UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
PERBADANAN PERPUSTAKAAN AWAM SELANGOR
(PUSTAKA RAJA TUN UDA)
SEKSYEN 13, 40100, SHAH ALAM, SELANGOR

SPECIAL PROJECT: A GUIDELINE FOR REFERENCE
MATERIAL

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IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2019 – 28 JUNE 2019

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REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2019 – 28 JUNE 2019

DECLARATION

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

Signed by

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2016564613

Date of submission: 4 July 2019

ABSTRACT

The trainee internship at Perbadanan Perpustakaan Awam Selangor (PPAS) started from 1st February 2019 until 28th June 2019. During the internship program the trainee are involve in all department rather than involve in IT department only. Besides, the trainee also acknowledges in every department give different view of each department responsibilities. Moreover, the trainee also have involve in several activity which is organize program for school holidays, Pesta Buku Selangor and rebranding of library. Next, the trainee chooses to develop a guideline video as a special project. The reasons choose to develop the video it to ensure the user aware about the knowledge in using the reference material. The trainee also learns something new during internship program and also can implements the knowledge that learns at faculty towards internship program.

Keywords: School, Pesta Buku Selangor, rebranding, trainee and knowledge.

ACKNOWLEDGEMENT

First and foremost, I am very grateful to Allah S.W.T for giving me the strength and opportunity to complete my industrial training in 5 months without any difficulty. I do thank for his blessing that granted me good health, healthy mind and long life during my industrial training. The internship opportunity I had with Perbadanan Perpustakaan Awam Selangor (PPAS) was a great chance for learning and professional development. Therefore, I consider myself as a very fortunate individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

I am using this opportunity to express my deepest gratitude and special thanks to my Industry supervisor, Mrs Nazaleeza Hassan who treat me like his own staff without any discrimination. Furthermore, she always give comments and advice not only about my industrial training but also for my real working in future. She also helped and coached me during my internship by giving me feedback and tips on how to handle and approach situations. Her constant guidance and advice played the vital role in my industrial training. I also indebted to all the staff who always guide me in completing the tasks at the office. Without the continuous guidance, support and idea throughout this industrial training, I might not doing really well.

I would like to thanks my Lecturer Sir Meer Zhar Farouk Amir Razali who is the person in charge as my University Supervisor for his valuable guidance and advice. He always have time in answering my questions regarding the special project. He always give his critics in helping me to improve my special project from time to time. For sure I also want to express my appreciation to my beloved parents and family who are always give support and prayed for my success in my life and studies. Lastly, I also want to thank all people who are helping me indirectly or directly to finish this assignment. I realized that without the help and support from all those special person, I might not finished this assignment on time and successfully. On other hand, I perceive as this opportunity is a big milestone in my career development. As for me, it helped me discover my potential. I have had so many experiences and opportunities that I personally believe will forever shape and influence my professional life while fostering personal growth and development.

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INTRODUCTION

CHAPTER 1.0: INTRODUCTION

1.1 Introduction to industrial training

The industrial training indicates to a program which aim to provide a best practical training within the particular time frame. Students from public universities and private universities are required to undergo industrial training because it is among the conditions contained in the university's rules book to enable them graduated. The same thing goes with UiTM to placed students for industrial training for a few months. Besides that, Faculty of Information Management for program IM245 Bachelor of Information Science (Hons) Information System Management required the student to go to industrial training for about five months from 1st February 2019 until 28th June 2019. All the students that studies in this field are compulsory to go for industrial training by register the subject IMC 690 (Industrial Training). Students will be placed in a different organization depend for each organization they will accept.

Industrial training offers students with great skills and practical knowledge and encourages their self-confidence. Industrial training also is one of medium or platform for students learn deeply and have experiences related with their course. The goals of industrial training are as an initial inventory and provide some exposure to graduates so that they are willing and able to engage in the success of their fields. The students will encourage many difficulties and obstacles, and with experiences, they can be good worker in the future. Experience is a valuable thing in our life because we need to be brave in talking risks. It is also not something that we simply create but we need to undergo through it. By doing this internship in an actual workplace, it helps me to know and discover myself from different angle. It also helps them to control and develop my attitude and behaviour in dealing with different kinds of people and situation. Through learning in university, they just learned about theories but when doing an internship, they can learned the practical approach on dealing with a real world. The internship helps them to identify their weakness and know their strengths. So, they can improve their weakness during industrial training.

As we know, a working life is very challenging as it requires great effort, commitment, discipline and abilities those are something that we need to be prepared and trained to. During the internship, we also must know how to do decision making which is students need to thin

about the special project that suitable based on situation in the workplace. When students undergoing industrial training, they can learn how to work in a systematic organization. They can know how to do decision making by discuss in team. It helps students to learn on how to be independent in accomplishing their tasks that given by supervisor. Besides, all know that students have learned through their learning in classroom can be implement through an internship.

According to this program, there was highlighted that students can be placed under organization that related to the Information Technology, library or resources center, for example National Library, Special Library, Academic Library, Public Library, Information technology company. Through industrial training, students will expose to the various Department or unit such as IT department, acquisition department, cataloguing department, circulation Department and others. Besides that, through industrial training, they can improve their soft skills, able to understand how library was managed and also develop ethical values among them. Then, they also learn how to use the new system that have in the library by doing copy cataloguing .In circulation the department, they will learn how to handle the borrowing, returning and renewing books from users of the library and use the scanner and printer.

In the nutshell, students should put more effort on this industrial training as UiTM and the organization has been contributed for them to be the more successful person. They need to apply all the knowledge and experiences they have gained before when they are working in a real situation. All the activities or task that been done during industrial training will be write down in this report. Based on the experience, they also can apply it during working in industry.

1.1.1 Objective of the industrial training

Every students UiTM will undergoing industrial training at the libraries and resource centers that they accept before qualifying them to receive the certificate and complete the course. The objectives of undergoing industrial training are as following:

To expose the students to the actual working environment and enhance their knowledge and skill from what they have learned in the university or college.
When they join the industrial training they will get new experience and new knowledge also it can polish their skill that they were learned at university.

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Usually, when they go to industrial training they will know how to handle system and solve the problem that related to the library.

This medium also one of the way for student prepared before working in the future.

To instil the good qualities of integrity, responsibility, and self-confidence.

At the industrial training company or place, they can build self-confidence and be responsible because must do and complete the task that given by their supervisor or staff at that place.

They must be integrity which is never spread the secret or confidential information.

To help the students about the safety practices and regulations inside the industry and instil the spirit of teamwork and good relationship between students and employees.

Industrial training also one of the medium that student can use to build a good relationship between students and employees. They also can learn how to complete the task with the team. When working in the team they can generate new and good idea how to solve any problem during working.

To encourage or stimulates personal career interests, serving as a bridge between the university and the world of work.

When they have experience related their study, they will be excited and ready for work in the future. They also know the role and task of that job.

To adapt managerial and technical skills in a library and information environment.

In industrial practical also teach the student how to do process and manage material in the library. They will learn how to use the system to key in information that relates to the material. Usually, they only do copy cataloguing for cataloguing process. Students also can learn how to process the material start with put the barcode until put the material at shelve.

To provide pre-professional work experience with specific assignment and responsibiliti

During the internship, the student needs to do a special project fulfil the task or assignment given by faculty and their supervisor. The special project must from their own idea and staff at their industrial training help them to complete the task.

Opportunities to gain and fulfil academic cred its and requirements, all while applying real world practice to academic learning.

Students need to going internship as requirement graduate their study and as a preparation before working in industry. The internship helps them know a little bit about that career related their course.

1.2 Perbadanan Perpustakaan Awam Selangor Background

Figure 1: The building of Pustaka Raja Tun Uda

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1.2.1 History

Selangor Public Library Corporation (PAS) was established by the Selangor Public Library Corporation Enactment 1986 and gazetted in the Government Gazette No. 5, dated March 27, 1969 and the Government Gazette 7, 1975 (as amended).

In 1971, the Board of Director has been formed to begin as soon as a public library in the state of Selangor. The first step in this direction was the acquisition of the Book Club of Kuala Lumpur on October 20, 1971 to serve as a library.

The library is then moved to Shah Alam on 16 November 1986. The design of the library building is characterized by Bugis culture and interior design is also a cultural clash between East and West. The library also is the largest public library, even the most modem in Southeast

Asia. On March 15, 1988, the library was inaugurated by the late Sultan Salahuddin Abdul Aziz Shah Alhaj and the building was named Raja Tun Uda and open to the public.

Library services extended to all the people of Selangor through 1 library, 6th District Library, 3 Branch Library, 4 Library Week, 50 library, 13 units of Mobile Multimedia Library (E-Library). Raja Tun Uda Library using parallel computing system with the development of information technology (IT). Apart from lending and reference services, the library also provides various services including Multimedia / Internet services Audio visual, OPAC, Membe'mu (SMS), Ekommaju: e-community, Track IT: e-learning and Information Community (Kit).

Due to the system as well as good governance and excellence, Raja Tun Uda Library has been certified with the MS ISO 9002: 94 by Lloyd's Register Quality Assurance (LRQA) on July 5, 2001. Subsequently, in July 2003 PPAS have recognized the MS ISO 9001 200. PPAS is the first public library in Malaysia to receive the MS ISO. MS ISO 9001: 2000 has been extended to the branches of the Great River.

On August 27, 2005, the ground-breaking ceremony for the new building Raja Tun Uda Library was officiated by His Royal Highness the Sultan of Selangor, Sultan Sharafuddin Idris Shah

Alhaj concept "Library in a Garden" while the construction work began in September 2007. The move to a Building new Raja Tun Uda Library, Shah Alam starting from April 15 2011 while the library was opened to the public on July 22, 2011.

The building with an area of 203.600 square feet (18,922 square meters) is as high as 6 floors and can accommodate 2,500 people and 400,000 copies of the book at a time. New Building Opening Ceremony was officiated by the Sultan of Selangor, His Royal Highness the Sultan Sharafuddin Idris Shah Alhaj Ibni Sultan Salahuddin Abdul Aziz Shah Alhaj on Saturday, December 10, 2011 equal to 14 Muharram 1433H.

1.3 Mission

Enrich and empower communities through library services that are relevant, easy to reach and high quality. Develop a comprehensive library infrastructure, comfortable, and conducive to date to meet the needs of the community. Realization of a state collection center for collection. Assist the State Government to reduce crime rates and social problems.

