



إِنَّمَا نَحْنُ بَشَرٌ مِّثْلُكُمْ وَلَكِنَّ الْبَشَرَ أَلْسِنَةٌ رَاغِبَةٌ
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT
NEGERI SEMBILAN BRANCH, REMBAU CAMPUS

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN PEJABAT KETUA PENDAFTAR
MAHKAMAH PERSEKUTUAN MALAYSIA
ISTANA KEHAKIMAN, PRESINT 3,
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1ST AUGUST 2019 – 31ST DECEMBER 2019

DECLARATION

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

Signed by

Nadzratun Najwa binti Muhrim

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ABSTRACT

In most universities or institutions, it is necessary for students to follow industrial training that refers to real work experience done during the program of study that relevant to professional industry development before graduation. Industrial Training provides pre-professional work experience with specific responsibilities and assignments. Student is expected to contribute to the activities of the workplace and meet the demands of work production and responsibility expected by the organization of its regular employees. Besides, this programmed is relevant to a student's personal career interests and improve their marketability after graduation. This report made to fulfill requirement of the Industrial Training subject IMC 690 for final semester students Faculty of Information Management. The purpose of this report is to clarify in detail about task and lesson learned along the five (5) months of industrial training at Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia (PPKPMP). Begins with the brief information about background and organizational structure in Chapter 1, it will give thorough imagination to readers on organization information in the next chapter. Plus, tasks and responsibilities given during the industrial training will be highlighted on training activities and special project handled by the student. Last but not least, last chapter will be discuss about industrial training reflection especially on student's application of knowledge, personal thoughts, lesson learnt during industrial training. Moreover, limitation of organization will be identified and some recommendation will be suggest for improving management and core business of the organization.

ACKNOWLEDGEMENT

First of all, thanks to Allah S.W.T and His messenger, Prophet Muhammad SAW for His bounty given strength and patience eventually accomplishes the industrial training that was assigned to me. Besides, I also would like to thank my parent for supporting me with hopes and prayers, also for the support of my transportation and financial so that I able to complete this assignment. Moreover, a special gratitude to the supervisor for the industrial training, Encik. Mohamad Zaki bin Yusof (Chief Librarian) and all staff whose contribute in guidance and encouragement to me during the completion of the internship. Thank you for the knowledge and skills given to me to gain new experiences. Furthermore, I wanted to thanks my coordinator and lecturer that always giving me advices within five months industrial training in Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia (PPKPMP) due to their guidance, ideas and knowledge which for me to finish this industrial training with full inspiration and determination. They also give a lot of advice on how to complete this assignment. Last but not lease everyone that participate and help me either directly or indirectly sharing a lot of information. Without all above, I would be facing plenty of complication and challenges on finishing this task. Lastly, I would like to seek forgiveness if I have committed the offense during the completion of this internship and industrial training report either intentional or accidental.

Thank you.

TABLE OF CONTENT

TOPIC	PAGE
<i>Declaration</i>	ii
<i>Abstract</i>	iii
<i>Acknowledgment</i>	iv
Table of Content	v
List of Tables	vi
List of Figures	vii
Chapter 1: Introduction	
Background of Organization	3
Organization Structure	15
Chapter 2: Organization Information	17
2.1 Structural Function	18
Chapter 3: Industrial Training Activities	
3.1 Training Activities	21
3.2 Special Project	39
Chapter 4: Industrial Training Reflection	
4.1 Application of knowledge, skills and experience in undertaking the task (knowledge gained)	44
4.2 Personal thought and opinion	49
4.3 Lesson learnt	50
4.4 Limitation and recommendation	52
CONCLUSION	55
REFERENCES	56
APPENDICES	57

LIST OF TABLES

TABLE	PAGE
Table 1.1 Library Operation Hours	5
Table 1.2 Collections and descriptions	6
Table 1.3 PPKPMP Collection Class Number and Shelf Number	7
Table 1.4 PPKPMP Services and descriptions	9
Table 3.1 Activities Schedule	22

LIST OF FIGURES

FIGURES	PAGE
Figure 1.1 Istana Kehakiman	3
Figure 1.2 Perpustakaan Pejabat Ketua Pendaftar Makamah Persekutuan (PPKPMP)	4
Figure 1.3 Road Map to PPKPMP	5
Figure 1.4 PPKPMP Directories	8
Figure 1.5 PPKPMP Counter	10
Figure 1.6 Judge's Lounge	11
Figure 1.7 Newspaper Reading Space	11
Figure 1.8 Discussion space	12
Figure 1.9 Reading area	12
Figure 1.10 Discussion room	13
Figure 1.11 Waiting/Leisure area	13
Figure 1.12 PPKPMP website	14
Figure 1.13 Hypermedia services and OPAC	14
Figure 1.14 PPKPMP Organizational Chart	15
Figure 2.0 General Management Structure	17
Figure 2.1 Information and references services division structure	18
Figure 2.1 Documentation and Online Databases services division structure	19
Figure 3.1 File review and disposal process	24
Figure 3.2 Newspaper cutting	24
Figure 3.3 MCMM Independence Day celebration	25
Figure 3.4 Form of amendment statistic	26
Figure 3.5 Amendment of the Acts process	27
Figure 3.6 Mini Exhibition desk	28
Figure 3.7 Duty on counter	29
Figure 3.8 Circulation card	29
Figure 3.9 MOT library visit	30
Figure 3.10 Acquisition book	31
Figure 3.11 Due date paper and library official stamp	32
Figure 3.12 Key in data into ILMU system	32
Figure 3.13 Draft to judgment reports lists	33
Figure 3.14 Library collections collected from judge's chamber	34
Figure 3.15 Book shelving	34
Figure 3.16 Entertain international library visitors	35
Figure 3.17 EKSA "Gotong-royong"	36
Figure 3.18 Example of new collection posters	37
Figure 3.19 Info@Judges board	38
Figure 3.20 First draft of newsletter	40
Figure 3.21 Adding photos and abstract	40
Figure 3.22 Final draft of newsletter	41
Figure 3.23 Library newsletter board	41
Figure 3.24 Newsletter location inside library website	42

CHAPTER 1:

INTRODUCTION

CHAPTER 1: INTRODUCTION

1.0 Introduction

The Industrial Training subject (IMC 690) is one of the core subjects for final year students of Faculty of Information Management have to fulfill in order to graduate in Bachelor of Information Science (Hons) Library Management. Students must undergo at least five (5) months training at the organization approved by faculty. This subject provides pre-professional working experience with specific task and responsibilities, also with the special project presented by the students for the organization. Students have to contribute actively in organizational activities.

Trainee has chosen to complete Industrial Training at Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia (PPKPMP) in Istana Kehakiman, Putrajaya. The main reason she chooses this library because it was a special library that serves their parent company which is Federal Court of Malaysia. Besides, She would like to explore about law environment in our country. They are concern on providing library services, facilities and delivering information for the courts uses especially the Judges. This library has shown that the librarian and the library itself have their core purpose to serve their users.

1.0.1 Objectives of Industrial Training

The objectives of Industrials Training subject are listed below:-

- ❖ To provide pre-professional work experience with specific assignments and responsibilities.
- ❖ To encourage and stimulates a personal career interests, serving as a bridge between university and the world of work.
- ❖ To help students improve their marketability after graduation.
- ❖ To encourage students to apply the skills and knowledge gained at the university to benefits the organization.
- ❖ To adapt managerial and technical skills in a library and information environment.

1.1 Background of Organizations

1.1.1 About Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia (PPKPMP), Istana Kehakiman



Figure 1.1 Istana Kehakiman

Istana Kehakiman was completely established on 2003 when moved to Putrajaya from the Sultan Abdul Samad Building, Kuala Lumpur.

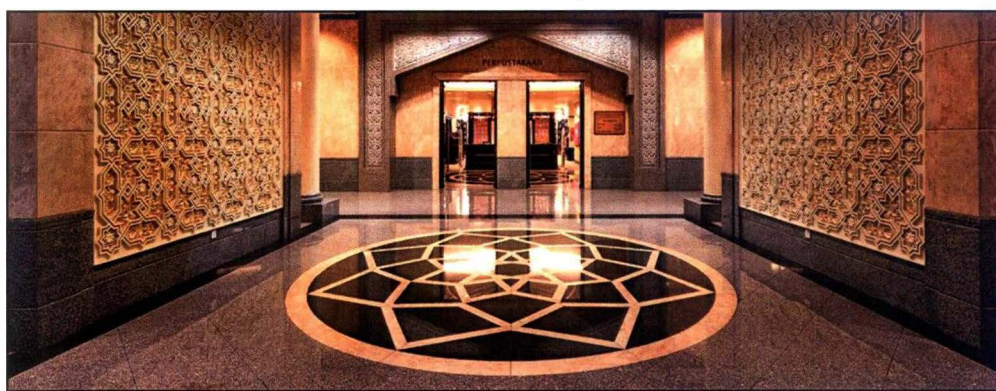


Figure 1.2 Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia (PPKPMP)

Therefore, Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia was the largest law library in Malaysia that provides information and reference collections towards the judges at the Federal Court, Court of Appeal Court, High Court, Section Court and also Magistrate Court in Malaysia. This library has 22 branches throughout Malaysia.

This library located inside the Istana Kehakiman building at level 1 of north wing. It was a special library which purposely meets the need of the judiciary. Hence, PPKPMP responsible to make sure they provide complete collections for the courtrooms and also inside every judge's chamber.

PPKPMP has approximately about 88,000 collections excludes the branches collection which make them having bulkiest law collections throughout Malaysia. Besides, they also subscribe few online databases to fulfill the needs of the judiciary.

1.1.2 PPKPMP Objective

To provide easy, convenient, fast and effective library service towards every user and to encourage and foster reading interest among the judiciary in Chief Registrar's Office Federal Court of Malaysia.

1.1.3 PPKPMP Operation Hour

DAY	OPERATING TIME
Monday – Thursday	8.00 a.m – 1.00 p.m 2.00 p.m – 5.00 p.m
Friday	8.00 a.m – 12.15 p.m 2.45 p.m – 5.00 p.m
Saturday, Sunday & Public Holiday	Closed

Table 1.1 Library Operation Hours

1.1.4 PPKPMP Location

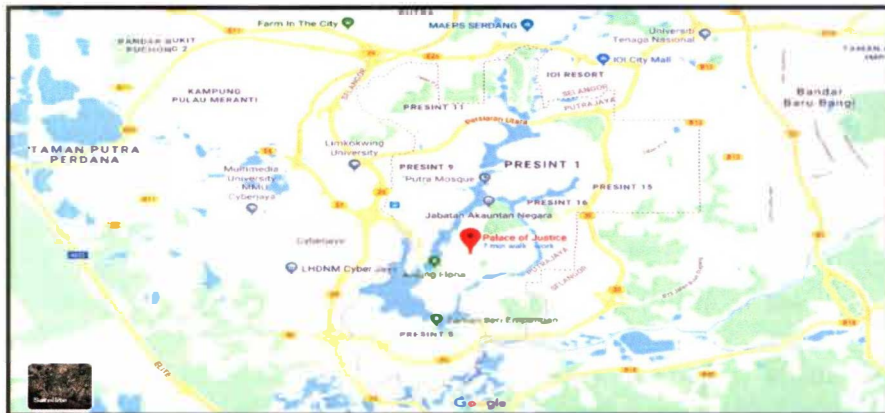


Figure 1.3 Road Map to PPKPMP

Address: Perpustakaan
Pejabat Ketua Pendaftar
Mahkamah Persekutuan Malaysia
Istana Kehakiman, Presint 3,
62506 Putrajaya.

1.1.5 PPKPMP Collections and Services

COLLECTION	DESCRIPTION
Statute and Legislation	Collections of Legislation, Amendments of legislation, Ordinances, Enactments, Rules & Regulations, Federal Constitution, Parliamentary debate, Federal Gazette and Legislative Supplement.
Judgment Reports	Collections of summary of judgments decision made by the Judges from Federal Court, Court of Appeal and High Court.
Law Report and Journal	Collection of court cases which reported and not reported.
Monograph	Major collection in legal field also includes in other field such as economy, management, public relation and exercise for references and circulation.
Newspaper Article collection	Collections of newspaper cutting which related to legislation and judiciary including court cases.
Other issues	Collections of circular, issued from government agencies and non-government agencies from domestic and international.

Table 1.2 PPKPMP Collections and description

PPKPMP have approximately 88,000 collections not included the branches collection. It can be considered that this library contained 95% of law collection and other 5% of miscellaneous collection such as novel, magazine, annual report and photograph.

CLASS NUMBER	COLLECTION	SHELF NUMBER
Wooden Shelf		
KA	Jurisprudence	1
KB	General & Comparative Law	1
KC	International Law	1 & 2
KD	Islamic Law	2 & 3
KL	Statutes(Interpretation)/ Solicitors/ Judges/ Legal Research	3 & 4
KM	Constitutional Law/ Cabinet/ Privacy/ Council/ Judicial Power/ Citizens/ National/ Civil & Human Rights/ Freedom/ Administration Law/ Income Tax/ Stamp Duties/ Criminal Law/ Contempt Court/ Corruption/ Criminal Procedure/ Bail/ Criminal Pleading/Sentencing/ Penal Law/ Drugs/ Election/	4 - 10
KN	Contract/ Quantum/ Damages/ Personal/ Injuries/ Libel & Slander/ Defamation/ Real Property/ Land law/ Land Titles/ Easements/ National Land Code/ Vendor & Purchase/ Conveyancing/ Construction Law Building/ Landlord & Tenant/ Rent & Mortgage/ Environmental Law/ Planning/ Personal Property/ Securities/ Copyright/ Patents/ Trade Marks/ Passing Off/ Wills/ Family law/ Divorce/ Children/ Industrial law/ Employment/ Dismissal/Equity/ Trust & Trustee/ Law of Lien/ Specific Relief/ Injunction/ Commercial law/ Company law/ Sale of Goods/ Insurance law/ Banking/ Civil Procedure/ Limitation Act/ Evidence/ Judgements/ Arbitration	10 - 28
Stainless Steel Shelf		
KZ	General (Non-Legal Subject)	7
RK	Dictionaries/ Directories/ Encyclopedia/ Index/ Word & Phrases	8 & 12
RKL	Judicial	9 & 12
RKM	Constitutional	8 - 9
RKN	Regulation/ Rules of Court	8
RKZ	Reference Books (Non-Legal Subject)	7

Table 1.3 PPKPMP Collection Class Number and Shelf Number

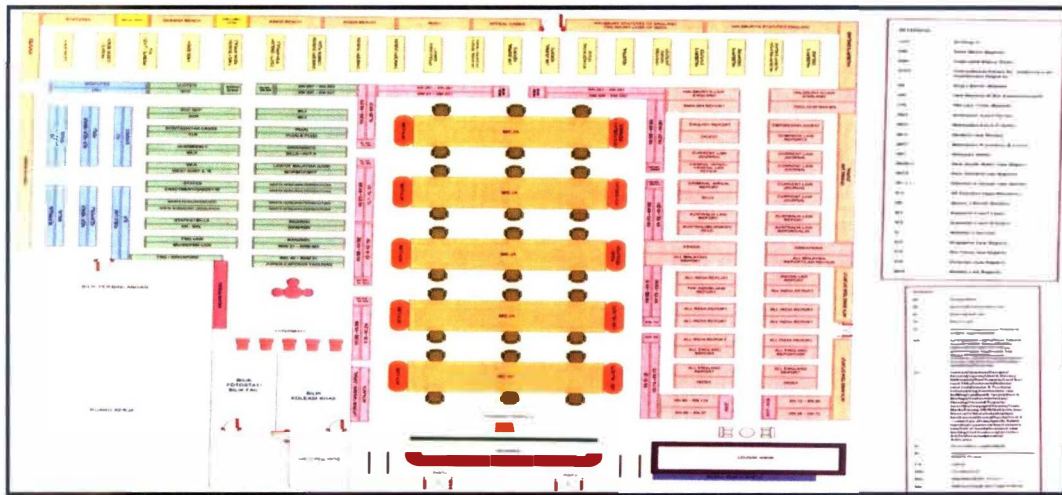


Figure 1.4 PPKPMP Directories

SERVICES	DESCRIPTION
Reference and Information Seeking Services	Provide reference counter for helping users in finding right materials and information that they need.
Updating Legal Collection Services	Provide updated Federal legislation and State Enactment. Legal Indexes also been provided.
Current Awareness Services	Provide updated library activities and collections from time to time such as: <ul style="list-style-type: none"> • Pages of subscribed journal content • Acquisition list • Indexing of selected materials • New book exhibition
Newspaper cutting Services	Provide collections of any newspaper article cutting that related to judgments and legislation by Federal Court of Malaysia, Court of Appeal and Special Court for documentation and user reference.
Indexing Judgments Services	Library as the submission center of the judgment from Federal Court, Court of Appeal and High Court. The judgment as reference materials.
Circulation Services	Provide borrow and return collection services ONLY limited to Istana Kehakiman and staff especially Judges. Public user may read and use the collection inside the library only.

