



UNIVERSITI TEKNOLOGI MARA (UiTM)  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

INSTITUT PENDIDIKAN GURU KAMPUS GAYA, PETI SURAT 10491,  
88805, KOTA KINABALU, SABAH

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MANAGEMENT (IM244)

1<sup>st</sup> August - 31<sup>st</sup> 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

\_\_\_\_\_  
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Date of submission: 1<sup>st</sup> August - 31<sup>st</sup> December 2018

**Abstract**

Student from the Faculty of Information Management will have to undergo Industrial Training (IMC 690) which one of the compulsory course in the Information Management. Students have the freedom in choosing place where their internship will be as long as the organization meet the course management condition. I choose Institute Pendidikan Guru Campus Gaya, Sabah for my internship training in Bachelor of Information Science (Hons) Library Management (IM 244) for 5 months started from 1<sup>st</sup> August until 31<sup>st</sup> December 2018. This report contain four chapter which chapter 1 consist of introduction, chapter 2 organization background, chapter 3 industrial training activities and chapter 4 industrial training reflective writing and also my special project information that I have done in the library follow up by a few attachment in the appendices for further reference.

## Acknowledgement

Assalamualaikum and alhamdulillah, all praise to Allah SWT for the divine mercy and grace that given to me as I finally completed my internship training during the 5 months and given me to experience the bittersweet of working environment as one of the experience that help me to be more mature in this course of life. I would also like to give my thanks to my parents for their continuous support in my journey in completing my students from the beginning until the end.

Moreover, I would like to express my gratefulness and thanks to my colleague and friends, Noratika Shahrin for her help and always been there for me, not forget to mention to all information management lecturer in UiTM Rembau that have give me their guidance, support, advice and the knowledge in the field and also lecturer in the Puncak Perdana where I was once study their knowledge sharing. I also feel grateful for my friends in the course field for their wonderful help and memories whether directly and indirectly. Then, to our supervisor Puan Razifah for her constant advice on our internship training on improving our skills in the library management.

Lastly, million thank Institute Pendidikan Guru Campus Gaya Library staff for their warm welcome and the opportunity in doing my industrial training in their library. I have experience and gain new knowledge that I hope will be my guidance in the future regarding the field.



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## **Introduction about Industrial Training Report/ Industrial Training Report**

### **Introduction (IMC 690)**

Industrial training is provided as fulfillment for IM 244 course in Bachelor of Information Science (Hons.) Library Management. IMC 690 course is mandatory for all final year students before completing their studies. Industrial training is performed for at least 5 months according to student's place of choice, failed to do so will result in student failure. Thus, they will have to repeat the final semester once again. Student also given freedom in choosing their place for industrial training as long as the organization meet the course condition and was deem to be suitable according to students program.

The purpose of the industrial training is to expose students with some experience where they have not learned in classes including gaining some knowledge. During the industrial training students can apply what they have learn from their previous lesson and learning new things that they have not learn from their previous classes. Moreover, industrial training act as simulation for students as they given chance in experience in working place feel like. Therefore, preparing them on what they need in order to face real life work environment.

Students need to learn as much as they can that related to their program as it they have their own time limit. This is because library management has their own department that responsible in managing the library work flow. Students only spend one month in each department before moving to different department in the next month. This to ensure



students know each department work as they might work on one of the departments in the near future. Thus, help them in the future.

During the industrial training, students need to follow the rules and regulations of the organization such as training in the Institute Pendidikan Guru Kampus Gaya Library, Sabah. There will also be a professional officer of the organization that will supervise students' work. Students need to participate in any activities made by the organization and contribute in the activities in order to meet their work responsibilities.

### **INDUSTRIAL TRAINING OBJECTIVE**

Objective of industrial training for students:

- To gain experience and understanding of a real-life working environment in an organization
- To adapt managerial and technical skills in a library and information environment
- To demonstrate experience in any specific area of interest.
- To adapt managerial and technical skills in a library and information environment.
- To encourage students to apply the skills and knowledge gained at the university to benefit the organizations.
- To assist students in developing skills such as teamwork and communication
- To provide pre-professional work experience with specific assignments and responsibilities.



## CHAPTER 1: INTRODUCTION

### 1.1 Institute Pendidikan Guru Kampus Gaya Library, Sabah

IPG Campus Gaya is one of the institutions in Sabah, Malaysia. It is located 19.4 hectare at the hill land with less than 2 km from Kota Kinabalu City. There are total 27 institutes of Education around Malaysia and IPG Campus Gaya is one of them. Furthermore, it is located not far from Karamuning shopping complex, Luyang Town and Hospital Queen Elizabeth and also the State Museum of Sabah. Most users that visited IPG Campus Gaya Library are usual students, lecturers and staff that study and work in the Institute.

Institute Pendidikan Guru Kampus Gaya is a place where students learn to be future teachers with remarkable teaching ability through various approaches that help the new generation in the future. IPG Campus Gaya library provides the necessary educational material that suits students in the institute while helping them in their educational course in the institutions. Besides, IPG Campus Gaya also provides reading material for students, encouraging them in reading habits.

The curriculum and training system that have been implemented in the institutions is similar to other Malaysian institutions. Institute Pendidikan Guru Kampus Gaya covers academic, co-curriculum and curriculum and also practicum which is compulsory for students that take one of the courses in the institute.



Figure 1.1 (a) Institute Pendidikan Guru Campus Gaya Building



Figure 1.1 (b) View from Google Maps

Address:

**Institut Pendidikan Guru Kampus Gaya, Peti Surat 10491,  
88805, Kota Kinabalu, Sabah**

Tel: **088-210646 | 088-210979 | 088-221595 | 088-219530**

Fax: **088-217124**

Website : [ipgkg.info@ipgm.edu.my](mailto:ipgkg.info@ipgm.edu.my)

**Operation Hours:**

**Monday-Thursday**

**8.00 pagi - 1.00 petang | 2.00 petang - 5.00 petang**

**Friday**

**8.00 pagi - 11.30 pagi | 2.00 petang - 5.00 petang**

**1.1.1 Institute Pendidikan Guru Kampus Gaya Library Mission**

- Allow all users to access the required information via a simple, efficient and effective method.
- Acquire and utilize the skills of managing, assessing and applying information on the improvement of teachers' knowledge and professionalism.
- Encourage reading and lifelong learning interest among users.

**1.1.2 Institute Pendidikan Guru Kampus Gaya Library Vision**

- Library for excellent teaching education.

**1.1.3 Objective**

- To encourage reading and lifelong learning interest among users.

#### 1.1.4 The Philosophy

##### **National Education Philosophy**

Education in Malaysia is a continuous effort to further the potential of the individual in an comprehensive an integrated way to create a balanced and harmonious human intellectual, spiritual, emotionally and physically based on God's trust and obedience. The effort is to produce Malaysians that knowledgeable, skilled and well-mannered, responsible and capable of achieving their well-being and contribute to the harmony and prosperity of families, communities and countries.

##### **Teacher's Philosophy**

Glorious, progressive ad scientific professors willing to uphold the country's aspirations and flatter the nation's cultural heritage, ensure individual development and preserve a united, democratic, progressive and disciplined society

#### 1.1.5 Client's Charter

Develop a collection of resource centers that meet the requirements of the institute curriculum and co-curriculum program. Ensure the selection of quality collections based on the following criteria:

- 1) Comply with the curriculum and co-curriculum requirements and scope
- 2) Based on recommendation from experts in related fields
- 3) Based on reviews from competent authorities
- 4) Latest edition
- 5) Award winnings works



- Ensure institutional source centers are administered and systematically managed to provide effective services and meet the needs and requirements of users.
- Implementing materials documentation such as cataloging classification, indexing and other related activities according to current developments and guided by national and international standards.
- Ensure systematic arrangements systematically for facilitate users to locate and retrieve sources of resource center collection.
- Ensure that all books are obtained, managed and maintained in order to be easily detected, borrowed and returned according to the prescribed method, in order to meet the needs of students and lecturers
- Ensure that the dissemination selected information provided students and lectures meet their needs according to the established strategy.
- Provide timely service to all customer or resources center users

#### 1.1.6 Target

- To ensure that all users are enable to access the required information via a simple efficient and effective method.

