



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN SULTAN SALAHUDDIN ABDUL AZIZ SHAH

POLITEKNIK SULTAN SALAHUDDIN ABDUL AZIZ SHAH,

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1ST OF AUGUST – 31ST OF DECEMBER 2018

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ABSTRACT

The purpose of this documentation is to report all activities conducted by the trainee during Industrial Training for about 5 months at the Perpustakaan Sultan Salahuddin Abdul Aziz Shah, Selangor. This report encompasses the experience in handling daily tasks and undertakes special projects provided by the organization during 5 months industrial training. From this report, it can measure how far the trainee understands and uses what they learn throughout the industry. This report is written in detail and activities are classified into categories to make it clearer and easier to understand

ACKNOWLEDGEMENT

First of all, all praises to Allah SWT because His help and guidance I able to complete my industrial training started from August until December 2018 and also complete my report.

Secondly, I want to say a big thanks to my lecturer supervisor, Mr. Faizal bin Ramsi because he always there when I need him and his advices helped me throughout my internship journey.

Thirdly, a warm thank you to all staff and librarians of Perpustakaan Sultan Salahuddin Abdul Aziz Shah especially my industrial supervisor Puan Norhayati binti Majid for the guidance, advices, help and support during my 5 months industrial training in PSA.

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CHAPTER 1 :

BACKGROUND

OF

ORGANIZATION

1.0 INTRODUCTION

1.0.1 Introduction of Practical Training

The subject of Industrial Training (IMC690) is a compulsory subject for every final year students. This Industrial Training is a way to make sure students can graduate from university. The intention of industrial training is to give students working experience for five months until the end of the internship. Industrial training enable students to face the real working environment with tasks and responsibilities given to them. The industrial training give them a lot of practical knowledge and work that they cannot get during their study. Other than that, the industrial training can help to add enthusiasm and commitment of students toward the work life. It plays a vital role in preparing the students for a professional career in the future.

The students are expected to contribute their skills and knowledge to the organization that they are attached. Students will be given tasks depending on which departments they are attached. They will get the opportunity to learn a lot from the professional staffs. The students will work under the supervision of professional staff who will lead them on the tasks given. Other than that, this industrial training will increase the communication skills of the students where they have to interact will all level of staffs. An Industrial Training programmed is relevant to a student's personal career interests and to improve their marketability after graduation.

1.0.2 Objective of practical training

The objectives of industrial training are as follows:

- ❖ To help students preparing for future professional career in the future.
- ❖ To provide students with working experience in the realistic work environment.
- ❖ To give students practical application of knowledge that they cannot get during their study.
- ❖ To add the enthusiasm and commitment of students toward the working life.
- ❖ To enhance students' knowledge of a particular areas of their field of study.
- ❖ To increase the communication skills, leadership skills and teamwork while working with all level of staffs.
- ❖ To encourage students to apply the knowledge and skills that they learned at university.
- ❖ To help students to become a discipline and responsible person towards job and task given to them.

1.0.3 Purpose of the Industrial Training

All students are obligated to complete an industrial training report. Industrial training report is a report that contains everything that students have learned from the industry including activities that they have done for the five months in the specific organizations. This report will contains four chapter which are chapter 1, chapter 2, chapter 3 and chapter 4. This report explains all the practical work that students do during the industrial training. The industrial training students must make a full report on what they had done during the period of industrial training and the last chapter will conclude everything they have learned during industrial training.

The main purpose of practical training report is:

- ❖ To write down everything students have learned during their daily work task every month.
- ❖ Log book is used to record down and keep track their daily activities. The report also can be a reference for students who will undergo industrial training.

1.1 Background of organization



Figure 1: Logo of Perpustakaan Sultan Salahuddin Abdul Aziz Shah

The library is a very important information center especially in the centers of study. Library works as a search center of information that helps its users in the process of research learning and teaching.

Sultan Salahuddin Abdul Aziz Shah's first Polytechnic (PSA) formerly known as Shah Alam Polytechnic is a Malaysian polytechnic located in Shah Alam, the state capital of Selangor. It is located at Persiaran Usahawan, 112 acres of UI Section Shah Alam, PSA is the 8th polytechnic in Malaysia and commenced operations in January 1997. PSA started its first session with a total of 640 students in July 1997.

Its strategic position, coupled with the commitment and dedication of its people, has made PSA a dynamic Polytechnic, in line with academic progress and infrastructure development. Change in the name of Shah Alam Polytechnic in conjunction with the name of His Majesty the Great Highness of His Majesty the Great to the XI which was completed by the Sultan of Selangor DYMM, Sultan Sharafuddin Idris Shah on 8 March 2002.

Shah Alam Polytechnic Library is now known as Sultan Salahuddin Abdul Aziz Shah Polytechnic Library (PSA). This library is open to its users at January 1998 and was inaugurated on October 12, 1998. This library serves all students and PSA staff. This library building has a floor area of 2624 square meters and is capable accommodating 400 users at a time. Helps produce creative partial professional energy and the competitiveness of the sera has its own personality.

1.2 Vision, Mission, Motto and Quality base of PSA

1.2.1 Vision

The PSA is the Centers for Excellence in Education and Training.

1.2.2 Mission

Involving Excellent Job in Developing Human Capital.

1.2.3 Motto

PSA: KEY ELECTION POLITECHNIC.

1.2.4 Quality Base

The PSA is committed to ensuring efficient and effective service delivery to customers through teamwork, continuous reviews and improvements.

1.3 Objectives of PSA

- ❖ Detect, acquire, process, collect, storing, managing, providing and distributing resources appropriate, quality and up-to-date in all programs organized by polytechnics.
- ❖ Providing excellent library services in line with the development of information technology.
- ❖ Creating a conducive environment for attracting, cultivate, cultivate interest in reading and cultivating knowledge among campus citizens.
- ❖ Helps produce creative partial professional energy and competitive and have high self-esteem.

1.4 Opening hours

During semester

Monday-Thursday	8.30 am – 6.00 pm
Friday	8.30 am – 5.00 pm

During exam

Monday- Friday	8.30 am – 10.30 pm
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During semester break

Monday – Friday	8.30 am – 5.00 pm
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During semester break, the library only open during office hours only. Time rest is at 1.00 pm until 2.00 pm except on Friday which is 12.15 pm until 2.45 pm. The library closed on weekends and public holiday.

1.5 Location of library

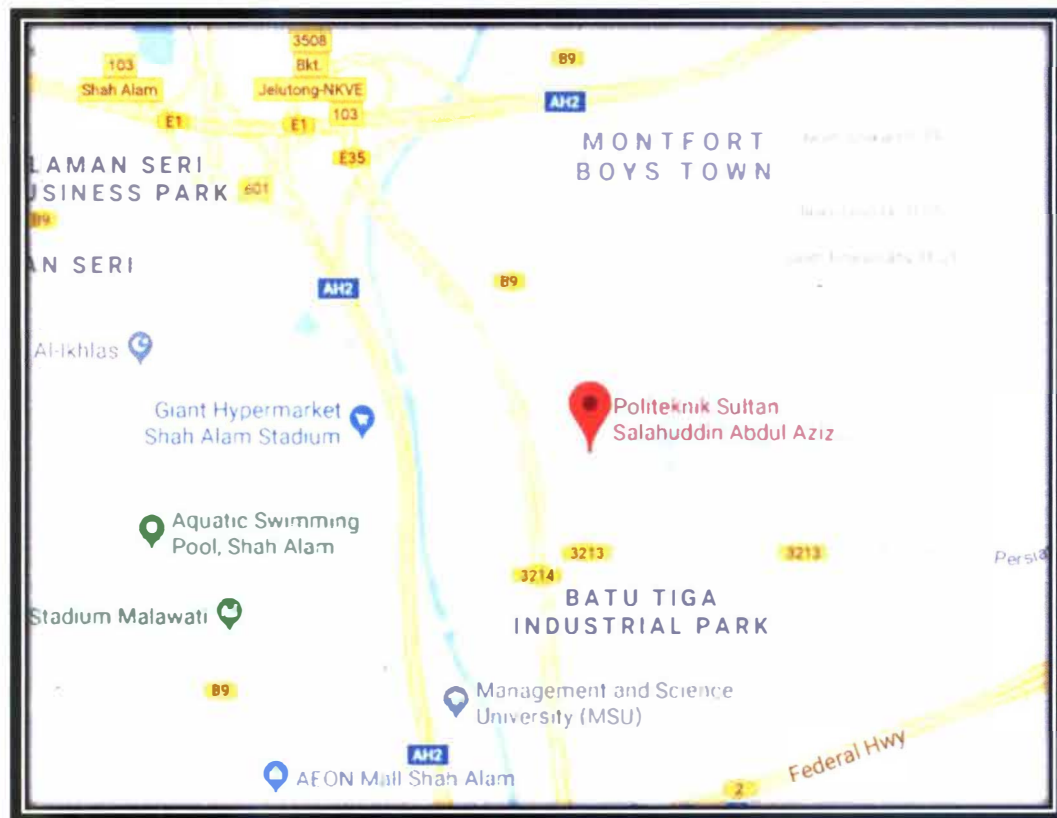


Figure 2: Location map of PSA

1.6 Organisational Chart of PSA library

The library unit has 7 staff members. Consist of two Senior Librarian S44, as well as support staff Assistant Librarian S29 and 4 S19 Librarian Assistant.

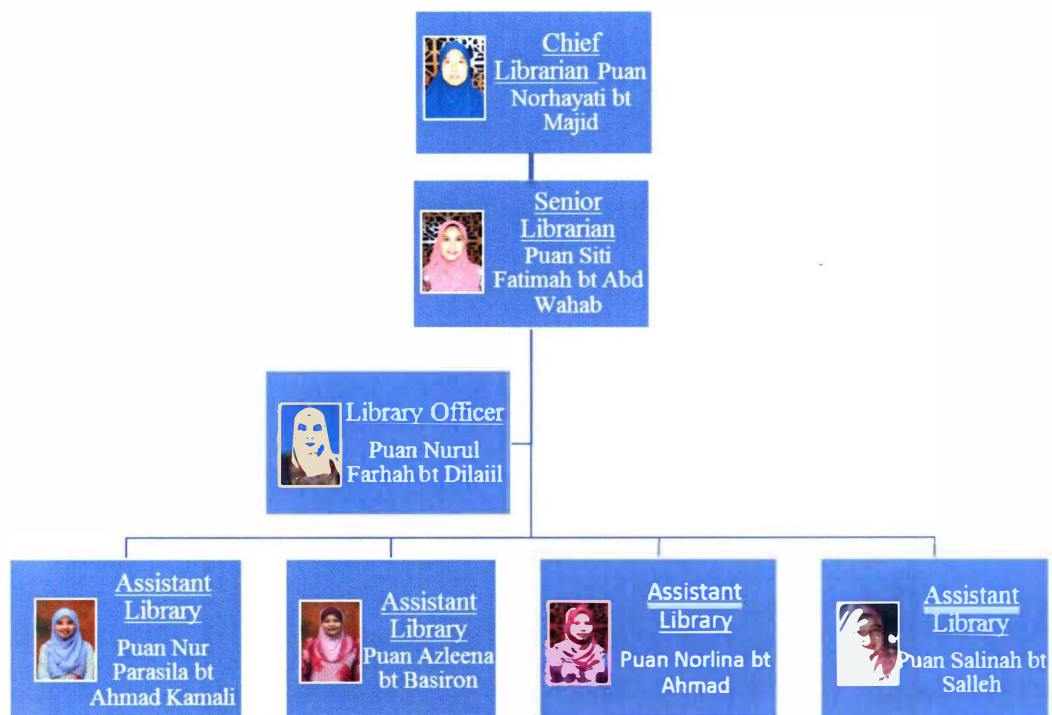


Figure 3: Organizational chart of PSA

1.7 Library collection

The PSA library provide a lot of collections for their users. The collections all related to their field of study that will help them with the learning process. The collections are not comprise of only one type of collections. PSA library have variety of collections such as general collections, reference collections, electronic collections, serials collections and many more.

1.7.1 General collection

The general collection comprises of materials that covering all the all the subjects of the academic programmes. All the general books are arranged on the open shelves. The books all consist of Malay and English. Perpustakaan Sultan Salahuddin Abdul Aziz Shah probably have more than 50,000 books that covered all the subject.

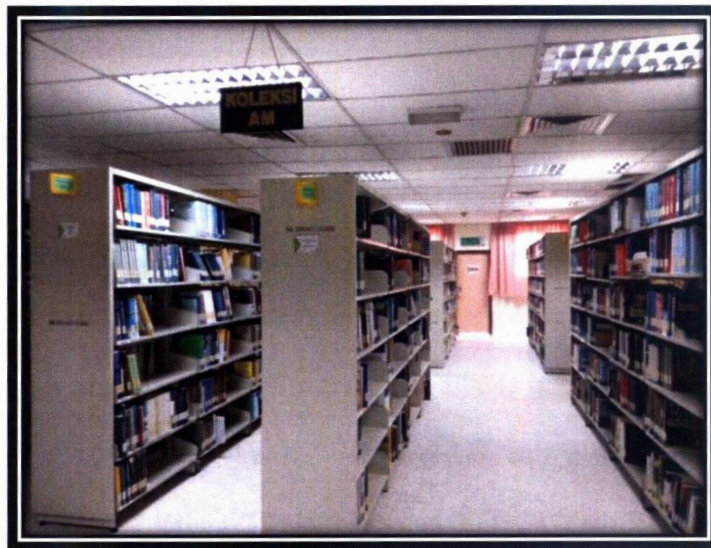


Figure 4: General collection of PSA

1.7.2 References collection

The Reference Collection is a collection that is design to be consulted. This collection can help answer questions as it provides quick fact about certain topic. The collection mainly comprises of dictionaries, encyclopaedias, directories, biographies, numerical data compilations, handbooks, manuals, bibliographies, yearbooks, gazetteers, atlases, indexes and abstracts. All the references cannot be borrow and only can use when student in the library.

