

UNIVERSITI TEKNOLOGI MARA (UITM)
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PUSTAKA NEGERI SARAWAK, MIRI
JALAN KIPAS MIRI CITY FAN
98000 MIRI SARAWAK

Prepared By

CASSANDRA ANAK RAJEN

2015427758

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY
MANAGEMENT (IM 244)

1st AUGUST 2018- 31st DECEMBER 2018

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

Your Full Name *Cassandra Ak Rajen*

Matrix No. *2015427758*

Date of submission: *8 January 2018*

Abstract : *A full term 7th semester compulsory internship is a prerequisite for the fulfillment of partial completion of degree, Bachelor (Hons) of Information Science, Library Management three year composite programmed. During my internship, I was assigned to different department which include Information Services Division, Technical Services and Corporate Management. In conclusion, this was an opportunity to develop and enhance skills and competencies in my career field I actually achieve.*

ACKNOWLEDGEMENT

The internship opportunity I had with Pustaka Negeri Sarawak, Miri was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the Pustaka Negeri Sarawak, Miri for accepting my industrial training at their library. But, most importantly, I would like to express my deepest thanks to my supervisor, Mrs Lilian Baun Pulo for taking part in useful decision and giving necessary advice and guidance during five months of my practical training.

Secondly, thanks to Madam Razifah Binti Othman, my supervisor for her advice and guidance as well as her concern to us. Thank you to every answer for my question and my other teammates. Her moral support is what we needed when my teammate and I are having a doubt about a certain matter.

Besides that, to my industrial training mates, Cassieafiefie and Emmyleya, a huge thanks for their support and advice in order to complete our training as well as this report. May god bless you all.

Table of Content

Content	Pages
CHAPTER 1	
1.0 Introduction	2-4
1.1 Background of PustakaNegeri Sarawak	
1.1.1 Vision, Mission, Objective, Target, and Tagline	
1.1.2 Philosophy and Concept	
1.1.3 Client's Charter	
1.1.4 Roles	5-8
1.1.5 Quality Principles	
1.1.6 Logo Rationale	
1.2 Background of PustakaNegeri Sarawak, Miri	9
1.2.1 Organizational Structure	10
1.3 Pustaka Membership	12
1.3.1 How to become Pustaka's member?	12
1.3.2 Membership's Fee	13-14
1.3.3 Membership Card	13-14
1.3.4 Internet Access	13-14
1.3.5 Personal Page	13-14
1.4 Pustaka's Collection	15-18

1.5 Services offered by PustakaNegeri Sarawak	18-21
CHAPTER 2	
2.0 Pustaka Miri Organization Information	22-24
2.1 Departmental Structure of Pustaka Miri	25-26
2.2 Department Function	
• Information Service Division	27-31
• Corporate Management Division	27-31
• Technical Services Division	27-31
CHAPTER 3	
3.0 Training Activities	32
	33
3.1 Information Services Department Attachment	
3.1.1 Industrial Training Activities	
(A) Children Festival and STEM Playground	34-35
(B) Information Literacy Program and NILAM programme	36
(C) Outreach Program	37
(D) Merdeka Cooking	38
(E) Mobile Storytelling	39
(F) Curtin Library Explore Day	40
(G) Children Activity – Cupcake Liner Crab Craft	41
(H) Miri Coastal & World Clean Up Day 2018International	42
(I) Weeding Collection	43

(J) Digital Inclusivity	44
(K) Makersmeet – Hydroponic System	45
(L) Makersmeet – MBOT Challenges	46
(M) Healthy Talk: Painful Hand	47
(N) Children Activity – Hawaiian Lei & Grass Crown	48
(N) BengkelBungaOrkid	49
(O) Digital Literacy	50-52
(P) Book and Coffee Hour	53-54
(Q) <i>MingguInivasidanIntergriti</i>	55
(R) World AIDS Day Family Talk & Joy of Painting Competition	56-57
(S) Youth Digital Bootcamp	58-59
3.1.2 Technical Services Department	60-63
3.1.2.1 Stock Taking	
3.1.3 Corporate Management Department	
3.2 Group Special Project	66-70
3.2.1 Introduction	
• Mobile Storytelling	
3.2.2 Lesson Learnt from the Project	
3.2.3 Challenges in Organizing this Program	71
3.2.4 Recommendation	
3.3 Individual Special Project 3.3.1	72
Introduction	
• Sambutan Hari Kesehatan Mental Sedunia	
3.3.2 Lesson Learnt from the Project	73
3.3.3 Challenges in Organizing this Program	73-74
3.3.4 Recommendation	74

3.4 Individual Special Project	77
3.4.1 Introduction	78
• Digital Literacy to Long Laput, Baram	
3.4.2 Lesson Learnt from the Project	78
3.4.3 Challenges in Organizing this Program	78
3.4.4 Recommendation	78-82
CHAPTER 4	83
4.0 Industrial Training Reflection	83-84
4.1 Application of knowledge, skills and experience	
<i>(Knowledge gained)</i>	
4.3 Personal Thought and Opinion	84-85
4.4 Limitation and Recommendation	85
CONCLUSION	86
REFERENCE	87
APPENDIC	
• Attendance Thumb Print	
• Children Activities Scheduled	
• Poster of Mental Health Competition	
• Poster of Mental Health Competition	
• Logbook	

LIST OF FIGURE

Figure List

Figure 1.1: Pustaka logo with its description for colour and shape

Figure 1.2: The front view of PustakaNegeri Sarawak Miri

Figure 1.3: PustakaNegeri Sarawak Organizational Structure

Figure 1.4: PustakaNegeri Sarawak online registration form webpage

Figure 1.5: Library.Net interface

Figure 1.6: Member Personal Page

Figure 2.1: PustakaNegeri Sarawak Miri location via Google Maps

Figure 2.2: PustakaNegeri Sarawak Miri Departmental Structure

Figure 3.1 (a): Stage for an on STEM Playground

Figure 3.1 (b): All the event banners during STEM Playground

Figure 3.2 (a): The Participants of the Literacy & NILAM Program

Figure 3.3 (a): Mrs Lilian as a Librarian gave the souvenir to SMK Tinjar Teacher as an appreciation

Figure 3.3 (b): Dr Fetma gave a talk on “Choose your Career Path”

Figure 3.4 (a): Session of Making Cupcake

Figure 3.4 (b): Childrens and their own cupcake

Figure 3.5 (a): Me and other staffs of TadikaAspirasi Ceria

Figure 3.5 (b): Monitoring a coloring session

Figure 3.6 (a): At Curtin Library for Library Explore Day

Figure 3.7 (a): With children that participate in children activities

Figure 3.7 (b): Session of Making Cupcake Liner Crab Craft

Figure 3.8 (a): Participate in Miri International Coastal & World Clean Up Day with other Interns Student

Figure 3.9 (a): Check all the list of book before proceed to weeding process

Figure 3.9 (b): Scan all the book to check its status

Figure 3.10: MohdAwis gave a talk on digital inclusivity to the villager at KampungBaruPujut 7A

Figure 3.11 (a): Some plants that made from hydroponic system

Figure 3.11 (b): Mr Ting gave the talk to participant about hydroponic system

Figure 3.12 (a): I was help in guidance the participant for the MBOT Challenges

Figure 3.12 (b): MBOT Challenges Competition Session

Figure 3.13 (a): Participants of the Painful Hand Talk

Figure 3.13 (b): Dr Thirukumaran was gave a talk on Painful Hand

Figure 3.14 (a): Help the children in making craft

Figure 3.14 (b): children with their own craft which is Hawaiian Lei & Grass Crown

Figure 3.15 (a): Mr Lim briefing the participant on how to keep the orchid flower

Figure 3.15 (b): With Mr Lim and his own Orchids

Figure 3.16 (a): Making Felt Coin Purse session with Long Ikang Children

Figure 3.16 (b): Making Felt Coin Purse session with Long Ikang Children

Figure 3.16 (c): Acrylics Painting Session with children

Figure 3.16 (d): MbOT Challenges Session by Mrs Lilian

Figure 3.16 (e): With all the Community at Long Ikang, Baram

Figure 3.17 (a): Me and other intern student was joined Book & Coffee Hours activity

Figure 3.17 (b): Ms Jamilah sharing her favourite book with other staffs

Figure 3.17 (c): Book review session among the staffs

Figure 3.17 (d): Receive a Boucher from Regional Manager of Pustaka

Figure 3.18 with our own innovation:

Figure 3.19 (a): Monitor a colouring contest

Figure 3.19 (b): With other staffs and intern student of PustakaNegeri Sarawak, Miri joined World AIDS Day

Figure 3.19 (c): I was make a medical check-up in order to supporting this event

Figure 3.20 (a):All the Participant of Youth Digital Bootcamp
Figure 3.20 (b):Graphic Design making session
Figure 3.20(c): All the Facilitators among Pustaka staffs
Figure3.21 (a):Make a listing of book
Figure 3.21 (b):The cataloguing process
Figure 3.21 (c):A new book is ready to catalogue
Figure 3.22 (a):I was doing a stock taking process at Special Collection area
Figure 3.23: workflow of receiving a process in finance unit
Figure 3.24 (a): Check a list or file record
Figure 3.2.4 (b): make a checklist listing of record that need to keep
Figure 3.25 (a):I was sent email on mobile storytelling to all staffs in Pustaka
Figure 3.2.5 (b): sent Email on request of using ICT tool
Figure 3.2.5 (c):E-learning session with children
Figure 3.2.5 (d):Dancing session with Dedeq Clown
Figure 3.2.5 (e):With Dedeq Clown
Figure 3.2.5 (f):Dancing sesion with children
Figure 3.26 (a): Fax all the letter according to list of agencies
Figure 3.26 (b):Register a free of membership of Pustaka to a participant
Figure 3.26 (c):Opening ceremony by Hospital agencies
Figure 3.27 (a):Make a preparation of Felt Coin Purse
Figure 3.27 (b):I was briefing to the participant on this craft making
Figure 3.27 (c):Mrs Lilian give a talk on Digital Literacy

LIST OF TABLE

Table List
Table 2.1: Pustaka Negeri Sarawak, Miri Operation Hour
Table 3.1: Industrial Training Attachment Scheduled Table 3.2: Information Service Division Function Table 3.3: Corporate Management Function Table 3.4: Details on Hari Kesihatan Mental Sedunia Table 3.5: Details on Digital Literacy Table 3.6: The list of limitations and recommendation when doing my practical training

LIST OF APPENDICES

Appendix 1: Attendance Thumb Print

Appendix 2: Children Activities Scheduled

Appendix 3: Poster for Mental Health Competition

Appendix 4: Poster for Mental Health Competition

Appendix 5: Logbook

CHAPTER 1: INTRODUCTION

1.0 Introduction

Industrial Training

The industrial training is intended to provide useful knowledge and to training to the students in order to prepare themselves in the real world and working environment. During the industrial training session, many principals and theory regarding organizational function are put into effect. Most students are prepared with a structure towards learning how the organization works in real life.

So, the subject which is IMC690 that already have learned before can be applied during do the industrial training or in the working environment. Most the faculties in UiTM provided industrial training to the students and it is intended to expose the students to the valuable experience in conducting a real experience in the industry after this. This training is carried out in Pustaka Negeri Sarawak, Miri located at Miri, Sarawak.

The industrial Training subject IMC690 provides pre-professional work experience with specific assignments and responsibilities. This paper involves 480-hour equivalent work placement, paid or unpaid, located in an approved industrial site, working under the supervision of an experienced Information Professional. During the industrial training, the student is expected to contribute to the activities of the workplace and to meet the same demands of work production and responsibility expected by the organization of its regular employees. An Industrial Training programmed is relevant to a student's personal career interests and improve their marketability after graduation.

The training is provided in order to fulfill the requirements of the IM244 program, which is Bachelor of Information Science (Hons.) Library Management. In the industrial training students will be exposed with the library services and how to handle various functions in managing information are taught and how to handle the users that come to the library and so on. Besides that, the industrial training also is very useful in preparing the students to be industry ready professional where all the previously learned the theory will put in immediate effect.

Objectives of Industrial Training

Other than completing the IM244 program in the last semester which is semester 7 of study, there are many objectives of the training are describe which are:

- To adapt managerial and technical skills in the archived and depository environment.
- To experiences and understand real life situation in industrial organizations and their related environments and accelerating the learning process of how students knowledge could be used in realistic way.
- To encourage or stimulates a personal career interest, serving as a bridge between university environment and the world of work.
- To help the students to improve their marketability after graduation.
- To encourage students to apply the skills and knowledge gained at the university to benefit the organizations.
- To provide pre-professional work experience with specific assignment and responsibilities.

Chapter 1: Introduction

1.1 Background of Pustaka Negeri Sarawak

Pustaka Negeri Sarawak is conceived as a major information resources information resource centre and as the hub of information services for the public and private sectors. It will link with libraries, archives and information centers elsewhere in Sarawak and throughout Malaysia. It will also provide a gateway into and from publicly accessible international information centers.

Its complex will serve as a community centre of knowledge and cultural enlightenment, where Malaysians in Sarawak can not only access a vast store of information, in the form of both printed and electronic media, but also gather for educational and cultural exchanges, programmes and participate in many other regularly conducted activities.

1.1.1 Vision, Mission, Objective, Target and Tagline

Vision

To be the reservoir and fountain of information and knowledge to the State.

Mission

To provide access to information resources and to preserve Sarawak's intellectual heritage for the people of Sarawak.

Objective

To promote acculturation of knowledge in the State.

✦ Target

To ensure all individuals in the State have the opportunity and easy access to information and knowledge through Sarawak State Library.

✦ Tagline

“Pustaka, Your Knowledge Partner”

1.1.2 Philosophy and Concept

✦ The Philosophy

“A knowledge and information-based society needs a forum for intellectual exchange among its people, a centre of enlightenment where minds can meet and ideas interact, and access to information, knowledge, technologies and cultures available beyond the superficial boundaries imposed by geography.”

✦ The concept

Pustaka Negeri Sarawak is conceived as a major information resource centre and as a hub of information services for the public and private sectors. It will link with libraries, archives and information centers elsewhere in Sarawak and throughout Malaysia. It will also provide a gateway into and from publicly accessible international information centres. Its complex will serve as a community centre of knowledge and cultural enlightenment, where Malaysians in Sarawak can not only access a vast store of information, in the form of both printed and electronic media, but also gather for educational and cultural exchanges, program and participate in many other regularly conducted activities.

