



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

DIPLOMA IN LIBRARY INFORMATICS
(IM 144)

LIBRARY FIELDWORKS
(IML 310)

INDUSTRIAL TRAINING REPORT

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KCDIM144 5A

PREPARED FOR:

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4TH FEBRUARY 2024 – 28TH MARCH 2024

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ABSTRACT

This report encapsulates my industrial training experience as a Library Informatics student, providing a comprehensive exploration on hands-on tasks, functional activities, and practical engagements within the academic library setting. Undertaken at Perpustakaan Tengku Anis (PTA) located in UiTM Machang, Kelantan, the internship spanned a two-month duration, commencing from 4TH February 2024 to 28TH March 2024, coinciding with the semester break. The report is structured into five chapters: Introduction, Organizational Information, Industrial Training Activities, Learning outcomes and Achievements, and Recommendations and Conclusions. Throughout this period, I immersed myself in various units and departments of the library, under the guidance of Senior Librarians, to fulfill the requirements of the IML310 (Library Fieldworks) course of Universiti Teknologi MARA (UiTM), integral to my Diploma program in Library Informatics (IM144). The report delves into the daily tasks and assignments undertaken, highlighting the practical application of knowledge, skills, and theories acquired during my academic journey. By navigating through diverse units and contributing to multifaceted functions of the library, this training endeavor aimed to enrich my understanding of library operations and equip me with essential competencies for professional practice in the field of Library Informatics.

Keywords: industrial training, Library Informatics, Perpustakaan Tengku Anis (PTA), UiTM, five chapters, Introduction, Organizational Information, Industrial Training Activities, Learning outcomes and Achievements, and Recommendations and Conclusions, Library Fieldworks, units, departments, knowledge, skills.

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I would like to express my heartfelt appreciation to Mrs. Norfitriah Mat Seman, Senior Librarian at Perpustakaan Tengku Anis, UiTM Machang, Kelantan, for supervising and guiding and mentorship throughout my two-month industrial training period. Her invaluable advice and insightful ideas have been pivotal in ensuring a smooth, efficient, and systematic progression during my tenure at PTA. Furthermore, her assistance in overseeing my special project has contributed significantly to its successful execution.

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Next, my sincere gratitude extends to the dedicated staff members of PTA UiTM Machang, whose unwavering assistance, wealth of experience, and knowledge-sharing have enriched my internship experience immeasurably. Their collaborative spirit and genuine commitment to fostering learning have left an indelible mark on my journey.

I am deeply thankful to my friends who have been a constant source of support, cooperation, and guidance throughout my internship at PTA. Their camaraderie and shared insights have enhanced the overall experience and contributed to my personal and professional development.

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CHAPTER 1:
INTRODUCTION

1.0 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM

The organization that I have choose to undergo my industrial training for 2 months is Perpustakaan Tengku Anis (PTA) of UiTM Machang, located in Kelantan state. This section consists of the background of the industrial training program, purpose and objectives of the report, and significance of industrial training for students of diploma in library informatics.

IML310: Library Fieldworks is one of the requirements for the award of a Diploma in Library Informatics by the Information Science Studies, College of Computing, Informatics, and Mathematics at Universiti Teknologi MARA.

This course is essential for developing the practical and professional skills required of information professionals, especially librarians. Students will undergo industrial training during the semester break after the final examination of Semester 4. The training should last for 8 weeks in any information agencies, especially libraries.

Students must adhere to the rules and regulations during the training and maintain a daily logbook record. Upon returning to campus in Semester 5, students must register for the IML310 course and complete the industrial training report by the end of the semester. Assessment for the industrial training will be based on industry evaluation (practical and social skills), the industrial training report and the industrial training experience presentation.

2.0 PURPOSE AND OBJECTIVES OF THE REPORT

Upon completing the 8-week industrial training, students should be able to:

1. Perform the basic tasks with responsibility and accountability relating to cataloguing, reference, circulation, and acquisition departments in the library workspace.
2. Explain the processes involved in the basic tasks related to cataloguing, reference, circulation, and acquisition departments in the library environment.
3. Propose best practices in library management issues.
4. Demonstrate social skills in the workplace.

3.0 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS OF DIPLOMA IN LIBRARY INFORMATICS

Industrial training holds significant importance for students pursuing a Diploma in Library Informatics, providing them with invaluable practical experience and augmented their theoretical knowledge with real-world applications. The following elucidates the significance of industrial training for such students.

- **Practical Application of Knowledge:** Industrial training provides students with the opportunity to apply the theoretical concepts learned in classrooms to practical scenarios. This hands-on experience enables them to understand the intricacies of library informatics systems, software, and tools in a real-world context.
- **Skill Development:** Through industrial training, students can develop a wide array of technical skills relevant to library informatics, including cataloging, classification, database management, digital archiving, and information retrieval techniques. These practical skills are essential for success in the field and enhance employability prospects.
- **Exposure to Professional Environment:** Engaging in industrial training exposes students to the professional environment of libraries and information centers. They gain insights into the day-to-day operations, workflows, and best practices followed in such settings. This exposure helps in fostering professionalism and adaptability among students.
- **Professional Development:** Through industrial training, students gain a deeper understanding of their strengths, weaknesses, and areas for improvement. They also acquire soft skills such as communication, teamwork, time management, and customer service, which are essential for professional development and career advancement.

CHAPTER 2:
ORGANIZATIONAL
INFORMATION

2.0 BACKGROUND OF PERPUSTAKAAN TENGKU ANIS, UiTM MACHANG

Tengku Anis Library, Universiti Teknologi MARA (UiTM) Kelantan Branch, Machang Campus or commonly referred to as Perpustakaan Tengku Anis (PTA) is one of the branch libraries of Universiti Teknologi MARA located in Negeri Kelantan, precisely at UiTM Kelantan Branch Machang Campus. The library consists of two floors that contain facilities and services that are ready to be utilized by the users. The PTA plays a major role in UiTM Machang Campus, where the library is located, by providing quality library materials and services that are up to date with the times and technology to support all programs implemented by the academic community of UiTM Machang Campus, including teaching and learning, community service, and scientific development.

2.0.1 History of Perpustakaan Tengku Anis (PTA)



Figure 1: Perpustakaan Tengku Anis (PTA), UiTM



Figure 2: PTA's main entrance

The Library of UiTM Machang, Kelantan was established in 1985 at the Kem Kijang temporary campus and has moved to the Bukit Ilmu as permanent campus since 1996. On 15 July 2008, the UiTM Kelantan Library was launched by DYMM, Sultan of Kelantan, Sultan Ismail ibni al-Marhum Sultan Muhammad IV and was rebranded as the Perpustakaan Tengku Anis (PTA) in conjunction with the name of the former ex KDYMM Women King of Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid. The Perpustakaan Tengku Anis, UiTM Machang plays a role in supporting all learning, teaching, research and knowledge development programs by providing various types of services, diverse collections, technology and the latest and robust information sources.

2.0.2 The location of Perpustakaan Tengku Anis (PTA)

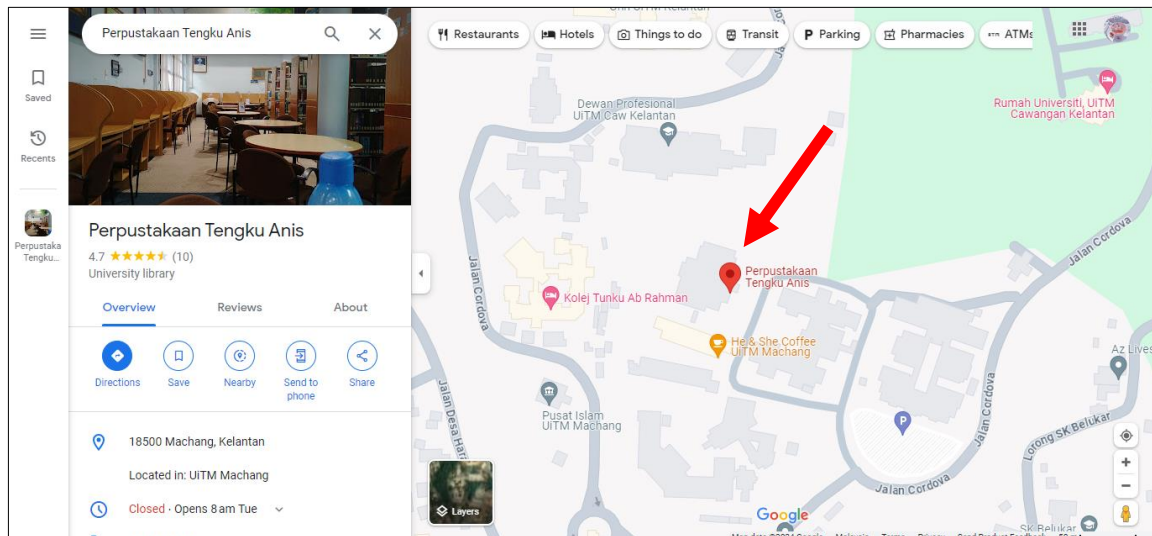


Figure 3: The location of PTA on Google Maps

The official address of PTA Machang Campus is Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan, 18500 Machang, Kelantan Darul Naim, Malaysia. But more specifically, within UiTM Machang Campus, the PTA Machang Campus is located behind the Faculty of Computer & Mathematical Sciences.

2.0.3 Purpose and Objectives of Perpustakaan Tengku Anis

- 1) To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.
- 2) To empower the delivery of UiTM's library services as a center of information excellence that always remained relevant, referred and respected.
- 3) To serve a comprehensive, up to date and relevance knowledge resources in various physically and virtually format.
- 4) To provide a conducive environment and facilities for teaching, learning and research matters.
- 5) To develop a latest information technology and communication facilities based on customer needs.
- 6) To strengthen human capital through Budaya PERDANA for PUiTM communities.
- 7) To enrich relation and cooperation with external organisation in industrial network.

2.0.4 Client Charter

PTAR is committed in providing world-class environment, services and resources to enhance the study, research and teaching experiences. The PTA client charter reflects our commitment to provide world-class services and focuses on **six** main areas.

- 1) To deliver user-friendly services to PTAR users.
- 2) To provide weekly updates to PTAR users of our New Arrival Collections
- 3) To provide response within THREE (3) weeks upon date of application for Inter-Library loan request
- 4) To respond within ONE (1) working day on Information Skill Class
- 5) To provide 24/7 up time and access to PTAR Portal and electronic resources

2.0.5 Vision, Mission, and Philosophy of PTA

- **Vision:** To establish UiTM as a Globally Renowned University of Science, Technology, Humanities and Entrepreneurship.
- **Mission:** To lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research.
- **Philosophy:** Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation

2.0.6 Contact Information of PTA

Name	PERPUSTAKAAN TENGKU ANIS (PTA)
Address	Perpustakaan Tengku Anis, UiTM Cawangan Kelantan, Kampus Machang, Bukit Ilmu, 18500 Machang, Kelantan Darul Naim Malaysia
Officer in charge	Norfitriah binti Mat Seman Email: norfitriah@uitm.edu.my
Telephone	09 976 2339
Customer Service (Telephone)	09 976 2336 2337
Consultation Service (Telephone)	09 976 2338
Social Media	Tiktok: https://www.tiktok.com/@ptaitmkelantan Twitter: https://twitter.com/ptaitmkelantan Facebook: https://www.facebook.com/ptaitmkelantan/ Telegram: https://t.me/Update_PTA Instagram: https://www.instagram.com/ptaitmkelantan YouTube: https://www.youtube.com/perpustakaanengkuanis

Table 1: Contact Information of PTA

2.0.7 Official Logo of Perpustakaan Tengku Anis



Figure 4: The official logo for Perpustakaan Tengku Anis (PTA)

2.0.8 Facilities Available in Perpustakaan Tengku Anis

There are few facilities available for the students and staffs of UiTM Machang to use in Perpustakaan Tengku Anis. For examples:

- a) Reference desk / Customer service counter

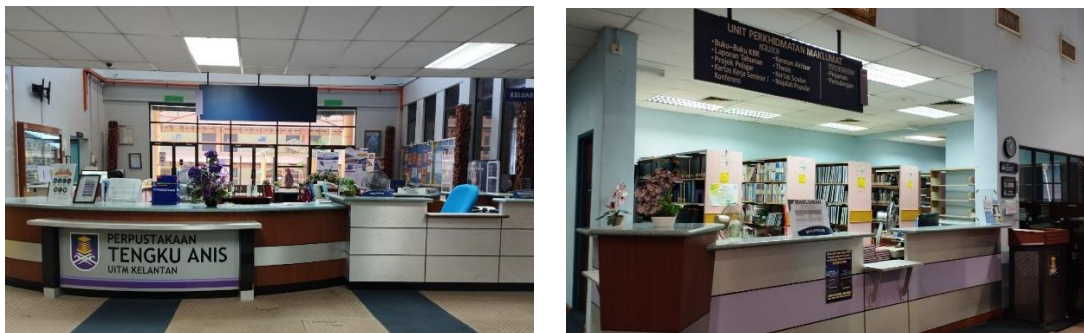


Figure 5: Customer service counter & Reference service

- b) Student Locker



Figure 6: Student locker for student to put their belongings.

c) Starcor / Star Corner (Reading & leisure area)



Figure 7: Starco (Star Corner)

d) Raflesia Room (Seminar Room)



Figure 8: Raflesia room with desks, chair, and smart TV

e) Ixara Room (IT Room)

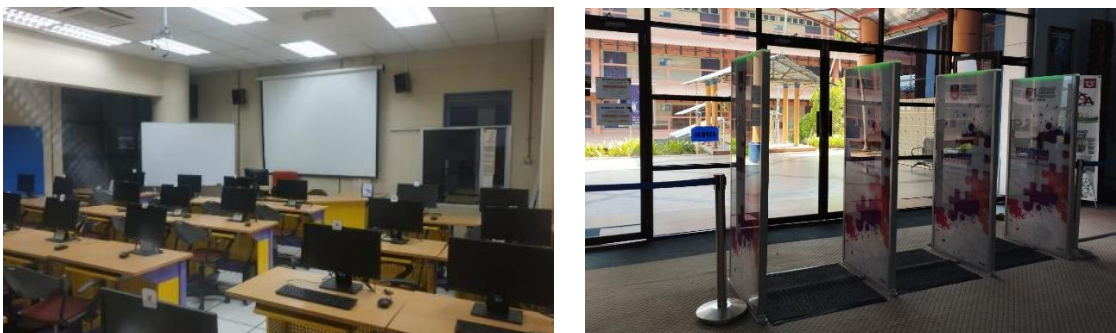


Figure 9: Ixara room with LCD projector & PCs

f) Discussion room



Figure 10: Discussion room space

g) Internet Zone

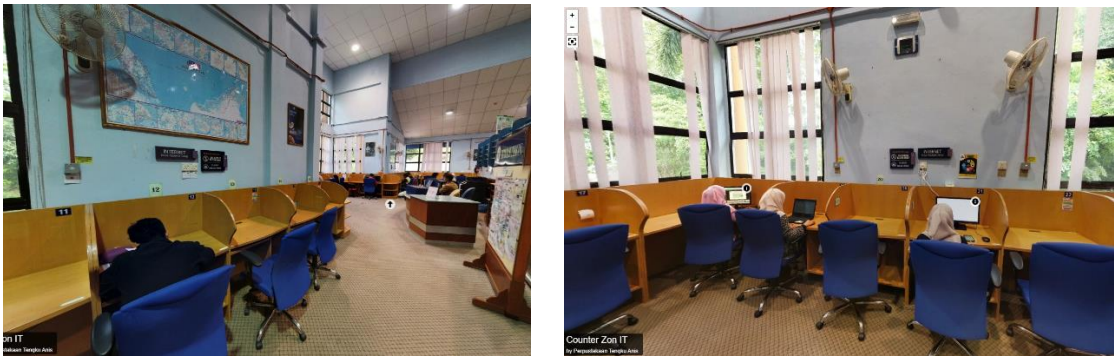


Figure 11: Internet Zone include PCs with internet access.

h) Carrel Desks

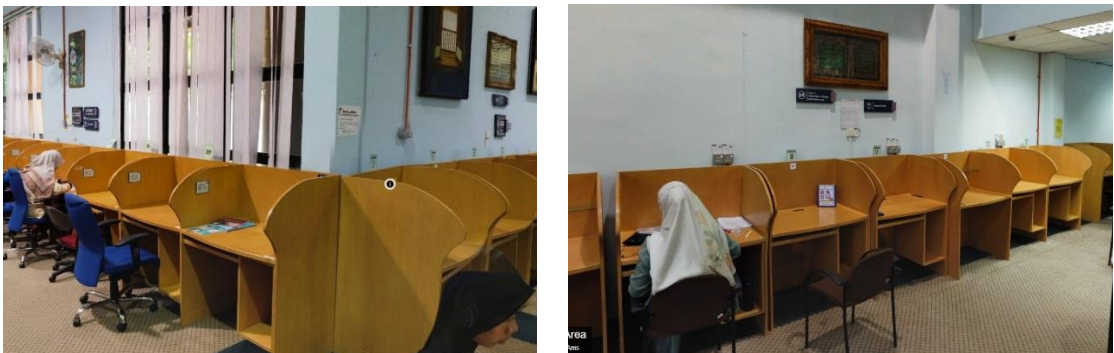


Figure 12: Carrel desk available to use.

i) Study Desks – Ground floor



Figure 13: Study desk at the ground floor of PTA

j) Study Desks – First floor



Figure 14: Study desks at the first floor of PTA

k) Open Shelf Books Collection – Ground floor of PTA



Figure 15: Open shelf books collection

l) Reference & Syllabus Books Collection – First floor of PTA



Figure 16: Reference & syllabus book collection at the first floor of PTA

m) OPAC (Online Public Access Catalog) Computers



Figure 17: OPAC computers can be used for searching and other purposes.

n) Printing Service



Figure 18: Printing machine

o) Meeting room



Figure 19: Meeting room

2.0.9 Security Features of Perpustakaan Tengku Anis

a) RFID Gates



Figure 20: RFID gates at PTA's entrance/exit

b) Staff entry door with security lock



Figure 21: Staff door with automatic lock & used password to enter

c) Smoke detector & CCTV



Figure 22: Smoke detector & CCTV

2.1.0 Opening Hours of Perpustakaan Tengku Anis

DAY	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	5:00 P.M
Thursday	8:30 A.M	3:30 P.M
Friday & Saturday	CLOSE	

Table 2: Opening hours of PTA:

Opening Hours during Ramadan month:

DAY	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	4:30 P.M
Thursday	8:30 A.M	3:00 P.M
Friday & Saturday	CLOSE	

Table 3: New opening hours for PTA during Ramadan

2.1 ORGANIZATIONAL STRUCTURE



Figure 23: Tengku Anis library management

The organization of Perpustakaan Tengku Anis is led by a Deputy Chief Librarian grade S48, Madam Alina binti Hussein, together with four (4) Senior Librarian grade S44: Dr. Muslim bin Ahmad, Madam Nordelina binti Zulkarnain, and Madam Norfitriah binti Mat Seman. Besides that, with other supporting staff which are fourteen (14) Senior Librarian Assistant, two (2) Library Assistant, one (1) Computer Technician, one (1) Senior Secretary, one (1) Senior Conservation Assistant and one (1) Operation Assistant.

