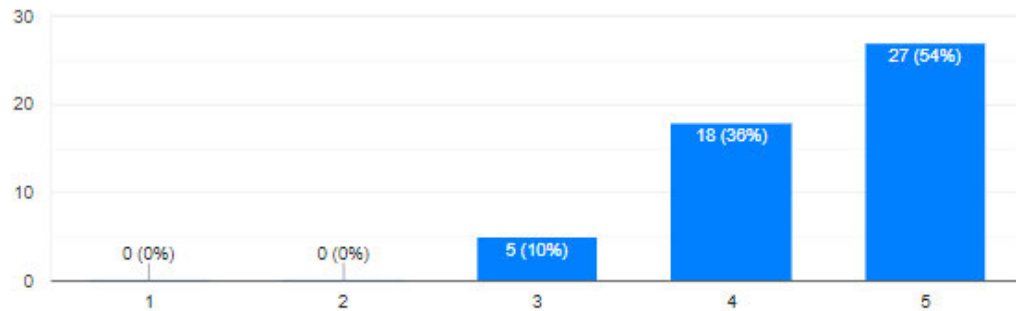


Figure 41: Result from question 1

Adakah virtual bookshelf ini mesra pengguna?

Copy

50 responses

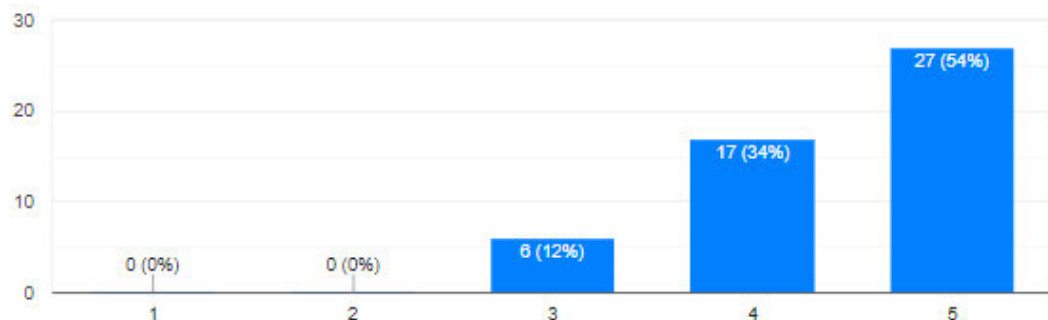


Figure 42: Result from question 2

Based on this figure, 54% (27 users) strongly agree that this virtual bookshelf is user-friendly. Next, 34% (17 users) agree. It can be seen that this virtual bookshelf is user friendly and can give benefits to the users to get the information that they want easily.

Adakah bahan yang disediakan berfaedah untuk anda?

 Copy

50 responses

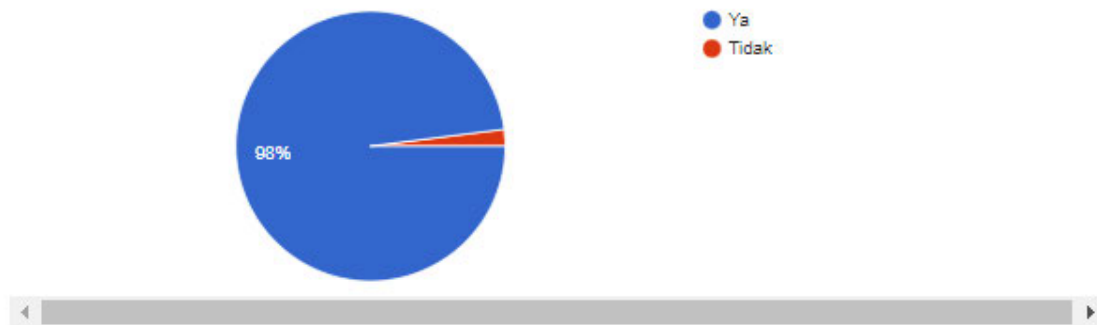


Figure 43: Result from question 3

Poster yang diiklankan adalah mesra pengguna

 Copy

50 responses

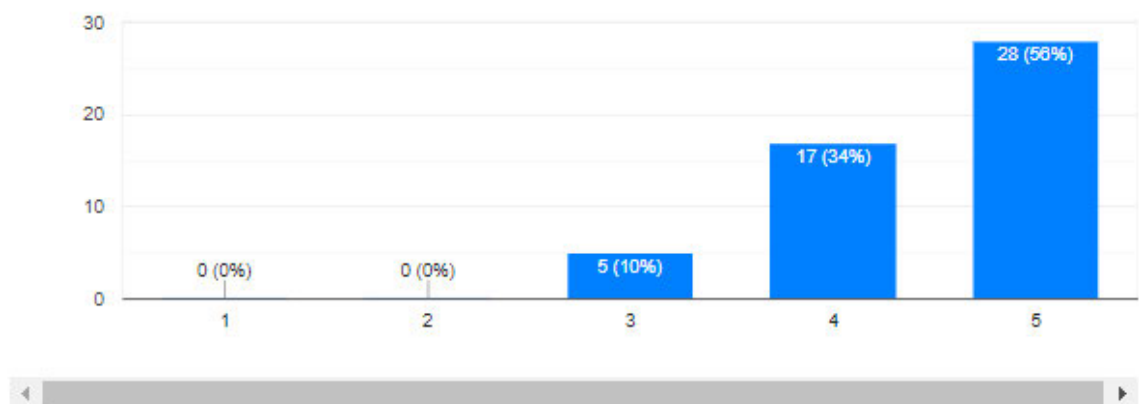


Figure 44: Result from question 4

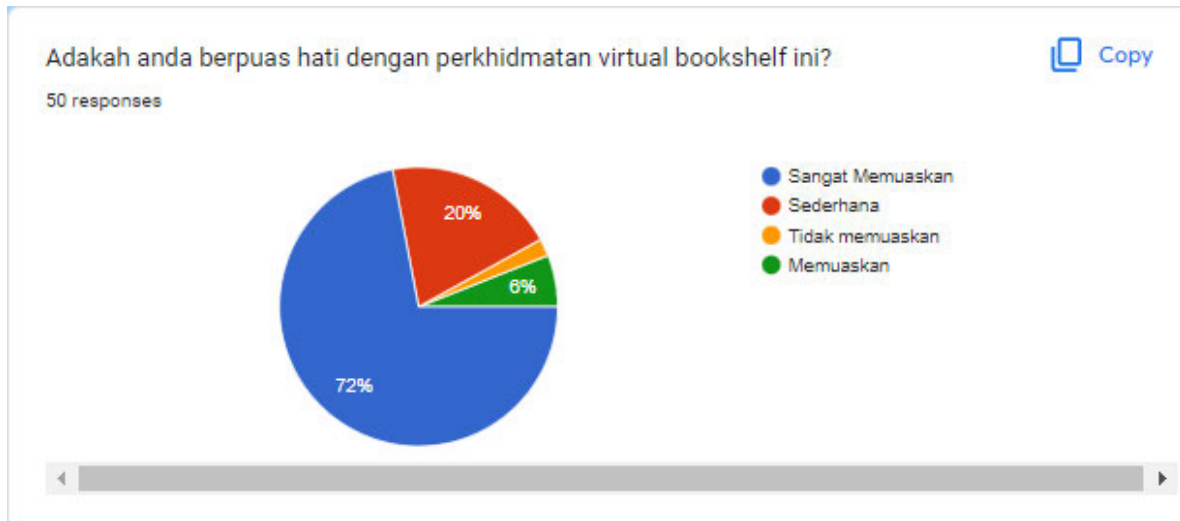


Figure 45: Result from question 5

Based on this figure, question 5 showed that 72% of users were very satisfied with this virtual bookshelf and also satisfied with all the information that has been provided. Next, it can be seen that 8 users were satisfied and 20% of users chose a simple virtual bookshelf. Overall, most of the users are given good answers and satisfied with this virtual bookshelf.

MAKLUM BALAS / CADANGAN PENAMBAHBAIKAN

50 responses

- bahan yang disediakan memudahkan pengguna untun membuat kajian. sangat simple
- Good job creator!
- Semua okay, saya suka sebab maklumat pun senang nak dapat and baca. User interce pun comellll.
- TAHNIAH
- jika susun aturnya lebih mudah dicapai.mungkin lebih efektif
- Perkhidmatan virtual bookshelf yang menarik
- Sangat baik
- Perbaiki talian
- Sangat membantu untuk pelajar mencari buku

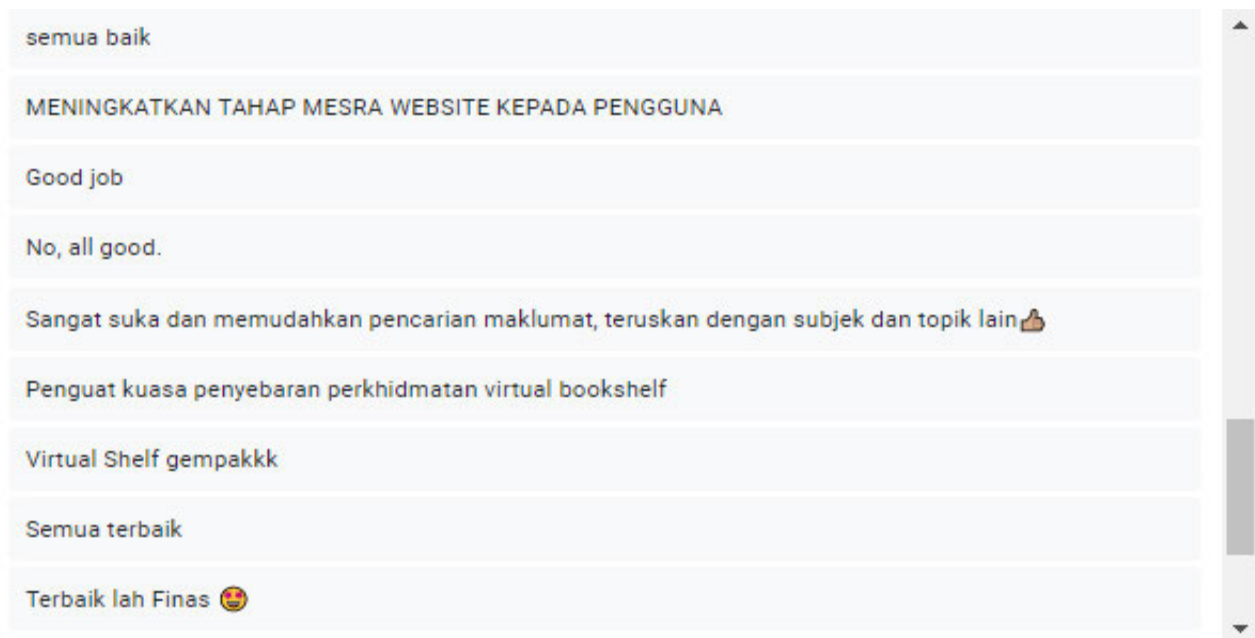


Figure 46: Feedback from users

This is among the feedback and comments from users who have used this virtual bookshelf. Furthermore, the comments allow me to improve every shortcoming on this virtual bookshelf. Furthermore, all the comments received from this form are positive feedback and can also provide convenience to users in searching for information anywhere and at any time.

3.2.4 Special project obstacles

In implementing this special project there are several obstacles that I went through to make this special project a success. In addition, in carrying out this special project, it also gave me a lot of additional knowledge and made me more enthusiastic in completing my special project, the **Virtual Bookshelf**. In addition, among the obstacles I went through were as follows:

- ❖ Some of the features cannot be used because they are limited for free users and must pay the fee first.
- ❖ Internet connection problem while uploading the material in this website.
- ❖ Some of the books that I want to put in this virtual bookshelf do not have an ebook format.

3.2.5 Special project recommendation

- Making more notifications and posters in social media to give exposure to users, especially students, about this facility so that it will continue to be used by users in the future.

- Print posters about this virtual bookshelf and put them on the board in the library. This is because a Qr Code will be placed on the poster which makes it easier for users to scan the Qr code to directly enter the PTAR KPA website as well as access the Virtual Bookshelf that has been prepared for users according to the monthly theme. For example, in December, the theme is AIDS and all the materials that have been uploaded and provided on this virtual bookshelf are related to AIDS.

3.2.6 Special project conclusion

In conclusion, this special project which is a virtual bookshelf has many benefits for users, especially students to get the information that they want. Next, from this virtual bookshelf, users can get any material that they want anywhere and anytime without going to the library. Other than that, from the feedback via the google form that I have spread via WhatsApp and directly to the users, I get a lot of positive feedback from the users. In addition, by doing this special project, I can see that there are some websites that provide free ebooks to users but not everyone knows about their existence. Therefore, by finding and downloading the books and other material also putting it on this virtual bookshelf, we can help other users to find out about the existence of this service and the material that has been provided by the PTAR for users. Last but not least this virtual bookshelf can give more advantage to the users, especially students to find the books that they want anytime and anywhere.

Chapter 4: Industrial Training Reflection

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)

This industrial training has provided me with many interesting experiences, given me new knowledge and also some skills that I have acquired and implemented during this industrial training. Furthermore, it gives me knowledge and experience to go through the real industry working in the future. The skills and knowledge that I gained such as:

4.1.1 Communication skills

Communication is very important to anything that related with our life this is because from the communication, it can help people to more understand for each that will be given and also the information that want to be delivered. Next, when receiving an instruction, there will be some things that people do not understand. So based on good communication and asking directly to deliver the information that clearly can make people easier to understand. Next, if we do not understand and do not dare to ask, we will make a mistake by doing the task that has been given and will cause some problem to the task. So, from this industrial training I learn how to communicate well and also communicate in the right way so that the users also can easily understand the information that we share with them. Therefore, communication is very important to make both parties more understand the topic that talks about and also the information that they want to be delivered.

4.1.2 Computer Skills

During this industrial training also I get to implement my computer skills such as doing the task that has been for every unit in this PTAR KPA. Other than that, for the first time I was given the opportunity to create a catalog in the Libsys System which is a library system. In addition, I also was given the task to key in data and count the data in the template at excel that has been given by the librarian. Based on my experience from the task it makes me get more knowledge to use excel very well. Computer skills are very important nowadays because we are in the era of technology where everything uses computers and systems to get the information and also do all the work. Therefore, in this industry also used systems and computers to do all the processes that relate with the library management. Such as borrowing and returning processes and also cataloging that used computer and system. So, computer skills are very important to everyone nowadays because all the work uses computers to get the information.