1.1.3 Client's Charter

- **Service**

To provide real time references and referral services to meet the information needs of users.

- **Collection**

To develop information resources based on the Collection Development Policy and Sarawak State Library Ordinance, 1999 requirements.

- **Access**

To give 24/7 access to information on line, onsite or collaborative effort.

1.1.4 Roles

- To provide timely, accurately, relevant and accessible information in different formats - the essential ingredients for the healthy economic and social development of a state and its citizens.
- To develop and contribute to relevant bibliographic databases, with particular references to materials published within Sarawak.
- To develop itself as the hub of information services within Sarawak.
- To participate in National and International networks of libraries and information services.
- To provide an educational environment through programs and exhibitions organized.
- To increase awareness of the importance and potential of information services..

1.1.5 Quality Principles

To develop information resources based on the Collection Development Policy and Sarawak State Library Ordinance, 1999 requirements.

- A repository of vast reserves of materials.
- A gateway to knowledge and information of the world.
- Streamlined and automated services within the library
- Borderless
- Time incentive

1.1.6 Logo Rationale

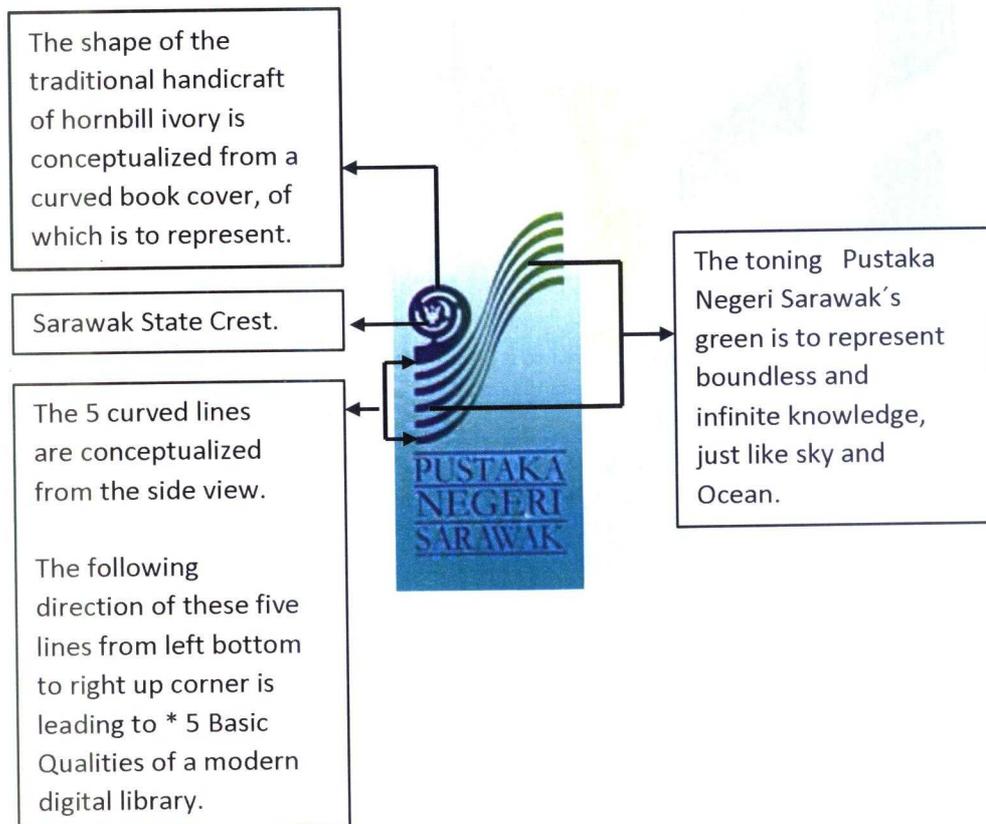


Figure 1.1: Description of Logo Pustaka Negeri Sarawak

2. Background of Pustaka Negeri Sarawak, Miri

Pustaka Miri or the Miri IT Library launched on 10th December 2002 by YAB Pehin Sri Hj. Abdul Taib Mahmud as the regional library of Pustaka Negeri Sarawak. Pustaka Miri are linked to Pustaka Negeri Sarawak via Information Communication Technology (ICT) infrastructure.

Furthermore, Pustaka Miri is an epitome of digital library that provides a combination of printed as well as non-printed (electronic and digital information) resources. As Pustaka Negeri Sarawak's northern branch, its function are also in line with the Sarawak State Library Ordinance 1999.

Pustaka Miri is:

- ✓ A research and reference center, with collection at a level that will be able to assist researchers as well as other knowledge and information seekers
- ✓ An offsite depository center for legal deposit materials
- ✓ A center for development of special collection relating to Miriana, Sarawakiana and other local history initiatives
- ✓ A contributor to Pustaka Negeri Sarawak's database on information materials on and about Sarawak.
- ✓ A venue that provides education and activities to raise information literacy.



Figure 1.2: The front view of Pustaka Negeri Sarawak, Miri

1.2 Organizational Structure

a) Pustaka Negeri Sarawak's Organization Chart:

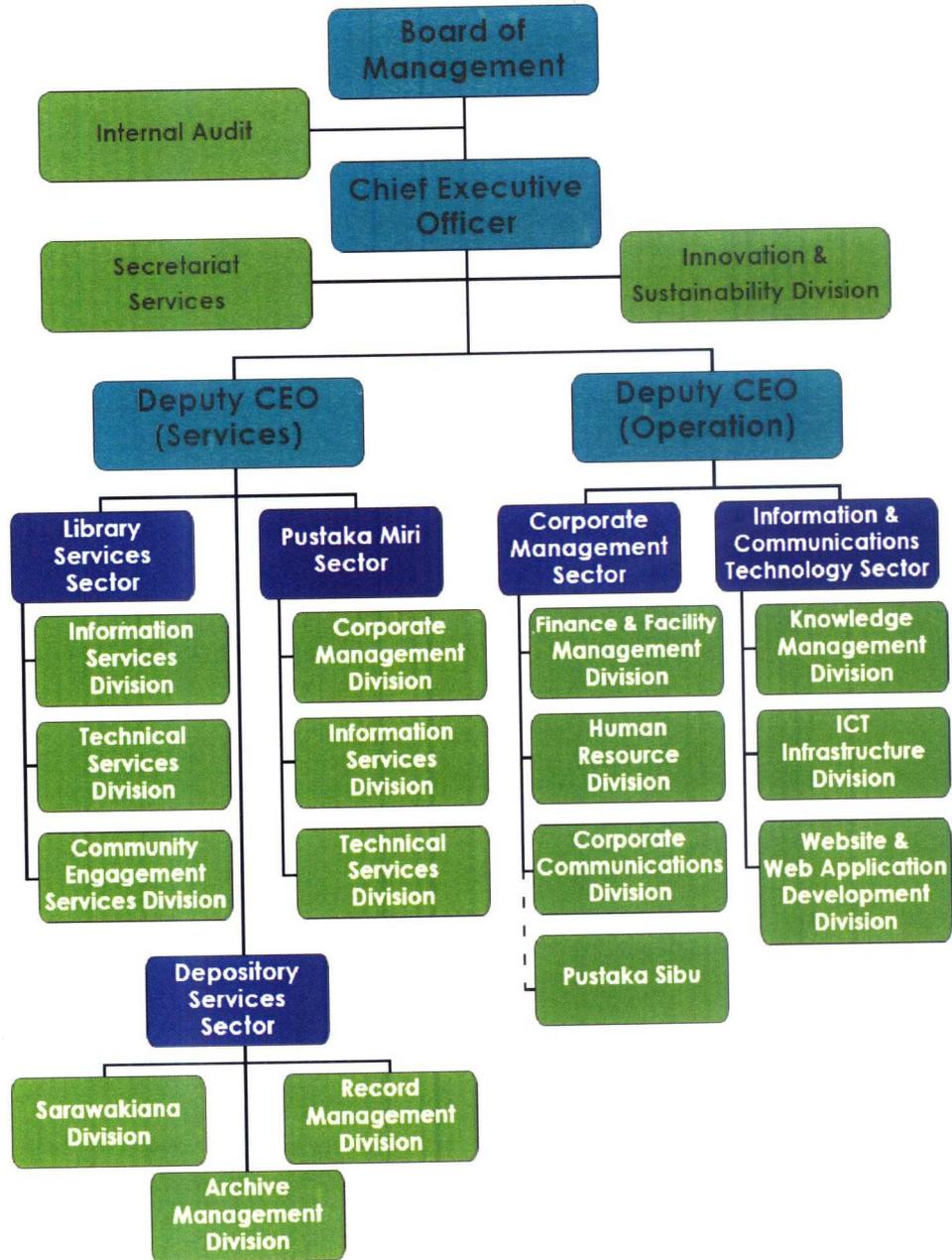


Figure 1.3: Pustaka Negeri Sarawak Organizational Chart

b. Pustaka Negeri Sarawak, Miri Organizational Chart:

Pustaka Miri using division to indicates the term of department. According to their organizational chart, Pustaka Miri only has 3 main divisions with 7 sub-units which are Corporate Management Division, Technical Services Division and Information Services Division.

2. Pustaka's Membership

1.3.1 How to Become a Member?

- Fill in a membership application form at the counter.
- Or membership application forms through online.
- Fills in membership application form online through
- <https://pustaka.librarynet.com.my/Angka.sa2/public/community/online/registration.htm?l=pustaka>
- Users also can register as member especially during outreach program for those who in rural area or any event that participate by Pustaka such as Curtin Library Explore Day.

Human Resource M What's D' spoke?

Inline Member Registration Form

Note: All fields with the asterisk (*) are required

This sign up page is intended for public only. For existing LibraryNet members, kindly go to [login](#) page for First Time Login Registration

Your Member Registration form using MyKad Reader? (This service currently only available at Pustaka Negeri Sarawak) please click on [MyKad Reader Interface](#) to fill your member registration form using MyKad Reader or click on [Help](#) for further assistance

powered by Angkita

Personal Profile

Salutation

Full Name *

ID No. Passport * E.g. 605112135542

Gender * Male Female

Date of Birth * E.g. 17-Oct-2013

Race

Profession

Preferred Language * English

Photo No file selected [Browse](#)

Avatar No file selected [Browse](#)

Maximum file size is 50KB

Contact Information

Email Address *

Contact Beeper

Beeper

Beeper

Note: If you were a verified library member, you should already have an account here. Please login using your User ID and Password from the [Member Login Page](#) to access your personal page

This membership is open to users of this institution/organization only

Please upload photo of no bigger than file size of 50K bytes

Note: Please provide a **valid** e-mail Address because library may send reminders and notifications to you

Figure 1.4: Pustaka Negeri Sarawak Online Registration Form Webpage

1.3.2 Membership Fee

- Starting 1st January 2016, membership of Pustaka Negeri Sarawak and Pustaka Miri are all free. For membership renewal and to activate the account every year, they can just walk in to MultiMedia Gallery Counter or by phone call.

1.3.3 Membership Card

- All Malaysian citizenship can use their identity card as the membership card. Same goes to children, parents has to use their MyKid card.
- However, foreigner can register using their student card as if they are student or passport.

1.3.4 Internet Access

- Enjoy the fast Internet connection provided by library that helps user connected to the World Wide Web for doing their research online.
- Anyone who has registered has their own username and password for Pustaka's Wi-Fi.

1.3.5 Personal page

- Membership Personal Page is for user to obtain information on their transactions with the Library. They can log in through LibraryNet using username and password that have been registered.
- Change user personal profile and user password.
- Check user membership information.
- Find out what user have used using user prepaid account.
- Check the status of user book reservation.

IMC 690: Industrial Training Report 2018

- Find out what books user have borrowed so far.
- Check the status of the questions user have posted in genie.



Figure 1.5: Library.Net Interface

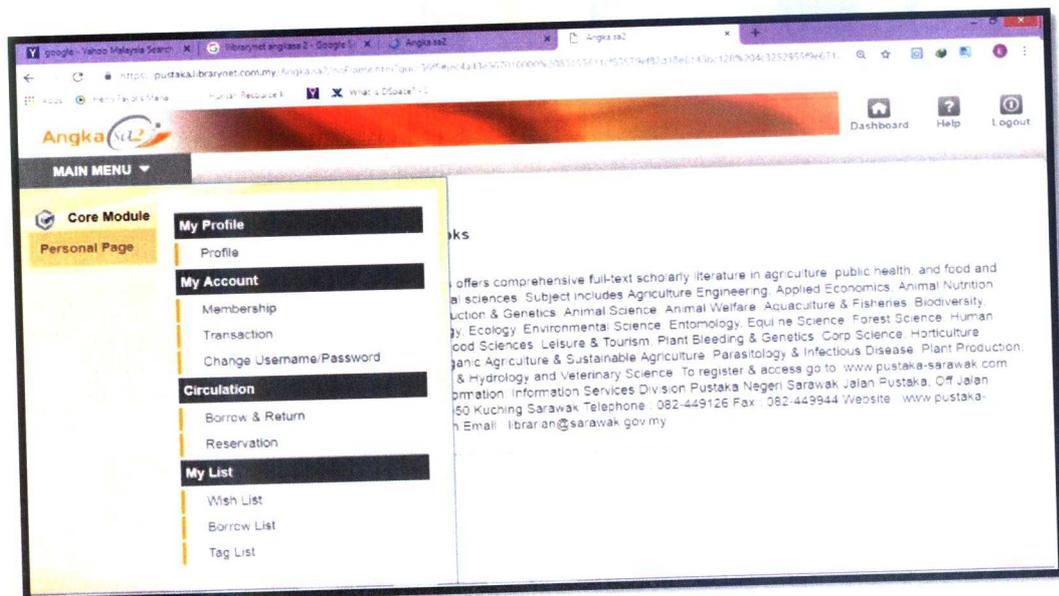


Figure 1.6: Member Personal Page

1.4 Collection

For Pustaka Miri library materials in all subject areas in order to meet the information and research needs of its client throughout the State. As the regional library, Pustaka also maintains general collection related to officials state business and policy areas. The collections are more in the fields of environmental studies, information, science and technology, agriculture and commerce.