Interlibrary Loan	<p>Services provided for Chief Registrar's Office Federal Court of Malaysia staff for lending any collections or getting any copy of documents/ articles from other law library that joined Law Library Committee.</p> <p>Law Library Committee:</p> <ul style="list-style-type: none"> • Abu Yusuf Yaqub Al-Khindi Library, Attorney General Chambers of Malaysia Library • IIUM Library • Tun Seri Lanang Library, UKM • Uni. Malaya Library • Legal Affair Division (BHEUU) Library • Kuala Lumpur Court Library • National Library of Malaysia
Online Databases Services	Provide subscribed online databases such as Lexis Malaysia, Westlaw International, Westlaw Asia, CLJ Law, LawNet, Mylaw Box and eLaw.my

Table 1.4 PPKPMP Services and Description

Since PPKPMP is a special library, the services provided are specialized for Istana Kehakiman staff especially Judges. Library becomes a most significant department for the courts since they supplies complete collections for the courtroom and judge's chamber. Library staff must ensure that every collection of Acts are updated by doing amendment which been discussed and confirmed in Parliament to refrain from mislead information. Therefore, library plays important roles in serving the courts.

1.1.6 PPKPMP Facilities

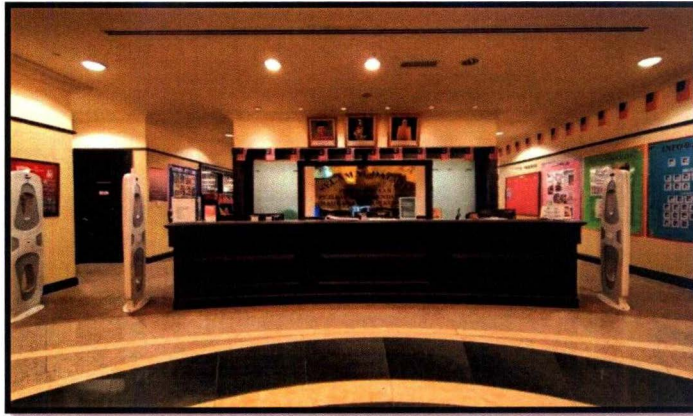


Figure 1.5 PPKPMP Counter

Among the main function of the counter are to cater library daily activity that related to circulation of library materials and guiding users especially Istana Kehakiman staff and Judges request for any collections or references. Besides, counter also provides printing and photocopy services for public users since they cannot lend library collections. PPKPMP charge RM1 per pages for the public users however no charges applied for Istana Kehakiman staff, Attorney General Chambers of Malaysia Lawyer and Judges. Range of books can be borrowed are limited only for the Judges in one (1) month period meanwhile for Istana Kehakiman staff only 6 books maximum in three (3) weeks. Other than that, counter will assist their user in finding information using online databases subscribe by PPKPMP and also for the request of interlibrary loan services are handled by the counter. Moreover, counter also receive phone call/e-mail that seeking information about any cases that related to court even from other agencies such from lawyer at Attorney General Chambers of Malaysia.



Figure 1.6 Judge's Lounge

Judge's Lounge was special room dedicated for the Judges or any VIP users whenever they come to library. This lounge gives privacy and comfort spaces for the Judges since they have a protocol. However, staffs or public user are not allowed to utilize this lounge without library permission.

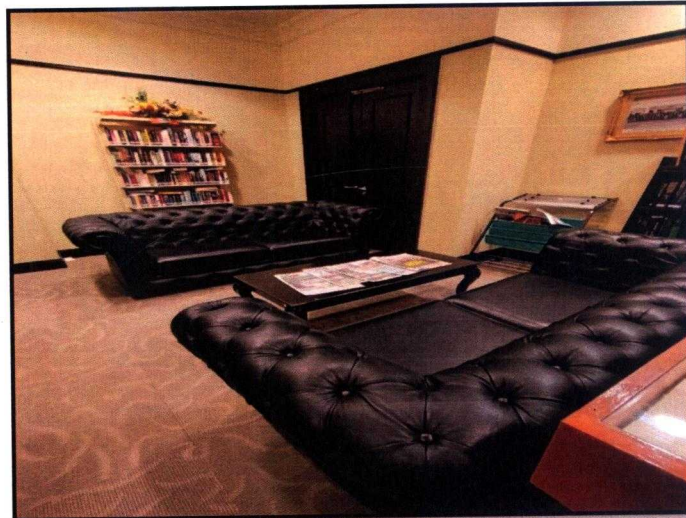


Figure 1.7 Newspaper Reading Space

This relaxing space can be used by users to read daily newspaper serve by the library. Every single day, the staff will put on latest newspaper on the table. Berita Harian, Harian Metro, The Star and News Strait Times were the newspaper subscribed by the library.



Figure 1.8 Discussion space

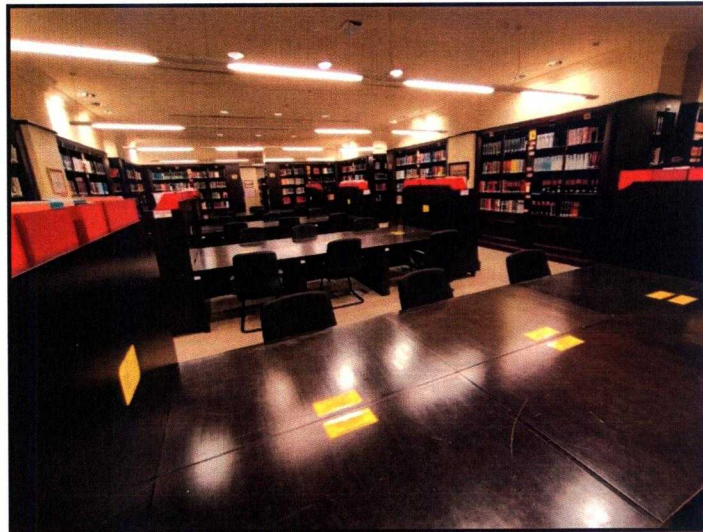


Figure 1.9 Reading Areas

Those spaces can be utilized by any library user for discussion and research. Users may sit inside library from opening hours until closing time. They can bring along their bags inside the library and they may leave the books on the table before they leave the library.



Figure 1.10 Discussion Room

Discussion room frequently use for library meeting. Any Istana Kehakiman staffs who want to utilize this room must seek permission from the library. Inside this room, there are also collections of photograph being stored inside the cabinet.



Figure 1.11 Waiting/Leisure Areas

This area featured with couches for the user. Usually the judge's officer will go straight to counter for their information as requested by Judges. Therefore, while waiting for the staff to find out their request, they will leisurely sit there.



Figure 1.12 PPKPMP website

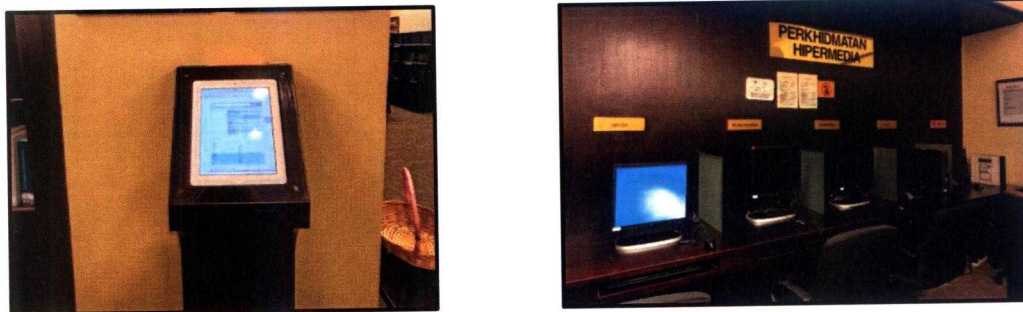


Figure 1.13 Hypermedia services and OPAC

Figure 2.12 and 2.13 shows online electronic based facilities prepared for users whenever they want to log in to online databases subscribed by library. The website contains details and information related to PPKPMP even online database can be access through library website without using ID number and password. Public users required ID number and password if they wanted to access the databases by using their own devices and internet. There are no time limits or charges for using these facilities. However, as mentioned in PPKPMP counter services, any printing or photocopies services will be charges RM1 per pages for public user but not charges applied for Istana Kehakiman staff, Attorney General Chambers of Malaysia Lawyer and Judges. Users may refer to staffs at the counter for any queries when using these facilities.

1.2 Organizational Structure



Figure 1.14 PPKPMP Organizational Chart

Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan has 12 staff in charge in this library from 43 staff throughout 22 branches. PPKPMP leads by chief librarian. There are two (2) divisions which are Information and References Services Division and Documentation and Online Databases Services Division. Hence, Information and References Services Division have four (4) assistant librarians and one (1) clerk meanwhile for Documentation and Online Databases Services Division only has three (3) assistant librarians. The library obtain Assistant Operation clerk to do any general operation duty.

CHAPTER 2:

ORGANIZATION

INFORMATION

CHAPTER 2: ORGANIZATION INFORMATION

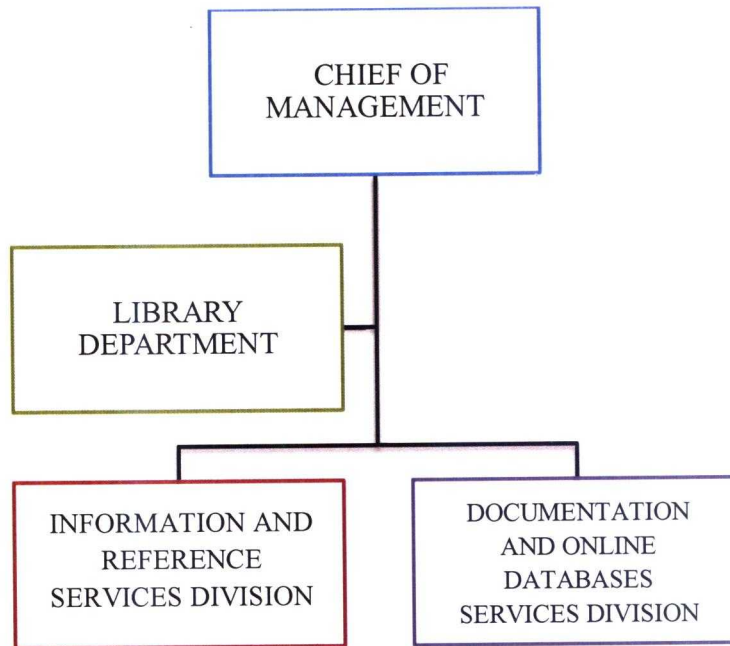


Figure 2.0 General Management Structure

Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan has only two (2) divisions which are Information and References Services Division and Documentation and Online Databases Services Division. Each division has their own responsibilities and work scope. However, the staffs have a few similarities in conducting their task such as newspaper cutting for daily records that related to judiciary or cases in courts. Also the staffs have to ensure the collections inside the courtrooms and judge's chamber are updated with amendments. In addition, every staff is required to do duty counter by following their schedule.

2.1 Structural Function

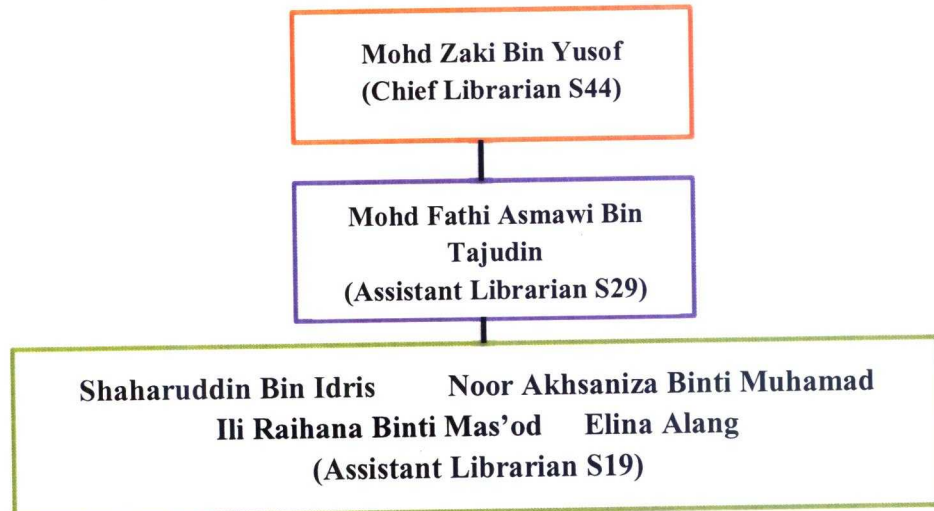


Figure 2.1 Information and References Services Division Structure

2.1.1 Information and References Services Division

- a) Build collections of books and legal materials for all courts library all over Malaysia, judge's chamber and courtrooms.
- b) Cataloging and indexing library collections.
- c) Prepare the report/statistics at the end of the month, must follow the schedule that has been plan.
- d) Updating collections of Acts and legal materials for all courts library all over Malaysia, judge's chamber and courtrooms.
- e) Collecting and indexing Judgment reports.
- f) Reviewing and processing Federal Gazette for updating process.
- g) Managing circulation and acquisition services.
- h) Managing system of publication supply services.
- i) Collecting and compiling legal materials.
- j) Reading encouragement program.
- k) Preparing directories and indexes for ease information access.
- l) Preparing bibliographies for references.