1.3.1 Vision

Being a lifelong learning center that can be built up spiritually, intellectually and emotionally.

1.3.2 Slogan

Step to the library Million Smiles, One-Click Million information.

1.3.3 Tagline

PPAS My Second Home / PPAS My Second Home.

1.3.4 Goal

Establish, manage and maintain the State Public Library and libraries in the area. To provide facilitate the public to get the latest information and knowledge. Reducing the digital divide between urban and rural communities. Civilize society with culture of reading. Agenda and help realize the vision of the State Government.

Figure 2: The mascot image

1.3.5 Objective

Establish, manage and maintain in the State Public Library and branch libraries throughout the country.

Establishment and maintenance of Mobile Library and the library.

Take over any existing libraries in the country with the consent of the administration of the library.

Develop and promote reading, especially in Bahasa Malaysia.

1.3.6 Charter

Library membership application process within one (1) hour work day.

Ensure that the loan of library materials were completed within two (2) minutes for every customer except peak hours.

Ensure that the latest acquisition of library materials available on the shelf for customer reference Shah Alam within two (2) weeks.

Referral services are available to help you to keep track of information is no more than one (1) day.

Provide feedback to complete the complaint to the complainant within fourteen (14) working days.

1.3.7 Description Logo

PERBADANAN PERPUSTAKAAN AWAM SELANGOR

Logo design is based on the image of the human figure that is read the letters "A" and logo is divided into four colours. Symbolic figures placed on the letter "A" represents the public / library members.

Orange ⟹ Symbolizing creativity, success and encouragement.

Brown ⟹ Symbolizes world environment science.

Turquoise ⟹ It symbolizes wisdom and discernment.

Grey ⟹ Symbolizes Professionalism

1.4 Operation Hour

Opening Hours of Pustaka Raja Tun Uda, Shah Alam

Table 1: Operation hour

Day	Time
Monday	10.00 am – 7.00 pm
Tuesday - Friday	9.30 am – 7.00 pm
Saturday - Sunday	(Except for Creative Zone/ Area Children until 7pm)

*Library CLOSED on Public Holidays and Special Leave

*OPEN counter service at 12 noon

Time Service

Regional Library Branch and Exhibition

Table 2: Time service

Day	Time
Monday - Friday	9.00 am – 6.00 pm
Saturday	9.0 am – 5.30 pm

*Library CLOSED on Public Holiday and Special Leave.

*Library OPEN on the Second and Fourth Sunday of every month and CLOSED on Monday next

Hours Library

Table 3: Operating hour

Day	Time
Monday - Thursday	9.00 am – 6.00 pm (closed 1.00 pm – 2.00 pm)
Friday	9.00 am – 6.00 pm

	(closed 12:15 Noon – 2.45 pm)
Saturday	9.0 am – 5.30 pm (closed 1:00 pm – 2:00 pm)

*Library CLOSED on Public Holiday and Special Leave

*Library OPEN on the Second and Fourth Sunday of every month and CLOSED on Monday next.

1.5 Rules and Fines

Rules and Regulations

Customers are not allowed to make a mark with a pen/ pencil or folding the pages of a book or by other means that damage books, magazines, tools, furniture and goods ownership passes. PPE materials and books are not allowed to be taken out of the library unless the material has been borrowed.

Customer shall indicate to the staff in charge of all books to be taken out of the library. Customers are not allowed to make noise that may disturb other customers. Customers are not allowed to carry or sell food and drinks in the library. Customers are not allowed to eat, drink, smoking and spitting in the library.

Customers must dress in an orderly and clean when they enter the library. Customers are not permitted to bring pets into the library. Librarian or library staff has the authority to ask the customer to harass out of the library. The library has the power to attract things like library books, etc. from customers who violate the law library. They are not allowed to enter the library.

Library employees have the right not to allow entry or exit of misbehaving customers. Ease of use of the library will be withdrawn if a person fails to comply with the laws mentioned above. Every person residing in any part of the library is to make mistakes when doing the following things:

1. Making things illegal or inappropriate behaviour
2. Gambling or betting
3. Doing violence or use the dirty word
4. Those who remain in the library although the library is close

<u>**Returning Late Penalty Rate**</u>

Books RM 0.50 per day

CD / DVD RM2.00 per day

1.6 Notification to the Library Dear Visitor

1. Security check will be made to all libraries in each library exit.
2. The purpose of this inspection was made as there was a lot of lost hardware, books and materials owned by a library.
3. Inspection will cover all kinds of bags, books and library materials and goods that are forbidden (scissors, knives etc.).
4. Please make sure library books to be taken out have been borrowed legally.
5. Hopefully, sir / madam can cooperate with the security guard on duty.

1.7 Childrens Division

The location of children's division is at Creative Zone, level G. In this section the books use code start with J, JF, BC, JR. Children's Division Raja Tun Uda Library, Shah Alam is located in Ground Floor Right Wing, and it is reserved for the children under the age of 10 years. In addition to a wide selection of children's books that can be borrowed, there are many facilities available at various angles like Reading Tree, Creative Zone, Interactive Zone, and Zone Cyber. **Creative Zone** was developed to facilitate the organization of various activities of the mind. Whatever stage also allows children to participate in activities every weekend and school holidays such as colouring, storytelling, gymnastics romping and puppet shows. Step is one of the main attractions in the **Interaction Zone** capable of evoking the mood of cheerful children. XBOX 360 Kinect games are also available to stimulate strategic thinking in a computer game, with a minimum charge of RM 0.50 for each round of the game.

The Smart Case is certainly not want to miss exploring the world of the Internet. **Cyber Zone** provides a Window-based personal computer 8 and 8 iMac computer. Usage charges only RM 1.00 an hour.

1.8 Youth Division

Figure 3: Youth division

Teen Collection Raja Tun Uda Library, Shah Alam, located at level 1 is for young people aged 13 to 17 years. The collection includes books of fiction and non-fiction and among them are novels, encyclopaedia, motivational books, and a collection of UPSR, SPM, and STP. Collection of books here have the prefix 'Y' or 'YR' on the label of the reinforcement of the book. On this floor, there is a Disability (Vision) section. Braille collections are housed in special rooms and material collections cover the Quran collections.

1.9 Adult Section
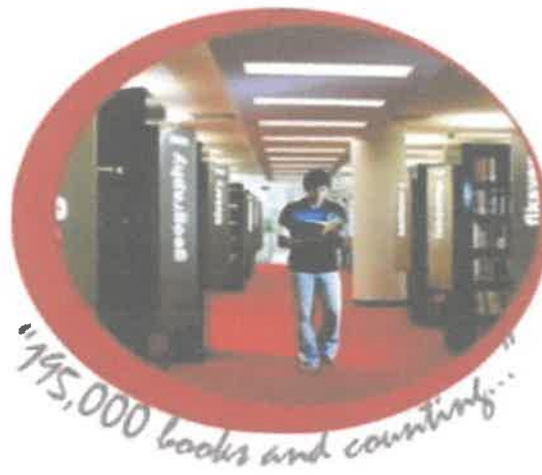
Figure 4: Adult section

The second and third floors are zones for adults where there is a general collection as shown in figure 1.15. The second floor includes a special collection of fictional and scientific collections in literary, historical, geographic, biological, technological and applied sciences subjects. For the third level, there are scientific collections such as philosophy of psychology, religion, science, mathematics, and language.

1.10 Reference Section
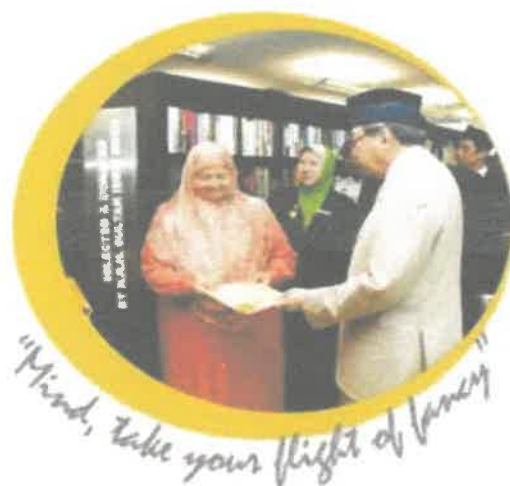
Figure 5: Reference section

Reference Section Raja Tun Uda Library, Shah Alam is located on the 4th floor and houses a collection of scientific and non-fiction books that are used for reference and research purposes only. The collection is put reference materials from various fields and have the prefix **'R'**, **'SEL', 'CA' or 'HRH'** on the label of the reinforcement of the book. Overall general reference collection is estimated at 37,000 copies.

Selangor Public Library Corporation, PPAS are honoured to receive donations of books from the private collection of the Sultan of Selangor was 1,284 copies. This special shelf label that says **"Selected & Donated by HRH Sultan Idris Shah"** and can be accessed directly by the client.

In addition to the general collection, the collection also contained to the following: **Collection Act** is a collection of acts, law and canon of the Malaysia government. The number is 552 copies of the latest collection which includes 291 titles.

Limited Access Collection consists of printed materials is limited and will not be repeated in print, the books have illustration that are expensive and have valuable information and materials that require special care in order to avoid loss of information. This collection consists of books, collections department, journals and theses totalled 7,000 copies.

Rare collection of a valuable collection of books, met by rare, valuable and scarce on the market. Usually obtained with high prices, there are about 1,000 copies of rare books in the library.

1.11 Selangor Info Hub

Collection of the State covers all library resources of the State, published in and outside Malaysia and produced by Malaysians without imagined the form, language, script or dates produced. This collection contains items related to Selangor and national values or the highest state inheritance.

Among the material are placed in this language, script or dates produced. This collection contains items related to Selangor and national values or the highest state inheritance.

Among the materials are placed in this collection are books, papers / seminars, thesis deals with the state, a package of information, journals, maps, reports state departments and others. This collection is estimated at 2,350 excluding brochure donated by departments throughout the state. Selangor collection can also be accessed in digital form via the portal iWin.