Most of collections are focused on the professional needs and interests of users are classified according to the Dewey Decimal Classification Scheme. The collections hold around 18,000 items in a wide variety of formats including monographs, serials, audiovisual materials, CDs, subscribed online databases, networked electronic resources and digitized materials on Sarawak literature. The non-reference collection available at the Main Library is for circulation and Inter-Library loan.

a. General Collections

The main collections include a wide range of materials across all areas of knowledge to provide s extensive range of information resources to users across the State.

b. Special Collections (Sarawakiana)

Pustaka has the legal responsibility for acquiring, developing, maintaining, preserving and making accessible a comprehensive collection of documentary materials relating to Sarawak. The current Sarawakiana are collections, which is a closed-access collection, houses a treasure trove of materials about Sarawak's past, present and future. At

the moment, materials on Sabah, Brunei and Borneo are also kept together with the Special Collection is reference collection and can only be used in-house. Some of the digitized items are made available over the Internet. These collections can be viewed [http:// www.pustaka-sarawak.com/mmg](http://www.pustaka-sarawak.com/mmg) under Sarawakiana.

c. Digital Collections

The purpose of this collection is to improve the availability of some of the valuable local collections in Pustaka Negeri Sarawak and to promote research relating to Sarawak. At the same time the precious originals are better protected. Most of the rare and significant materials on Sarawak, dating back to the century 19th century, over the history, government, culture and science relating to Sarawak.

In order to ensure continuous access to these historic documents, appropriate methods of preservation are undertaken by the digitization of priority materials. In addition, audio and video recordings and photographs of local traditions and customs from the Majlis Adat Istiadat Sarawak and other government agencies have also been digitized and will be of interest to the local community.

Current and retrospective materials on Sarawak (Example: Sarawak Laws) which can be used for research and administrative purposes are also being digitized. All the digital collections are viewable from the Multimedia Gallery at <http://www.pustaka-sarawak.com/mms>.

d. Serial Collections

This collection holds 39 journals, 6 international newspapers, 10 local newspaper through online. Subscriptions have been made to 42 new journals for the year 2001 while all the current titles will be maintained. The journals, both local and international, cover a broad range of subjects for both the general reader and specialist.

The Serial Management Unit also provides the current awareness services by sending title page and tables of contents of all the latest journals and magazines to all government and non-government departments in Sarawak on a monthly basis. In addition to this, registered members can also browse the back issues of the journals and request for photocopies. Serial collections will be managed by using the Serial Module Library System.

e. Audiovisual collection

The library has a wide range of CD-ROMs which comprise database in CD_ROM, CD-Audio, CD Music and CD ROMs for children. A large portion of the CD-ROMs are networked. Workstations are dedicated to stand-alone products which can be used inside the subject Information Resources Center or Multimedia Gallery. The subject coverage of these CDs is broad and appropriate for both students and profession.

f. Subscribed Online Databases

Pustaka Negeri Sarawak subscribes to the following on-line database:

- ❖ EBSCO Publishing
- ❖ INFOTRAC
- ❖ INFO ASEAN
- ❖ LEXIS NEXIS Universe
- ❖ CLJ Legal Network
- ❖ BERNAMA Infolink Service
- ❖ ProQuest Academic Research Library

1.5 Services

1.5.1 Online Services

- ✚ E-Newspaper
- ✚ Online Public Access Catalog (OPAC)
- ✚ Sarawak State Bibliography
- ✚ RECARS
- ✚ Sarawak Authors
- ✚ e- Sarawak Gazette
- ✚ PayBills Sarawak

1.5.2 Other Services

a) Business Services:

- Pro-Access (Professional Information Access)
- Reading point Services and Collections
- Document Delivery Services (DDS) and Electronic Document and Delivery payment (EDDP)
- Virtual Work Space Point
- Sarawak Business Directory (SBD)

b) Facilities:

- Auditorium
- Meeting Room
- AudioVisual Room

IMC 690: Industrial Training Report 2018

- Multi-Purpose Room
- Discussion Room
- Computer
- Photocopying / Printing

CHAPTER 2: INFORMATION ORGANIZATION

2.0 Pustaka Miri

Pustaka Miri has very strategic location which is located just a stone throw away from main venue for major free public event in Miri, the Miri City Fan and the public swimming pool. It is a great place with a modern architectural design and suitable with a quite environment especially for photoshoot. Starting from 2 January 2018, Pustaka Negeri Sarawak, Kuching and Miri change their operation hours on Monday to Friday from 10 am-7 pm while for Saturday and Sunday from 9 am-6pm.

Address	Jalan Kipas, Miri City Fan, 98000 Miri, Sarawak, Malaysia
Tel	085-422525
Fax	085-414444
Email	librarian@sarawak.gov.my
website	www.pustaka-sarawak.com/
Hours operation	Monday to Friday (10.00 am-7.00) Saturday & Sunday (9.00-6.00) Closed on Gazetted Public Holidays

Table 2.1: The Details about Pustaka Negeri Sarawak, Miri



Figure 2.1: Location of Pustaka Negeri Sarawak, Miri via Google Maps

2.1 Departmental Structure of Pustaka Miri

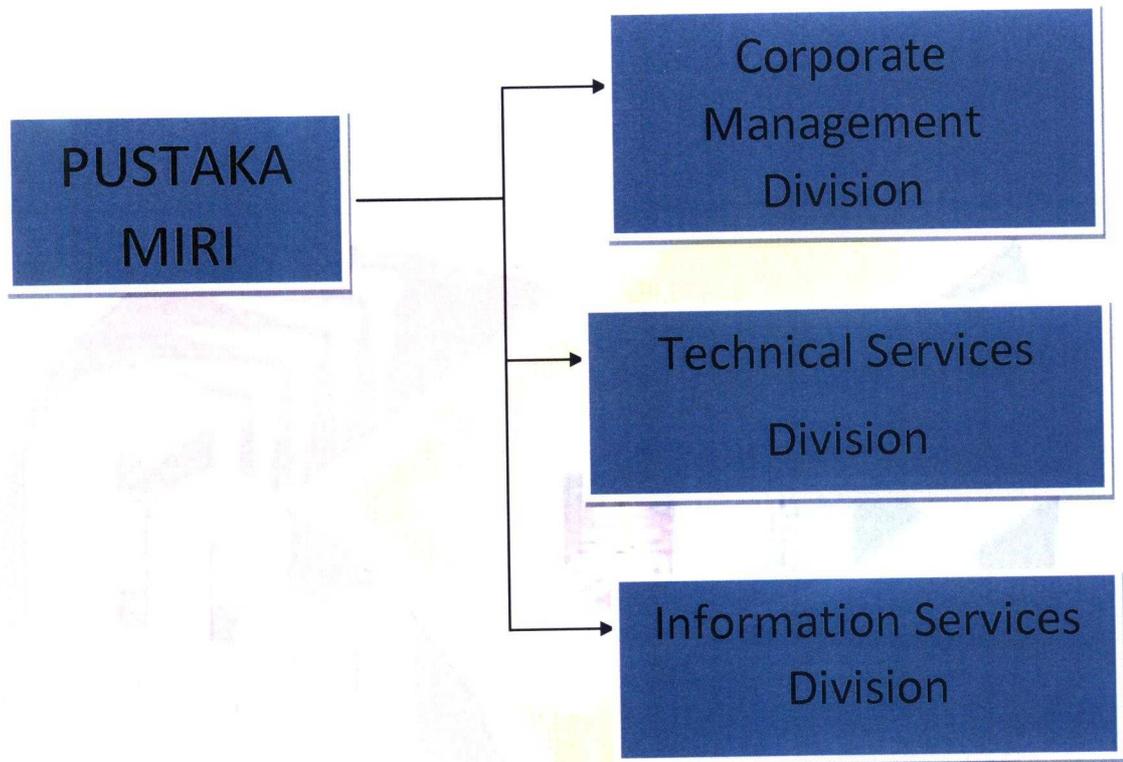


Figure 2.2: Pustaka Negeri Sarawak Miri Departmental Structure

Pustaka Negeri Sarawak, Miri consist of three (3) divisions which are:

I. Corporate Management Division:

- ✚ Venue Management / Building Maintenance Unit
- ✚ Registry Unit
- ✚ Finance Unit
- ✚ ICT Unit (SAINS)

II. Technical Services Division

- ✚ Acquisition Unit
- ✚ Sarawakiana Unit
- ✚ Legal Deposit Unit
- ✚ Serial Unit
- ✚ Gift & Exchange Unit

III. Information Services Division

- ✚ References Services & Activities Unit
- ✚ Information Literacy Skills & Library Services Unit
- ✚ Community Services unit

2.2 Department Function

I. Corporate Management

1. Venue Management / Building Maintenance Unit

- Oversees, manages and monitors the following activities:

- Maintenance and repair buildings, facilities, equipment and landscape at Pustaka.
- Manage Pustaka's asset and facilities
- Usage of hired venues / facilities
- Housekeeping
- Logistics
- Security- to ensure security and safety of employees, customers and users of Pustaka at all times.

2. Corporate Communication Unit

- Promotes Pustaka's services and activities through various media and platform like:
 - Exhibitions
 - Brochures, banners, fishtails, and souvenirs
 - Corporates Intranet, Pustaka website, plasma screen and customer news board and social media
 - In-house publication such as Annual Reports, Newsletters and happenings and others.

- Management and customer feedback
- Coordinate official visits to the library
- Coordinate monthly staff assembly

3. Registry Unit

- Collect and delivers mails and faxes for Pustaka from various offices.
- Prepare outgoing and ingoing documents for dispatch
- As Secretariat for Balanced Scorecard
- Office registry

4. Finance Unit

- To manage and undertaken the following tasks:
 - Budget preparation
 - Budget administration
 - Cost allocation
 - Account payable
 - Payroll
 - Fringe benefits
 - Grants administration
 - Contract administration
 - Account receivable
 - Keep and maintain financial records and reports

5. ICT Unit (SAINS)

- Provide management for Pustaka's ICT system
- Provide ICT operation, support and backup services to other department /section of Pustaka
- Develop, implement, enhance and maintain Pustaka;s and other websites
- Access, evaluate and reengineer Pustaka;s ICT system
- Maintain, enhance and update Pustaka's ICT system and other librarian state-wide
- Coordinate all on-site and off-site ICT projects (Library development)

II. Technical Services

Technical services division facilities access to all forms of information in all subjects areas to meet the needs of present and future clients of Pustaka Negeri Sarawak, paying special attention to local and global electronic information sources and to all kinds of documentation relating to Sarawak.

Main Units

1. Acquisition

Tasks related to selecting and acquire library materials especially from different vendor such as Budding, MPH, Benzamines, Azam Ceria and My Bookstore. Each staff has different vendor to deal with in order to purchase library materials.

3. Legal Deposit

Legal Deposit is a statutory provision, which obliges publishers to deposit copies of their publications in libraries in the country in which they are published. Under Section 15 (1) of the Sarawak State Library Ordinance, 1999 requires the author or publisher of every printed library resource published in Sarawak to deposit 5 copies of print and 2 copies of non-print publication.

4. Sarawakiana

The collection encompasses a wide range of subjects including literature, economics, politics, agriculture, linguistics, history, travels and others. The Sarawak State Bibliography lists materials which were published in Sarawak and deposited at Pustaka Negeri Sarawak in accordance with the provisions stipulated under the Sarawak State Library Ordinance, 1999. Moreover, the lists of publication published in Sarawak which were deposited to Pustaka Negeri Sarawak, this bibliography also includes list of website addresses of electronic resources from in and outside Sarawak on Sarawak. This bibliography also includes list of Sarawak publishers and writers who have deposited to the State Depository

5. Gift & Exchange

The acquisition is made through requisition and donation from agencies or organizations or individuals to develop and support any information needs among users.

6. Serials

They are intended to be published and purchased indefinitely. Serial staff responsible for all functions relates to obtaining and making serials available in Pustaka. The most frequently managed are the daily printed newspaper such as Utusan Borneo, Sarawak Tribute, Borneo Post, Sin Chiew Daily, See Hua Daily News and United Daily News.

III. Information Services:

- a. Reference Services & Activities Unit
- b. Information Literacy Skills & Library Services Unit
- c. Community Service Unit
 - ✓ To disseminate and transmit knowledge information and data on the State.
 - ✓ To provide center for reference, education and information of dissemination of information relevant to economic, historical, social, cultural, political and other background development and achievement of the State.
 - ✓ To hold and participate in exhibition or display of library resources and information or data collected, maintained or held by the State Library.
 - ✓ To promote or stimulate interest on reading, library works and to promote literacy arts and the usage of modern technology in the transmission and dissemination of knowledge, information and data.

IMC 690: Industrial Training Report 2018

- ✓ To facilitate the dissemination of knowledge and information, the appreciation of arts, culture, traditions, history and achievements of the State and its people.
- ✓ To provide such services and facilities as the State Library is able to provide to the public and to any public library or resource center and to provide training for library personnel.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

3.1.1 Attach at Information Services Division:

1st August 2018-11th November 2018

On the first day of my industrial training, I was attach at Information Services Division and was welcome by Mrs Zuwahir Ilias, as one of the Information Services staff.

DATE	DIVISION
1 AUG – 11 NOV	INFORMATION SERVICES DIVISION
13 NOV – 7 DEC	TECHINICAL SERVCES DIVISION
10 DEC – 28 DEC	CORPORATE M,ANAGEMENT

Table 3.1: Industrial Training Attachment Scheduled

I was learned how to handle circulation services which are borrow, return and renew. Most of users would always make a renewal through phone calls either library materials or their membership. In other to entertain users who make phone call, I have learned through observing on how they answering the phone call. I also had learned on how to do membership registration for new Pustaka's user. The staffs have told me to assist new user to register they as a new member. They have to fill the form through online. It is free with annually renewal.

3.1.1 Industrial Training Activities

a) Children Festival and STEM Playground

Kids Festival and STEM (Science, Technology, Engineering and Math) Playground was held on 4th until 5th August 2018 which is Pustaka collaboration activities with TEGAS (Tabung Ekonomi Gagasan Anak Sarawak) and SMA (Sarawak Multimedia Authority). The events are supported by Institution of Electrical and Electronic Engineers (IEEE) of Curtin University Malaysia, Chumbaka and Sedidik Sdn. Bhd.