4.1.3 Cataloging skills

Based on my experience in the cataloging unit for 2 weeks, I gained the knowledge to do cataloging at the library system which is Libsys. From that, I can gain cataloging skills and do the task that has been given which is cataloging each new book. Next, the task that has been given is to fill the information about the books at the library system in the cataloging section. From there, I can see and know that copy cataloging that has been used by libraries will give the facilities and make the work easier for librarians. So, it can be seen that from this industrial training I gained more knowledge about the cataloging skills and about filling in the information of the book in the library system which is Libsys.

4.1.4 Time management skills

Time management is very important especially when it involves work that requires good discipline. This is because I was able to learn to better understand and manage my time well so that every business and task given runs smoothly and is completed within the set time. For example, when I was given the task of managing student documents to create a digitization process and at the same time needed to organize them in the university archive. I have also been given the period and quantity of boxes containing student documents that need to be completed. Therefore, I need to make a time plan to ensure that each task is given and can be executed well. In addition, in terms of time management, as long as I was doing this industrial training, I was able to arrive at the workplace early at the appointed time. Therefore, it is clear that time management is very important, especially when it comes to real work life in the future.

4.1.5 Management skill

From this industrial training also I learn about the management skills which is about the management unit in this PTAR KPA. From that I can know and can practice for working life in future. Other than that, I also learn how to communicate and being formal attitude with the person that has a great and good position. Other than that, learn about the formal letter for formal document.

4.2 Personal thoughts and opinion

a) Self confidence

During this industrial training, we were taught to always be confident and fearless in all situations, especially during any event or situation. Furthermore, confidence is required so that those around us can trust us to assign any duty. But make sure it's in the appropriate spot. For example, we must dress appropriately, begin work with a smile, and greet everyone we meet. This can create a pleasant environment in which others feel confident. Furthermore, self-confidence can teach us to constantly remain strong in the face of life's challenges. For example, I can be confidence when I am being a emcee for program with primary school and teach them whit in front of some of their teacher. So it can be seen that self-confidence is a first thing that I learn during this industrial training.

b) Self-management

Self-management abilities are necessary in the workplace. We must be good at managing ourselves while working, such as when we should get up in the morning, when we should get dressed, when we should leave for work, and what we need to bring with us. Problems in the workplace will reduce when our work requirements are completed if we keep our self-management. Because our self-management is organized, our lives will be more orderly and emotionally stable.

c) Continuous learning environment

We must always seize the opportunity to learn something new wherever we go. According to my observations, every employee here always asks other employees questions about their work. They may also use this time to learn about the work that has been assigned to other members of staff. The environment here is excellent since we will both obtain new knowledge and, if we move departments, we will already have basic job skills. Furthermore, we can assist one another in completing the assigned assignment. As an intern student, I am not beyond inquiring about the work activities of the office employees. My goal for this industrial training is to expand my knowledge.

d) Leadership

Each department has its own chief, who is responsible for leading all other workers. It is extremely difficult for employees to execute their jobs if the supervisor does not carry out his responsibilities. This is because the chief must organize the job that must be done, plan it, and explain it to the personnel who report to him. Following that, the work must be supervised by the head so that errors may be recognized and remedied from the start. A good leader produces good results. So, I am learning about the leadership skills in during this industrial training.

4.3 Lesson learnt

The most important thing we learn as trainees is the value of collaboration or **teamwork**. When an assignment was assigned, the trainees all sat together and discussed what needed to be done, as well as completing the necessary steps to complete the work. For example, during this industrial training, my fellow interns and I did tasks such as going through a program with elementary school students. We discussed together to make this program a success as well as discuss the activities that will be held at the program. We also provide the necessary equipment and materials for this program. Finally, when the program started and all the activities began, the project was successfully done. The trainees were overjoyed and happy with all the activities that had been done.

Furthermore, in this industrial training can be seen that the learner has learned the importance of **self-discipline**. Based on the explanation from the supervisor, we know that working for every day from 8:00 a.m. to 5:00 p.m and it can improve the trainee's discipline. The student also learned that if they needed to leave the office for personal reasons, they needed to ask permission from their supervisor. The trainee had to take an emergency leave of absence for personal reasons as well. Furthermore, trainees who want to request leave must fill out the form three days before the desired date. This is a rule that every organization must observe. As a result, the trainees can exercise self-control by not taking leave whenever they wish.

Furthermore, trainees learn more about **responsibility** from this industrial training, which is in any task that the trainee needs to do that has been assigned by the staff for each unit. The work that has been assigned should be accomplished appropriately and on time. This is because when people trust us, they will want us to assume responsibility for the work. It can be seen from

this industrial training, as student interns need to accept the work and do it right as a training for working life in future. This industrial training makes me learn about the responsibility more about the task that has been given in working life in future that must do well and right because it can show our attitude and trust to the manager.

In addition, the lessons that have been received based on this industrial training are about **effective communication**. This is because good communication leads to a positive work environment. Aside from that, communication is essential to avoid misconceptions, which can lead to conflict inside the business. If any misunderstanding happens, we will start arguing with each other if communication is not effectively transmitted. As a result, the work cannot be done well. So, communication is very important to share any information to avoid any misunderstanding.

4.4 Limitation and recommendation

Limitation	Recommendation
Lack of skill	When I was assigned to manage the library, has one unit in this library that only has one staff that do every task and also manage all the process which is "Unit Jilid". This unit are to manage the saving book from any damaged. From my observation only one staff in this department. My opinions is library must open vacancy for the staff to help staff in "Unit Jilid" especially can open vacancy for students industrial training because they have a skill that can help that staff in that unit to save the books from any damaged.
Poor Internet Connection	Based on my observation during internship, I always hear complaining about the Internet Connection from the user especially when students that want to do their assignment and

	<p>also enter lecture class in the library. My opinion is so upgrades and also to attract more users come to the library are library must upgrade Internet connection with 5G that can manage and provide a good connection to all users and also library system.</p>
<p>Problem Barrier gate</p>	<p>The problem that users always faced when want to enter the library are when they want to enter from barrier gate. Their Qr Code sometimes cannot detect because of the system that need a good Internet connection and sometimes system down. Its also always get a complaining issue from the users. My opinion is management must change Qr code at the student's card to the bar code to make user easier enter by using the student's card.</p>
<p>Book drop machine does not function well</p>	<p>The problem that user face also are when they want to use book drop to returning books without go to the counter. This is because book drop machine does not function well and always system down. My recommendation is library must make a maintenance periodically to make user easier to use it.</p>

Table 2: Limitation and recommendation

CONCLUSION

In conclusion, I learnt a lot from varied experiences, practical skills, communication skills, ethics, and professionalism during my five months of industrial training at Perpustakaan Tun Abdul Razak (PTAR) Campus Puncak Alam. In terms of technical skills, I've learnt how to use the Libsys system, as well as how to use Microsoft Excel to key in data from the syllabus and data from the system. This industrial training also taught me how to better organize my work. Furthermore, this professional training taught me to be punctual and to follow the instructions for each assignment assigned to me. Working with staff from various professions and expertise provided me with a wealth of experience. In addition, I also had some issues with the work I was given as well and also about my special project. These difficulties provided me with the opportunity to learn how to cope with and handle them effectively. When faced with obstacles at work, these constant issues provide me with the opportunity to be an innovative and also creative person in future. Other than that, after five months of industrial training, I noticed that I had made significant progress since my first day at PTAR KPA. Last but not least, students should take advantage of industrial training in any field linked to their own profession, this is because it will provide opportunities to students to get both skills and experience that very greatly and also give benefits to them in future.

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[industrial-training-and-internship-for engineering-students](https://www.srishtirobotics.com/more/blog/160-industrial-training-and-internship-for-engineering-students)

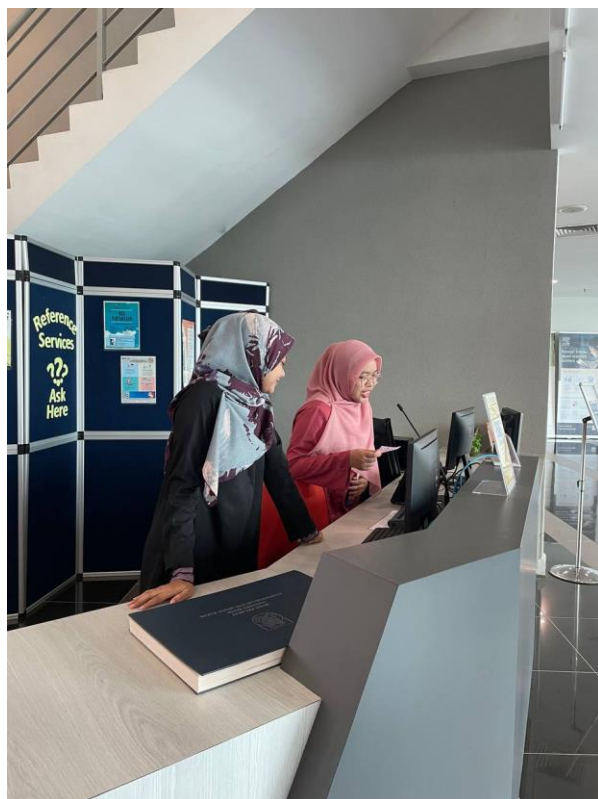
APPENDICES



Visit PTAR Selayang to take books disposal



Change status books from OS to Retro





Activities that doing in PTAR KABS







Activities in Unit Intellectual property



Activities in Unit Digital Library

KERAJAAN MALAYSIA

A No. NAMA: DANEERA SHATEEMAZ
DINTI BAKHAM

BAHAGIAN:

BULAN: SEPTEMBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	8:50	8:17:04				9.
2	8:7:45	8:17:04				
3						
4						
5	8:7:50	8:17:04				
6	8:7:43	8:17:04				
7	8:7:37	8:17:05				
8	8:7:42	8:17:06				
9	8:7:43	8:17:04				
10						
11						
12	8:7:40	8:17:02				
13	8:7:38	8:17:02				
14	8:7:40	8:17:03				
15	8:7:45	8:17:04				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

BULAN: SEPTEMBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18						
19	8:7:48	8:17:03				
20	8:7:51	8:17:00				
21	8:7:46	8:17:36				
22	8:7:54	8:17:02				
23	8:7:56	8:17:07				
24						
25						
26	8:7:50	8:17:05				
27	8:7:51	8:17:02				
28	8:7:48	8:17:01				
29	8:7:47	8:17:04				
30	8:7:51	8:17:05				
31						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No. NAMA: AMEERA SHAFFENA
BINTI BORHAM

BAHAGIAN:

BULAN: OKTOBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3	817-01	817-01				
4	817-03	817-03				
5	817-09	817-09				
6	817-11	817-11				
7	817-03	817-03				
8						
9						
10						
11	817-01	817-01				
12	817-02	817-02				
13	817-03	817-03				
14	817-02	817-02				
15						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tata tertib ke atasnya.

KERAJAAN MALAYSIA

B No. NAMA: AMEERA SHAFFENA
BINTI BORHAM

BAHAGIAN:

BULAN: OKTOBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	817-02	817-02				
18	817-02	817-02				
19	817-00	817-00				
20	817-01	817-01				
21	817-03	817-03				
22						
23						
24						
25	817-00	817-00				
26	817-04	817-04				
27	817-01	817-01				
28	817-03	817-03				
29						
30						
31	817-10	817-10				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tata tertib ke atasnya.

KERAJAAN MALAYSIA

A No. NAMA: AMEERA SHAFFENA
BINTI BORHAN

BAHAGIAN:

BULAN: NOVEMBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:45	8:17:00				
2	7:47	8:17:01				
3	7:54	8:17:00				
4	7:49	8:17:00				
5						
6						
7	7:47	8:17:00				
8	7:49	8:18:23				
9	7:49	8:17:00				
10	7:51	8:17:02				
11	7:51	8:17:00				
12						
13						
14	7:51	8:17:05				
15	7:52	8:17:05				

AMARAN

Sebarang pekerja yang menolong stamkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No. NAMA: AMEERA SHAFFENA
BINTI BORHAN

BAHAGIAN:

BULAN: NOVEMBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:54	8:17:00				
17	7:55	8:17:00				
18						
19						
20						
21	7:49	8:17:01				
22	7:51	8:17:05				
23	7:49	8:17:03				
24	7:39	8:17:00				
25	7:35	8:17:00				
26						
27						
28						
29	7:46	8:17:06				
30	7:47	8:17:00				
31						

AMARAN

Sebarang pekerja yang menolong stamkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No. NAMA: AMEERA SHAFEEZ

BAHAGIAN:

BULAN: DECEMBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	747	17.00				
2	748	17.01				
3						
4						
5	751	17.00				
6	746	17.01				
7	747	17.00				
8	745	17.00				
9	753	17.04				
10						
11						
12						
13						
14						
15						

} PIR
KAS

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No. NAMA: AMEERA SHAFEEZ BO KHAM

BAHAGIAN:

BULAN: DECEMBER 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	747					
18						
19						
20						
21						
22						
23						
24						
25						
26						
27	754	17.00				
28	755	17.00				
29	753	17.00				
30	754	17.00				
31						

} PIR
KAS

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No.	NAMA: AMEERA SHAFEE HAZ BINTI BOEHAM
BAHAGIAN: JANUARY	

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3	7:52	8:17:00				
4	7:48	8:17:00				
5	7:51	8:17:00				
6	7:53	8:17:00				
7						
8						
9	7:47	8:17:00				
10	7:47	8:17:00				
11	7:49	8:17:00				
12	7:52	8:17:13				
13	7:54	8:17:00				
14						
15						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No.	NAMA:
BAHAGIAN:	

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:50	8:17:05				
17	7:47	8:17:00				
18	7:55	8:17:25				
19	7:48	8:17:00				
20	7:57	8:17:20				
21						
22						
23						
24						
25						
26	7:50	8:17:00				
27	7:45	8:17:14				
28						
29						
30	7:49	8:17:11				
31	7:51					

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

PRACTICAL TRAINING LOG BOOK



**UNIVERSITI
TEKNOLOGI
MARA**

Instructions

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

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

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

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

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

Recording

The log book should contain the following information:

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

1. Student's Name : AMEERA SHAFEEHAZ BINI BORHAM

2. Date & Place of Birth : 17/01/1999 s HOSPITAL TANJONG KARANG

3. UiTM I/C No. : 2019605068

4. Course : Library Management

5. Year : 2022 Part 7

6. Home Address : KAMPUNG HAJI KAZALI 45500 TANJONG KARANG
SELANGOR

7. Address During Practical Training: PERPUSTAKAAN TUN ABDUL RAZAK

Universiti Teknologi Mara Selangor Kampus, Bandar Puncak Alam, 42300 Bandar Puncak Alam, Selangor

8. Place of Training : PTAR KAMPUS PUNCAK ALAM

9. Name of Supervisor In-Charge : PUAN SITI FAZLINA BINI MOHAMED RAFFI


10. Duration of Training

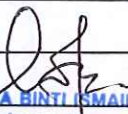
From: 1hb September 2022 To: 31 Januari 2023

FOR OFFICE USE ONLY:


11. Remarks: [Dean/ Course Tutor]

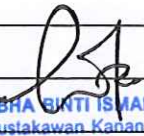
Date	Exact Nature of Work Done	Supervisors Remarks
01/09/2022.	Student intern meet Miss Kamalunnisa to briefing	
	about the library and also give the chart organization	
	PTAR KAMPUS PUNCAK ALAM,	
	• Cik Miza took us Intern students to visit each	
	unit PTAR and introduced us to each staff in each	
	unit . . .	
	• After finishing going to each unit, we were gathered	
	in a meeting room to be given a task description and	
	task schedule for entire internship period at PTAR	
	Puncak Alam .	
	• On the first day, I was supposed to be in charge	
	in the customer service and collection unit, but	
	was changed to the Intellectual property unit at the	
	request of Mrs. Hafiza due to waiting for the	
	admission of students in October.	
	• On the first day, Ts. Moxamad Hamidi bin Mohd Yusif	
	which is the head of the library at PTAR Puncak Alam	
	has given us (student intern) a task to contribute	
	ideas regarding the library project towards the year 2025-	
	2030 related to the IT to attract user to come to the	
	library and we need to prepare during this Intern period	
	and will present the final project ^{during} end of this internship period.	
	• In the Intellectual property unit, I were given a clear	
	explanation by Mrs. Norhafiza regarding article indexing	
	and local content. After the explanation was given,	
	tasks related to the article indexing and local content	
	were given to be completed within a week.	
	•	



SUHANA BINTI ISMAIL
 Pustakawan Kanan
 Perpustakaan Tun Abdul Razak
 UiTM Cawangan Selangor
 Kampus Puncak Alam


Date	Exact Nature of Work Done	Supervisors Remarks
02/09/2022	<p>⇒ All intern students have been given a clear explanation regarding the correct arrangement of books on the shelves for each level in PTAR Puncak Alam by Mr Bakar who is a staff member in the customer service unit. The explanation that has been given by Mr. Bakar ^{are} is ^{arrange} the book followed by the LOC rules. Mr. Bakar also told us that the arrangement of books for each shelf should start from left to right. Other than that, the arrangement of book also follow the alphabetical and numerical.</p> <p>⇒ After the explanation, Mr. Bakar took us to level 3 and 4 to see the arrangement of books on each shelf and identify the position and arrangement of books for each shelf according to the floor plan that has been prepared.</p> <p>⇒ After finishing the session with En. Bakar, I returned to the unit that I had been assigned to and completed the assignment given by Mr. Nornafiza.</p>	
	<p>⇒ I find the article indexing in the online newspaper which is in the Berita Harian, Harian Metro, the star and New straiter times. and also after get the article around year 2022, I will key in ^{information} in the excel that has been provided.</p>	✓
	<p>⇒ I have managed to find as many as 10 articles and provide the article in the PDF format. After that, I put the information in the google drive that has been provided.</p>	<p> SUZA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UTM Cawangan Selangor Kampus Puncak Alam</p>
	⇒	

Date	Exact Nature of Work Done	Supervisors Remarks
05/09/2022.	<ul style="list-style-type: none"> → We (Students/Intern) have been given instructions and a schedule to arrange books on each shelf on level 3 and 4 inside the PTAR Puncak Alam from 8:00 a.m. until 8:30 a.m. → We are arrange the book following LCC and follow the alphabetical also numerical. → After arranging the books on the shelves on level 3, I went back to the unit that have been scheduled and did the task that have been given. → At 9:30 a.m, we were instructed to meet our supervisor, Mrs. Fazlina, who is a senior librarian in the meeting room. Mrs. Fazlina has given an explanation regarding the statistics for each unit in the PTAR and also the targets that have been set. → After that, we returned to our own unit and completed the task that had been given. I completed the article indexing task and found 5 reading materials and made the materials in PDF format. After that, I attach the file in the google drive that has been provided. 	<p style="text-align: right;">SITI FAZLINA BINTI MOHAMMED RAI Pustakawan Kanan (S4) Perpustakaan Tun Abdul Razak Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor</p> <p style="text-align: right;">Subha Jinti Smail Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>
06/09/2022.	<ul style="list-style-type: none"> → In the morning at 8:00 a.m until 8:30 a.m, I do my daily routine every morning by arranging the books on each shelf on level 3 according the call number. Other than that, I will make sure all the books are organized very well. → After finish doing my daily routine in the morning, I will back to my unit which is intellectual property unit to do the task that has been given. I find the material in the Internet for the article indexing and find the suitable material follow by the keyword that suitable for the faculty FPM and FITA. → Next, My friend and I meet Puan Subha which is our supervisor in Intellectual property unit. In the meeting, 	


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>Puan Subha has been given the explanation about the target and also information that really important about this unit. Next, Puan Subha also present to us a slide presentation that full with the information that explain about local content, article indexing, situation IR if staff want manage the material in the IR. There are some of situation colour that has different meaning before the material officially upload. which is .</p> <ul style="list-style-type: none"> - Yellow (still in process) - Purple (In review by Shah Alam) - Green (the material officially live in IR) <p style="margin-left: 400px;">} situation in the IR (Institutional Repository)</p> <p>- After the meeting with Puan Subha, I continue doing my task. and find the material for the local content. I find the material for the online newspaper and journal article that relate with the faculty FPM and FSK.</p>	
07/09/2022	<p>- In the morning at 8 a.m until 8:30 a.m, I doing my daily routine in morning which is arrange the book in each shelf on level 3 of PAB Puncak Alam .</p> <p>- After finished arranged the book, I continue doing my task that has been given . I am doing a article indexing which is make the material that has been searched from internet that related with the FPM and FSK to the PDF format .</p> <p>- Next, I already finished make 5 material to PDF format.</p> <p>- I also meet Puan Norhafiza a few time to ask about article indexing and how to edit the material to PDF format.</p> <p>- And then , I continue the task and also find some of the material that relate with the keyword before back to home.</p>	 SUBHA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
08/09/2022.	<ul style="list-style-type: none"> • In the morning at 8-9 a.m until 8:30 a.m , I am doing my daily routine that has been instructed me to do the task. which is arrange the book in shelf at level 3 . I am arrange the book followed by the call number and also alphabetical . • After finished arrange the book, I will back to the unit Intellectual property unit as usual and continue do my task. • By doing the task , I read all the information that related with the local content in the online newspaper and e-journal . I will choose the material that suitable with keyword and FSK also FPM . 	
09/09/2022 .	<ul style="list-style-type: none"> • At 8-00 a.m until 8:30 a.m , I am doing my daily routine which is arrange the book followed by call number. I am also take the book in the trolley and arrange back followed the call number then find the shelf that relate with the call number in the book . • Next, after finish arrange books, I am continued the task that has been given and find the material from online that relate with the faculty that has been decided which is for local content , I must find material that relate with FPM and FSK . Next for the article indexing , I must find the material that relate with FPM and FITA . 	
12/09/2022.	<ul style="list-style-type: none"> • At 8 am until 8:30 a.m , I am going to level 3 to arrange the book in every shelf following the call number. I am also take the books from trolley to arrange back in the shelf follow by call number . • After that, I will back to the Intellectual property unit and doing my task as usual and find the material that suitable in online limit for year 2022 only . 	 SUBHA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
13/09/2022.	<p>→ At 8:00 a.m until 8:30 a.m , I am doing my daily routine which is arrange the book . I arrange the book follow the call number and alphabetical . Next, I take books from trolley and arrange back in the shelf follow call number .</p> <p>→ After that, I back to the Intellectual property unit to finish the work that has been given .</p> <p>→ Next , at 10 a.m meet Mr Fahmi for get the information about Intellectual property and how to manage to put the information in the IR .</p> <p>→ Mr Fahmi was give some explanation about his work and explain about the thesis and ETR (Entrepreneurship) Subject to Put in IR . Next , there are some steps that Mr. Fahmi was explained and shared to me and my friend . Such as :</p> <ul style="list-style-type: none"> → For thesis must put 5 pages only which is frontpage, abstract, acknowledgment, table of content and introduction. → For ETR must put full text in IR . <p>→ Mr Fahmi also said that number id for thesis and ETR are very important to find ^{the material} in IR . website</p> <p>→ After I meet Mr Fahmi, I continue doing my task because actually I should get a new task which is labelling QR code for each thesis but machine scanning QR code there are not around in this unit .</p>	
14/09/2022 .	<p>→ At 8 a.m until 8:30 a.m, I am doing my daily routine which is arrange the book for each shelf of level 3 . I arrange follow by call number and make sure all the book are arrange systematic .</p> <p>→ After that, I came to the Intellectual property unit to continue my task . I am finished to make 5 material article indexing to the PDF format and attach the file in google drive that has been provide .</p>	 SUBHA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

Date	Exact Nature of Work Done		Supervisors Remarks
15/9/2022	<p>At 8:00 a.m until 8:30 a.m, I am doing my daily routine which is arrange the book on the shelf at level 3. Next, I am also take the book from the trolley and arrange back on the shelf follow with call number.</p>		
	<p>After that, I am back to the Intellectual property unit. to do the task that has been given. Next, recheck back all the material and PDF file that I have done it. I will make sure that ^{the} material that I have searched and made in PDF form has been confirmed by <u>Madam Norhafiza</u></p>		
	<p>At 9:30 a.m, my friend and I met Mrs Subha our supervisor at the Intellectual property unit. Mrs Subha has given a clear explanation regarding the special collection that has been provided in library ^{such as in Shah Alam} and need to be viewed through MyUM in the Special collection Integrated System (SCIS) section. Based on the explanation, only admin can access the system and users only need to provide an ID number to get the material.</p> <p>Special collection can be found in IR system or outside the IR system such as the facilities at UiTM Shah Alam. For example like Piano, discussion room and etc. In addition materials that are in IR such as thesis. The steps to check in and check out such as:</p>		
	<p>ex: check in (material in IR)</p> <ul style="list-style-type: none"> • register number ID student. • click check in item • number ID material • click submit 	<p>check out</p> <ul style="list-style-type: none"> • Put number ID (will appear the transaction) • click and check out. 	<p>check out</p> <ul style="list-style-type: none"> - key in id staff/student - key in number will - key in appear in transaction - tick & check out
	<p>Special collection such as:</p> <ul style="list-style-type: none"> • Thesis UiTM IR • Thesis computer • Audio cassette • VCD • Piano • Research Report • DVD • Discussion room 		 SUBHA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks																																																	
19/9/2022.	<p>In the morning, at 8:00 until 8:30 a.m I am doing my daily routine which is arrange the book on the shelf at level 3. The book are arrange followed by the call number and the suitable place.</p> <p>After sorting the books, I went to the ^{unit} "imbangan bahan dan perpustakaan" because for 2 weeks I was assigned to this unit.</p> <p>My friend and I met Mr. Hazrul Amir as our supervisor in this unit. Mr. Amir explained clearly about this unit and showed to us slide about this unit. Mr. Amir also showed to us data for book for every campus and faculty under ucs.</p> <p>The data such as : ↓</p>																																																		
	<table border="1"> <thead> <tr> <th data-bbox="371 1003 435 1059">Bil</th> <th data-bbox="435 1003 579 1059">Campus</th> <th data-bbox="579 1003 738 1059">Program</th> <th data-bbox="738 1003 834 1059">Ada</th> <th data-bbox="834 1003 946 1059">%</th> <th data-bbox="946 1003 1074 1059">Tidak</th> <th data-bbox="1074 1003 1193 1059">%</th> </tr> </thead> <tbody> <tr> <td></td> <td>KPA</td> <td>56</td> <td>2706</td> <td>85.55</td> <td>457</td> <td>14.45</td> </tr> <tr> <td></td> <td>KABS</td> <td>11</td> <td>893</td> <td>81.63</td> <td>201</td> <td>18.37</td> </tr> <tr> <td></td> <td>KPP</td> <td>27</td> <td>1157</td> <td>97.64</td> <td>28</td> <td>2.36</td> </tr> <tr> <td></td> <td>SG-BYLOH</td> <td>34</td> <td>1249</td> <td>76.86</td> <td>376</td> <td>23.14</td> </tr> <tr> <td></td> <td>DENGKIL</td> <td>4</td> <td>120</td> <td>94.03</td> <td>8</td> <td>5.97</td> </tr> <tr> <td></td> <td></td> <td></td> <td>6131</td> <td>85.14</td> <td>1070</td> <td>14.86</td> </tr> </tbody> </table> <p>semakan data stibus PIRAR ucs (UGOS)</p>	Bil	Campus	Program	Ada	%	Tidak	%		KPA	56	2706	85.55	457	14.45		KABS	11	893	81.63	201	18.37		KPP	27	1157	97.64	28	2.36		SG-BYLOH	34	1249	76.86	376	23.14		DENGKIL	4	120	94.03	8	5.97				6131	85.14	1070	14.86	
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	<p>After that, En Amir introduced us to every staff in this unit and gave us the first task to finish it.</p> <p>The task we need to do is to make a purchase proposal for the ucs campus. We need to see the status and also the latest price for each list in the template that has been given as well as check in the system library and acquisition tools.</p>																																																		