#### 1.1.7 Roles

- Strengthen a service delivery system that satisfies customer
- Adapt professional teaching values through self, professional and social domains
- Strengthen on an ongoing basics

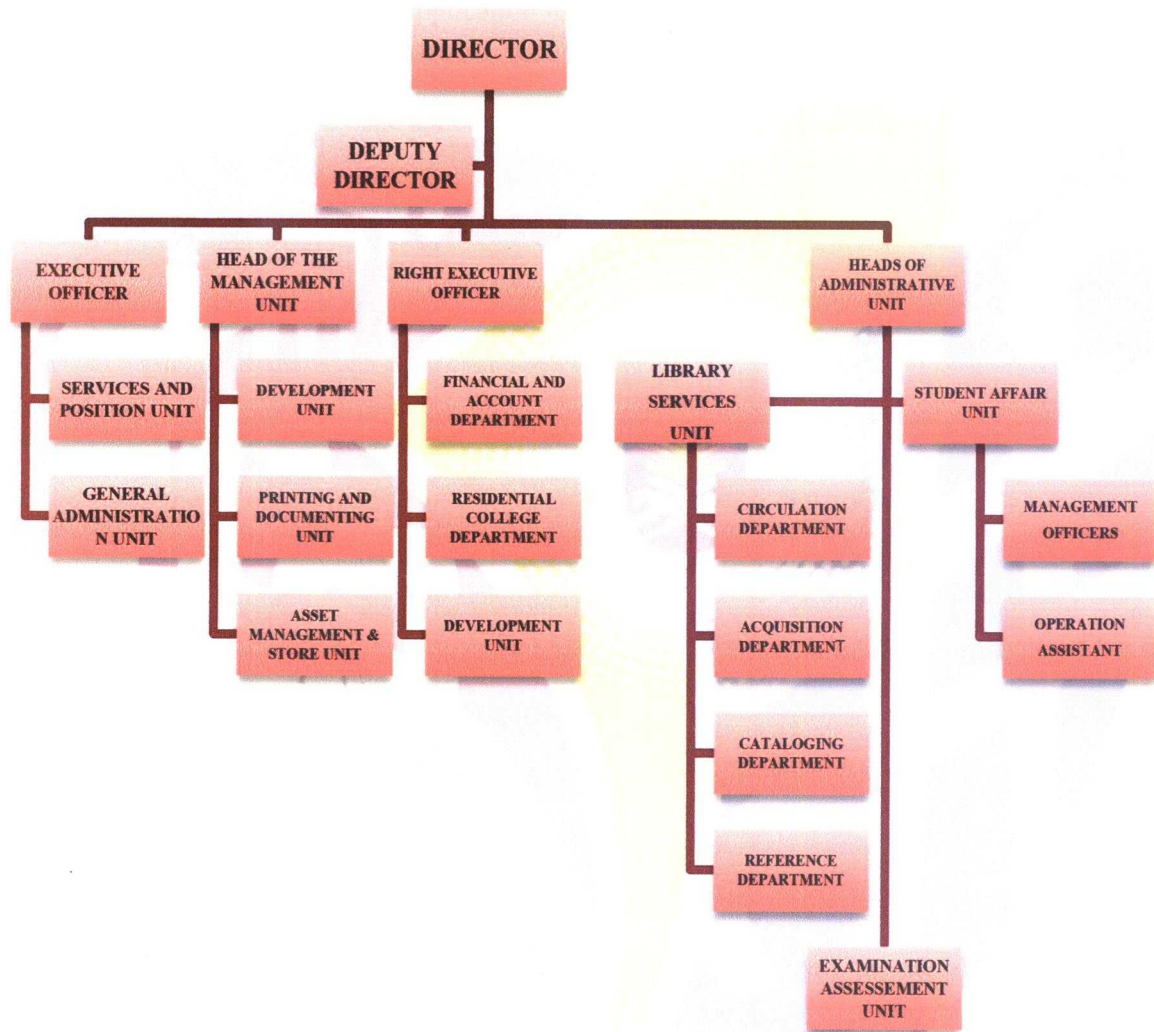
### 1.1.8 Logo Rationale



Figure 1.1.8 (a) IPG Campus Gaya Logo

- **IPG** means Institut Pendidikan Guru
- **Book** symbolizes IPG as an institution that supports the tradition of education
- **Hand** represent the IPG in charge of developing a competent and mentor-educated teacher
- **The three white stripes** symbolize the future of teachers developed on Malaysians basic standard
- **World globe with the map of Malaysia** symbolizing future teachers that will have the quality as world-class teachers
- **'G'** letter symbolizes teacher education process.
- **Blue colors** act as the official colors of IPG which symbolizes united and peaceful educators in harmony with the 1 Malaysian concepts.

## 1.2 Organization Structure



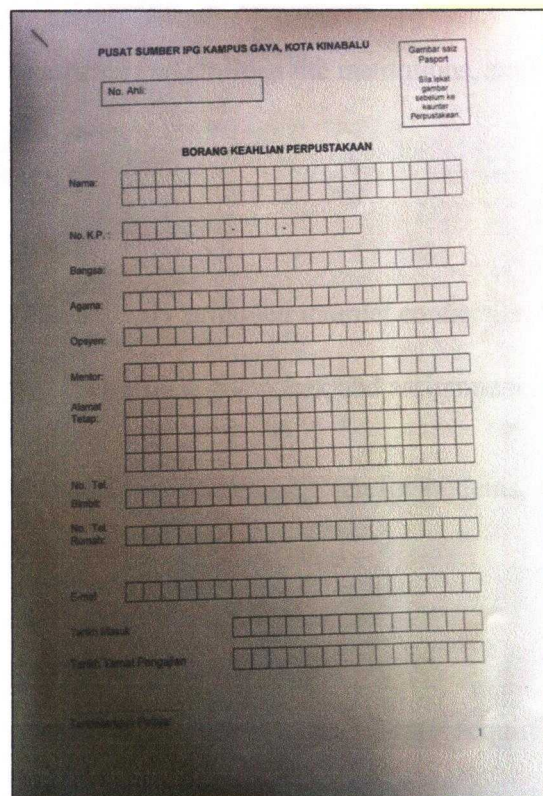
This is Institute Pendidikan Guru Campus Gaya **organization** chart. In the library services unit has four department which circulation department, acquisition department, catalog department and reference department. This four department is where my colleague and I attach during the 5 months of internship.



### 1.3 Library Membership

#### How to Become a Member :

- ❖ Fill in library membership application form with picture in passport size which can be found in new students registration form.
- ❖ Information that have been stated in the form will then be transfer to ILMU system.



The image shows a library membership application form from IPG Kampus Gaya, Kota Kinabalu. The form is titled 'BORANG KEAHLIAN PERPUSTAKAAN'. It includes a box for 'No. AHS' and a note about a passport-sized photo. The form contains several rows of grid boxes for entering personal information: Name, No. K.P., Bangsa, Agama, Pekerjaan, Mentor, Alamat Tetap, No. Tel. Rumah, No. Tel. Pejabat, and two rows for 'Tarikh Masuk' and 'Tarikh Tamat Pengajian'. There is also a 'Tandatangan Pendaftar' field at the bottom.

Figure 1.3 (a) IPG Library Membership form

### 1.3.1 Membership Card

- ❖ All students, staff and lectures in IPG Maktab Gaya Library use their identity card as membership card.
- ❖ They will only need to state their identity card number in order to borrow the needed material in the library.
- ❖ User include students that study in the institutions, staff and lecturer at IPG Campus Gaya

### 1.3.2 Internet Access

- ❖ IPG Maktab Gaya library provided internet connection for user that help them in their study and research for their given task and assignment
- ❖ The given password only known or given for students, staff and lecturer in the institutions.