There are many activities was held which are talk from the author of '*Cool Mom, Super Dad*'. Besides that, the Kids Talent Competition and Pop Art Contest is one of the interesting activities that had been attract visitors to Pustaka. Besides , there was Junior Innovate Pitching & Showcase, Drone Workshop & Competition, 3D Printing, Fun Session Programming Literacy, mBot Challenge and Pustaka Membership Drive in which we have been handing out the manual registration form to be fill in by every visitors who visit Pustaka booth.

For the first task in Pustaka, I and other intern student have been asked to handing out the feedback form to visitors who come to library whether they are members or non member of Pustaka.



Figure 3.1 (a): Stage for an on STEM Playground



Figure 3.1 (b): All the event banners during STEM Playground

b) Information Literacy Program and NILAM programme

Information Literacy program and NILAM was a programme that being held in Auditorium of Pustaka. This programme was organized to improve student interest in reading activities besides to produce a knowledgeable generation. In this programme, together with Cassandra, I have been helping Encik Mohd Awis and Puan Lilian for managing the programme. As usual, we are required to hands out the manual registration form and Beneficial Satisfaction Rating (BSR) form to the participant who joined this programme. Basically, this is one of the alternative that being used by Pustaka to increase the number of their members every month. The new member will be collected through every activity and programme that being organized by Pustaka.

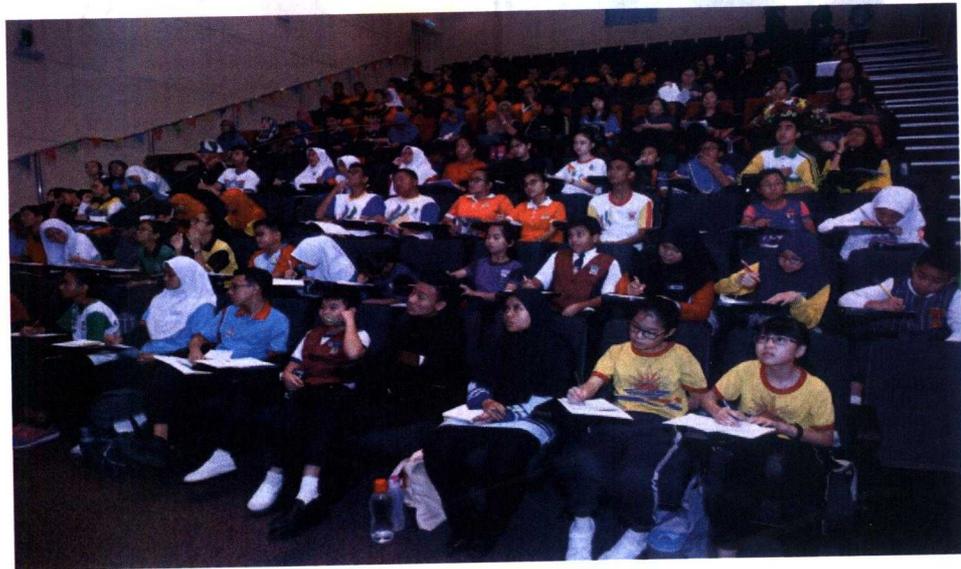


Figure 3.2: The Participants of the Literacy & NILAM Program

(c) Outreach Programme (Literacy Class)

During my duty as information services staff, I have involved with outreach program to SMK Tinjar on 11th August 2018. This program is more to information literacy skills class. The purpose of this program is to introduce to them about Pustaka with our services that are provided and also how to use the OPAC and also how to seek the information in right way.



Figure 3.3 (a): Mrs Lilian as a Librarian gave the souvenir to SMK Tinjar Teacher as an appreciation.



Figure 3.3 (b): Dr Fetma gave a talk on “Choose your Career Path”

d) Merdeka Cooking Class

For the month of August, there are many children activities were held at Pustaka. I was involved with Merdeka kids Cooking Class as a staff in charge on 12th August 2018 which was held at Foyer Children Infotheque. I was handling a registration of the participants before the activity started. The purpose of this activity is to expose the children how to make a cupcake. From this activity, they have learned and exposed on how to make a red velvet cupcake.



Figure 3.4 (a): Session of Making Cupcake



Figure 3.4 (b): Childrens and their own cupcake

e) Mobile Storytelling

Moreover, I also have the opportunities to be part of Mobile Storytelling at Tadika Aspirasi Ceria on 15th August 2018. The activity started with story telling to the kindegarten students. Then, the other activity are colouring and make hand-craft. Because this month was Malaysia Independence Day, the activities was involves are colouring and make flag hand-craft.



Figure 3.5 (a): Me and other staffs of Tadika Aspirasi Ceria



Figure 3.5 (b): Monitoring a coloring session

f) Library Explore Day

On 13th August 2018, I was involve with Library Explore Day at Curtin University, Malaysia Campus. It was in junction with library's services and membership recruitment for staffs and students at Curtin University. We also have a lucky draw to the Curtin students.

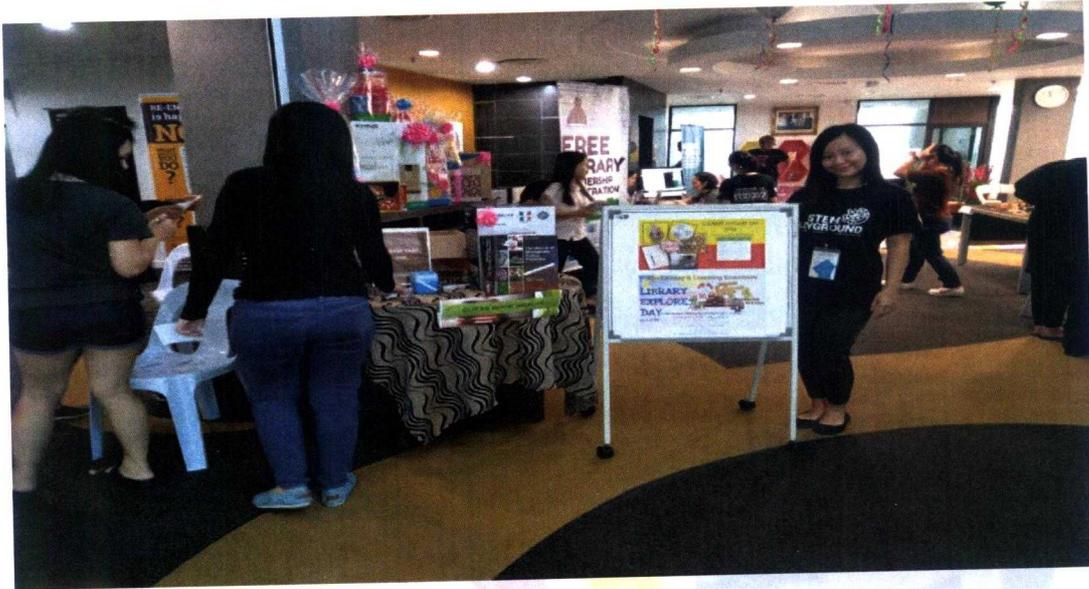


Figure 3.6 : At Curtin Library for Library Explore Day

g) Cupcake Liner Crab Craft

Next task given for me is on children activity on 8th September 2018 which is on Cupcake Liner Crab Craft. This children activity is for kids age 4 to 12 years old and the activity usually from 2 pm to 4 pm every Saturday and Sunday. The activity took place at Children Activity Room in Children Infotheque.



Figure 3.7 (a): With children that participate in children activities



Figure 3.7 (b): Session of Making Cupcake Liner Crab Craft

h) Miri International Coastal & World Clean Up Day

Besides, I also participate in Miri International Coastal & World Clean Up Day at Marina Bay Beach on 15th September 2018. I was handle a registration for all participants that involves in this program before it started. The purpose of this program is to encourages the awareness among the community on the beach cleanliness.



Figure 3.8: Participate in Miri International Coastal & World Clean Up Day with other Interns Student

i) Weeding Collection

The other task was given to me is did a weeding collection on 28th September 2018. I have scanned all the books before changed all the items from available to closed stack. Then, all that items was keep in the closed stack area only.



Figure 3.9 (a): Check all the list of book before proceed to weeding process

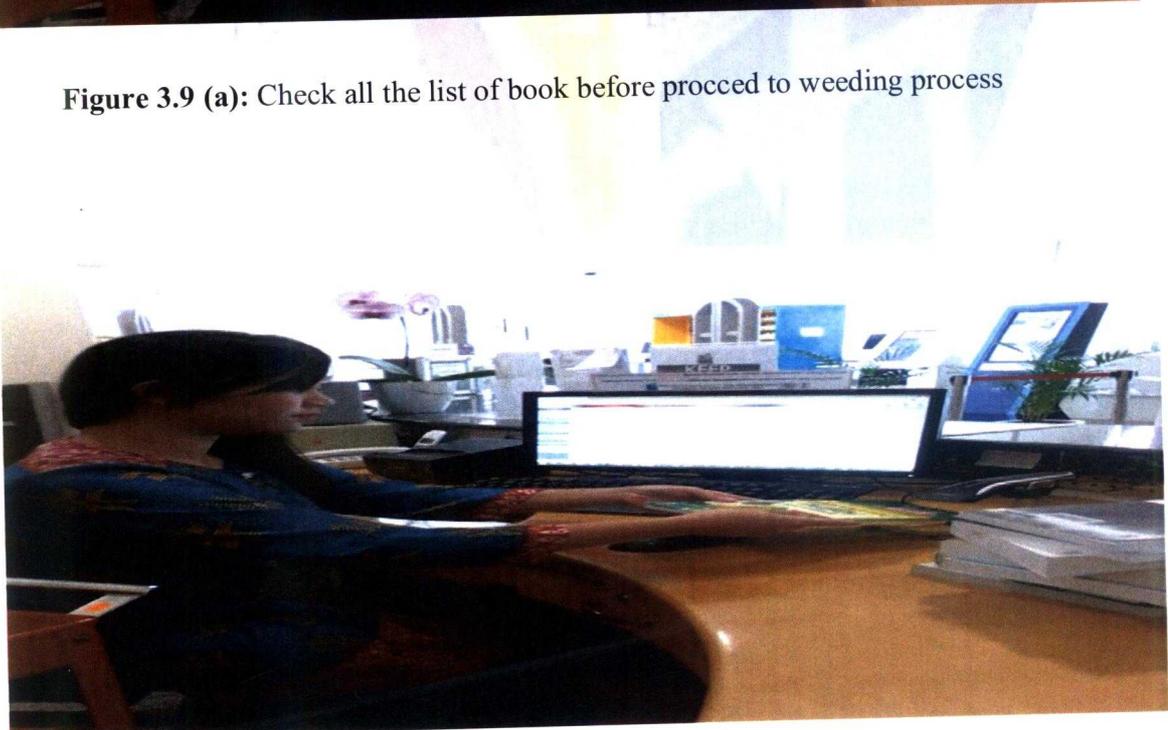


Figure 3.9 (b): Scan all the book to check its status

j) Digital Inclusivity

Moreover, I was joined Digital Inclusivity to Kampung Baru Pujut 7A on 14th October 2018. The purpose of this program is to expose the villagers about Pustaka background and also services. Then, this program also encourages peoples how to seeking the information in a right ways.

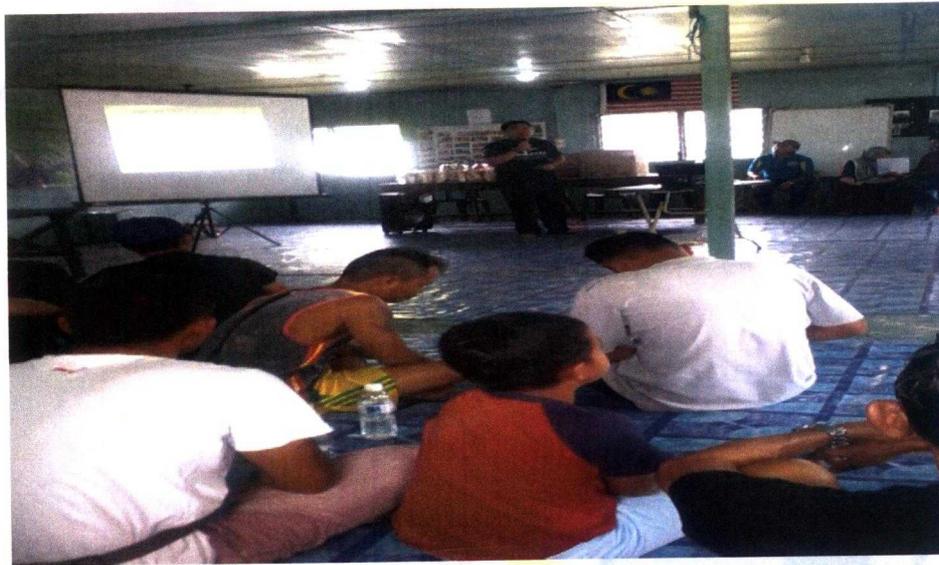


Figure 3.10: Mohd Awis gave a talk on digital insclusivity to the villager at Kampung Baru Pujut 7A

k) Hydroponic System

On 20th October 2018, a makersmeet program was held at Pustaka. Me and Mrs Georgina handle a registration of participants for Makersmeet program which is on Hydroponic System. I also responsible on giving the participants feedback form about this program.



Figure 3.11 (a): Some plants that made from hydroponic system



Figure 3.11 (b): Mr James gave the talk to participant anout hydroponic system

1) MBOT Ballon Challenge

On 21st October 2018, I was involve with MBOT Balloon Challenge for the makersmeet program. In this program, I was help the participants by monitoring them in a competition.



Figure 3.12 (a): I was help in guidance the participant for the MBOT Challenges



Figure 3.12 (b): MBOT Challenges Competition Session

M) Painful Hand Talk

On 23rd October 2018, I was involve in health talk which is painful hand talk as a registration comitee member. This talk is by Dr. Thirukumaran and was held at Auditorium. I was handle the registration of participants from any agencies. The purpose of this programme is to encourages the awareness of peoples out their to concern about a hand care.