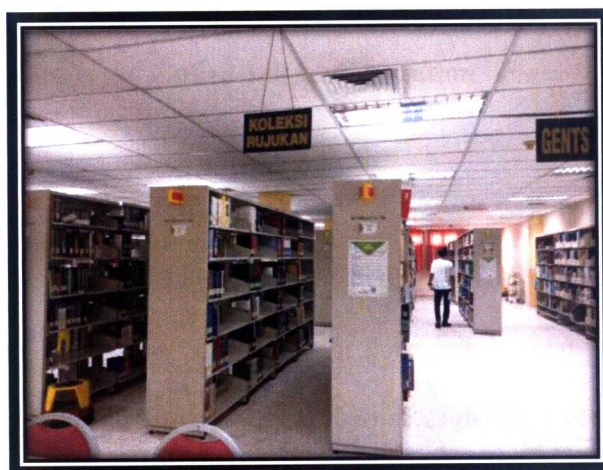


Figure 5: References collection of PSA

1.7.3 Serial collection

Serials collection is a collections that have many issue such as weekly, monthly or yearly. Materials in the Serials Collection are available in variety of formats such as online databases, bounded-journals, loose-journals and electronic journals. The collections placed in a light reading space consisting of journals and magazines, novel and comics.



Figure 6: Serial collection

1.7.4 Newspaper collection

Library subscribes to 7 daily newspaper titles for consumer readings, Utusan Malaysia, Berita Harian, Star, Sin Chiew Jit Poh, Tamil Nesan, Harian Metro and Sinar Daily. The daily output is placed at Corner Corner and previous releases are stored in the AVA Room during a week.



Figure 7: Newspaper collection

1.7.5 Children collection

Placed on a children's collection shelf. Consists of Collections General, Reference and Fiction suitable for children.



Figure 8: Children collection

1.7.6 Audio visual collection

The Audio visual Collection contains both online resources and multimedia items to borrow. The Library provides facilities for you to watch and listen to audio visual material. Consisting of VCDs, Audio CDs, and CD-ROMs, floppies, video tapes, audio tape and multimedia kit. This material is placed in the room AVA.



Figure 9: AV collection

1.7.7 Exam question collection

Exam questions are provided in softcopy form on PC OPAC 2. All the exam paper will be scan to make easier for student to study.

1.8 Library services

PSA Library provide a lot of services for their users. This is because of the role of library is to serve the users. So, PSA library provide variety of services as their way to serve their users.

1.8.1 Membership

All students, lecturers and PSA staff are library members automatically. The only need to be registered into the system for the purpose of book loans.

1.8.2 Loans

All the collection in the library get different days of loans. Students and lecturers also have get a different days for borrowing library collection. All registered members are allowed to borrow library materials according to their eligibility. Loan eligibility and borrowing period different for every borrower. Borrowing can be done either at the Self-Check machines or at the Circulation Counter. Users can do the borrowing process by themselves by using the Self-Check machines. If some users are not familiar with it, they can ask from staff at Circulation & Loan Unit. To enable the borrowing of library materials, users need to register their student/staff card at the Circulation Counter.

Total lending for students:

Collection	Quantity	Duration
General collection	8	2 weeks
Fiction collection	2	1 week
Children collection	2	1 week
AV collection	1	3 days

Table 1: Total lending for students

Loan amount for academic and non-academic staff is:

Collection	Quantity	Duration
General collection	10	1 month
References collection	1	1 weeks
Fiction collection	2	2 weeks
Children collection	6	2 weeks
AV collection	2	1 week

Table 2: Loan amount for academic and non-academic staff

1.8.3 Return

Users can return books at the Circulation Counter, Automated Bookdrop Machine and also at the Manual Bookdrop located outside the library building. The Automatic and Manual Bookdrop are available for 24 hours a day. This Bookdrop

service gives an option for users who wants to return books without going to the Circulation Counter whenever the library is closed. Users with disabilities can use the Manual Bookdrop outside other library which is very convenience for them. However, many students are more comfortable to return at the circulation counter.

1.8.4 Overdue fines

Library users will be getting fines if they late to return the books on time. Library users are supposed to return the library books before or on the due date. The effect from this is the user would not be allowed to borrow any library materials it the future until the fine is settle. This is the way library wants to encourage users to return books on time. This is because they want to give others the opportunity to borrow the books. Delay of material return, user will be charged fine and if necessary, blacklisted from borrow any library material for the duration specific.

1.8.4.1 Fines

For all fine users will be charged 10 cents per day for book materials while RM 1 per day for audio visual material for each one material. The fine count from the first day of the delay until the return time of the material.

1.8.4.2 Lost or damage library material

- ❖ Replace the substance and pass penalty
- ❖ Paid material prices and late fees
- ❖ Summons

1.8.5 Renewal

The users also can make renewal application if they still want to use the books. For the students, they need to come the library for renewal proses of the borrowing books while the officer are able to make direct call to the counter or come to the library.

1.8.6 Self checked machines

The self-check machines can be used by user who has valid membership card. This machines will allow users to do borrowing process by themselves. The Library provides 1 unit of Self-check machines for self-service borrowing of library books at the Library. During the borrowing, the Self-check machines will issue a due date receipt to be retained. Members are advised to retain this receipt for future references.

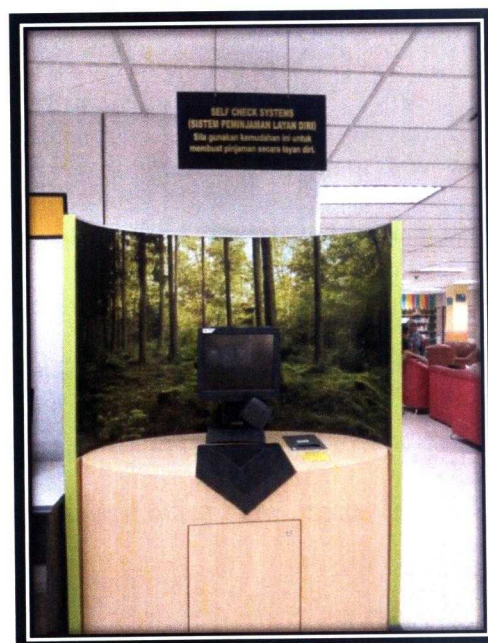


Figure 10: Self checked machines

1.8.7 OPAC

Library provides 3 computers for OPAC. Students can search any book using the OPAC. This 3 computers are limited only for OPAC using. This is to avoid any misuse of library property. This OPAC stations can help user to search for materials that they want faster. It is because they do not have to search one by one at each shelve. We also provide instruction how to use the OPAC. Students also can ask any librarian because it close by circulation counter.

1.9 Library facilities

A library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material, and may be a physical building or room, or a virtual space, or both. PSA library provide many services that can help more users to uses. Some facilities need to book earlier such as Bilik Teratai by online form.

1.9.1 Bilik Teratai

PSA library provide a big room for meeting or any event. The room are fit approximately for 30 people in there. The room only can be used other than student which is lecturers or outsider. Users can book the room from online form to set the date to use. The room provide a computer, projector, mic, speaker whiteboard and marker for users to use. This room can be used by booking for a purpose briefings, courses, seminars, meetings and others. The organizer should be responsible for the place's provision and equipment



Figure 11: Bilik Teratai

1.9.2 Bilik Kenanga

Bilik Kenanga also a big room that can be used by student. The room are fit for 20 people. Library provides a small white board and marker to use. Lecturer also can use the room for class. The room also are nearby Surau and also surrounded by books that can be used. The room can be use freely. User don't have to register or book the room.



Figure 12: Bilik Kenanga

1.9.3 Carrel room

Library has provides 12 rooms of carrel for students to study alone. Students only need to go to the circulation counter for register and get the key. Students need to give back the key after open the room to avoid any misuse of library property. When they register, they need to put how period of using the room. They also can extend their time of using these room if there is no is no reservation being made after them.

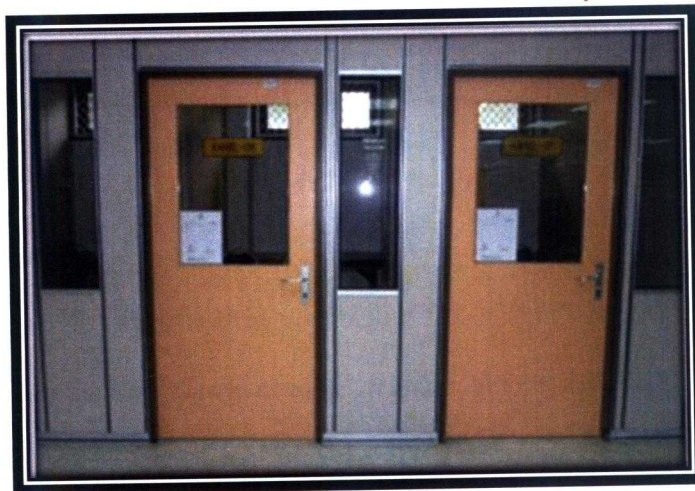


Figure 13: Carrel room

1.9.4 Discussion room

Library already provides 12 discussion rooms. Every room have different type of room. PSA provide 5 small rooms that can fit for 5 peoples in one time. The other 7 rooms are fit for more than 10 people. All the big rooms are provides whiteboard and computer. Library also provides one room that have sound proof. This is for any users that need to use any sound when they are meeting. This can help to avoid

interrupt any user when they meeting. Users only need to register at the circulation room and leave their metrics cards. They also can ask for the whiteboard marker and duster if they need it.



Figure 14: Discussion room

1.9.5 Computer laboratory

Library is offer PC with internet connection for student's academic use. Use of these PCs is unlimited. Users need to register before use it. PSA provide 30 computers for academic use.



Figure 15: Computer laboratory

1.9.6 Surau

Library also provide surau for Muslim student to perform prayer. The surau are divide by two for male and female. In the room also already have tap for wudhu'.



Figure 16: Surau

1.9.7 Toilet

Library also provides toilets inside the library. Tis can make people more comfortable at the library. Toilets are divided by two for male and female

1.9.8 Locker

There are 102 lockers at the Library, before the entrance turnstiles. They are free of charge and available to students who need somewhere to leave their belongings whilst using the Library. Lockers are issued on a daily basis until closing time. There also have CCTV around the locker area for safety.



Figure 17: Locker

1.9.9 Printer

Self-services printing machines available at multimedia counter. Users do not have to do bring books out to use printing machines as the library already provided inside for users' convenience. Printing is free of charge for the students. Students only need to bring their own paper and printing by themselves.

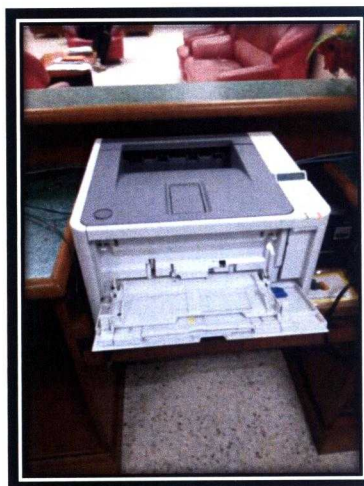


Figure 18: Printer

1.9.10 OPAC

Library provides 3 computers for OPAC. Students can search any book using the OPAC. This 3 computers are limited only for OPAC using. This is to avoid any misuse of library property. This OPAC stations can help user to search for materials that they want faster. It is because they do not have to search one by one at each shelf. We also provide instruction how to use the OPAC. Students also can ask any librarian because it close by circulation counter.

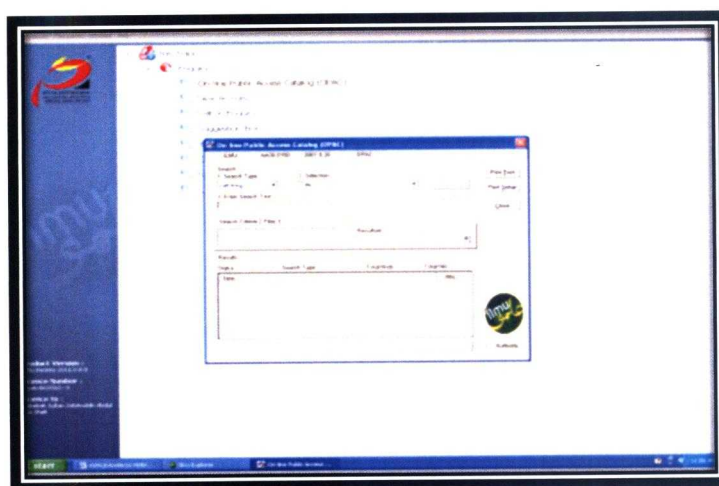


Figure 19: OPAC

1.9.11 Wi-Fi access

Library provide access to ‘internet without wire’ or Wi-Fi to users who use laptop or tools which able to access the Wi-Fi signal. Registration can be made at PSA Centre for Information Technology. The library also provide power supply charging points for users’ personal laptops. So users can use their laptop any long they want.

1.9.12 Leisure reading areas

Leisure Reading corner is located near to fiction area. This corner is dedicated for users who want to have light and leisure reading materials. The collections consisted of books about cooking, arts, sports, fiction, health and well-being, magazines, pictorial and many more. They also provide comfortable sofas for their users that suitable for their room's environment



Figure 20: Leisure reading areas

1.9.13 Newspaper

Library subscribes to 7 daily newspaper titles for consumer readings, Utusan Malaysia, Berita Harian, Star, Sin Chiew Jit Poh, Tamil Nesan, Harian Metro and Sinar Daily. The daily output is placed at Newspaper Corner and previous releases

are stored in the AVA Room during a week. There also a comfort sofa place near the newspaper area.