## 1.4 Library Collection

Institute Pendidikan Campus Gaya Library acquires library material in all subject areas that the institute provide in their academy course in order to meet students need in finding information and research material for their task. As library in the IPG Maktab Gaya, maintain the collection in the library while providing new material for the latest syllabus in education for future teacher. Thus, ensuring the information was new and solid enough for students to use in their course and can be apply in their practical period. IPG Maktab Gaya collections focus on academy or educational material and classified using Dewy Decimal

Classification Scheme. The collections in IPG Campus Gaya hold on serials, audio visual material, CDs, non-fiction, fiction. The collections can be categorized as bellow:

#### 1.4.1 General collection

An easy collection that can be easily retrieve by library user in the IPG Campus Gaya and they use Dewey Decimal Classification better known as DDC as the classification system that have been use by most of the library around the world.

#### 1.4.2 Reference Collection

Reference collection generally took by institutions that come in volume or multiple books that serve as reference for user in their research. Similarly, reference book has different color label from other books. This to differentiate reference books from books material that can be borrow. Reference collection can only be read inside the library and need permission to be brought out. Green and yellow label is the main reference book on the spine while the general shelve has multiple color labels.

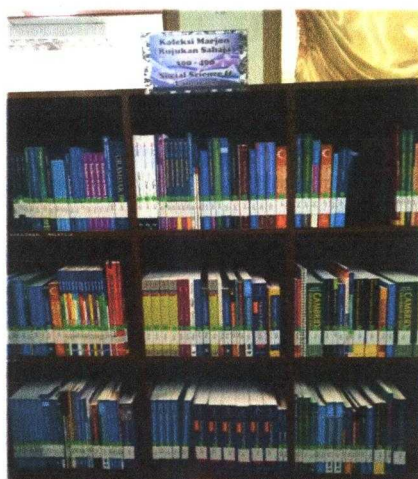


Figure 1.4.2 (a) Marjon collection one of reference collection that cannot be brought outside the library



### 1.4.3 Textbook Collection

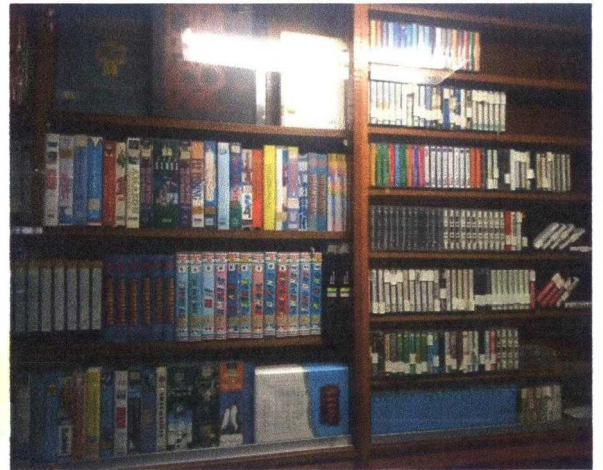
Textbook collection is a special collection for specific students that use it for their study, examination and research that enrolled in Institute Pendidikan Guru Campus Gaya course. In IPG Campus Gaya most of their book collection come textbook collection for instance Bahaya Melayu course, Pendidikan Islam, Sejarah and other course. It can be said that books that serve in the library mostly consist of textbook collection.

### 1.4.4 Journal Collection

Journal collection can be retrieve electronically or by print according to user need and convenience. Institute Pendidikan Guru Campus Gaya also provide printed journal in the library that help students their research.

### 1.4.5 Audio Visual Collection

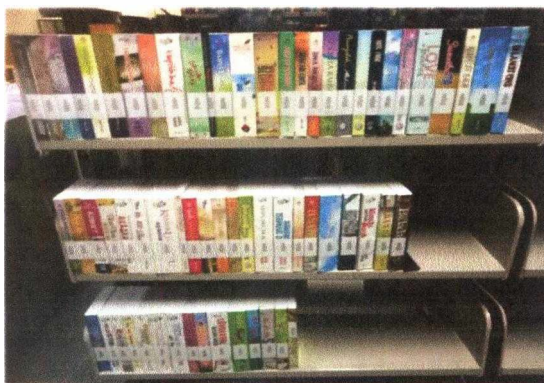
Media collection can be found in the institutes Pendidikan Guru Campus Gaya Library. This collection consist of non-printed materials that come from CD, VCD and CD-ROM. Furthermore, the audio visual or media collection in the library consist with academic audio visual, video or media collection that help user in their research regarding in educational field. Likewise, other than academic-related CD, VCD and CD-ROM there also entertainment in form of audio visual or media collection for instance Harry Potter completed movie and others.



**Figure 1.4.5 (a) Audio Visual Collection**

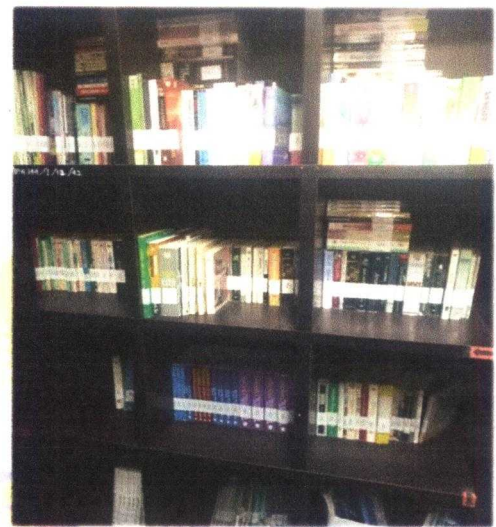
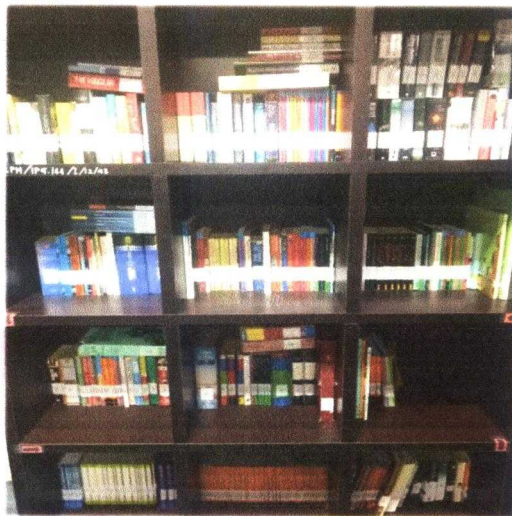
#### **1.4.6 Free Range Reading Collection**

This collection contains popular fiction and non-fiction for students to borrow and browse. Moreover, free range collection consist of light novel and reading collection such as motivation, young adult fiction, mystery, biography and other that both written in English and Malay language. Thus, provide user with relaxing reading for their free time and encourage reading habit among students. For example, Malay Novel and English fiction.



**Figure 1.4.6 (a) Malay novel collection**

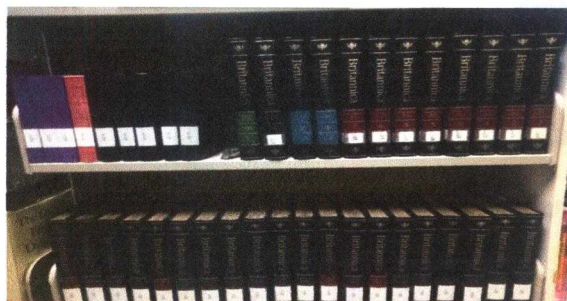




**Figure 1.4.6 (b) Free Reading material in IPG Campus Gaya Library English fiction collection**

#### **1.4.7 Britannica Encyclopedia**

Institute Pendidikan Guru Campus Gaya library had Britannica Encyclopedia collection in their library. Britannica Encyclopedia is general knowledge English-Language encyclopedia which written about 100-full time editors and thousand contributors in the past. This encyclopedia was in print for a long time. This encyclopedia formerly published by the Britannica, Inc.



**Figure 1.4.7 (a) Britannica Collection**

## 1.5 Online Services

### ✓ OPAC

OPAC or its full name is Online Public Access Catalog is an online database that held library material. User use OPAC to search library catalog which locate books and other material that related to user works and to see whether the books or material exists in the library. in fact, OPAC can said is the electronic version of the card catalog and the library's collection gateway in retrieving faster information

### ✓ e-Pustakaan Intitusi Pendidikan Guru

e-Pustakaan Institusi Pendidikan Guru is a website that serve online database for students of Institute Pendidikan Guru.