Figure 3.13 (a): Participants of the Painful Hand Talk

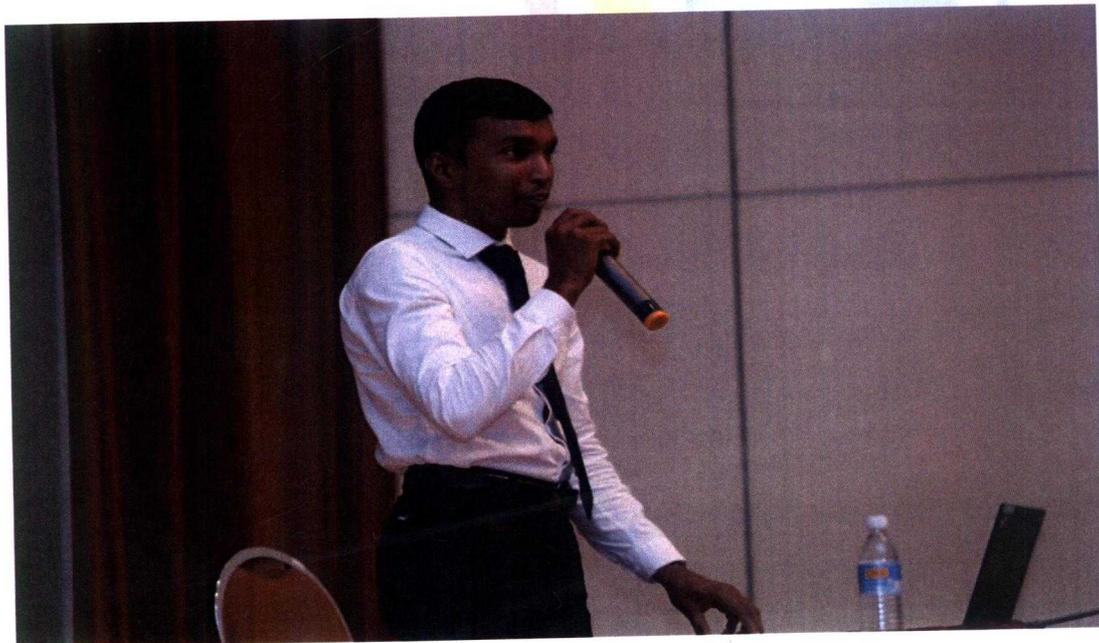


Figure 3.13 (b): Dr Thirukumaran was gave a talk on Painful Hand

n) Hawaiian Lei & Grass Crown

On 27th October 2018, the next task was given to me is on Children Activity which is on Hawaiian lei & Grass Crown. Most of children that involved in activity are exposed on how to make hawaiian lei & grass crown.



Figure 3.14 (a): Help the children in making craft



Figure 3.14 (a): children with their own craft which is Hawaiian Lei & Grass Crown

p) Bengkel Bunga Orkid

On 4th November 2018, I was involved with Bengkel Bunga Orkid as a assistant coordinator. The speaker of this program is Mr. This program was held at Audio Visual Room, Pustaka Negeri Sarawak, Miri. The purpose of this program is to expose the people on how to keep the orchid flower.



Figure 3.15 (a): Mr Lim briefing the participant on how to keep the orchid flower



Figure 3.15 (b): With Mr Lim and his own Orchids

q) Digital Literacy

I was joined an outreach program which is Digital Inclusivity @ Digital Literacy on 17th – 18th November 2018 at Long Ikang, Baram. This program is to expose and teach the communities in rural area on a literacy digital. In this program, I was handle an activity of making ‘Felt Coin Purse’ and also acrylic painting.



Figure 3.16 (a): Making Felt Coin Purse session with Long Ikang Children



Figure 3.16 (b): Making Felt Coin Purse session with Long Ikang Children



Figure 3.16 (c): Arcylic Painting Session with children



Figure 3.16 (d): MbOT Challenges Session by Mrs Lilian



Figure 3.16 (e): With all the Community at Long Ikgang, Baram

r) Book & Coffee Hours

On 28th November 2018, I was involving in programme which is Book and Coffee Hours. Information Services Division organized this programme. Each of us needs to select at least one book to make a review and then present to other staffs. We also have an opportunity to share about book that we have choose such as the fact of story that we share based on own title.



Figure 3.17 (a): Me and other intern student was joined Book & Coffee Hours activity



Figure 3.17 (b): Ms Jamilah sharing her favourite book with other staffs



Figure 3.17 (c): Book review session among the staffs

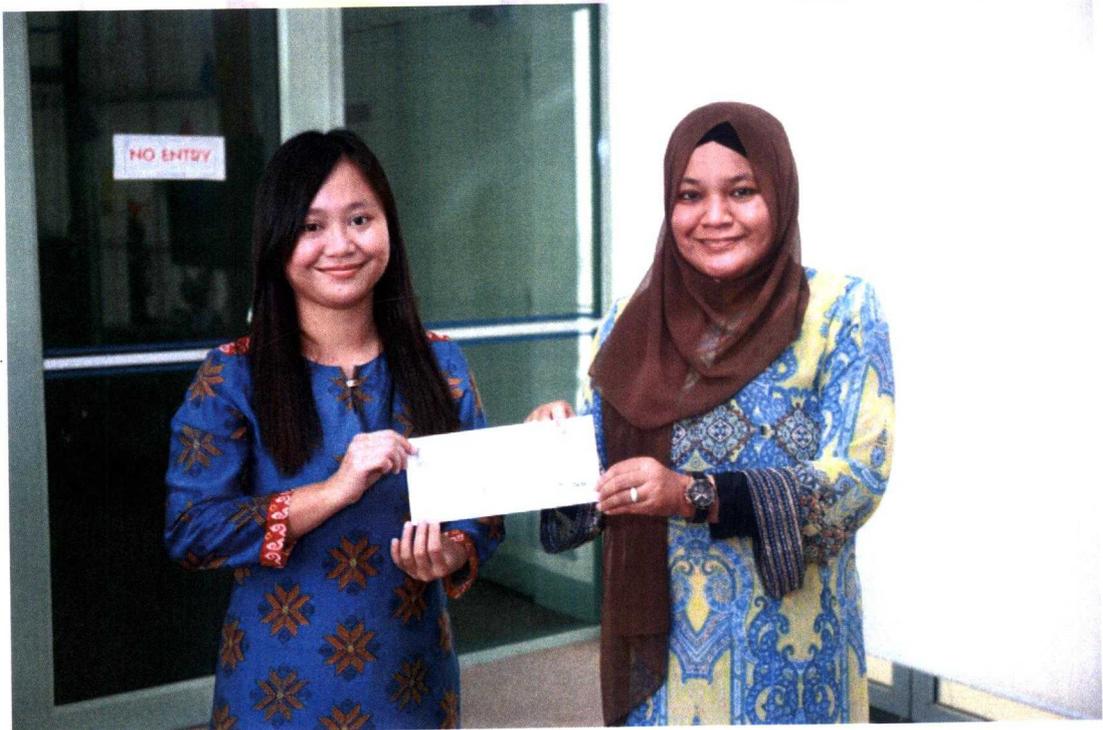


Figure 3.17 (d): Receive a Boucher from Regional Manager of Pustaka

s) Minggu Inovasi dan Intergriti

We also participate in Minggu inovasi dan Intergriti at Pustaka Miri Sarawak, Miri on 29th November 2018. Our team which is Mrs Lilian Baun Pulo, Cassiaefiefie and Emmyleya decided create a book indicator as our innovation. There are many group among Pustaka staff took part of this programme.



Figure 3.18: with our own innovation

t) Worlds AIDS Day, Family Talk & Joy of Painting Competition

On 30th November until 1st December 2018, I was joined a program which are Worlds AIDS Day, Family Talk & Joy of painting competition. This event was a combination between Pustaka Negeri Sarawak, Miri and Hospital Miri. Besides, I was assigned to monitor the Joy of Painting Competition by category B which is coloring contest.

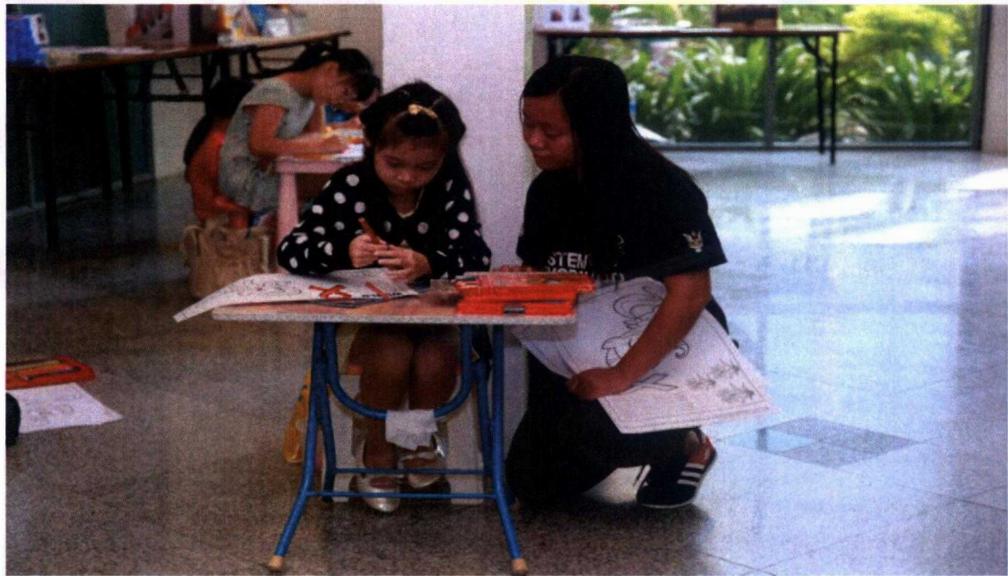


Figure 3.19 (a): Monitor a coloring contest



Figure 3.19 (b): With other staffs and intern student of Pustaka Negeri Sarawak, Miri joined World AIDS Day



Figure 3.19 (c): I was make a medical check-up in order to supporting this event

u) Youth Digital Bootcamp

I was involved in Youth Digital Bootcamp which was organized by Pustaka Negeri Sarawak, Miri from 10th-11th December 2018. I was one of facilitator during this camp. This bootcamp only for students aged 13 to 17 years old.



Figure 3.20 (a): All the Participant of Youth Digital Bootcamp



Figure 3.20 (b): Graphic Design making session



Figure 3.20 (c): All the Facilitators among Pustaka staffs

3.1.2 Attach At Technical Services Division

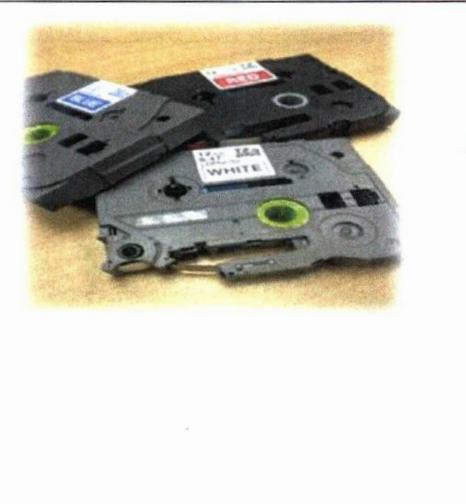
13th November 2018 – 7th December 2018

I was attach with Technical Services Division and was welcomed by Mr. Ahmad Samsuddin, as one of the librarian at Technical Services. Then, he make a simple briefing on what they do in technical services and also make our scheldule on where unit that we was duty. I was assigned to acquisition unit for one week and cataloguing unit for two weeks.

a) Acquisition Unit

I was attached at acquisition unit for one weeks. I was teached by Mr. Nizam on the process of book processing and also book mainenance. Besides, I was have an oppurtunity on listing the book that to purchase. Mrs Georgina was taught me on how to make a listing.

Equipment used	Description
	<ul style="list-style-type: none"> ➤ RFID reader • After place the tag, the book need to be place on this reader so the tag cas be read and information automatically store in system.

	<p>➤ Call Number printer</p> <ul style="list-style-type: none">• This call number printer use to print out call number at the book spine.
	<p>➤ Box to separate the strapping tape for barcode and call number.</p>
	<p>➤ 3 M Tattke tape</p> <ul style="list-style-type: none">• Place in the middle iof book for security measure.
	<p>➤ Tape Cassete</p> <ul style="list-style-type: none">• Tape that use to print the call number and put at the book spine which have different type of colour

	<p>➤ Barcode</p> <ul style="list-style-type: none"> • Barcode was put in the new book during receiving process
	<p>➤ RFID tag customize for Pustaka's library materials</p> <ul style="list-style-type: none"> • This RFID tag need to past at the last cover of the book.
	<p>➤ Official Stamp of Pustaka</p> <ul style="list-style-type: none"> • Use during receiving process in acquisition unit. • Stamp in the new book.

Table 3.2: Equipment used for a book processing

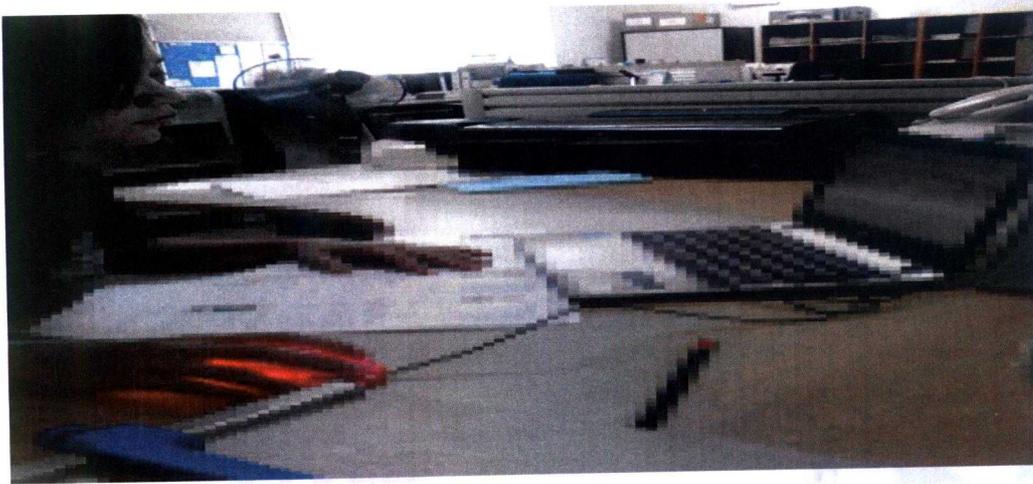


Figure 3.2.1 (a): Make a listing of book

b) Cataloguing Unit

I was assigned to cataloguing unit for two weeks and Mr Anuar and Mrs Adelin responsible to exposed me what actually they do in that department. They have explain to me the process of catalogue.