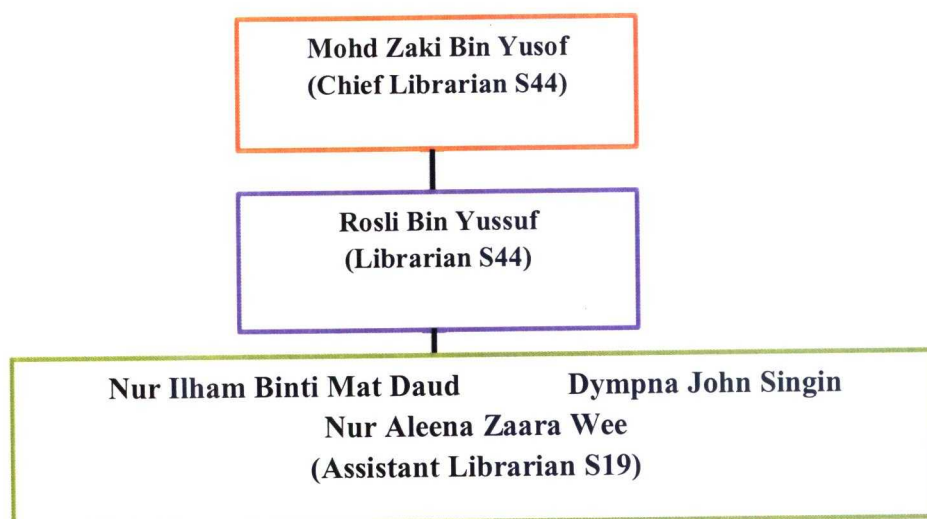


Figure 2.2 Documentation and Online Databases Services Division Structure

2.1.2 Documentation and Online Databases Services Division

- a) Managing subscription of online databases
- b) Preparing documents of tender and quotation before the subscription of online databases.
- c) Managing electronic services.
- d) Build databases for legal collections inside library.
- e) Managing and updating library website.
- f) Leading digitalizing activities for library collections.
- g) Managing interlibrary loan
- h) Conducting information seeking from any online sources.
- i) Regulating server and library system (ILMU) as their main library system in cataloging and indexing library materials.
- j) Ensure the web/portal is up-to-date.
- k) Maintain and control Hypermedia Center and Cyber Center in library.

CHAPTER 3:

INDUSTRIAL TRAINING

ACTIVITIES

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

Industrial Training subject requires the final year student to choose and undergo the internship at organization that they selected. As the main requirement for this subject is to learn and experience from each division of selected organization, this report will identify the job scope for each division and describe its main functions thoroughly. The activity has been made either weekly or monthly referring to the given schedule to trainee. The chief librarian has set me a schedule for the first month of training for the introduction of PPKPMP work scope that the trainee will perform during industrial training.

DATE	TASK	STAFF IN CHARGE
1 August 2019	Report to Human Resource Department. <ul style="list-style-type: none"> • Short briefing by En. Mohd Zaki, the chief librarian. • Ice breaking session with the library staff. • Tour around library. • Short briefing by En. Rosli, the librarian. 	En. Mohd Zaki En. Rosli
2 August 2019	Briefing about General Operation in PPKPMP. <ul style="list-style-type: none"> • Record and document management • General operation task at the counter • Others operation (example: newspaper cutting) Tender and quotation briefing for LexisNexis online databases with the suppliers.	En. Mohd Hamidi En. Rosli
5 - 8 August 2019	Briefing about filing/document/ letters management. <ul style="list-style-type: none"> • Sending and receiving letters • Minutes of letters • Closing of files • Disposal of files 	Pn. Nor Erna Faizura

13 – 16 August 2019	Briefing about Reference Materials Acquisition <ul style="list-style-type: none"> • Procedures, Circular letters, Assets, Capital Assets • Acquisition of books, journal and online databases • eP (e-Perolehan) system • Procurement contract • Payment, Bond Guarantee, Local Order (LO), Invoice • Tender and Quotation 	En. Rosli
19 – 23 August 2019	Briefing about Documentation of Reference Materials <ul style="list-style-type: none"> • Introduction to MOYS Classification system • Basic cataloging/ RDA • Acquisition through gift/donation • Types of books/law reports/Acts/Journal/Annual report • Cataloging process and shelving process 	En. Shahrudin & Pn. Elina Alang
26 – 27 August 2019	Briefing about ILMU library system <ul style="list-style-type: none"> • Background • Function • Library website portal • Updating process of website portal • Server and maintenance • Vendor 	Pn. Nur Ilham
28 – 30 August 2019	Briefing about online services <ul style="list-style-type: none"> • Subscribed online databases such as CLJ/Lexis Advance/ Westlaw/eLaw/Lawnet/MyLawBox • Open access databases such as e-Gazette/Parliament Hansard etc. • User ID/Password setting • Cases citation 	Pn. Elina Alang, Pn. Aleena Zaara, Pn. Nur Ilham, Cik. Dymna

Table 3.1 Activities Schedule

The chief librarian creates the schedule only for the August as an introduction. The reason why he cannot provide schedule for another upcoming month is because mostly trainee has to do random task given by him or from other staffs with his permission.

After the ice-breaking session, the chief librarian brought trainee for library tour to give explanation regarding to library collections. Trainee has been introduced to various types of collections that she never knew before owned by the legal library.

On the second week of industrial training, trainee has started to do general task in the library. The chief librarian assigned trainee to assist the staffs if they require some helps. Shedid help the staff delivered books as requested by the Judges into judge's chamber. On the same day, she also did some book scanning as wish by the Judges since he wanted a softcopy of our library collections. Usually this library only prepared the softcopy if requested.

Furthermore, En. Rosli bin Yussuf, the librarian from Documentation and Online Databases Services Division giving me short briefing about library reference materials acquisition. He generally brief out the acquisition procedure and process has to be done by the library in order purchase new library collections and subscription of online databases. En. Rosli also the person who's in charge for library financial, therefore any acquisition will be conducted by him.

3.1.1 File review and disposal process

The first task given by the chief librarian is to do file disposal with Pn. Nor Erna Faizura since trainee has knowledge about file disposal gain from the syllabus when she was in previous semester in UiTM Rembau. Trainee starts the file disposal process with appraisal process. Trainee reviewed those files and separates them into few categories which are financial, management and general files. The main reason of doing files disposal was the library never done any disposal ever since they moved to Istana Kehakiman building. Therefore, the volumes of records or files are kept growing until they do not have space for current files. The appraisal process takes about two (2) weeks to complete and waited for archive institution to take action.

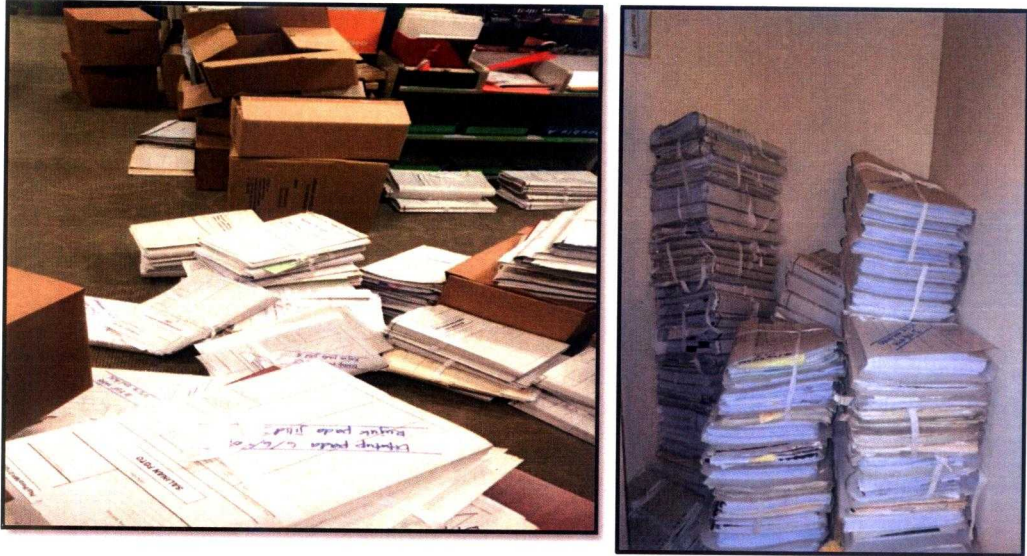


Figure 3.1 File review and disposal process

3.1.2 Newspaper cutting

Besides, trainee has been taught by the staff on how to do newspaper cutting to be paste on the news board. Trainee has to go through the newspaper and seek for any related court cases articles from all court throughout Malaysia. After pasting the newspaper cutting on the board, trainee also been taught to scan and send out those newspapers cutting to the appropriate person such as the Chief of Justice, the President of Court of Appeal, Chief Judge of Malaya, Chief Justice of Sabah and Sarawak and also Chief Registrar. The daily scanned newspaper cutting also been combined and bound to be saved as library collections.

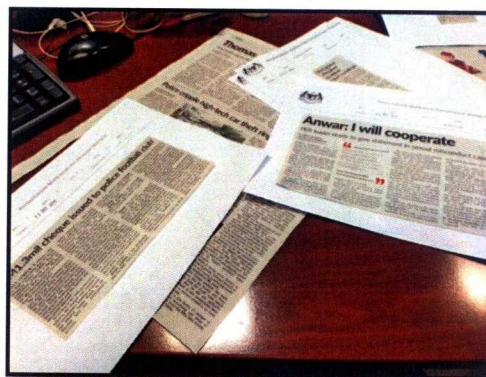


Figure 3.2 Newspaper cutting

3.1.3 Invitation for Independence Day celebration at Ministry of Communications and Multimedia Malaysia (MCMM)

On 21st August, PPKPMP get an invitation from Ministry of Communications and Multimedia Malaysia (MCMM) resource center for the Independence Day celebration. The chief librarian and a few staff attended the program, they bring the trainee along to the program. There are various activities prepared by MCMM resource center such as reciting poems by primary school students all over Putrajaya, quizzes and talks by the Royal Malaysian Air Force officer about the Independence Day.



Figure 3.3 MCMM Independence Day celebrations

3.1.4 Amendment of Acts process

Besides that, Pn. Noor Akhsaniza, who is assistant librarian also has taught trainee to do amendment of Acts on the library collections. The amendment process was one of the core task done by the PPKPMP in order to ensure that every collection is updated. The amendment of the Acts must be done meticulously detailed to avoid misleading meaning or changing of facts.

Trainee often asks her to teach over again or revise the work to make sure trainee did not perform any mistakes before submitted to En. Mohd Fathi Asmawi, the head of Information and References Services Division librarian. After completing the amendment process, trainee has to fill in the form of amendment statistic as records of completing amendments for every month.

SHEET PINDAAN AKTA / WARTA PERUNDANGAN / KAEDAH DAN LAIN-LAIN BAHAN PERUNDANGAN

NAMA KAKITANGAN : NAZIRATUN NAZIM BINTI MUMUKH

BULAN : NOVEMBER

BIL	TAJUK/JUDUL BAHAN PERUNDANGAN	NO PINDAAN AKTA P.U(A) P.U(B) KAEDAH DLL	NOMBOR PEROLEHAN BAHAN	TARIKH SIAP DIKEMASKINI	LOKASI PENEMPATAN BAHAN	JUMLAH REKOD PINDAAN
1	CIVIL LAW ACT 1956 (ACT 67)	AKT A1591	022611 P020016363	15/11/2019	RUJUKAN PERALANGAN	2
2	THE PARLIAMENTS ACT 1967 (MCA 212)	AKT A1857	-	26/11/2019	RUJUKAN YA BATHAN NOR BEE	1
3	ELECTION OFFENCES ACT 1954 (MCA 5)	P.U (A) 260 / 2018	017681	26/11/2019	RUJUKAN YA BATHAN NOR BEE	1
4	FEDERAL SUBSTITUTION	AKT A1893	- 037740	27/11/2019	RUJUKAN YA BATHAN NOR BEE RUJUKAN YA BATHAN LEE JAMES SENG	2
5	REGISTRATION OF FIDELITY ACT 1951	P.U (A) 346 / 2017 P.U (A) 182 / 2018 P.U (A) 288 / 2018 P.U (A) 309 / 2018 P.U (A) 307 / 2019	022610	28/11/2019	RUJUKAN PERALANGAN	4
JUMLAH BESAR PINDAAN						11

kualkuasa 1 Oktober 2019 kemaskini 13 September 2019

Figure 3.4 Form of amendment statistic

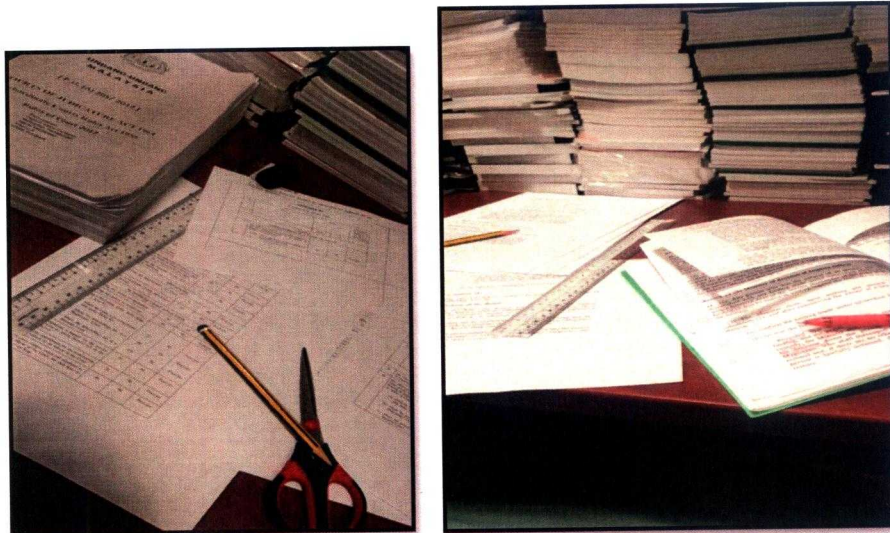


Figure 3.5 Amendment of the Acts process

Amendment process is only possible if there is a change of a particular Acts or there were collections that has not updated yet. Trainee has to go through the LAWNET, the online platform featuring Online Library of Malaysian Law which contains the authoritative text of the Laws of Malaysia. The platform can be accessed via www.lawnet.com.my. Any amendment and approved new laws will be updated from time to time thus making it gigantic databases for legal collections.

3.1.5 Mini exhibition

Other than that, the chief librarian assigned trainee to set up mini exhibition about the library collection to utilize unused exhibit desk. Thus, trainee decide to put on oldest book inside PPKPMP as the display so that the visitors/users of the library know that kind of collections exist in PPKPMP. Indirectly, trainee has done something to promote the library since some of the visitors/users did not know the existence of the oldest legal collection inside library.