 6/10/22
HAZRUL AMIR TOMYANG
 Pustakawan Kanan
 Perpustakaan Tun Abdul Razak
 UTM Cawangan Selangor
 Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>The library system is Libsys. The step to do the task such as : ↓</p> <p>put id and password → cataloging → maintenance</p> <p>if find click get ← CNP ISBN (double click) ← update title</p> <p>if has info → copy call number & → if status click details accn no m a pr (status already by) copy in catalog in template</p>	
	<p>Acq. tools (check price)</p> <p>- CNP ISBN and check the latest price</p> <p>- check details.</p>	
20/9/2022	<p>At 8:00 until 8:30 a.m., I am doing my daily routine which is arrange the book on the shelf at level 3. I am also take the book from trolley and put on the shelf followed by the call number at the books.</p> <p>After that, met Mr. Ekhwan which is one of the staff in this unit to get a new task that relates with this units.</p> <p>The task that I get is about the syllabus data. The task that we need to do is to review the syllabus data for each program and faculty in ucs campus from January until September 2022. We need to check the template that has been given and in the library system for data that has been key in. After checking, we need to fill in the data in the template that has been provided.</p> <p>Mr. Ekhwan also has been shared to us the IMK for each campus ucs to refer the data and check all the number for each program from January to September 2022.</p>	

21-11-22


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>The system library to check the data is in MykM PTAR Apps. This system only admin can access and see all the information about the syllabus data for each campus ucs.</p> <p>steps to check in system such as: ↓</p> <p>search the website → login → click admin PTAR APPS UTM (put email & password)</p> <p>Sumber rujukan ← click executive ← PTAR APPS universiti (online key in)</p> <p>↓</p> <p>bahan silabus → choose campus, month, year and choose the faculty</p> <p>* there are 2 choice to choose to get the data such as:</p> <ul style="list-style-type: none"> - Pi 15 (syllabus that already have) - Pi 16 (a new syllabus) 	
21/09/2022	<p>At 8.00 to 8.30 a.m, I am doing my daily routine which is arrange the book at level 3. I arrange the book follow the call number of every book and put in the shelf.</p> <p>continue the task that has been given by Mr. Ekharan. I already checked for the faculty /KAGS also checked in 2 ways which in in template also in the system for the key in data.</p> <p>After that, I will double check for all the data that already put in the template that has been given.</p> <p>Next, we meet Mr. Amir to present all the data that has been done to put in the template and we get a new task to solve a problem in August 2022 for every campus MURS.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
22/09/2022	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 3 for each shelf and follow by the call number. - continue doing the task that has been given and also double check all the data in August 2022. We need to find the problem that make the data not same with the graph. - We met Mr. Ekhwan to help us and double check together all the data and we successfully detect the problem and met Mr. Amir to inform and tell him about the issues and the solution. - After that, Mr. Amir ask us to continue check data for every month follow the data in the graph and make sure the data are same with graph. - We also get another task to make a poster for the hiking program 	
23/09/2022		
23/09/2022	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 3 follow by the call number. - Other than that, I also take a book from holley and arrange in the shelf - Next, I continue doing my task that has been given. I also make all the data correct and same at the template and key in. I also count the total to make sure the amount same with the graph. - After that, I met Mr. Ekhwan to get a new task which is about the disposal materials. 	


Date	Exact Nature of Work Done	Supervisors Remarks
	<ul style="list-style-type: none"> - we need to check the material in system that actually should be destroy and we must carefully checked because ^{d:} it's mixed with other campus. 	
	<ul style="list-style-type: none"> - There are some status in system. such as : <ul style="list-style-type: none"> - issued (still in borrowed) - shelf (at shelf) - mark to withdraw (will be destroy) - withdraw (destroy) 	
	<p>the steps for this task such as : <ul style="list-style-type: none"> ↳ </p>	
	<p>Go to the system → put email & password → click circulation</p> <p>libsys</p> <p>↓</p> <p>collection update ← withdraw process ← withdraw item</p>	
	<ul style="list-style-type: none"> - before to withdraw, we must to check the position to PPA for campus Purca Alam. <p>For the double check : <ul style="list-style-type: none"> ↳ </p> <p>go to the collection update</p>	
20/1/2022.	<ul style="list-style-type: none"> - At 8:00 - 8:30 a.m, I am doing my daily routine which is arrange the book at level 3 and follow by the call number while arrange. - Next, continue doing the task that has been given which is check the list of book that should withdraw in the system. - Met Mr. Amir and shows the poster for the hiking program at Friday and also check the google form for the event. 	

Date	Exact Nature of Work Done	Supervisors Remarks
27/09/2022	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 3. I am arrange the book follow the call number and also alphabetical. 	
	<ul style="list-style-type: none"> - Next, at 9 a.m, My friend and I follow Mr Amir go to the UiTM Selayang and also with Mr. Ekhwan to take the books that already received approval from the National Archives Malaysia to be disposed. I also help the staff at UiTM Selayang/Count the books follow with the amount in the list. 	
	<ul style="list-style-type: none"> - At 2:30 p.m, Mr Amir invite me and my friend to follow him and Mr Ekhwan to send all the books that already get and take from UiTM Selayang to send at disposal unit to be disposed of. The staff at that unit shared the information to us that the material that already disposed will be sold which is : <ul style="list-style-type: none"> - 1kg = RM0.30 	
	<ul style="list-style-type: none"> - From they experienced, they has been get 600 kg which is RM180.00. 	
	<ul style="list-style-type: none"> - After that, I continue doing the task that has been given and met Mr. Ekhwan to consult about the task. 	
28/09/2022	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 3. I am arrange the book followed with the call number and alphabetical. 	
	<ul style="list-style-type: none"> - Next, I continue doing the task that has been given. After finish the task, I send an email all the task to the Mr. Ekhwan to check. 	


Date	Exact Nature of Work Done	Supervisors Remarks
	<ul style="list-style-type: none"> After rest, I met Mrs. Siti to get a new task to do and learn to check the list of books at library system. 	
	<ul style="list-style-type: none"> I also learn step to check the list of books at excel in the system. 	
29/09/2022.	<ul style="list-style-type: none"> At 8:00 until 8:30 9.m, I am doing my daily routine at level 3 which is arrange the book followed with the call number. 	
	<ul style="list-style-type: none"> Next, I continue doing the task that has been given. I check carefully followed by the ISBN and title of books. Next, check in the library system. 	
	<ul style="list-style-type: none"> After rest, at 2:30 pm, I met Mr Fahmi to learn about scanning label and put the label at the thesis followed the rule and the correct spacing. After that, put the tape at the scanning label to avoid any damage happen. 	
	<ul style="list-style-type: none"> Next, after settle we are arrange the thesis in the shelf followed with the numerical to easy find the thesis. 	
	<ul style="list-style-type: none"> Then, continue task that has been given by Mrs. Siti. 	
30/09/2022.	<ul style="list-style-type: none"> Join the hiking program with the UCS staff. 	
	<ul style="list-style-type: none"> Listen all the instruction given by the coach before and after hiking. 	
	<ul style="list-style-type: none"> After lunch, ^{continue} doing the task that has been given and checked carefully at the system followed with the ISBN and title of books. 	

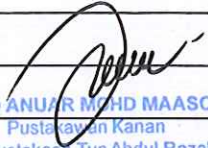
 5/10/22
HAZRUL AMIR TOMYANG
 Pustakawan Kanan
 Perpustakaan Tun Abdul Razak
 UiTM Cawangan Selangor
 Kampus Puncak Alam

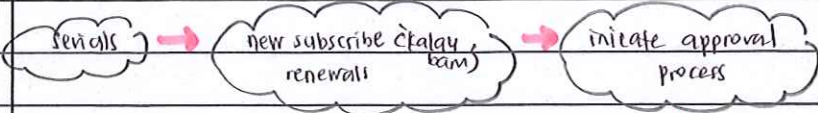
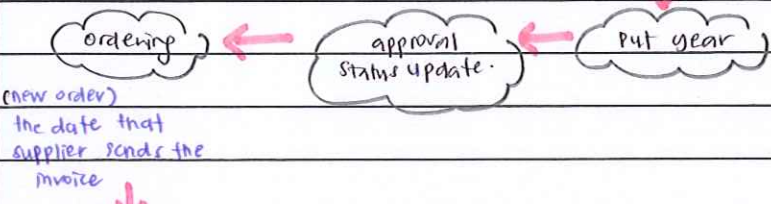
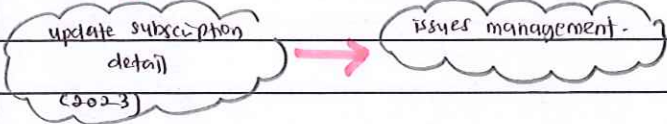

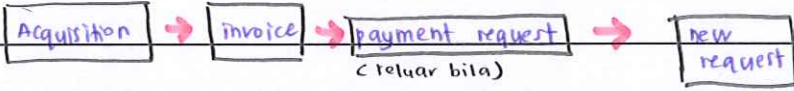
Date	Exact Nature of Work Done	Supervisors Remarks
3/10/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4. I am also arrange the book followed with the call number.</p>	
	<p>→ After that, my friend and I go the new unit for 2 weeks at "unit pesanan Bahan". We are met Mrs Rozi and learn a new information and process at library system which is at libsys (mits). Mrs Rozi also give us the information for purchase recommendation. For the process: ↓</p>	
	<p>✓ student and lecture can request from OPAC. OPAC → Profile → recommendation</p>	
	<p>Process purchase recommendation: ↓</p>	<p>MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UTM Cawangan Selangor Kampus Puncak Alam</p>
	<p>Libsys → acquisition → enter title → user request ↓ purchase request</p>	
	<p>→ Only 2 campus cover by PTAR PPA: which is PPA and PP. Mr. Anuar should go to the meeting. After get the approval purchased from the meeting, open "sebut harga" with the vendor. Every vendor has their own ^{code} number, the info given by Mr. Faris.</p>	
	<p>Step to order materials: ↓</p>	
	<p>Libsys → acquisition → place order → develop order ↓ new</p>	
	<p>→ Mr. Faris shared information that his should sent 2 email to vendor which is via system and email.</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
	<ul style="list-style-type: none"> - Vendor has 3 months to settle the order and after the date is still not get materials, library can cancel order. 	
	<ul style="list-style-type: none"> - Next, vendor should prepare 3 document and sent it to the library which is ↓ 	
	<ul style="list-style-type: none"> - 3 copy of invoice - 2 delivery notes (D/O) - 1 copy "pesanan L/O" 	
04/10/2022	<p>At 8:00-8:30 a.m, I am doing my daily routine which is arrange the book at level 4. I am also arrange the book following the call number and also alphabetical.</p> <p>I met Mr. Fariz and listen his explanation about catalog and</p> <ul style="list-style-type: none"> - Next, I continue doing the task that has been given which is catalog the book at the system. I am also check carefully all the tags of the system and follow the RDA rules. I also learn about material recommendations which it has 2 type: ↓ <ul style="list-style-type: none"> • koleksi silibus (KS) • koleksi terhad (bahan silibus) → OJS <ul style="list-style-type: none"> - the material cannot be borrowed and only can be at references. such as: ↓ <ul style="list-style-type: none"> • Dictionary • Handbook <ul style="list-style-type: none"> - Next, I also learn step to 'cop' the book at in front of book and at page 10. Other than than write the Accn no, date and also the details. 	 MOHD MAASOM MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam
	<ul style="list-style-type: none"> - Next, I met Mr. Faris to get the info about ^{to be donated at} donated books at selected schools. there are some type of book that provided such as book, magazines, comics, novels and suitable books. 	


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ Other than that, there are criteria of book that should be donate. Such as : ↓</p> <p>1) General books 4) The latest book 2) ^{No} Photocopy book - 5 year 3) ^{No} Forbidden book</p>	
	<p>→ Next, I learn about gift book that get from any institution such as IPTA and PDRM. Gift book also no call number only have ACCN NO. After that, I learn about process 'Penerimaan buku hadiah' and get the ACCN no. The skp is : ↓</p>	
	<pre> graph LR A[Acquisition] --> B[Enter title] B --> C[Gift/Adhoc] C --> D[Free gift] </pre>	
	<p>→ For gift books no need to put tags 526, and call number</p> <p>→ If PTAR take gift books as reference, for user, need to put call number and 526. Next, En Amir shared the information that for UiTM call number take 4 alphabetical from the main entry.</p> <p>→ Next, if want to make correction in cataloguing the process is : ↓</p>	<p><i>[Signature]</i></p> <p>MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>
	<pre> graph LR A((cataloguing)) --> B((maintenance)) B --> C((if new books title in progress)) C --> D((update title (nk betulkn bqik))) </pre>	
	<p>ex: <u>Tags for KLIPF (BOOK fair)</u></p> <p>5 Faculty of Film, theatre and animation</p> <p>9 FITA KLIPF 2022</p> <p>6 FITA KLIPF 2022</p>	<p>In system at tags 526 for KLIPF</p>



Date	Exact Nature of Work Done	Supervisors Remarks
05/10/22	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4. I am also arrange the book at the shelf carefully and follow the call number also the alphabetical.</p>	
	<p>→ Next, at morning my friend and I met our new supervisor at this unit which is Mr. Anuar. Mr. Anuar shared some of information about this unit, the process for any purchase books and related with this unit. Next, Mr Anuar say that this unit only managing the purchased of printed books and journals only. In addition, this unit also ^{forwards} proposals for the purchased of e-books and campus Shah Alam will manage.</p>	
	<p>→ Other than that, the purchased of books are followed with the current recommendation, policy and instructions. En Amir that manage and provide proses also purchase recommendation.</p>	 MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	<p>→ After that, I continue doing the task that has been given and continue doing the cataloguing the book in the mls system.</p>	
06/10/2022	<p>→ At 8:00 a.m until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4. I am also arrange the in the shelf follow the call number and the alphabetical.</p> <p>→ After that, met Mr. Anuar to get a new task which is about the final process before sending to the customer unit.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ After that, I learn about the process of circulation for bindery/ ^{item} This part only for 'buku jilid'</p>	
07/10/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4 and follow with call number. Other than that, I also take book from honey and arrange it follow with the call number.</p> <p>→ Next, me and my friend met Mrs. Rozi to learn about subscription of journals and process to manage all thing about purchase journal. Mrs. Rozi share information to us that PTAR purchase journal only once a year. Journal purchase takes a long time and purchases are based on recommendations from lectures. If there/ ^{is} no request, the journal only be renewed.</p> <p>→ Mrs. Rozi also shared information to us that under RM 10 k will be sign by ^{Mr} TS Hamidi and if above RM 10 k will be sign by rector UiTM. There are also has step to subscribe and renew journal. which is: ↓</p>	<p> MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

Date	Exact Nature of Work Done	Supervisors Remarks
		
		
		
	<ul style="list-style-type: none"> • Journal has control number. → No accn will be give after 2 years later. 	
	<p>→ Next, I met Mr. Fauz to learn about process to inform the payment to the 'bendahari'. The process is : ↓</p>	 MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
		
	<ul style="list-style-type: none"> • After get the number → payment verified • If already approved → payment updated • Number of invoice should same with all date such as Mr. Ic Hamidi's sign, Mr. Nuqvi sign. • There are some type that should be checked when book already arrived - which is : ↓ <ul style="list-style-type: none"> - Not binding book - Not secondhand - check pages - check title and publisher 	<ul style="list-style-type: none"> - The books that received must follow the order. For example; if the book year 2012 is not available, supplier must replace with the latest book, which is 2013.