There are four main unit of Perpustakaan Tengku Anis (PTA), which are: Customer Service Unit; Corporate Communication, Digital Library & Organization Administration Unit; Archival Unit; Planning & Development of Library Resource Unit/ Cataloging Unit. Each of unit are assigned with one Senior Librarian and Deputy Chief Librarian is in charge in Archival Unit of PTA.

2.1.1 Organizational Chart of Perpustakaan Tengku Anis (PTA)

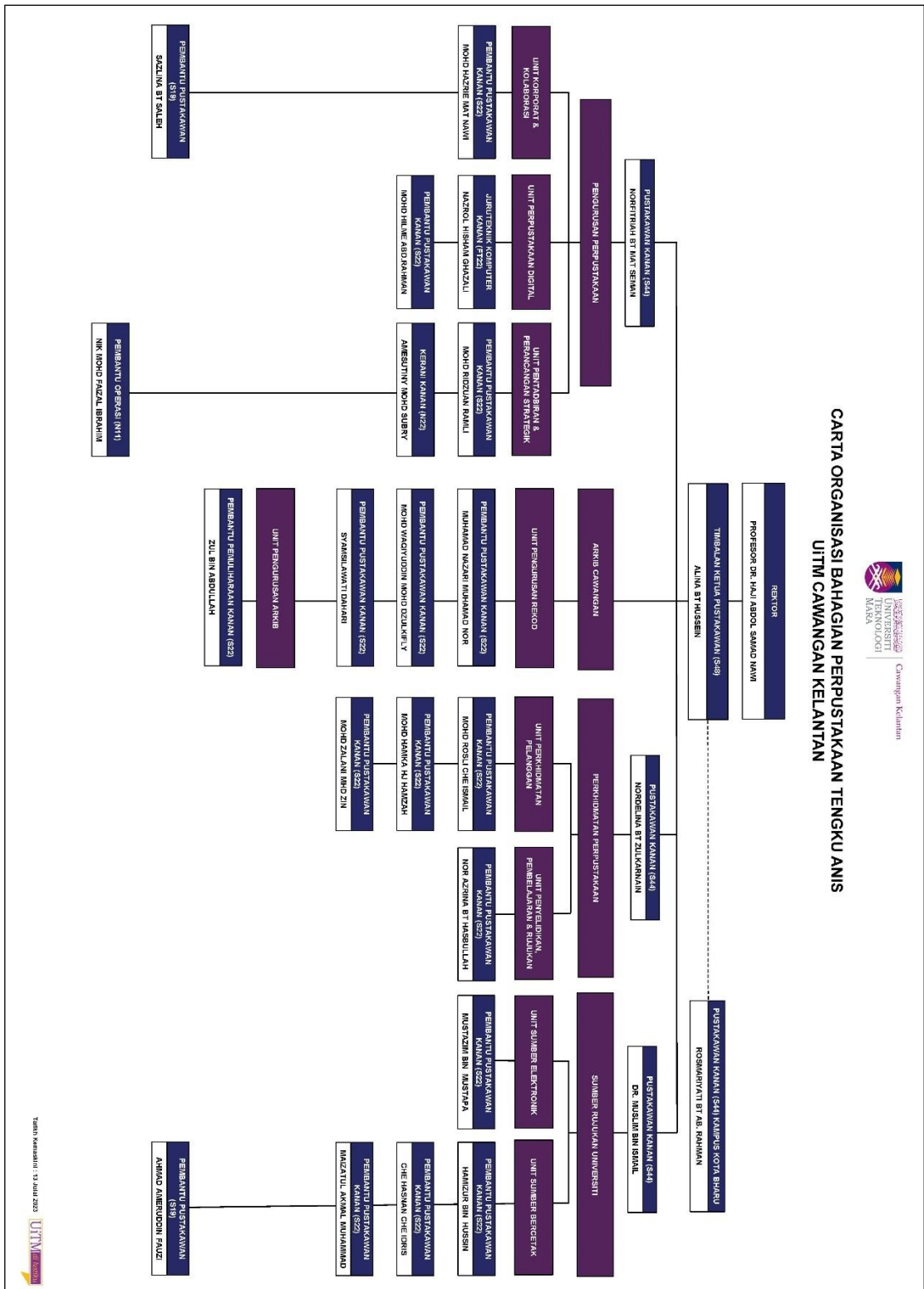


Figure 24: The organizational chart of PTA

2.2 Departmental Structure and Function

Each of the department in PTA organization has specific structure to keep their functionality and running their own specific roles in organization. The structure consists of top management (senior librarian) and lower management (assistants).

2.2.1 Library Services

The Library Services department mainly focuses on the provision of services and facilities such as referral services, circulation services and others. It is also responsible for promoting services and facilities to users. This department is led by Madam Nordelina Zulkarnain, Senior Librarian.

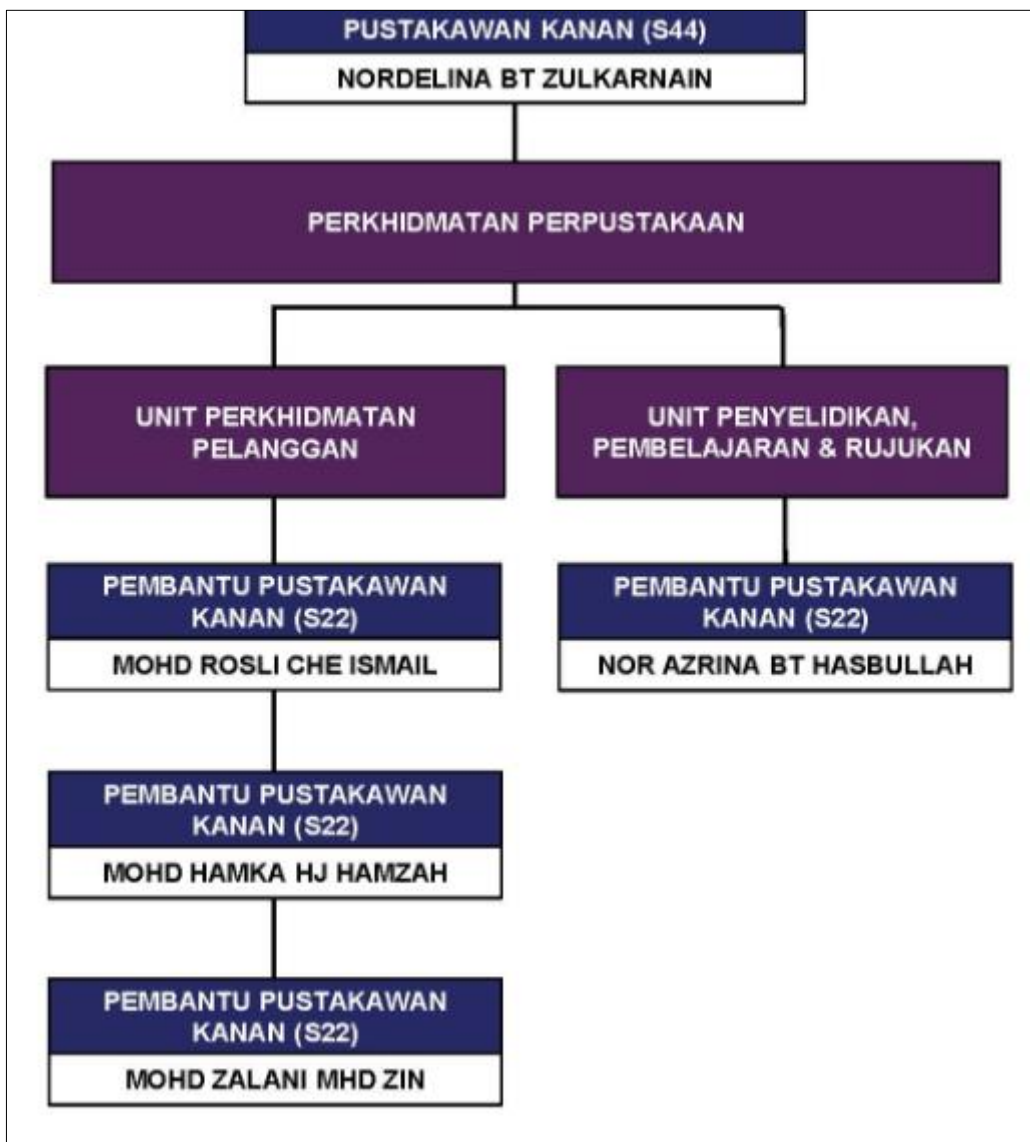


Figure 25: Unit chart of management

- Customer Service Unit

The Customer Service unit is responsible for implementing the following services for all library users. Among the services provided include Registration and Termination of Membership, Loan, Return and Renewal of Materials, Late payment of fines for return of materials, room booking and Inter-Library Loan (ILL).

The Customer Service Unit roles are:

- i. Forbid students to bring bags, food, and drinks (except for mineral water) inside the library.
- ii. Circulation of books for users – Check in and check out of the books.
- iii. Fine payment process – Late return of books/books lost/ update on WILS system.
- iv. Answering queries by users – OPAC books search and other functions, wifi connection instruction for students
- v. Administration of UiTM Booking System (BSU)
- vi. Payment process of printing service.
- vii. Provide comfortable space and adequate collections to users.

- Research, Education and Reference Unit

Research, Education and Reference Unit are responsible for providing guidance to library users in obtaining reference materials, information and resources for the purpose of supporting the teaching, learning and research process.

- i. Disclosure on library material search techniques whether printed or non-printed to UiTM students and staff.
- ii. Manage advisory and referral services to meet the needs of learning, teaching and research.
- iii. Provide guidance to users to obtain information materials and reference resources through library collections and online references.
- iv. Handles of types of inquiries and questions submitted by users at the reference desk and it can be made in person, by phone, fax, and email.

2.2.2 Planning & Development of Library Resource Unit / Cataloging Unit

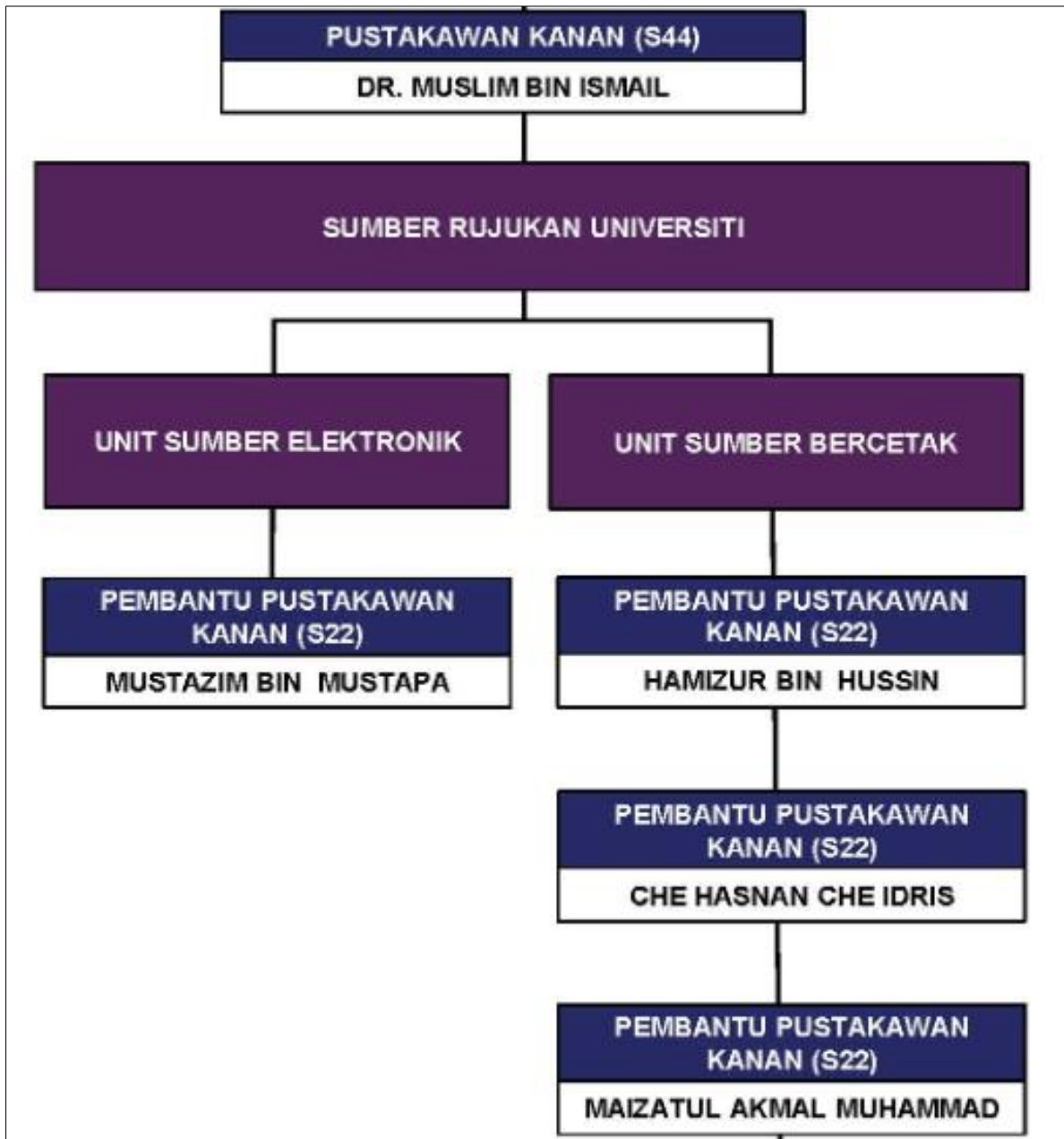


Figure 26: Unit chart of management

- Printed Resource Unit

The Printed Resource Unit responsible for carrying out cataloguing, classification and title setting of materials obtained by Perpustakaan Tengku Anis (PTA) library either through purchase or donation. All these materials will be processed in accordance with the operating procedures set out in the Library Working Procedures Manual before it is approved (Release for Circulation) for the use of library customers.

- i. The acquisition process of printed materials like books and magazines.
- ii. Receive the materials by updating accession number.
- iii. Stamping the right of ownership of the book.
- iv. Cataloguing process of the new acquired printed materials.
- v. Update the cataloguing and RDA process of existing books.

2.2.3 Archive Unit

The Archival Unit of Perpustakaan Tengku Anis is led by Madam Alina Hussein (Deputy Chief Librarian), is related on:



Figure 27: Unit chart of management

- Records Management Unit
 - i. The archival management process of records that are created within Universiti Teknologi MARA Machang Campus (UiTMCK).
 - ii. The records created inside of PTA are being managed and archived by this unit.
 - iii. Receive records by others unit available of UiTM outside PTA
 - iv. Manage records that acquired from other units of UiTM.
 - v. Disposition of old/ unwanted/ unused/ expired records with permission by National Archive of Malaysia
 - vi. Responsible to send valuable records to National Archive of Malaysia Kelantan State.
 - vii. Responsible to digitalize the records by scanning process, image editing, watermarking process and stored the records as pdf file which to be upload on University Archive Unit (Jabatan Arkib Universiti, JAU)
 - viii. Uploading records on Archive Management System (AMS) by registering archival materials and updating their metadata.

- Conservation Unit

The conservation unit is the unit responsible for caring and conserving library materials by repairing damaged materials and preventing pre-damaged materials by means of material preservation and binding. This unit also provides binding services for materials such as, books, pamphlets, brochures, newspaper clipping, student projects, journals and several types of light binding as well as preserving damaged materials. Moreover, this unit play roles as saves printed materials from being from being damaged materials and can no longer be referenced, extends the life of printed materials and maintain the durability quality of printed materials.

- i. Binding Services Indoor & Outdoor
- ii. Sewage Removal Process
- iii. Repair and Exchange Picture Frames & Posters

2.2.4 Digital Library & Organization Administration Unit

The Digital Library & Organization Administration Unit is led by Madam Norfitriah Mat Seman, Senior Librarian. This unit roles are related to:

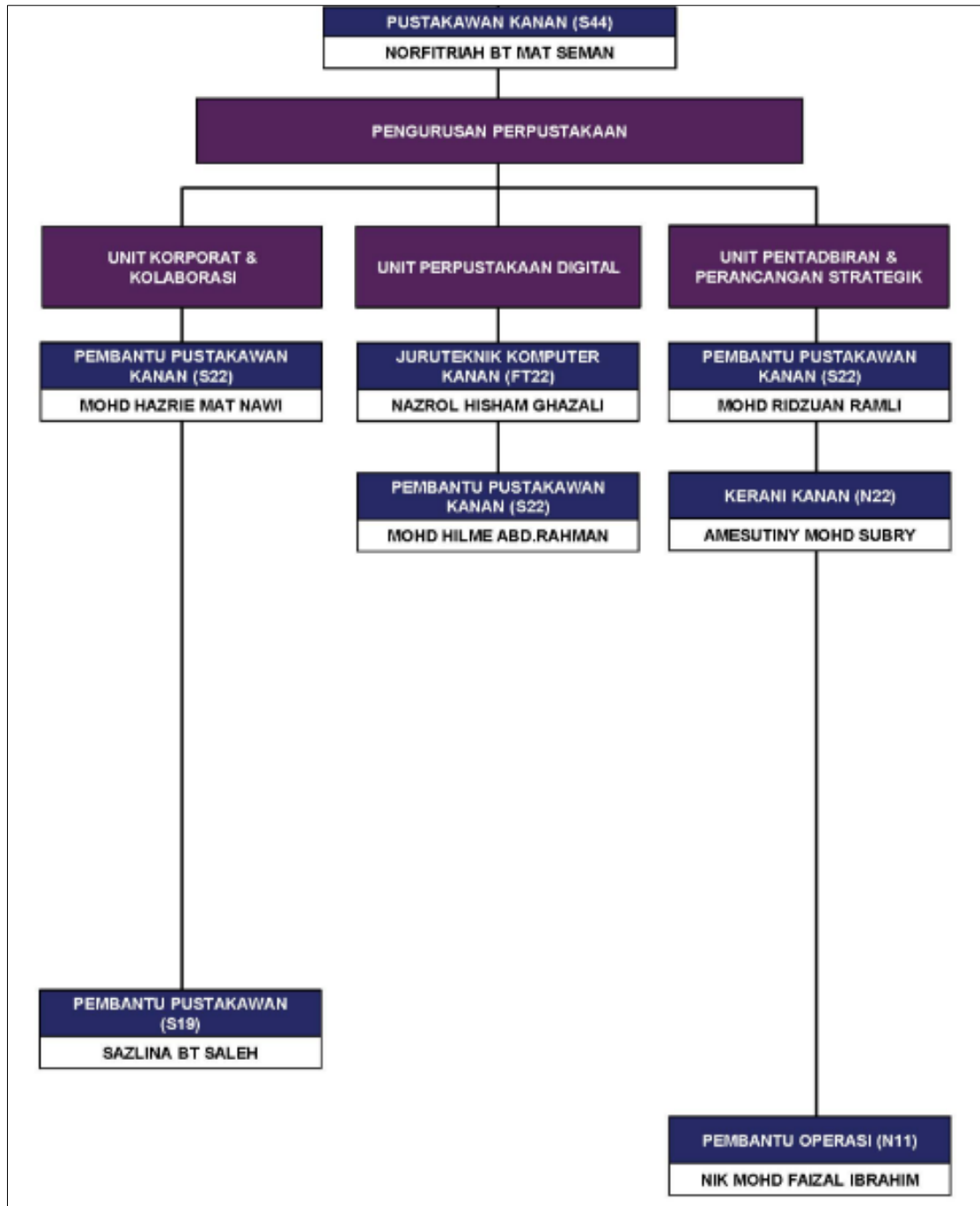


Figure 28: Unit chart of management

- Corporate & Collaboration Unit
 - i. Planning and creating promotion through social media of PTA
 - ii. Management of Main Exhibitions of PTA
 - iii. Taking activity photos and program photos held by PTA.
 - iv. Managing and synchronizing public relation programs and library publicity.
 - v. Management of writing, publishing, and printing of official library materials, with making of promotional materials and marketing (brochure, pamphlet, etc.)
 - vi. Strategic relationship inside of PTA and outside of PTA.
 - vii. Managing and synchronization of briefing, visits from outside of PTA

- Digital Library Unit
 - i. Promoting new application to students – PTAR Mobile Apps
 - ii. Administration of My Knowledge Management website
 - iii. Responsible in managing and updating Institutional Repository on My Knowledge Management website.
 - iv. Appointed/ on duty at IT counter.