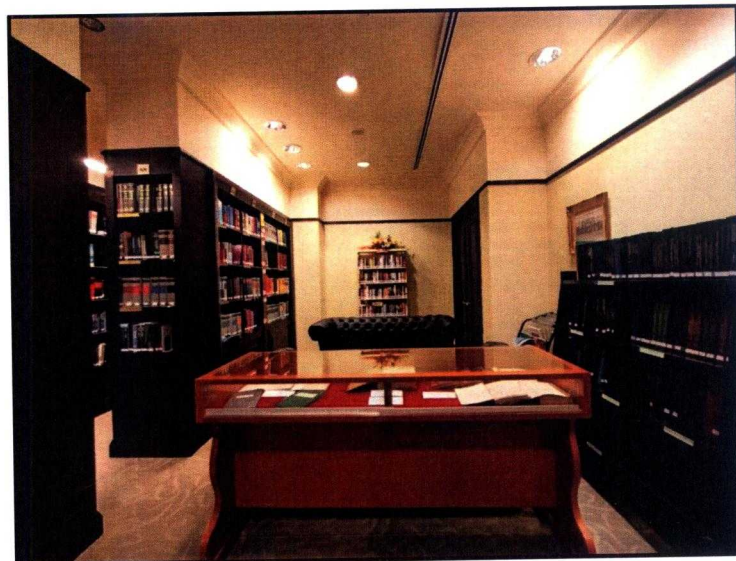


Figure 3.6 Mini Exhibition Desk

3.1.6 Duty counter services

The chief librarian did not place trainee to the duty counter services since trainee is inexperienced in conducting the duty. Hence, trainee asks his permission to just learn and help the duty counter staffs handled those work. Trainee realizes that duty counter services are not an easy part of library services since we have to face with different kind of users and their behavior. Occasionally, library got judges and VIP users thus trainee has to be professional in handling the situation. Once, trainee feel honored to entertain the chief justice of Malaya; YAA Tan Sri Dato 'Sri Azahar bin Mohamed, when he did ask her for a new collections since he was one of the library regular user who always waited for new library collections.

As person in charge for duty counter, trainee has to be ready and alert with the surrounding all the time because we might have urgent book request for court proceedings. Usually, they often ask for additional Acts book to be used inside courtroom. Hence, trainee took the opportunity to self-learn what they did; she commonly just helping in borrowed and returned book process since this library still using the circulation card. Circulation process also been recorded manually inside Microsoft Excel.



Figure 3.7 Duty on counter



Figure 3.8 Circulation card

3.1.7 Library visit to Ministry of Transport Malaysia (MOT) Library

Aside from that, on 6th September, the chief librarian takes initiative to go for informal visit at Ministry of Transport Malaysia (MOT) Library. The purpose is to strengthen the relationship between the libraries and to know if there any collection that related to legal collections. I also acknowledge that Ministry of Transport Malaysia Library is not a huge library; this may be due to the functions of the library towards its organization.

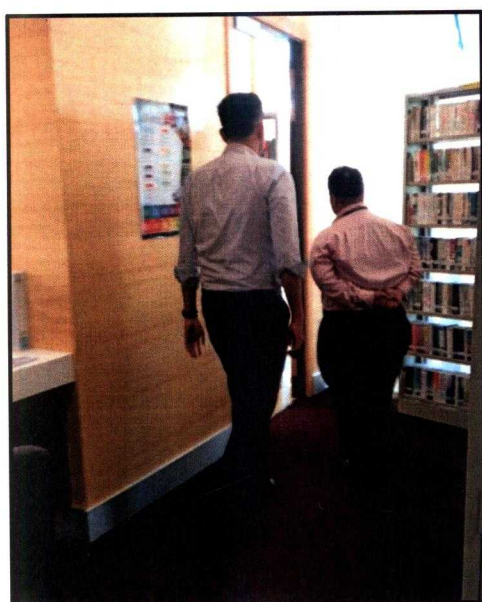
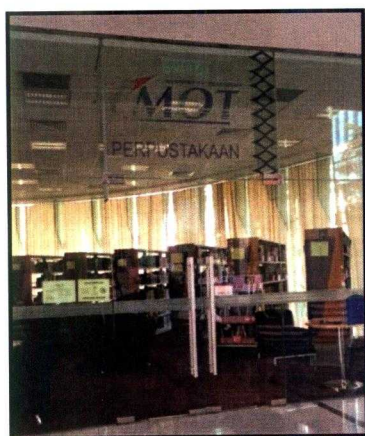


Figure 3.9 MOT Library visit

3.1.8 Acquisition of new library collections and cataloging process

On the other hand, En. Rosli assigned trainee to check on new arrival of library collection. Trainee has to check the details and circumstance of each book whether everything is in good condition or having any mistake or damaged in order to proceed with approval to receive the collections. Nevertheless, if the book is having a slight damage, we have to return the book to book seller before going through further process.

On the following day, the chief librarian has assigned En. Shaharuddin, the cataloger; to lead trainee for the cataloging process. The library is still using a traditional ways on cataloging process, although they use ILMU system. Trainee has to paste on 'Due Date' paper at the back of each book and stamped on library official stamp. Afterward, trainee has to record each book inside acquisition book. Inside the book, trainee has to fill in the details of each book such as acquisition number, title of the book, author and publisher company also the year of published.

Then, En. Shaharuddin demonstrate methods to catalog those books inside ILMMU system by following RDA cataloging rules. Trainee has been given 10 books to be catalog since the number of book purchased was about 48 units only and been divided to other staff and trainee to do cataloging process.

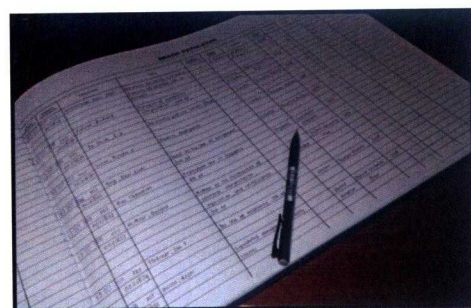
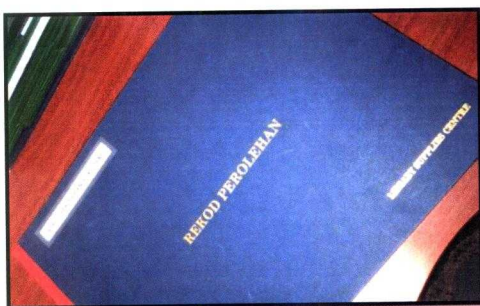


Figure 3.10 Acquisition book

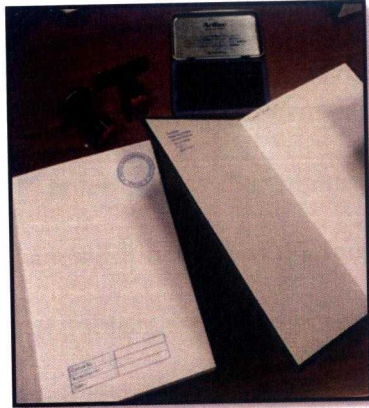
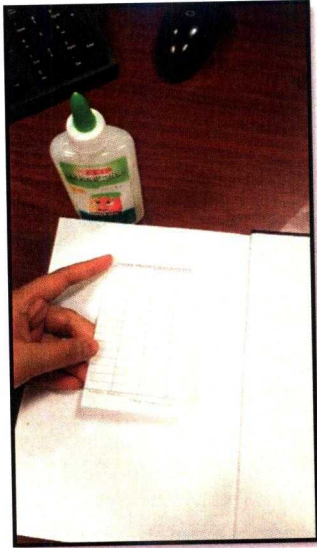


Figure 3.11 Due date paper and library official stamp

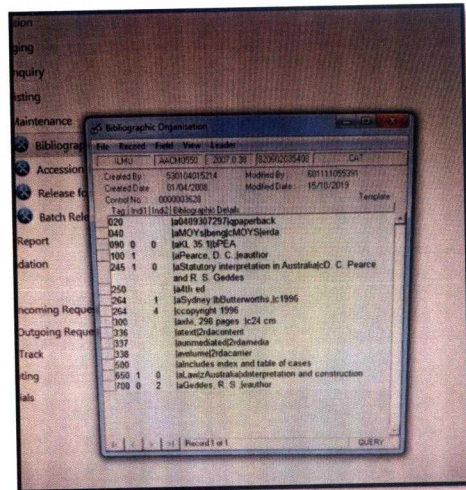
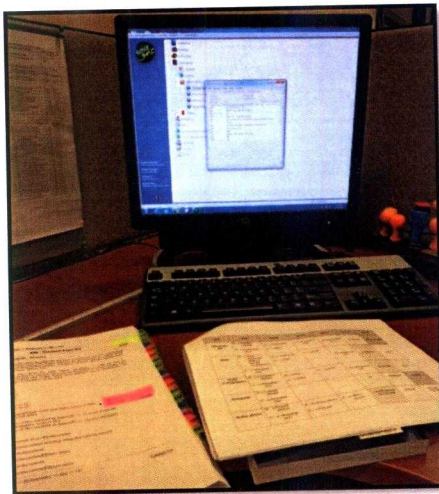
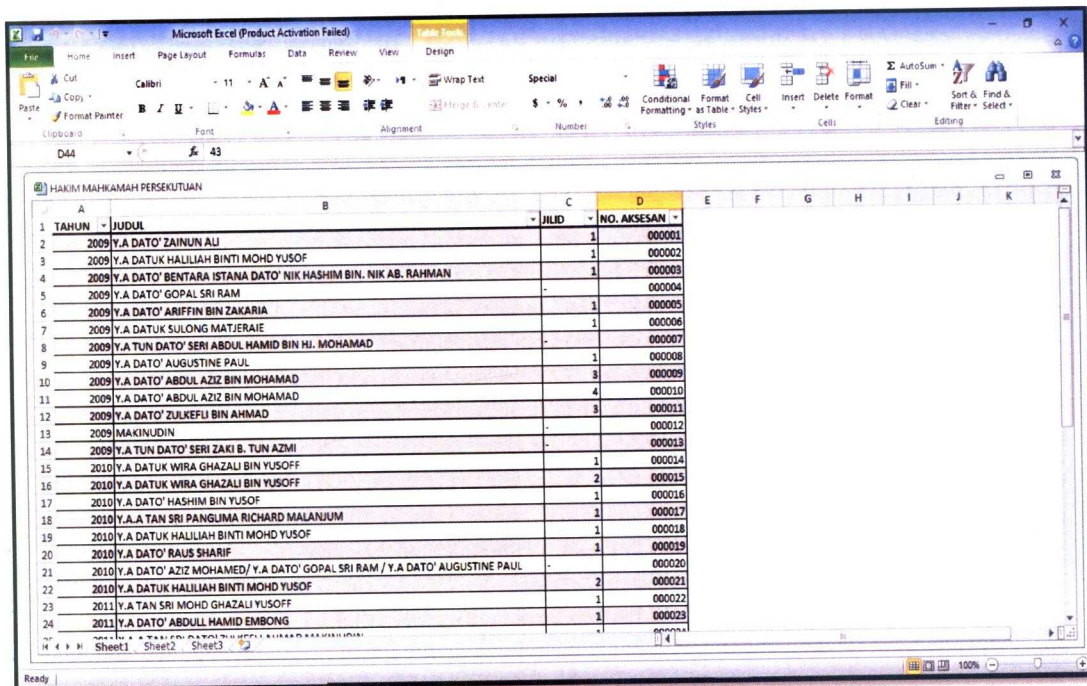


Figure 3.12 Key in data into ILMU system

3.1.9 Process of reviewing and listing out the judgment reports

Other activity that chief librarian has assigned me to do is to list out Judgment reports collection. The purpose is to collect and update existing data since nowadays most of Judgment reports been send in softcopy or online platform. Hence, the chief librarian has to collect all the statistic data in order to track the volume of Judgment report collections inside library. Trainee made draft records of the Judgment reports by using Microsoft Excel by following years of publish, the judge's name, series and accession number. Afterward, trainee hand it over to the chief librarian for further action.



TAHUN	JUDUL	JILID	NO. AKSESAN
2009	Y.A DATO' ZAINUN ALI	1	000001
2009	Y.A DATUK HALILIAH BINTI MOHD YUSOF	1	000002
2009	Y.A DATO' BENTARA ISTANA DATO' NIK HASHIM BIN. NIK AB. RAHMAN	1	000003
2009	Y.A DATO' GOPAL SRI RAM	-	000004
2009	Y.A DATO' ARIFFIN BIN ZAKARIA	1	000005
2009	Y.A DATUK SULONG MATJERAIE	1	000006
2009	Y.A TUN DATO' SERI ABDUL HAMID BIN HI. MOHAMAD	-	000007
2009	Y.A DATO' AUGUSTINE PAUL	1	000008
2009	Y.A DATO' ABDUL AZIZ BIN MOHAMAD	3	000009
2009	Y.A DATO' ABDUL AZIZ BIN MOHAMAD	4	000010
2009	Y.A DATO' ZULKEFLI BIN AHMAD	3	000011
2009	MAKINJUDIN	-	000012
2009	Y.A TUN DATO' SERI ZAKI B. TUN AZMI	-	000013
2010	Y.A DATUK WIRA GHAZALI BIN YUSOFF	1	000014
2010	Y.A DATUK WIRA GHAZALI BIN YUSOFF	2	000015
2010	Y.A DATO' HASHIM BIN YUSOF	1	000016
2010	Y.A.A TAN SRI PANGUMA RICHARD MALANJUM	1	000017
2010	Y.A DATUK HALILIAH BINTI MOHD YUSOF	1	000018
2010	Y.A DATO' RAUS SHARIF	1	000019
2010	Y.A DATO' AZIZ MOHAMED/ Y.A DATO' GOPAL SRI RAM / Y.A DATO' AUGUSTINE PAUL	-	000020
2010	Y.A DATUK HALILIAH BINTI MOHD YUSOF	2	000021
2011	Y.A TAN SRI MOHD GHAZALI YUSOFF	1	000022
2011	Y.A DATO' ABDULL HAMID EMBONG	1	000023

Figure 3.13 Draft of Judgment reports list

3.1.10 Process of reviewing and collecting library collection from courtroom and judge's chamber

Other than that, whenever there was a retirement of Judges, the library should check and ensure that all the collections belong to library inside judge's chamber must be returned and no missing collections. Thus, the chief librarian has assigned few library staff and trainee to pull out together all the library collections inside the judge's chamber. After that, trainee have to do some check list of collections after taking back those materials to the library and for further process such as updating amendment of Acts before we turn it back into judge's chamber for upcoming time. However, the text books will be put back on the shelves

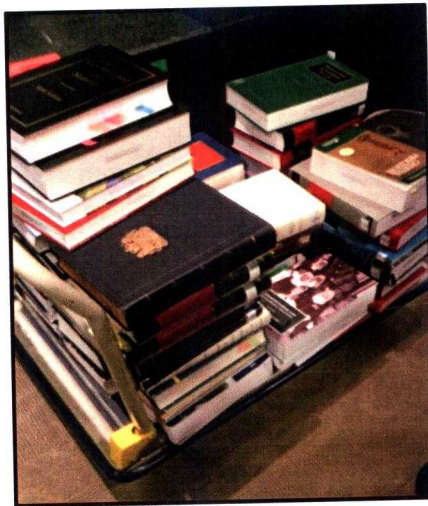


Figure 3.14 Library collections collected from judge's chamber

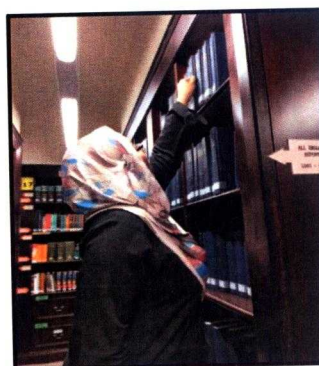


Figure 3.15 Book shelving

3.1.11 Entertain visitors from public people/ school students/ universities students/ organization.

PPKPMP often receive for visit from public people, school students, universities students and organizations from all over states and abroad. Once, trainee assisted library staff to entertain international visitors from South Africa and Korean Bar Association. Sometimes, she did help to entertain school and universities student by answering their questions relating to library collections and brought them into parts of library. Moreover, trainee even taught them steps to use Online Public Access (OPAC) in order to find books that they wanted since they ask me about effective ways to find books inside library without just randomly searching at the shelves. Thus, she humbly assist and guide the students on how to use the OPAC.