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ After that, meet Mr. Nuar to learn about vendor quotation</p> <p>Mr. Nuar shared information that if the title given is incomplete in the system, it need to be completed in order to easy the purchase process. There are also have purchase request which is:</p>	
	<p>check to make correction if any mistake (make the correction at the link) → vendor quotation → click by ID</p> <p>click ID 1 then click select all ← click select and check ← click send for approval</p>	
	<p>process approval only recommendation only</p>	<p></p> <p>MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam</p>
10/10/2022	<p>Maulidur Rasul</p>	
11/10/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange book at level 4. Other than that, I am also arrange book at the shelf follow call number and alphabetical.</p> <p>→ continue doing the work and task that has been given which is doing cataloguing. I am also doing 2 books for cataloguing in the system which is Libsys.</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
12/10/2022	<p>At 8:00 until 8:30, I am doing my daily routine at level 4 with all my intern friend which is arrange the book. Next, I am also arrange the book follow the call number and also alphabetical. Other than that, I am also take books from the trolley and find the shelf follow the call number.</p> <p>After that, I am continue doing my task and also checked back books that has been finished. I am also make the double check and check the catalog also tags to make sure all tags already fill in follow the RDA mter.</p> <p>Next, after lunch I continue doing my log book and write all my activity and information that has been shared to me.</p>	 MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
13/10/2022	<p>At 8:00 a.m until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4 follow call number also alphabetical. Other than that, I am also take a books from trolley and arrange it follow call number.</p> <p>After that, my friend and I met Mr. Anuar. Mr. Anuar shared information about meeting that relates with this unit. There are 2 types of meeting. Which is:</p> <ul style="list-style-type: none"> • Jawatankuasa Pembelian Buku dan Majalah • Jawatankuasa Vendor. 	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ Next, Mr. Anyar also made a revision and asked us about this unit and also the information about the control number that made by Mrs. Rozi.</p>	
14/10/2022	<p>→ At 8:00 until 8:30 a.m., I am doing my daily routine which is arrange the book at level 4. I am arrange the book follow the call number.</p>	 MOHD ANUAR MOHD MAASON Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	<p>→ After that, met Mr. Anyar and he shared some tip to find a job and also doing the best resume to send to the company that want to apply. Other than that, he also give some tip about doing the best during interview.</p>	<p>Well Done!</p>
17/10/2022	<p>→ At 8:00 until 8:30 a.m., I am doing my daily routine which is arrange the book at level 4 and arrange the book followed the call number.</p>	
	<p>→ Next, my friend and I go to the new unit for 3 weeks and also to learn new information that relates with the services. The new unit is at customer service unit. At this unit, I meet Mr Bakar and he share a lot of information that relates with this unit. The information that he share is: ↓</p>	
	<ul style="list-style-type: none"> → about the gate (system wave tech) → borrowing and returning books (system wils) → Turn off and turn on RFID on the book. 	
	<p>→ Other than that, Mr. Bakar also shared the process for the borrowing and returning books. The process such as: ↓</p>	 HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
	Libsys → circulation → check out → pin member ↓	
borrowing process	scan accn confirm ← click confirm ← cop date at the book ↓	
	turn off security at the system	
	* check details carefully about details book.	
	Libsys → circulation → check in → scan accn ho ↓	
RETURNING PROCESS	check details ← click confirm ← turn on security at the system ↓	
	cop date for returning.	
	* After settle returning arrange the book at the trolley.	
	* carefully check the details.	
	→ Mr. Bakar also shared information that if the gate cannot be open ask the user their name and go to the system wavetech.	
	The process such as : ↓	
	wavetech → modules → PIS monitoring ↓	
	click iron key	


HAFIZA BINI MUSTAPE
 Pustakawan Kanan
 Perpustakaan Tun Abdul Razak
 UiTM Cawangan Selangor
 Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>After that, Mr. Bakar also shared information if user want to used room or seminar room, there are some process that they must used. The process such as: ↓</p>	
	<p>PTAR KPA (website) → our services → about ↓</p>	
	<p>PTAR KPA ← Library access ← PTAR KPA access LINKS: ↓</p>	
	<p>Presys → submit</p>	
	<p>Student and lecture can booked the room for class and also for discussion. Other than that, student also can booked Sage room for discussion or class and they can booked by manual which is go to the library counter and tell them that they want to used sage room and they must fill in form at the library counter.</p>	
	<p>For the status at the system that user booked, such as: ↓</p> <ul style="list-style-type: none"> • KIV (cancel) • Pending (staff still not approved) <p>↳ if the status still pending, staff must checked and approved.</p>	
	<p>Next, after briefing with Mr. Bakar, my friend and I met Mrs Hafiza to know detail about this unit. Mrs Hafiza was shared a lot of information to us and show us slide about the target for this unit. Mrs. Hafiza also tell us to think about our special project to do for this intern.</p>	
		<p> HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ Next, Mrs. Hafiza shared that this unit has a services such as communication corporate, digital library etc. The renewal books is unlimited and user can make renew books by themselves such as go to the OPAC.</p>	
	<p>→ This unit also manage books for retro process. They must find books that 1999 and below also put 1 books at shelf if has other than 1 ^{books,} / make the withdraw and send the detail to Mr. Hazrul Amir for further process.</p>	
	<p>→ Next, this unit also manage the collection management such as: ↓</p> <ul style="list-style-type: none"> • New arrivals • Book delivery services • themed book fair <p style="text-align: center;"> ↓ borrowing ↓ returning. </p>	
	<p style="text-align: center;"> ↙ facility promotion ↘ Program Read @ UiTM </p> <p>customer relations.</p>	
	<p>→ After that, I met Mr. Firdaus to know the job scopes that he did in this unit. The task that he did such as about siliid books, manage books that has problem, retro materials etc. The book that has problem such as: ↓</p> <ul style="list-style-type: none"> • different accn no. • different title <p style="margin-left: 150px;">} if has problem like this must update at system and fill in the form that relates with this matter.</p>	
	<p>→ update in statistic in PC and if done update, send the file to unit catalog. next, after done, check back the date, and also update date.</p>	
		<p> HAFIZA BINI MUSTAPE Pustakawan Kanan Perpustakaan Tur. Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

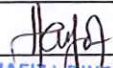
Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ Proses when book has a problem also will be update in system wils. Before update, must write the problem in memo print and update in statistic which is put title and accn no.</p> <p>The process such as : ↓</p>	
	<p>wils → circulation → collection updates → For binding</p> <p>(put detail of books, location of books -JIL KPA)</p> <p>↓</p> <p>submit ← click title ← sent to Binder</p> <p>after that ref no will appear then the duration will take 8 month from the process)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>binder code (JILKPA) Loc PTARKPA user id staff</p> </div> <p>(masukkn trmk bna hnt)</p>	
	<p>Process to sent to the Mr. Sarapi in 'Unit JILKPA'</p> <pre> graph LR Report --> Notice --> Binding --> Submit Submit --> Download --> Print --> Submit2[Submit to 'Unit JILKPA'] </pre>	
	<p>→ After that, Mr. Firdaus also shared to us process to send reminder to user that late returned the books that they borrowed. There are 3 reminders that will received by user. such as 1 - 15 hb will be first reminder, 16 until end of month second reminder. The process such as : ↓</p>	
	<pre> graph LR Wils --> Circulation --> Reports --> Notice --> Overdue Overdue --> PutDetail[Put detail] --> SubmitUser[Submit to user] </pre>	

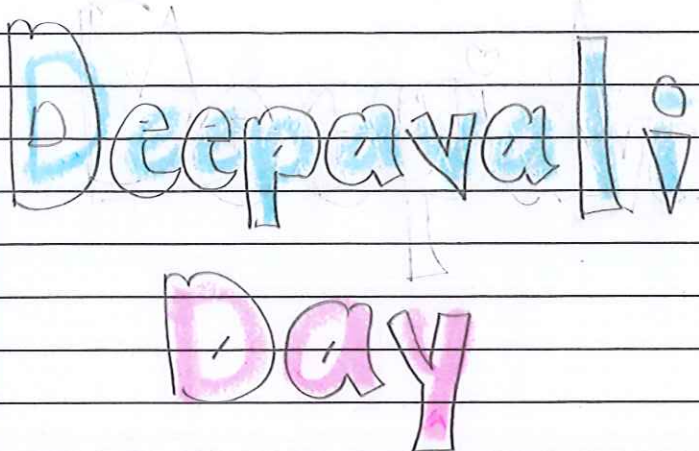
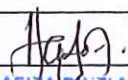
Hafiza
HAFIZA BINTI MUSTAPE
 Pustakawan Kanan
 Perpustakaan Tun Abdul Razak
 UiTM Cawangan Selangor
 Kampus Puncak Alam

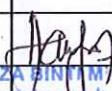
Date	Exact Nature of Work Done	Supervisors Remarks
	<p>Next, I meet Miss Annis to learn about Retro collection.</p> <p>She teach us about how to update status book to change to retro at system which is wild. There are some process that she teach us such as!</p> <p>↓</p> <p>cataloguing → maintenance → update holdings</p> <p>↓</p> <p>check accn no and see location if not KPA change</p> <p>← click the icon pencil ← scan accn</p> <p>if has other same accn find and choose the best books.</p> <p>↓</p> <p>put date and change status in category (N) to change (RET)</p> <p>→ Tick & submit.</p> <p>category that has some term cannot change to Retro. such as: OSS, SLA and RUI</p>	
18/10/2022	<p>At 8:00 until 8:30, I am doing my daily routine which is arrange the book at shelf at level 4. I arrange the books followed the call number.</p> <p>Next, I met Mrs. Norzaini which is Librarian assistant and one of staff at customer service unit. Mrs. Norzaini share information about SPP and LLC (Interlibrary loan). This is about publication lending system and also has two option which is!</p> <ul style="list-style-type: none"> inside ← student staff } in kampus. outside → External user 	<p><i>Hafiza</i></p> <p>HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak U-1M Cawangan Selangor Kampus Puncak Alam</p>

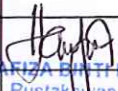
* User from public and private sector
(before that this user must from sector that register in PERAIR Library)


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>there are step for this 2 options. which is:</p> <p>if inside library (dalaman). Do in OPAC. user must search first title of book in OPAC and choose library KPA. If not find the book in PTAR KPA, find in other library that has book that user want. For example title medical. If has at other library, they must fill in the form at OPAC. The process such as:</p>	
	<p>OPAC → my account → inter library loan → click add request.</p> <p>↓</p> <p>fill in the form lending library for the lib that we want to borrow</p> <p>← Removers (ISBN) ←</p> <p>Submit & will be process and send email</p> <p>↓</p> <p>PTAR KPA will send and reply to library that we want to borrow (staff)</p> <p>→ there will be 14 days duration to process this ill →</p> <p>after get the book email to user and login detail in system.</p>	
	<p>wis → circulation → reservation → check in (cinama) check out (pulang)</p>	
	<p>External application, must standard topic such as engineering. it is easy to find the material at library website which is PTAR KPA.</p>	<p> HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>
19/10/2022	<p>At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and follow with call number.</p>	
	<p>Next, my friend and I follow Mrs. Hafiza go to the hall to meet user and also open the booth to promote library and mobile apps.</p>	

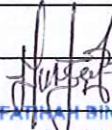
Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ After settle event at the hall, I continue doing my task at counter and help user to borrowing and returning the book. After that, I also help user to top-up money at MyFM because they want to print document at library.</p>	
20/10/2022	<p>→ At 8:00 until 8:30 9-m, I am doing my daily routine which is arrange the books at level 4.</p>	
	<p>→ Next, I continue doing my task that has been given which is at counter and give the service to the user. I help user to process borrowing and returning. Other than that, I also help user to find the books that they want and find it at OPAC. Next give the call number to easy user find the book that they want.</p>	
	<p>→ After that, Mr. Bakar has taught me and my friend about the shelf and also about parts for every shelf.</p>	
21/10/2022.	<p>→ At 8:00 until 8:30 9-m, I am doing my daily routine which is arrange the books at level 4. Other than that, I arrange books according call number.</p>	
	<p>→ Next, I will continue doing my task that has been given which is doing retro book and key in details at system which is WIS. After that I will put the label at the spine book book and put the vestafale.</p>	<p style="text-align: right;">  HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam </p>

Date	Exact Nature of Work Done	Supervisors Remarks
24/10/2022	 <p>Deepavali Day</p>	
25/10/2022.	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at the shelf at level 4. - Next, after finish doing my daily routine, I doing the task that has been given which is give the service to the user at the counter customer service. I help user for borrowing and returning book. Other than that, I also help user for printing process. - After that, my friend and I met Mrs. Hafiza to discuss about our special project for this LI. Mrs. Hafiza has give a lot of information and idea especially about the project that I want to do which is about virtual bookshelf. 	
26/10/2022.	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4 and arrange according call number. - Next, I continue doing the task that has been given which is give the service to the user at the counter such as borrowing, returning and printing service. 	 HAFIZA BINTI MUSTAPE Pustakawan Kanan Perustakan Tun Abdul Razak UM Cawangan Selangor Kampus Puncak Alam