- Administration & Strategic Planning Unit
 - i. Management and welfare of staff
 - ii. Managing the appointment process of new staff positions
 - iii. Planning efficient and effective organizational management
 - iv. Management and synchronization all unit of PTA as an organization
 - v. Human Resource management
 - vi. Manage programs and staffs' appointment for the programs.

2.3 EXPLANATION OF THE STUDENT'S ASSIGNED DEPARTMENT IN PERPUSTAKAAN TENGKU ANIS (PTA)

During my 2 months of industrial training at Perpustakaan Tengku Anis (PTA), according to my industrial training schedule, given by Mrs. Amesutiny I was assigned to various departments and units by different days or weeks, each with distinct roles and responsibilities aimed at providing comprehensive library services. Here's a detailed breakdown of each department and its respective units:

2.3.1 Library Services

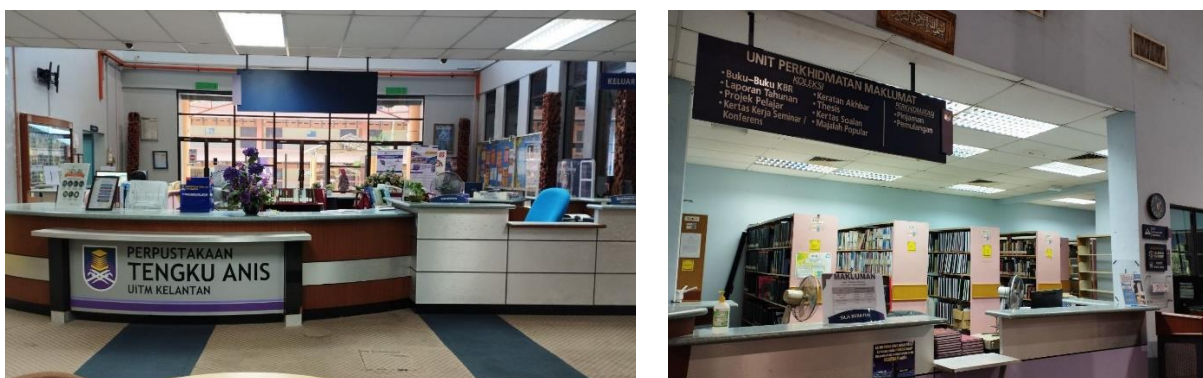


Figure 29: Library Services Counter

The first and second week, on 5th till 15th February 2024, which are 11 days of my training was devoted to immersing myself in the Library Services department, where I gained invaluable insights into two distinct units: **Customer Service and Research, Education, and Reference**.

In the **Customer Service Unit**, I was assisted by Mr. Rosli, Mr. Hamka, Mr. Zalani, and Mr. Hilme. The primary focus was on ensuring a seamless experience for library patrons. This encompassed assisting users, addressing inquiries, issuing materials, and leveraging library management systems to streamline circulation processes. The system used are WILS/Libsys7. Simultaneously, the **Research, Education, and Reference Unit**, I was assisted by Mrs. Nor Azrina. This unit provided a platform for honing skills in aiding patrons with their research endeavors. Here, I learned to conduct information literacy sessions, facilitate access to diverse research materials, and proficiently navigate various databases and online resources. The unit's reliance on reference management software and academic search engines underscored the commitment to equipping users with the necessary tools for scholarly exploration.

2.3.2 Planning & Development of Library Resource Unit / Cataloging Unit

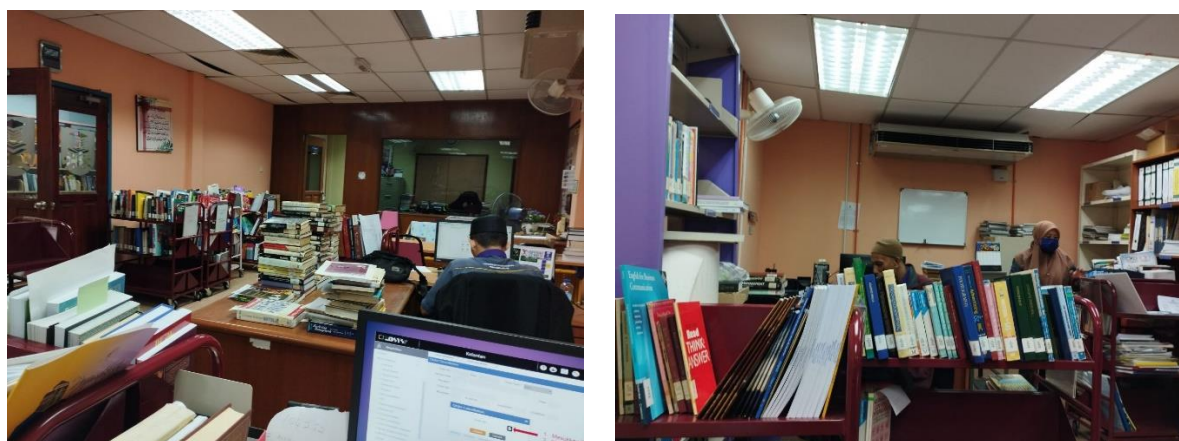


Figure 30: Cataloging Unit's room

Started from Sunday to Thursday, on 18th till 29th February 2024, for two weeks, I was now assigned at the Planning & Development of Library Resource Unit/Cataloging Unit, the officers involved are Mrs. Syamsilawati Dahari, Mr. Hamizur Hussin, Mrs. Maizatul Akmal Muhammad, Mr. Che Hasnan and Mr. Ahmad Ameruddin. All of them are in charge with different tasks or works.

I delved into the intricacies of managing both physical and digital library resources. **The Printed Resource Unit** underscored the importance of efficient cataloging and organization of printed materials through classification, indexing, and metadata assignment. Drawing on established cataloging systems such as the Library of Congress Classification (LCC) by using RDA, the unit aimed to facilitate seamless retrieval of materials for users.

Similarly, the **Research Data Management Unit** equipped me with essential skills in curating, preserving, and disseminating research data. From developing data management plans to ensuring compliance with data sharing policies and standards, the unit emphasized the significance of meticulous data organization and documentation. Leveraging data repository platforms and metadata standards, I gained practical experience in navigating the evolving landscape of research data management.

2.3.3 Archive



Figure 31: Archive Unit

On 10TH March to 14TH March 2024, I was assigned to the department of administrative organization & branch archives for five (5) days, which was led by Mrs. Alina Hussein, the Deputy Chief Librarian. The University Archives, under this department's responsibility, handles the administration and online access to various library materials, collections, and repositories. Their focus is on identifying, digitizing, and preserving cultural, historical, academic, educational, communal, and civic information resources. I spent five days working in this department, which consists of three units: The Digital application unit, the Records Management unit, and the Conservation unit. Supervising this division is Mrs. Alina Hussein, along with librarian assistants Mr. Mohd Waqiyuddin Mohd Dzulkiyfly, Mr. Muhamad Nazari Muhamad Nor, Mr. Mohd Ridzuan Ramli, and conservation assistant Mr. Zul Abdullah.

In the **Records Management Unit**, meticulous attention was paid to the organization and maintenance of institutional records, ensuring compliance with legal and regulatory requirements. Through activities like records appraisal and classification, I learned the importance of efficient records management systems in preserving institutional memory.

2.3.4 Digital Library & Organization Administration Unit



Figure 32: Digital Library & Organization Administration Unit

On 17th till 25th March 2024, my final department assigned was at the **Digital Library & Organization Administration Unit**, which is led by Mrs. Norfitriah Mat Seman. This unit provided a holistic understanding of digital infrastructure management and administrative functions. In the **Corporate & Collaboration Unit**, I witnessed the fostering of collaboration within the library and beyond, emphasizing the importance of partnerships and outreach activities. Through the Digital Library Unit, I delved into the development and maintenance of digital collections, ensuring their accessibility and usability for users.

Finally, the **Administration & Strategic Planning Unit** offered insights into the administrative backbone of the library, encompassing budgeting, personnel management, policy development, and strategic planning. I gained a newfound appreciation for the multifaceted nature of library administration.

Purpose of establishment of position are to assist in the implementation of Corporate Relations matters with internal parties and external, as well as customer complaint and feedback management, media coverage and meetings media, marketing library information in print or video for the media masses as well as manage the main exhibition to ensure the affairs are orderly based on current circulars.

CHAPTER 3:
INDUSTRIAL
TRAINING
ACTIVITIES

3.1 TRAINING ACTIVITIES, TASKS & PROJECT

The Industrial Training session took place at Tengku Anis Library (PTA), UiTM Machang Kelantan, spanning a period of two months. The PTA designed training activities, where students rotated among five departments monthly, focusing on one department at a time. This industrial training commenced on 4th February 2024, and ended on 28th March 2024, under the supervision of Madam Norfitriah Mat Seman. During the initial day of the practical session, the supervisor closely monitored the students. We, as in me and another intern informed to wait for our schedules, which were eventually distributed on the second day of the practical, given by Mrs. Amesutiny. This allowed us to familiarize ourselves with the library's operations, gather information, and experience the actual working environment during the practical period.

Furthermore, we had the opportunity to engage in specific roles related to the unit offered by the Perpustakaan Tengku Anis (PTA). This exposure aimed to provide students with a deeper understanding of the subjects we had previously learned. The main goal of the training was to ensure that we comprehended the overall workflow and structure of the library. Throughout the two-month practical training, we were responsible for completing various tasks assigned by the department head. The third chapter of the initiative will focus on detailing the training activities, tasks, and project throughout the entire two-month duration.

3.1.1 Shelving and Surah Yasin Reading



Figure 33: Assigned shelves for Practical students.

All industrial training students are tasked with shelving books from 8:00 a.m. to 8:30 a.m. every day before the library opens, except for Thursdays, when we only shelve for fifteen minutes before the recitation of Yassin. Our assistant librarian gave us instructions on how to properly organize the library by directing us to particular shelves and call numbers. All resources in the library are categorized using the Library of Congress (LCC) classifications. The ground floor has books neatly stacked on open shelves that are accessible for checkout. For all industrial training students to understand the organization and classification scheme of the PTA's material collection, they must complete this daily project. Through the completion of this work, students put their knowledge to use and learn how important it is to arrange library resources in a systematic way on each shelf in order to promote effective information retrieval. Finding the materials users were looking for would take a lot longer if the materials were not arranged in accordance with the system's design.

3.1.2 Library Services

During my first and second week of internship, which are 11 days of my training was devoted to immersing myself in the Library Services department, where I gained invaluable insights into two distinct units: **Customer Service and Research, Education, and Reference**. I was assigned to the Library Services department, which was led by Mrs. Nordelina, the senior librarian. My second day of internship was consulted under Mr. Rosli, who taught me about WILS / Libsys7 system, more to circulation. Like, checking out and checking in books from the counter, late fee collection, etc.

a) Circulation

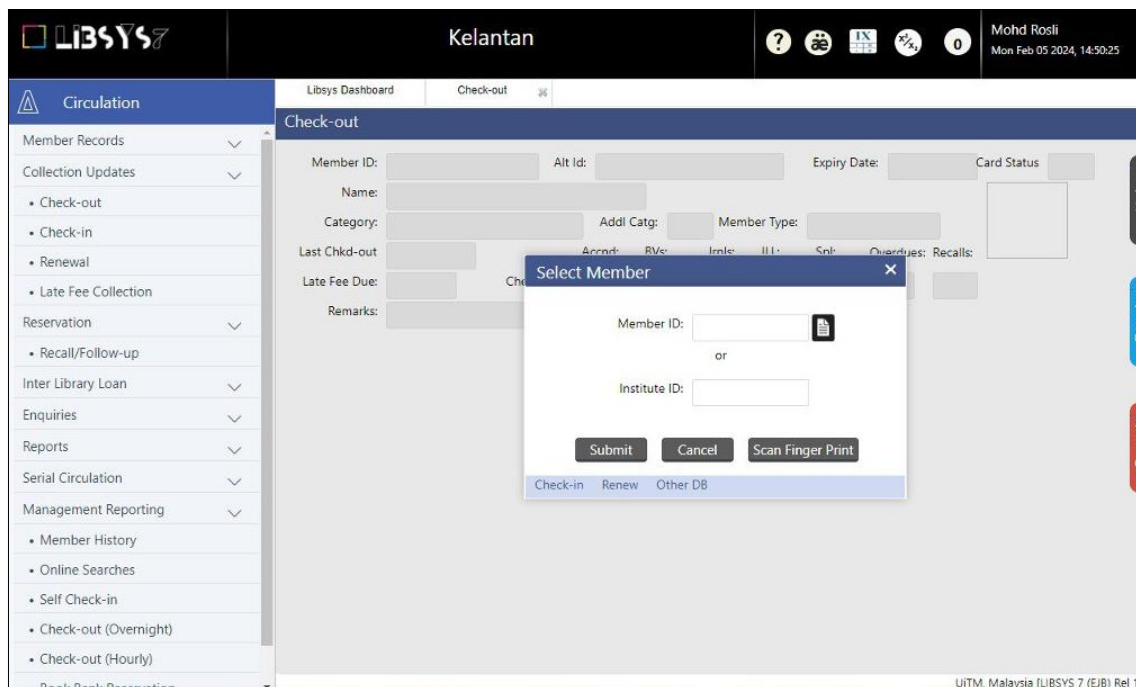


Figure 34: Check-out books (Lend)

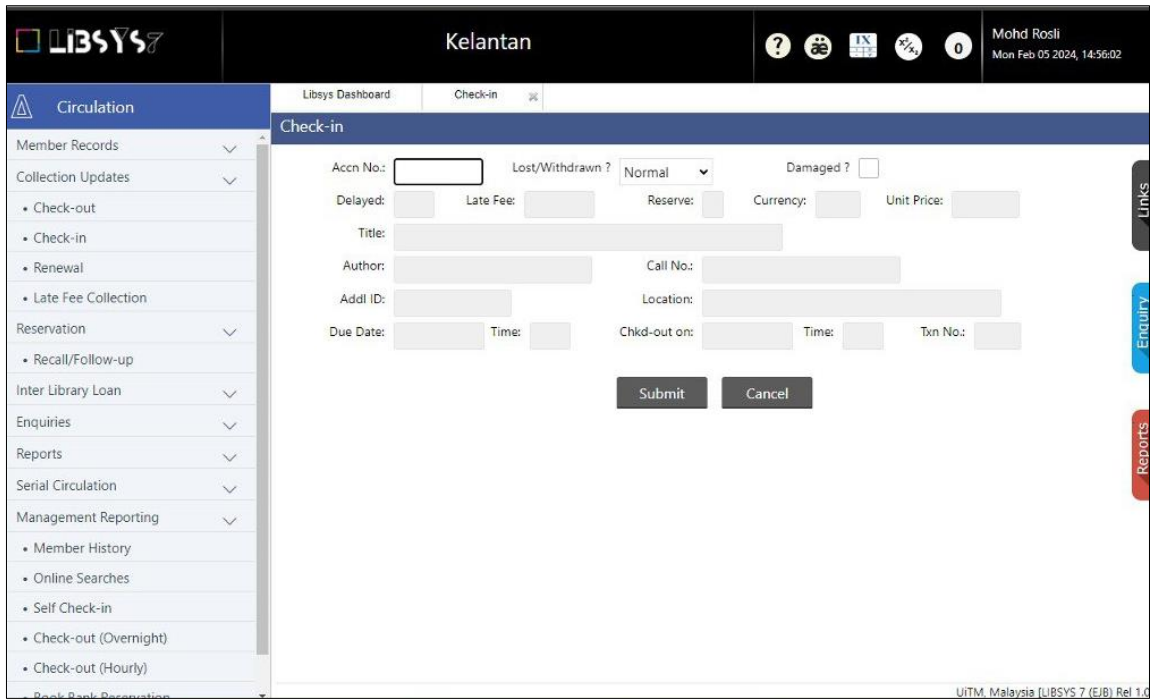


Figure 35: Check-in books (return)

b) Late Fee Collection

- Late fee: RM0.20/day
- Payment: Cashless, using Paywave Credit Card Machine / Online banking

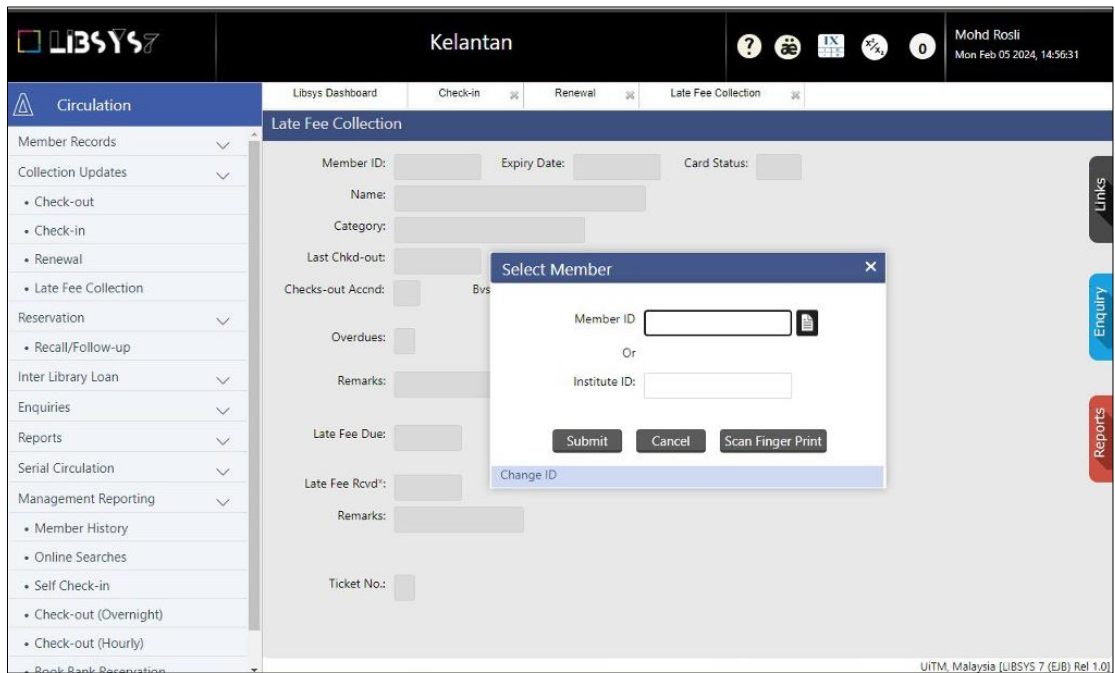


Figure 36: Late fee collection on WILS system

c) Printing Service Payment Process

- Price for printing service:
1 page print = RM 0.10
2-page print = RM 0.20
- Payment: Cashless, using Paywave Credit Card Machine/ Online banking



Figure 37: First step is scanning the debit/credit card.