Figure 21: Newspaper corner

1.9.14 Circulation desk

Main circulation counter is at the entrance of the library. Here is the place where user can register for membership. Being a member of the library can give users a lot of advantages. The function of the Circulation Desk is as followed:

- ❖ Register for membership that will entitles an access for Barrier/Security gate, library materials/facility loan system, PC use and reservation and Digital Library Services.
- ❖ Borrowing/Returning
- ❖ Pay bills and clearance

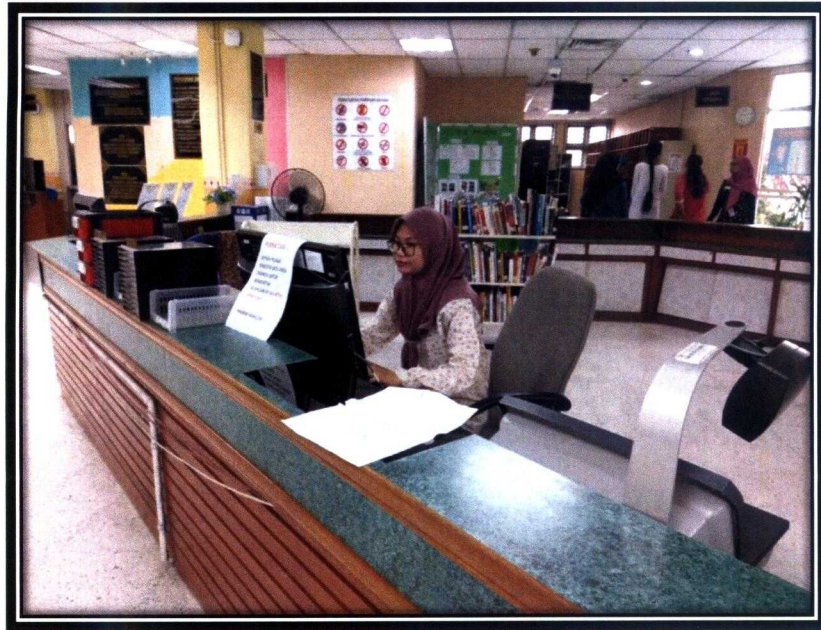


Figure 22: Circulation counter

1.9.15 Multimedia desk

Multimedia counter is located in front of computer laboratory. Through this counter, users can ask any questions regarding the collections in unit such as the theses. Users also can ask for staff's permission to see the restricted collections. Users also can ask for printing services at multimedia counter.

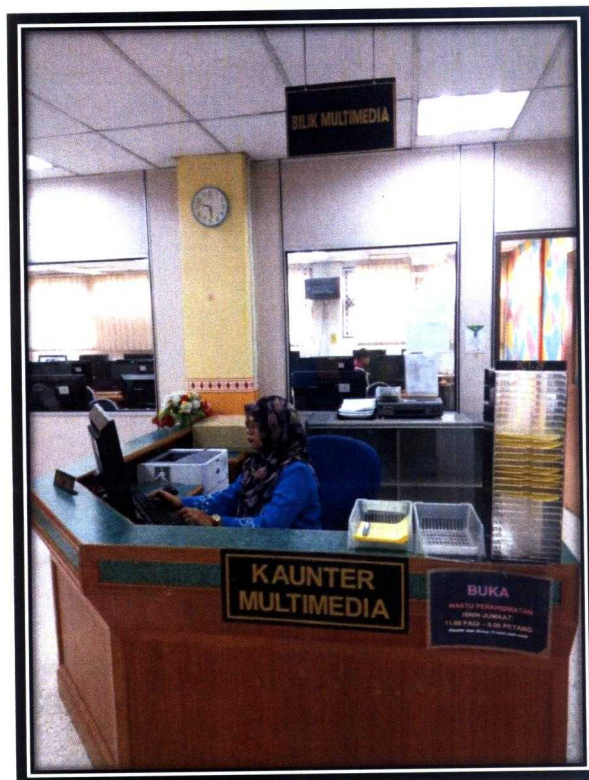


Figure 23: Multimedia counter

1.9.16 Internet workstation

Library provides 4 computers with internet in the library. From the internet workstations, users can use the pcs that has Internet connectivity. So students that do not bring laptop but wants to do their works can used the internet workstations. Students need to leave their metric cards and register to get the mouse before use it. This is to avoid any misuse of library property. Student also get unlimited times to use it.



Figure 24: Internet workstation

1.9.17 AV Room

Place reference material in the form of DVD, VCD, Audio CDs, CD-ROMs, diskettes, video tapes, audio tapes and multimedia kits.



Figure 25: AV room

1.9.18 Self-check machine

Library has provided one Self-service Loan machines at the PSA Library for users to borrow books on their own. Users are advised to follow the instructions available on the screen and next to the machine that easily takes them through the checkout process.

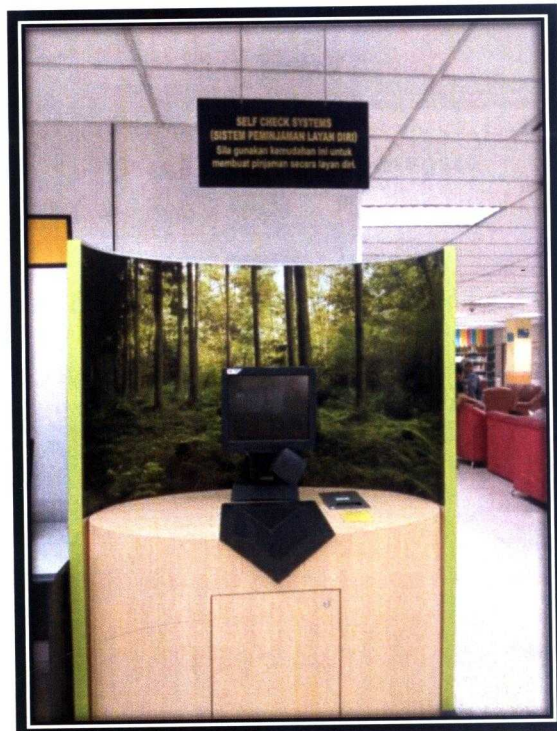


Figure 26: Self-checked machine

1.9.19 Reading open space

The open space comes with chairs, tables and open carrel. Reading open space can hold about 400 people users at a time.



Figure 27: Reading open space

1.9.20 Exhibition corner

Materials newly acquired by the library will be exhibited for 2 weeks. This corner also shows off useful information exhibition materials



Figure 28: Exhibition corner

1.9.21 Games

The library provides a light play games to users. Among the games are: Saidina, Chess, Crossword games and Darts. Users need to fill out the form at Multimedia counters and adhere to the rules set.

1.9.22 Information board

PSA library also have an information board. Trainee are assigned to paste any information from newspaper on the board. The newspaper will be cut and paste on the board. This can make student more interest to look and read. Information board are located near to the toilet.

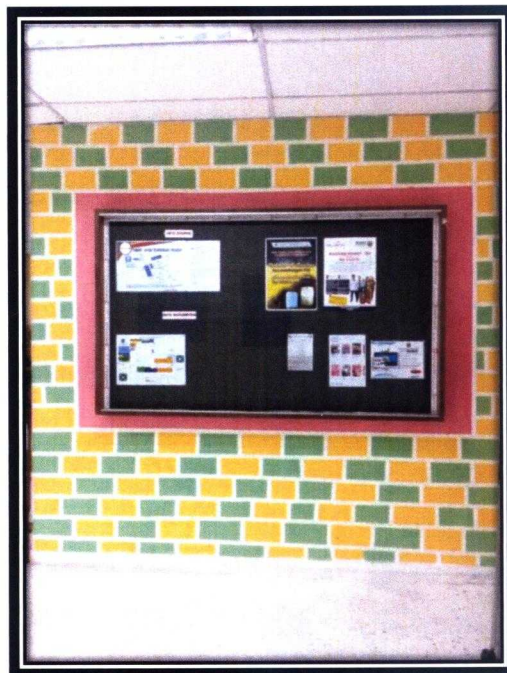


Figure 29: Information board

1.9.23 Annual report

PSA library also have collection of annual reports documents operational history of Politeknik Sultan Salahuddin Abdul aziz shah. Students or any users can get the annual report from the library. Users can get more information about PSA or the courses.



Figure 30: Annual report area

CHAPTER 2:

ORGANIZATION

INFORMATION

2.0 Organizational information

Perpustakaan Politeknik Sultan Salahuddin Abdul Aziz Shah is a small library. The library not divide the department as they are only have 30 000 of collection. All work from cataloguing to acquisition are done by the chief library and library officer.

The trainee has been explained orally by the library staffs about the function of every work course. Chief Librarian which is Puan Nor Hayati bt Majid already explained about all the function of every department or work course. Every month the trainee will be learnt different work course. This can help the trainee to learn and understand about duties in every department.

a) Circulation department

Circulation department in PSA is done by every staff in library. Everybody will take turn to be assigned at the circulation counter. The function of circulation department is that of circulation control. This is defined in a classic text as “that activity of the library, which, through personal contact and a system of records, supplies the reader with the books wanted. (Rach, 2018). The second function is role of circulation services is that of public relations. Often the first contact people make with a library is at the circulation desk, the centre of library activity for most customers.

b) Acquisition department

The responsibilities of acquisition department is to select the suitable collection for library. In PSA our chief librarian will take a list from all lecturers about collection that they want. Library also receive a donation from outsider and lecturer. Acquisitions administers the Libraries' materials budget and handles donations of gifts in kind.

c) Cataloging department

In PSA, chief library will catalog all collection. Librarian responsible to precataloguing search for cataloguing copy. All the collection bibliographic, holdings, item and authority will be records in the ILMU database for all items in the collections. After that, the collection will be processing of items to facilitate storage

2.1 Organizational chart

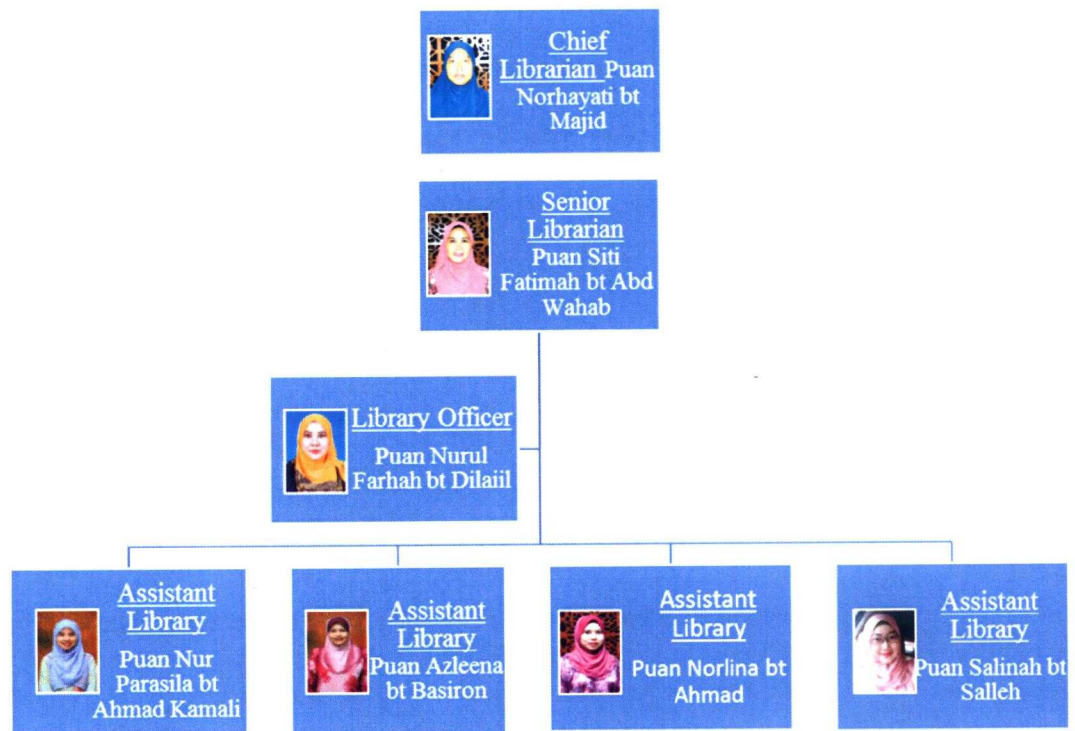


Figure 31: PSA Library Organizational chart

2.1.1 Responsibilities

Chief librarian

- ❖ Coordinates activities of library branch or department, and assists patrons in selection and location of books, audio-visual materials, and other materials: Trains and directs workers in performance of such tasks as receiving, shelving, and locating materials.
- ❖ Examines book reviews, publishers' catalogs, and other information sources to recommend material acquisition.
- ❖ Searches catalog files, biographical dictionaries, and indexes, and examines content of reference materials to assist patrons in locating and selecting materials
- ❖ May assemble and arrange materials for display.
- ❖ May prepare replies to mail requests for information.

Senior Librarian

- ❖ The Senior Librarian is responsible for the management, development and promotion of the library.
- ❖ They are responsible for helping support colleagues within the department and for Participate fully in the work of the department. Furthermore, they should help promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the department.
- ❖ Analyse current educational initiatives and trends in library and information services so that the service is based on the best and most up-to-date information and methods.

Library officer

- ❖ To be responsible for coordinating and carrying out duties relating to the delivery of library and enquiry services.
- ❖ Quality assurance in the recording of all enquiries received by Knowledge and Information Services.
- ❖ To contribute to, and identify opportunities for, the development of Knowledge and Information Services to help improve or change working practices.
- ❖ To maintain a collection of promotional materials and library products, and to support distribution.

Assistant librarian

- ❖ Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- ❖ Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- ❖ Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- ❖ Instruct patrons on how to use reference sources, card catalogs, and automated information systems.

FUNCTIONS CHART LIBRARY UNITS



Figure 32: Function chart library units

CHAPTER 3:

TRAINING

ACTIVITIES/

SPECIAL PROJECTS

3.0 Training activities

On 1st august 2018, the trainee has went to Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA) library to report on duty. Puan Nor Hayati bt Majid was in charge to give short briefing to all trainees. The industrial training can give the trainee a knowledge and experience about working environment in library. This can give a big knowledge and help the trainee how to adapt in working environment. The training start on 1st August 2018 until 31st December 2018. In 5 months training, the trainee gain many knowledge and can develop skill in working in library. All staff in PSA also give a big assist to the trainee in doing the work course. The following are the task that trainee performed during training in Perpustakaan Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA).

3.1 Everyday activities

3.1.0 Opening and closing library

Trainee was assign to work on weekdays from Monday to Friday from 8.00 am until 5.00 pm. On the morning, the trainee will assists to turn on all the lamps and air conditioner. After that, the trainee will take the statistics for students visit in library. This statistic will give the total of how many students come in one day. The trainee also assigns to stamp all newspaper with PSA logo. This is to avoid any misuse of library property.