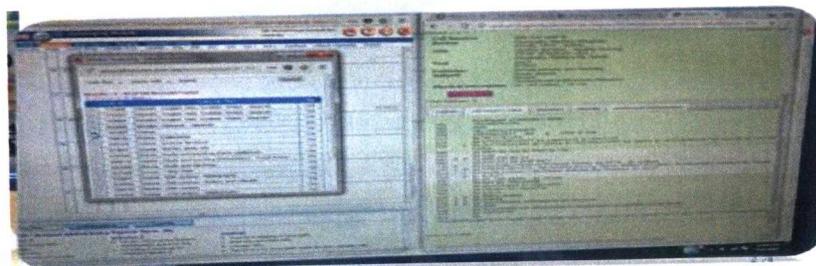


Figure 3.2.1 (b): The cataloguing process

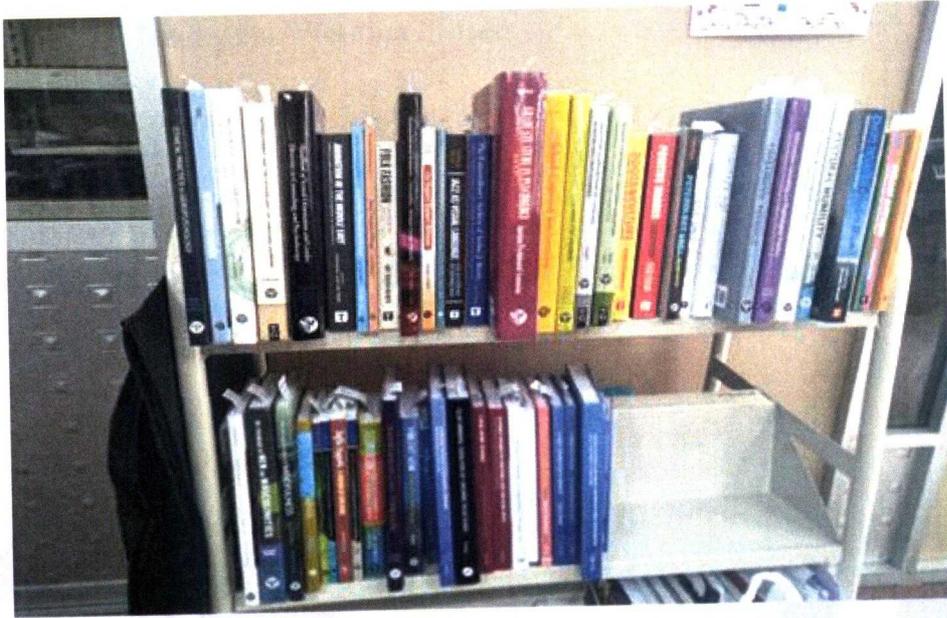


Figure 3.2.1 (c): A new book is ready to catalogue

3.2.1 Stock Taking and Weeding Process

On 5th December – 7th December 2018, I also had a opportunity to involve in stock taking activities in Pustaka. The purpose of the stock taking was to calculate the amount of collection in Pustaka. I have been assigned to the stock taking process in Special Collection @ Sarawkiana area .

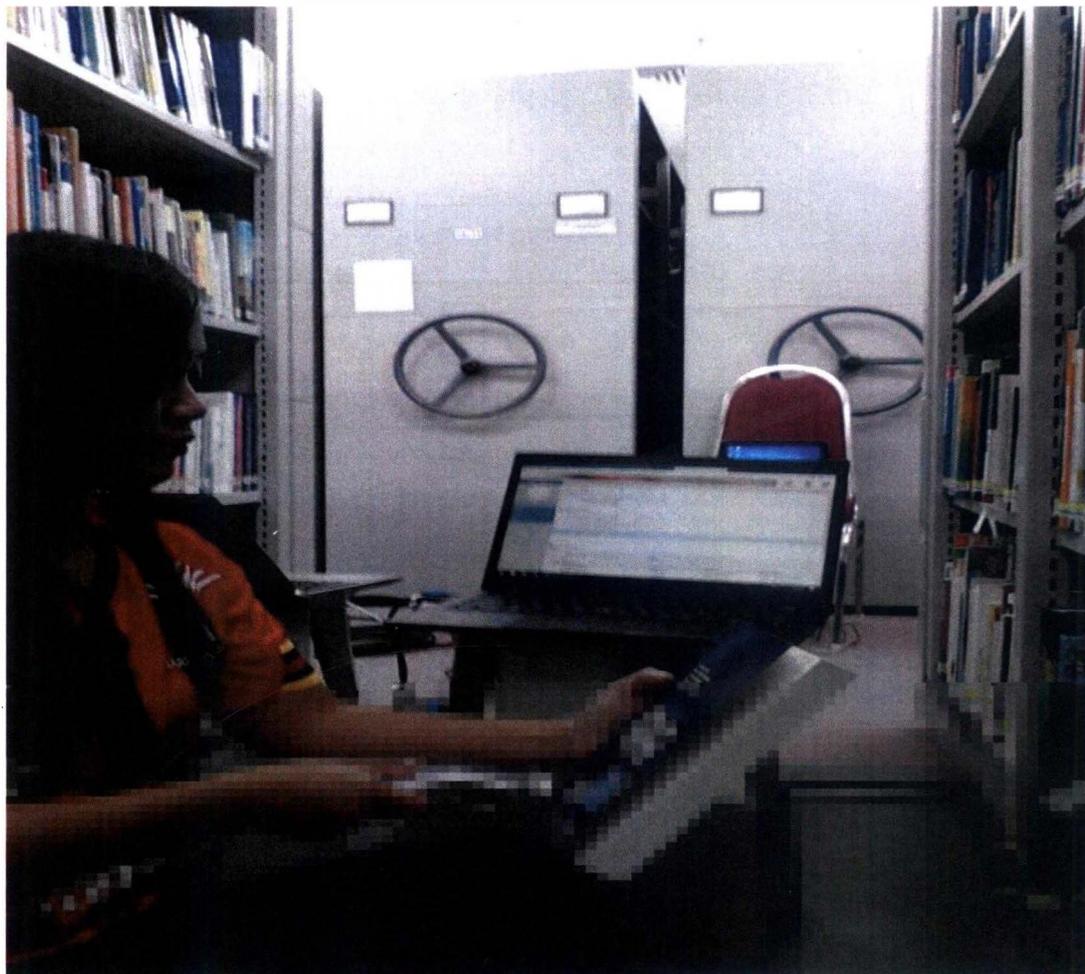


Figure 3.2.2: I was did a stock taking process at Special Collection area

3.13: Corporate Management Division

10th December -28th December 2018

I have attached to Corporate Management. Corporate management consists of five unit which are Venue Management/ Building Unit, Corporate Communication Unit, Registry Unit, Finance Unit and ICT Unit (SAINS). I was to assigned to Finance unit and Registry unit. In finance unit, I was welcomed by Miss Pamela and Miss Nurfadila. Both of them was briefing on their workflow to me.

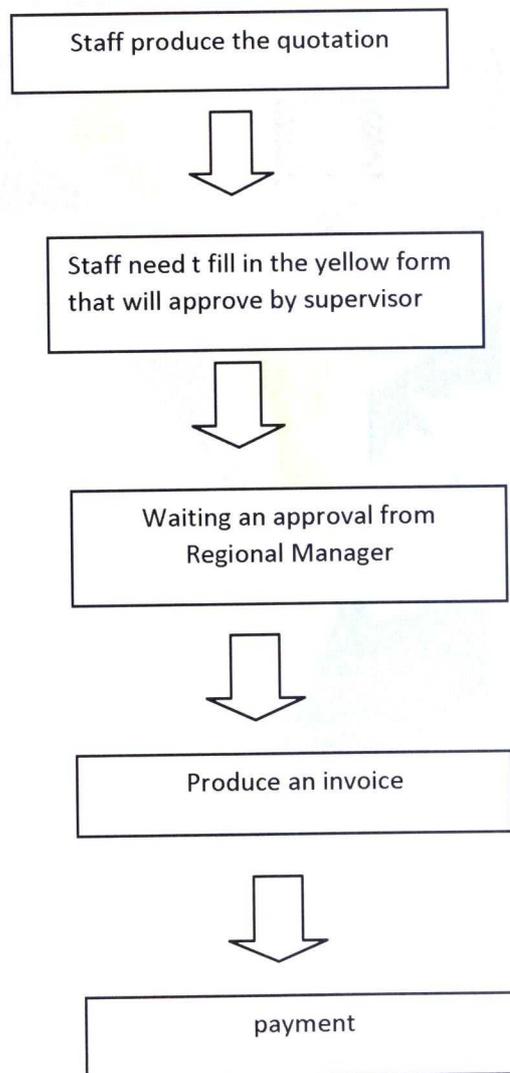


Figure 3.2.3: workflow of receiving a process in finance unit

Then, I was attached to Registry Unit and was welcome by Mrs Siti Rohana. She had told and explain to me on how workflow at registry unit.

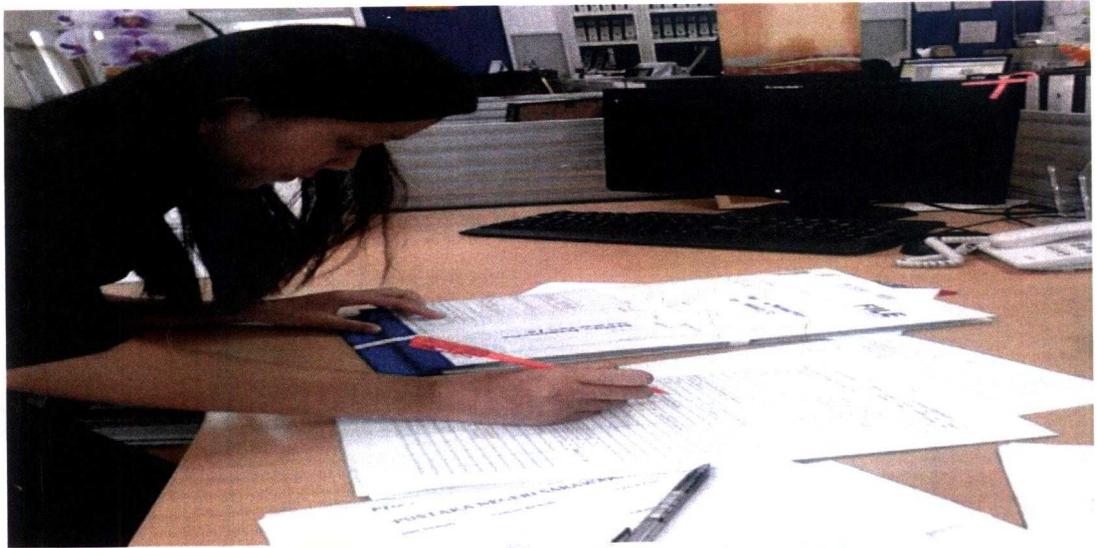


Figure 3.2.4 (a): Check a list or file record

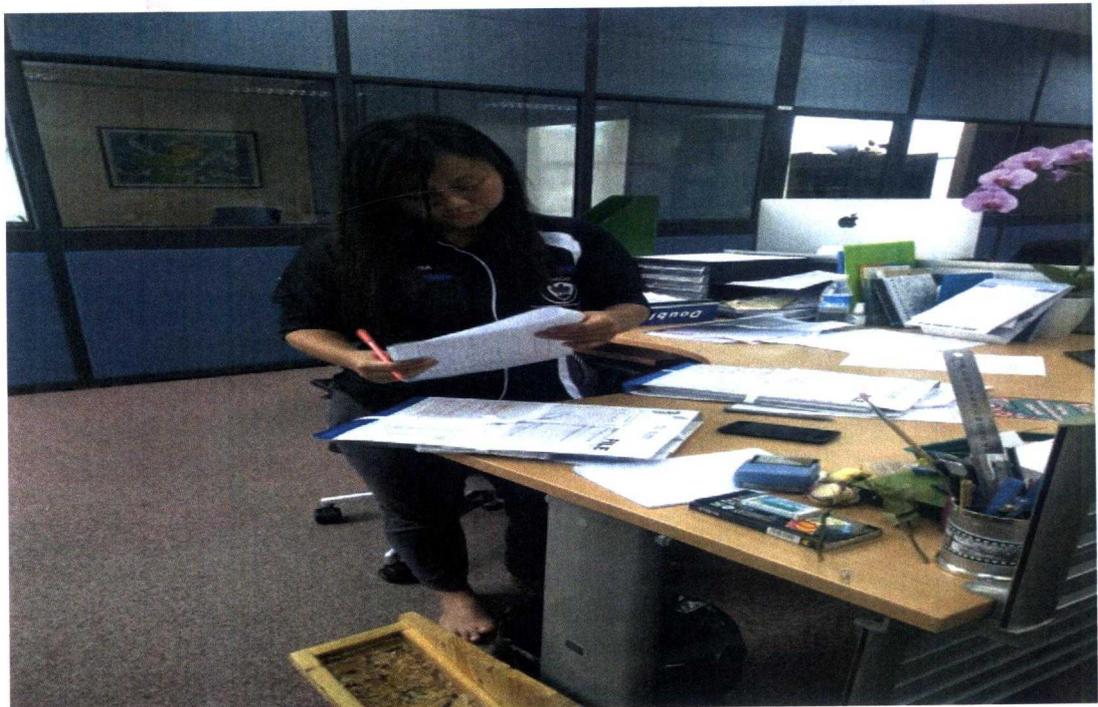


Figure 3.2.4 (b): make a checklist listing of record that need to keep

3.2 Group Special Project

3.2.1 Introduction

Mobile Storytelling

My special group project was with other intern student which are Cassieafiefie and Emmyleya. Our special project was Mobile Storytelling held at Tadika Kemas Pujut Adong, Miri. We choose this programme as our special group project after doing a consultation with our supervisor, Mrs Lilian where she suggest the programme with childrens are suitable to run in order to giving the information to the community. Besides, this is also to exposed to us to handling an event to public where we need to do some procedure before running an event and also how to communicate with community. We cooperate in runnung this programme where we has divide our task and I was sent an email to the all staff including to General manager about our programme and also get the ict tool for used on that programme.