### ✓ National Geographic Database

There are two types of databases available under this services. National Virtual Library and National Geographic Kids. The National Geography Virtual Library (NGVL) supports various scientific research need in science, history, technology, environment, culture and many more while National Geography Kids provided reputable, authoritative content that suitable for children aged 6-14 years old. Student and staff of library can log in by using their student ID card.

### ✓ The World Almanacs Online

Provide useful and appropriate public reference source for adults where it covers a wide range of subject areas. Moreover, among the interesting content available are the facts and



events of the world, the development of world science and technology, the worlds history and culture and so on.

✓ Mango Language

Mango Language is an e-learning conceptual database service that specializes in interactive language learning and multimedia. The language and language learning modules available online are practical, user friendly, intuitive and highly suitable for those that interested in learning world's major languages in effective way.

✓ BLIS (Bernama)

BLIS stand for BERNAMA library and Infolink Service. Provides database service by BERNAMA news agency and also provides important information sources that students can use to help in their research.

### 1.6 Other Services in Institutes Pendidikan Guru Campus Gaya

- a) College Building
- b) Sports court
- c) Cafeteria
- d) Surau
- e) Hostel for male and female students
- f) Hall
- g) Library
- h) Parking lots
- i) Classroom

### 1.7 Other Collection in the Library

Other than academic collection, Malay novel and English fiction Institute Pendidikan Guru Kampus Gaya library also has Chinese collection in their library.



Figure 1.7 (a) Chinese Collection Shelves

## CHAPTER 2: ORGANIZATION INFORMATION

Institusi Pendidikan Guru Kampus Gaya has four department that will be focus in this chapter and report. The four department is Cataloging Department, Acquisition Department, Circulation Department and Reference Department. Technical Department was manage directly by our supervisor. Those 4 department is where my colleagues and me was placed during our 5 months internship.

### 2.1 Cataloging Department

The main purpose for cataloging in library is to provide access to library material. This to ensure material in library can be detected if the material damage or missing. Moreover, cataloging is important as it help library in stating the material information in appropriate way and save more time. Cataloging purpose can also be seen bellow :

#### 2.1.1 Roles and Function

- ❖ Creating records in the catalog for books, serials, video recording, sound recordings, software, electronic resources and other type information in the library.
- ❖ Assigning call numbers and labeling materials
- ❖ Maintaining the accuracy of the information in library online catalog for any new Material

## 2.2 Circulation Department

Circulation Department is one of the department in the library. This department responsible in lending and returned loaned material in the library. Circulation department services can be found near the main entrance of the library where its easy for user to find and spot. This to ensure there was no missing book. Moreover, circulation department responsible is renewals, holds and recalls, books reserves, notifying user date for returned book that they borrow and searching material for user, user assistance and registration for new member if they do not have library member ID. Others roles and function of circulation can be seen bellow.

### 2.2.1 Roles And Function

- ❖ Writing and dispatching overdue notice to user
- ❖ Charging ad receipting overdue fines
- ❖ Information literacy to all users
- ❖ Monitoring materials for damage and sending them to the responsible staff for repair
- ❖ Collecting statistics on library such as material checkout and patron books transaction during the months.
- ❖ Clearance of students in the library when they stay in the place of when they finishes study.



## **2.3 Reference Department**

Reference department services or also known as information desk in the library. This department assist user in finding the information that user need for their research. Moreover, reference department not only assist user but help user in identifying reference, locating library materials by using online database and other appropriate sources. Therefore, ensuring user use trusted resources for their research. User can also use email or via telephone as sometimes user did not have time visiting the library.

### **2.3.1 Roles And Function**

- ❖ Finding out complete and accurate reference
- ❖ Finding specific and accurate reference
- ❖ Assist in finding proper citation for user and publication
- ❖ Assist in finding full text electronic journals for user research reference

## **2.4 Acquisition Department**

Department of library that responsible in selecting and purchase materials or resources for library materials. Moreover, this department process include selecting, receiving and ordering material for library. Other than that, acquisition department services do negotiate the price outside the agency such as dealers, vendors and publishers, arranging books material order and select resources that deem to suite the library material and for user in their research field.

### **2.4.1 Roles And Function**

- ❖ Review of collection
- ❖ Weeding

**CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES****3.1 Industrial Training Activities****3.1.1 Circulation Department**

1<sup>st</sup> August 2018 is my the first day of my industrial training, upon arrived there firstly my partner and I reporting on our arrival at the Institute Pendidikan Guru Campus Gaya Library. We meet with Encik Shahimin who warmly welcome us, he responsible in guiding and supervise us throughout our 5 months industrial training in the library. Then, we was given a brief explanation about the library work flow and other staff in the library. The first day start at the circulation department unit since there was no students for the day. The second day, we continue at the circulation department and was told we will place in the circulation department for a month.

**■ Circulation Department Services**

- ✓ Handling renewal and lending materials
- ✓ Sending overdue notice
- ✓ Attending meeting for organization events
- ✓ Checking books for overdue and returned books
- ✓ Assisting patrons in finding books

### 3.1.2 Acquisition Department

After one month in the circulation department, I was transfer to the acquisition department alongside my colleague at the 1<sup>st</sup> September. Here, we meet with Puan Sarina who responsible in the acquisition department. I was given short briefing about the department. Besides, I learn on how to stock take as it help in counting books material in the library. Likewise, during this month I also involved in the Institute Pendidikan Guru Campus Gaya Sports events

#### ■ New Books Arrival Process

- ✓ New books arrived in the library.
- ✓ Given a list of new books that arrived and need to check every books that arrived was the same as the given list.
- ✓ Books that did not exists in the list or some books missing from the list I need to report it to senior staff.
- ✓ Need to check and ensure the number books that arrived is the same as the given list
- ✓ While checking we collected, search and separated the books with the same vendors or publishers and the same title for rechecking once again.
- ✓ Some books is the same but come from different publisher or vendors.
- ✓ Some books did not meet the library educational course
- ✓ There was books that difficult to read for instance islamic books with whole Arab writing



■ Stock Take

- ✓ Briefing on how to use the barcode scanning
- ✓ Verification by going through the books accession number per shelves start from small call number to largest number
- ✓ Make sure there was no books with the same accession number and if there was I need to separate it from others to avoid any missing material or duplicated material.

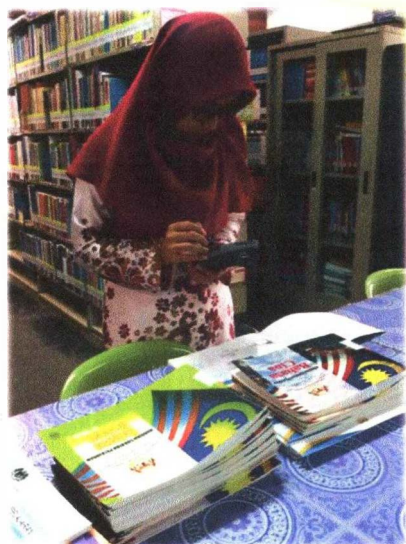


Figure 3.1.1 (a) Stoke take and arranging back the books

■ Book Shelving

- ✓ At the end of the day, I was assigned in collected the return books in the circulation department services.
- ✓ After collecting, I will put the books according to its call number.
- ✓ Shelving process in the open shelves usually occur in the early morning before library open and at the end of the day where there was no students



Figure 3.1.1 (a) Shelving

### 3.1.3 Reference Department

On 1<sup>st</sup> October start my work in the reference department after completing my one month at the acquisition department. I was given a brief explanation on the reference department by Puan Noorwainie about the task I will done until the end of the month. She also explained that there will be students from outside that will come seeking reference in the library for their research. Below is the task that I gave done at the Reference Department

■ Information Literacy Services
✓ Assist user in finding information they need
✓ Teaching user how to use the library Equip services and understanding how OPAC function
✓ Instructional tour on the library information services and library facilities that they can use
✓ Assist user in finding the books material they need and how to locate the books



### 3.1.4 Cataloging Department

Last but not least, I was attached to the Cataloging Department after one month in the Reference Department. I started at the 1<sup>st</sup> November until the end of the December which is my last day in industrial training. Here, I met with Puan Suzila who is in charge of the Cataloging Department. Puan Suzila gave a short explanation about the work that will be given to us during our 2 months in the cataloging department. Besides, she also explained that there will be other works if we have enough spare time when we finished our task for the day.