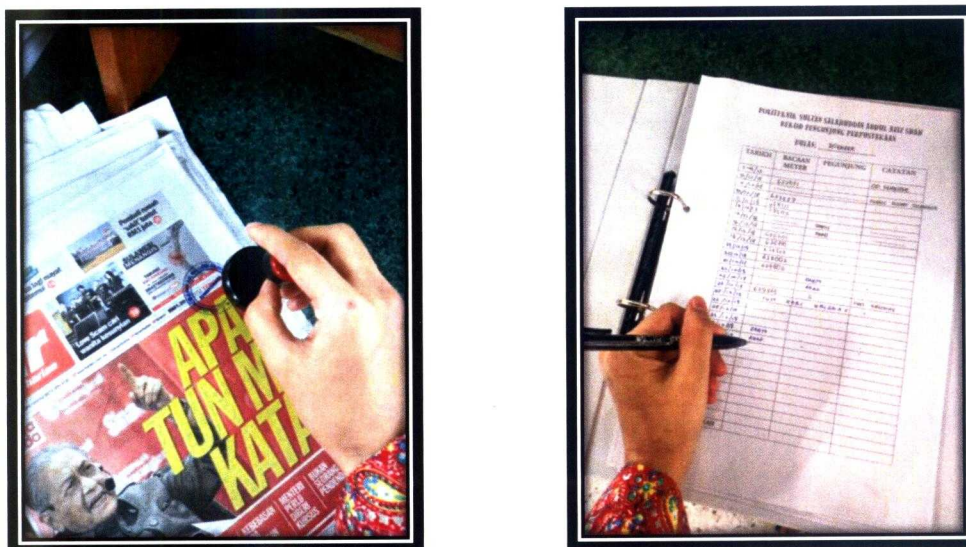


Figure 33: Trainee stamp newspaper and take a statistic for students visit.

3.1.1 Shelving

Shelving session is a task that trainee will do every day. Shelving session is the most importance activity in library. This is to make sure that library will look organized and tidy. Every morning, trainee will arranged the book that have been returned by users by their call number. Other than that, trainee also will arranged all book that have been read by students on shelves according to their call number. The shelves will be divided according to the number of staff in library. In PSA, every staff will get 10 shelves to arrange the book.

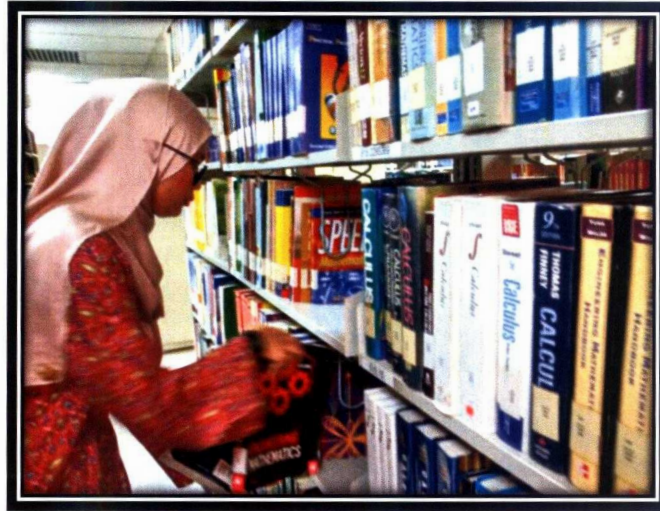


Figure 34: Trainee doing the shelving process

3.1.2 Assign at circulation counter

Circulation counter is one of the important areas in every library. The counter also are the nearer in the entrance so that user can see when they come to the library. The trainee gets many knowledge when they are assigned at the circulation counter. The trainee will be at the circulation counter every day but in different hour according to the schedule. The schedule will rotate between all staff in the library. In the circulation counter, there a lot of process that trainee can learn. Trainee can know how the process of borrowing books, returning books, renewal, and fine payments or register any discussion room.

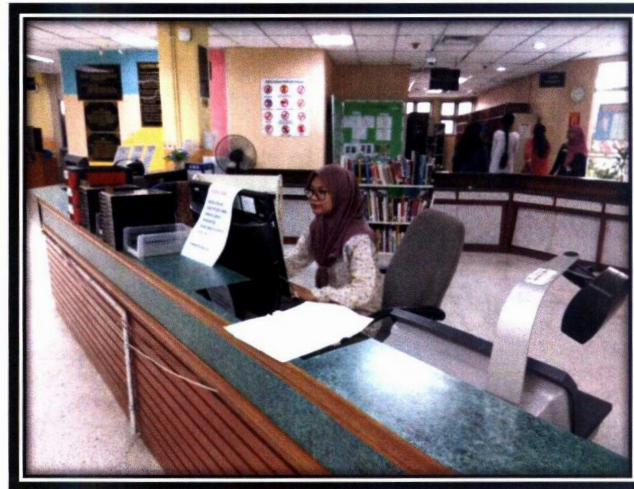


Figure 35: Circulation counter

In PSA, the library using system ILMU for borrowing and returning process of any collection. By using ILMU, staff only need to scan the barcode at front page of books and students metric card and the system will record it. The system also will show the dateline of borrowing books. Trainee also can look up if any users have any fine or not.



Figure 36: Registration for library member

Trainee also manages the process of borrowing discussion room from the students or academic staffs. Discussion room and multipurpose room is one of facilities that provided in PS to fulfil the user needs. For the use of the discussion room or multipurpose room, the users need to get permission and the key room from the library's staff. The students need to give their student cards as a proof that they are using the room.



Figure 37: Borrowing process

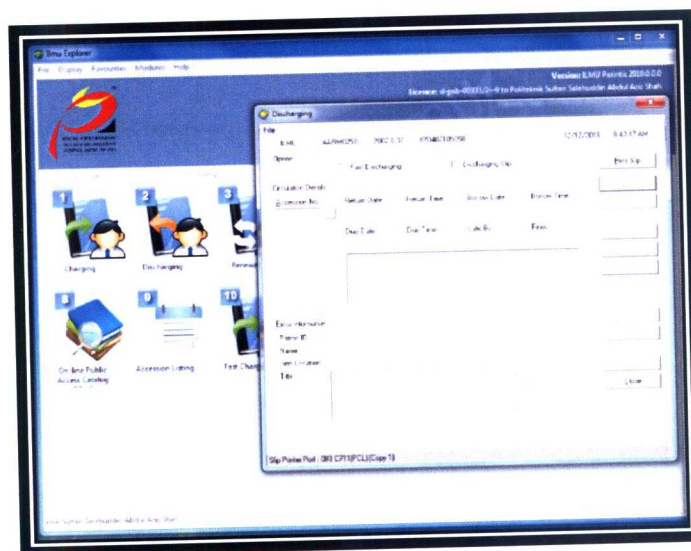


Figure 38: Returning book process

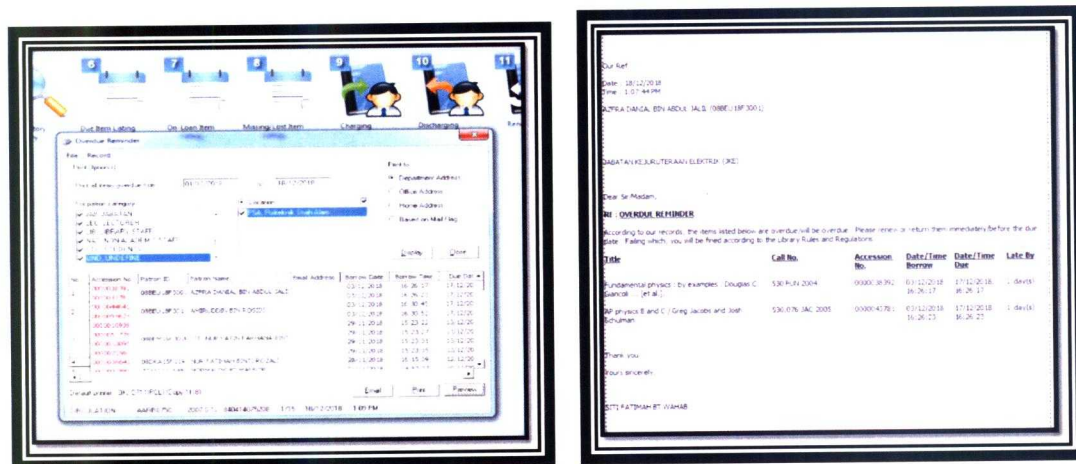


Figure 39: List and memo of students fines

3.1.3 Catalog “Buku Pinjaman Berkelompok “from Perpustakaan Negara Malaysia

Trainee also manages to process catalog of all “Buku Pinjaman Berkelompok “ from Perpustakaan Negara Malaysia”. Every 6 months, PSA will borrow 300 books from PNM. Before we return the books, trainee will check all the books and find if any of the books are missing. The process continued with collect all the books and arranges it according to the call number. The trainee will tied the books and put it in the box to bring to PNM. The trainee gets experience to go to PNM with other 2 PSA staff for loan book. PSA already have provide a vehicle which is a van to go to the PNM. This can make the process easier.

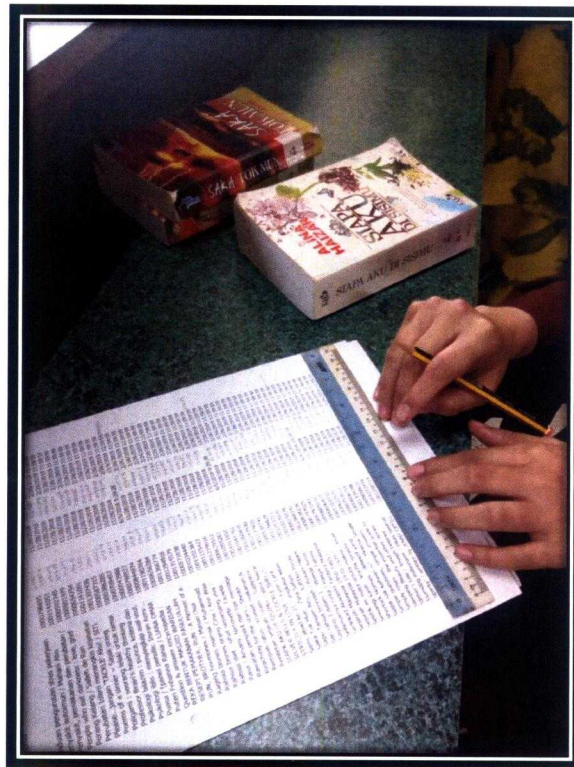


Figure 40: Trainee doing the process of checked list of book

After arriving at PNM, all books will be checked by PNM staff whether enough or not. If the books borrowed are insufficient or missing, PSA may pay a fine or replace with another book. After the staff done checking the books, we can start to search any books in the area of “Pinjaman Berkelompok” to borrow another 300 books. In this process, trainee get to know which books that suitable to be borrow according to what course that PSA have. All the books that we borrow have related with the course. Once a successful book loan is made, the books borrowed will be listed by the pnm to be recorded in the system

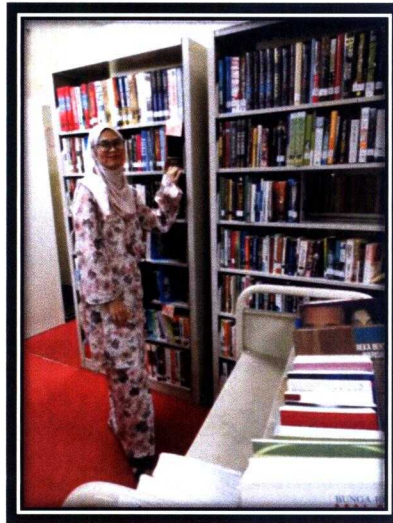


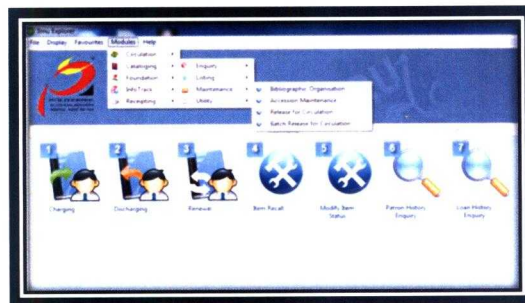
Figure 41: Trainee searching the suitable books

All the books will be catalog in ILMU system. Before creating a catalog, chief librarian will teach and explain to the trainee how to incorporate the system. PSA uses ILMU system to record all call number and accession number of collection. After all books are recorded in system ILMU, users can start to borrow the book.