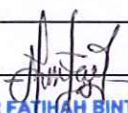
Date	Exact Nature of Work Done	Supervisors Remarks
27/10/22	<ul style="list-style-type: none"> At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange books at level 4 and arrange followed call number. 	
	<ul style="list-style-type: none"> After that, I continue doing the task that has been given which is arrange the book at dang Retro fr 2 trolley and after that put the label at the spine book. 	
	<ul style="list-style-type: none"> Next, I met Madam Hafiza to discuss about special project again. 	
28/10/2022	<ul style="list-style-type: none"> At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange books at level 4 according call number. 	
	<ul style="list-style-type: none"> Next, I continue doing my task which is sat at the counter and answer all the question that user asked. 	
	<ul style="list-style-type: none"> After that, I continue continue doing the task that has been given which is continue doing Retro book and key in details it will. 	
31/10/2022	<ul style="list-style-type: none"> At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 3. 	
	<ul style="list-style-type: none"> Next, I continue doing the task that has been given which is take care of the counter and answer user's question. 	<p style="text-align: right;">  HAFIZA BINTI M. STAPE Pustakawan K. an Perpustakaan Tan Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam </p>

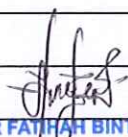
Date	Exact Nature of Work Done	Supervisors Remarks
1/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is took the books at the trolley and arrange it. other than that, I will arrange it by call number.</p>	
	<p>→ After that, I took the Retro books at trolley 8 and arrange it at level 4 according to call number.</p>	
2/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books by call number and took the books at trolley and arrange it.</p>	
	<p>→ After that, continue doing my task which is arrange retro books for trolley 8 and 9. Next, after finish arrange books, I took books which has been isolated by madam Hafiza on the 4th floor for Retro process.</p>	
3/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books followed by call number and take book from trolley and arrange at shelf.</p>	
	<p>→ After that, I continue doing the task that has been given which is take the trolley for doing retro process. Next, after finish for retro process, I continue put the label at the books.</p>	
4/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books followed by call number.</p>	
	<p>→ After that, Mr. Zaini called my friend and I to teach about barcode and spine process.</p>	<p> HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

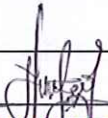
Date	Exact Nature of Work Done	Supervisors Remarks
	The process are: ↓	
	libsys → cataloguing → print catalogue cards	
	↓	
	check the detail ← scan accn no ← print barcode and spines	
	(title, author, ISBN, status, location)	
	↓	
	click option → submit → click normal books & C (barcode & spine)	
	↓	
	print ← preview ← submit	
	<ul style="list-style-type: none"> Barcode for acc. no need to put it at first page. The measurement is 2cm from above. Other than that, Mr. Zaini need to paste the call number at the spine of the book. The measurement is 5 cm from below. Lastly, he need to paste RFID at the back of the book. After that, I went to the floor 4 to arrange book for retro and arrange followed by call number. 	
		 HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UITM Seremban, Selangor Kamp. 3, 70400 Seremban, Alam


Date	Exact Nature of Work Done	Supervisors Remarks
	New Unit →	
	UNIT PENYELIDIKAN PEMBELAJARAN	
	& RUJUKAN.	
7/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the book at level 4 and took books at trolley and arrange by call number.</p> <p>→ After that, I go to the new unit and met Madam Fatimah for the briefing session but because of one of my friend did not come that day, she ask me to continue doing Petm and will briefing for next day with my friend.</p>	
8/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine and arrange the books followed call number. Other than that, I will took book at trolley and arrange at the suitable shelf.</p> <p>→ After that, I went to new unit and met Mrs. Fatimah for the briefing session. Mrs. Fatimah were share a lot of information about this unit to us. Mrs. Fatimah share about the task that this unit do and share information to user.</p> <p>→ Other than that, the service that this unit give such as information literacy service. For example, library tour and also has a session with user such as class RKM.</p>	<p style="text-align: right;">  NUR FATIMAH BINTI MUHAMMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam </p>


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ Next, the librarian at this unit do class for user especially user that already booking class. there are some process for booking class. such as: ↓</p>	
	<p>MyKM → service → booking class.</p>	
	<p>→ Next, Mrs. Fakhrah say that there are also has a session class with PhD students and there are some of volunteer lecture from FPM will share information about library system and online database. This session will be held at UiTM Shah Alam. Limitation for every class are 45 person and they can booking 1 class for 1 modul.</p>	
	<p>→ The task that this unit do such as: ↓</p>	
	<p>manage and provide tutoring * class literacy information</p>	
	<p>Advisory service</p>	
	<p>Program Library outreach</p>	
	<p>Corporate Social Responsibility</p>	
	<p>* chat with librarian * 7 minute session with user to give information and answer all question that users ask. discussion with user must put at EIC (Executive Information System) ▲ Platform for see the statistics.</p>	
	<p>* The librarian will record all the question that has been asked by user at the system MYKM (reference desk management system)</p>	
	<p>* Other than that, this unit also will go the faculty and informed them about library service and also class that library do for user.</p>	
	<p>* Lo (Pegawai Perhubungan) will bring lecture go to the book fair and ask them to listed the book that they want and library will do the next process to buy the books that they list.</p>	

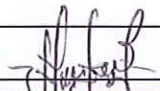

NUR FATIMAH BINTI MUHAMAD
Pustakawan
Perpustakaan Tun Abdul Razak
UiTM Cawangan Selangor
Kampus Puncak Alam


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>Next, about the IQRA' publication. The medium for publish every program in library are wordpress. The publication for this program such as:</p>	
	<p>Buletin newspaper Any program about library</p>	
	<p>aspiration ceremony program talk.</p>	
	<p>website will be check by PTARKPA. Other than that, this unit also doing the CSF program. Which program that help any matter that we can help such as CSF at school. Next, Mrs Fatimah also share information about system that related with lecturer's mark and also their publication (conference) which is PRIME system.</p>	
	<p>Next, for My journal (MySite), there are 4 journal under PTARKPA. Which is ALJUE and Farmaceutel. The process such as take article in ALJUE and upload at My journal.</p>	
9/11/2022	<p>At 5:00 until 5:30 a.m., I am doing my daily routine which is arrange the books at level 4. Other than that, I will take the books at trolley and arrange by call number also put at the suitable shelf.</p>	
	<p>After that, do preparation for the program that will be start and program for my special project with students from sekolah kebangsaan Dandar Baru Kuala Selangor.</p>	<p> NUR FATIMAH BINTI MUHAMMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>
	<p>At 1 pm, they arrived at PTARKPA and I am doing my preparation to be an emcee for that program. Next,</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>Madam Fatimah gives a talk about PTAR KPA and also I will continue for the next agenda.</p>	
	<p>Then, after finish the talk and agenda for give the present to that school, my friend and I divided them in 3 group. Next, I took the second group that has 40 students and bring them to seminar room at level 1.</p>	
	<p>After that, I will start my special project with all students under me which is has 40 students. First thing that I do is briefing and interact with all students and give them know what PTAR KPA has and make them interest to library. After that, I will divided to 4 groups which is in 1 group has 10 students and also each of them will sat in group.</p>	
	<p>Next, I will briefing the activity that will do that day which is about my special project about Speed Reading Program. This program are good because it encourage reading among children and build reading competence.</p>	
	<p>After that, I will continue for the next activity which is they will be present in front of all 40 students in the seminar room to story back what story that they has been read. There are 6 students that volunteer to present to everyone the story that they has been read. Next,</p>	
	<p>I will continue for the quiz and give them present for the winner.</p>	 NUR FATIMAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam


Date	Exact Nature of Work Done	Supervisors Remarks
10/11/2022	<ul style="list-style-type: none"> At 8:00 until 8:30 a.m, I am doing my daily routine which arrange the book at level 4 and take the books at trolley also arrange by call number. 	
	<ul style="list-style-type: none"> Next, I go to the unit 'Koleksi Akses Terhad' to learn about task that this unit do. In this unit, has 2 staff which is Madam Fatimah and madam kamqia. Today, Madam Fatimah has briefing the task that she do in this unit which is about H (Index). The task about update all the publication such as article for the lecture in the system. After update in system, she also must update in excel for the backup. This process are also for the promotion for the lectures. 	
	<ul style="list-style-type: none"> This process also known as put citation in the system PTAR publication management. This task must always update because the number of citation always changes time by time. They are also step by step for the review process of the profile list of PTAR KPA researchers. The process such as: <ul style="list-style-type: none"> PTAR KPA → my um → ADMIN → PTAR APPS → Sistem pengurusan renebitan PTAR ↓ put no id & clich icon pencil. ← update research profile. email detail no (lect) ← Administrator 	
	<ul style="list-style-type: none"> process to see number of citation in scopus and googlescholar: 	
	<p>Scopus:</p> <ul style="list-style-type: none"> authors → put name without bin / binti → take uitm only → take details citation for h index and see orchid id 	<p> NUR FATIMAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak LIITM Cawangan Selangor Kampus Puncak Alam</p>

Date	Exact Nature of Work Done	Supervisors Remarks
	Google Scholar	
	Author → put name without b1/b2/b3 → take details citation (h-index) → take gs id m uri (take after '=')	
	* all the citation h-index number put in system update research profile.	
11/11/2022	<ul style="list-style-type: none"> At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books by call number at level 4 and take the books at trolley. After that, I am continue doing the task that has been given which is about update research profile. next, I am carefully check the details of system and put all the data that I received from system to excell. 	
14/11/2022	<ul style="list-style-type: none"> At 8:00, until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and also take the books at trolley also arrange by call number. After that, I am continue doing the task that has been given which is doing H-index and see the citation at the online database scopus, wos and google scholar to get the citation for every lectures. 	 NUR FATIMAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
15/4/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and take the books at the trolley and arrange by the call number.</p>	
	<p>→ Next, I am continue doing the task that has been given which is arrange and take the details of citation lectures in online database such as Scopus, WoS and Google Scholar. I will put the number of index at the system and in excel.</p>	
16/4/2022	<p>At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and take the books at trolley and arrange by call number.</p>	
	<p>Next, I am continue the task that has been given and key in the h-index in the system carefully also at the same time key in details in the excel.</p>	
17/4/2022	<p>At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books follow call number at level 3.</p>	
	<p>After that, I am continue doing the task that has been given and check the H-index in the online database.</p>	
18/4/2022	<p>Public Holiday</p>	<p>NUR FATIMAH BINTI MUHAMMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

Date	Exact Nature of Work Done	Supervisors Remarks
21/11/2022	<p>At 8:00 until 8:30 am, I am doing my daily routine which is arrange the books at level 4 following with the call number. other than that, I am also took books at trolley and arrange it at suitable shelf.</p>	
	<p>Next, I met Mr. Arshad which is a librarian at PTARUPA to get information about the task that he do. He also explain about the system PRIME which is the system that relate with lecture in PTARUPA to key in their ranking publication. The system to know the lecture publication such as:</p> <ul style="list-style-type: none"> * Web of science (was) * Scopus * My cite * Era (also the portal that has been recognized) 	} databases
	<p>Other than that, there are some reason the publication not verified. the reason such as:</p> <ul style="list-style-type: none"> - the publication will be returned back because records are not indexed in 4 databases. - late submit to get the approval. 	
	<p>Next, Mr. Arshad also shared information about how to verify the publication from the lecturer. The thing that can be check such as:</p> <ul style="list-style-type: none"> • check detail ISSN / pages • author (first author higher mark) / second author (lower mark than first author) • check detail information after that can be verify 	
	<p>After that, my friend and I met Mrs. Kamala which is staff at unit 'koleksi Asas Terhad' to get information about the task that her do.</p>	<p> NUR FATIMAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>- She shared that library will taking care of 5 highest officials in the UPA. This is one of PTAR's initiatives to give special treatment to the highest officials. These individuals will get reading materials from PTAR and the topics based on their requests every month before the 15th. The reading materials such as journals must be taken according to the highest grade such as Q1 and Q2 and must be given according to the most recent year. The reading material can also only be taken in the WoS (Web of Science) database. Mrs. Kamala also will key in every details in the statistics.</p> <p>5 highest officials such as:</p> <ul style="list-style-type: none"> • Rector • Chief of AEP • Hospital Director 	
	<p>there are some of <u>Process Selective Discriminative Information (SDI)</u> such as:</p>	
	<p>Send a letter and email → send the form (for their fill in the topic that they want) → receiver give response</p> <p style="text-align: right;">↓</p> <p style="text-align: right;">PTAR accept the request.</p>	
	<p>- Next, the task that Mrs. Kamala did is chat with librarian. She will answer all the question from the web via online. Mostly the question that her got such as about online database, services etc.</p>	
	<p>- Other than that, the task that her did are manage the exhibition virtually and the topics exhibited are random also do not touch on sensitive issues.</p>	<p style="text-align: right;">  NUR FATIMAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam </p>