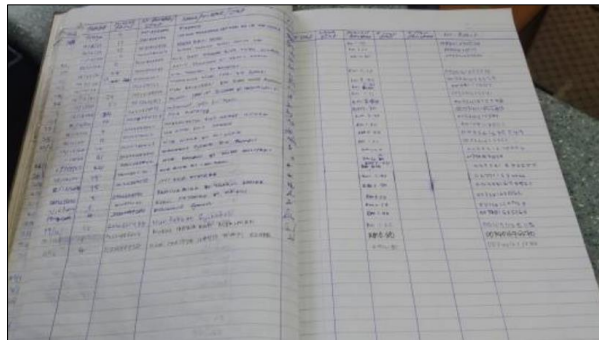


Figure 38: Second step, record the transaction on the record books.

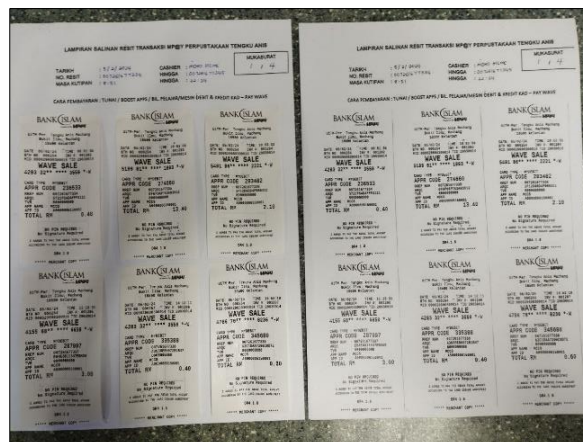


Figure 39: Receipt on the paper to be sent to UiTMCK Treasury Unit

3.1.3 Planning & Development of Library Resource Unit / Cataloging Unit

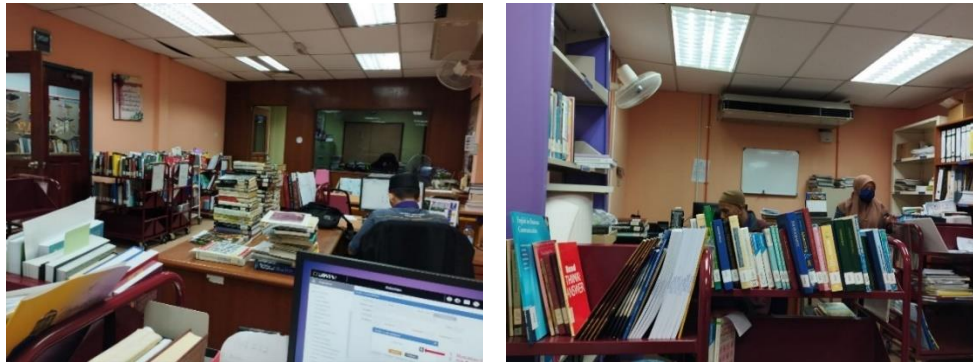


Figure 40: Cataloging Unit's space

Started from Sunday to Thursday, on 18th till 29th February 2024, for two weeks, I was now assigned at the **Planning & Development of Library Resource Unit/Cataloging Unit**, the officers involved are Mrs. Syamsilawati Dahari, Mr. Hamizur Hussin, Mrs. Maizatul Akmal Muhammad, Mr. Che Hasnan and Mr. Ahmad Ameruddin. All of them are in charge with different tasks or works.

a) Acquisition

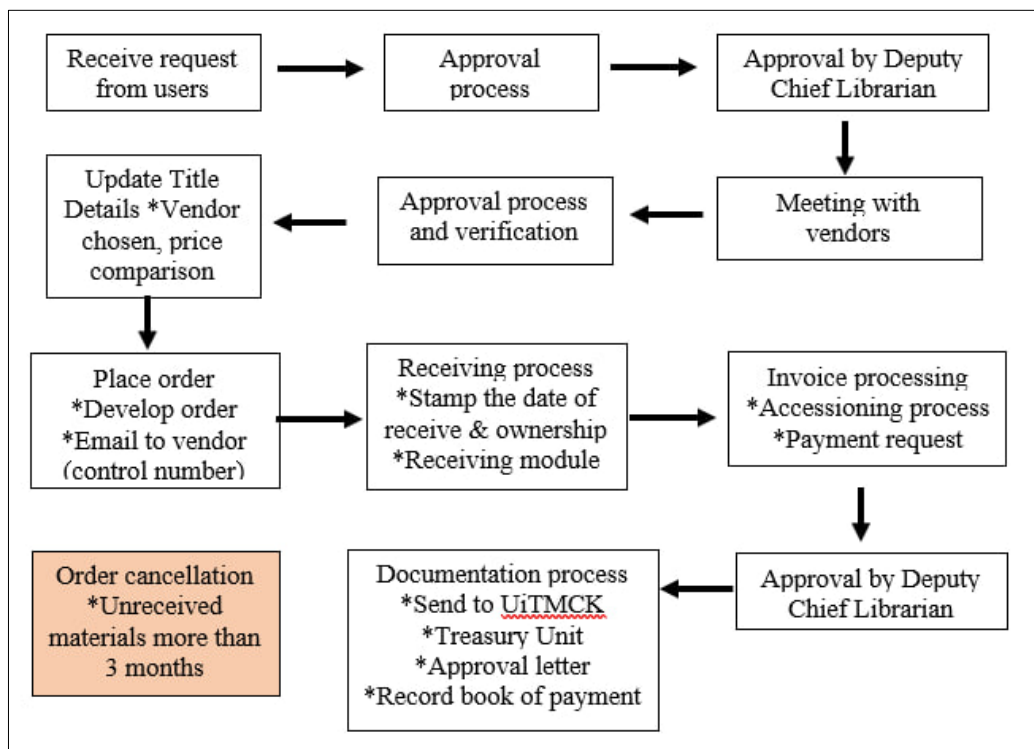


Figure 41: Flow chart for acquisition process of printed materials

b) Cataloguing Process

The Perpustakaan Tengku Anis (PTA) classified all of the freshly delivered printed books using the Library of Congress Classification (LCC) during the cataloguing process. Another academic library uses the LCC categorization, but this library does not use the Dewey Decimal categorization (DDC). Public libraries, school libraries, and other types of libraries employ the DDC classification system. PTA employed computerized cataloguing systems, such as the Web-based Integrated Library System (WILS), also referred to as Libsys7, to simplify cataloguing procedures and other activities like book acquisition and circulation. This allowed the process to become more standardized and methodical.

Among the many solutions provided by LIBSYS Limited are ERP for Academic Retailing, E-Commerce Institutes, Library Management Systems, CRM and RFID-based Assets Management, Applications in Inventory Management, and File Tracking Systems. Their commitment to ongoing development is demonstrated by their R&D initiatives, which have resulted in the integration of cutting-edge features, technology, and internationally recognized standards into all applications (Libsys.co.in, 2023).

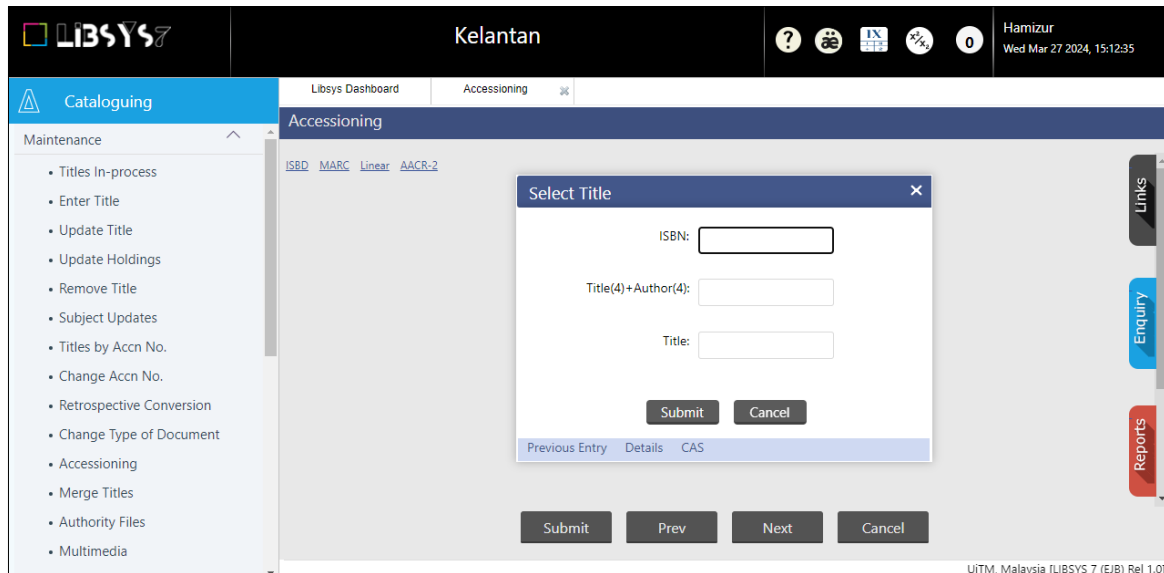


Figure 42: Cataloguing Process (Selecting book)

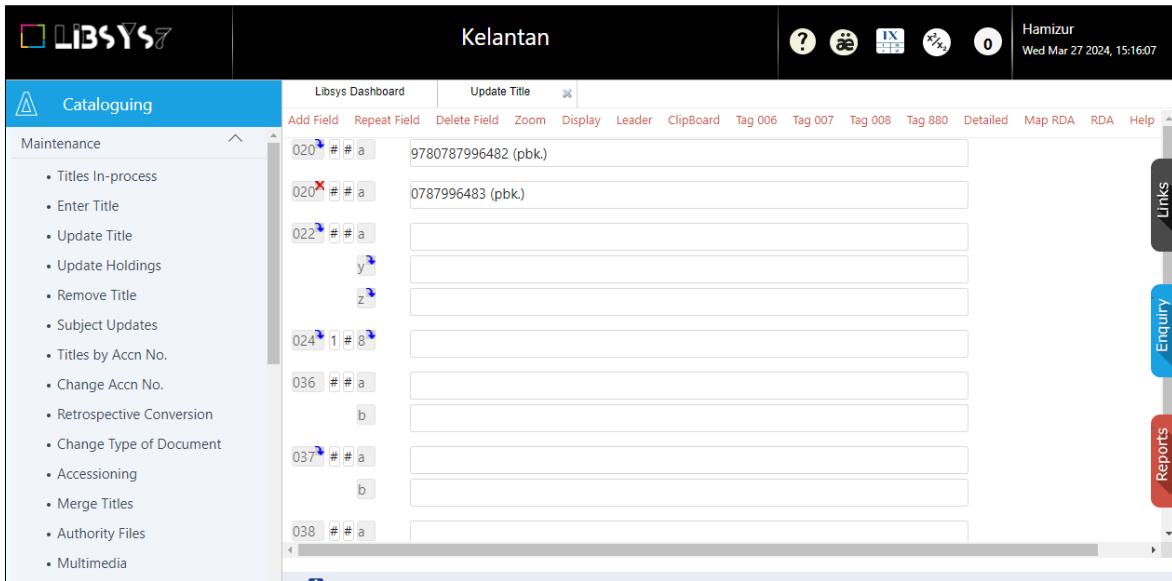


Figure 43: Cataloguing process (Tagging to be filled)

c) Sticking RFID strips to books

The process of sticking RFID strip is one initiative to update the security of the book, which can protect the books from going outside without permission. The RFID strips are from WISERF company, which are the innovative RFID technology that specialized in library security system projects. The process of RFID strips begun by sticking RFID strips from WISERF into the book, with hiddenly at the centre of the book spine, which inside the books. Once RFID strips are pasted, then register the book RFID tagging on the WISERF device by typing the accession number on the software, lastly the alarm with sound at RFID gates will be turn on, then alert the staff at the counter if the books are about to bring out without permission.

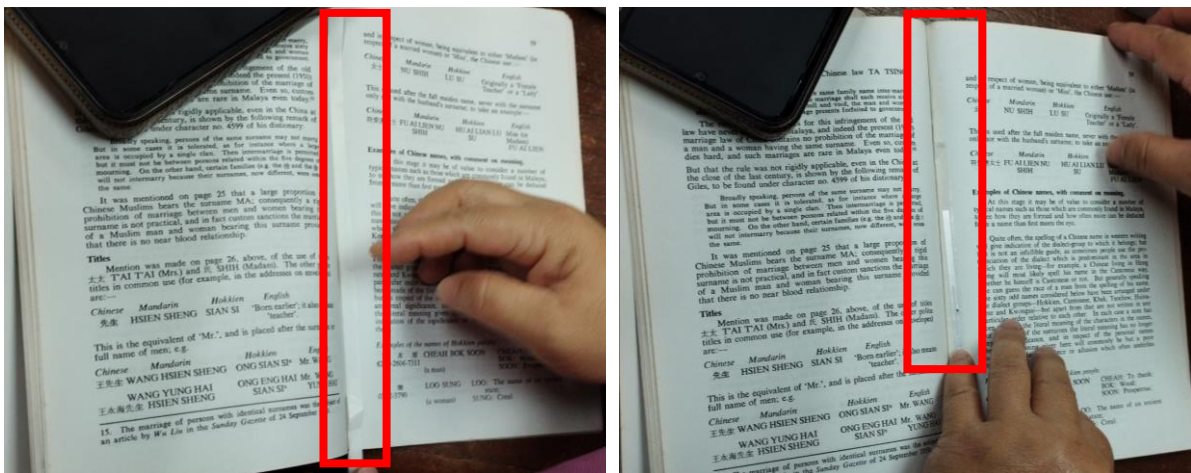


Figure 44: Sticking RFID

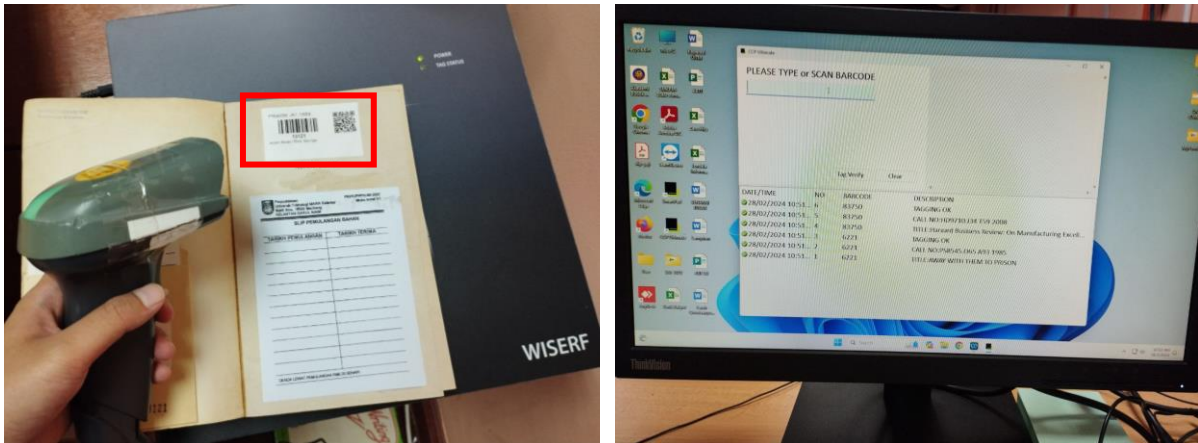


Figure 45: register the book RFID tagging on the WISERF device

d) Stamp right of ownership of the newly arrived books with PTA stamp

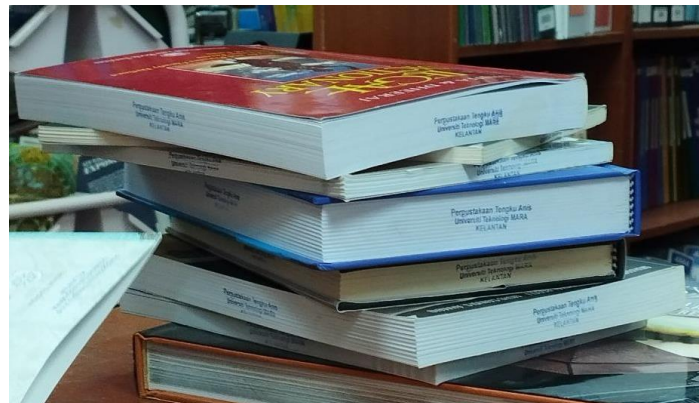
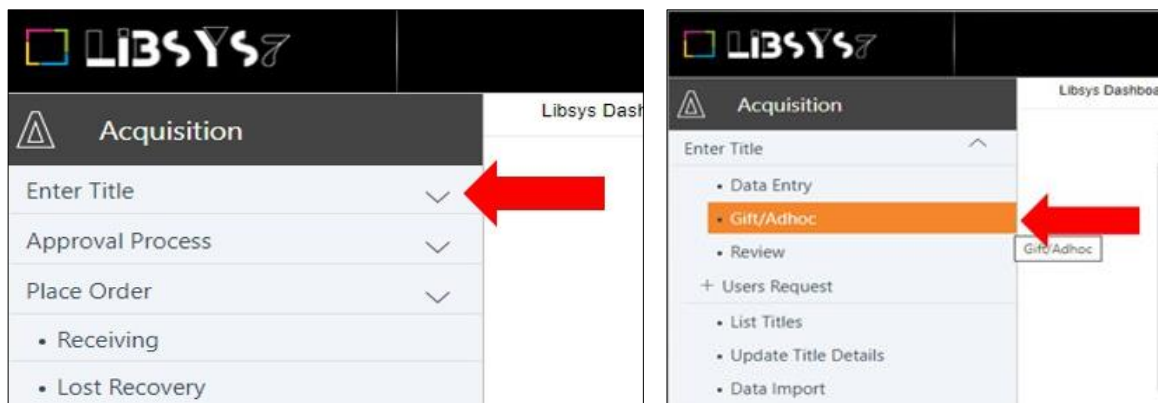


Figure 46: Stamp right of ownership

e) Key in the data that the vendor gave to PTA as a gift.