Figure 42: Trainee is doing the process of catalog

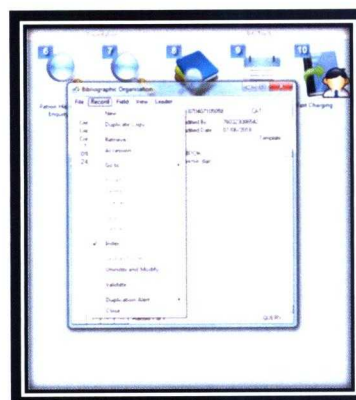
Step of cataloguing “Buku Pinjaman Berkelompok”



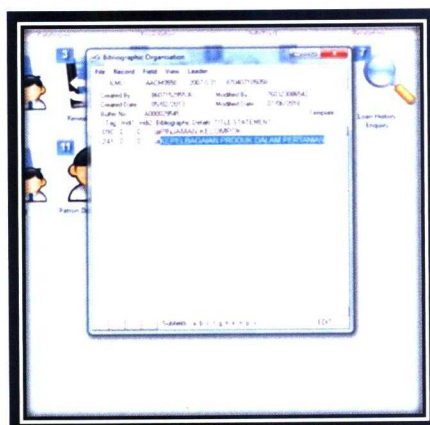
1. Go to the cataloguing maintenance



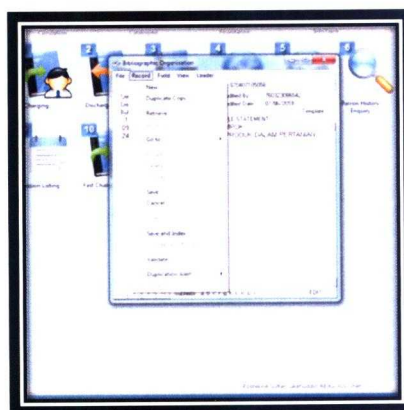
2. Enter the control number of the book



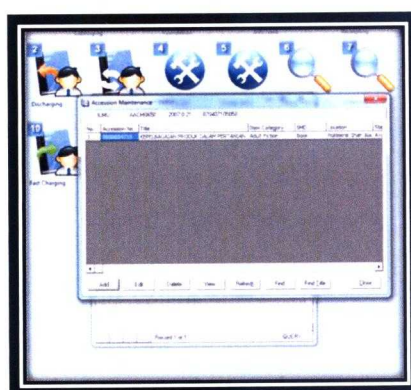
3. Unindex old catalog book



4. Change the title of book



5. Save and index the new catalog

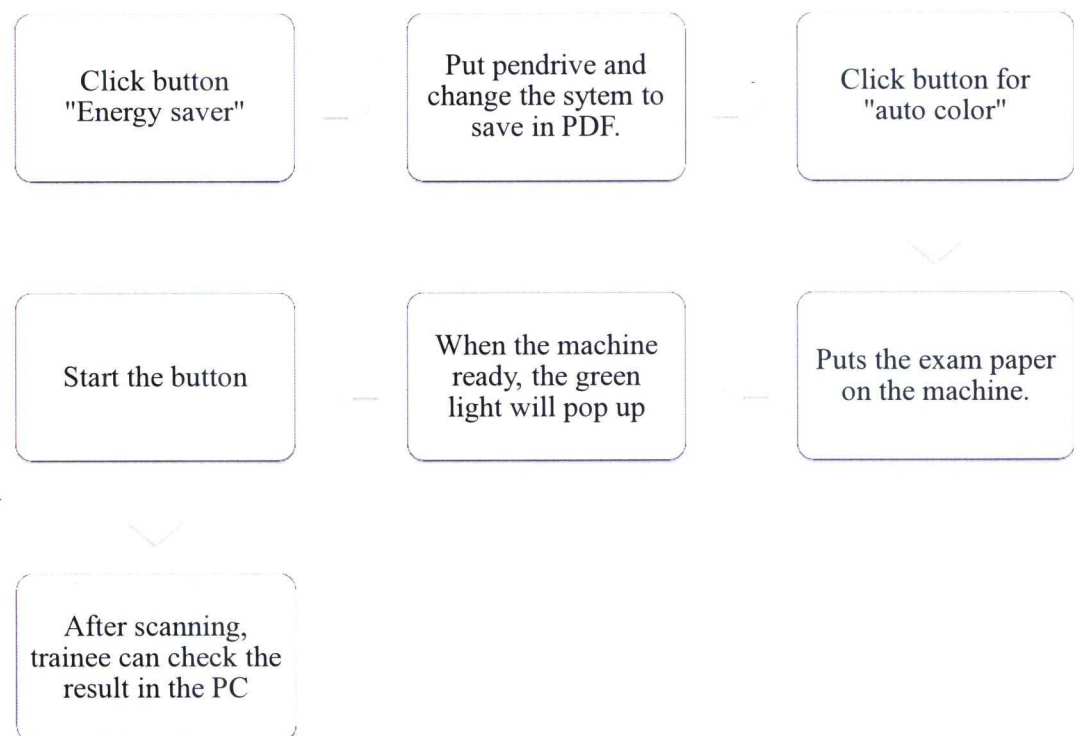


6. Check the accession number

Figure 43: Step of cataloging

3.1.4 Scanning books and exam paper.

All the books and exam paper that the Chief Library got in hardcopy format must be kept safely in a computer. This is because of that, all those books and exam paper must be scanned first after received and save in softcopy format. This activity will help the students and lecturers to check the books and exam paper both in softcopy format. Student can get the soft copy of exam question paper in the OPAC computer. Students only need to bring their pendrive and can copy the files for free of charge.



Step of scanning exam question paper

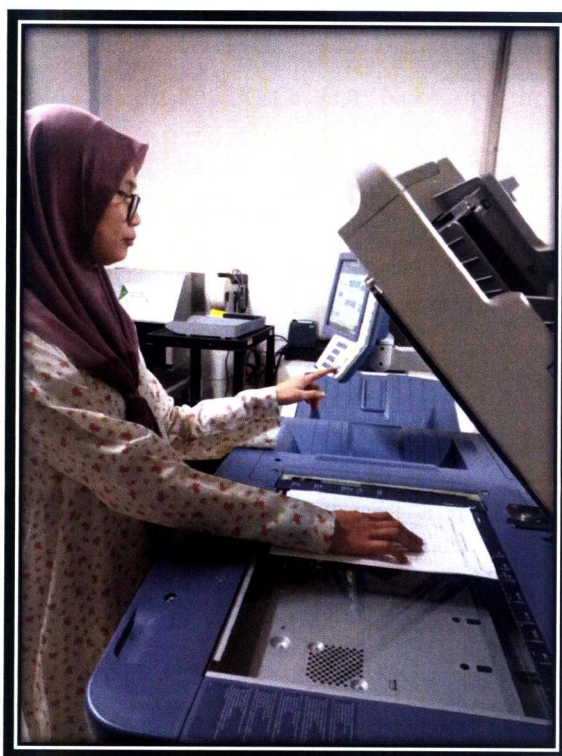


Figure 44: Trainee is scanning exam question paper

3.1.5 Record the statistic.

Trainee also assigned to do make a statistic for how many people borrow books in one month. The purpose of this task is to highlight how many people borrow book in every month made. It also became an evident because all the statistics have been recorded. Trainee can see the record in the ILMU system and make the statistic using excel. In the system also can give how many second the record is being done by the librarian. Every time students borrow, the record cannot more than 30 seconds. This is to avoid any insufficient time during that time.

3.1.6 Received gift books or materials

PSA had received so many gift books in a year. Normally, the gift books are from the students, academic staff and also guest. After PSA get the books, next it will proceed to the filtering process. Only selected books will be chosen for example, books with good condition, relevant content and syllabus book. The book will be arranged and trainee will make a list for make a number of accession. All the books will be stamp with the accession number and PSA logo. This is to make sure that the books are verified to be library collection. After that, all the books will be paste with a security sicker. The purpose of sticking a security sticker is to prevent any theft or the book being taken out without being borrowed first by users.



Figure 45: Trainee stamp acquisition number on the book

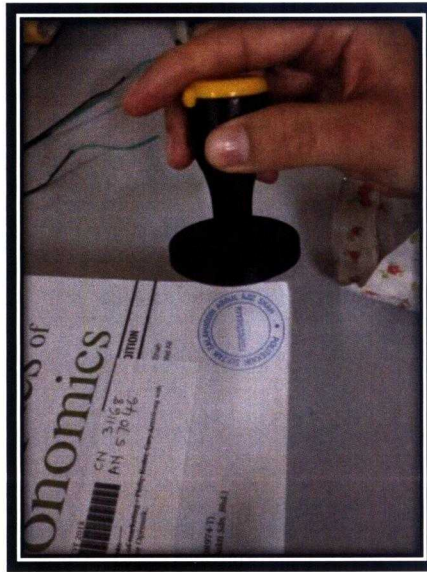


Figure 46: Trainee stamp PSA logo in the book

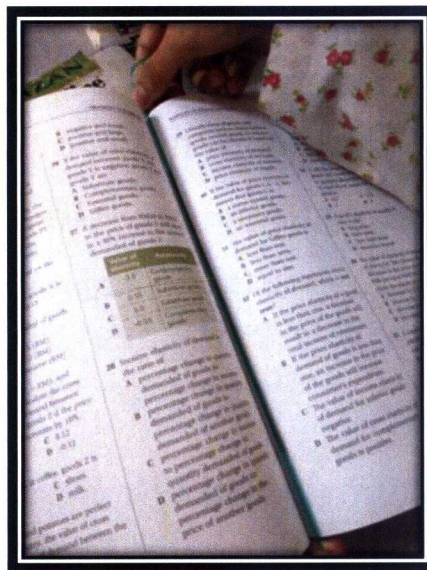


Figure 47: Trainee are place strip sticker in the middle page of book

3.1.7 Cataloguing received gift books or material

Cataloguing is the continuation process after acquisition. There are 3 category of cataloguing which are original cataloguing, copy cataloguing and duplicate cataloguing. Original cataloguing is the books catalogued by the cataloguer from beginning to end by himself. Copy cataloguing is the cataloguer copied the book's bibliography from other parties while duplicate cataloguing is the process of taking an existence bibliographic data from old record.

In PSA, chief librarian use to using original and copy cataloguing. Other than that, for copy cataloguing, it needs the several of sources that can help the cataloguer doing cataloguing ranging from Ohiolink, WorldCat and Library of Congress Catalogue. From that page, the cataloguer will copy the selected data from selected tag into their system.

Our chief librarian will browses The Cataloging Calculator pages to get the cutter number. This page can only log in by the registered librarian. For getting the subject of the books and materials, Classificationweb.net will help the cataloguer.

3.2 Special project

3.2.1 Make an exhibition board

It is like a must for PSA makes and decorates an exhibition board for every semester and the theme or content depend on the librarian. Trainee are assign to do a ‘Merdeka Exhibition’. The objective of this exhibition is to highlight the importance of knowing our history. The purpose of exhibition is to celebrate National Day and Hari Malaysia.

Trainee assigns to look up any interesting information about Malaysia for reading purpose. Other than that, trainee also can decorate library with flags and many more. Trainee decorates the library using foam to make a beautiful monument about national day.



Figure 48: Trainee is preparing the exhibition

Trainee started preparing for exhibitions that the Librarian had commissioned as looking for reference materials related to National Day and Hari Malaysia. Trainee start to search any interesting information and picture that related to the topic.

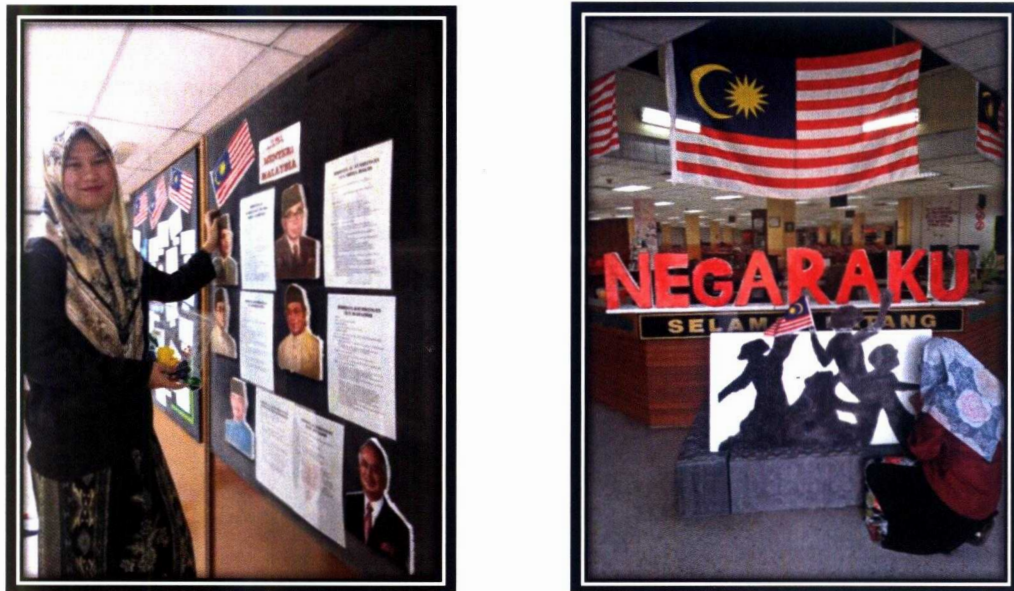


Figure 49: Trainee decorate the library

3.2.2 Merdeka Weeks

Other than exhibition, trainee prepares an event which is “Merdeka Movie” at the library lobby. Trainee collect all the history movie to show on the open screen. Trainee cooperate with UIDM department to get the screen, speaker and laptop to make an open cinema in the library. This event purpose is to make library users have more fun when they are in the library. This event also not interrupts any students that are studying in the library because it is held in the front of library. Some of the movies that we show are:

- ❖ 1957 Hati Malaya
- ❖ 29 Februari
- ❖ Leftenan Adnan
- ❖ Malaysian documentary

During the event, we also open Asian Games live as it be held at the same time. Many students show up to support the event. This events being held for almost three weeks.



Figure 50: Movie for Merdeka Weeks Event

3.2.3 Informational literacy

Trainee is assigned to help handle library information literacy class for new students. This class is for students who just register and have no ideas about how the library works. In the class, students will be taught about how to use advanced search, searching for book at the shelves, theses, journals and many how to use ILMU system that was provided by the library. PSA library did not subscribe any online database. So as a trainee, we also taught the students how to use U-PUSTAKA which is online database that are free to use by Perpustakaan Negara Malaysia (PNM). Trainee is assigned to help students to register themselves so that they can use the database freely. The register also is free to do. For students in semester 3, trainee are assigned to help them to recognize any online database except u-PUSTAKA which are, Serambi Ilmu Rakyat, Full Free PDF and many more. This online database can provide them more article and reading collection that can help them to improve their assignments.





Figure 51: Trainee is teaching Information Literacy to new students.

3.2.4 'One day Healthy' event

One of the special events in PSA is "One Day Healthy" event. This event are organized by our Library Officer which is Puan Nurul Farhah. This event are cooperation between PSA, Health Ministry and Kolej Komuniti Selayang. A speaker from health ministry giving a speech and a little bit of explanation about healthy food. This events objectives are:-

- ❖ To educate students about food and healthy
- ❖ An approach that teaches the students about food they should eat sparingly, sometimes and frequently.
- ❖ To raise their consciousness about the need of all people to have nutritious food.