Date	Exact Nature of Work Done	Supervisors Remarks
	<h1>NEW UNIT </h1>	
21/11/2022	<p>- At 8:00 until 8:30 a.m., I am doing my daily routine which is arrange the books at shelf according call number. Other than that, I am also took the books at trolley and arrange ^{following} with suitable shelf.</p>	
	<p>- Next, I am going to the new unit which is of administrative unit and archive unit. At this unit, I met Mrs. Salimah to learn the tasks that her do in this unit. She is one of staff that work in this unit. I did't met the officer because absence. Mrs. Salimah share a lot of information about the tasks that her do such as about Archive material. The system that has been used such as Online Finding Archive (OFA). Mrs. Salimah also said that archive material can be borrowed by external users. Next, Mrs. Salimah also shared process to key in archive material ^{such as poster} in OFA. The steps such as: ↓</p>	
	<p>MY UM → Admin → PTAR APPS → AMS → penerimaan bahan arkib</p>	
	<p>↓ penerimaan bahan arkib → penempatan / ujeksu → poster (edit in word and put watermark) → check duplicate poster → carian terperinci</p>	
	<p>↓ carian terperinci → Publication material (type of material (poster)) → click find (put detail & title) → Description material (put some summary)</p>	
	<p>↓ Description material → Register the file (copy no) → Register archive material → Register metadata</p>	<p>SITI FAZLINA BINTI MOHAMED RAHMAN Pustakawan Kanah (544) Perpustakaan Tun Abdul Razak Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor</p>
	<p>↓ Register metadata → Search by type (put no item) → click title → check detail (keyword, author) language → click register information archive material (copy number)</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>Next, Mrs salimah also shared information that the process to put / key in poster in system are doing by Mrs. Fazlina and Mrs salimah only register publication in the system AMS.</p>	
	<p>After that, my friend and I go to Mrs. zetty one of the staff in this unit to briefing with her to know some of the tasks that we should do. She is explain about the document / student that want to put or save in archive university. She also tell us step to arrange document / students in their files which is starts from : ↓</p> <ul style="list-style-type: none"> - student information - study offer letter - Other document that has in the file. <p>other than that, Mrs. zetty also shared with us about process digitization for this document. And also she teach us for process scanning the documents. The process such as : ↓</p>	
	<p>process digitization</p> <pre> graph TD A[check file] --> B[cleaning document] B --> C[sorting for scanning] C --> D[keep the document in the box] D --> E[put in the archive room] E --> F[arrange in the 'rak mid'] F --> G[click scan to PC] G --> H[Address book] H --> I[choose name of PC] I --> J[click close] J --> K[colour scanning (autodetect)] K --> L[click start] L --> M[next to original for merge file in the PC] M --> N[scan other paper] N --> O[click button start] O --> P[finis h scan click send last original.] </pre>	
	<p>scanning steps</p>	
	<p>for change settings</p>	
	<p>2-sided scanning</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
	Process for change settings.	
	click change settings → 2 sided scanning (double sided (2 pages)) → Head to head	
	click start. ← click save	
22/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and arrange followed by call number. Other than that, I am also took the books at trolley and arrange it to the suitable shelf by call number.</p> <p>→ Next, my friend and I met Mrs Zetty to help her manage the inventory at every unit in this PTAR-PA. We help her to count in the inventory and go to every unit to get the number of each inventory.</p> <p>→ Next, after finish doing the inventory, we doing the scanning task that has been by Mrs Fazling. We are do 2 box for scanning and cleaning all the document inside the box after finishing scanning.</p>	
23/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and also took the books at every trolley. After took the books, I will arrange by call number.</p> <p>→ After that, I am continue doing the task that has been given which is doing scanning and cleaned all the document inside the box that we are doing. We success finish 2 box for scanning.</p>	

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Pustakawan Kanan (S44)
Perpustakaan Tun Abdul Razak
Universiti Teknologi MARA
Kampus Puncak Alam
12300 Bandar Puncak Alam
Selangor

Date	Exact Nature of Work Done	Supervisors Remarks
24/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and took the books at trolley. After took the books, I will arrange by call number.</p>	
	<p>→ Next, I am continue doing the task that has been given which is scanning the document before put all the document inside box to the archive university. After finished all the scanning document, I will key in all the detail information of the students for the owner of the document that has been scanned.</p>	
	<p>→ I am key in the detail in the excel for easy Mrs. Fazlina get the information for the owner document that has been scanned.</p>	
25/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 3 and also took the books at trolley also arrange by call number.</p> <p>→ Next, I am continue doing the task that has been given which is key in the detail information in excel. After finish key in the detail in excel, we must shared the document to Mrs. Fazlina.</p>	
28/11/2022	<p>Public Holiday</p>	<p>SITI FAZLINA <small>Pusat Perpustakaan Universiti Kampus Pune, 42300 Bandar Puncu Selangor</small></p>

Date	Exact Nature of Work Done	Supervisors Remarks
29/11/2022	<p>→ At 8:00 until 8:30 am, I am doing my daily routine which is arrange the books at level 4. Other than that, I am also took the books at trolley and arrange it by call number.</p>	
	<p>→ After that, I am going to the archive university to manage the document inside the books at archive university. My friend and I took 1 box to doing the process cleaning before put the box inside the archive university box in the room. We are cleaned all the document and removed all the stapler at the document.</p>	
	<p>→ The reason of ^{must} remove all the dust and stapler at the document are because to keep all documents in good conditions and without any damage happen.</p>	
30/11/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 2 and arrange all the books by call number.</p> <p>→ After that, I am continue doing the task that has been given and took other box at the archive university to do a cleaning process for the document before doing the next step put the box inside the box archive university. Today, we finish cleaning process 3 box and arrange it at the archive university box.</p>	
01/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 3 and took the books at the trolley. After that arrange by call number and also put at the suitable shelf.</p>	

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Selangor

TECHNICAL TRAINING
LOG BOOK


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ After that, I am continue doing the task that has been given which doing the cleaning process for the document before put in the archive university box. Other than that, my friend and I doing 4 box for 9 day and arrange all the document inside the archive university box.</p>	
02/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and also arranged books followed by the call number.</p>	
	<p>→ After that, I am continue doing the task that has been given which is cleaning process and remove all the stapler of the document. Other stapler, I am also make sure that the document avoid from any dust. This is because to make sure the document always in a good conditions. For today, we are successful finish 4 box.</p>	
05/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and took the books at trolley to arrange by call number.</p>	
	<p>→ Next, I am going to the archive university room and continue doing the task that has been given which is cleaning process. For the cleaning process, I am doing properly and make sure that all documents in a good conditions. I am remove all the staplers and dust at the documents. Next, put back all the documents inside archive university box. For today, I successfully finish 4 box.</p>	
		<p>SITI FAZLINA BINTI MOHAMED RAFI. Pustakawan Kanan (S44) Perpustakaan Tun Abdul Razak Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor</p>


Date	Exact Nature of Work Done	Supervisors Remarks
06/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 2 and also took the books at trolley to arrange followed by call numbers.</p>	
	<p>→ After that, I am continue doing the task that has been given which is doing the cleaning process for the documents to put in the archive university box. This step and process to always make sure that all documents in a good conditions and avoid from any damage happen. For today, my friend and I successful finish cleaning process for 8 box.</p>	
07/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 3 and arrange the ^{books} at trolley followed by call numbers.</p>	
	<p>→ Next, I am continue doing the task that has been given which is doing the cleaning process and I succeeded finish 5 box for today. I am make sure that there are no staples or dust for any documents before put inside the university archives.</p>	
08/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at shelf followed by call numbers. other than that, I am also took the books at trolley.</p>	
	<p>→ After that, I am continue doing the task that has been given which is doing the cleaning process such as remove all the stapler of the documents and also clean up all the dust of documents. other than that, today I succeeded finish 4 boxes and also put at the box university archives.</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
09/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at shelf according by call number. I am also took the books at trolley and arrange by call number.</p> <p>→ Next, I am continue doing the task that has been given which is doing the cleaning process for the documents before put at the university archive.</p> <p>After that, my friend and I met Mrs. Fazlina which is Librarian in the PTAR Puncak Alam to know the task that her do. She shared many information especially about this unit. Other than that, she is also shared about her task at administrative part of the organization. such as :</p>	
	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid orange; padding: 5px; width: 25%;">managing library governance</div> <div style="border: 1px solid orange; padding: 5px; width: 25%;">planning acquisition of archival material</div> <div style="border: 1px solid orange; padding: 5px; width: 25%;">coordinate strategic planning and library quality.</div> </div> <div style="border: 1px solid orange; padding: 5px; width: 50%; margin: 10px auto;">planning the conservation of library collection and archival material.</div>	
	<p>Next, Mrs. Fazlina also shared that there are <u>system</u> that used to manage the part of her job such as :</p>	
	<p><u>'system e-mesyuarat uim'</u></p> <p>→ this system to manage the calendar and also meetings.</p>	
	<p><u>system 'Executive Information System' (EIS)</u></p> <p>→ this system for online key in → every unit must key in update every month → this system for statistics. → Mrs. Fazlina will check all details in this system after staff updates.</p>	
	<p><u>System HR2U</u></p> <p>→ This system for key in attendances. → To update for holiday → This system also monitor for holiday.</p>	

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Selangor


TRAINING
LOG BOOK

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ <u>Ams OPA (Archive management system)</u></p> <p>→ this system for key in personal data of students.</p> <p>→ the process of Ams such as: ↓</p> <pre> graph LR A[scan] --> B[metadata] B --> C[approval] C --> D[change no. approval] D --> E[key in in server.] </pre> <p>→ Archive are special because only have 1 kpi such as</p> <ul style="list-style-type: none"> • bil penerimaan rekod penting universiti * bil rujukan bahan arkib COFA) * bil permohonan pelupuran rekod * bil konsultasi pengurusan rekod. 	
	<h1>PTAR KABAS</h1>	
12/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books according by call number. Today I am going to the new library in campus Puncak Alam which is PTAR KABAS.</p> <p>→ Next, in this library me and my friend met Mrs. Norliza which a librarian in this library. Mrs. Norliza are briefing to us some parts and section in this library such as room discussion, IT room, KAT, etc. Other than that, Mrs. Norliza also gives us task which is make an exhibition on the notice board in this library and we plan to make about the figures in Malaysia and about the list of prime minister in Malaysia. Other than that, she also gives us tasks to change label of quotes in this library and process for printing services.</p>	 NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor


Date	Exact Nature of Work Done	Supervisors Remarks
13/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books by call number and took the books at trolley and arrange at the suitable shelf followed by call numbers.</p>	
	<p>→ Next, I am continue doing the task that has been given which is prepare the material for make the exhibitions. I am doing research to get the information and find a good photos to put at the exhibitions.</p>	
14/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at trolley followed by call number.</p>	
	<p>→ Next, I am continue doing the task that has been given which is doing the printing all the materials for make the exhibitions and make some research to make sure that all the information that has been print are referance and true. After that, I am continue doing other research for the lists of prime minister.</p>	
15/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books followed by call numbers and took the books at trolley to arrange at the suitable shelf.</p>	
	<p>→ Next, I am continue doing the task that has been given which is make a process for printing service. This is because to make user easily understand the steps to use printing service in library.</p>	
		<p style="text-align: right;">  NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor </p>

Date	Exact Nature of Work Done	Supervisors Remarks
16/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books followed by call numbers. other than that, I am also took books at trolley to put at the suitable shelf according call numbers.</p>	
	<p>→ Next, I am continue doing my task that has been given. Today I' am continue to do exhibition in this library's notice board. Me and my friend starts to decorate the notice board and put all the information that has been done print and laminate the papers. other than that, we also changed all the quotes at every shelf with a new quotes that with fresh words and feeling.</p>	
19/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange all the books at the trolley according by the call numbers.</p>	
	<p>→ Next, I am going to meet Mrs Munirah which is one of staff in this PTAR KABS to know the tasks and the job that her do. There are many information that her shared especially about this PTAR KABS and her tasks. Her tasks such as manage the counter service, doing the local content, article indexing, virtual exhibitions and also acceptance every journal.</p>	
	<p>→ Other than that, Mrs Munirah also shared information that in this library are only doing service to user and specifically for faculty also students arts and design. This library also used some system in PTAR KPA which is Wils. All the cataloguing the books and some process are manage by PTAR KPA.</p>	
		<p style="text-align: right;">  NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor </p>

Date	Exact Nature of Work Done	Supervisors Remarks
20/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books followed by call numbers and took the books at trolley and arrange at suitable shelf.</p>	
	<p>→ Next, my friend and I met Mrs. Nurhayati to know the task that her did in this library. The task that her did are receiving a new books, key in template for a new books for published and also the task that her did a serve user in counter customers service.</p>	
	<p>→ After that, I am doing promotion at counter for my special project which is ask user to qr code the icon qr code in poster to go to my virtual bookshelf. Other than that, tell them some function and benefits of this virtual bookshelf to user especially.</p>	
21/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at trolley according by call numbers. Other than that, I am took the books and arrange at suitable shelf.</p>	
	<p>→ Next, I met Mr. Fauzi to know the task that he did in this PTAR KABS. He is shared some information that very important especially about his task. The task that</p>	
	<p>his did such as:</p>	<p>3 times reminders. 1. Email 2. Post</p>
	<ul style="list-style-type: none"> - Prepare a fine reminder letter and sent to students the letter (system wils) 	
	<ul style="list-style-type: none"> - Doing local content for topic (topo media creative) / 60 materi for 1 year 	
	<ul style="list-style-type: none"> - manage books that has problem (go to 'unit sidd') 	
	<ul style="list-style-type: none"> - manage the material in-transit 	
	<ul style="list-style-type: none"> - Inter-library loan. 	<p><i>lz</i> NORLIZA OTHMAN Pustakawan Kanan PTAR UITM Cawangan Selangor 43300 Puncak Alam Selangor</p>


Date	Exact Nature of Work Done	Supervisors Remarks
22/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at shelf followed by call number. Other than that, I am also took the books at trolley to arrange at the suitable shelf.</p>	
	<p>→ Next, I am going to counter and give the services to the users such as borrowing, returning and help them find books that they want in O PAC. Other than that, I am also continue promote my special project to the users in PTAR KABS.</p>	
23/12/2022	<p>→ At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at every shelf followed by call number. Other than that, I am also took the books at trolley and arrange in the suitable shelf according by call number.</p>	
	<p>→ Next, I am also doing the task that Mrs Noriza give to me which is arrange the food donated from lectures to students. Other than that, I am also give one by one to the users that come to the library.</p>	
	<p>→ After that, I am sat at the counter and gave the services to the users that need help such as printing, borrowing and returning. Other than that, I am teach users how to find articles in online database UiTM.</p>	
	<p>→ Next, I met Mrs. NORIZA to briefing with her about the task that her do in PTAR KABS. She is one of the librarian in this PTAR KABS. The task that Mrs Noriza did such as:</p>	<p style="text-align: right;">  NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor. </p>

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>→ Next, there are process to manage books that has a problem. The process such as: ↓</p>	
	<pre> graph TD A[circulation] --> B[collection updates] B --> C[discard process] C --> D[for binding (key in accn no.)] D --> E[submit] E --> F[check sent to binder] F --> G[return date (R months)] G --> H[add title] H --> I[check process] </pre>	
	<p>→ Process to sent dokumen to put in books that should sent to - unit jilid'.</p>	
	<pre> graph TD A[Reports] --> B[Binding] B --> C[order no ex: 171] C --> D[submit] D --> E[download] E --> F[print 2 copies 1 copy Mr. Fathi 1 copy Mr. Saragi] </pre>	
	<p>After that, there are also process for material in transit. Material in-transit is the books that not belong by PTAR KABS but users return in PTAR KABS. PTAR KABS must manage to transit the books. The process such as: ↓</p>	
	<pre> graph TD A[circulation] --> B[collection updates] B --> C[transfer process] C --> D[copy status] D --> E[Accn] E --> F[check new status (in transit)] F --> G[submit] </pre>	