Attachment in the cataloging department was challenging as I need to catalog books and media collection while writing it down into the manual form before transferring the data into the cataloging system. However, I was grateful for the cataloging staff in helping me in fixing my mistake when doing the cataloging. Below are my activities in the Cataloging Department:

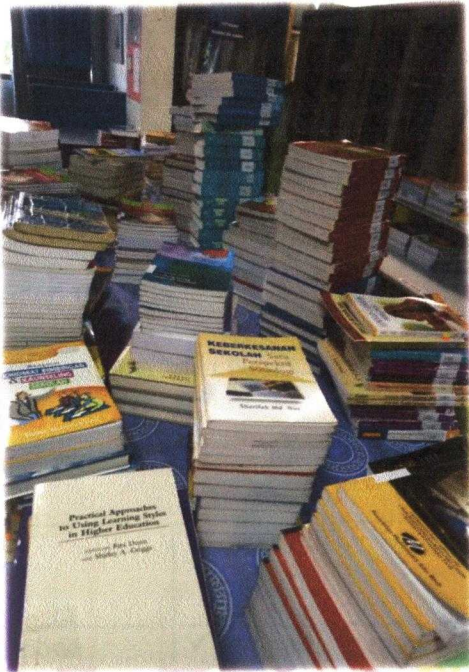
■ Material Process

- ✓ New books material will need to be processed in the cataloging department
- ✓ The process consists of bibliographic details for instance ISBN or ISSN, author, title of books, publisher, place of publication and date of publication

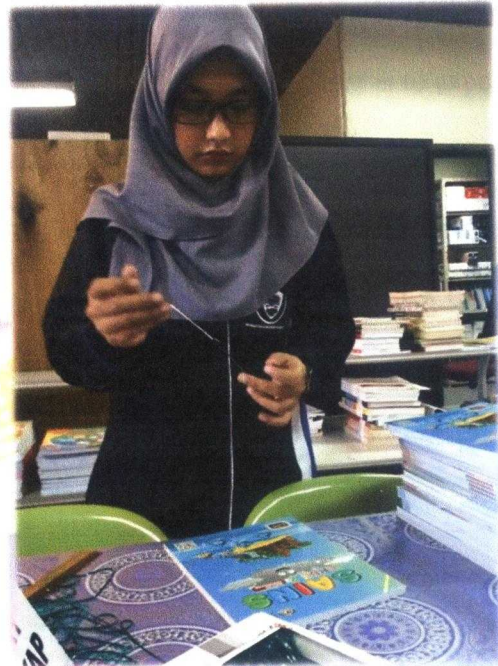
**■ Cataloging Department Services Activities**

- ✓ Assigned in catalog media collection such as CD, VCD and CD-ROM
- ✓ Transferal manual catalog into MARC21 in the library system
- ✓ Assist in collecting books from past year audit and removed color label from the books spine
- ✓ Transferring books that have properly process to the shelves according to its subject and call number
- ✓ Stamping new book with library logo in certain page for security purpose.
- ✓ Doing striping for library security. This to ensure books that brought out without charging will be detected.

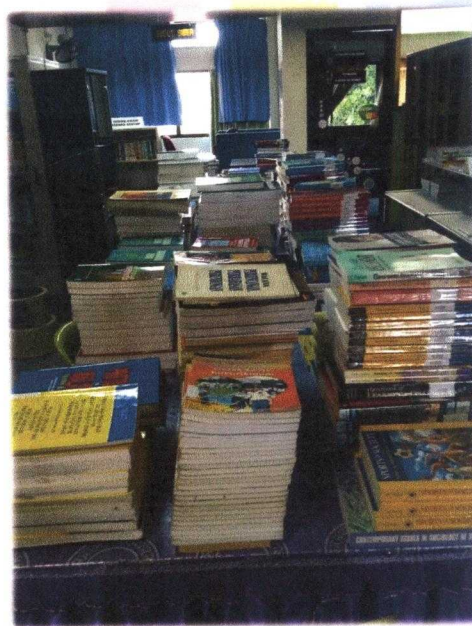




**Figure 3.1.4 (a) Books that have removed from color label**



**Figure 3.1.4 Books stripping**



**Figure 3.1.4 (c) Arranging books according to its call number**



We also have a mini event on “Book Conservation Workshop” that held by the library. The participants involved staff in the institute. The main purpose for the mini event is to expose other user on the important of books conservation. This to ensure books can be user for a long time and prevent or reduce the physical and chemical deterioration of books material. Moreover, this mini event help participants to gain the knowledge on how they can take a good care of their own books at home and how library preserve their books for continuous use

Date	12/11/2018
Description	<ul style="list-style-type: none"> <li>✓ Inform on meeting about the mini event that will be done</li> <li>✓ The mini event was “Book Conservation Workshop”</li> <li>✓ Discussing about the date, activities, lunch, material needed and how long the event will be going.</li> </ul>
Date	13/12/2018 - 14/11/2018
Description	<ul style="list-style-type: none"> <li>✓ Preparing material for mini even</li> <li>✓ Checking and rechecking material to avoid error during workshop</li> <li>✓ Report material if there was less or damaged material</li> </ul>
Date	15/11/2018

Description	<ul style="list-style-type: none"><li>✓ My colleague and I also involved as participants on the event</li><li>✓ Mini event start at 8.30 a.m where activities start with presentation or explanation about the even purpose and why we need to preserve books, what cause books to deteriorate and its implication to community</li><li>✓ At noon, participants get a rest and eat the lunch that we prepare for them before continuing in mini events</li><li>✓ Continue with the next activities which is how to preserve books and let them experience it themselves.</li></ul>
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**Figure 3.1.4 (b) Setting up the props while waiting for others participants**

**Figure 3.1.4 (c) Books Conservation**

**Workshop Material**







**Figure 3.1.4 (d) Process how to wrap books using special transparent wrapper.**



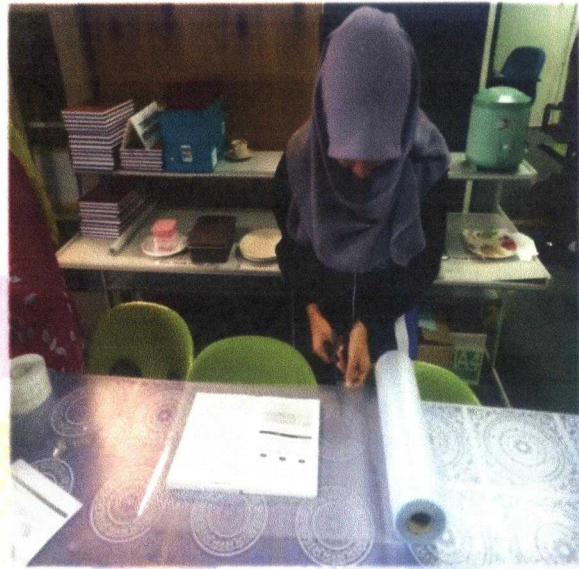


Figure 3.1.4 (e) trying the wrapper books

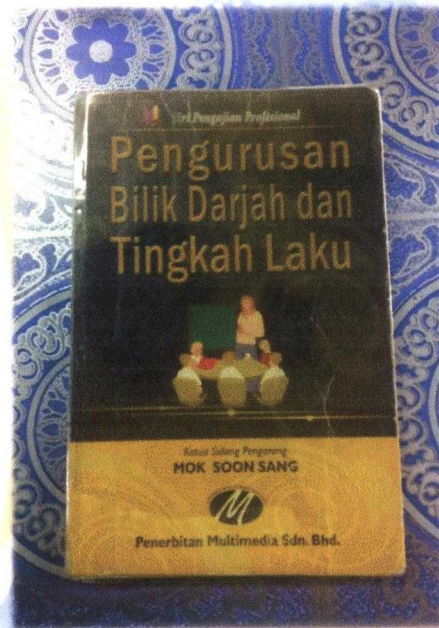


Figure 3.1.4 (f) The result books cover by transparent wrapper

### 3.2 Other Event and Activities

Other than involved in the library activities or even my colleague and I also involved in the Institutions events. One of them is “SAKSI” sport event between Institute Pendidikan Guru involving zone Sabah and Sarawak. Moreover, it is also the first time this type of event held in Institute Pendidikan Guru Campus Gaya since before it was held at one of Sarawak Institute Pendidikan Guru.