The events also welcome a group of chef and their students from Kolej Komuniti Selayang to show an easy way and healthy food to the students. The students also are gives a sample of the food to taste. Other than that, we also do some quiz match among the students. The students that have high mark get a prize. All staff in PSA also give cooperate with coming to our events. Some of the library staffs also helping us in decorating the venue and being committee member in this event. This event was held in Bilik Kenanga. total of students that come to the events is more 100 people.



Figure 52: Students listen to the talk about event “One Day Healthy”



Figure 53: PSA library staff help in the event



Figure 54: Cooking show from Kolej Komuniti Selayang



Figure 55: Book sales from Karang Kraft

3.2.5 Decorating library.

Trainee also gets assignment which is to decorate and make the library more fun to the user. This project is being held on the semester break. This is because we want to avoid any disturbing or uncomfortable to students when this project are being done. Trainee and all staff are discussing together about what project need to do to make the library more cheerful than before. We also get the permission from our Senior Librarian to make a change for the library. Trainee gives many ideas for decorating in specific area. In conclusion, we are agreed to do some geometrical pattern in some areas in the library. The pattern may help the students feel amaze and relax when they in the library. We also use a suitable colour which is soft colour. This is also may be some of the important part in decorating the library. The colours must not to bright. A soft colour like green, yellow and blue might help students to feel more relax and not stress.



Figure 56: Trainee is preparing and painting the wall in the computer laboratory

Trainee also decorate in the Bilik Kenanga that nearest with Surau. Bilik Kenanga are always full with students who want some privacy with their group but in open space. So the decoration are light to make they feel comfortable.

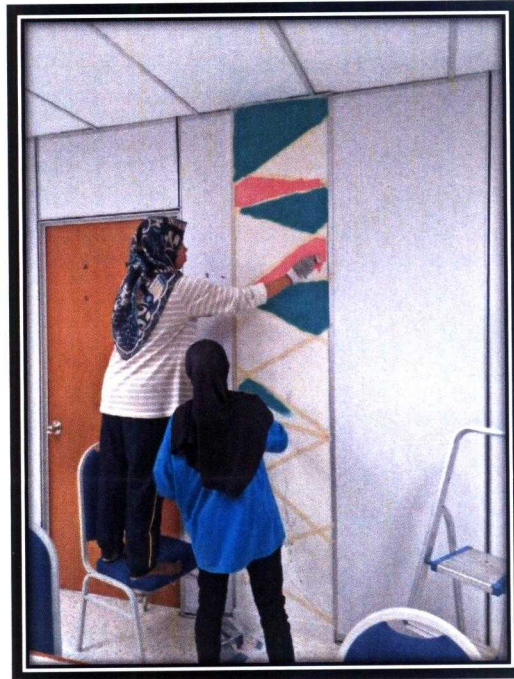


Figure 57: Trainee and staff library panting the wall in Bilik Kenanga

Other than that, trainee also decorate the wall at informational board. We used a different pattern which is block pattern to make it more lively and fun. Other staff also participate in helping trainee to painting the wall.

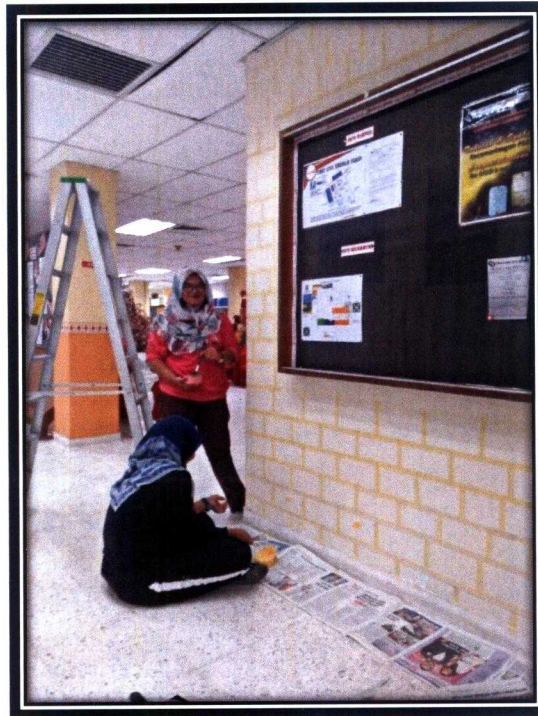


Figure 58: Trainee are prepare the decoration for painting wall

PSA also have a children collection. Trainee also assigned to decorate the children corner with more lively design. Trainee chooses a bright colour which is blue, yellow and

pink to decorate the wall. In that area, trainee used line patten to make the area cheer. Trainee also draws a Tetris games on the wall. This can make the area more fun. Trainee also gets to buy some sticker or other decorator to decorate the area. Trainee stick an alphabet sticker on the wall that suitable to the users. Other that painting the wall, trainee also assigned to rearrange and cleaning and removing the dust in that area.

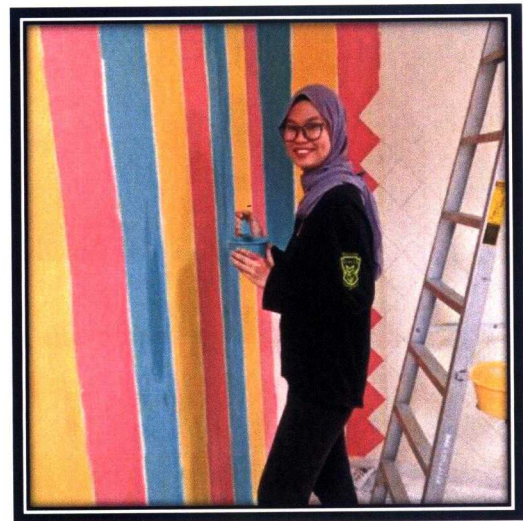


Figure 59: Trainee prepare to decorate children area

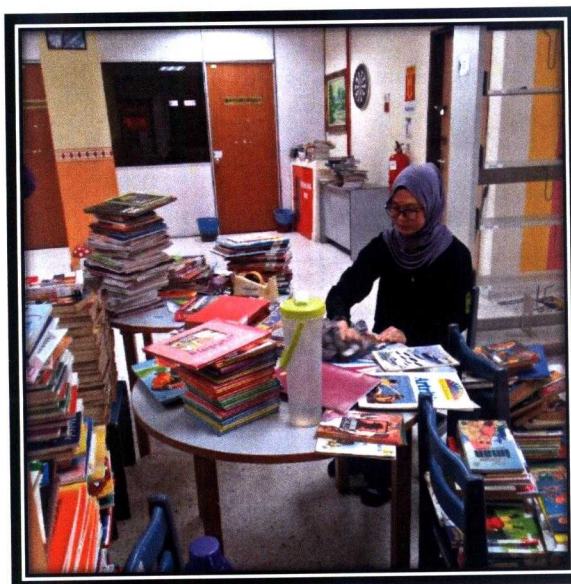


Figure 60: Trainee cleaning and removing dust

3.2.6 Rearrange general collection of the library.

This project is the biggest project. This project happened for almost 4 months for trainee to finish this project. On the third week of practical in PSA, trainee received this project to rearrange the collection. This is because there are too many collections of books on the shelves and it is not suitable for the book's condition. Library also received some new shelves to arrange the book. Trainee gets help from the library staff for how to arrange the book properly. Trainee received an explanation from assistant library, about the suitable lengths to arrange the book. As it already explained the important part in rearrange the book, trainee understands and received a good knowledge about arranging book. Trainee need to arrange the general collection from call number 001 until 800.

Trainee need to move the books from their old shelves to the temporary shelves. This makes the job easier for trainee to arrange the books according to the call number before rearrange to the new shelves. In this project, trainee can practice to arrange the book according to the call number.

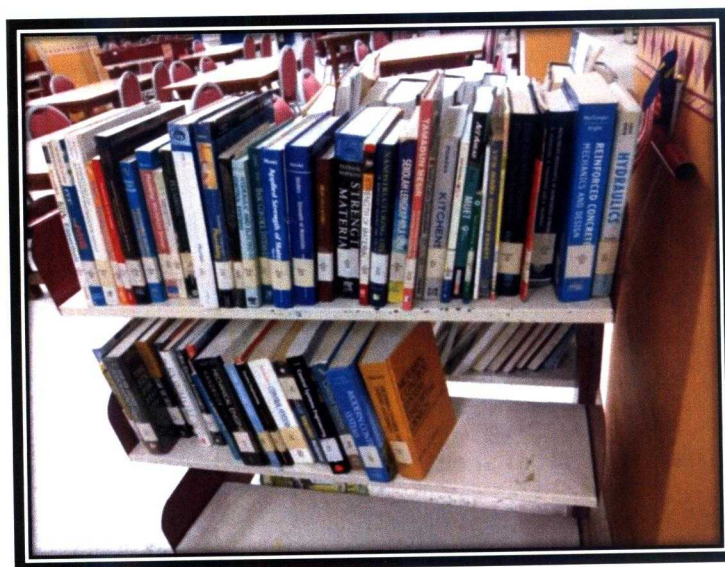


Figure 61: Trainee move the books to the temporary shelves

Trainee then put the book that already been arrange by their call number to the new shelves. In this part, trainee can know how much length for books to be arranged. The books need to be arranging up to one hand of length. This is to make sure that the book is not too dense and easy for students to pull out the books.

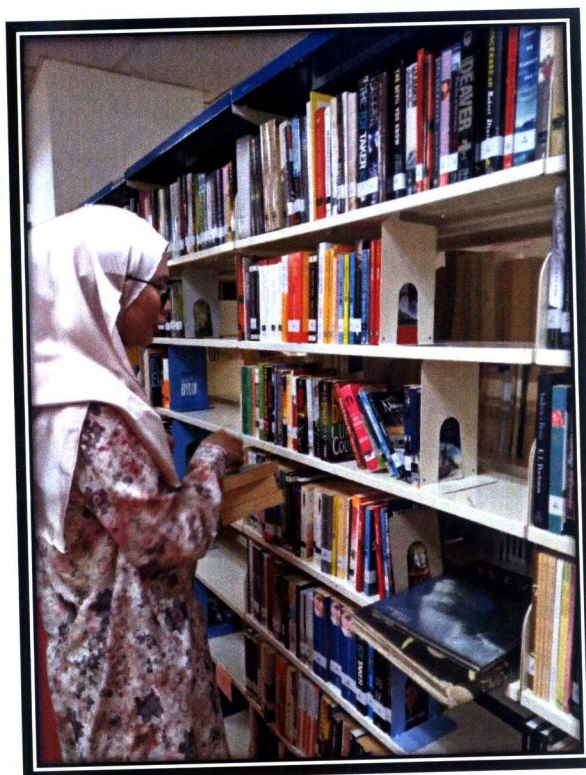


Figure 62: Trainee rearrange the book to the new shelves.

After arrange the book to the new shelves, trainee need to put a tagging number on the shelves using masking tape. The tagging number shows the call number of the books on the shelves. The reasons trainee put a temporary tagging number is to make sure students can find the book at the right place. After trainee finish arrange the book on 1 shelve, the number will be print out using a special tools.

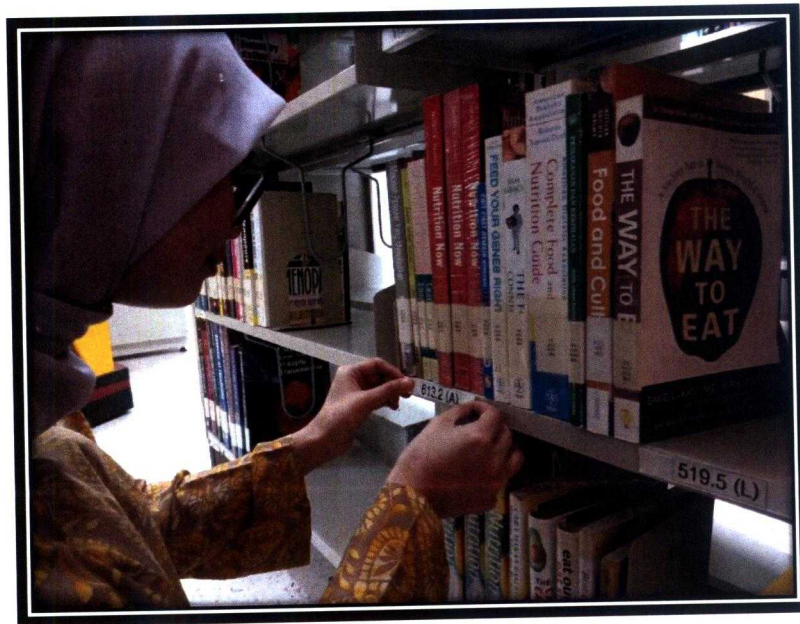


Figure 63: Trainee put a temporary tagging number on the shelves

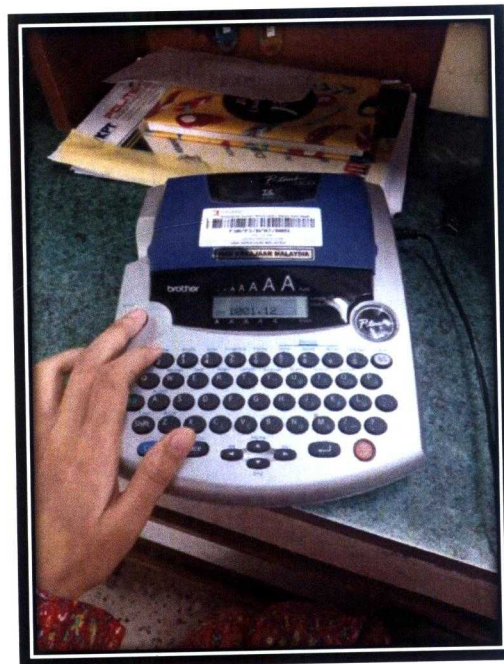


Figure 64: Trainee print out the tagging number using special tools.