Figure 6: Selangor info hub

1.12 Visual Materials (APD)

Hours Rooms Audio Visual Materials (BPD):

Table 4: Hours for room audio visual materials

Monday	12.00 pm – 5.00 pm
Tuesday - Friday	9.30 am – 5.00 pm
Saturday - Sunday	9.30 am – 6.00 pm
Time-Out Task	1.00 pm – 2.00 pm

Membership Visual Materials (BPD):

Customers who want to use the Visual Materials (BPD) is required to complete the Application Form Membership BPD. Membership Registration Form can be found in a BPD BPD. This

service is open to those aged 16 years and above. An annual fee of RM25.00 / year charged to the applicant. Membership must be renewed annually.

Borrowing and Returning Visual (BPD):

Each member is allowed to borrow as much as 5 units of either CD, DVD or Blu-ray Disc for a period of 2 weeks. Borrowed material is for personal use only. Ingredients Private BPD can be brought into the library.

Members who are late returning the materials will be fined RM2.00 / day for each substance. Members are required to pay damages for the cost of damage or loss of the borrowed material. Members are required to compensate the cost of materials (hardware and software) for any loss or damage of borrowed materials during use in the library.

1.13 Corporate Units

PPAS Corporate Unit is located at the address Level 2, Raja Tun Uda Library, Jalan Kelab Golf 13/6, Seksyen 13, 40100 Shah Alam.

Functions of Corporate Units:

1) Enhance corporate image department
2) Foster Smart Partnership
3) Getting funding from corporate and private parties
4) Provides graphic design for promotional purposes
5) Running publicity for library activities
6) Handle official visit
7) Producing publications
8) Disseminate information to the public
9) Relationships between department
10) Controlling Clients Day
11) Receive and manage customer complaints
12) Provide feedback comment newspaper
13) Manage comments and feedback on user satisfaction
14) Running impact study
15) To foster good relations with the media

Charter:

Provide a complete response to the complainant within seven (7) working days.

1.14 Part Disabilities (PWDs)

Braille Library Collection Raja Tun Uda, Shah Alam is placed in a special room the Blind located at level 1. The collection includes books of fiction and non-fiction, and in between is a collection STPM examination, the Quran and the novel. Collection of books here have the prefix **'BR'** on the label of the reinforcement of the book.

Book Collection Donation

World History (1500-1955): STPM Text, Call Number BR 909.08 Se

History of Malaysia: STPM Text, Call Number BR 959.50076 Se

Islam: creativity and innovation, Call Number is BR 153.35

The name and the fact: the crisis of the word of God, Call Number BR 297 211 Md

Book Collection Braille

Muqaddam Braille, Call Number BR 297.1220710595 Mu

Yasin Braille Book, Call Number BR 297.1229 Ki

QAF: wa al-Qur'an al-Masjid, Call Number BJR 297.1220710595 Qa

Qur'an al-karim al-Arabiah bill kitabah an-nafirah, Call Number BR 297.12207595 Al Karim
Al-Quranul: Braille, Call Number BR 297.12207595 Al

Other Facilities Available:

The computer comes with software Jaws: 2 units

Braille printer: 1 unit Braille

Chess Set: 2 pieces Braille

Dominos: 2 units Electronic

Chess Clock: 2 units Manual

Chess Clock: 2 units White

Cane: 2 units

Braille Slate 4 line: 2 units

Braille Slate 9 line: 2 units

Braille Slate 27 line: 2 units

Braille ruler: 2 pieces

Drawing Devices: 2 units

1.15 3D Theatre

3D Theatre Raja Tun Uda Library, Shah Alam is located on G, the adjacent room XD Theatre
/ 6D. The theatre was opened on Wednesday, December 28, 2011. Customers can watch the
3D animated film selected and quality with a strong voice and echo effects are real 3D images,
using 3D technology Blu-ray Home Theatre. The theatre room décor is casual and can
accommodate more than 20 people at any one time.

Customers need to wear special 3D glasses Sony the display. Customers should keep the 3D glasses during use. A fine of Rm400 or replacement glasses of the same model would apply if the glasses break or fracture. Customers DO NOT BRING IN FOOD / DRINK into the screening rooms.

Open daily except public holidays and public holidays. Fee is RM7.00 per individual.

The operating hours from 10.30 am (session 1) and 2.30 pm (session 2).

1.16 XD Theatre / 6D

XD Theatre, also known as the 6D theatre is a theatrical adventure simulation challenging and entertaining. It combines technology 6D motion ride that is a combines of special effects lighting, seat vibration is very fast, the effect of the wind and the sound of a strong and powerful 3D visual. The theatre room has a chair and 8 units per day visitors will be served one of four short films on schedule. 4 film is Canyon Coaster, Cosmic Coaster, Ravine Racer and the Haunted Mine.

Although 6D Theatre usually found only in the entertainment theme parks around the world, but soon took a bold step to introduce this entertainment medium into a library. The ultimate goal is to attract people, especially young people who have not come to the library to visit the library and eventually hopes to cultivate a deep interest in reading, after exploring every level library concept 'My Second Home'. It is also part of the implementation of the concept of edutainment in the library.

Safety Aspects:

PPAS Party emphasizes customer safety aspects. Customers must meet the following conditions.

1) Healthy body
2) Height more than 140cm
3) Has a weight not exceeding 150kg
4) Do not be under the influence of drugs or alcohol
5) No abnormal blood pressure
6) No heart disease
7) No neck pain or spine
8) No surgery within 6 months and younger
9) Does not contain
10) Do not smoke
11) Do not take pictures inside the theatres
12) Do not make video recordings in theatres
13) Do not bring food or drinks

Open daily except public holidays and public holidays. Fee is RM10.00 per person.
Customers are encouraged to scream if surprised or vertigo. Screaming help reduce the feeling of dizziness or nausea.

MULTIMEDIA

Multimedia Services was started in Raja Tun Uda Library, Shah Alam in 1999 on the initiative of the Computer / Multimedia (now known as the Information Technology Division). It aims to bridge the digital divide among the people of the state. Services provided are internet access, use of CD-ROM, scan and print documents. The services has also been extended to libraries and town branches. Among the libraries that provide this service are:

1) Raja Tun Uda Library, Shah Alam
2) Heights Branch Library
3) Community Library Sri Manja
4) Community Library Sri Groceries
5) Ampang Waterfront Community Library
6) Pandan Jaya Community Library
7) Community Library Sg. Shrimp
8) Rural Library Sijangkang (Temporarily Closed)
9) Bukit China Rural Library
10) Lembah Jaya Rural Librray

REGULATIONS USE OF MULTIMEDIA:

Customers using this service centre shall record their names to the personnel. Minimal time given to each customers is 30 minutes (depending on availability)

RATES ARE AS FOLLOWS:

Internet use:

Adults   RM0.50 / half hour

Children   RM0.50 / half hour

Print:

Black and white   RM0.20 / piece

Colour (half page)   RM0.50 / piece

Colour (full page)   RM1.00 / piece

Scanners:

Once Drives (Maximum 20 Pages)   RM0.10 / page

Socket:

A socket RM1.00 / day. Use extension cords (*extension wire*) are not allowed at all.

The use of the CD-ROM (if any) are free, but customers should write down their names and asked for the CD-ROM to be used according to the existing collection. Customers are allowed to use one computer for one person only. Customers cannot open the website obscene and others who violate the law authorities. There were no computer games allowed. Customer are not allowed *install* new software or modify existing software on the computer provided. Make sure the floppy disk / *pen-drives* to be used scanned in advance to ensure that no virus. Customers cannot make noise that disrupts other customers and the things that are suspicious of the library. In the event, the library has the right to ask the customer to leave the room multimedia immediately. PPAS party is also not responsible for damage or loss of data or improvised when using this service.

WIFI SERVICES:

This service is provided to facilitate client library to access the Internet in the library using a laptop or a personal-owned devices that support WIFI. The service can be accessed at the following libraries for free (rates subject to a minimum payment of RM1.00 per day if a customer needs to use the connector (*plug*) for charging laptops / devices).

1.17 GYM

Concept of *Healthy Body, Healthy Mind,* two mini-gym and the main gym developed in Raja Tun Uda Library, Shah Alam. The main gym is located on the Lower level 1 (*lower ground*), while the mini gym on level 3 and 4, respectively reserved for men and women.

Figure 7: Gym room with equipment

The fee for usage of the gym at the Raja Tun Uda Library, Shah Alam is as follows:

Walk in RM5.00 for 3 Hours

Member RM25.00 (registration fee – once in a lifetime. Memberships are non-transferable)

Monthly RM50.00

Package Personal Coaching RM35.00 / hour – sessions with a certified trainer

Features:

   I.   Certified trainers
   II.   Mini gym on the 3rd floor especially for women
   III.   Mini gym on the 4th floor typical for men
   IV.   Main Gymnasium on the first floor below for men and women
   V.   Bathroom / Shower Room
   VI.   Cellars Goods Locked / Locker Room
   VII.   Dressing Room / Changing Room

For further questions, please contact the Customer Service Division 03-55197667 connection QUEEN online 1004/1007

1.18 HOME NGAJI @ PPAS

Pre-Launch Party House Ngaji @ PPAS was held on the **27th of Ramadhan 1435 H corresponding to July 25, 2014 (Thursday).** The ceremony was officiated by the Chairman PPAS, Dr Hajah Halimah Ali. Karangkraf Party has endowed many as 70 copies of the Quran to   the   House   Ngaji   2   PPAS   for   public   use.

1.18 HOME NGAJI @ PPAS

Home Ngaji @ PPAS is one initiative started by the Karangkraf Heritage Ummah Ikhlas Ikhlas and Synergy Academy. PPAS Ngaji @ home is a project of cooperation between PAS and Karangkraf, which provided many of the corners of the Quran including translations and digital for users. If they want to study more deeply the Ummah PPAS in collaboration with UNESCO and the Academy of Ikhlas Synergy will provide classes for all levels. This is the first joint project in building a culture Karangkraf read and understand the Quran and the practice continues. The name of the program to understand the Koran is BBQ (Read discuss Quran)

Figure 8: Home ngaji

At Home Ngaji @ PPAS, students will be exposed to makhraj letter before studying rules of recitation such as law and tanwin and breadfruit, breadfruit meme law, assmilation, mad, qolqolah and so on. For both the base class and recitation, students will be given an understanding, and strengthening through two-way communication between the students and the students.