Date	15/8/2018
Description	<ul style="list-style-type: none"> <li>✓ First meeting for the event that start from 9 a.m until lunch break and continue for one more hours.</li> <li>✓ Write down about the discussion.</li> </ul>
Date	27/8-2018
Description	<ul style="list-style-type: none"> <li>✓ Attend meeting for “SAKSI” but with representative from other Institute Pendidikan Guru Campus Gaya.</li> <li>✓ Q&amp;A session with representative to see if they have any problem from their own participants and problem.</li> <li>✓ Recording and wrote down important notes</li> </ul>
Date	6/9/2018



Description	<ul style="list-style-type: none"> <li>✓ Attend meeting with Leader of the participants to discussion about the schedule activities and their confirmation on certain sport involved in each</li> </ul>
Date	7/9/2018
Description	<ul style="list-style-type: none"> <li>✓ Help in preparing the goodies for “SAKSI” sport event</li> <li>✓ Ensuring all goodies was enough and fill with the necessary items</li> </ul>
Date	10/9/2018
Description	<ul style="list-style-type: none"> <li>✓ Preparing for “Bengkel Memperkasa Budaya Kerja Cemerlang” or known as “SAKSI”</li> </ul>
Date	11/9/2018-14/9/2018
Description	



Description	<ul style="list-style-type: none"><li>✓ Start of “SAKSI” event.</li> <li>✓ Place in the registration with my colleague and take participants attendance</li> <li>✓ Join the morning activities for example Zumba</li> <li>✓ Monitoring movement for each program and report if there problem on the on-going program.</li> <li>✓ Ensuring students that involved in each program was in duty.</li> <li>✓ Stay in the control room.</li></ul>
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At the end of the event my colleague and I also responsible in helping with the dinner after the event. Arranging tag name on the VIP dinner and the registration table ensuring all participants arrival.



**Figure 3.2 (a) Meeting**



**Figure 3.2 (b) Arranging file**



**Figure 3.2 (c) Giving file to leader or manager of each sport group.**



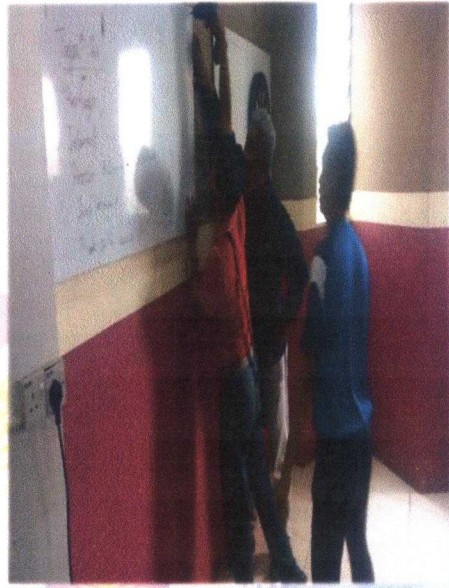
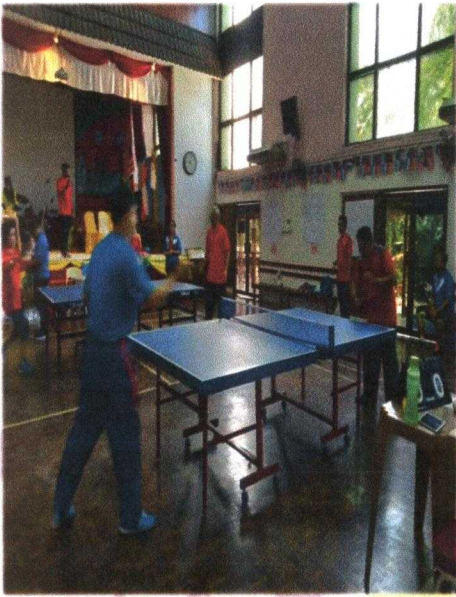


Figure 3.2 (d) Preparation for one of the sport event, Ping Pong and Dart



Figure 3.2 (e) Morning exercise with Zumba



Figure 3.2 (f) Registration group



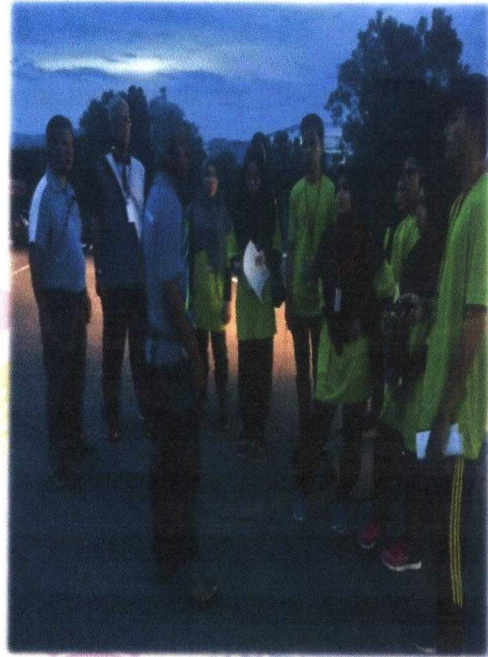
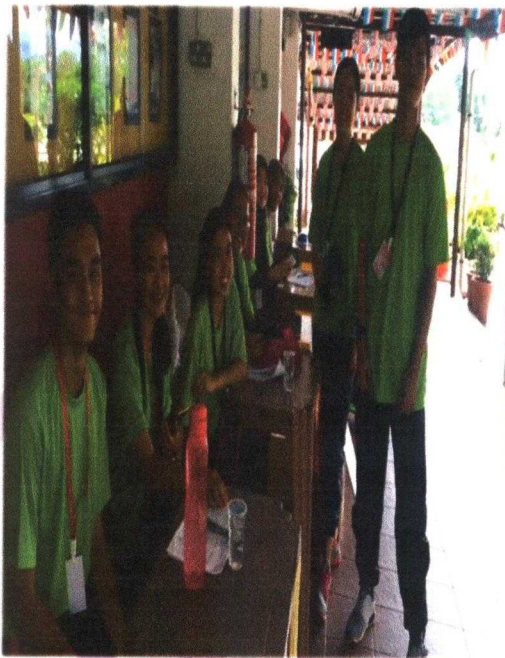


Figure 3.2 (g) Brief on certain event



Figure 3.2 (h) Photo with library staff Puan Noorwainie and Puan Sarina alongside my colleague, Noratika Shahrin



❖ Year-end dinner or Get Together Night

Year-end dinner involved all staff department in the institutions department. Dinner was held at Pan Borneo Hotel, Putatan, Sabah. We're responsible in handling registration and gathering staff gift for the exchange gift event later. The theme for the dinner is Masquerade. There was a few activities that held at the dinner hall such as Karaoke, Lucky draw, Busking by the staff and the exchange gift.