3.2.7 Karnival Pendidikan Smart Selangor

On 10th until 12th November 2018, trainee is assigned to take part in the Karnival Pendidikan Smart Selangor held at Shah Alam Convention Center (SACC). Trainee are in charge booth at the event to promote the courses that PSA have. This event is being enhanced by highlighting awareness on Disabled People, science, technology, engineering and mathematical activities (STAM) starting from pre-school to university. There are many people that came to search any institute that provide a good courses and the event also provide many activities to make the event more fun. There are some institute other than Politeknik which are UiTM, PERPUN, Kolej Komuniti and many more. The event also are range from various age. So there are many activities that suitable for various age. In that events also, many contest are being held such as coral speaking, singing, acting. Cooking and colouring for children. There are also an event for pra-school teacher which is Seminar Pemerkasaan Guru Pra-Sekolah. The event invite singer and a motivator to give a talk and do a performance. Trainee get to improve their soft skill in interaction with many people that asking about the organization.

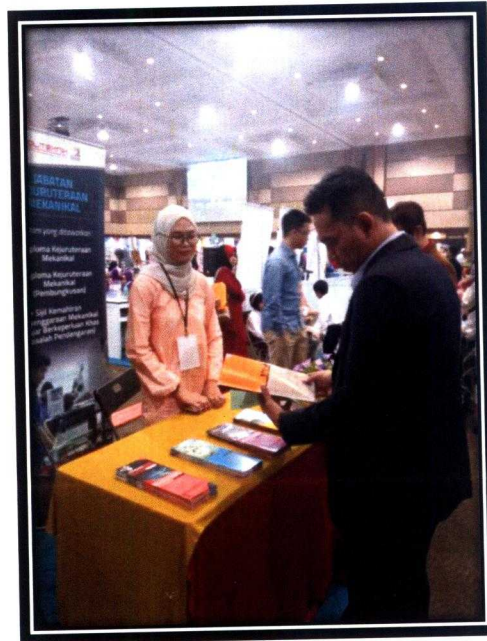


Figure 65: Trainee promote PSA to people



Figure 66: Trainee with chief library at PSA booth

3.2.8 Karnival Mari Membaca dan Hari Terbuka Univeristi Teknologi Malaysia (UTEM)

Trainee also takes part in Karnival Mari Membaca dan Hari Terbuka Univeristi Teknologi Malaysia (UTEM) held at UTEM, Kuala Lumpur on 27th November 2018. This event aims to encourage the youth to continue reading in an effort to enhance knowledge as well as to know UTM Kuala Lumpur in close proximity. 2 library staffs which is our chief library and a staff come together with practical students to join together at the event. 25 students of PSA also join together to go to UTEM Kuala Lumpur .PSA also provide a bus that can fit to 30 people to go to the event. There are many activities held at the event. All the activities can help us to improve our knowledge and make a new friends. Some of the activities are:

- ❖ Promosi Perkhidmatan & Pendaftaran u-Pustaka;
- ❖ Promosi Perkhidmatan Digital PNM;
- ❖ Pendaftaran Keahlian Perpustakaan UTM;
- ❖ Aktiviti Tulisan Jawi;
- ❖ Sembang Orang Muda : Membaca Pencetus Minda Kelas Pertama;
- ❖ Bengkel daripada Tesis kepada Buku;
- ❖ Kelas Menulis Media Sosial;
- ❖ Sesi Bedah Filem;
- ❖ Demo Bersama Dr. Buku;
- ❖ Tukar dan Baca;
- ❖ Pameran Jabatan/Agensi; dan
- ❖ Jualan Buku serta pelbagai produk



Figure 67: Trainee at Dewan Utama for inauguration



Figure 68: Trainee with PSA staff and students



Figure 69: Trainee learn how to sew book



Figure 70: Poster of the event

3.2.9 Helping the process of audit

PSA library have received an internal audit for the preparation of SIRIM audit. Internal audit conducted to make sure all the unit in polytechnic has prepared before SIRIM Audit. Internal audit purpose are to checked all the assets that unit have. The person that in-charge the internal audit was checking all the assets that the library have. During the internal audit process, trainee helps to speed up the auditing process by stamping the letter and sticker on each of assets. Trainee also helping staff to organize files for file audit checking. Trainee and all library staff need to check the barcode of each asset that library have and need to search the location of the assets in the library. Trainee also check all the list of book on the shelves and make sure the security are good in the library.

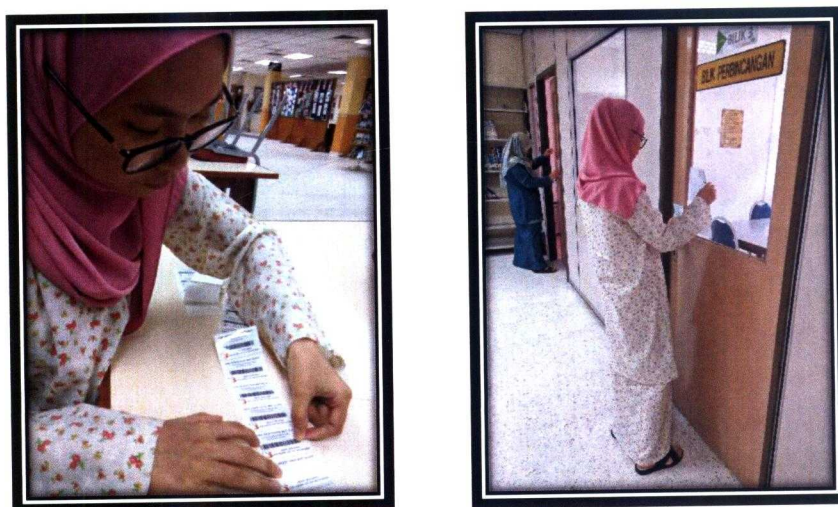


Figure 71: Trainee helping to put a barcode sticker at the library assets

CHAPTER 4:

CONCLUSION

4.0 Industrial training reflections

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

Industrial training is a medium for trainee being exposed to real nature of work. It is good for students who has none of working experience to learn about working environment. After 5 months doing an internship at Perpustakaan Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA), I gained a lot of knowledge and experience. Even though it only a small library, but doing internship at there is such a good place. Throughout the working time, I also learn a few skill and gain many experience in real work realms.

A. Self-esteem and soft-skill

The trainee has also gained self-esteem skill during training at PSA Library. For instance, doing an information literacy class encourage me to communicate with many people especially students. In this project, I learn how to control my self during teaching for almost 30 persons in one time. Puan Nor Hayati also have gave trust us to conduct a class in this such big project.

Other than that, I also communicate with other users such as lecturers or outsider that came to the library. Being assigned in circulation desk make me realized that in order to experience the real nature of work, we must have confidence to approach or being approach by someone.

B. Professionalism

Another skill that trainee gain during industrial training is professionalism.

Government institutions are common with professionalism attire and attitude. The

trainee has learnt a lot about professionalism especially in attire. At the faculty, the trainee is always wear casual and only wear formal attire during presentation or special occasion. Nevertheless, during training the trainee needs to looks professionalism everyday by wearing proper clothes to go to the library. Besides that, the trainee always put in mind to get professionalism skill with all the staff. All staff are very nice to us. So even though they are very nice, we must stay professional in doing our work. Within 5 months, I learnt how to respect people more and ask permission from senior before start the work so that I can avoid from doing any mistake.

C. Team work skill

I also gain team work skill with other trainee during training at PSA library. In 5 months training, team up with other trainee improve my team work skill. In order to complete the job within the time, we need to work together to make sure that everything is finish nicely according to what the organization want.

For instance, in decorating the library, we are responsible to decorate the library themselves. So in order to make sure that the result is satisfied by all staff, we think together and prepare all stuff for decorate the library. Thus, teamwork and responsibility are connected value gained by the trainee during five months of industrial training.

D. Multi-tasking

Other than that, I also got exposed with multitasking work where we have to do many works at the same time. This is normal as any worker should have the multi-tasking skills to become a really competent worker. So, through the industry training, I get to learn on how to manage my time to do the multiple tasks at the same time. This gave me an experience to do the multiple tasks at bare minimum.

4.2 Personal thought

Trainee thoroughly enjoyed the internship at PSA library and now have very valuable experience. This will help when looking for jobs and needing references. There are many experiences and knowledge that trainee have gained over the industrial training period. In this section, trainee would discuss about personal taught and opinions that trainee felt during doing industrial training.

A. Workplace environment

During 5 months practical in library PSA trainee feel happy with the environment around the workplace. The environment are really comfortable for a student to experience a real nature of work. PSA library have a complete facilities for training to complete their training industrial. In the library, there are already provide toilet and surau for everyday used. Library staff and user not have to walk outside to search the toilet and surau because it already be provided by library itself. In the office also provide a pantry and surau that located in the office for staff use only. This can make trainee

more comfortable to rest during off time. Organization also provide a specific place and a computer for a trainee to do work comfortably. There are proper equipment was prepared for trainee like computers, networking site and working tools such scissors, punch-hole, staplers and others.

B. Friendly staff

Open communication was one of the strongest and most apparent skills that trainee learned during the internship. When trainee first started interning, trainee was intimidated and nervous to ask too many questions because too shy to ask for help with something. Luckily trainee got over that fear quickly because all the staff are friendly and very helpful. They treat trainee as their sister. They explained and help trainee in complete the job. They helps us and teach how to cooperate with the user in a good way. The users or students at the PSA also are very friendly. Students and other staff always greet us with smile.

4.3 Limitation and recommendation

During 5 months training at PSA library, trainee realized there are some limitation that library can improve.

1) Budgets

The library has experienced the lack of budget this year because of the economic situations. This year is the least budget they got from the

government. So, there is limitation for them to purchase books to the collections or do any activities that required them to use money.

Recommendation

As the library is having less budget, they have to do something to generate the income for the library. Staff can do some fundraising to generate money. Library generate can income by held some events such as “Games Day” or “Library Open Day” in the library with and sales some book or stuff that students like.

2) Lack of equipment for disability students

The library are not have any equipment for disability students. In PSA, there are some students that have disability so it really important for library to have an equipment for them.

Recommendation

Library need to provide a special equipment that disability students can use. Library also can make a signage that show the step to use the equipment. Other than that, organization can held a special class for every staff that can learn about how to deal with disability students so that they can help the students more comfortable.

3) Not up-to-date for serial collection

The library are lack in update the serial collection. All the magazine, journal and any proceedings are not up-to-date for students to use. Moreover, library also not subscribe have any online database. So it become hard for students to search any information such as article for their assignment.

Recommendation

PSA library need to update their serial collection. An up-to-date collection can encourage students to come and read. This also important for them to know the up-to-date information in order to do their assignment. For online database, it is not compulsory for an organization to subscribe, but at least they always do a class for a students to know where to search any site that can be trusted. Library also can put the website as a front page in every computer so that it easier for students to use.

4.4 Conclusion

Industrial training is essential for fresh graduate to gain practical knowledge and applied knowledge, content, skills gained at the faculty. The time frame of this training is appropriate for me to gain skills and adapt to working environment. The five months spent in PSA Library has given a really wonderful and meaningful experience for me as an internship students. It give me the opportunity to face the real working environment with tasks and responsibilities given for me. The industrial training give me a lot of practical knowledge and work that I cannot get during my study at the university. Other than that, the industrial training has gave an encouragement for me to become more prepare for a professional career in the future. Through the internship training, it has offered me the opportunities to learn and develop myself in many areas. Other than that, I am also managed to improve my library skills and soft skills. Lastly, through practical training, I have gained an exposure to systematic work coordination with the environment that is filled with friendly staff that are always be there to help me when needed.

References

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Unit Perpustakaan, Politeknik Sultan Salahuddin Abdul Aziz Shah. Retrieved
December 31, 2018 from <http://www.psa.mypoliteknik.edu.my>

APPENDICES

APPENDIX A

ATTENDANCE



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR YULAILY BINTI SAMARUDIN No. Matrik : 2015263422
No. I/C : 950726-10-6744 No. Telefon : 019-6400644
Nama / Alamat Organisasi : PERSIARAN USAHAWAN, POLITEKNIK SULTAN SALAHUDDIN ABDUL AZIZ SHAH,
40150 SHAH ALAM, SELANGOR
Nama Penyelia : PUAN NORHAYATI BINTI MAJID
Bulan /Tahun : OGOS 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 OGOS 2018	8 AM	5.30 PM	
2 OGOS 2018	8 AM	5.30 PM	
3 OGOS 2018	8 AM	5.15 PM	
6 OGOS 2018	8 AM	5.10 PM	
7 OGOS 2018	8 AM	5.30 PM	
8 OGOS 2018	8 AM	5.10 PM	
9 OGOS 2018	8 AM	5.15 PM	
10 OGOS 2018	8 AM	5.05 PM	
13 OGOS 2018	8 AM	5.10 PM	
14 OGOS 2018	8 AM	5.20 PM	
15 OGOS 2018	8 AM	5.05 PM	
16 OGOS 2018	8 AM	5 PM	
17 OGOS 2018	8 AM	5 PM	
20 OGOS 2018	8 AM	5 PM	
21 OGOS 2018	8 AM	5.15 PM	
22 OGOS 2018	RAYA HAJI		
23 OGOS 2018	8 AM	5.05 PM	
24 OGOS 2018	8 AM	5 PM	
27 OGOS 2018	8 AM	5 PM	
28 OGOS 2018	8 AM	5 PM	
29 OGOS 2018	(CUTI SAKIT)		
30 OGOS 2018	8 AM	5 PM	
31 OGOS 2018	MERDEKA		