1.18.1 OBJECTIVE OF PILGRIMAGE

Provides free classes for Quran literate society; from basic through tajwid. Class starting to read, understand and practice the Al-Quran. Ngaji home into a "meeting point" between students and teachers. The teachers of the Koran were trained with methods and techniques of teaching the Koran through training "Train the Trainers" from time to time.

1.18.2 TARGET

Children and adults, ages 6-70 years old

1.18.3 LOCATION

Level 2, Raja Tun Uda Library, Shah Alam

Between the Quran donated by Karangkraf are:

1) Al-Quran Al-Karim: Ar-Raudhah: 319

2) Interpretation By Theme: Special for Muslim women

3) Al-Quran Al-Karim: Amazing: 33 Free Quran For Your Life

4) Al-Quran Al-Karim: Translation and Recitation

5) Colour: Multazam: Al-Quran Tafsir Hadith No.

6) Al-Quran Kareem – Mushaf Resam Uthmani with Tajweed Colour (Size A5)

7) Al-Quran Al-Karim: Resam Ottoman

8) Manuscripts with Tajweed Colour

9) Al-Quran Kareem – Ar Raudhah

1.19 PEOPLE CYBER CENTER (PSR)

GENERAL OBJECTIVES:

The State Government can diversify branch under the program "People Friendly". The State Government may establish bilateral relations better citizens Selangor One method to state government to implement the program in the form of welfare of the people of Selangor.

SPECIFIC OBJECTIVE:

To expose the people of Selangor management use of information technology in general and computers in particular.

Provide facilities to create opportunities for people, especially the people of Selangor to deepen the information technology and at the same time creating a society IT literate.

PSR SERVICE IS AVAILABLE AT:

1. Klang District Library
2. Kuala Langat District Library
3. Gombak District Library
4. Kuala Kubu Bharu District Library
5. Sabak Bernam District Library
6. Hulu Langat District Library
7. Kuala Selangor District Library
8. Navan Branch Library
9. Westport Branch Library
10. Community Library Sg. Udang
11. Library Week Bestari Jaya
12. Library Week Semenyih
13. Library Week Sg. Rim
14. Dataran Pekan Sabak Library
15. The town library Hulu Bernam
16. Library Week Sekinchan
17. Rural Library of Kampung Melayu Ampang
18. Rural Library Kalumpang

19. Jenjarom Rural Library
20. Parit Baru Rural Library
21. Drain Mahang Rural Library
22. Kuang Rural Library

Each PSR is equipped with 10 or 11 computers, 1 printer unit, and scanner unit 1 and 1 unit of the projector.

Regulations on the Use PSR:

Customers using this service centre shall record their names to the personnel. Minimal time given to each customer is 30 minutes (depending on availability).

Rates are as Follows:

Internet Use:

Half an hour – RM 0.50 / Person

Print:

Black and white – RM 0.20 / Piece

Colour (half page) – RM 0.50 /Piece

Colour (full page) – RM 1.00 / Piece

Scanner:

Once Drives (Maximum 20 Page) – RM 0.10 / Page

Plug Point:

A plug – RM 1.00 / day

The use of extension cords or *extension* were not justified at all. The use of the CD-ROM (if any) are free, but customers should write down their names and asked for the CD-ROM to be used according to the existing collection.

Customers are allowed to use one computer for one person only. Users cannot open the website obscene and others who violate the law authorities. There were no computer games allowed. Make sure the *external hard disk / pen-drives* to be used scanned in advance to ensure that no virus.

Customers cannot make noise that disrupts other customers and the things that are suspicious of the library. In the event, the library has the right to ask the customers to leave the room multimedia immediately. PPAS party is also not responsible for damage or loss of data or improvised when using this service.

"Step to the library Million Smiles, One-Click Million Information"

1.20 RULES DISCUSSION ROOMS

This service involves only the Raja Tun Uda Library, Shah Alam only for the moment. Open to Members only Selangor Public Library Corporation. Limited to 2 hours only. Increase time permitted if there is no demand from other visitors.

Users are prohibited from eating and drinking in the room during the discussion. The library reserves the right to withdraw the facilities provided if the user is found to violate the rules of a discussion. Please rearrange tables and chairs and make sure there is no trash and personal belongings were taken out.

If there is any damage, please report it to the Customer Service Counter clerk. Payment must be made at the Customers Service Counter at the rate of payment as follows:

Table 5: Rules for room discussion

CAPACITY	PAYMENT
4 People	RM 3.00 / Hour
6 People (There are 2)	RM 5.00 / Hour
8 People	RM 5.00 / Hour
6 People	RM 5.00 / Hour
8 People	RM 5.00 / Hour

1.21 RENTAL FACILITIES AT RAJA TUN UDA LIBRARY, SHAH ALAM

RENTAL FACILITIES AT RAJA TUN UDA LIBRARY, SHAH ALAM IN 2019

Table 6: Rental facilities

BIL	FACILITIES	CAPACITY	LOCATION	PLAN OF RATE	EQUIPMENT & FACILITIES
AUDITORIUM (CAPACITY 200)					
1.	Auditorium	208 packs	Level 2	RM330/Hour	-Wide : 70' x 35' - Flip chair 200
				2 Head mic RM10 /unit	-4 unit microphone -2 unit rostrum -1 unit LCD 15,000 Ansi Lumens with long throw lense -1 unit Skrin 16'
MULTIPURPOSE HALL (CAPACITY 150-200)					
BIL	FACILITIES	CAPACITY	LOCATION	PLAN OF RATE	EQUIPMENT & FACILITIES
1.	MULTIPURPOSE HALL	150 (max200) packs	Level 3	RM250/Hour	-Wide : 46' x 52'- 1 unit chair of 1 unit table of dispensers
				on 2 Head mic RM10 /unit	-150 unit flip chair -PA system -2 unit microphone -1 unit rostrum -2 unit LCD 5,000 Ansi Lumens

SEMINAR ROOM (CAPACITY 40-120)

BIL	FACILITIES	CAPACITY	LOCATION	PLAN OF RATE	EQUIPMENT & FACILITIES
1.	Bilik Seminar 4 Setting classroom	80 pax	Tingkat 4	RM200 /jam Tambahan 2 Head mic RM10/ unit	-Luas : 156 sqm -1 unit meja pembentang -1 unit kerusi pembentang -111unit kerusi banquette -PA sistem -2 unit mikrofon -1 unit rostrum -2 unit LCD 5,000 Ansi Lumens -2 unit skrin 8' x 8'
2.	Seminar Room 1	60 packs	Level LG	RM60 /Hour	-Wide : 19' x 29' - 1 unit table of dispensers -1 unit chair of dispensers - 60 unit banquette chair -PA sistem -2 unit microphone -1 unit LCD 5,000 Ansi Lumens - Wall Skrin Cat
3.	Glass Seminar Room 1	55 packs	Level 4	RM80 /Hour	-Wide : 804 sqft -1 unit table of dispensers -1 unit chair of dispensers -55 unit flip chair -PA system -2 unit microphone - 1 unit LCD 5,000 Ansi Lumens - Wall Skrin Cat

4.	Seminar Room 2	54 packs	Level 1	RM 90/hour	-Wide : 29' x 29' -1 unit table of dispensers -1 unit chair of dispensers -54 unit chair -18 unit table -PA system -2 unit microphone - 1 unit LCD 5,000 Ansi Lumens - Wall Skrin Cat
5.	Seminar Room 3	54 packs	Level 4	RM90 /hour	-Wide : 718 sqft -1 unit table of dispensers -1 unit chair of dispensers -50 unit Flip chair -PA system -2 unit microphone - 1 unit LCD 3,000 Ansi Lumens - Wall Skrin Cat
6.	Glass Seminar Room 2	40 packs	Tingkat 4	RM75 /hour	Wide: 508 sqft -1 unit table of dispensers -1 unit chair of dispensers -40 unit Flip chair -PA system -2 unit microphone -1 unit LCD 5,000 Ansi Lumens - Skrin
BRIEFING ROOM (CAPACITY 50)					

BIL	FACILITIES	CAPACITY	LOCATION	PLAN OF RATE	EQUIPMENT & FACILITIES
1.	Briefing Room	40 packs	Level GF	RM 70/hour	-Wide : 29' x 29' -1 table of dispensers -1 unit chair of dispensers -40 unit chair for user -PA system -2 unit Microphone - 1 unit LCD 5,000 Ansi Lumens -Glass Skrin
CHILDREN'S ACTIVITY ROOM (CAPACITY 44)					
BIL	FACILITIES	CAPACITY	LOCATION	PLAN OF RATE	EQUIPMENT & FACILITIES
1.	Children's Activity Room	44 packs	Level GF	RM60 /hour	-Wide : 30' x 30' -Stage -PA system -2 unit microphone -1 unit rostrum -1 unit LCD 3,000 Ansi Lumens -Skrin 8' x 8'
MEETING ROOM (KAPASITI 12-40)					
BIL	FACILITIES	CAPACITY	LOCATION	PLAN OF RATE	EQUIPMENT & FACILITIES
1.	Meeting Room	40 packs	Level 4	RM80 /hour	-Wide : 123sqm -1 unit table of dispensers -40 unit chair -PA system -14 unit microphone table

					- 1 unit LCD 3,000 Ansi Lumens -Skrin 8' x 8'
TRAINING ROOM (CAPACITY 28)					
BIL	**FACILITIES**	**CAPACITY**	**LOCATION**	**PLAN OF RATE**	**EQUIPMENT & FACILITIES**
1.	Training Room	28 packs	Level 2	RM75 /hour	-Wide : 43' x 19' -1 unit table of dispensers -1 chair of dispensers -14 unit Table -28 unit Chair - 1 unit White Board
LAB ROOM IT (CAPACITY 24)					
BIL	**FACILITIES**	**CAPACITY**	**LOCATION**	**PLAN OF RATE**	**EQUIPMENT & FACILITIES**
1.	Lab IT	24 packs	Level 2	RM80 /hour (room) RM50 /PC 1 Day	-Wide : 29' x 29' -Computer HP Compaq 6000 pro all-in-one business PC, intel Pentium E5500 processor, 4GB PC3-10600 SIDIMM memory & 21.5 inch widescreen Speed 6Mac (share office) 25 unit - Table 25 unit -Chair 25 unit