Figure 3.2 (i) Guess registration

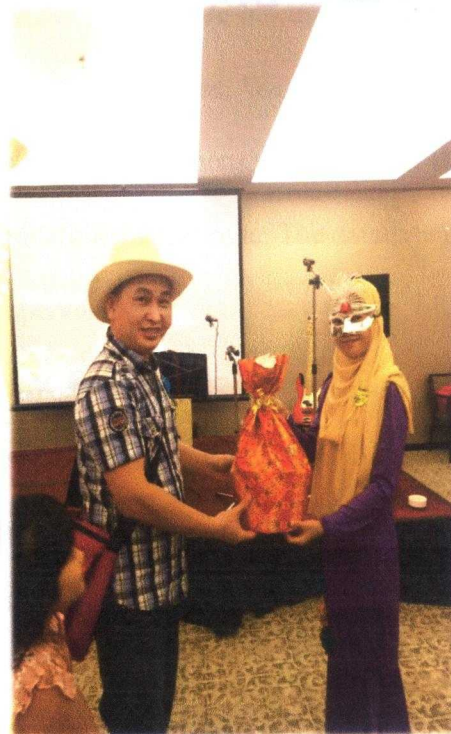


Figure 3.2 (j) Lucky draw

### **3.3 Special Project**

My special project for Institute Pendidikan Guru Campus Gaya Library is creating database in Journal Search. This project is collaboration with my colleague, Noratika Binti Shahrin, who also my colleague in internship in the IPG Campus Gaya Library. We also discuss our special project with our supervisor Encik Shahimin. At first, we suggest exhibition but our supervisor remind us that most of the students will be busy with their course activities and afraid there will be no one to come. He then suggest we do database for the library that manage the library journal. After a few more discussion my colleague and me agree since my colleague has once taken database course. We begin discuss on the details and what features we should add in the databases. Then, my colleague do some discussion on how we should divide our part in creating the database. The database creating by using Microsoft Access as suggest by our supervisor as it more easy to use. Moreover, this database will help library staff in managing the journal in the library as they can search journal without problem. Noratika was responsible in the interface area of the homepage while I responsible arranging and managing the journal data on what should be add in the database. This will make it easier for staff to add, delete and save new journal data in the database.

#### **3.3.1 Objectives**

- ✓ Easy and support the retrieval of information in the journal area
  
- ✓ Help save more time in arranging and managing journal information



- ✓ Avoid any duplication when new journal added

### 3.3.2 Location

For our special project I use library computer in creating database by using Microsoft Access. This to ensure that did not corrupted when transferring from one's from computer to library.

### 3.3.3 Time

The creation of database took us two month to finish from November until December 2018

### 3.3.4 Project Progress

The end month of October my colleague already discuss on what to do about our special project and list down any potential project that benefits the library. Then. The second week of November we finalize our choose after discussing it with our supervisor which is creating journal database for the library use. Firstly, we divided our job scope before continuing in the database creation. After receiving the journal data, I started to arrange it according to alphabet and make sure other information didn't lost or missing in the Microsoft Excel.

Since I don't know how to use Microsoft Access, I watch and learn from Youtube channel step in creating database and also with my colleague help since she has some basic in the Microsoft Access. Then, I ask for my supervise to check upon the data that I have enter in the database and if he want to add another information.

ID	TITIK	PENYARANG	M/S	ISSN/ISBN	PENERBIT
319	A call for a shift thinking: viewing children as rights holders in early childhood	Azzalia Di Sante and Noah Khorri	395-406	6093-4056	Childhood Education: Journal of the Association for Childhood Education International
320	A case study of lesson learned f. M. Nabilajan s/o Maridam, A. S 01-15			1394-0138	Jurnal Pendidikan dan Penelitian
321	A case study on secondary school, Mohd Asrat Omar, Mohd Shabri		27-45	9789834280057	Educational research seminar for
322	A case study on the morale of ke Shirley Kwong, Chng Ho Wei & Zuh		08-12	9789834280026	Educational research seminar for
324	A comparative study between a Mior Azman Musa		229-235	9789834281513	Prosiding Seminar Penyelidikan
325	A comparative study between a Mior Azman Musa		230-235	9789834281533	Prosiding Seminar Penyelidikan
326	A comparison of the self concept: Maznah Ismail Choo P.F		52-60		Jurnal Pendidikan dan Penelitian
327	A critical assessment of factors		23-42	2289-4033	Compendium of Research in Education
328	A Delphi study: The Characterist H. Eyem Korkmaz and Munire B		345-373	0022-0671	The Journal of Education Research
329	Action Learning for Professional Christine Aldred and Cathy Mey		72-90	1476-7333	Journal of Research and Practice in Education
330	Analogy in pedagogy: Intepi Mohd Kamal Mohd Ali		42522	9789834459819	Tajuk Lestari Pendidikan, Komunikasi dan Penyelidikan
331	Biographical notes about Contri		323		Journal of The Malaysian Branch of The International Association of Agricultural Extension Workers
332	Book Review: Two Achievement p Prof G. W Drowes		69-72		Journal of The Malaysian Branch of The International Association of Agricultural Extension Workers
333	British Policy towards Johore: Fr Eunice Tio		01-41		Journal of The Malaysian Branch of The International Association of Agricultural Extension Workers
334	Building Actionable Knowledge: Kath Aspinwall, Cheryl Brook on 198-200			147-7333	Action Learning: Research and Practice
335	Buku Kajian	Mazun Binti Ahmad Kipriani	01-Nov	1823-1844	Jurnal Penyelidikan Pendidikan dan Pembelajaran
336	Challenges affecting the educator Morgan Chittys		414-417	0003-4056	Childhood Education: Journal of the Association for Childhood Education International
337	Class, caste and ethnicism among Rajawong Ampasayarak		45-46	2289-4041	Journal of Educational Research
338	Conversion module a case study Chong Siew Chin		10-14	1394-6329	Jurnal Pendidikan GERAJ, MABK, BUKU Koleksi Kejuruteraan
339	Dasar buku ke bali	June Sim Mei Lin	228-234	9789834281571	Buku Koleksi Kejuruteraan
340	Dialoging about English Learner Amy J Hemeske		117-140	2150-4068	Action in Teacher Education: The Journal of the American Educational Research Association
341	Disiplin: Latihan Perguruan M. Dr Nazim Binti Hossain		18-25	1394-6409	Jurnal Pendidikan dan Penyelidikan
342	Dua penerbit dan arahnya di Ani Selwah Zakaria		28-25	9789834459819	Tajuk Lestari Pendidikan, Komunikasi dan Penyelidikan
343	Educating Children in the New P. Judith Szende, Basanti Chakrabarti		179-181	0009-4036	Childhood Education: Journal of the Association for Childhood Education International
344	Element-wisdom peering dalam Abdul Halim bin Bandan		44-58		Jurnal Pendidikan Malaysia

Figure 3.3.4 (a) Data about Journal in the Microsoft Access

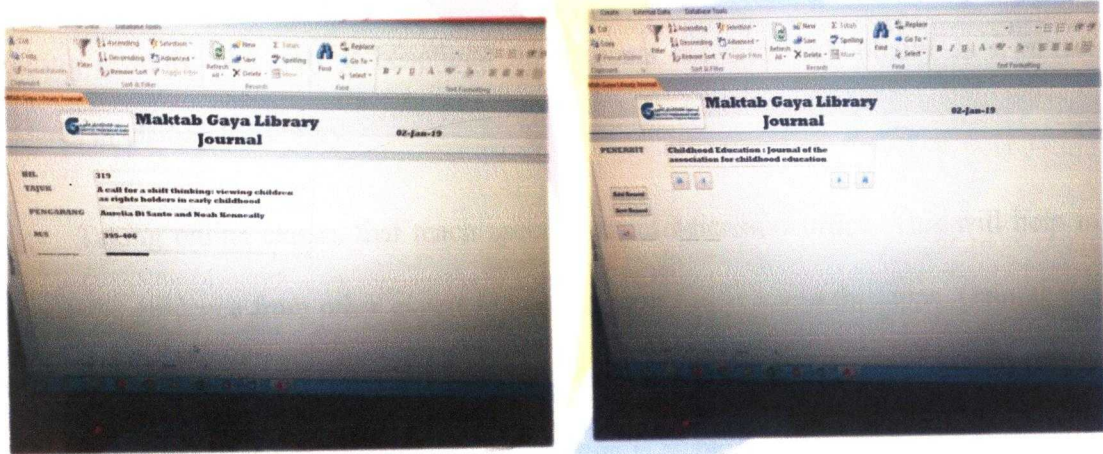


Figure 3.3.4 (b) Information on the database with the button



### 3.3.5 Special Project Challenges

Challenges that I face from doing this journal database is received quite of error while watching the YouTube channel as I need to find video that easy to understand as many as I can to see where I do wrong. Similarly, when the data in the data-sheet will sometimes change their position and some even repeat in another columns. In result I keep on correcting and checking to ensure the data stay in its respective columns.