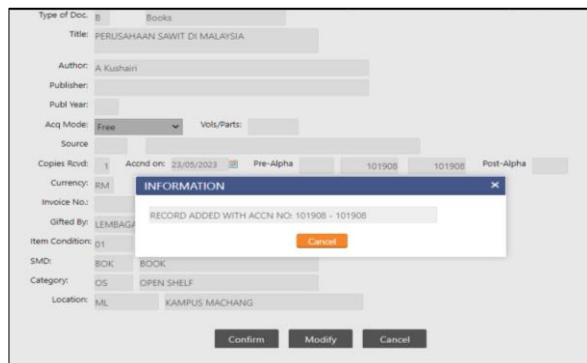
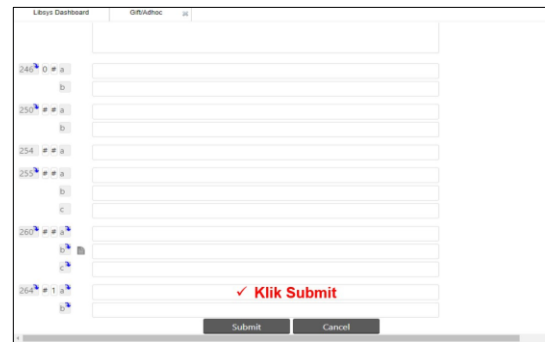


Figure 47: The process of key in the data as a Gift/ADHOC (from left to right).

3.1.4 Archive



Figure 48: Archive's Unit

On 10TH March to 14TH March 2024, I was assigned to the department of administrative organization & branch archives for five (5) days, which was headed by Mrs. Alina Hussein, the Deputy Chief Librarian. The University Archives, under this department's responsibility, handles the administration and online access to various library materials, collections, and repositories. Their focus is on identifying, digitizing, and preserving cultural, historical, academic, educational, communal, and civic information resources. I did a lot of activities in this departments and all under the three units as well.

- a) **Waste Removal Process (*Proses Pengenyahan Bendasing*)** - is a process of removing all tags, paper clips, and staples. Each student file will be placed in a box, and I will have to clean each box from year 1995-1997. The files were meticulously put back into the box when this cleaning procedure was finished in order to be entered into the Archival Management System (AMS) website. Each file was then uploaded to the AMS and its pertinent information was included before moving on to the scanning stage.

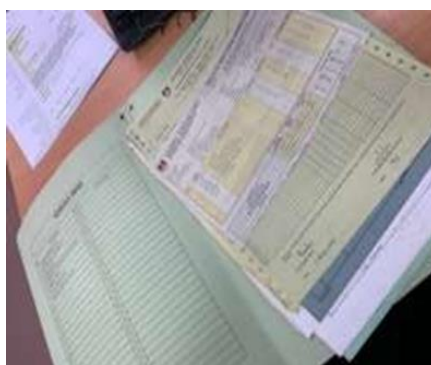


Figure 49: Removing all tags, paper clips, and staples from student's files

b) Scanning - Finally, each student file must be scanned, which entails scanning each page of material, before it can be kept in the file room. Given that the contents are private, the file needs to be strengthened for security after scanning by adding a password and watermark. To upload it into the UiTM OFA system, it will then be sent to Mrs. Alina Hussein.

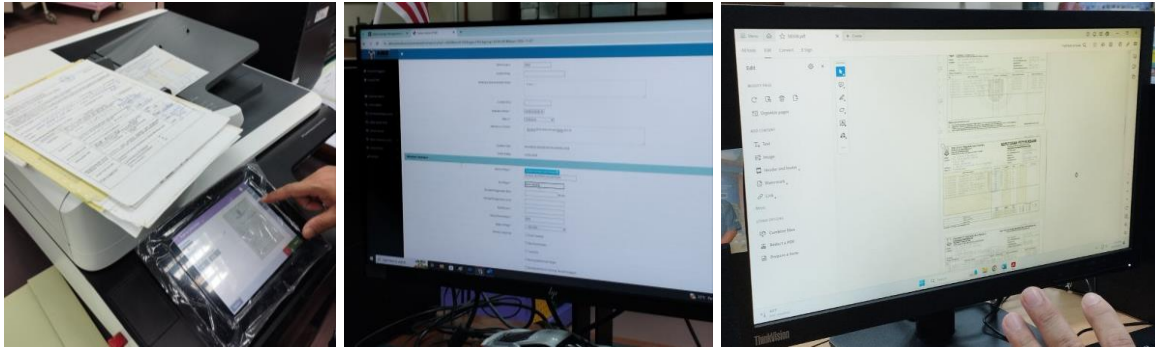


Figure 50: Scanned student file & upload it into the UiTM OFA system

c) Student File Disposal Process - "Disposal" refers to the disposal of the record whether by physical destruction or transfer to the University Archives at the end of its retention period. Document shredding ensures sensitive data cannot be stolen or fall into the wrong hands. Managing file disposal when needed is another essential job in the Archive Unit. Working along with Mr. Mohd Waqiyuddin and Mr. Mohd Ridzuan, this process starts with an appraisal to determine which files should be discarded. Identifying papers for this assessment requires, among other things, finding out-of-date correspondence, bank receipts, old payment records, invoices, and student files. After that, we safely destroy these papers in accordance with data protection rules and ensure confidentiality by using a heavy-duty paper shredder machine.



Figure 51: Archive room where the non-active files kept



Figure 52: Shredding process

d) Conservation unit:

Binding is the stitching, bonding, or splicing of printed paper sheets to make a book, magazine, brochure, and other reading material. Library bindings are bindings that are created specifically for the needs of library services. This volume is very important to the durability of the book for circulation, loan, and reference. When a book is precisely bound, the intended user will be interested in things like how simple it is to open flat, how clearly the gold applied print is printed, how wide the seam space (margin) is between the text and cover, and so on. Under Mr. Zul Abdullah's direction, this unit will learn how to cut, bind, and finish the entire book using the leather binding process (*Proses Penjilidan Kulit*).



Figure 53: Drilling machine

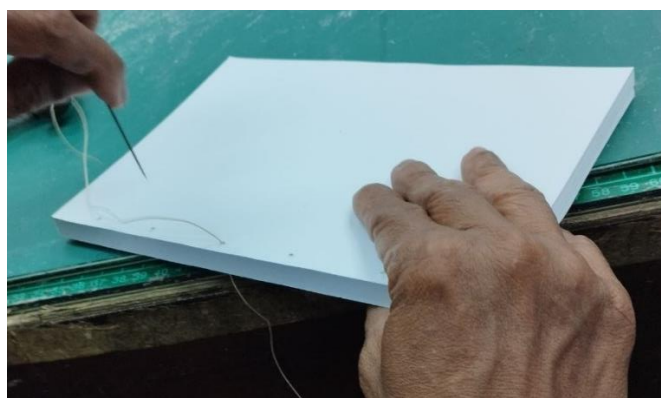


Figure 54: Sewing/stitching the paper.

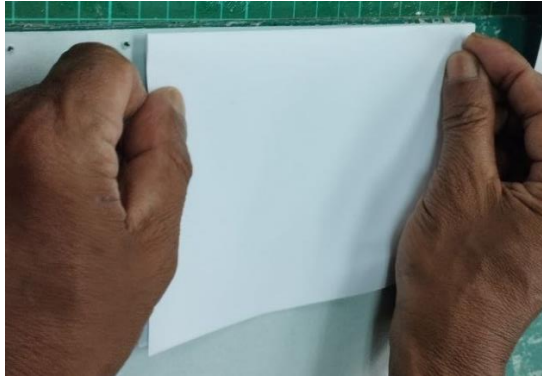


Figure 55: Gluing



Figure 56: The tools



Figure 57: Making the front and back cover.



Figure 58: Cutting and gluing.



Figure 59: Aligned the paper board.



Figure 60: Stick the material on the cardboard.

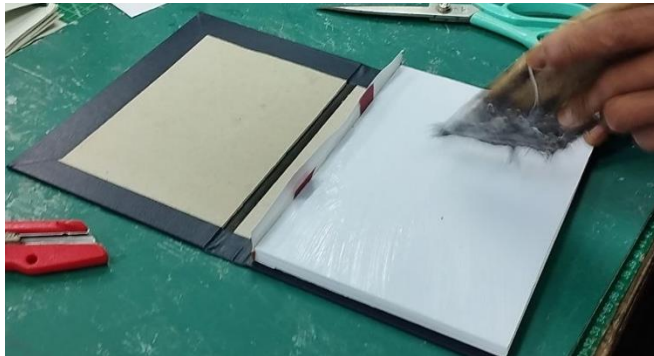


Figure 61: After gluing the book cover and the book together, put the book in the standing press



Figure 62: Find the alphabets (glod blocking) for the book title and the blocking press

3.1.5 Digital Library & Organization Administration Unit

a) Institutional Repository (IR) PTA

Universiti Teknologi MARA Institutional Repository (UiTM IR) is a center of digital collections, act as an open-access repository that collects, preserve, and disseminates scholarly output by university members at Universiti Teknologi MARA (journal articles, book chapters, books, conference papers, theses, working papers, technical reports, data and other types of research publications and unpublished manuscripts and papers)

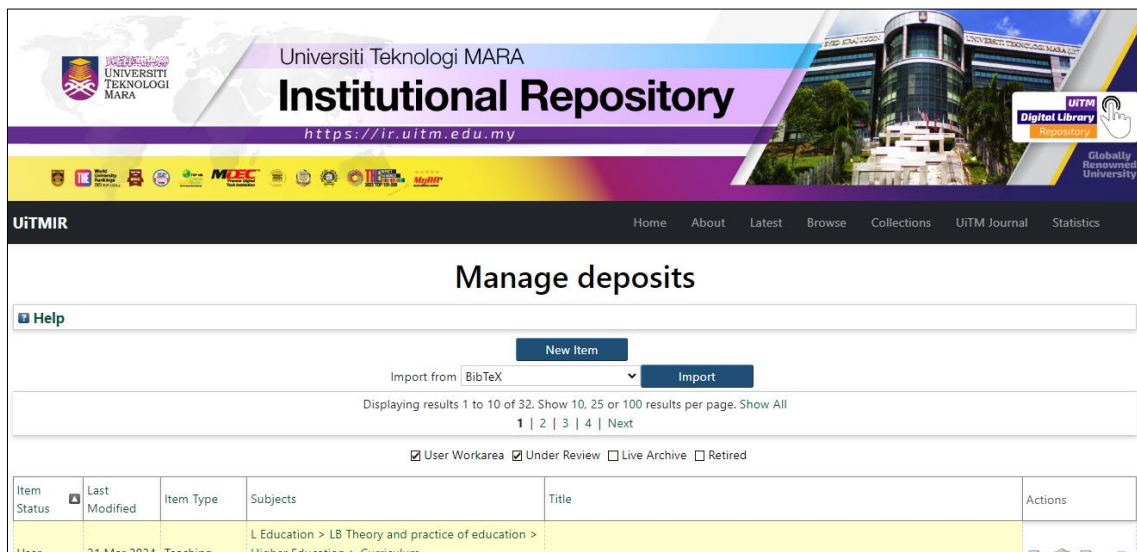


Figure 63: IR Admin Interface



Figure 64: Uploading and inserting the document's details.

Universiti Teknologi MARA
Institutional Repository
<https://ir.uitm.edu.my>

UitMIR Home About Latest Browse Collections Uitm Journal Statistics Uitm Digital Library

Transkrip wawancara bersama Encik Omar B. Md Hashim (Omara) Penggiat Seni Boria Pulau Pinang / Muhammad Azri Hafizuddin Abd Aziz and Sarah Masmerah Hanafiah

Abd Aziz, Muhammad Azri Hafizuddin and Hanafiah, Sarah Masmerah (2014) *Transkrip wawancara bersama Encik Omar B. Md Hashim (Omara) Penggiat Seni Boria Pulau Pinang / Muhammad Azri Hafizuddin Abd Aziz and Sarah Masmerah Hanafiah*. Oral History Report. Universiti Teknologi MARA, Kelantan. (Submitted)

Abstract
 Transkrip ini mengandungi temubual bersama Encik Omar Bin Md Hashim mengenai kerjaya beliau dalam bidang seni boria. Proses temubual telah dijalankan dengan jayanya di Medan Selera, Pasaraya Big AEON pada 14 April 2014 bermula pada jam 10 pagi. Beliau merupakan salah seorang tokoh boria yang kembali meningkat naik semula selepas tidak menceburi bidang ini selama tiga tahun akibat masalah peribadi. Kemudian beliau kembali semula sehingga berjaya menubuhkan pasukan boria sendiri yang digelar Boria Omara. Beliau telah menceburi bidang seni boria ini sejak berumur 10 tahu. Transkrip

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ID Number
 81616

Figure 65: Preview of the complete document

b) Buletin IQRA & READ@UiTM

The IQRA e-Bulletin is published every month with various information and latest news about the library and is displayed for public viewing at the given link. The PTA Machang Buletin were handled by Ms Sazlina Sazlan. Meanwhile, the READ@UiTM handled by Mr. Hazrie, also to update the information of the programs.

Buletin IQRA

Search ...

Category: Kampus Machang, UiTM Kelantan

"Library Outreach" & Kelas Penyelidikan Pengurusan Arkib & Rekod Perpustakaan Tengku Anis
 POSTED ON JANUARY 21, 2024 BY PERPUSTAKAAN TENGGU ANIS UiTM KELANTAN KAMPUS MACHANG

Alumni Sharing: From IM to IM "Towards 1st Class Information Studies"
 POSTED ON JANUARY 14, 2024 BY PERPUSTAKAAN TENGGU ANIS UiTM KELANTAN KAMPUS MACHANG
 2 Januari 2024 – Telah diadakan satu sesi perkongsian yang bertajuk Alumni Sharing:

Program "Greenation Speak Up@PTA"
 POSTED ON NOVEMBER 23, 2023 BY PERPUSTAKAAN TENGGU ANIS UiTM KELANTAN KAMPUS MACHANG
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- Sesi Road Tour Penjimatan dan Kecekapan Tenaga di PTAR
- Perbincangan kolaborasi PTAR dan IKP

Figure 66: Buletin IQRA

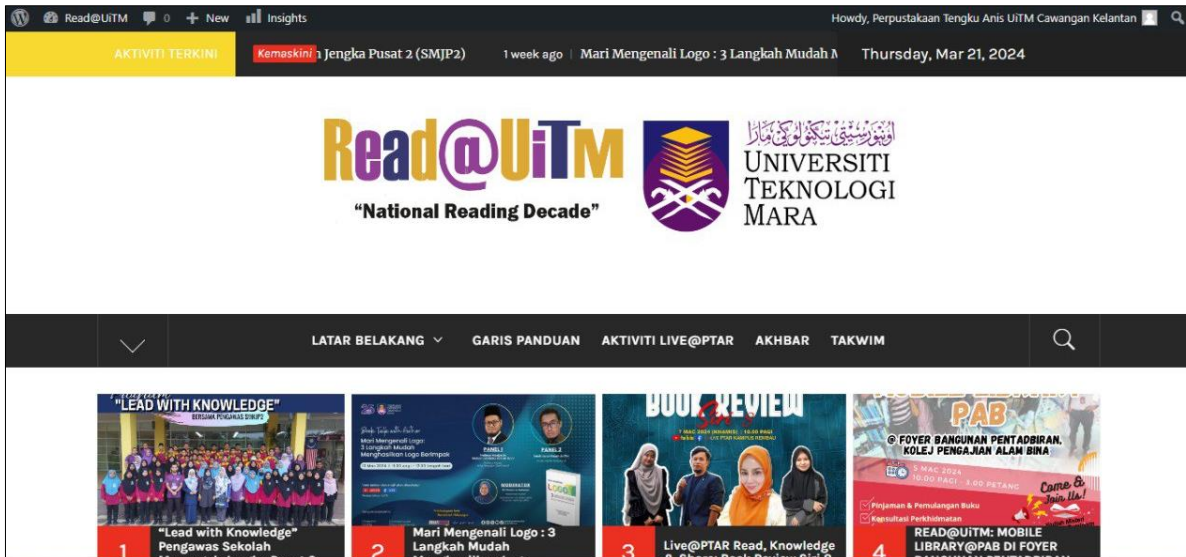


Figure 67: read@uitm

c) Insert close file list record in the excel sheet

Mrs. Amesutiny gave me a task which is inserting information about record the file list close the archive box into excel sheet.

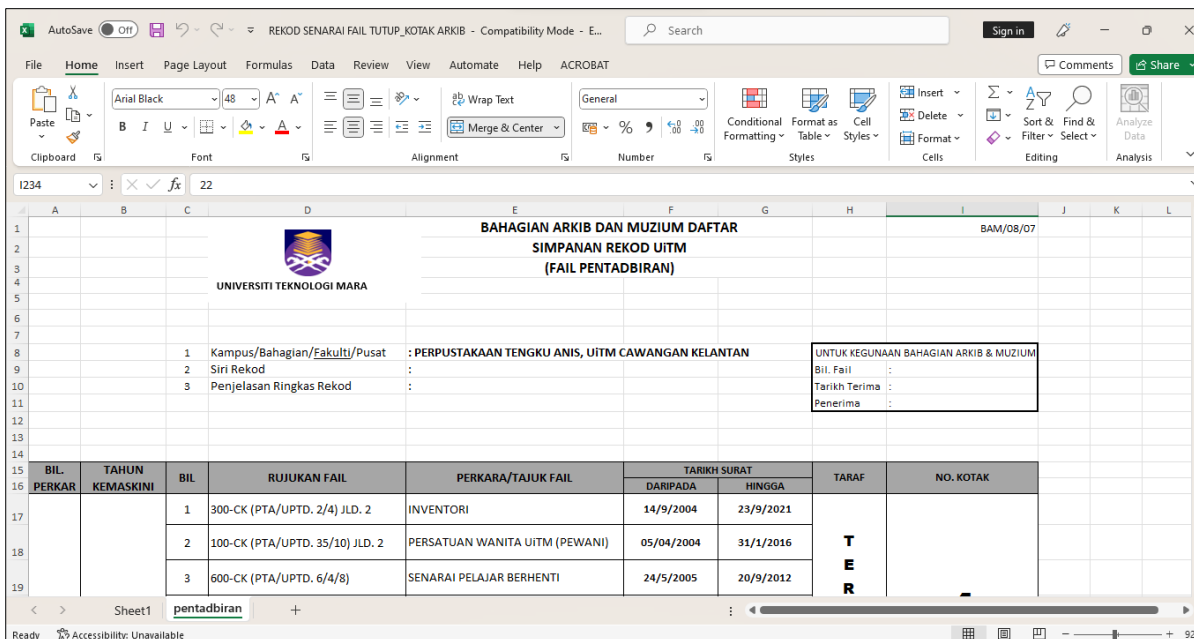


Figure 68: record the file list close the archive box in excel sheet.