Figure 3.16 Entertain international library visitors

3.1.12 Public Sector Conducive Ecosystem (EKSA) program

On 19th September, trainee has a short discussion with the chief librarian regarding of implementation of Public Sector Conducive Ecosystem (EKSA) program. This program is led by MAMPU (Administrative Modernization and Management Planning) and it is rebranding for '5S' implementation. This program was compulsory to every government offices in Malaysia in an attempt to strengthen the management of the office to create a more conducive environment and will benefit staff productivity.

Thus, En.Zaki propose the trainee to find the information that related to EKSA since this is the first time Istana Kehakiman involve into this program. Trainee has to find out any related information of establishment of EKSA from many sources including having informal visit to other government offices. Afterward, the library has short meetings to discuss about the implementation of EKSA. Trainee feel pleased to share information that she has found with all the library staff.

On 18th October is the day of "Gotong-royong EKSA Istana Kehakiman". Every Istana Kehakiman staff is required to join this activity and the program runs through all day. Everyone clean up the store room and staff work station. Also, threw out unwanted thing and shred out old unimportant documents.

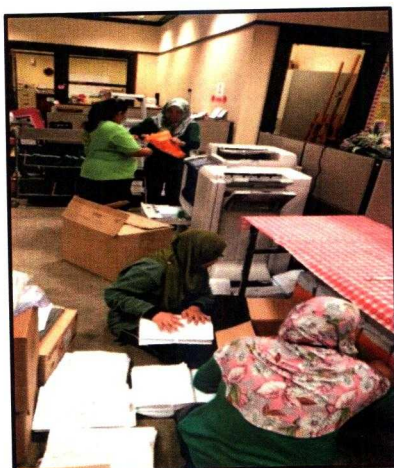


Figure 3.17 EKSA 'Gotong-royong'

3.1.13 Designing posters for new collections releases

The chief librarian has proposed the trainee to design posters for the purposed of promoting new collections to user especially the judges because usually the library will purchase the books that has higher demand from the judges. Therefore, trainee was assigned to design 19 titles of library new collection. Inside the posters, she add an abstract for each collection also few information that related to the titles such as author name, prices, edition and any attachment and she only made simple design of posters as requested by chief librarian.



Figure 3.18 Example of new collection posters

3.1.14 Updating info@Judges board

Trainee also have been assigned to update info@Judges board that contains photos of Chief of Justice, the President of Court of Appeal, Chief Judge of Malaya, Chief Justice of Sabah and Sarawak, 11 Federal Court judges and also 32 Court of Appeal judges. The purpose of this board is to present judges among the staff. Sometimes, the staff could not the recognize the judges since its hard to see them around the Istana Kehakiman. The judges has to keep themselves as a high protocol people, other staff and people cannot easily get close and greet them personally. Therefore, with the info@Judges board, it helps staff to recognize the judges. Thus, whenever there was new selection of judges or retired judges, trainee has to replace or drop down related photos.

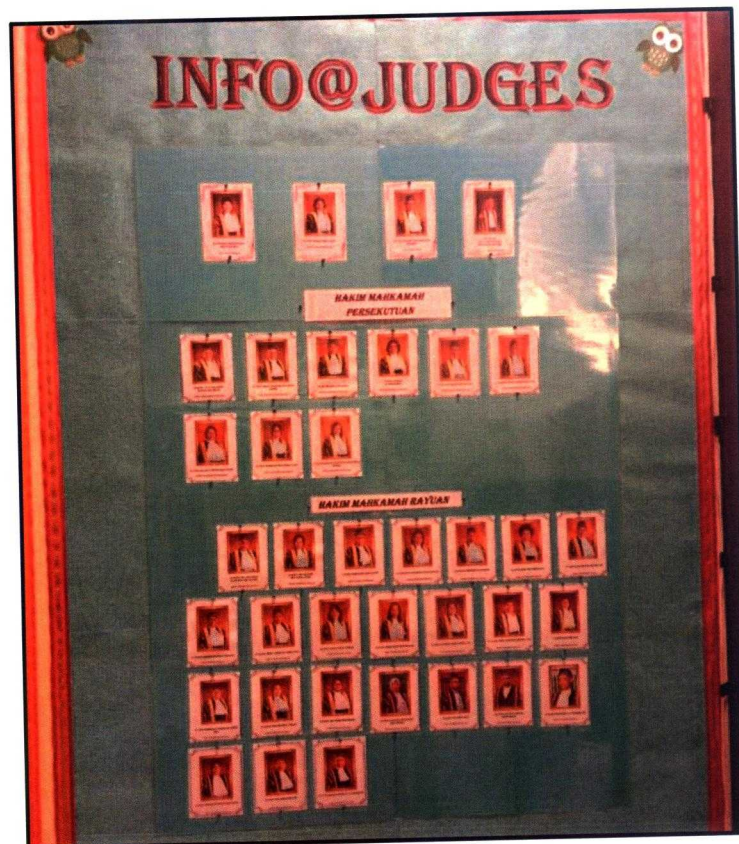


Figure 3.19 Info@Judges board

3.2 Special project

3.2.1 Introduction

Every year PPKPMP has many activities either held by the library itself or by joining organized activities by the management department. Therefore, the chief librarian has suggested the trainee to create PPKPMP annual newsletter for 2019 edition as her special project. Trainee realize that was a good idea as it does not involve high expenditure of costs. Though, trainee has to be creative in order to create eye-catching design yet informative newsletter for the library as a promotional incentive. The newsletter will be add into library websites, library newsletter board and also been sending to National Library of Malaysia (PNM) as a report of library activities.

3.2.2 Justification

- To update user with the activities done by PPKPMP throughout the year.
- To promote library functions towards it user.
- To encourage user to join any activities provides by library.

3.2.3 Drafting and design process

Firstly, trainee had to discover the content can be put into the newsletters by searching on PPKPMP social media and also on the chief librarian social media. Then, she started the first draft by using online design application; Canva as a platform for this project. Canva already equipped with various kind of template, however she still choose plain canvas to begin first draft. Trainee set it up with a bright color and combines with the gradient element.

Before proceed with further draft, trainee must show the chief librarian to ask his opinion with the color concept that she has chosen since he proposed to have a simple and corporate design.

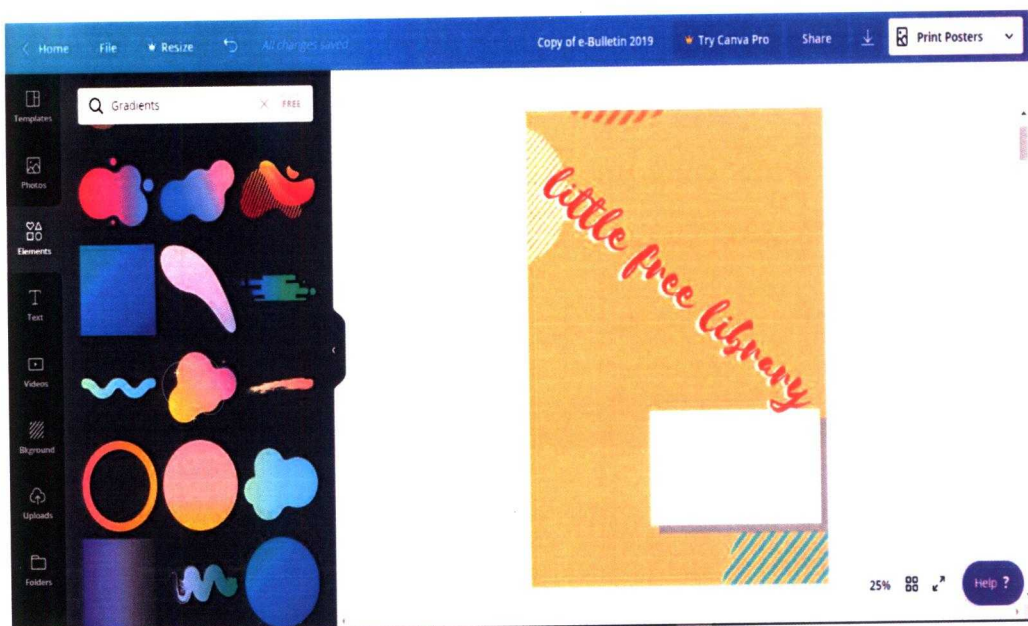


Figure 3.20 First draft of newsletter

After trainee got the chief librarian approval with the first draft, he agreed with the selection of color and the gradient element on the newsletter draft. Thus, she continued by adding more elements such as photos with a variety of frame styles. Trainee decided to elaborate the photos with the abstract for every activity.

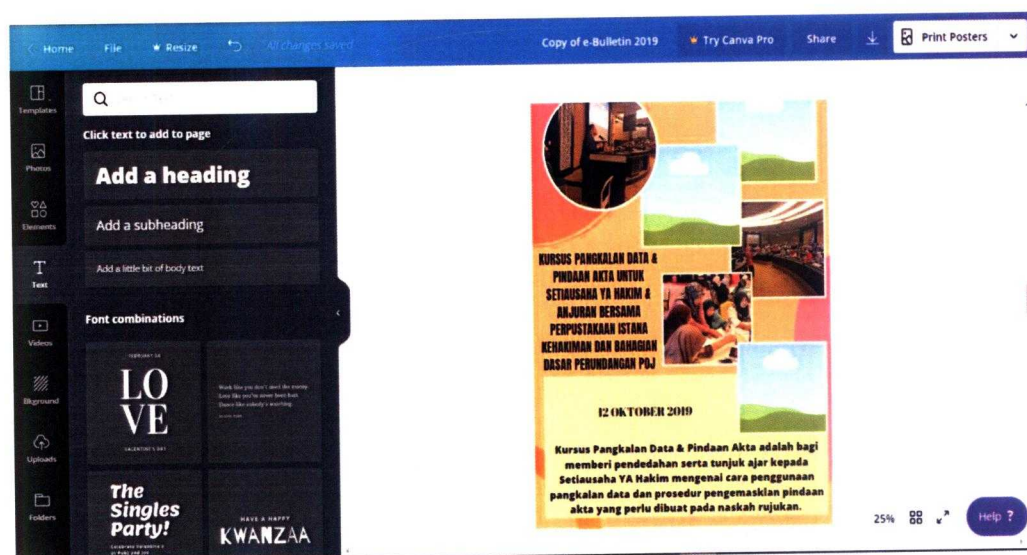


Figure 3.21 Adding photos and abstract

Sometimes in order to continue editing, trainee has to wait for the upcoming activities since this newsletter required the activity throughout the year. Therefore, trainee is not just focusing to do the special project but she has to balance with other

tasks. In the end of December, trainee finally completes the final draft and she showed to the chief library and getting his approval with the work trainee has done. Trainee published 18 pages of library activities throughout years of 2019. She convert Canva version into PDF document and send it out to be published inside the library website and to be add on library newsletter board.

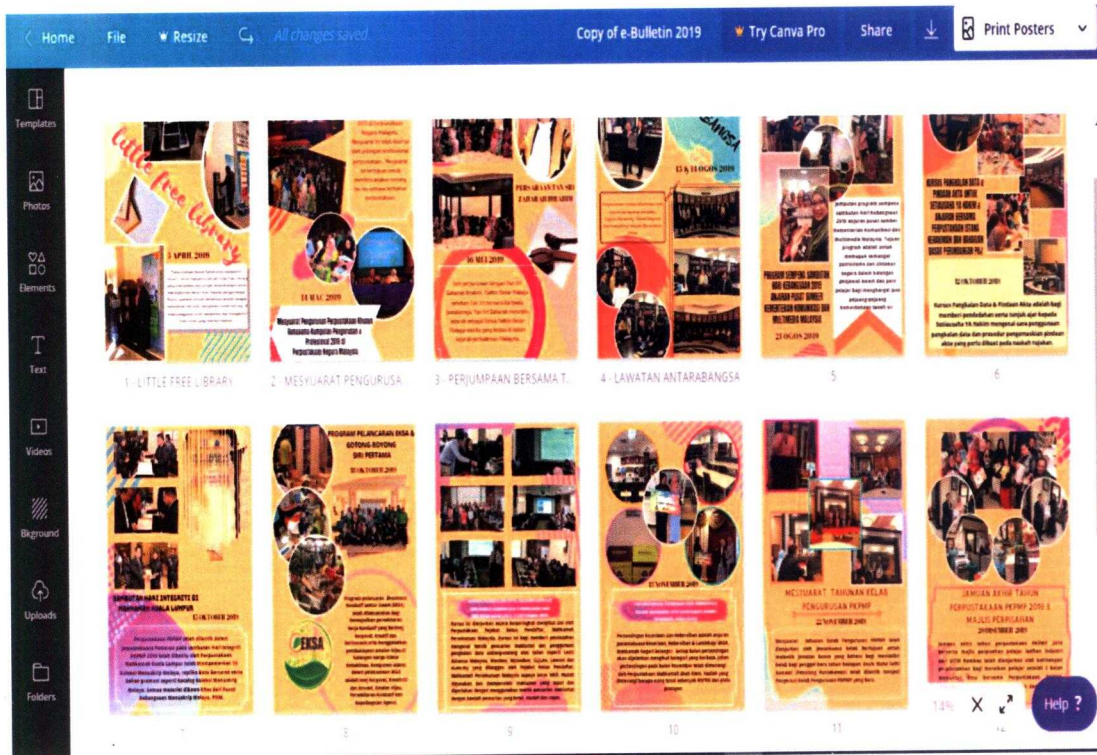


Figure 3.22 Final drafts of newsletter



Figure 3.23 Library newsletter board

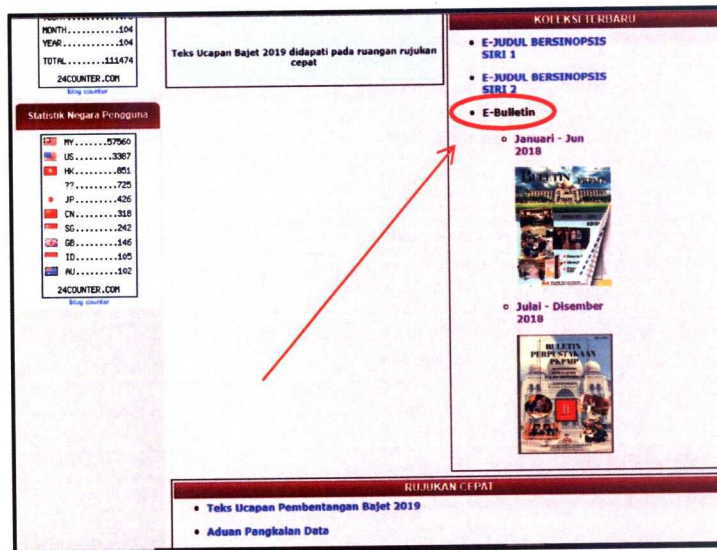


Figure 3.24 Newsletter locations inside library website

This newsletter will be uploaded into the websites after the Chief Registrar make approval for it to be published on 2020. The chief librarian also told me that he will share the newsletter to the corporate unit for the library promotional initiative.