### 3.3.6 Recommendations

I would like to recommend the library to have a small talk activities on how to use Microsoft Office. This will help staff in the library gain the knowledge in handling Microsoft Office apps and will be more beneficial for individual like us to properly learn along the way. Moreover, do a competition among students regarding Microsoft with exciting rewards. Not only it beneficial for students but also with library as it attract students in visiting the library.

Taking online classes that teach specific about Microsoft office. This will help in gaining the guidance from other expert in learning new things about this apps. Gaining the knowledge on how to use Microsoft will make it more easy if we start works and already know how to use. Besides, ensuring the connection is stable when watching tutorial in the YouTube channel in learning how to use certain Microsoft. This to avoid the blurriness when the connection unstable and will make it hard to see what button should we use.



**CHAPTER 4: INDUSTRIAL TRAINING REFLECTION****4.1 Application of knowledge, skills and experience in undertaking task**

During my internship in the Institute Pendidikan Guru Campus Gaya Library, I applied and use the knowledge that I have learned during my year of degree studies in Information Management. In addition, I have learned lot of thing from the senior staff a well as gain new knowledge and skill that needed in the working environment. Bellow is the skills that I have learned:

**❖ Communication skills**

Communication is an important factor or skill that every individual need to master. This is because we communicate everyday in our daily life especially when we were working. Thus, I notice a few change within myself as I find myself comfortable in communicate with senior staff since I'm someone who tend to shy meeting stranger. However, I discover that it necessary for me to force myself to communicate with other in order completed the given task.

**❖ Punctuality and Time management**

During my internship, I learn on how to disciplined myself to be punctuate as I need to wake earlier since working started at 8.00 a.m. The attendance was record in punch card where my colleague and I punch our card when we arrive and end the day. Arrive according to the set time is important in order for us to prepare for the day and the

necessary material for working.

❖ Taking on the given responsibility by others

It is usual thing for staff to receive task whenever there is activities that organize by the organization. During my observation, I learn on how take the responsibility on complete the given task whenever its small or big. Moreover, I also need to pay more attention to staff when they distribute the job task in order to avoid any mixed task during the activities.

❖ Better understanding in library management

From my 5 months internship and based on my observation each library department has its own role in the library for instance acquisition department, reference department, cataloging department and circulation department. Sometimes, what we learn is different from what we do since during my studies in library management we only exposed to theory about library management and department function without experience it. For example, reference department. In this department, I learn that we need to fully prepare our self with the needed knowledge especially on how to retrieve information using library material. Similarly, I need to be more patience in serving user that come as some of user has different attitude. Similarly, I learn how to do stock take, shelving, striping, catalog CD, VCD and CD-ROM and also creating simple database for library to use.

❖ Adaptability in new environment

Working is not any easy work. Sometimes one tend to work far from home that they did not have time to visit because of the hectic week and when work that need you to transfer from comfortable working zone into strange place. This is where adaptability play its role. During my 5 months internship, I try my best in adapting to the working environment as there was new things to learn and the responsibility.

#### 4.2 Personal Thought and Opinion

Experience working while applied what you learn is different from what I learn during my 3 years of studies. My first thought was to remember what I learn through my studies in order to fully prepare myself when given a task. Staff in the library was really friendly as they always ask if I have problem on my task and patiently teach me on part that I do not understand. They also ask about my well being upon working in the library. Moreover, they sometimes treat my colleague and I for a treat. They also always remind us to have lunch break when we didn't notice that it was lunch break already.

Giving advice. When we have free time staff in library such as Encik Shahimin will often advice us on what we should do after finishing our study. He also give various way in job applications and not to be picked when applying for a job. Puan Noorwainie also give her advice on certain matter. It can be said that we often given advice about life and what should we do to make a better one. I was really grateful for their consideration and advice that they share with us.



### 4.3 Lesson Learned

During my industrial training in IPG Campus Gaya there are a few lesson that I learned. Firstly, I learned to be more open minded when receiving any comment or criticism by others. As newcomer I need to be more patience whenever senior staff give her or his comment on our assigned task as we tend to do mistake without realize it. Therefore, we need to take it at the positive side and as lesson that need to be improved in the future so we don't make the same mistake. Moreover, I need work hard no matter what I do ensuring my work was in the best shape and quality.

Next, understanding my future career. During my internship I got a glimpse of future career I was to search for a job in the information management in Library. In addition, it help me to be more aware on the develop skills that I need to master and sharpen before I enquire one. I also learn to be more independent. When working we solely depend on our self in completed the assigned task. This also the same during my internship as I learn on how relied on oneself when solving a problem since sometimes we can be separated from our friends when task was divided.

In fact, I learn to improve my working skills and how to apply them. As beginner in the working environment its necessary to adapt to the new skills that need to be grasp from my observation. Improve one skills will be handy as it sharpen through time.

#### 4.4 Limitations and Recommendation

During my 5 months internships I gain knowledge and experience from assigned task. However, I have also can't avoid in facing a few challenges that I need to face. Firstly, doing something new that I new learn before. As beginner in the working environment there was certain thing I don't know such as using the Microsoft Excel though I have use it once during my school year but I success in how to use it as the staff in the library and my colleague guide me using it.

Nevertheless, I notice that we don't have any tag name that state our identity as practical students. This result in staff from other department keep on asking who we are include when we place in the circulation department. Some staff also think that we're the new staff in the organization. This keep happening whenever senior staff who don't know us keep asking the same question and we patiently explained that we're practical students.

Next, sometimes the Wi-Fi in the library will be limited and takes time to reappear. Sometimes for 1 or 2 days causing disruption and cannot access the library system in order to key data. Moreover, this happen in the early month of August when we started our internships. Students that want to lend books will have to do it manually and only need to be booked until Wi-Fi was stable again.



Lastly, the computer that I use also have a problem in printing out the fines as it did not connected or always have a problem. In result, students or user that has overdue items. I will need to write down their identification card and use my colleague computer to print out the fines as a proof.

### **Recommendation**

I would like to suggest that Institute Pendidikan Guru Campus Gaya to prepare early the necessary material for internship students like preparing name tag for intern student ensuring they can be recognize by other staff. In addition, I would recommend library to prepare timetable for internship students as they will be more aware and prepare for their next department transfer.

Next, check the Wi-Fi connection and make sure that it was connected. Staff can also do troubleshooting to detected problem from both parties. Besides, they can hire those that can fixed this type of problem and learn a little bit on how to fixed it in the future.

Lastly, check the printer connection with the computer in the circulation department whenever its connected or not. Then, do some troubleshooting on the Wireless Connection. This will ensure if the connection has problem or not and can be fixed immediately. possible for students and their comfortable environment.



## 5.0 Conclusion

In a nutshell, during my 5 months of industrial training in Institute Pendidikan Campus Gaya has been like roller coaster ride as I experience lots of things from physically and mentally. I was live far from my home as I had to find rental house and balance my expenses in order to pay the 5 months rent. While this may be true I have my friends that support me as we experience the same things. I was very grateful to them for being with me when I need it. Other than that, I valued my time during my internship as I learn lot of things aside from having fun in the working environment as the staff in the library was friendly and teach us whenever I don't know something regarding my assigned task. The knowledge, skills and experience from the very first day until the end help me in imagining what work in the library look like and eventually help me to be more prepare in the future with library staff guidance and advice that help me in my work profession.

Last but not least, I would like to give my sincere gratitude towards IPG Campus Gaya Library especially Puan Sarina, Puan Noorwainie, Puan Suzila and Encik Shahimin that help my colleague and I during our months internship in the circulation department, acquisition department, reference department and cataloging department. I was grateful to them for their guidance, cooperation, support and advice during my practical months ensuring I do my task diligently and in the right way. Thus, I wish this experience that I have gained will help me in my future.

## 6.0 REFERENCE

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Laman Web Rasmi Institute Pendidikan Guru Kampus Gaya.(n.d). Retrieved from <http://ipgkg.moe.edu.my>



# APPENDICES