					-1 unit LCD 3,000 Ansi Lumens - Wall Skrin Cat

DISCUSSION ROOM (CAPACITY 10-20)					
BIL	**FACILITIES**	**CAPACITY**	**LOCATION**	**PLAN OF RATE**	**EQUIPMENT & FACILITIES**
1.	Discussion Room 1	20 packs	Level 4	**RM50 /hour** **Add On RM10/ unit Smart TV 60"**	-Wide : 337 sqft -2 unit Round Table -20 unit chair *banquette* -1 White Board 1 unit -1 unit flip chat
2.	Discussion Room 2	10 packs	Level 4	**RM40 /hour** **Add On RM10 /unit Smart TV 60"**	-Wide : 290 sqft -2 unit Round Table -20 unit chair *banquette* -1 White Board 1 unit -1 unit flip chat
ADD ON FACILITIES OF RENTAL					
BIL	**FACILITIES**	**CAPACITY**	**LOCATION**	**PLAN OF RATE**	**EQUIPMENT & FACILITIES**
1.	Auditorium Staff Fees	-	-	**RM 20 /hour**	-Equipment and IT controllers are out of office hours.
2.	Payment of multi-purpose board oficers	-	-	**RM50/ halfday** **RM100/ Day**	-Equipment and IT controllers are out of office hours.
3.	Add on Mikrofon	-	-	**RM 30 /unit.**	6 unit

4.	Add on Headmic	-	-	**RM20 /unit**	3 Unit
5.	White Board	-	-	**RM50/ unit**	13 unit
6.	Flip Chart	-	-	**RM20/ unit**	17unit
7.	Table Banquette '2x5'	-	-	**RM30 /unit RM50/ set skirtin g**	20 unit
8.	Table Banquette '3x5'	-	-	**RM20 /unit**	20 Unit
9.	Round Table 6 ft"	-	-	**RM50 /unit RM70/ set skirtin g**	15 unit
10.	Sofa Set	-	-	**RM 100 /set**	-4 unit of Sofa -1 unit coffee table -Table Cloth -Flowers
11.	Rostrum	-	-	**RM 30 /unit**	-3 unit

PRICE IS ACCORDING TO / HOURS

03 -55197667/ 55197679/ 5519 7682/ 55197685/ 55197691

EXT : 1320 EN. MUHAMMAD FUAD B. MOHAMAD

EXT :1318 PN.NORSHAHIDAH BT MOHD ZIN

03 -55104264

sewadewan@ppas.gov.my

A. ADRESS & CONTACT NUMBER

PERBADANAN PERPUSTAKAAN AWAM SELANGOR

D/A PERPUSTAKAAN RAJA TUN UDA

JALAN KELAB GOLF 13/6

SEKSYEN 13 40100 SHAH ALAM

Tel: 03-55197667/55197679/55197682/55197685/55197691   ext   :1320   En.Fuad/1318
Shahidah Faks : 03-55104264

Emel : sewadewan@ppas.gov.my

B. PAYMENT PROCEDURE :

1. Payment must be made before using auditorium / hall / meeting room / room seminar / briefing room and training room at PPAS.
2. Payment must be made 2 days before use. In the absence of proof of payment received by the PPAS, it is entitled to cancel the reservation without prior notice.
3. Payment can be made by cash / bank in / transfer / cheque / government order (LO) payment by bank in or transfer to Maybank PPAS account please inform and please provide payment proof to party by email or fax.

C. Cancellation of Rental :

1. Cancellation of rental must be informed early to the rental of PPAS by calling, fax or email.

D. WITHDRAWAL OF OFFER:

1. If for any reason unavoidable, the PPAS will have to use the auditorium or hall on the date of booking, the reservation will be cancelled.

2. The owner / tenant / user shall not be entitled to claim damages and any other claim.

3. All PPAS decisions on problems that may arise / arise with the organizer / tenant / user are final.

E. AUDITORIUM AND HALL:

1. It is not permissible to paste any decorations or leaflets on the walls of the auditorium, hall and other rooms used.

2. The use of the auditorium for rehearsal of graduation is permitted only 2 hours and on the date, time agreed.

3. If the use exceeds the time given, overtime will be charged to the tenant or user.

4. A deposit of RM200 (Cash) will be charged for the cleanliness of the auditorium rental. If there is no sanitation problem, damage to negligence, and lost after rental, sanitary deposit will be returned to the tenant.

5. Damage or loss of equipment at the auditorium where the price exceeds RM200 (Hygiene Deposit) the tenant is responsible for the replacement or payment of the damage value and such loss.

F. SECURITY CONTROL

1. PPAS shall not be liable for any damage or loss of property, any injury or death to the organizer / tenant / user / visitor during tenancy.

G. PROCEDURES / CONDUCTS WITHIN THE AUDITORIUM AND BOARD

1. Smoking is strictly forbidden in the auditorium and board.

2. It is forbidden to bring food and drink or pets at all.

3. It is the responsibility of the organizer / tenant / user to ensure that the auditorium and hall are in clean condition during and after the ceremony. All rubbish or food waste should be taken out immediately.

H. CAFE CONTACT NUMBER & CATERING

BIL	CAFETERIA PPAS	CONTACT NUMBER	
1.	MAMA KAFE	Fuziah	012-2222474
2.	MY FAVOURITE KAFE	Engku	019-3838136
3.	YAHANAN KAFE	Dieja	018-248 8507
		Ummi	011-335 28144

BIL	CATERING	CONTACT NUMBER	
4.	MAWARIZ	Mustafa	019-2707415
5.	NIDZ CATERING		03-33723410
6.	SALEHA CATERING	Yusri	012-6991772
7.	ASNAH	Sam	012-9190239

I. FOOD MANAGEMENT :

1. Food preparation only in the PPAS cafeteria (self-management)
2. Can make reservation for outdoor caterers.
3. Is not allowed to bring any food and drink into the auditorium, hall or other room used.
4. Food and waste remnants (if using caterer services) shall be disposed of in the garbage disposal provided by PPAS.

J. FOR ANY QUESTIONS

Table 7: Detail of food management

Name	Position	Content	Ext
Pn. Norshahidah bt Mohd Zin	Governance Assistant	-Board Booking -Price Rate -Payment	1318
En. Muhammad Fuad bin Mohamad Ali	Librarian Assistant	- Board Booking - Price Rate -Technical - Payment	1320

1.21 CAFETERIA AT PPAS

The cafeteria at Raja Tun Uda Library, Shah Alam is located outside the building. The building overlooks the lake, customers can certainly enjoy the cosy atmosphere of a quiet lake. The dome of the mosque states also seem to fade from the cafe, adding aesthetic value to the whole neighbourhood library.

Taking into account the composition of the client library that consists of a variety of ages and classes, the cafeteria offers a wide selection of food at a reasonable price.

In addition to the Raja Tun Uda Library, Shah Alam, cafeteria services are available in most libraries managed by the Selangor Public Library Corporation, PPAS who have undergone the process of re-branding or *rebranding* and new ones built.

Figure 9: Cafeteria

1.22 SERVICE BUGGY QUEEN

1. Services Buggy

Buggy service is also available at the Raja Tun Uda Library, Shah Alam route and check point specific. 3 buggy provided for the convenience of customers, especially people with disabilities, senior citizens, mothers, children's and those with remote parking.

1.23 REQUEST INFORMATION / REVIEW

CHIEF INFORMATION OFFICER (CIO)

Name: Encik Norazhan Bin Sahlan

Emel: norazhan@ppas.gov.my

Phone Num: 603-55197667 (1306)

Fax: 603-55104264

Please be informed that the application of information PPAS (other than public information available from the Registration Counter, Counter Loan / Return, and Counter Reference) is subject to the Freedom of Information Enactment 2011 Selangor .

Accordingly, any member of the public and external organizations that wish to receive information, have to go through the application procedure as follows:

i. Fill in and complete Form A [Regulation 3]

ii. Submit Form A, Application to Obtain Information that has been completed to the department and make payment of the application fee and a processing fee of RM 12.00 (non-refundable whether the application is accepted or rejected).

iii. Information Officer Department will process the applications and will respond to applications within 30 days from the date of acknowledgment of receipt of the

application for a normal application or within seven (7) days from the date of acknowledgment of receipt of the application if the application involves the life or freedom of the individual.

After the procedure above are met, then the individual or organization will be referred to the officer to be interviewed. Should you need any information or assistance regarding this matter, please contact the Chief Information Officer PPAS.

1.25 SMART SELANGOR MOBILE LIBRARY SERVICE

#SmartSelangor Mobile Library Service Schedule - Selangor BEST

#SmartSelangor Mobile Library - BEST Selangor is the brainchild of Chief Minister of Selangor, Dato 'Seri Mohamed Azmin Ali on 9 November 2017 (Wednesday) .Cetus this idea in line with the idea of Selangor towards the' Smart State 'to always be responsive to the demands of modern for the convenience of the people, especially the cost of apartment communities rendah.Van Mobile Selangor BEST is Blue Ocean Strategy concept of synergy between government agencies namely the Selangor Public Library Corporation (PAS) and the housing and Property Board Selangor (LPHP) .

#SmartSelangor Mobile Library - BEST Selangor will benefit the community at 1,346 low-cost housing schemes covering 220.086 apartment units with an estimated population of 1.1 million. Perbadanan Perpustakaan Awam Selangor have 7 van of Smart Selangor Mobile Library, 3 van for PPAS and others 4 van of SML Low Cost Housing Agency. Every 1 van of SML move to 15 locations and 1 van for special event.

#SmartSelangor Mobile Library - Selangor BEST equipped with free WIFI, notebook (laptop) and multimedia, television, collection of reading material and reference current, loan and return another free facilities include air conditioning, air beds, table and chairs as well as' motorized awnings for the convenience of visitors.