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : _____

Tandatangan Penyelia : _____ Tarikh : 28/12/2018

NORHAYATI BINTI MAJID
Pustakawan
Politeknik Sultan Salahuddin

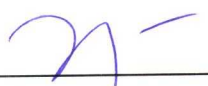
REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR YULAILY BINTI SAMARUDIN No. Matrik : 2015263422
No. I/C : 950726-10-6744 No. Telefon : 019-6400644
Nama / Alamat Organisasi : PERSIARAN USAHAWAN, POLITEKNIK SULTAN SALAHUDDIN ABDUL AZIZ SHAH,
40150 SHAH ALAM, SELANGOR
Nama Penyelia : PUAN NORHAYATI BINTI MAJID
Bulan /Tahun : SEPTEMBER 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
3 SEPTEMBER 2018	8 AM	5 PM	
4 SEPTEMBER 2018	8 AM	5.05 PM	
5 SEPTEMBER 2018	8 AM	5 PM	
6 SEPTEMBER 2018	8 AM	12 PM	
7 SEPTEMBER 2018	8 AM	5 PM	
10 SEPTEMBER 2018	HARI JADI AGONG		
11 SEPTEMBER 2018	AWAL MUHARAM		
12 SEPTEMBER 2018	9 AM	6 PM	
13 SEPTEMBER 2018	8 AM	5.15 PM	
14 SEPTEMBER 2018	8 AM	5 PM	
17 SEPTEMBER 2018	CUTI HARI MALAYSIA		
18 SEPTEMBER 2018	9 AM	6 PM	
19 SEPTEMBER 2018	8 AM	12 PM	
20 SEPTEMBER 2018	8 AM	5.10 PM	
21 SEPTEMBER 2018	8 AM	5 PM	
24 SEPTEMBER 2018	9 AM	6 PM	
25 SEPTEMBER 2018	8 AM	5 PM	
26 SEPTEMBER 2018	8 AM	5.05 PM	
27 SEPTEMBER 2018	8 AM	5 PM	
28 SEPTEMBER 2018	8 AM	5 PM	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : _____

Tandatangan Penyelia :  Tarikh 28/12/2018

NORHAYATI BINTI MAJID
Pustakawan
Politeknik Sultan Salahuddin
Abdul Aziz Shah

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR YULAILY BINTI SAMARUDIN No. Matrik : 2015263422
No. I/C : 950726-10-6744 No. Telefon : 019-6400644
Nama / Alamat Organisasi : PERSIARAN USAHAWAN, POLITEKNIK SULTAN SALAHUDDIN ABDUL AZIZ SHAH,
40150 SHAH ALAM, SELANGOR
Nama Penyelia : PUAN NORHAYATI BINTI MAJID
Bulan /Tahun : OKTOBER 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 OKTOBER 2018	8 AM	5.15 PM	
2 OKTOBER 2018	8 AM	5.05 PM	
3 OKTOBER 2018	9 AM	6 PM	
4 OKTOBER 2018	8 AM	5.20 PM	
5 OKTOBER 2018	8 AM	5.05 PM	
8 OKTOBER 2018	9 AM	6 PM	
9 OKTOBER 2018	8 AM	5 PM	
10 OKTOBER 2018	8 AM	5 PM	
11 OKTOBER 2018	8 AM	5.15 PM	
12 OKTOBER 2018	8 AM	5.20 PM	
15 OKTOBER 2018	8 AM	5 PM	
16 OKTOBER 2018	9 AM	6 PM	
17 OKTOBER 2018	8 AM	5 PM	
18 OKTOBER 2018	9 AM	6 PM	
19 OKTOBER 2018	8 AM	5.15 PM	
22 OKTOBER 2018	CUTI		
23 OKTOBER 2018	9 AM	6 PM	
24 OKTOBER 2018	8 AM	5.25 PM	
25 OKTOBER 2018	8 AM	5 PM	
26 OKTOBER 2018	8 AM	5 PM	
29 OKTOBER 2018	8 AM	5.05 PM	
30 OKTOBER 2018	9 AM	6 PM	
31 OKTOBER 2018	8 AM	5 PM	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : _____

Tandatangan Penyelia :  _____ Tarikh 28/12/2018

NORHAYATI BINTI MAJID
Pustakawan
Politeknik Sultan Salahuddin
Abdul Aziz Shah



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR YULAILY BINTI SAMARUDIN No. Matrik : 2015263422
No. I/C : 950726-10-6744 No. Telefon : 019-6400644
Nama / Alamat Organisasi : PERSIARAN USAHAWAN, POLITEKNIK SULTAN SALAHUDDIN ABDUL AZIZ SHAH,
40150 SHAH ALAM, SELANGOR
Nama Penyelia : PUAN NORHAYATI BINTI MAJID
Bulan / Tahun : NOVEMBER 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 NOVEMBER 2018	8 AM	5.05 PM	
2 NOVEMBER 2018	8 AM	5.15 PM	
5 NOVEMBER 2018	8 AM	5 PM	
6 NOVEMBER 2018	DEEPAVALI		
7 NOVEMBER 2018	8 AM	5.10 PM	
8 NOVEMBER 2018	9 AM	6 PM	
9 NOVEMBER 2018	8 AM	5 PM	
12 NOVEMBER 2018	8 AM	5 PM	
13 NOVEMBER 2018	9 AM	6 PM	
14 NOVEMBER 2018	CUTI		
15 NOVEMBER 2018	8 AM	5.05 PM	
16 NOVEMBER 2018	8 AM	5.20 PM	
19 NOVEMBER 2018	8 AM	5.30 PM	
20 NOVEMBER 2018	MAULIDUL RASUL		
21 NOVEMBER 2018	8 AM	5 PM	
22 NOVEMBER 2018	8 AM	5 PM	
23 NOVEMBER 2018	8 AM	5.12 PM	
24 NOVEMBER 2018	8 AM	5.05 PM	
26 NOVEMBER 2018	8 AM	5 PM	
27 NOVEMBER 2018	8 AM	5 PM	
28 NOVEMBER 2018	8 AM	5.15 PM	
29 NOVEMBER 2018	8 AM	5 PM	
30 NOVEMBER 2018	8 AM	5 PM	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : _____

Tandatangan Penyelia : _____ Tarikh : 28/12/2018

PUAN NORHAYATI BINTI MAJID
Penyelia
Politeknik Sultan Salahuddin
Abdul Aziz Shah

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR YULAILY BINTI SAMARUDIN No. Matrik : 2015263422
No. I/C : 950726-10-6744 No. Telefon : 019-6400644
Nama / Alamat Organisasi : PERSIARAN USAHAWAN, POLITEKNIK SULTAN SALAHUDDIN ABDUL AZIZ SHAH,
40150 SHAH ALAM, SELANGOR
Nama Penyelia : PUAN NORHAYATI BINTI MAJID
Bulan / Tahun : DECEMBER 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
3 DECEMBER 2018	8 AM	5.10 PM	
4 DECEMBER 2018	8 AM	5 PM	
5 DECEMBER 2018	8 AM	5 PM	
6 DECEMBER 2018	8 AM	5 PM	
7 DECEMBER 2018	8 AM	5.15 PM	
10 DECEMBER 2018	8 AM	5 PM	
11 DECEMBER 2018	CUTI PERTABALAN AGONG		
12 DECEMBER 2018	MC		
13 DECEMBER 2018	9 AM	6 PM	
14 DECEMBER 2018	8 AM	5 PM	
17 DECEMBER 2018	8 AM	5.10 PM	
18 DECEMBER 2018	MC		
19 DECEMBER 2018	9 AM	6PM	
20 DECEMBER 2018	8 AM	5 PM	
21 DECEMBER 2018	8 AM	5 PM	
24 DECEMBER 2018	8 AM	5 PM	
26 DECEMBER 2018	8 AM	5 PM	
27 DECEMBER 2018	8 AM	5 PM	
28 DECEMBER 2018	8 AM	5 PM	
31 DECEMBER 2018	8 AM	5 PM	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : _____

Tandatangan Penyelia : _____ Tarikh 28/12/2018

NORHAYATI BINTI MAJID
Pustakawan
Politeknik Sultan Salahuddin
Abdul Aziz Shah

APPENDIX B

LOG BOOK

APPENDIX C

MEDICAL CHECK UP

SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah
memeriksa Encik/Cik/Puan Nur Yulaily
(95 0726 - 10 - 6744)

dari Kementerian/Jabatan yang berkenaan

dan mendapati yang beliau:

(a) Tidak sihat untuk menjalankan tugasnya
dengan sempurna selama 8 hari
daripada 12/12/18 hingga -

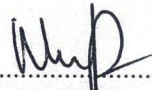
(b) Boleh bertugas semula pada

(c) Beliau dikehendaki datang semula untuk
pemeriksaan pada

[Potong (b) atau (c) mengikut mana yang tidak
berkenaan]

12/12/18

Tarikh



(Tandatangan)

Pegawai Perubatan

Klinik Kesihatan Seksyen 19
Jalan Gelora 19/46, Seksyen 19
40300 Shah Alam
Tel: 03 5541 3570
Faks: 03 5541 3585

Klinik/Hospital
(Cop Rasmi)

DR NUR AINI BT MOHD GHAZALI
Pegawai Perubatan UD48
MBCHBAC (Ist)
MMC 43285
(Huruf Besar)



PUSAT PERUBATAN
UNIVERSITI
MALAYA

NO.: B 0453278

PUSAT PERUBATAN UNIVERSITI MALAYA
(University Malaya Medical Centre)
LEMBAH PANTAI, 59100 KUALA LUMPUR, MALAYSIA
Telefon : 603-79494422
No. Faks : 603-79494601
Laman Web : www.ummc.edu.my
E-mail : ummc@ummc.edu.my

SIJIL AKUAN SAKIT

Dengan ini saya mengesahkan bahawa saya telah memeriksa

*Encik/Cik/Puan Nur Yulaily Bt Samarudin

No. K/P: 950726106144 No. Pendaftaran 18270336

dan mendapati beliau tidak sihat untuk menjalankan tugasnya dengan
sempurna selama Satu (.....) hari iaitu mulai dari 18/12/18
hingga 18/12/18 (dalam perkataan)

Nama Pegawai Perubatan :

DR. NUR IZAN DIYANA BT MD NASIR
No. Pendaftaran Perubatan MPM 64193
Pegawai Perubatan Sadang
Jabatan Perubatan
Pusat Perubatan Universiti Malaya

Cop Rasmi :

Tarikh : 18/12/18

Jika masuk wad :

Wad : Tarikh Masuk : Tarikh Keluar :

- Nota - Sila catatkan no. sijil akuan sakit dan tempoh cuti sakit yang diberi ke dalam nota pesakit berkenaan.
- Sila tandatangan ringkas dan cop sekiranya ada pembetulan pada sijil ini.
- Sila gunakan BK-MIS-547, Peraturan 24A, Peraturan-peraturan Perubatan 1974, Akta Perubatan 1971 untuk Perakuan Tidak Sihat Untuk Hadir di Mahkamah.

- Potong jika tidak berkenaan

BK-MIS-037-E04

**PUSAT PERUBATAN UNIVERSITI MALAYA
KUALA LUMPUR
KEHADIRAN HOSPITAL**

Dengan ini saya mengesahkan bahawa *Encik/Cik/Puan _____

NUR YULAILY BT SAMARUPIN

dari _____

No. K/P : 950726106744

No. Pendaftaran 18270336 telah hadir bagi rawatan/urusan

di Klinik RUKA pada 19/9/18

dari jam 2 pm hingga 5 pm

Pesakit ditemani oleh:

Nama : _____

No K.P : _____

19/9/18
Tarikh

Tandatangan Doktor/Pegawai

Cop Rasmi

Nama Doktor/Pegawai
(Huruf Besar)

* Potong jika tidak berkenaan

BK-MIS-652-E02

ASAL

B No. 11547L

**PUSAT PERUBATAN UNIVERSITI MALAYA
KUALA LUMPUR
KEHADIRAN HOSPITAL**

Dengan ini saya mengesahkan bahawa *Encik/Cik/Puan _____

NUR YULAILY BT SAMARUDIN

dari YANG BERKENAAN

No. K/P : 950726106744

No. Pendaftaran 18270336 telah hadir bagi rawatan/urusan

di Klinik P8PD pada 18/9/2018

dari jam 1400 hingga 1530

Pesakit ditemani oleh:

Nama : _____

No K.P : _____

18/9/2018
Tarikh

Tandatangan Doktor/Pegawai

**PUSAT PENGAMBILAN DARAH
PERKHIDMATAN AMBULATORI
PUSAT PERUBATAN UNIVERSITI MALAYA**

Cop Rasmi

Anita
ANITA BINTI HAMAD
No. Pendaftaran (L.J.M.) 29607
Pusat Perubatan Universiti Malay
Nama Doktor/Pegawai
(Huruf Besar)

APPENDIX D

PHOTOS WITH LIBRARY STAFF & ACTIVITIES





Program PEMAKANAN SIHAT

TARIKH : 26 SEPTEMBER 2018
HARI : RABU
MASA : 8.30 PAGI - 1.00 T/HARI
TEMPAT : PERPUSTAKAAN PSA

Aktiviti :

- Ceramah Pemakanan Sihat oleh Bahagian Pemakanan KKM
- Demonstrasi Masakan Sihat oleh pelajar kulinari Kolej Komuniti Selayang
- Kuiz dan permainan pemakanan sihat
- Pameran buku-buku berkaitan pemakanan sihat
- Gerai jualan buku Karangkraf

• Hadiah disediakan untuk pemenang kuiz dan permainan
• Bagi penyedutan dan pengetahuan yang lebih, sertai pameran program yang hadir

ANJURAN : PERPUSTAKAAN PSA
DENGAN KERJASAMA : UNIT KULINARI, KOLEJ KOMUNITI SELAYANG & (BAHAGIAN PEMAKANAN, KEMENTERIAN KESEHATAN MALAYSIA)

SAMBUTAN MINGGU KEMERDEKAAN
ANJURAN PERPUSTAKAAN PSA
BERMULA 27 - 30 OGOS 2018

PELBAGAI AKTIVITI AKAN DIJALANKAN :

TAYANGAN FILEM

OLA BOLA, IP MAN, KL SPECIAL FORCE, 29 FEBRUARI,
KINGSMAN : THE GOLDEN CIRCLE, MISSION IMPOSSIBLE,
BRAVO, MIDNIGHT RUNNER, 1957 HATI MALAYA,
TANDA PUTERA, LEFTENAN ADNAN

SIARAN LANGSUNG
TAYANGAN SUKAN ASIA

SEMPENA SUKAN ASIA KE -18 SIARAN LANGSUNG
AKAN DI SIARKAN SEPANJANG MINGGU KEMERDEKAAN

PAMERAN KEMERDEKAAN

SEJARAH KEMERDEKAAN MALAYSIA
DAN PAMERAN BUKU - BUKU
BERKAITAN DENGAN KEMERDEKAAN

Jakarta Palembang 2018

Sayang! Malaysiaku