CHAPTER 4:

INDUSTRIAL TRAINING

REFLECTION

CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

After five (5) months undergo industrial training at Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan (PPKPMP), trainee had learnt many things and adapting with new situations and learnt something new and different from what she has learnt at university especially that focuses on library core business. This industrial training also helps me to get an overview about the library management in every part of the units especially for special library. During this practical training, trainee has been given the chances to apply all the knowledge and skill that she has learnt theoretically during formal study at the university. Some of them are includes:

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

Practical training was intentional in providing interrelated training activities regarding subject of interest. Several knowledge, skills and experience trainee has been exposed in undertaking the tasks and responsibilities during industrial training at Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan (PPKPMP).

Acquisition skills - During the training, the librarian who in charge in acquisition of library collection have shared and explained the procedure for the acquisition process the materials. She realized that there are many steps to be done to get an approval in purchasing new collections. As she remembered, the process takes about a month or more as the process involves few parties such as financial and audit unit. The book purchases will only be made in the demand from the judges. Therefore, trainee did learnt that acquisition department in library have to deal with full of patience in order to obtain approval from top management before making agreement with the suppliers. Also for the subscription of online databases, they have to do a meeting with suppliers for the tender and quotation selection.

Cataloging skills – For the cataloging, the library does not have new collections to be catalog thus trainee has to wait about two (2) month for this task after the acquisition unit have got approval by the top management to purchased new collection. In PPKPMP, she learnt that they use ILMU system for the cataloging process but yet I still have to records all the collection inside the acquisition book. The acquisition book contains the title of each book, the author, publisher and place of publication and also date of publication. Actually, she cannot really understand the reason they still use the acquisitions books to records the details, but they told her that it was for the backup records. However, trainee has learnt something new for the cataloging classification scheme, this library are using MOYS Classification Scheme which is classification methods for legal materials. Trainee only used to learn Dewey Decimal Classification (DDC) and Library Congress Classification (LCC) only back then in university but trainee has never learnt about other classification scheme. Hence, through this industrial training in legal courses library, she got to learn other classification schemes.

Circulation skills – In PPKPMP, circulation process are been conducted by the library counter. Surprisingly, this library still uses a traditional ways which is by using circulation card. The circulation card functions as the tracker for the books. Even they do have library system but then they had to use old-style ways since they got issues between the system and the users. The problems arise whenever the system automatically spamming the judges e-mail with the reminder. This may be sounds like a small matter but the judges insist to take down the systems since they preferred to use traditional ways thus the library had to comply with the request and follow the command from top management. Furthermore, the library only made the circulation records inside the Microsoft Excel templates. Therefore, nothing much trainee obtain from the circulation part, in spite of that she just learn the traditional ways of circulation.

Adaptability skills - During industrial training, trainee has been exposed to comprehensive learning platform where she can enhance employ ability skills. It has been increasing self-confidence and helps in finding own talent. Moreover, trainee gained experiences in fostering leadership ability and responsibility in order to perform or execute the given task. Hence, it provides trainee hands on practice within a real job situation. Whenever trainee decided to have industrial training at special library, trainee already prepared herself to adapt with the new environment. For example, trainee never learnt about legal stuffs before but then after she started the internship, she had to learn many things that related to legal materials, collections and even with legal terms or language. Trainee feel very pleased with the experience since she may enter into law market with the knowledge trainee has gained in this library.

Corporate ethics – By undergo industrial training is like experiencing real work situations. Trainee has to be professional with her appearance and attitude as for people impression towards me. In addition, this library usually having deals with high profiles person, hence trainee has to be decent and respect them in a way of protecting library image.

Promotion skills –Trainee gained this skill when the chief librarian assigned her to create posters for new library collections and her special project; the newsletter. Although this is a special library, the chief librarians said that he wants to encourage and attract people to come to the library and join library activities. The library even made ‘Little Free Library’ which one of library promotional way to enhance reading habits among Istana Kehakiman staff and visitors. ‘Little Free Library’ is an initiative by library by placing a bookshelf outside the library but still inside the Istana Kehakiman buildings.

Communication skills - Trainee has improved communication skills especially for public speaking when trainees are given tasks to entertain library visitors from various backgrounds. Trainee got a chance to strengthen her English speaking skill whenever they are international visitors. Although she might not be fluently speaking in English but she feel grateful that they understood what she tried to deliver. Other than that, trainee also learn on how to have professional communication with book supplier when library have urgent book requested by the YAA Tan Sri Tengku Maimun; the Chief Justice.

Problem solving skills – Experience is learning something new in daily life. Having problems make me learn to be more productive in finding the solutions. As an example, trainee had faced a problem with book supplier that did not have a stock of book which urgently requested by the Chief Justice. Therefore, trainee has to find other suppliers which have the book stock and they can manage the purchase deal within 2 days and thankfully there is another supplier willing to cooperate. Trainee has to consider for backup plan next time.

Amendment of Acts skill – Another new skill that trainee gained during industrial training is by doing amendment of Acts. This skill will not be available from any library other than the legal library because PPKPMP has a bulky of collections of Acts books. The amendment process was one of the main tasks done by this library in order to make sure that every collection is updated. The amendment of the Acts must be done meticulously detailed to avoid misleading meaning or changing of facts. The staff told me that not every people can adapt with this task since it require us to be more focus and take longer time if there were many amendment has to be done in a book. Trainee realized that this skill also develop my information seeking skills whenever she has to find out the right content for amendment of Acts process. Most of her time during industrial training is by doing this task and this is new knowledge trainee has gained.

4.2 Personal thought and opinion

Industrial training is an opportunity for me to apply develop skills either verbal or non-verbal knowledge. Trainee will obtain their strengths as well as do an improvement for bright future. As a practical student in Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan (PPKPMP), the experience was beyond her expectation after she finished the industrial training.

Developing soft skill - During five (5) month of industrial training, trainee has developed good soft skills such as being independence, sociable, team work spirit, trustworthy and creative. Those kind of soft skills are usable in future. Trainee even contributes with the Istana Kehakiman annual event which is held by the management department called 'Year End Sale' event. A few library staff and I take this advantage to join the event by selling food, pre-loved items and many more. The library always supports their staff to join any activities so that they will gain more experience.

Lively environment - Even this library may look a bit old-fashioned, as practical student, trainee still be proud because it does not affect the library casual activity, improvement can be done slowly to achieve more goals in the future. Nonetheless, in one fine day the library could change the user perceptions towards them. From what trainee can see, the chief librarian is doing his best to raise the issue facing by library to the top management. As result, the top management took this matter seriously and many changes are happening during my practical time.

Thus, trainee believe soon this library is going to be more outstanding along with it function as primary information sources for the court. In trainee's opinion, special library has important roles and benefits towards the parent company as information provider and distributors because without the library the organization could be paralyzed from the information.

4.3 Lesson learnt

There are a lot of new knowledge and experiences that trainee has gained from the PPKPMP for this past five months. There are many lesson learnt through the task and responsibilities given.

Importance of team work spirit – As having industrial training in this library for five (5) month, the most lessons trainee has learned is always to have strong team work. Most of the task trainee has been assigned to; was contribute by most of the staff including the chief library. Other than that, trainee realized that everybody is working and help each other to complete certain things. As example, EKSA program has shown that everybody inside the library has cooperated to clean up and decorate the library. They did not disputing to do cleaning, reorganized and disposal. Therefore, trainee inspired their team work spirit as they success to complete every task together.

Generosity – Being generous towards other are pure attitude that everybody should have and other people will respect us with this kind of attitude. Trainee learnt when giving something good to others later than will gain something valuable. From trainee's observation, every staff is being very generous to her and even with others. As example, often during lunch time, they are sharing food together and they do eat together on same tables every single day. She guesses that's how they foster a good relationship between the each other. Moreover, they even shared money and bring 'pot-luck' whenever they have a small gathering. Trainee was really impressed with their generosity attitude and she realized it's a good thing to be applied in daily life.

Adapting with pressure – During the middle of industrial training, library has been busy with amendment of the Acts since there are many collections inside judge's chamber are not being updated. Trainee can see that every staff is being very busy in completing amendment of each collections but all of them knows how to control the situation and none of them being too stress since they helped each other to settle down every task. She learned to manage the emotion with the work load by adapting the pressure for time to time.

Be productive – As a practical students, trainee do not have specific work to be done. Thus, she will seek for something to do whenever trainee has a leisure time. The chief librarian once said to her “find something to do is good rather than sitting and doing nothing, time is gold!”. Therefore, she will try to do productive things to fulfill her free time even by helping duty counter services.

Be updated with surroundings – At first, trainee was surprised to know that this library still using traditional ways for circulation process but she did understand the reason they have to be like that because of the attitude of their users itself. She is hoping that soon the library has no issue to upgrade their system and by changing the users mentality along with the 2020 vision.

Networking – Based on observation, this library has a very good networking with other library since they has a committee of Law library. The committee was joined by seven (7) law library throughout Malaysia which allowed them do collection sharing or also known as interlibrary loan. Besides that, PPKPMP often receive invitation for library visit/program to other government agency libraries. Those things are good in strengthen relation between PPKPMP and other libraries.

4.4 Limitation and recommendation

4.4.1 Limited department

This library only has two (2) departments that manage all library business. Therefore, every staff has their own task and responsibilities and trainee has limited things can be learnt as a practical student. Trainee even has to seek task to be done by herself with the permission by the chief librarian. During the training, trainee only can catalog about 10 books since the volume of collections to be catalog is limited. This is trainee biggest challenge that she has to face during industrial training. Trainee would like to suggest that the library can provide fixed scheduled for trainee in order to make sure they may fulfill the industry demand.

4.4.2 Limited workspace

The library management did spare workstation for trainee, but uncompleted with computer and internet. Trainee has to bring along her own laptop and use her own internet network to do office stuffs everyday or trainee has to ask for other staff to use their computer which they may assume it as quite disturbing. Moreover, there are bunch of library collection on top and below her table thus trainee has a very limited spaces to perform her task. Trainee would suggest that the library should consider comfortable and complete workstation for trainee in order to perform the task with calm and relax conditions.

4.4.3 Unresponsive usage of OPAC

Trainee found out that the library user does not know and do not want to utilize OPAC as one of the library facilities. The user often comes to the library and just directly asking to the counter staff to seek for their books. This situation shows the unresponsive usage of OPAC because the users do not fully utilize the facilities provided by the library. The library should offers literacy session in order to encourage and educate user on using the OPAC instead of directly ask the counter staff. Literacy session can be presented during the library visit session as it applicable for user equivalent with library objective to distribute information knowledge about Information Technology.

4.4.4 Library management system

PPKPMP still using traditional library management system even now was 2019 to 2020. In trainee's view, this system might be irrelevant to be used anymore since world nowadays are growing up through artificial intelligence (AI) generation. She believes the library management also wants reformation about the library but then it stills roles of top management to determine the decision to reform the library. Hence, it is hoped that library will be able to make improvements using brand new and more sophisticated systems in line with current technology development.

4.4.5 Lack of financial resources

Financial resources are always being the library main challenges. Trainee has been told by the chief librarian that budgets for library development are often inadequate to meet the needs of consumers such as budget constraints for buying new collections in large quantities as law book and materials prices are too expensive and budget is insufficient. In addition, libraries have to undertake activities that do not require a lot of budget to reach their annual targets. This includes the budget for a seamless and modern library management system. Therefore, the top management should take seriously the budget constraints issues that the library goes through every year.

4.4.6 No allowance payment for trainee

Even though the government has already issued an obligatory statement of allowance payment to the industrial training students in every government sectors. Trainee was informed by the top management that no allowance will be given to trainee under financial constraints. In trainee's opinion, the amount of the allowance is not an issued as long as can benefit trainee in reducing the burden since they do not have source of income yet.

CONCLUSION

After five (5) months undergo Industrial Training at Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan (PPKPMP), trainee can conclude that industrial training are very significant and give benefits to final year student in Bachelor of Information Science (Hons.) in Library Management (IM 244).

She felt proud to be as a trainee in PPKPMP library since she has gained new knowledge and skills which might not be the same as others. Trainee realized that special library has its own purposed to serve their parent company and also their roles are much different from public or academic library. The specialty of the library gives her an opportunity to gain extra experience and skills.

Moreover, she tend to learn more things other than previous core subjects in university such as cataloging, reference, records management, public relation and many more. She learnt how to apply from theoretical to the practical or based on real working environment. In addition, trainee has to adapt with new situation while exposing to new experience from industrial training and my biggest challenges during industrial training was whenever she has to be productive in order to gain something valuable.

In the nutshells, industrial training does develop student and benefits them by adding on their values such as interpersonal skills, self- leadership, networking, teamwork and communication. In fact, it also offers chances for students to be ready with real working environment in future.

REFERENCES

Perpustakaan Pejabat Ketua Pendaftar Mahkamah Persekutuan . (2019). *Home*.

Retrieved from <http://library.kehakiman.gov.my/equip-poj/index.jsp?module=ROOT&action=home.jsp>

APPENDICES:

APPENDIX A:
SPECIAL PROJECT

PERPUSTAKAAN

EDISI

2019



**BULETIN
PERPUSTAKAAN
PKPMP**

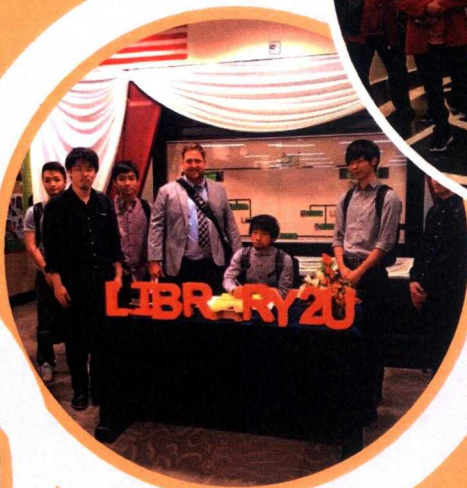
**"WHEN IN DOUBT,
GO TO THE
LIBRARY"**

-J.K. ROWLING-

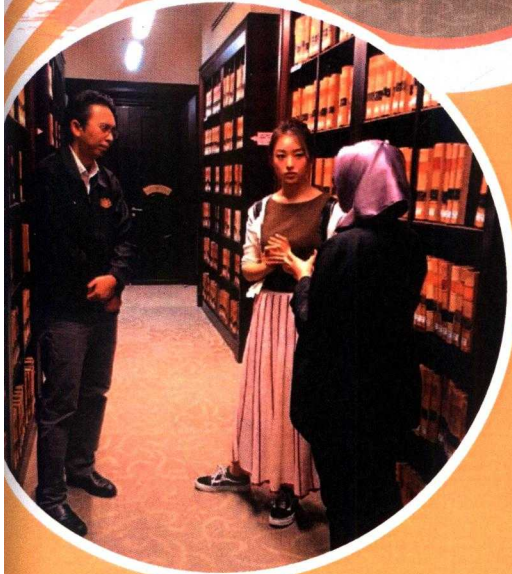


**PEJABAT KETUA PENDAFTAR MAHKAMAH
PERSEKUTUAN MALAYSIA**

**LAWATAN AKADEMIK
ANTARABANGSA;
UNIVERSITAS DIPONEGORO,
SEMARANG INDONESIA DAN
RITSUMEIKAN UNIVERSITY,
KYOTO, JEPUN**



15 FEBRUARI 2019



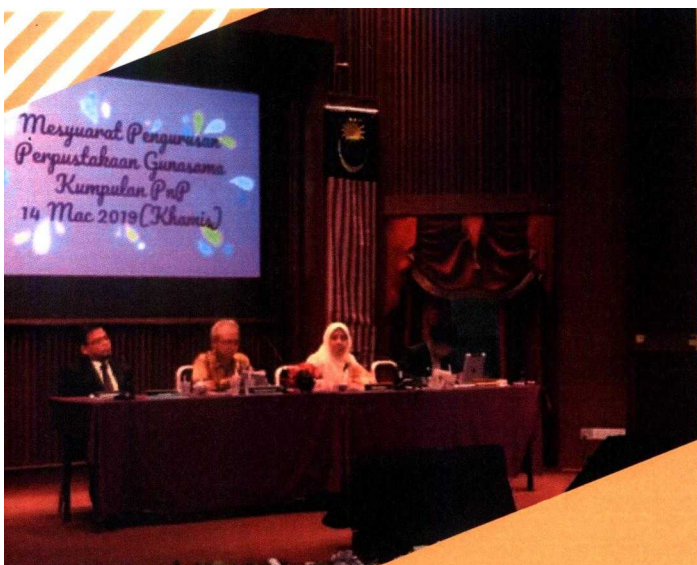
Universitas Diponegoro,
Semarang Indonesia dan
Ritsumeikan University telah
mengadakan lawatan sambil
belajar ke Perpustakaan
Istana Kehakiman.