Service Schedule #SmartSelangor Mobile Library - Selangor BEST

Staff:

EN. MOHAMMAD FIRDAUS BIN YAHYA

EN.MUHAMMAD LUTFI B. ISMAIL

EN. MUAMMAR AFIQ BIN. M. ADNAN

EN. YUSAINI BIN ISAN

EN. AHMAD BIN MOHD RIFAEI

EN. HISHAM BIN MOHD MOHD JANI

Any question:

TEL: 03-5519 7667

FAX: 03-55104264

EMAIL: info@ppas.gov.my

WEBSITE: www.ppas.gov.my

TIME & DAY SERVICES

DAY: Tuesday - Thursday

Saturday & Sunday TIME

SESSION 1: 10.00 am - 12.00 pm

SESSION 2: 2.00 pm - 4.00 pm

PUBLIC HOLIDAY: CLOSE

Virtual Reality (VR)

Virtual Reality (VR)

Virtual Reality (VR) refers to computer technology that uses software to generate realistic images, sounds and other sensations that mimic real and simulated environments physical presence of users in this environment. VR has been defined as "a realistic simulation and immersive three-dimensional environments, made with interactive software and hardware.

HTC Vive is a high-capacity tool developed by HTC and Valve Corporation. The headset is designed to use the "scale-room" technology to turn a room into a 3D space through the sensor, with the virtual world allows users to navigate by nature, with the ability to walk and use motion is detected the controller handheld to clear manipulate objects, interact with accuracy, touch and experience the immersive environment.

Although Virtual Reality (VR) is usually found only in the entertainment theme parks around the world, but soon took a bold step to introduce this entertainment medium into a library! The ultimate goal is to attract people, especially young people who have not come to the library to visit the library and eventually hopes to cultivate a deep interest in reading, after exploring every level library concept 'My Second Home'. It is also part of the implementation of the concept of *edutainment* in the library.

Table 8: Detail of edutainment activity

Payment	Per session (10 minutes)	RM10.00 X A
Place	Waiting Room XD/3D	A life Sketch Book

Open daily except public holidays and public holidays.

The operating hours from 10.30 am (Session 1) and 2.30 pm (Session 2).

CHAPTER 2

ORGANIZATION

INFORMATION

CHAPTER 2: ORGANIZATION INFORMATION

2.1 INTRODUCTION
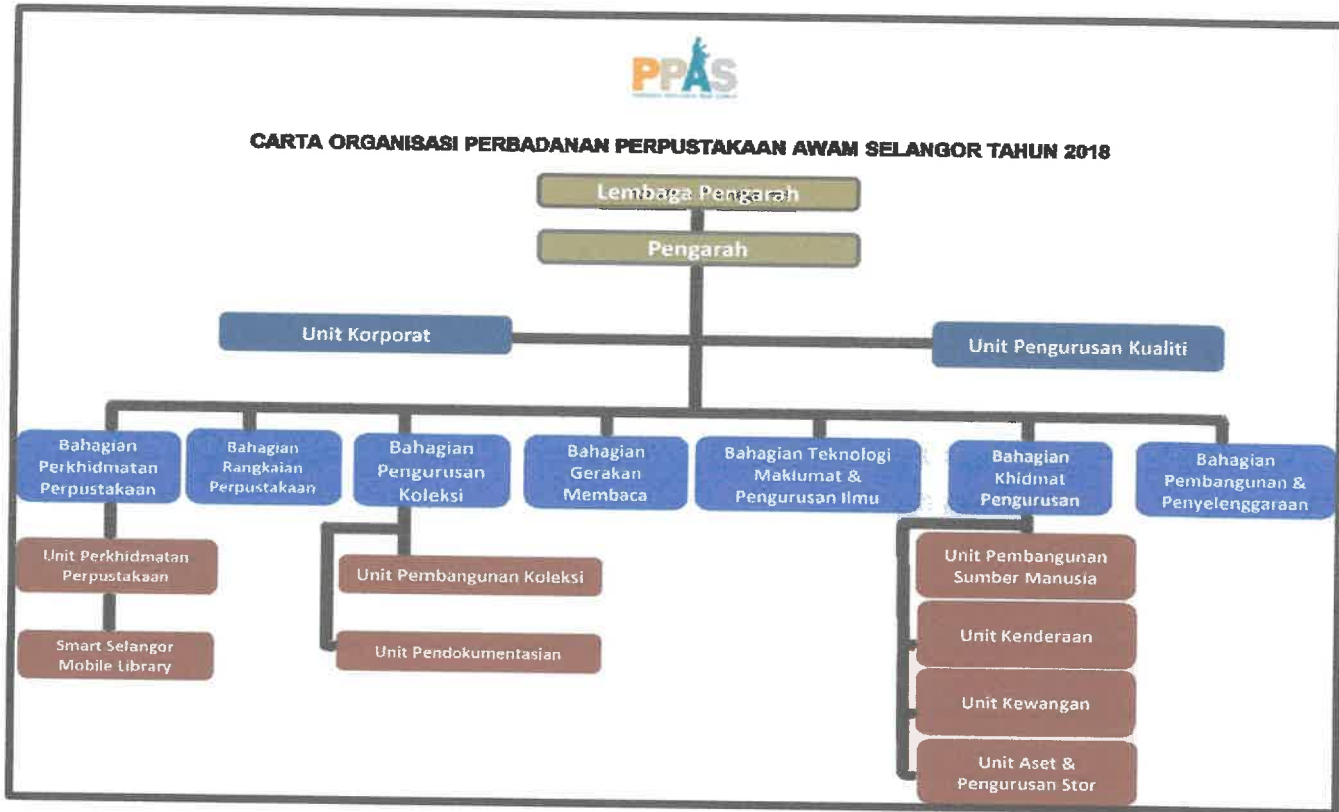
Figure 10: Organization chart of PPAS

The figure above is about the organization chart of top management of Perpustakaan Raja Tun Uda (PPAS). Puan Mastura Binti Hj. Muhamad as Board of director at PPAS and follow by Pn. Suzliana bt. Abdul Hamid as Deputy Director of Department of Collection. In this organization divided into two units which is Corporate Unit and Unit of Quality Management.

First unit is Unit of Corporate and in this unit have four of departments which is start with Department Library of Service and have two units, Unit Library Services and Unit Smart Selangor Mobile Library. Second department is Department Library of Network. Third is Department of Collection Management and in this department have two units that is Unit Development of Collection and Unit of Documentation. Last department in this unit corporate is Department of Reading Motion.

Next is Unit of Quality Management there have three of department. First department in this unit is Department of Information Technology & Knowledge Management. Second is Department Management of Services. Under this section or department there is four units which is start with Unit of Development Human Resource, Unit of Vehicle, Financial Unit, and Unit Assets & Store Management. Lastly is Department of Development & Maintenance.

PPAS Management is responsible in managing staff and matters that are associated with RATU Library. They are also considered as the backbone of PPAS. PPAS management can be refer in Table 1.1 and Figure 1.2.

Table 9: PPAS top management

NAME	GRED	POSITION
Pn. Mastura binti Muhamad	S54	Director of PPAS
Pn. Suzliana bt. Abdul Hamid	S52	Vice Director
En. Norazhan b. Sahlan	S48	Head of Reading Movement Unit
Mrs Norhafidah bt. Ehawan	S44	Head of Documentation

Mr. Norkahirul Nizam Bin M.Sadon	S44	Head of Reading Movement Unit
Mrs. Haiziah Abu	F44	Head of Information Technology Knowledge Management
Mrs. Sabariah Sayuti	S41	Head of Planning and Development
Mrs. Roselin A. Razak	W41	Head of Finance Department

Mr. Mohamed Fadzli Bin Mohd Fauzi	S44	Head of Services Management RATU
Mr. Zainuddin Tasiman	N44	Head of Administration and Human Resource Unit
Mr. Zahir Yahya	S41	Head of Library Network
Pn. Sharifah Nor Ashikin Binti Syed Mohd Pisal	S44	Head of Research and Reference Department

2.2 COLLECTION MANAGEMENT DEPARTMENT

The Collection Management Department consists of two unit namely the Collection Development Unit and the Documentation Unit. Each unit has different objectives and functions. The Head of Division which manages the Collection Management Department is Cik Norhafidah Ehawan. The Collection Management Department Office is located at Level 1, Raja Tun Uda Library, Jalan Golf Club 13/6, Section 13, 40100 Shah Alam, Selangor.

2.2.1 Collection Development Unit

The collection development unit is the unit that manages the production of new books where this unit orders new reading materials from book suppliers. In addition, the unit also receives books from supplier and agencies such as from Management and Science University (MSU). Subsequently, this unit also created a bar code, add items and paste the bar code before submitting to the Documentation Unit.

The Objectives of this Unit are:

1) Choosing a collection of library materials to the advancement of society in term of mental and intellectual and disseminate information efficiently according to customer requirement.

The Function of the Unit are:

1. Expanding and adding the ingredients needed by individual to formal education.
2. Encouraging people to read books to pass the time.
3. Providing education to all people informally
4. Support education policies, research, and activities of the group of institutions or organizations.
5. Disseminate information to the public in all subjects in order to create a life of quality in all aspects of education, economy, culture, people and so on.

Charter:

I. Ensure that the items ordered are supplied within 3 months
II. To ensure that the material received from supplier will be processed and send to the catalogue twice a week.
III. Ensure material samples send by the provider will be returned no later than within 1 month.
IV. Ensure invoices received from supplier will be processed and send to the Finance Division within 2 weeks from the date the invoice is received.

2.2.2 Documentation Unit

The Documentation Unit is a unit that processes books before being send to each level at Raja Tun Uda Library (RATU) and send to the entire library in Selangor. Among the processes performed in the Documentation, Unit is print, paste Spine, paste pockets, slips, and cards on the cover parts and paste the RFID Tag. In addition to processing the book, this unit also classified and scanned the book.

The Objectives of this Unit are:

i   Cataloging, *Mengklas*, and Processing accurately library materials received and distributed to the Raja Tun Uda Library in the period of 18 days, the library branch 25 days of the Great River and another service center according to a predetermined schedule.

ii   Reporting Statistics, once a month

iii   Update OPAC (Online Public Access Catalog) continuously.

Charter:

i.   Cataloging, *Mengklas,* and Processing accurately library materials received and distributed to the Raja Tun Uda Library in the period of 18 days, the library branch 25 days of the Great River and another service center according to a predetermined schedule.

ii.   Update OPAC (Online Public Access Catalog) continuously.

iii.   Ensure that the latest acquisition of library materials available on the shelf for customer reference Shah Alam within two (2) week

2.2.3 READING PROMOTION DEPARTMENT

The Reading Movement Department is one of the units that manage program in the library or outside the library. For example, the Reading Movement Department also runs the Selangor Book Fair every year. Next, this department also operates Selangor Smart Carnival for 2018. Among the responsibilities of the Reading Movement Department are in conducting workshops for school students, information gathering workshops. Furthermore, this section also assesses the effectiveness of library literacy programs at the adult level. Additionally, organizes national programs with agencies and departmental libraries throughout the country that is Reading Together for a 10-minute program and the Quran Hour. This department is located at level 2, Raja Tun Uda (PPAS), Jalan Golf Club 13/6, Section 13, 40100 Shah Alam, Selangor.