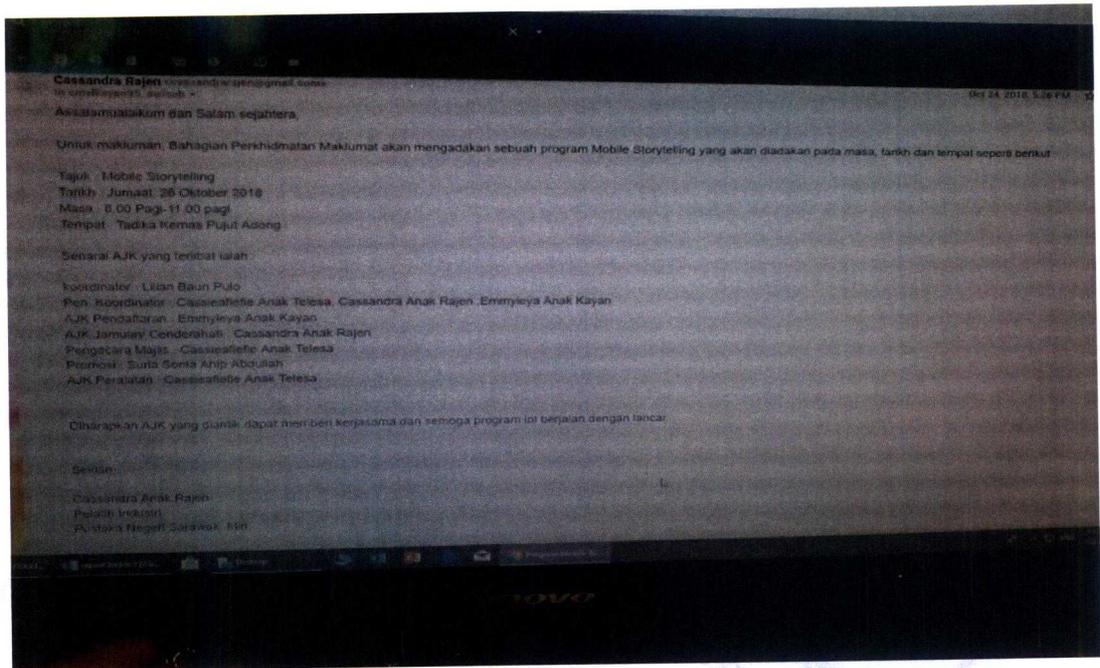


Figure 3.2.5 (a): I was sent email on mobile storytelling to all staffs in Pustaka

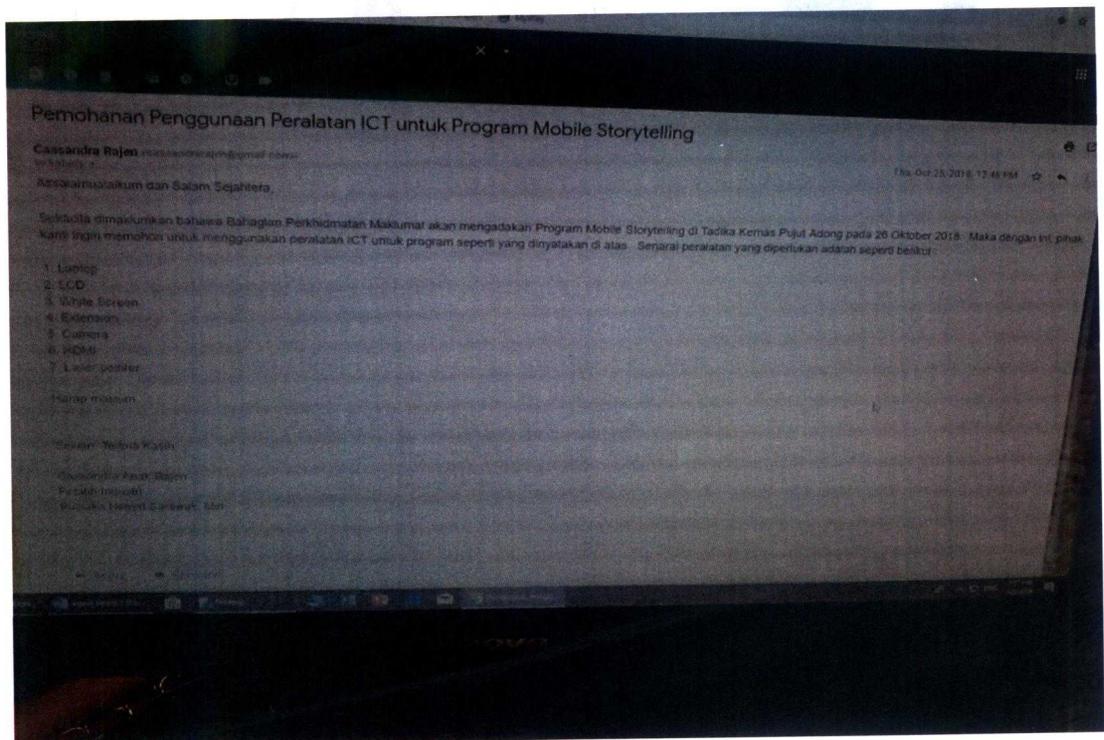


Figure 3.2.5 (b): sent Email on request of using ICT tool

Programme	Mobile Storytelling
Date	26 th October 2018
Time	8.00 a.m – 11.30 a.m
Location	Tadika KEMAS Pujut Adong
Target audience	Tadika KEMAS Pujut Adong Children
Objectives	<ul style="list-style-type: none"> ▪ To share knowledge with children ▪ To improve reading habit among kindergarten ▪ To improve way of children thinking to be more creative and innovative during art and craft session.
Committee	<p>Coordinator : Lilian Baun Pulo</p> <p>Assistant Coordinator: Cassandra Anak Rajen, Cassieafiefie Anak Telesa & Emmyleya Anak Kayan</p> <p>Invitation / Registration Committee: Emmyleya Anak Kayan</p> <p>Souvenir Committee: Cassandra Anak Rajen</p> <p>Emcee: Cassieafiefie Anak Telesa</p> <p>Promotion: Suria Sonia Ahip Abdullah</p> <p>ICT: Muhammad Rasyeddin Abdul Karim</p>

Table 3.3: Details on Mobile Storytelling

Besides that, I had handles the mobile storytelling session and e-learning session with the children. Meanwhile, during the mobile storytelling session, Emmyleya and Cassieafiefie responsible for the puppet show that we have builds. We had build the puppet usinh stick and paper. The title of the story that I had been told to the chidren is “ Si siput mengalahkan si rusa”. For the e-learning session, I also have a session with the kids and which is the title is “ Belle Family”.



Figure 3.2.5 (c): E-learning session with children



Figure 3.2.5 (d): Dancing session with Dedeq Clown



Figure 3.2.5 (e): With Dedeq Clown



Figure 3.2.5 (f): Dancing session with children

3.2.2 Lesson learnt from the project

There are several things that I learned from doing this program such as:

- I have learned that full steps and procedure conduct an event @ programme.
- I have learned that communication and teamwork is very important in a group project.
- I also learned on how to communicate professional as we have to del with public.

3.2.3 The challenges during this project are:

❖ Time constraint

We find difficulties in organizing this programme because of time.

We rushing in prepare what we need before run this programme.

We have to reduce the usage of craft because lack of time to prepare.

3.2.4 Recommendation

- ❖ I suggest for the next programme with children, there are many fun activities need to do with them instead of story telling and E-learning session.

3.3 Individual Special Project

3.3.1 Introduction

➤ Sambutan Hari Kesihatan Mental Sedunia

My individual special project was an event that held at Pustaka Negeri Sarawak, Miri. This event was a cooperation between Pustaka Negeri Sarawak, Miri and Hospital Miri.

Programme	Hari Kesihatan Mental Sedunia
Date	6 November 2018
Time	8.00 a.m-5.00 p.m
Location	Auditorium, Pustaka Negeri Sarawak, Miri
Target audience	Government and Private Employees
Objectives	<ul style="list-style-type: none"> To increase the awareness of mental illness among the community.
Comitee	<p>Coordinator: Mohd Awis Abu Bakar</p> <p>Assistant Coordinator: Cassandra Anak Rajen</p> <p>Invitation / Registration Comitee: Cassandra Anak Rajen, Cassieafiefie Anak Telesa & Emmyleya Anak Kayan</p> <p>Promotion: Suria Sonia Ahip Abdullah</p> <p>Logistic: Nur Aiman Nicholas & Mohammad Bakhtiar Bin Supardi</p>

	<p>Stage Comitee: SuzannaAbdullah Exhibition Comitee: Zuwahir Ilias ICT: Mohammad Rasyedin Abdul Karim Picture & Videography: Kabery Sinau & Mohamad Nizam Abdul Takip</p>
--	--

Table 3.4: Details on Hari Kesehatan Mental Sedunia

3.3.2 Lesson learnt from this project

- ✓ I have learned the full steps and procedures conduct an event especially for government and private agencies.
- ✓ I undertsand the reason and urpose of formal invitation
- ✓ I also learned how to communicate professional as we have to deal with public.

3.3.3 The challenges during this program

✚ Lack of staff

Hari kesehatan Mental Sedunia is one of big event in Pustaka. It require more staff to involve because there are many participant that participate in this event.

✚ Planning this event

We have make a meeting with hospital agencies and we have planning on how to make a difference on this event especially on opening ceremony. We have discuss how to make it more interesting than event before.

✦ Venue for programme

There are many participant for this event and auditorium could not gather all the participant and also difficult for them to move around the audotorium.

3.3.4 Recommendations

- I Suggest for the next event that involves with a usage of auditorium, need to provide an extra chair for the partipant that participate in any events. This is to make the more comfort during the events.

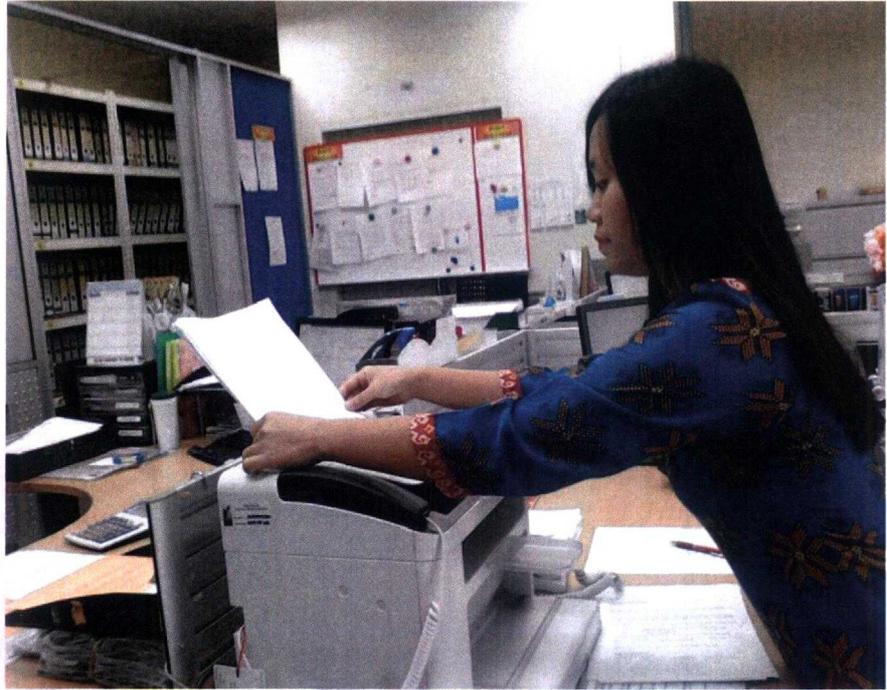


Figure 3.2.6 (a): Fax all the letter according to list of agencies



Figure 3.2.6 (b): Register a free of membership of
Pustaka to a participant



Figure 3.2.6 (c): Opening ceremony by Hopsital agencies

3.4 Individual Special Project

3.4.1 Introduction

➤ Digital Literacy

My second individual special project was a digital literacy at Long Laput Baram on 16th-17th November 2018. I and several Pustaka staff that conduct this programme was going to rural area to exposed, teach and share about a digital to the community in rural area. There are many activities was conducted besides than talk and seminar.

Programme	Digital Literacy
Date	16 th - 17 th November 2018
Time	8.00 a.m – 6 p.m
Location	Long Laput, Baram
Target audience	Community in rural areas
Objectives	<ul style="list-style-type: none"> ▪ To expose the community in rural area on digital literacy
Comitee	<p>Coordinator: Lilian Baun Pulo</p> <p>Assitant Coordinator: Cassandra Anak Rajen & Suzzana Abdullah</p> <p>Souvenir Comitee: Cassandra Anak Rajen</p> <p>ICT: Mohamad Rasyeddin Abdul Karim</p>

Table 3.5: Details on Digital Literacy

3.4.2 Lesson learnt from the project

- ✓ I learned that communication is very important in conduct this programme.
- ✓ I learned how to give an useful information to the community in rural area.

3.4.3 The challenges during the project

- Location

Long Laput, Baram is very far from urban area and it took four hours to reach there. The road also not in good condition to reach to the village.

- **Lack of staff**

It is quite difficult to us organizing this programme because of many villagers that took a part on this programme.

3.4.4 Recommendations

- I suggest for the next programme that involve with community in rural area need more staffs involvle. This is because it can make the prgramme more interesting by running many activities during that and also can make a difference than before.



Figure 3.2.7 (a): Make a preparation of Felt Coin Purse



Figure 3.2.7 (b): I was briefing to the participant on this craft making



Figure 3.2.7 (c): Mrs Lilian give a talk on Digital Literacy

CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

4.1 Application of knowledge, skills and experience

(Knowledge gained)

During the time period of industrial training at Pustaka Negeri Sarawak, Miri, the knowledge that i have gained is newfound knowledge. This can include knowing how to fulfill new task that was given and indirectly can sharpening my skills.

- **Skills**

One of the most valuable skills that I have gain from internship is the ability to communicate in a professional setting. Discussion with bosses or coworkers are different from discussions with lectures or fellow students. Besides, i also gained a skill on how to conduct an event. What procedures that are needed in running some events.