MESYUARAT JAWATANKUASA PERPUSTAKAAN UNDANG- UNDANG BIL. 22019



13 MAC 2019

Mesyuarat Jawatankuasa Perpustakaan Undang Undang telah diadakan di Istana Kehakiman untuk membincangkan tentang kerja sama di antara perpustakaan Undang-Undang. Contoh kerjasama yang dibina di antara perpustakaan undang-undang adalah Pinjaman Antara Perpustakaan.



Mesyuarat Pengurusan
Perpustakaan Khusus
Gunasama Kumpulan
Pengurusan & Profesional
2019 di Perpustakaan
Negara Malaysia.

Mesyuarat ini telah disertai
oleh golongan professional
perpustakaan. Mesyuarat
ini bertujuan untuk
membincangkan tentang
isu-isu semasa berkaitan
perpustakaan.



14 MAC 2019

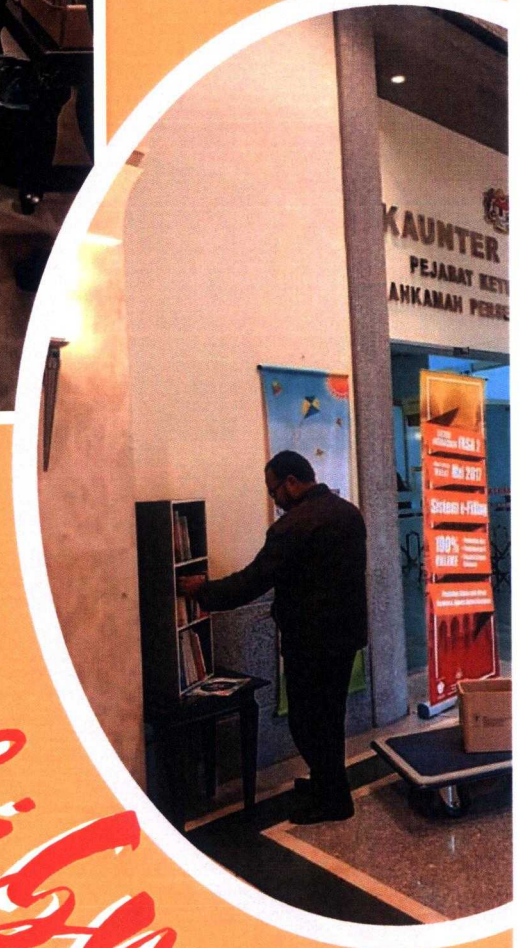
**Mesyuarat Pengurusan Perpustakaan Khusus
Gunasama Kumpulan Pengurusan &
Profesional 2019 di
Perpustakaan Negara Malaysia**

ANUGERAH PERKHIDMATAN CEMERLANG

30 MARCH 2019

Pada 30 March lalu, Istana Kehakiman telah mengadakan Anugerah Perkhidmatan Cemerlang untuk meraikan prestasi cemerlang kakitangan mahkamah. Perpustakaan Istana Kehakiman telah merangkul Anugerah Produk Harapan.





Little Free Library

5 APRIL 2019

Perpustakaan Istana Kehakiman mengambil inisiatif untuk menyertai projek Little Free Library yang merupakan satu projek antarabangsa untuk meningkatkan akses buku kepada penggunanya. Modus operandi projek berkenaan adalah dengan meletakkan rak buku berbentuk rumah burung, di mana pengguna boleh menderma dan mengambil buku-buku yang mereka hendaki.



Mesyuarat Perpustakaan Mahkamah SeMalaysia 2019

18 APRIL 2019



Mesyuarat Perpustakaan SeMalaysia telah diadakan untuk membincangkan mengenai pandangan dan input yang dapat dikongsi di antara organisasi berkaitan perpustakaan mahkamah.

PROGRAM JOM BACA BERSAMA UNTUK 10 MINIT

JOM
baca
bersama
untuk

#BACA10MINIT

10
minit

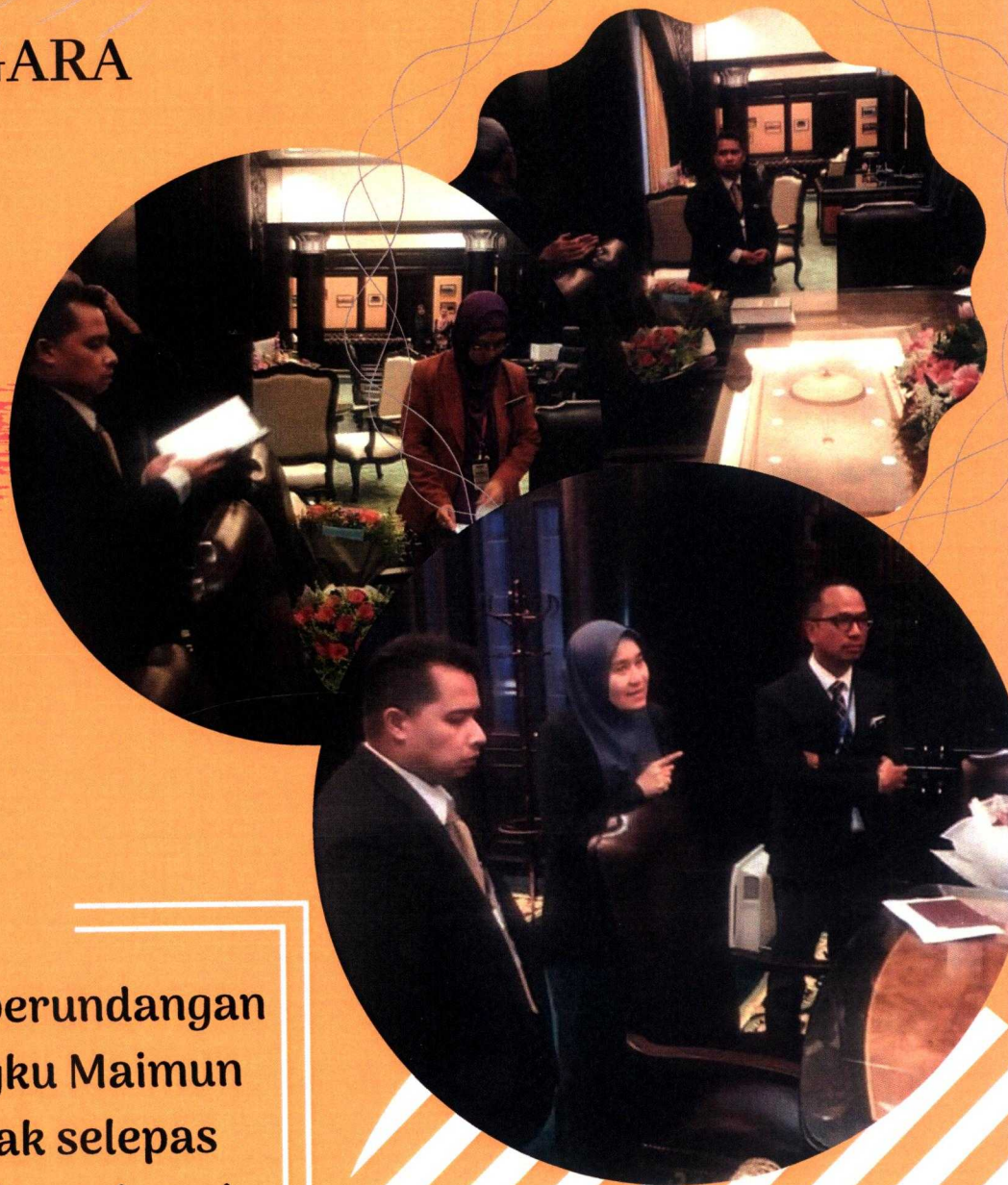
2019 4 11 09

23 APRIL 2019

Program Jom Membaca 10 minit peringkat kebangsaan telah dilaksanakan untuk menyahut seruan kerajaan dalam menjayakan Dekad Membaca Kebangsaan. Program ini diharapkan dapat memupuk budaya membaca di kalangan rakyat Malaysia.

**SEMAKAN KOLEKSI
RUJUKAN PERUNDANGAN
YAA DATUK KETUA HAKIM
NEGARA**

7 MEI 2019



**Koleksi rujukan perundangan
YAA Datuk Tengku Maimun
Tun Mat disemak selepas
perlantikan beliau sebagai
Ketua Hakim Negara.**



PERSARAAN TAN SRI ZAHARAH IBRAHIM

16 MEI 2019

Sesi perjumpaan dengan Tan Sri Zaharah Ibrahim, Hakim Besar Malaya sebelum Tan Sri bersara daripada jawatannya. Tan Sri Zaharah mencipta sejarah sebagai Ketua Hakim Besar Malaya wanita yang kedua di dalam sejarah perhakiman Malaysia.

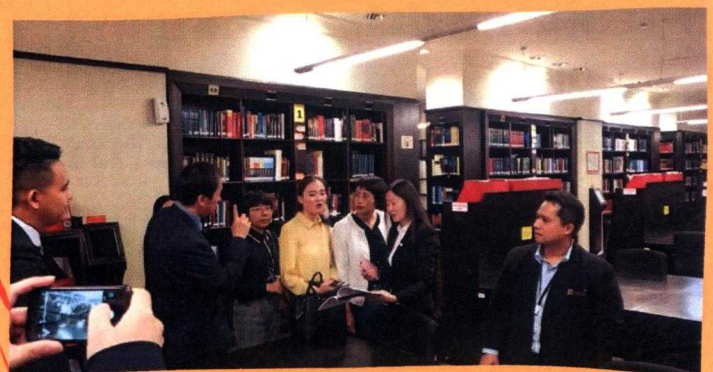


LAWATAN ANTARABANGSA

13 & 14 OGOS 2019



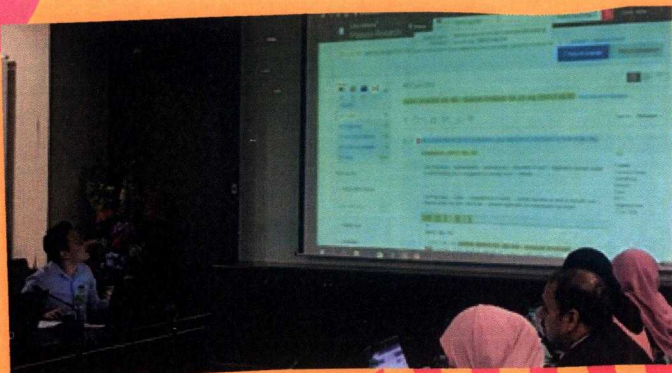
Perpustakaan Istana Kehakiman telah menerima lawatan daripada Taylors University, United Kingdom dan Guangdong Lawyers Association, China.





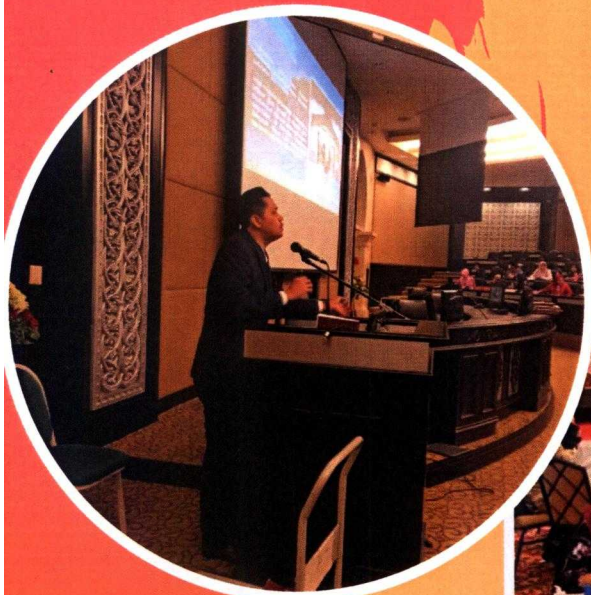
**PROGRAM SEMPENA SAMBUTAN
HARI KEBANGSAAN 2019
ANJURAN PUSAT SUMBER
KEMENTERIAN KOMUNIKASI DAN
MULTIMEDIA MALAYSIA
21 OGOS 2019**

**Jemputan program sempena
sambutan Hari Kebangsaan
2019 anjuran pusat sumber
Kementerian Komunikasi dan
Multimedia Malaysia. Tujuan
program adalah untuk
memupuk semangat
patriotisme dan cintakan
negara dalam kalangan
penjawat awam dan para
pelajar bagi menghargai jasa
pejuang-pejuang
kemerdekaan tanah air.**

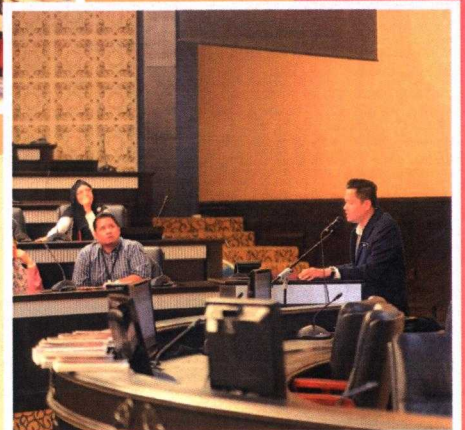


KURSUS PANGKALAN DATA UNDANG-UNDANG ZON KUALA LUMPUR (6 & 7 OGOS 2019) DAN ZON SHAH ALAM (10 & 11 SEPTEMBER 2019)

Kursus ini dianjurkan secara berperingkat mengikut zon oleh Perpustakaan Pejabat Ketua Pendaftar, Mahkamah Persekutuan Malaysia. Kursus ini bagi memberi pendedahan mengenai teknik pencarian maklumat dan penggunaan pangkalan data undang-undang atas talian seperti Lexis Advance Malaysia, Westlaw, Mylawbox, CLJLaw, Lawnet dan eLaw.my yang dilanggan oleh Pejabat Ketua Pendaftar, Mahkamah Persekutuan Malaysia supaya ianya lebih mudah digunakan dan memperolehi maklumat yang tepat dan diperlukan dengan menggunakan teknik pencarian maklumat dengan kaedah pencarian yang betul, mudah dan cepat.