NORLIZA OTHMAN
 Pustakawan Kanan
 PTAR UiTM Cawangan Selangor
 42300 Puncak Alam Selangor

Date	Exact Nature of Work Done	Supervisors Remarks
26	New Unit: Digital Library	
26/12/2022	Public Holiday	
27/12/2022	<p>- At 5:00 until 5:30 a.m, I am doing my daily routine which is arrange the books at krel 3 and also took the books at trolley. Next, arrange by call numbers.</p> <p>- Next, go to the new unit which is digital library under Mr. Arshad. My friend and I met Mr. Arshad to know the task that his doing which is update everyday daily routine work staff, next key in the update at the excel. Next, Mr. Arshad also key in data users that come to the library everyday. The statistics get from the barrier gate and mobile apps.</p> <p>- Other than that, Mr. Arshad also shared information some information about library website. The information that Mr. Arshad shared such as software red edit and this software for control computers for control the display for desktop.</p> <p>- Next, Mr. Arshad gives to us task which is make the poster to promote database for ISRA' at level 4 PTARKPA.</p>	
		<p>SYAZANI AYE ADUKA Penolong Pegawai Teknologi Maklumat Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

Date	Exact Nature of Work Done	Supervisors Remarks
28/12/2022	<p>At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and took the books at trolley also arrange by call numbers.</p>	
	<p>Next, my friend and I met Mr. Irfan to know the task that his doing. Mr. Irfan was briefing to us and shared some information about his task which is manage the customer service and using system Dccs. Other than that the task that Mr. Irfan doing such as:</p>	
	<p>a) Manage library website</p> <ul style="list-style-type: none"> * update information about <ul style="list-style-type: none"> about us directory staff organization chart. * update contents in website <ul style="list-style-type: none"> Article library exhibition banner web (announcement) 	
	<p>b) Library publications</p> <ul style="list-style-type: none"> * make graphic design <ul style="list-style-type: none"> each time event must make poster and must finish 1 weeks before events. * team technical for Live @ PTAR 	
	<p>c) Managing library ICT equipment and audio-visual equipment.</p> <ul style="list-style-type: none"> * troubleshoot equipment ICT library. 	
	<p>d) Arrange the books and help users find books at OPAC also booking in system PRE Sys. Other than that, help to setting and manage all the equipment ICT library.</p>	
29/12/2022	<p>At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange books at level 3 and took books at trolley also arrange books followed by call numbers.</p> <p>Next, I am going to met Mr. Syazani Alif which is head of IT unit in PTAR KPA. He is also shared some information</p>	



 SYAZANI ALIF
 Penolong Pegawai Teknologi Maklumat
 Perpustakaan Tun Abdul Razak
 UTM Cawangan Selangor
 Kampus Puncak Alam


UTM Cawangan Selangor
 Perpustakaan Tun Abdul Razak
 Kampus Puncak Alam

TRAINING
 LOG BOOK

Date	Exact Nature of Work Done	Supervisors Remarks
	<p>to me and my friend. The information that has been shared related with IT department such as the system that be used in this unit which is system Dccs. This system used since 2017 and the function of this system are control all PC in this library also only have log license. Other function such as:</p> <ul style="list-style-type: none"> • control PC <ul style="list-style-type: none"> send message lock PC (shut down / restart) see all the activity in PC. • total of PC are 56 PC and PC that can be used only 54 include with 2 scanner and 2 PC thesis. <ul style="list-style-type: none"> this PC block for internet because only can view thesis. <p>Other than that, the system that used in IT department are Mykm which is this system for doing printing process and check payment from users. Next, Mr. Arif also shared information that each 4 years PC in library will change to new PC. All the process deal for buying and selling PC in IT department under Mr. Arif.</p>	
30/12/2022	<p>At 8:00 until 5:30 a.m, I am doing my daily routine which is arrange the books at level 4 and took books at trolley also arrange followed by call numbers.</p> <p>Next, met Mr. Arshad to briefing about website PTAK and the software system that this website library used are joomla. Next, from this software also used sp page builder for template. Other than that, provide also for search engine for user friendly. for example, when user search the information will appear.</p> <p>Next, all the PTAK in Malaysia used software Joomla for officials website.</p>	

SYAZANI ALIF ADUKA
 Penolong Pegawai Teknologi Maklumat
 Perpustakaan Tun Abdul Razak
 UTM Cawangan Selangor
 Kampus Puncak Alam

Date	Exact Nature of Work Done	Supervisors Remarks
	<ul style="list-style-type: none"> - Next, jobs scopes Mr-Ariznad such as: 	
	<ul style="list-style-type: none"> - manage PRIME 	
	<ul style="list-style-type: none"> - Barrier gate 	
	<ul style="list-style-type: none"> - manage customer service all PTAR UCS . 	
	<ul style="list-style-type: none"> - give advice and manage ICT all PTAR UCS . 	
	<ul style="list-style-type: none"> - Manage and care official website PTAR KPA . 	
	<ul style="list-style-type: none"> - Ot Payment management (fine portal) 	
	<ul style="list-style-type: none"> - Then, continue doing the task that has been given by Mr-Arif which is doing inventory for ICT equipment in PTAR KPA. 	
02/11/2022	<h1>Public Holiday</h1> <h2>NEW YEAR 2023</h2>	
03/01/2023	<ul style="list-style-type: none"> - At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and tooks book at trolley also arrange by call numbers. 	
04/01/2023	<ul style="list-style-type: none"> - Next, I am continue doing the task that has been given by Mr-Arif which is doing inventory for ICT equipment in level 3 and level 4. My friend and I check one by one all the equipment for each level and room. 	
	 SYAZANI HAFIDUKA Penolong Pegawai Teknologi Maklumat Perpustakaan Tun Abdul Razek UiTM Cawangan Selangor Kampus Puncak Alam	

Date	Exact Nature of Work Done	Supervisors Remarks
04/01/2023	<p>- At 8:00 until 8:30 a.m, I am doing my daily routine which is to arrange the books at trolley and arrange followed by call number. Other than that, I am check the call number for each shelf for make sure all the books arrange followed by call number.</p> <p>- Next, I am continue doing the task that has been given which is doing the inventory at every level 2, 3 and 4. Other than that, after finishing doing the inventory, me and my friend transfer all the details into the excel and shared with Mr. Alif.</p>	
05/01/2023	<p>- At 8:00 a.m until 8:30 a.m, I am doing my daily routine which is arrange the books at shelf and arranged followed by call number.</p> <p>- Next, doing the poster which is task that has been given by Mr. Irfan. The poster for showed opening IT room to users and put all the details time open. After that, I am serve service to users which is help users for printing service. There are step for printing process in IT room. which is: →</p> <pre> graph TD MyKM[MyKM] --> changeDate[change date] changeDate --> takeID[take id users] takeID --> CIRF[CIRF nb server] CIRF --> wage[wage] wage --> printingCredit[printing credit] printingCredit --> snpDetails[snp details (receipt no)] snpDetails --> paymentType[payment typ 'online'] paymentType --> Done[Done] </pre>	<p style="text-align: right;">  SYAZANI ALIF ADUKA Penolong Pegawai Teknologi Maklumat Perpustakaan Tun Abdul Razak UTM Cawangan Selangor Kampus Puncak Alam </p>

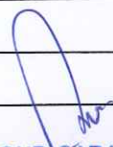
Printing process.

Date	Exact Nature of Work Done	Supervisors Remarks
06/01/2023	<p>- At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and took the books at trolley also arrange followed by call numbers.</p>	
	<p>- Next, I am going to met Mr. Arshad to learn about presys. Mr-Arshad shared information that there will be have a changed system which is from system presys to system BSM. This system for booking room in PTAR KPA. Based on this system, lecture and student can booking room and must attach document approval for an evidence.</p>	
NEW UNIT : UNIT JILID		
9/01/2023	<p>- At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 4 and took all the books at trolley. After that arrange followed by call number at shelf.</p>	
	<p>- After that, I'm going to the new unit for 2 weeks which is 'unit Jilid'. This is the last unit for this internship in PTAR KPA. Next, My friends and I met Mr. sarapi which is staff that manage this unit. Mr. sarapi was explain some tasks that his did and already gives us tasks. The tasks that I got is sewing the books. Mr. sarapi gives each of us different tasks that one of the step makes books.</p>	
10/01/2023	<p>- At 8:00 until 8:30 a.m, I am doing my daily routine which is arrange the books at level 3 and took the books at trolley also arrange followed by call numbers.</p>	
	<p>- Next, I am continue doing the tasks that has been given by Mr. sarapi. which is sewing the books. The name sew is</p>	<p style="text-align: right;">MOHD SARAPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

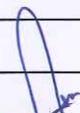
Date	Exact Nature of Work Done	Supervisors Remarks
11/01/2023	<p>At 8:00 a.m until 8:30 a.m, I am doing my daily routine which is arrange the books at shelf and also took the books at trolley to arrange followed by call numbers.</p>	
	<p>Next, met Mr. Sarapi because he want gives briefing about this unit. The information that Mr. Sarapi shared such as: ↓</p>	
	<p>Unit Jitid</p> <ul style="list-style-type: none"> ↳ conservation (pemeliharaan) ↳ preservation (pemuliharaan) 	
	<p>conservation (pelihara)</p> <ul style="list-style-type: none"> * for journal & magazines. 	
	<p>preservation (Pulihura)</p> <ul style="list-style-type: none"> * damage boof * scratch boof * torn boof * damaged spine * repair al-auran & hadith * notepad * comb binding 	
	<p>Types of stitches</p> <ul style="list-style-type: none"> ↳ side stitches (5 stitches) } all stitches ↳ overcasting 7 19/11 } used odd numbers. ↳ 'jahitan selang seli' (roundselekp) ↳ 'jahitan simpul' <p>this stitches are suitable for comics/magazines (materials that used staplers)</p> <ul style="list-style-type: none"> * the big books uses odd numbers until the stitches are 11, this is because the more stitches, the stronger. * There 5 types of sticher, but 3 ^{types} of stitches already enough to accommodate the existing material in PTARUPA. 	<p>MOHD SARAPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>

Date	Exact Nature of Work Done	Supervisors Remarks
	Materials that provided in this unit such as:	
	<ul style="list-style-type: none"> • Akrilin → - buku nota sahaja (paper) * such as notepad • Buckrem → journal only (cloth) • Simili Paper → to put at end paper for books. • Holo card → to put at spine book → strength in the book bones are spine • Needle → 69 mm / 3 1/2 • Mull cloth → put at spine book → to grip every pages if the glue cracked. • Headband → to make the books ^{look} became neatly. • Brown paper → to cover the mull total cloth. • 'Bendang' • Strawboard • Book dryer → to make a book or document that are needed urgently. • Gold foil. → for the title of the books. 	
	<p>Next, there are some of information that has been shared by Mr. Sarapi which is there are 5 types of stitches but UiTM only uses 3 types of stitches because that are enough to accomodate the existing material in 'unit, grid'.</p> <p>The strength of book at the spine book, stitching, glue and mull cloth.</p>	
12/1/2023	<p>At morning, I am doing my daily routine which is arrange the books at level.</p> <p>Next, I am continue doing my daily routine and learn a new thing such as about setting book press to put glue on the spine books</p>	
		<p>MOHD SARAPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam</p>


Date	Exact Nature of Work Done	Supervisors Remarks
	The process such as:	
	open book	
	press	
	put plastic	
	put plastic on each overlapping part of the book so that it does not stick to other books	
	put something on the back of the book so that the book press is flat at front and back when pressed	
	put strawboard on the top of the books - so that the books doesn't get dirty when it hits the surface of the book press	
	close the book press	
	check the book whether it is straight or not	
	close until compressed.	
	Next, Mrs. Sarapi also teach us about how to heat the spine.	
	put glue on the top and bottom edges of the book	
	put headband	
	put glue and paste mullcloth	
	put rub the brown paper to make it flat and stick.	
	paste brown paper (cover mullcloth)	
13/11/2023	At morning, I am doing my daily routine which is arrange the books at level 4	
	Next, continue doing the task that has been given which is neat the books. And Mrs. Sarapi shared information such as 5 stitches 5 holes for sticker is for book damaged and 7 holes for journal.	


MOHD SARAPI SAMAH
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Date	Exact Nature of Work Done	Supervisors Remarks
16/1/2023	At morning, I am doing my daily routine which is	
	arrange the books at level 4.	
	next, make our own books. And we start from	
	starts until end which is sewing the books	
	next after/which make book cover. And the	
	step such as:	
	paste brown paper. put 'pembahagi'	upside down and
	paste hollow card then paste strawboard	flatten the book
	at center of the cover	cover so it doesn't
		bulge.
	cut the cover	
	on the corner of the	
	strawboard and stick it on	
	the strawboard.	
	At morning, I am doing my daily routine arrange	
	the books at level 4.	
	next, continue doing the task that has been given	
	which is sewing the books.	
	At morning, I am doing my daily routine which is arrange	
	the books at level 4.	
	next, I am continue doing the work that has been	
	given which is did the book cover.	


 MOHD SARAPI SAMAH
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Date	Exact Nature of Work Done	Supervisors Remarks
19/11/2023	At morning, I am doing my daily routine - arrange the	
	books at level 3.	
	Next, we took our book at book press and did the	
	next step which is next spine until do the cover	
	of our books.	
20/11/2023		


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Date	Exact Nature of Work Done	Supervisors Remarks
26/1/2023	<ul style="list-style-type: none"> - At morning, I am doing my daily routine which is arrange the books at level 4. Next, I am arranging according call number. 	
	<ul style="list-style-type: none"> - Next, I am continue doing slide presentation and doing report for this industrial training. 	
27/1/2023	<ul style="list-style-type: none"> - At morning, I am doing my daily routine which is arrange the books at level 4. 	
	<ul style="list-style-type: none"> - Next, I am continue doing to my slide for final presentation at PTAR KPA. Next, doing my report writing. 	
29/1/2023	<ul style="list-style-type: none"> - At morning, I am doing my daily routine which is arrange the books at level 3. 	
	<ul style="list-style-type: none"> - Next, I am continue doing the slide for final presentation at PTAR KPA and special project that has been given by Tuan Ts Hamidi. 	
31/1/2023	<ul style="list-style-type: none"> - Presentation Final at PTAR KPA & Farewell. 	

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