3.2 VIRTUAL EXHIBITION

Mrs. Norfitriah gave me a task which is virtual exhibition. Any practical students must do this task, according to her. A virtual exhibition on a library website is a digital showcase of curated materials, artifacts, or information organized around a specific theme, topic, or collection. Unlike traditional physical exhibitions held within the confines of a physical space, virtual exhibitions offer an immersive online experience accessible to a broader audience.

I found two titles and made the virtual exhibition using Canva. The two virtual exhibitions are shown below:

3.2.1 Age-Appropriate

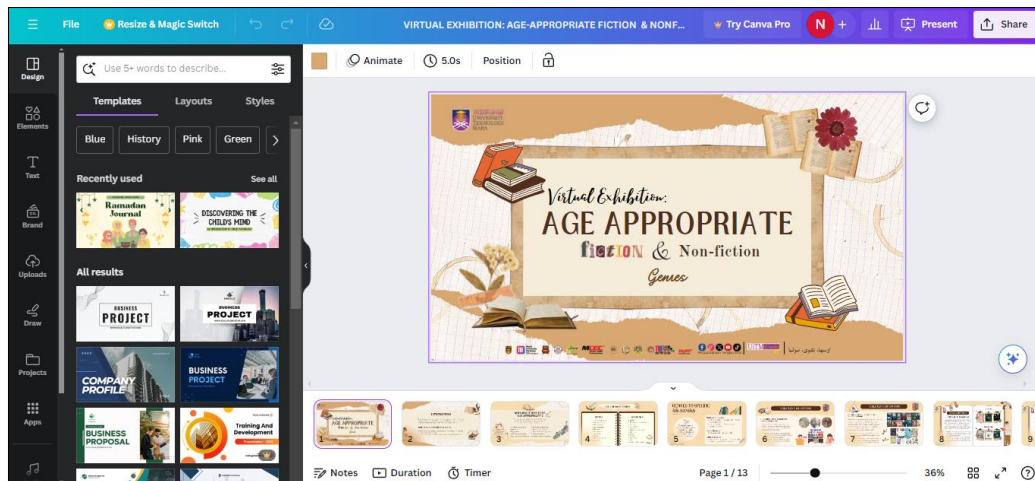


Figure 69: Virtual Exhibition: Age-Appropriate



Figure 70: website recommendations for age-appropriate books

3.2.2 Themed Reading

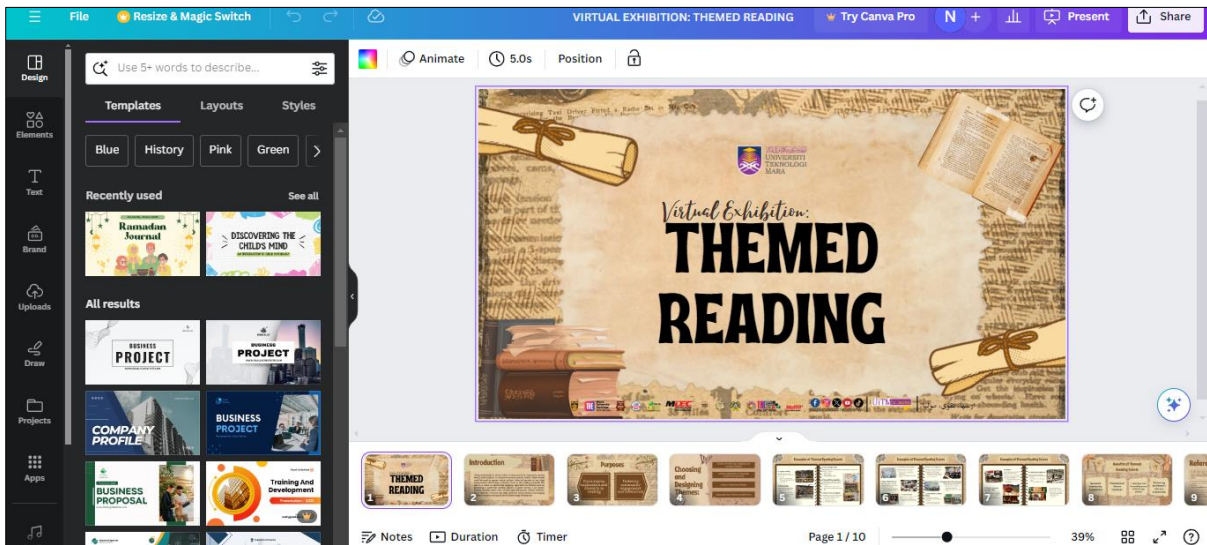


Figure 71: Virtual Exhibition: Themed Reading

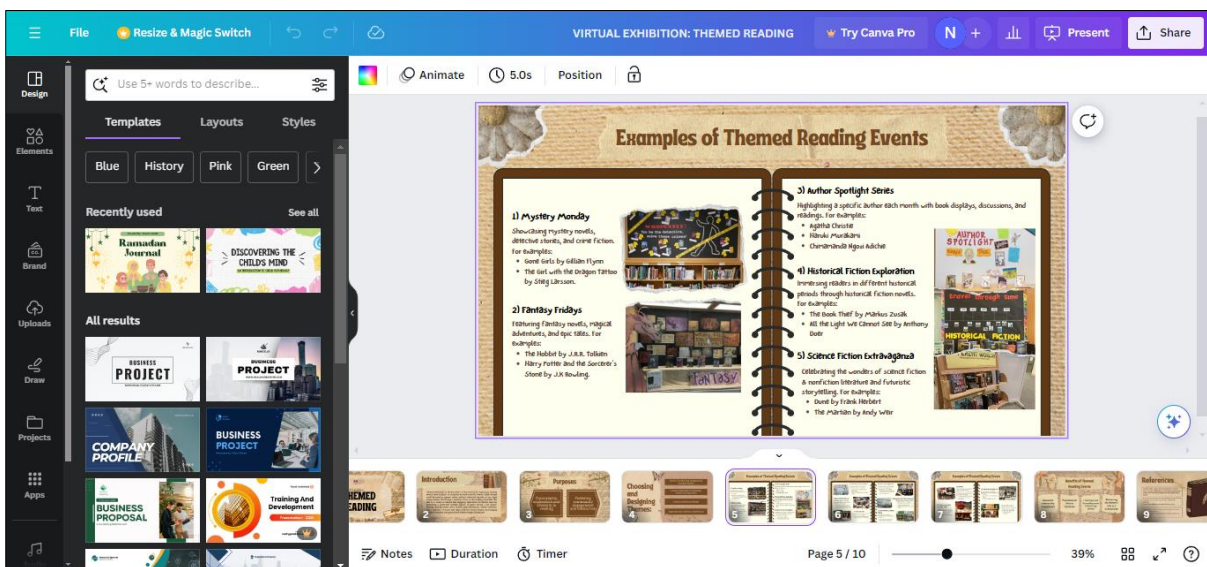


Figure 72: Example from the slide

3.3 SPECIAL PROJECT

“EXHIBITION BOARD: RAMADAN KAREEM”

Each of practical student who came to do internship must have their special project. As for my special project, namely “Exhibition Board: Ramadan Kareem” given by Mrs. Norfitriah Mat Seman, supervisor of my internship. This project took place at Perpustakaan Tengku Anis (PTA) exhibition board and was given two weeks’ time to complete before the day of the Ramadan arrive. The purpose of why this special project was chosen is because creates cultural awareness and education. It helps educate library visitors about the significance of Ramadan, which is the ninth month of the Islamic lunar calendar and holds great religious importance for Muslims worldwide. Not only that, but it is also celebration of festivities. Just as libraries often have displays for various holidays and cultural events, showcasing Ramadan festivities contributes to the library’s role as a community hub that celebrates diverse cultures and traditions.

This project started on **1st March 2024 – 12th March 2024** for the Perpustakaan Tengku Anis exhibition board. The special project was made by using canva, A3 paper so that it would look bigger and better so that it is easier for people to read. Most of the information about Ramadan, we showed and asked Dr. Muslim, Mrs. Norfitriah, Mrs. Nordelina and Mrs. Alina to check it firsthand. Within the exhibition’s board area, there are two shelves on the left and right and in the middle is where the exhibition board arranged.



Figure 73: Before the cleaning process



Figure 74: After the clean up

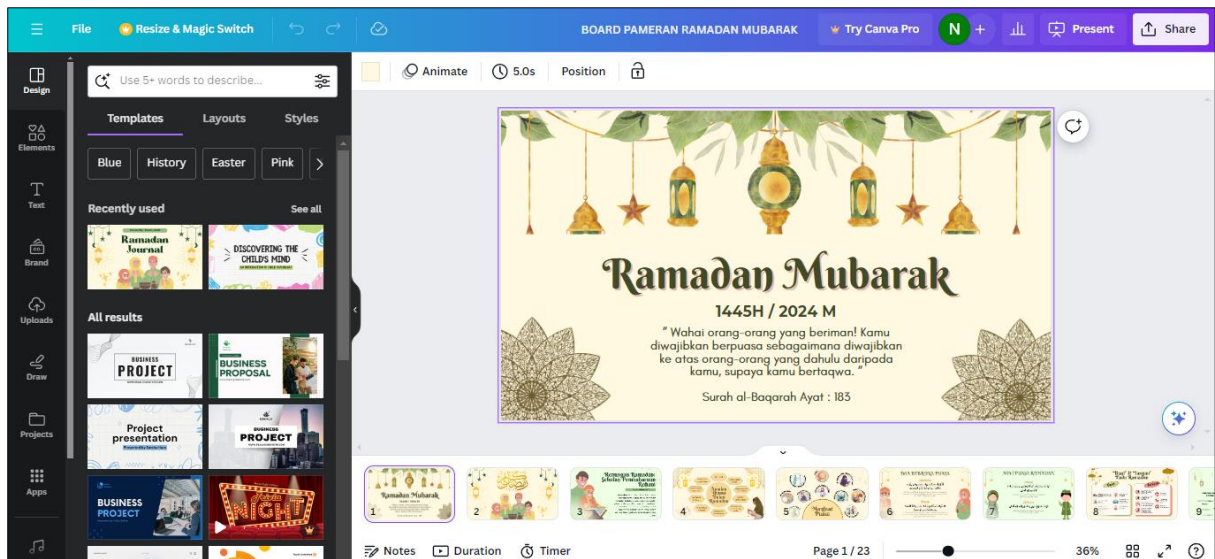


Figure 75: The template of Ramadan on Canva



Figure 76: Printing and laminating process

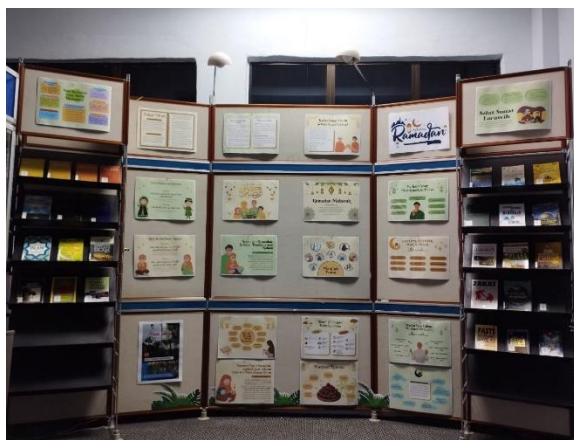


Figure 77: Decorating process



Figure 78: Preview of the last process

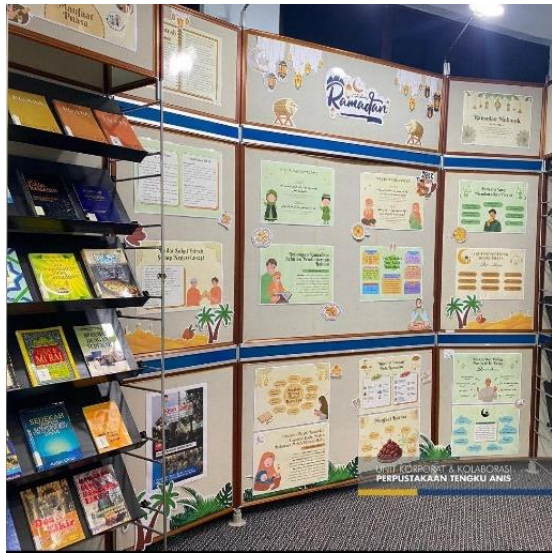


Figure 79: Pictures taken by PTA Staff and post it on the library's official Instagram.

3.4 EXPLANATION OF THE SKILLS, KNOWLEDGE, AND COMPETENCIES

APPLIED OR DEVELOPED DURING THE TRAINING PERIOD

3.4.1 Skills

1) Information Literacy

- **Research Skills:** Developed the ability to effectively search for and retrieve information from various databases and catalogues.
- **Evaluation Skills:** Learned to critically evaluate sources for credibility, relevance, and accuracy.

2) Customer Service

- **Communication:** Enhanced communication skills through interactions with library users, including assisting them with inquiries and guiding them in using library resources.
- **Problem-Solving:** Developed problem-solving skills by addressing user issues and finding solutions to their information needs.

3) Technical Skills

- **Library Management Systems:** Gained hands-on experience with web-based integrated library systems (WILS) such as **Libsys7**, which is used for cataloguing, circulation, and acquisition.
- **Digital Tools:** Familiarized with digital repositories, online databases, and e-resources platforms.

3.4.2 Knowledge

1) Library science

- **Cataloging and Classification:** Deepened understanding of cataloging standards (e.g., AACR2, RDA) and classification systems (e.g., Dewey Decimal Classification, Library of Congress Classification).
- **Collection Development:** Learned about the processes involved in selecting, acquiring, and maintaining library collections.

2) Information Technology

- **Database Management:** Gained knowledge about managing and maintaining library databases and digital archives.
- **Digital Libraries:** Learned about the creation, management, and dissemination of digital collections and resources.

3) User Services

- **Reference Services:** Enhanced knowledge of providing reference services, including using reference interviews to understand and meet user information needs.
- **Information Literacy Instruction:** Developed skills in designing and delivering information literacy programs to educate users on effectively utilizing library resources.

3.4.3 Competencies Applied/Developed During the Training Period

1) Professionalism

- **Ethics and Responsibility:** Demonstrated ethical behaviour and responsibility in handling user information and maintaining confidentiality.
- **Time Management:** Improved time management skills by balancing various tasks and responsibilities within the library setting.

2) Adaptability and Flexibility

- **Adaptability:** Learned to adapt to new technologies and changes in library procedures.
- **Flexibility:** Showed flexibility in handling different tasks, from technical services to user services.

3) Teamwork and Collaboration

- **Collaboration:** Worked collaboratively with library staff and other departments to achieve common goals.
- **Leadership:** Took initiative in projects and demonstrated leadership skills in guiding junior staff or interns.

***CHAPTER 4:
LEARNING
OUTCOMES
& ACHIEVEMENTS***

4.0 INDUSTRIAL TRAINING REFLECTION

The industrial training for 2 months from 4TH February 2024 till 28TH March 2024 at Perpustakaan Tengku Anis, UiTM Machang has given me opportunity to apply all knowledge, theories, leadership, and communication skills, also able to gain experience in completing the tasks that was given to me. My time at Perpustakaan Tengku Anis has been immensely rewarding, with each department offering a unique perspective on library operations and functions. Through my involvement in cataloging, customer service, record management, and program development, I have gained a comprehensive understanding of the diverse responsibilities that contribute to the efficient functioning of the library. All the task experienced when assigned in each department available at Perpustakaan Tengku Anis (PTA), has given golden opportunity for me and a lot of exposure on each department functions that combined as an organization. Each department are crucial to enable the PTA to deliver good service and performance for their patrons which are mostly students and not excluded UiTM staffs.

Not to forget on skills or working experience which from technical skills like cataloguing skills, customer service skills and ethics, management of records (physical documents) and other important pdf files like Institutional Repository (IR) materials, etc., which these skills will become valuable knowledge to use when working in a library institution soon. The hands-on experience gained during my internship has not only enhanced my proficiency in these areas but has also instilled a sense of confidence in my ability to navigate complex tasks effectively. Other from that, involvements with programs that are held by PTA also become a golden opportunity to learn on the process of program construct, from the first to do till the last thing to do when making new program that will give benefits to community and PTA library users.

4.1 DISCUSSION OF PERSONAL GROWTH, SKILLS ENHANCEMENT & PROFESSIONAL DEVELOPMENT

4.1.1 Personal Growth

During my industrial training at Perpustakaan Tengku Anis, UiTM Machang, I underwent a profound journey of personal growth. Exposing myself to real-world challenges enabled me to develop resilience and adaptability. Each obstacle encountered became an opportunity for learning and self-improvement. Through navigating diverse work environments, I gained a deeper understanding of my strengths and weaknesses, which in turn, allowed me to refine my character and expand my capabilities. This period of introspection and growth not only empowered me to overcome obstacles but also instilled a newfound confidence in my abilities to face future challenges.

- **Increased Self-Confidence:** Engaging with library users and staff daily boosted my confidence. I learned to handle various inquiries and tasks independently, which made me more self-assured in my abilities. For example, when tasked on different departments with different types of library staff, I initially felt nervous. However, after been through all of it in two months, I fought my fear and let myself loose, I felt a noticeable boost in my confidence.
- **Enhanced Responsibility:** Managing tasks and ensuring they were completed on time taught me the importance of responsibility and accountability in a professional setting. One example of enhanced responsibility was managing the inter-library loan requests. I was responsible for ensuring that all requests were processed accurately and promptly. This task required careful attention to detail and a commitment to following up with both requesting and lending libraries, which reinforced my sense of accountability.
- **Improved Interpersonal Skills:** Interacting with diverse users and colleagues helped me develop better communication and interpersonal skills, making me more adept at understanding and addressing different perspectives and needs. A specific example of improved interpersonal skills was when I assisted a student with a research project. By actively listening to their needs and providing tailored resources, I was able to build a rapport and help them successfully navigate their research challenges. This interaction highlighted the importance of empathy and effective communication in providing excellent customer service.

4.1.2 Skills Enhancement

The industrial training provided a fertile ground for enhancing my skills across various domains. As I immersed myself in the tasks assigned within each department, I underwent a transformational journey of skill development. Notably, my leadership abilities were cultivated as I shouldered responsibilities and led initiatives within the organization. Collaborating with colleagues and stakeholders not only sharpened my communication skills but also honed my ability to work effectively in teams. Additionally, the hands-on experience in cataloguing, customer service, and record management equipped me with invaluable technical skills essential for thriving in the library and information science sector.