The Function of this Unit are:

1) Reading Promotion moving district Reading movement Committee.
2) Controlling the Knowledge Day and Book Fair.
3) Running course and IT Literacy program.
4) Field programs with leaders.
5) Conducting workshops for students seeking information.

6) Coordinate activities encouraging reading with the district and state joint organization by various agencies

7) Assessing reading materials appropriate to the place and the people.

8) Implement programs to encourage new membership registration.

2.2.4 CORPORATE UNIT

A Corporate Unit is a unit that manages publicity and promotion for all public service centers of the Selangor Public Library Corporation (PPAS). In addition, the unit is also responsible for establishing good relationships involving departments and mass media as well as responsible for increasing PPAS images. This Corporate Unit is located at level 3, Raja Tun Uda Library, Jalan Golf Club 13/6, Section 13, 40100 Shah Alam, Selangor.

The Function of this Unit are:

i   Manage comments and feedback on user satisfaction.

ii   Relationships between department

iii To foster good relations with the media

iv   Running impact study

v   Provide feedback comment newspaper

vi   Receive and manage customers complaints

vii Controlling Client Day

viii Disseminate information to the public

ix   Producing publications

x   Handle official visit

xi   Enhance corporate image department

xii Foster Smart Partner

xiii Getting funding from corporate and private parties

xiv Provides graphic design for promotional purposes

Charter:

1) Provide a complete response to the complaint to the complainant within seven (7) working days.

2.2.5 MANAGEMENT SERVICES

The PPAS Management Services Department is supported by the Administration & Human Resource Unit and Finance Unit. Office of Administration & Human Resource Unit and Finance Unit located at level 3, Raja Tun Uda PPAS, Jalan Golf Club 13/6, Section 13, 40100 Shah Alam, Selangor.

2.2.5.1 Administration & Human Resource Unit

Among the objectives of the Administration & Human, Resource Unit is to coordinate all matters of Administration, Human Resources, Staff, Security, Maintenance Room Rental, Inventory, and Training so that library services can be delivered quickly, efficiently and accurately to customers.

The Function of this Unit are:

i.   Store Management ii.
      Inventory / Disposal
iii. General Administration
iv.   Human Resource Development
v.   Post
vi.   Personnel
vii. Asset Management
viii. Quality Management
ix.   Security
x.   Main Meeting Management Department
xi.   Auditorium, hall, laboratories, seminar rooms
xii. Courses / Training / Seminar
xiii. Preparation of Report
xiv. Vehicles Management
xv.   Provider Performance
xvi. Acquisition of Equipment & Tool

2.2.5.2 Financial Unit

The Financial Unit is processing travel claims, allowances and other official facilities within 5 days from the date of receipt. Subsequently, processing government orders within 5 days from the date of approval of the application or quotation and processing all payment claims within 30 days from the date of receipt.

2.2.6 PLANNING & DEVELOPMENT DEPARTMENT

In June 1995, PPAS Planning and Development Department was established and was previously a unit in another. This section is responsible for the planning, budgeting, implementation, and monitoring of library development projects in Selangor. The Division also coordinates development projects from the Federal Government. Among the activities in this section is to restore the old library and to replace the new one. For example, damaged furniture, bookshelves, and so on. Furthermore, the Development and Maintenance Department also manages parking temptations at Raja Tun Uda Library. PPAS Planning and Development Office is located at Level 3, Raja Tun Uda Library, Jalan Golf Club 13/6, Section 13, 40100 Shah Alam, Selangor.

Among the objectives of the Development and Maintenance Division is to support research and development programs by providing consultancy and expertise to develop and

2.2.7 INFORMATION TECHNOLOGY DEPARTMENT AND KNOWLEDGE MANAGEMENT UNIT

The Information Technology (IT) Department and Knowledge Management Unit are the part that manages a database, new computer, and technology related with library, and computer maintenance. Next, Information Technology also manages a robotic class, i-station class, Virtua system, and *"Kutipan"* system uses to collect money from the user such as plug point, multimedia, and so on. Head of the Information Technology Division and Knowledge Management Unit are Mrs. Haiziah Binti Abu.

PPAS Information Technology also supports the activities of Knowledge Management. Office of Information Technology Department and Knowledge Management Unit, PPAS is located on the 2nd floor, Raja Tun Uda Library, Jalan Golf Club 13/6, Section 13, 40100 Shah Alam, Selangor.

Among the objectives of this section is to plan, regulate, implement, monitor the development of computerized systems and provide support to systems users and all customers, while providing direct or indirect maintenance services.

The Function of the Information Technology Department and Knowledge Management are:

develop libraries, especially in the state of Selangor. Next, become a government body responsible for controlling planned public development projects for the state of Selangor.

The Function of the Planning & Development Department are:

i   Coordinate development projects Selangor Public Library Corporation
ii To coordinate the distribution of development funds for a project such as the public library:
    (a) Regional Library
    (b) Branch Library
    (c) Town Library
    (d) Rural Library
iii Mobile Library
iv Plan and coordinate consultancy services in the field of libraries, especially in terms of development to a government department, statutory bodies and private.
v   Designing library development projects in the state.
vi Mobile Library provides service schedule.
vii Creating a complete database and compiles the information in a single issue.

Charter:

I.   Responding to all requests, questions and advice received.
II. Providing Monthly Statistical Report and year consistently every month and every year.
III. Prepare all building project that has been provided with good and perfect.
IV. Toward enhancing and strengthening the implementation of development projects and information services, we are committed

i.   To provide support in the construction of the data structure

ii.   Coordinating the local computer network

iii. Plan, coordinate and administer the computerization project in PPAS

iv. Maintenance of constructions in creating a particular network.

Charter:

1) Ensure the database information is protected and secure

2) Updating the web site every month

3) Be open to suggestions and strike the user

4) To ensure that the computer system and network libraries can operate efficiently at the time of use.

5) Prepare and coordinate computer hardware and software infrastructure that is in good condition and meet customer needs.

6) Taking action to damage a computer in the last (2) days for the damage Minor and seven (7) days of Major damage.

2.2.7.1 Knowledge Management

Among the objectives of Knowledge Management is the existence of creative capabilities or data processing projects in various new technology by the organization. Furthermore, Knowledge Management also make PPAS as an Educational Organization and handles the knowledge that is in the PPAS environment. Lastly, Science Management provides and disseminates knowledge in PPAS environments and outsiders in appropriate format and form as needed. Knowledge Management also has the aim of analyzing new technology requirements, new innovations within one month, developing new Knowledge Management projects each year. Finally, monitor the Science Management projects each month.

The Function of Knowledge Management are:

i.   Identify the content or information that needs to be in digitalization.

ii.   Identify the expert in a particular field to be shared internal organization.

iii. Designing Knowledge Management projects a new one every year.

iv. Coordinate and monitor all projects Knowledge Management.

v.   To coordinate the dissemination and promotion of products/knowledge Management initiative for the purpose of sharing knowledge either within departments or to customers and communities.

vi.   Evaluating and analysis database / hardware/ software either purchase, subscription or rental.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITY

CHAPTER 3.0:

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

I was started my industrial training at Perpustakaan Tun Raja Uda (PPAS) on 1st February 2019. The practical training was ended on 28 June 2019, thus for about five (5) months I been in the industrial training that taught new knowledge. For the first day, I report my duty with Mrs Nazaleeza Binti Hassan as personal in charge for the practical students or call as an industry supervisor. After that, Mrs Nazaleeza Binti Hassan introduce us to Mrs Fara Fariha. Next, Mrs Fara Fariha gave short explanation about shelving at Creative Zone. Then I got my punch card record from Mrs Nazaleeza. Mrs Sabariah Binti Sayuti as Head of Planning and Development, she gave a short briefing to all students practical include me about the library and few things that are related to our industrial training.

3.1.1 Development of Human Resource Unit

The first unit I was placed is Development of Human Resource Unit. The person in charges for this unit are Mrs Nazaleeza Bint Hassan as assistance of librarian. Among the tasks that I already done for eight (8) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) I got a task from Mrs Nazaleeza and Mr Fuad to make a filling documents

(iii) Then, Mr Fuad asked to writed a letters who when booking a place for program at Perpuastakaan Raja Tun Uda

(iv) Next, other staff and I make a preparation for "Appreciation Event" held at SACC Convention Centre

3.1.2 Planning and Development Unit

My second department I was placed is Planning and Development Unit. The person in charge for this unit is Mrs Sabariah Binti Sayuti who is librarian in Perpustakaan Raja Tun Uda. The tasks that I already done for five (5) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) Mrs Yusrina give explanation to me about this department

(iii)Then, she explain short brief about job scope by everyone at this unit

(iv)I got a task to key in data into excel system from Performance Evaluation Survey from staff in Perpustakaan Raja Tun Uda (PPAS)

(v) Next, I got task to key in total of price of furniture at Sungai Pelek in excel system.

3.1.3 Corporate Unit

My third unit I placed is Corporate Unit. This unit was supervised by Miss Hafizah and Mrs Jualiana. The tasks that been done for five (5) days during in this unit are:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) Then, Miss Hafizah ask to make a tags for staff that was involved for Selangor Book Fair 2019

(iii) Promotes Selangor Book Fair 2019 at Facebook

(iv) Next, I got task from Miss Hafizah to send fax to organization for invite them to join to Selangor Book Fair 2019 start from 28th February 2019 until 10th Mach 2019 at SACC Convention Centre

(v) Distribute the bookmarks at Perbadanan Kemajuan Negeri Selangor (PKNS)

3.1.4 Library Network Unit

3.1.5 Reading Movement Unit

Reading Movement Unit is fifth department I placed. This unit supervised by Mr. Norkahirul Nizam Bin M.Sadon. In this unit I have been assigned to assist staff in

this unit for the Selangor Book Fair 2019. The tasks that been done for four (4) days during in this unit are:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) Send fax and email to schools for invite them come to Selangor Book Fair 2019.