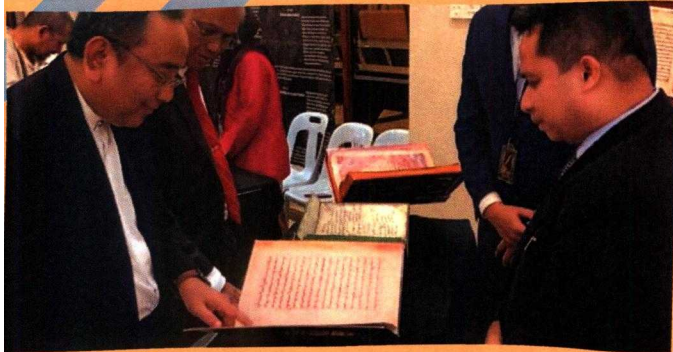


**KURSUS PANGKALAN DATA &
PINDAAN AKTA UNTUK
SETIAUSAHA YA HAKIM &
ANJURAN BERSAMA
PERPUSTAKAAN ISTANA
KEHAKIMAN DAN BAHAGIAN
DASAR PERUNDANGAN POJ**



12 OKTOBER 2019

Kursus Pangkalan Data & Pindaan Akta adalah bagi memberi pendedahan serta tunjuk ajar kepada Setiausaha YA Hakim mengenai cara penggunaan pangkalan data dan prosedur pengemaskinian pindaan akta yang perlu dibuat pada naskah rujukan.



PUSAT KEBANGSAAN
MANUSKRIP MELAYU
PERPUSTAKAAN NEGARA MALAYSIA

THE NATIONAL CENTRE
FOR MALAY MANUSCRIPTS
NATIONAL LIBRARY OF MALAYSIA

SAMBUTAN HARI INTEGRITI DI MAHKAMAH KUALA LUMPUR

15 OKTOBER 2019

Perpustakaan PKPMP telah dilantik dalam Jawatankuasa Pameran pada sambutan Hari Integriti PKPMP 2019 telah dibantu oleh Perpustakaan Mahkamah Kuala Lumpur telah mempamerkan 10 koleksi Manuskrip Melayu, replika Batu Bersurat serta bahan promosi seperti Katalog Koleksi Manuskrip Melayu. Semua material dibawa khas dari Pusat Kebangsaan Manuskrip Melayu, PNM.

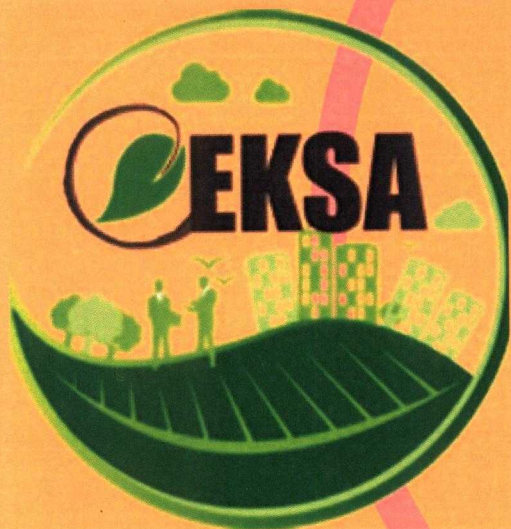
PROGRAM PELANCARAN EKSA & GOTONG-ROYONG SIRI PERTAMA

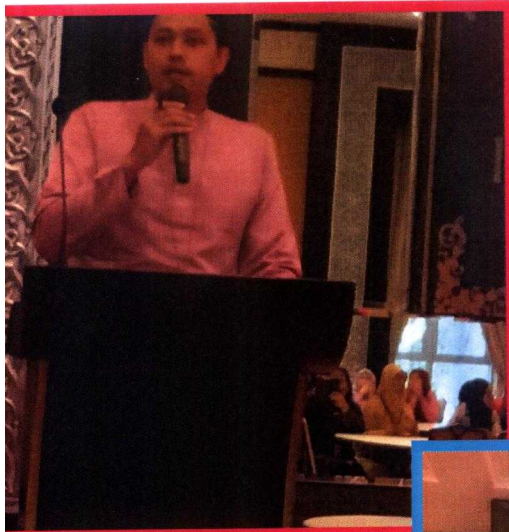
18 OKTOBER 2019



V15Pro
Apple Camera

**Program pelancaran Ekosistem
Kondusif Sektor Awam (EKSA)
telah dilaksanakan bagi
mewujudkan persekitaran
kerja kondusif yang berimej
korporat, kreatif dan
berinovasi erta menggalakkan
pembudayaan amalan hijau di
kalangan warga Istana
Kehakiman. Komponen utama
dalam pelaksanaan EKSA
adalah Imej Korporat, Kreativiti
dan Inovasi, Amalan Hijau,
Persekitaran Kondusif dan
Kepelbagaian Agensi.**

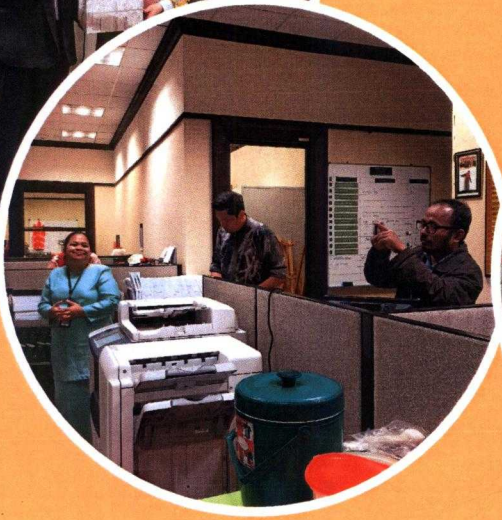




MESYUARAT TAHUNAN KELAB PENGURUSAN PKPMP

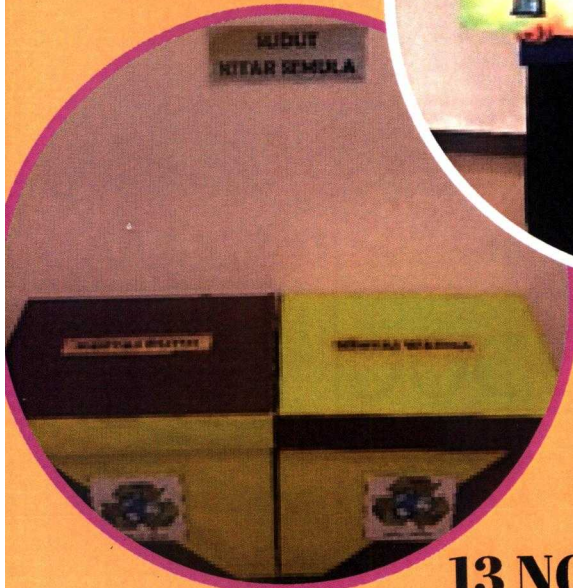
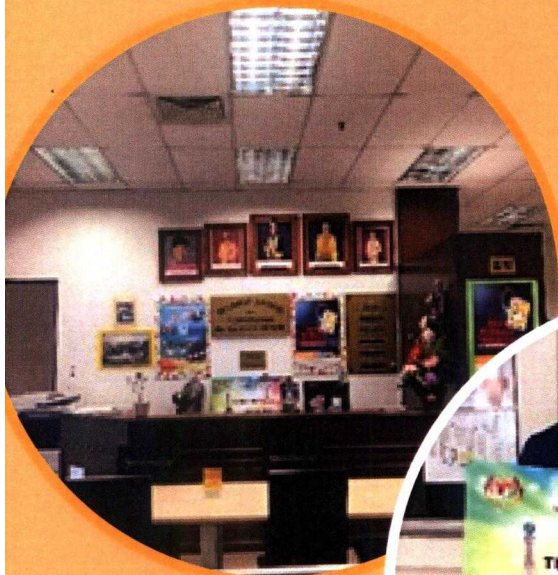
22 NOVEMBER 2019

Mesyuarat tahunan Kelab Pengurusan PKPMP telah dianjurkan oleh jawankuasa kelab bertujuan untuk melantik jawatan kuasa yang baharu bagi mentadbir kelab bagi penggal baru tahun hadapan. Encik Mohd Fathi Asmawi (Penolong Pustakawan) telah dilantik menjadi Pengerusi Kelab Pengurusan PKPMP yang baru.



JAMUAN AKHIR TAHUN PERPUSTAKAAN PKPMP 2019 & MAJLIS PERPISAHAN 20 DISEMBER 2019

jamuan akhir tahun perpustakaan PKPMP 2019 berserta majlis perpisahan pelajar latihan industri dari UiTM Rembau telah dianjurkan oleh kakitangan perpustakaan bagi meraikan pelajar setelah 5 bulan menuntut ilmu bersama Perpustakaan PKPMP. Semoga ikatan ukhwah terus terjalin dan ilmu yang diperoleh mendapat manfaat.



13 NOVEMBER 2019

**PERTANDINGAN KECERIAAN DAN KEBERSIHAN
BULAN NOVEMBER 2019 MAHKAMAH NEGERI
SELANGOR, SHAH ALAM.**

Pertandingan Keceriaan dan Kebersihan adalah anjuran Jawantakuasa Keceriaan, Kebersihan & Landskap/ EKSA, Mahkamah Negeri Selangor. Setiap bulan pertandingan akan dijalankan mengikut kategori yang berbeza. Johan pertandingan pada bulan November telah dimenangi oleh Perpustakaan Mahkamah Shah Alam. Hadiah yang dimenangi berupa wang tunai sebanyak RM100 dan piala pusingan

APPENDIX B:
DOCUMENT COPIES
FORM ORGANIZATION



PEJABAT KETUA PENDAFTAR
Office of the Chief Registrar
MAHKAMAH PERSEKUTUAN MALAYSIA
Federal Court of Malaysia
ISTANA KEHAKIMAN
PRESINT 3
62506 PUTRAJAYA

Telefon : 03-8880 3500

Faks : 03-8880 3886

Laman Web : <http://www.kehakiman.gov.my>

Ruj. Tuan :

Ruj. Kami : (94)Pkp/Perp/MP(07)08.1
Jilid VII

Tarikh : 31 Disember 2019

KEPADA PIHAK BERKENAAN

Tuan / Puan

TESTIMONI PENGESAHAN PELAJAR LATIHAN INDUSTRI DI SEKSYEN PERPUSTAKAAN, PEJABAT KETUA PENDAFTAR MAHKAMAH PERSEKUTUAN, ISTANA KEHAKIMAN

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Ingin dimaklumkan bahawa pelajar ini:

Nama : Nadzratun Najwa binti Muhrim
No. K/P : 961029-43-5036
No. Pelajar : 2017603854
Organisasi : UITM Negeri Sembilan, Kampus Rembau

Telah Berjaya melaksanakan latihan industri bermula 1 Ogos – 31 Disember 2019 dengan jayanya.

3. Pelajar ini telah menunjukkan prestasi yang cemerlang sepanjang latihan industri dengan menghasilkan beberapa projek yang diamanahkan.

4. Berdasarkan pemantauan oleh pihak kami pelajar ini dilihat mampu memenuhi keperluan prospek pasaran kerja dalam bidang kepustakawanan.

5. Adalah diharapkan pihak Tuan / Puan dapat memberi peluang dan pertimbangan sewajarnya kepada pelajar ini dalam mencari pengalaman.

Sekian.

“BERKHIDMAT UNTUK NEGARA”

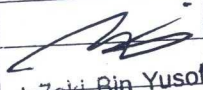
Saya yang menurut perintah,



MOHAMAD ZAKI BIN YUSOF
Ketua Pustakawan
Pejabat Ketua Pendaftar
Mahkamah Persekutuan Malaysia
Istana Kehakiman
Presint 3
Putrajaya

Date	Exact Nature Of Work Done	Supervisors Remarks
10/9/19 (Selasa)	- Doing amendment of acts on library materials.	
11/9/19 (Rabu)	- Doing amendment of acts on library materials.	
12/9/19 (Khamis)	- Doing amendment of the acts on library materials.	
13/9/19 (Jumaat)	- Doing amendment of the act on library materials.	
17/9/19 (Selasa)	- Doing newspaper cutting to be paste on the news board. - Readjust the title of Chief of Justice and Chief Justices of Sabah and Sarawak at info@judges board. - Doing amendment of the act on library materials.	
18/9/19 (Rabu)	- Doing amendment of the act on library materials. - Briefing by the librarian En. Mohd Zaki and attende by all library staff. - Information shavng by the staff related to the meeting at National Library of Malaysia.	
19/9/19 (Khamis)	- Doing amendment of the act on library materials. - Short discussion with the librarian En. Mohd Zaki	
20/9/19	about EKSA (Ekosistem Kondusif Sektor Awam)	
20/9/19 (Jumaat)	- Doing amendment of the act on library materials. - Another short discussion with the librarian. - Information seeking of the EKSA	
23/9/19 (Isnin)	- Doing newspaper cutting to be paste on the news board. - Doing amendment of the act on library materials. - Information seeking about EKSA	
24/9/19 (Selasa)	- Learning about duty counter services. - Doing amendment of the act on library materials.	
25/9/19 (Rabu)	- Learning about duty counter services.	
26/9/19 (Khamis)	- Doing amendment of the act on library materials. - Gather more information about EKSA.	

Date
27/9
(Jum)
30/9
(Isni)
1/10
(Sel)
2/10
(Rab)
3/10
(Kham)
4/10
(Jum)
7/10
(Isn)
8/10
(Sel)
9/10
(Rab)
10/10
(Kham)
11/10
(Jum)

Date	Exact Nature Of Work Done	Supervisors Remarks
27/9/19	Doing newspaper cutting to be paste on the news board.	
(Jumaat)	Gather information about EKSA	
30/9/19	Assigned to list out the Judgments books to be recorded inside the system.	 1/10/19 Muhammad Zaki Bin Yusoff Ketua Pustakawan Mahkamah Persekutuan Malaysia Istana Kehakiman Kesint 3 62506 Putrajaya
1/10/19	Assigned to key in the ^{data of} list of the Judgments books inside the system.	
2/10/19	key in the ^{data of} list of the Judgments books inside the system. - Helping books circulation process - Arrange those books on the shelves.	
3/10/19	Doing newspaper cutting to be paste on the news board. (Khamis) - Arrange ^{returned} books on the shelves.	
4/10/19	Doing newspaper cutting to be paste on the news board. (Jumaat) - Arrange ^{returned} books on the shelves. - Helping scanning reference cases from books.	
7/10/19	Doing newspaper cutting to be paste on the news board. (Isnin) - Arrange ^{returned} books on the shelves.	
8/10/19	On medical Leave.	
9/10/19	Doing newspaper cutting to be paste on the news board. (Rabu) - Arrange ^{returned} books on the shelves.	
10/10/19	Doing newspaper cutting to be paste on the news board. (Khamis) - Arrange returned books on the shelves.	
11/10/19	Assist for duty counter services. (Jumaat) - Assist En. Rosli by checking new library materials for the acquisition process.	
	- checking ISBN number & the Book title - checking Author * Publisher (company name)	