- **Technical Proficiency:** I gained practical experience with library management systems and digital tools, which improved my technical proficiency. I became adept at using software like Libsys7 for cataloguing and managing library resources. For example, I became proficient in using Libsys7 for cataloguing library materials. I learned to enter new acquisitions into the system, update records, and manage the circulation of items. This hands-on experience with library management software significantly improved my technical skills.
- **Research and Information Retrieval:** My ability to conduct research and retrieve information from various sources improved significantly. I learned advanced search techniques and how to evaluate the credibility of sources. One notable example of my enhanced research skills was when I assisted a faculty member in locating historical documents for their research. By employing advanced search techniques in various academic databases, I was able to find relevant and credible sources that the faculty member had not previously accessed, demonstrating my improved information retrieval capabilities.
- **Customer Service:** The hands-on experience in assisting library users honed my customer service skills. I learned to effectively communicate with users, understand their needs, and provide appropriate solutions. An instance of enhanced customer service skills occurred when a user approached me with a complex query about accessing digital archives. I patiently walked them through the process, demonstrating how to use the digital tools available and ensuring they felt confident in navigating the resources independently. This experience reinforced my ability to provide clear and effective assistance

4.1.3 Professional Development

The industrial training acted as a catalyst for my professional development, laying a sturdy foundation for a career in the library and information science sector. Through immersion in the daily operations of Perpustakaan Tengku Anis, I gained a comprehensive understanding of library functions and organizational dynamics. This exposure, coupled with the acquired technical skills, positioned me as a competent professional capable of making meaningful contributions in similar domains. Moreover, the experience provided invaluable networking opportunities and insights into industry best practices, further fueling my aspirations for professional growth. Overall, the training not only broadened my horizons but also fueled my passion and determination to excel in the field of library and information science.

- **Project Management:** As part of a library special project, I was involved in creating and planning the renovation on the library exhibition's board and ensuring minimal disruption to library services. This experience improved my project management skills, including planning, organizing resources, and meeting deadlines. It also taught me the importance of collaboration across departments and effective communication with the organization.
- **Career Path Clarity:** The practical experience helped clarify my career goals and aspirations. It reinforced my interest in pursuing a career in library and information science and gave me a clearer idea of the specific areas I want to focus on, such as digital libraries and user services. A specific moment that clarified my career path was working on a digital preservation project. I realized my interest in digital libraries and the importance of preserving digital content for future access. This experience solidified my aspiration to specialize in digital library services and pursue further education and training in this area.

4.2 EXAMPLES OF PROJECTS, ACCOMPLISHMENTS OR CHALLENGES OVERCOME

4.2.1 Successful Project

The special project, which is, “**EXHIBITION BOARD: RAMADAN KAREEM**”, this work given by Mrs. Norfitriah Mat Seman herself as for my two-months internship here. The project was quite a hassle at first as there are many things to fix, especially to find and re-check it regarding Ramadan’s information so that it is not the fake information. However, from 1st March – 12th March 2024, I was already making my move and make the work faster as I love to finish it completely.



Figure 80: Picture taken by Ms. Sazlina and posted it on PTA's official Instagram social media.

Over the moon, the special project itself became successful. I did not do this project alone but by having another intern, Shaza helping me out to complete this project together as well as the library’s staff. They all gave me some advice, what to do and what not to do, and I took it for granted

4.2.2 Accomplishments

i. Cooperation:

The cooperation skills which are gained by involving with other staff on programs and activities that are being held during the industrial training period. Specifically, the activity that need cooperation with others like Program: Musafir Ilmu: "Ride to Bukit Keluang" and other programs helped me to interact well with other staffs and helped myself to give contribution during the happening event.

ii. Communication skills:

The effective communication skills important to able to have good discussion among colleagues and able to solve many problems that may occurred during working in the organisation. The top management in the organisation must be able to conduct their lower management personnel with good communication, and sometimes two-way communication are needed to improve the working performance of all staffs of organisation. As for me, communication skills are specially gained when completing Exhibition Board: Ramadan Kareem for the special project, which consulting with the staffs that guided and advice with this project.

4.2.3 Challenges Overcome

In my opinion, there are some of difficulties I had throughout my industrial training at Perpustakaan Tengku Anis (PTA) where I have a problem with the using of PTAR Mobile Apps. It is because we must scan QR code that have been provided at the entrance of library but there will some problem with some students cannot use the apps. For example, there are some students have a problem with the scan or in mobile apps so that the student must key in their matric number at the counter.



Figure 81: Student must key in their student ID

CHAPTER 5:
RECOMMENDATIONS
&
CONCLUSION

5.0 SUGGESTIONS FOR IMPROVEMENTS IN THE INDUSTRIAL TRAINING PROGRAM

- 1) Structured Training Modules:** Implementing a structured training curriculum with clearly defined learning objectives for each department would enhance the overall effectiveness of the industrial training program. This would provide trainees with a roadmap for skill development and ensure comprehensive exposure to all aspects of library operations.
- 2) Feedback Mechanism:** Implement a feedback mechanism where interns can provide regular feedback on their training experiences, including strengths, weaknesses, and areas for improvement. This feedback will enable continuous improvement of the training program based on the needs and perspectives of the interns.

5.1 RECOMMENDATIONS FOR THE ORGANIZATION TO ENHANCE THE INFORMATION MANAGEMENT PRACTICES.

In order to support the Cataloguing Unit in maintaining the data as Resource Description and Access (RDA) for the books cataloguing process and RFID tagging process, which are critical for the security of the books in PTA, I suggest that PTA hire more staff members. These are two difficult procedures, and the PTA has a sizable book collection.

Besides, training and development. Provide ongoing training and development opportunities for staff members to enhance their information management skills and stay abreast of emerging technologies and best practices in the field. Investing in professional development will empower staff to effectively leverage information resources and contribute to the organization's mission and objectives.

5.2 CONCLUSIONS

In conclusion, reflecting on my two-month industrial training at Perpustakaan Tengku Anis (PTA), I am grateful for the invaluable experiences and skills I gained as a library staff member. The training provided me with hands-on exposure to essential library management skills, including computerized cataloguing, customer service excellence, records management, and effective communication within and outside the organization. Moreover, I had the opportunity to develop skills in poster design and leadership, enriching my professional toolkit.

These experiences have not only enhanced my theoretical knowledge but have also prepared me to confidently navigate real-world library environments in the future. I am eager to apply the knowledge and skills acquired during my training to contribute meaningfully to the field of library and information science. I look forward to leveraging this foundation to excel in my future career endeavors.

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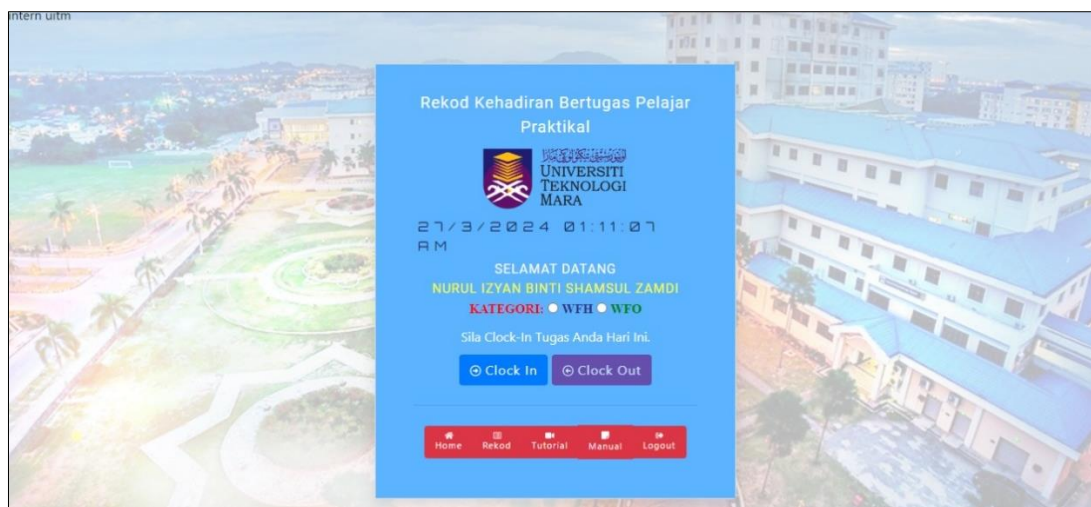
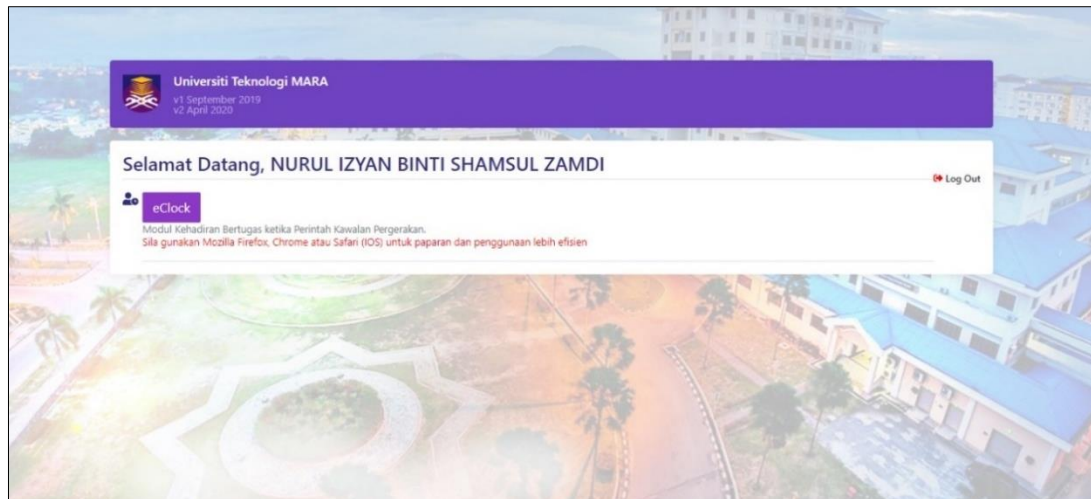
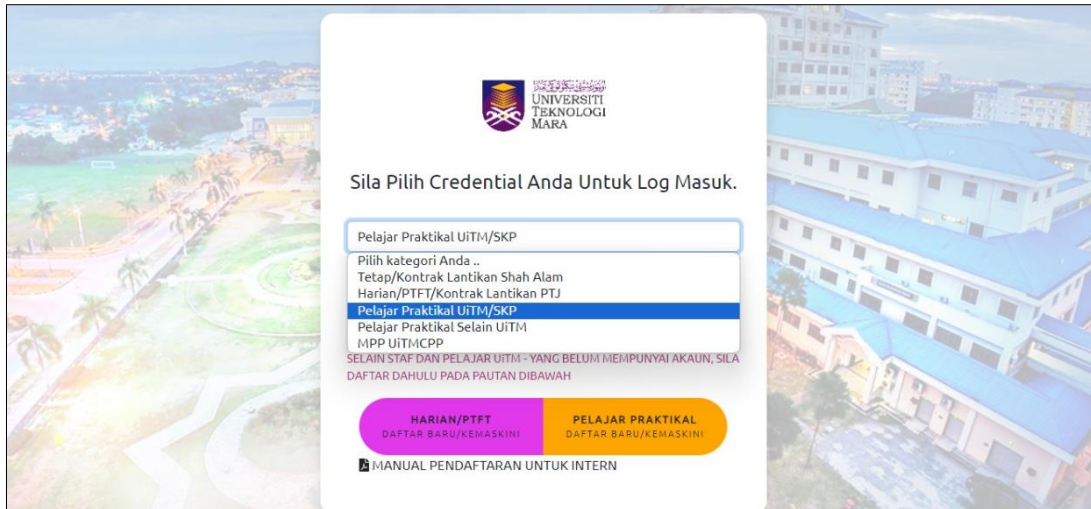
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APPENDICES

1. ATTENDANCE



Hiern ulim

NURUL IZVAN
BINTI SHAMSUL
ZAMDI

[eClock](#) [Individu](#) [Penyela](#) [Log Out](#) [Role Anda](#)

ECLOCK > INDIVIDU > REKOD CLOCKING

Rekod Clocking Anda

Profile Anda

NO PELAJAR: 2022745179
NAMA: NURUL IZVAN BINTI SHAMSUL ZAMDI

WFH : Work From Home
WFO : Work From Office
FLE : Flexi

MY CLOCKING
Rekod Clocking Anda Untuk Sebulan

2024 Carian Paparan Cetak

TARIKH	HARI	MASA	LOKASI(KOORDINAT)	MASA	LOKASI(KOORDINAT)	JEMIS	CATATAN
CLOCKING IN			CLOCKING OUT				
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05-02-2024	ISNIN	07:50:46	View Map	17:02:26	View Map	WFO	Catatan
06-02-2024	SELASA	07:50:35	View Map	17:02:41	View Map	WFO	Catatan
07-02-2024	RABU	07:53:27	View Map	17:18:36	View Map	WFO	Catatan
08-02-2024	KHAMIS	07:52:09	View Map	15:37:26	View Map	WFO	Catatan
11-02-2024	AHAD						Catatan
12-02-2024	ISNIN						Catatan
13-02-2024	SELASA	08:04:24	View Map	17:18:21	View Map	WFO	Catatan
14-02-2024	RABU	08:36:57	View Map	17:14:11	View Map	WFO	Catatan
15-02-2024	KHAMIS	07:43:55	View Map	15:35:28	View Map	WFO	Catatan

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05-02-2024	ISNIN	07:50:46	View Map	17:02:26	View Map	WFO	Catatan
06-02-2024	SELASA	07:50:35	View Map	17:02:41	View Map	WFO	Catatan
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08-02-2024	KHAMIS	07:52:09	View Map	15:37:26	View Map	WFO	Catatan

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12-02-2024	ISNIN						Catatan
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14-02-2024	RABU	08:36:57	View Map	17:14:11	View Map	WFO	Catatan
15-02-2024	KHAMIS	07:43:55	View Map	15:35:28	View Map	WFO	Catatan

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2. INDUSTRIAL TRAINING SCHEDULE AT PERPUSTAKAAN TENGKU ANIS

PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN 04 FEBRUARI – 27 MAC 2024				
NAMA : NURUL IZVAN BINTI SHAMSUL ZAMDI (2022745179)				
TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
04 Feb 2024 / Ahad (1 hari)	Lapor diri dan Suai kenal bersama staf		Pn. Alina Hussein (Timbalan Ketua Pustakawan) Pn. Norfitriah Mat Seman (Pustakawan Kanan)	Taklimat Pengenalan Perpustakaan
05 – 15 Feb 2024 / Isnin – Khamis (8 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)	13-15 Feb	Pn. Nor Azrina Binti Hasbullah (Pembantu Pustakawan Kanan)	Unit Penyelidikan, Pembelajaran & Rujukan
			En. Hamka Hamzah En. Ahmad Ameruddin Fauzi (Pembantu Pustakawan)	Unit Perkhidmatan Pelanggan
			En. Mohd Zalani Mhd Zin (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
			En. Mohd Hilme Bin Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
			En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
18 – 29 Feb 2024 / Ahad – Khamis (10 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		Pn. Syamsilawati Dahari (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
			En. Hamizur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
			Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
			En. Che Hasnan Che Idris (Pembantu Pustakawan Kanan)	Unit Sumber Elektronik & Projek RDA
			En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanan)	

03 – 7 Mac 2024 / Ahad – Khamis (5 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Pn.Amesutiny Mohd Subry (Kerani Kanan)	Unit Pentadbiran Organisasi
			En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi
			En. Mustazim Mustapa (Pembantu Pustakawan Tertinggi)	Unit Pentadbiran Organisasi
10 – 14 Mac 2024 / Ahad – Khamis (5 hari)	Bahagian Arkib Universiti Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Mohd Waqiyuddin Mohd Dzulkifly (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
			En. Muhamad Nazari Muhamad Nor (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
			En. Mohd Ridzuan Ramli (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
			En. Zul Abdullah (Pembantu Pemuliharaan Kanan)	Unit Pemuliharaan
17 – 25 Mac 2024 / Ahad – Isnin (7 hari)	Unit Perpustakaan Digital & Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Sazlina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat
			En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan Kanan)	Unit Komunikasi Korporat
			En. Muhamad Azim Bin Suhaimi (Pembantu Pustakawan)	Unit Institusi Repositori
			En. Mohd Hillman Bin Mohamad (Juruteknik Komputer Kanan)	Unit Sistem Maklumat
26 – 27 Mac 2024 / Rabu – Khamis (2 hari)	<ul style="list-style-type: none"> Mohon sediakan laporan bagi setiap tempat/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan 			

3. PTA PROGRAMS INVOLVEMENT

- a) PROGRAM: MUSAFIR ILMU: "RIDE TO BUKIT KELUANG" on March 6th, 2024, and this program organized by Perpustakaan Tengku Anis UiTM Cawangan Kelantan in collaboration with the Academy of Contemporary Islamic Studies (ACIS) & UiTM Bikers Club.





- b) PROGRAM WADAH ILMU: TANYALAH USTAZ SIRI 1 on February 26th, 2024 (Monday), and this program organized by Perpustakaan Tengku Anis UiTM Cawangan Kelantan which was held on Tengku Anis Library YouTube Channel Live Broadcast:

<https://www.youtube.com/watch?v=-YGOtShVNkg>



c) **PROGRAM "AUTHORS TALK @PTA": AKU DIA & KOPI** organized by Tengku Anis UiTM Kelantan Branch Library will be held on March 10th 2024 (Sunday) and started at 3:00 p.m – 4:00 p.m, which was held on Tengku Anis Library YouTube Channel Live Broadcast:

<https://youtu.be/MPEBL10wBWQ>



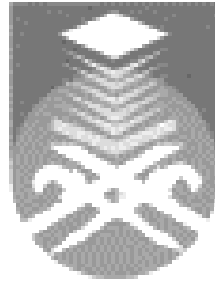


4. ROUTINE ACTIVITY

a) Morning book shelving

8:00 a.m. – 8:30 a.m. (Every working day)





UNIVERSITI TEKNOLOGI MARA

PRACTICAL TRAINING
LOG BOOK

Instructions

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

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

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

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

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

Recording

The log book should contain the following information:

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

1. Student's name: NURUL IZAN BINTI SHAMSUL JAMDI
2. Date & Place of Birth:
3. UiTM I/C No.: 2022745179
4. Course: IM144 - DIPLOMA IN LIBRARY INFORMATICS
5. Year: 2022 - 2024 Part: 4
6. Home address:
7. Address during practical training:
8. Place of training: PERPUSTAKAAN TENGGU ANIS, UITM KAMPUS
MACHANG
9. Name of Supervisor in-charge: NORFITRIAH MAT SEMAN
10. Duration of training: From: 4 / 02 / 2024 to 28 / 3 / 2024

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4 / 02 / 2024	<p>Internship report duty at the administration office, UiTM Machang to Mrs. Raihan, who is the senior clerk in the administration department. Then, filled few forms and received punch card for two months, even though I was told that we are using online punch card system which is, e-clock. After that, self reported at Perpustakaan Tengku Anis (PTA) where I met my internship supervisor, which is, Mrs. Norfitriah Mat Seman and to Deputy Chief Librarian, Mrs. Alina Hussein. Mrs. Norfitriah explained and showed me the official website of Perpustakaan Tengku Anis (PTA) and her and Mrs. Alina gave me an introductory session about the library and also an explanation what tasks do I need to do while intern here. Not only that, Mrs. Norfitriah gave me a task which is, virtual exhibitions to put into the PTA's websites. Then, I met with Mrs. Amesutiny, a senior clerk who made and gave my internship's schedule. At that time, Ms. Saalina took me for a tour session in the library and introduced to each part of the unit in the library which are, Reference Resource University unit, Digital Library, Library Management, University Archive Department and Library Service.</p>	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.</p>

5/02/2024

Today, I was told by Mrs. Amesutiny that at 8:00 a.m until 8:30 a.m started by shelving books at the library. As an intern, they already prepare shelves ~~for~~ specially for practical students. After done, Mrs. Morfitnah asked me to join an invitation to creative publishing course using Canva which held on the Webex meeting platform that started at 9:00 a.m until 4:30 p.m while I'm doing my task. According to the schedule given to me, I was assigned for eight days in Library Service Unit which is I went to Customer Service Unit/department first. There, Mr. Mohd Rosli briefed to me about this unit functionality and the process of cataloging the library materials. In addition, he also explained on library cataloging system, which is on wils.uitm-edu.my/libsys7, the advantages and disadvantages of using Web Based Integrated Library System (WILS) and how to keep in the data of available books in wils system. For example, cataloguing (verification, update holdings, update title) and also Circulation (check out, check in, renewal, late fee collection), and many other's that Mr. Rosli had explained to me.