- **Knowledge**

I have learned that public relation and communication skills are essential element especially when we were dealing with public. By conduct so many events, I feel that I am more prepared deal with community. I have exposed on how to communicate in professional way during my internship and it can used in the future.

- **Experiences**

I have gain so much experiences during the attachment to the departments in Pustaka. Every gain experience that I got from industrial training will become my guidance in managing future activities and work. The good experience will be a benchmark while the opposite will become a lesson.

4.2 Personal Thought and Opinion

Through five month I have been doing my industrial training in Pustaka Miri, I have learned so many new things and meet with many type of people. I personally can

feel the real situation in the workplace. Besides, I more confident in interaction with user in the library. Sometimes, it taught me more patience with them.

4.3 Lesson Learnt

Throughout the industrial training attachment, there are several lessons that I have learnt. Here are few lessons that I learn from every program, activities and task that given to me:

- **More communication involve**

I admit that I am a shy person and sometime I cannot talk with other. During my internship, I was meet with many people and I need to communicatae them either during events or at workplace. It make me more confident in dealing with them and I can improve my weakness from that.

- **Share Ideas**

I can share my ideas with other staffs in Pustaka Negeri Sarawak Miri. This is can improve my thinking while we always sharing our ideas in making events or activities. I also have a chance to get many knowledge by ideas that their shared.

4.4 Limitation and Recommendation

Limitation	Recommendation
<p>Time constrains</p> <p>I was attached at Information Services too long and at Technical Services just three weeks.</p>	<p>As a recommendation, for the next time it should be balance for other interns get enough experiences in both of department.</p>

Table 3.6: limitation and recommendation during internship

Conclusion

During my experience doing industrial training at Pustaka Negeri Sarawak, Miri, with a mix of bittersweet moments, filled with a lot of emotional and mental investment that I had to face it. I have to deal with it myself as now I am about to step into the outside world and look for a job with the knowledge that I have learned for about ~~5~~ years in this information management field of study.

Besides that, I would like to appreciate my time doing this industrial training as the future apply it for my own growth as a human being trying to make a living in the world and as a student of the Faculty of Information Management, majoring in Bachelor of Information Science Hons., Library Management.

Besides, I am obtain and gain a lot of experiences, skills and knowledge from my first day and until end as I am exposed to the real working environment and every day I had deal with the real situation that needed me to make a decision based on the experience, knowledge, guidance and advices from the library staffs.

Lastly, I want to express all my gratitude to all the Pustaka Negeri Sarawak, Miri their support, cooperation, guidance and advice in order to help me finishing my industrial training successfully. I hoped that in the future the valuable knowledge gained in Pustaka Negeri Sarawak will be able to provide a steady and good career development in continuing to serve the community with pride.

Reference

Pustaka Negeri Sarawak, Miri. (2018). *OPAC Pustaka* retrieved December 13, 2018

from <https://pustaka.library.net.com.my/Ang.sa2/pustaka/OpacBrowse.html?mobile=true>

APPENDICES

Rekod kehadiran Pelajar Praktikal Pustaka Negeri Sarawak Miri

Nama Pelajar : Casandra Anak Rajen

Tempoh Praktikal : 01 Ogos 2018 - 28 December 2018

01-Guard Room	13-Dec-18 5:08:28 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	13-Dec-18 7:49:56 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	12-Dec-18 5:07:37 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	12-Dec-18 7:44:18 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	11-Dec-18 6:09:50 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	11-Dec-18 6:09:50 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	10-Dec-18 7:41:56 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	10-Dec-18 7:41:56 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	07-Dec-18 5:02:13 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	07-Dec-18 7:38:15 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	06-Dec-18 5:06:48 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	06-Dec-18 7:31:47 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	05-Dec-18 5:05:55 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	05-Dec-18 7:42:44 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	04-Dec-18 5:16:08 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	04-Dec-18 7:24:00 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	03-Dec-18 5:12:41 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	03-Dec-18 7:20:47 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	01-Dec-18 1:02:04 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	01-Dec-18 8:08:15 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	30-Nov-18 5:07:10 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	30-Nov-18 8:03:25 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	29-Nov-18 5:01:44 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	29-Nov-18 7:21:19 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	28-Nov-18 5:03:02 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	28-Nov-18 7:26:14 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	27-Nov-18 5:07:00 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	27-Nov-18 7:18:26 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	26-Nov-18 5:26:42 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	26-Nov-18 7:18:59 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	23-Nov-18 5:03:55 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	23-Nov-18 7:22:48 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	22-Nov-18 5:04:17 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	22-Nov-18 7:18:48 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	21-Nov-18 5:04:12 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	21-Nov-18 7:19:41 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	19-Nov-18 5:05:26 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	19-Nov-18 7:10:04 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	13-Nov-18 5:18:15 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	13-Nov-18 7:16:30 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	11-Nov-18 6:08:03 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	11-Nov-18 8:21:23 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	10-Nov-18 6:02:51 PM	Access(Card)	Cassandra	Pustaka Miri

01-Guard Room	10-Nov-18 7:15:35 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	09-Nov-18 7:02:18 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	09-Nov-18 9:36:54 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	07-Nov-18 7:03:49 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	07-Nov-18 9:59:03 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	06-Nov-18 7:03:11 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	06-Nov-18 7:34:17 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	05-Nov-18 7:04:17 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	05-Nov-18 9:49:04 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	04-Nov-18 12:27:38 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	04-Nov-18 8:02:18 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	03-Nov-18 6:04:35 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	03-Nov-18 7:06:47 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	02-Nov-18 7:09:40 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	02-Nov-18 9:49:04 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	01-Nov-18 7:02:34 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	01-Nov-18 7:12:51 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	30-Oct-18 7:03:05 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	30-Oct-18 9:50:45 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	29-Oct-18 7:04:38 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	29-Oct-18 7:11:46 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	28-Oct-18 6:01:33 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	28-Oct-18 8:48:26 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	27-Oct-18 6:04:03 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	27-Oct-18 9:01:37 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	26-Oct-18 2:33:42 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	26-Oct-18 8:13:14 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	25-Oct-18 8:35:18 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	25-Oct-18 9:51:43 AM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	24-Oct-18 7:11:29 PM	Access(Card)	Cassandra	Pustaka Miri
01-Guard Room	24-Oct-18 9:51:09 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	23-Oct-18 7:16:40 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	23-Oct-18 9:44:18 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	21-Oct-18 6:01:04 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	21-Oct-18 7:26:20 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	20-Oct-18 6:03:07 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	20-Oct-18 7:29:46 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	19-Oct-18 7:03:05 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	19-Oct-18 7:40:16 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	18-Oct-18 7:10:20 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	18-Oct-18 9:39:31 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	17-Oct-18 7:05:44 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	17-Oct-18 9:47:22 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	15-Oct-18 7:04:28 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	15-Oct-18 8:35:19 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	14-Oct-18 7:25:27 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	14-Oct-18 8:27:52 AM	Access(Fingerprint)	Cassandra	Pustaka Miri

01-Guard Room	12-Oct-18 7:06:42 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	12-Oct-18 9:48:32 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	11-Oct-18 9:44:16 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	11-Oct-18 2:47:17 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	10-Oct-18 7:04:59 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	10-Oct-18 8:28:43 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	09-Oct-18 7:04:19 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	09-Oct-18 7:17:21 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	06-Oct-18 6:05:00 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	06-Oct-18 8:33:32 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	05-Oct-18 7:04:50 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	05-Oct-18 9:42:07 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	03-Oct-18 7:04:41 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	03-Oct-18 9:37:30 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	02-Oct-18 7:01:06 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	02-Oct-18 9:44:49 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	01-Oct-18 7:04:01 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	01-Oct-18 9:43:39 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	30-Sep-18 6:04:38 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	30-Sep-18 8:51:18 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	29-Sep-18 6:06:19 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	29-Sep-18 7:16:39 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	28-Sep-18 7:01:01 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	28-Sep-18 9:55:18 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	27-Sep-18 7:01:30 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	27-Sep-18 9:46:22 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	26-Sep-18 7:03:48 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	26-Sep-18 10:10:46 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	23-Sep-18 6:03:32 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	23-Sep-18 7:45:28 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	22-Sep-18 6:01:28 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	22-Sep-18 7:10:17 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	21-Sep-18 7:01:02 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	21-Sep-18 9:47:15 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	20-Sep-18 7:01:27 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	20-Sep-18 9:53:25 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	15-Sep-18 6:03:15 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	15-Sep-18 6:28:01 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	14-Sep-18 7:03:54 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	14-Sep-18 9:55:03 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	08-Sep-18 6:02:30 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	08-Sep-18 8:37:57 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	07-Sep-18 7:00:52 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	07-Sep-18 9:48:08 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	04-Sep-18 7:01:18 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	04-Sep-18 9:44:51 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	03-Sep-18 7:02:07 PM	Access(Fingerprint)	Cassandra	Pustaka Miri

01-Guard Room	03-Sep-18 9:56:44 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	01-Sep-18 6:00:41 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	01-Sep-18 7:40:58 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	30-Aug-18 7:00:50 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	30-Aug-18 9:22:56 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	29-Aug-18 7:01:46 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	29-Aug-18 9:01:33 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	28-Aug-18 7:03:01 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	28-Aug-18 7:32:48 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	25-Aug-18 6:02:10 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	25-Aug-18 7:40:47 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	24-Aug-18 7:01:16 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	24-Aug-18 7:44:10 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	21-Aug-18 7:01:00 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	21-Aug-18 7:30:57 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	20-Aug-18 7:05:02 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	20-Aug-18 7:23:36 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	18-Aug-18 6:05:16 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	18-Aug-18 7:25:56 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	17-Aug-18 5:01:56 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	17-Aug-18 7:25:25 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	16-Aug-18 6:03:46 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	16-Aug-18 7:38:38 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	15-Aug-18 12:14:44 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	15-Aug-18 7:32:28 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	14-Aug-18 7:02:54 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	14-Aug-18 7:32:03 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	13-Aug-18 7:03:25 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	13-Aug-18 7:31:06 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	12-Aug-18 5:00:11 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	12-Aug-18 1:09:48 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	10-Aug-18 7:03:58 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	10-Aug-18 7:35:14 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	09-Aug-18 7:01:00 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	09-Aug-18 7:37:07 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	06-Aug-18 6:31:24 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	06-Aug-18 7:22:22 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	05-Aug-18 6:08:19 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	05-Aug-18 8:01:03 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	04-Aug-18 6:20:25 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	04-Aug-18 7:33:38 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	03-Aug-18 7:02:31 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	03-Aug-18 7:36:25 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	02-Aug-18 7:04:47 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	02-Aug-18 7:32:11 AM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	01-Aug-18 6:34:47 PM	Access(Fingerprint)	Cassandra	Pustaka Miri
01-Guard Room	01-Aug-18 6:34:47 PM	Access(Fingerprint)	Cassandra	Pustaka Miri

CHILDREN ACTIVITY FOR THE MONTH OF AUGUST 2018

No.	Detail of Activity		Image
1	Day / Date	: Saturday, 11 th August 2018	
	Activity	: MERDEKA COLORING CONTEST	
	Venue	: CHILDREN INFOTHEQUE, PUSTAKA NEGERI SARAWAK, MIRI	
	Staff In Charge	: ZI , EK : ZUWAHIR ILIAS , EMMYLEA KAYAN	
2	Day / Date	: Sunday, 12 th August 2018	
	Activity	: MERDEKA KIDS COOKING CLASS	
	Venue	: FOYER CHILDREN INFOTHEQUE	
	Staff In Charge	: NQ , CR : NUR ALIA QATRINA , CASSANDR RAJEN	
3	Day / Date	: Saturday, 18 th August 2018	
	Activity	: MERDEKA FAMILY FUN RACE	
	Source	: PUSTAKA NEGERI SARAWAK, MIRI & MIRI CITY FAN	
	Staff In Charge	: JJ , SA : JAMILAH JULI , SUZANNA ABDULLAH	
4	Day / Date	: Sunday, 19 th August 2018	
	Activity	: MERDEKA KIDS DANCE COMPETITION	
	Venue	: AUDITORIUM, PUSTAKA NEGERI SARAWAK, MIRI	
	Staff In Charge	: AZ , CT : ABDUL AZIZ KASSIM , CASSIEAFIEFIE TELESA	
5	Day / Date	: Saturday, 25 th August 2018	
	Activity	: PERTANDINGAN NYANYIAN LAGU PATRIOTIK	
	Venue	: AUDITORIUM, PUSTAKA NEGERI SARAWAK, MIRI	
	Staff In Charge	: NA , CR : NORAYAH ADENAN , CASSANDR RAJEN	
6	Day / Date	: Sunday, 26 th August 2018	
	Activity	: MERDEKA CREATIVE DRESS COMPETITION	
	Venue	: AUDITORIUM, PUSTAKA NEGERI SARAWAK, MIRI	
	Staff In Charge	: AZ , NA , EK : ABDUL AZIZ KASSIM , NORAYAH ADENAN , EMMYLEA KAYAN	

SEMPENA SAMBUTAN BULAN KESIHATAN MENTAL SEDUNIA 2018

PERTANDINGAN SKETSA *Paling Perghh!* TEMA: CEGAH BULI 6 NOVENBER 2018

JANGKA MASA PERSEMPAHOAN: 8 MINIT SAHAJA

** Untuk terima dan syarat, sila layari
<http://bit.ly/termsketch>

Untuk penyertaan, hubungi

013-6471969

Anjuran bersama:



Curtin University
Sarawak Malaysia

Hadiah bernilai
sehingga
RM600
bakal menjadi
milk anda**



Sempena Sambutan Hari Kesihatan Mental Sedunia 2018:

Pertandingan Poster

Paling 'kreatif' dan 'berimpak tinggi'

Tema: 'Buli'

Terbuka kepada seluruh warga Miri.
Tiada had umur ditetapkan



-Sijil penyertaan disediakan-

*Ukuran A3/B4/Drawing block

**Untuk terma dan syarat, sila layari
<http://bit.ly/termposter>

Untuk pendaftaran, hubungi
013-6471969

Hadiah bernilai
sehingga
RM250
bakal menjadi
milik anda

Anjuran bersama:



lamanminda



Curtin University
Sarawak Malaysia