N

6/02/2024	<p>As usual, at 8:00 a.m until 8:30 a.m, I will start shelving books according to their call numbers. I continued my duty at customer service unit. This time, Mr. Zalani explained to me full details on the WILS system work, the BSO (UITM Booking System) which the students book any room on their own or use their student's id unless, they use lecturers's id or staff's id. Also, he showed me Reference Desk management System (RDMS) which is where students ask and the library's staff will answer the question. Not only that, Mr. Zalani taught me about Inter Library Loan (ILL) as well. ILL is the cooperative arrangements among libraries that allows books and other materials from one library to be loaned out to a patron from another library.</p>	1
7/02/2024	<p>At 8:00 a.m until 8:30 a.m, I will start my daily routine by shelving books on the shelves. Mr. Rosli showed me the clearance log book, PTA fine handover log book and fine receipts. After he was done briefing, he gave a task which was attached copy of transaction receipt mp@y Library Tengku Anis (PTA).</p> <p>At 12:00 p.m to 1:00 p.m and at 3:00 p.m to 4:00 p.m, I took care of the counter.</p>	IN

8/02/2024 At 8:00 a.m to 8:30 a.m, I will start my morning shelving books on the shelves. Then, I sat at the customer service counter to fill in for Mr. Hilme as he had other task to do for a while. Students came and scan the mobileApps but if they can't, they need to write down their student or staff's id to get in and after that, I will key in their id's into the "mykm system" which is Library Visitor. Afterward, I write my report and my logbook to pass time.

AIN
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9
011-1065 1984

9/02/2024 Public Holiday (Israk mikraj)

11/02/2024 } Lunar New
12/02/2024 } Year

IN
011-1065 1984

13/02/2024 Mrs. Syamsilawati came and ask me to help her with the fiddlehead as today there are visitors will come to the Perpustakaan Tengku Anis as Mrs. Nurfitriah did mentioned to me before. It was Tengku Anis Library briefing. Then, Mrs. Nurfitriah asked me to help in the kitchen with other staff which are Mrs. Maisatul, Mrs. Amesutiny and Mrs. Syamsilawati to prepare a dish called Nasi Kak Wak for the visitors (10 guests) in the Lavender Room.

011-1065 1984

14/02/2024 Continued doing regular tasks at the counter. Students wanted to check out a few books that they want to borrow and also received few cashless payments for the printing service and late due payments. After that, recorded the fine receipts payment by writing it in the log book.

N

15/02/2024 At 8:00 a.m to 8:30 a.m, every Thursdays all of the library's staff including myself must recited surah yasin together. We only read surah yasin on the semester break which are two months of me doing practical. After that, Mrs. Norderina told all of us to eat breakfast which are ~~a~~ noodles (mee) and drink some hot nescafe in the lavender room. Then, I went to finish my task as usual but this time the counter service at the second floor with Mrs. Azrina. (Research, Learning and Reference Unit). This is the unit that houses the encyclopedia, dictionaries, bibliographies, biographies, yearbooks, handbooks and gazettes.

VAIN
nis
ing

notes :- Regular morning shelving books on 13/2 and 14/2.

18/02/2024 As starting today, I'm assigned at my second unit which is Library Planning and Development Unit (Cataloging Department) for about ten days. Dr. Mustim briefed to me on introduction about this unit and the process of cataloging the library materials. More details regarding the classification of library materials such as the use of LCC for cataloging printed books and LCSH for subject headings.

↳ Before Dr. Mustim briefed to me, at 9:00 a.m to 1:00 p.m, all the PTA staffs had a meeting about Program "Bengkel Sasaran Kerja Tahunan (HR2U) while I was tasked to take care of the customer service counter at the front.

19/02/2024 Today, I was put under Mr. Hamizur to guide and showed me his task. He is under Printed Resource Unit. His job descriptions are:

- 1) Implement material safety processes.
- 2) Implement the material acceptance process through the wils system.
- 3) Process gift/donation materials through the wils system.
- 4) Update RDA data (old material)
- 5) Implement the purchase recommendation process through OPAC/online recommendation.
- 6) Provide analysis for quotations.

MUSLIM ISMAIL @ AHMAD
Pustakawan Kanan
Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan
Kelantan.

However, Mr. Hamidur taught me his other designated work which are :-

- 1) Online recommendations
- 2) Receiving
- 3) Invoice processing
- 4) Gift / ADHOC

After that, Mr. Hamidur asked for my help to stamp ownership of the books (Gift/ADHOC) wanted me to do the "Receiving" and "Gift / ADHOC" on wils system.

20/02/2024 Mr. Hamidur gave me loads of tasks as he was away with sports (sukma) which was key in the book's data that the vendor gave to PTA as a gift. Then, at 2:00 p.m to 4:30 p.m, I had to take care of the customer service counter as the PTA's staff went for a meeting while I was busy writing my report and log book and also the virtual exhibition.

MUSLIM ISMAIL @ AHMAD
Pustakawan Kanan
Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan
Kelantan.

21/02/2024 Continued the task given by Mr. Hamidur which is, fill in acquisitions and key in the gifts / ADHOC in the wils system. Besides, Mrs. Maiyatul demonstrate on how to pay for books, keep in, and updating the payment data on wils system.

22/02/2024 Continued to stamp the ownership at the books that still do not have ownership stamp. Stamped about 30 books. After that, Mrs. Nordeina asked me and other intern to clean the exhibition board and the shelves full with arts to put in the store.

notes:- Regular morning shelving books at 8:00 a.m to 8:30 a.m on 18/2 to 22/02.

25/02/2024 Completing the work given by Mrs. Norfitriah, which is, virtual exhibitions. I made two titles of virtual exhibitions which are "Age-Appropriate" and "Themed Reading" to put it into PTA's website (Library exhibitions). After that, I was now put under Mr. Hasnan and Mrs. Syamsilawati. Mr. Hasnan briefed a lot about his work part which are:

- 1) Find and upload articles about batik for local content.
- 2) Completing the physics of the new material. Such as, pasting barcodes, spine labels, return slips and category stickers on materials. Stamping RFID, RDA, and Q on materials.
- 3) Supply recommendation through OPAC (Online Recommendation).

26/02/2024

Mrs. Nurfitriah asked me to join the Program Wadah Ilmu: Tanyalah Ustaz, at 8:15 a.m to 9:00 a.m which held on Tengku Anis Library YouTube channel live broadcast and located at LCE room (PTA staff only). Afterward me and other staff prepared a dish for Mr. Mohd Khairuddin Md Sul Haimi and other staffs to enjoy a heartfelt feast together. And then, I cleaned and washed all of the plates, serving trays, glasses, spoons, forks and others to put it where it had taken. Next, I continued doing my duty with Mrs. Syamsitawati, who showed and explained to me what and how to remove old labels on the book, stamping ~~barcodes~~, RFID, RDA, and QR on materials and replace it with the new ones. I managed to stick RFID strips to 25 books and register the books on RFID device. Then, I also managed to replace the labels of other 25 books.

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Pustakawan Kanan
Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan
Kelantan.

27/02/2024

I remove old labels on the book and replace it with the new ones. Sticked 32 books on the shelf with RFID strips and then scanned the RFID tags in the books and used the RFID devices to keep in the data.

28/02/2024 Stamped few remaining books and stick RFID strip and few circulation records paper in the books. Some of the stack of books are RFC (Release for Circulation) which is Mr. Hamiaur's need to do his part and some other stack of books are "shelf" which means, this books can put into their assigned shelves. Then, Mrs. Nordelina asked me to ~~make~~ make a poster for an event called "Aku Dia & Kopi" for an upcoming event soon.

29/02/2024 On Thursday, as usual there will be surah Yasin reading at 8:00 a.m to 8:30 a.m. As this is my last day at Library Planning and Development Unit (cataloging department), Mrs. Maizatul taught about payment and supplier invoices. She also taught me how to write invoice details in the book such as PRN numbers, order number and price. Not only that, Mrs. Maizatul also taught me how to enter the supplier's price information into the system.

MUSLIM ISMAIL @ AHMAD
Pustakawan Kanan
Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan
Kelantan.

notes :- Morning shelving books at 8:00 a.m to 8:30 a.m on 25/02 to 29/02.

3/03/2024

At 10:00 a.m to 12:00 p.m, there was a meeting between the PTA library's staff as I had to take care of the customer service counter. Later, at 1:00 p.m to 3:00 p.m, there's a feast for Mr. Nik's farewell ceremony. After that, Mrs. Norfitriah tasked me with decorating the exhibition board about Ramadan by making a poster about it decorate it before Ramadan. This is also my first day at Organizational Administrative Unit and Strategic Planning and I'm under Mrs. Amesutiny, the senior clerk. She told me she manages self-report, exchange, placement, promotion and retirement of library staff. Managing and preparing staff duty schedules or manage the file system and administrative records of the library.

UNIVERSITI TEKNOLOGI MARA
KAWANG KAMPUS BACHANG
MACHANG, KELANTAN

4/03/2024

Mrs. Amesutiny gave me a task which is to key in the close file list record archive. She taught me what and how to do it. Like, the record separation form put it into the close file list record archive and box label - UiTM storage record register (administrative file) in the excel sheet.

NORFITRIAH MAT SEMAN
PUSAT KAWANG KAMPUS BACHANG
UNIVERSITI TEKNOLOGI MARA
KAWANG KAMPUS BACHANG
MACHANG, KELANTAN

5/03/2024 Continued by key in the record separation form into the close file list record archive excel sheet.

NORFITRIAH MAT SEMAN
PUSTAKAWAN KAMAR
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN

6/03/2024 There is a Program: Musafir Ilmu: "Ride to Bukit Keluang". At 8:00 a.m to 9:00 a.m, me and other staffs started by preparing and providing food like bread, bottle of water, orange and peanuts for the staff who wants to go to ride to Bukit Keluang and take care of registration for those who register. Without wasting time, Mrs. Norderina wanted me and Shaza (intern) to come with her to go buy a present for Ustaz for today's talkirah. The presents contain prayer mat, kain pelikat and two perfumes. Afterward, at 11:00 a.m, Mr. Hamisur drove the three of us to Bukit Keluang, Besut Terengganu with lots of nasi kukus for those who participated this program. The program ended at 1:30 p.m.

NORFITRIAH MAT SEMAN
PUSTAKAWAN KAMAR
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN

7/03/2024 Last day at Organisational Administrative Unit and Strategic Planning and as usual Mrs. Amesutiny gave me the record separation form and enter it in the excel.

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notes:- Regular morning shelving books on on 3/03 to 7/03 especially 6/03.

10/03/2024

Assigned for five days in Archive Unit. Briefed by Mr. Wagiyuddin what, when, where and how on the archival works and tasks, managing file and records by this unit. Therefore, I learnt on the process of receiving files and documents, how to clean the contents of the file sent by other unit of uitm (Unit Hal Ehwal Pelajar), and to arrange the contents of the file. After that, Mr. Wagiyuddin wanted me ~~to~~ to dispose few old documents, file, etc by using cutting machine. Besides, at 3:00 p.m to 4:00 p.m, there's a program called "AuthorsTalk @ PTA": Aku Dia & Kopi. which held on Tengku Anis Library YouTube Channel Live broadcast and also the program located at LCE room /space (PTA staff only). The panels for this program is Mohd Khairuddin Md Sul Haimi, Executive Officer (Hal Ehwal Islam) and the moderator is Nik Mohammad Lugman Al-Hakim Mohd Roslan, Former MPP President Uitmck 22/23.

ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UITM C'wangan Kelantan.

11/03/2024

Mr. Wagiyuddin guided and taught on how to keep in the metadata at Archival Management Systems (AMS) on mykm website. Managed to keep in the metadata for few files.

ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UITM C'wangan Kelantan.

12/03/2024

Continue to dispose the student's file and then guided by Mr. Wagiyuddin on how to update the file on AMS system, which to put further details of the type of documents and content that available in the files (students records). I managed to update few of the file remaining.

ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.

13/03/2024

Continued on updating the file contents on AMS system for the remaining file and completed all the files in box. After that, Mr. Ridwan taught me on the next process, which was scanning process and learnt on how to scan the files content such as, slip examination, offer letter, student information, etc. I tried scanning few files and double-checked the scanned documents that was saved in the pendrive. Mr. Ridwan also taught me how to put ~~the~~ UiTM watermarks on scanned files and to put password for pdf file to prevent editing function of the pdfs.

ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.

14/03/2024

At 8:00 a.m to 11:30 a.m, PTA's staff had an "Amanat Rektor" and so me and shaza (intern) had to taking care of the front counter. Afterwards, I continued to dispose some of the student's file left. After all of the file disposed, now I'm under

Mr. Zul, who is the only in archive management unit unlike the other three, Mr. Wagijuddin, Mr. Ridwan and Mr. Nazari, who is part of the records management unit.

Mr. Zul briefed regarding job scope which are binding services indoor and outdoor, sewage removal process, and repair and exchange picture frames and posters. He later told me about binding, which is the stitching, bonding or splicing of printed paper sheets to make a book, magazine, brochure and other reading material. Mr. Zul taught me the binding process step by step. There are a lots of machine and tools use when doing binding or other things.

The machine :

- 1) Guillotine
- 2) Laminating
- 3) Drilling
- 4) Blocking press
- 5) Glue machine
- 6) Stitching
- 7) Kray-tape
- 8) Wire-binding
- 9) comb-binding
- 10) Photostate

The tools :

- 1) Knife
- 2) Scissor
- 3) needle
- 4) Standing press
- 5) Laying press
- 6) ballast
- 7) Straight - edge
- 8) Bok - kin
- 9) hammer
- 10) bone - folder
- 11) etc...

ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.

notes: → On 10/03 and 11/03, just a regular morning shelving books.

→ Starting from 12/03, first day of Ramadhan to 14/03 there are takbirah, book reading (between PTA's staff) and taqarrus Al-Quran.

17/03/2024 There are no electricity in the library at 8:00 a.m until 10:30 a.m.

As for today, I'm in my last unit which is Digital library unit and corporate communication. Mr. Ajim, who is one of the Repository Institutional Unit showed and guided what and how regarding Digital Library, collection available, how to upload IR, CD, at repository system. Next, Mr. Ajim taught me the process for keep in the Institutional Repository (IR) on MyKm (my Knowledge Management) website. He told and showed to me how to enter the metadata for the pdf materials to be keep in IR of UiTM Digital Library for Machang campus.

18/03/2024 Continued by uploading materials or keep in data for Institutional Repository (IR) materials. There are about 10 pdf files on IR at mykm website.

NORFITRIAH MAT SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGKU ANIS
UTM CAWANGAN KELANTAN KAMPUS MACHANG
75000 MACHANG, KELANTAN

PERPUSTAKAAN TENGKU ANIS
UTM CAWANGAN KELANTAN KAMPUS MACHANG
75000 MACHANG, KELANTAN

19/03/2024 Perpustakaan Tengku Anis (PTA) is experiencing a lack of electricity which has affected library services.

Rector's departure for today is scheduled at 3 p.m.

20/03/2024 Mr. Harrie 's turn to assist and guide me about his work scope which are :-

- 1) Manage and coordinate public relations programs, and library publications.
- 2) Manage and coordinate cooperation and collaboration with external agencies
- 3) Planning and coordinating media strategies through programs organized by the library.
- 4) Coordinate and manage the preparation of library promotional and marketing materials (brochures, pamphlets, and etc..)
- 5) Managing media coverage, press conferences and library media coverage reports.
- 6) Planning promotions through mass media.
- 7) Managing faculty "liaison" officers.
- 8) Design mass media promotional materials for publicity inside and outside the library.
- 9) Manage the library 's main exhibition.
- 10) Prepare reports related to exhibitions held.

PERPUSTAKAAN TENGKU ANIS
KAWANGKAWAN
KAMPUS MACHANG
MACHANG, KELANTAN

PERPUSTAKAAN TENGKU ANIS
KAWANGKAWAN
KAMPUS MACHANG
MACHANG, KELANTAN

21/03/2024

Since Mr. Hazrie is under Corporate and Collaborations Unit, he taught me how to use "WordPress" where he and Ms. Saalina update a new post regarding any events that occur to put into bulletin board and Read@uitm. I finished about 18 post or events and save it as draft.

PERPUSTAKAAN KANAK-KECIL
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN

notes: →

On 17/03 to 21/03, except for 19/03, there's a tawfirah, book reading (PTA's staff only) and tadarus Al-Quran.

24/03/2024

As for today, I am now under Ms. Saalina, who is one of the Repository Institutional Unit and Corporate Communication. Her work is almost the same as Mr. Azim and Mr. Hazrie. She gave me a short briefed regarding her work scope which are :-

- Manage the upload of institutional repository (IR) materials.
- Managing the digitization of IR material
- Manage the taxonomy (subject) of the material.
- Manage internal resource digital materials.
- Manage digital materials of external sources.

PERPUSTAKAAN KANAK-KECIL
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN

After that, Ms. Saalina taught me how to enter upload files into IR, step by step.

25/03/2024

Ms. Sazlina briefed to me about her other work scope which is, Corporate Communication, just like Mr. Hasrie. Her works involve with manage and coordinate the management of "Talk Room" and "Library Committee Engagement (LCE) PTA, cooperation and collaboration with external agencies, managing the writing, publishing, and printing of official materials, special publications and others.

NORFITRIAH MAT SEMAN
PERPUSTAKAAN TERENGGANU
PERPUSTAKAAN TERENGGU ANIS
TM CAWANGAN KELANTAN KAMPUS MACHANG
MACHANG, KELANTAN

Mrs. Syamsilawati then urgently asked for my help regarding her excel which is intellectual property.

26/03/2024

According to my internship's schedule, on 26/03 and 27/03, I need to finalized and prepare a report and log book for 2 months of industrial training

NORFITRIAH MAT SEMAN
PERPUSTAKAAN TERENGGANU
PERPUSTAKAAN TERENGGU ANIS
TM CAWANGAN KELANTAN KAMPUS MACHANG
MACHANG, KELANTAN

27/03/2024

Last day of internship at Perpustakaan Tengku Anis.

28/03/2024

Muzul Al-Quran (regional holiday)

PERPUSTAKAAN TERENGGU ANIS
TM CAWANGAN KELANTAN KAMPUS MACHANG
MACHANG, KELANTAN