(iii) Send email to schools who want to join Dai' competition.

(iv) Prepare goodies for the winners in all competition on Selangor Book Fair 2019

(v) On the Selangor Book Fair 2019, I was assigned for handle the counter of the secretary for nine (9) days at SACC Convention Centre.

(vi) I was assigned to arrange and key in the lucky draw forms from Selangor Book Fair 2019 program according to alphabetical.

3.1.6 Customer Service Unit

My sixth department I was placed is Customer Service Unit. The person in charge for this unit is Mr. Mohamed Fadzli Bin Mohd Fauzi as Head of Services Management RATU. The tasks that been done for twelve (12) days during in this unit are:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) I was assigned to handle counter of library customer service at Creative Zone

(iii) Key in the detail of new library members in RATU system

(iv) Involved short briefly explanation from Mr Basli about activities in istation Smart Selangor room at Perpustakaan Raja Tun Uda

(v) Open a registration for new members of library and open registration for activities craft and DIY class during school holiday.

3.1.7 Reference and Research Unit

The seventh unit I was placed is Reference and Research Unit. The person in charges for this unit are Mrs Sharifah Nor Ashikin Binti Syed Mohd Pisal as Head of Research and Reference Department. Among the tasks that I already done for twelve (12) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) I was assigned to make an isolate of newspaper that relate with GST and IMDB, start with year 2014 until 2019.

(iii) Make an index list for newspaper 2015 (iv)

Arrange volume of magazines in 2018

3.1.8 Information Technology Knowledge Management Unit

The next unit I was placed is Information Technology Knowledge Management Unit. The person in charges for this unit are Mrs Haiziah Abu as Head of Information Technology Knowledge Management. Among the tasks that I already done for five (5) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) Key in the list of Gombak and Sabak Bernam district waste disposal books, this activity supervise by Mrs Rozainees.

(iii) Make a calculation of total of books price and total of amount of disposal books at Gombak district.

(iv) Key in Smart Item Distribution (SID) that is add item to the system.

(v) Join the meeting about CrystalnewHD by Cecilia Cheang from NLTVC Sdn. Bhd.

3.1.9 Selangor Mobile Library/ Customer Service Unit

The next unit I was placed is Selangor Mobile Library or Customer Service Library Unit. The person in charges for this unit are Mr. Mohamed Fadzli Bin Mohd Fauzi as Head of Services Management RATU. Among the tasks that I already done for five (5) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

3.1.10 Collection Development Unit

The next unit I was placed is Collection Development Unit. The person in charges for this unit are Mrs. Suzliana bt. Abdul Hamid as Vice Director of Collection Development Unit. Among the tasks that I already done for twelve (12) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii)

3.1.11 Store Management Unit

The next unit I was placed is Store Management Unit. The person in charges for this unit are Mr Aziim as . Among the tasks that I already done for five (5) days in this unit such as:

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

(ii) Assigned to the store department and do the filling for KEW. PS4 for 2018 and 2019.

(iii) Join meeting for school holiday program at Activity Room.

3.2 Special project: Pustaka Raja Tun Uda guideline video.

A guideline video can have a specific usage for the organization such as PPAS. The audiovisual more attractive rather using both sight and sound, typically in the form of images and recorded speech or music than using a plain text or simple instruction for give a guideline to the user that come to the library. The library needs to enhance their ways to give information to the users. With using the Guideline video for using the reference materials the users will be acknowledged the location of reference materials and the type of reference materials.

The method for develop the video going through the three phase of pre-production, production and post-production. This method for develop the video were given by the Mr. Meor Fawaz as a one of corporate department staff PPAS. This guideline need to follow because the production of video has its own process.

Figure 11: Phases of develop video

3.2.1 Pre-production
The pre-production the process of planning where the ideas brought together into a cohesive plan and objectives of the video. Planning is of principal significance – the additional time you spend on planning, the more easily your shooting will go and the better your last video will be. Next your video should be scripted or storyboarded. This includes assembling the rundown of shots that will be required – the key components that will make up your video.

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From this, you will probably build up your last content or storyboard. Your content won't just guide the shooting group, yet in addition gives the altering group a brilliant manual for work from and give the premise to any extra voiceover work.

Lighting is gigantically significant. You may be astounded at exactly how much light is required for even the most essential of recordings. Time is expected to light the frontal area, foundation and the subject. Shadows can show up from no place and it very well may be hard to work out what they are used to so don't be hurried. Time taken at this stage will decrease any work required after the video has been shot.

This process also including the survey of the importance of the video before it can be decide to be made. The equipment for the making of video also needs to be considered because of the limited resources. As the PPAS have its own camera such DJI Osmo+ which is suitable with the making of video. So, the video will be shooting using the DJI Osmo+ and can give the best shot using that camera.

3.2.1.1 Storyline.

Table 10: Storyline

Scene	Video detail	Duration	Voiceover/fx
1	User entering the PPAS building.	0:10	fx
2	The user straight forward going to Level 4 which is the reference material situated.	0:05	fx
3	Moment where to find the info about reference material	0:05	fx
4	The user use the encyclopaedia. Infographic about encyclopadia	0:50	fx
5	Continue scene from (3). The	0:50	fx

(iv) Join tour at istation, XD Theatre room, Virtua Reality (VR) and life sketch book.

(v) Making temporary tagging for Sumbangan Zakat Selangor books for my special project.

3.1.12 Customer Service Unit

My next unit I was placed is Customer Service Unit. The person in charge for this unit is Mr. Mohamed Fadzli Bin Mohd Fauzi as Head of Services Management RATU. The tasks that been done for fifteen (15) days during in this unit are:

(i) Wesak Day

(ii) Shelving the books at Creative Zone start 8.00 o' clock until 9.00 for Tuesday until Friday in the morning by every day.

(iii) Nuzul Al-Quran

(iv) Handle counter of library customer services at Creative Zone counter.

(v) I have been assigned to take care of School Holiday Counter (PCS). At the counter I should promotes to all user for all activities at that day such as DIY class and Craft class.

(vi) I and my friend was assigned for handle "Toss a Ring Challenge" with Mr Busran and handle for Drawing Class with Mrs Asmah.

3.1.13 Documentation Unit

(i) Shelving the books at Creative Zone start 8.00 o' clock until 9.30 for Monday in the morning by every day.

	user take dictionary. Infographic about dictionary		
6	Infographic about yearbook material	0:50	fx
7	Closing	0:10	fx

3.2.2 Production

The production is a process of filming or making the video based on the planning or storyboards in the pre-production process. The shooting of video need make sure everybody on the shoot is aware of their roles and responsibilities. One person should be directing and one person taking responsibility for filming, lighting and sound. Make sure everybody is aware of who to consult with in the case of issues or problems.

The location of shooting of video need to be clear from any cirumstances that can distract the view of camera and frame. Production begins once the footage is recorded. This process will capture all the scenes and information captured in the pre-production process. During the production process you apply various the lighting requirements, framing and work on composition.

The video started at the main entrance of the library building and several places other than the Level 4 where the reference materials situated.

3.2.3 Post-production

Once filming is completed, download the raw footage onto a central storage location as soon as possible. The footage is copied onto a local machine and the video editing can begin.

Use the latest software (Final Cut Pro, Cinema 4D, Logic Pro) to edit the videos. This makes suggesting any changes a precise, quick and efficient process.

CHAPTER 4

CONCLUSION

Chapter 4:

Conclusion

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

As an undergraduate student of Universiti Teknologi MARA, I would like to say that this industrial training program is an excellent program to get experience that would never get in the classroom. The knowledge that I get through the internship such as the technical knowledge is doing the maintenance of computer including hardware and software. Not only for the IT department, as an intern also need to learn the new thing such as the process of rebranding old library. The process of rebranding give new experience which is need to go to the site to monitor all the necessary process going through the correct procedure.

Then, the communication skills between the staff need to be address the respective person correctly to ensure the right attitude as intern. The skills for communicate slowly will build up along the process work as a team.

4.2 Personal thoughts and opinion.

4.2.1 Cooperative and supporting staff

From my own thought, all the colleague here are helpful and supportive in helping all the intern to finish their task assigned. As the intern, many enquiries may come from time to time. I always seek for my supervisor support regarding the issue in daily task. The staff itself never differentiate us intern with the permanent staff. so, there is no gap between intern and the staff as long both are give respect to each other as colleague. Anything task that given also been doing together without give all responsibilities to the intern alone.

4.3 Lesson Learnt

4.3.1 Time Management

Time management is extremely important in a working environment. A good time management will ensure the project run accordingly and helps to achieve objective effectively. During this internship placement, I learned a lot about managing the time in finishing all the task given. Time management is very crucial to show as an intern the time management is show your own personalities and good attitude. Without the good time management the task also cannot be completed in the given time.

4.3.2 Self-Learning

Self-learning is significant in all the undertaking given. Not all issue or issue will be settled by the senior staff. During the initial two months, the assistant will be helped through all the issue emerge. Yet, from that point onward, the understudy should rely upon themselves. This self-learning is useful for the assistants as this will help them in increasing more information and abilities in improvement industry. In times when everyone is in a rush, and formal instruction accompanies its own time limitations, self-learning guarantees that one isn't under any weight at all to propel oneself.

4.4 Limitations and Recommendations

4.4.1 Limitations

There are a few limitations that can be seen throughout this internship period. However these limitations are not severe but it can be a good and gentle reminder for each responsible contributor or organization. The organization did not focus the internship student based on their field. Eventhough, the IT department itself have their own staff, they should allow the intern to the normal responsibilities as an IT personel.

4.4.2 Recommendations

A few recommendations can be made and taken into consideration by all responsible contributor or organization.

The industry should give the access to its facilities for all the intern students. This will make all the work runs smoothly and makes all the operations effective in achieving the objective of project and organization.

This recommendation also need to address to the Faculty of Information Management UiTM Kelantan itself as the faculty need to send their student for a practical training in big IT company. This is because in this big company, students can gain lots of knowledge and skills that they can't get in campus. Students will involve with various IT project and this will helps them to understand more about what they learn in the university and this is the place where they can used all the knowledge in real life. Furthermore, the students can prepare themselves with all the challenges and mentally prepared before getting real job after finished the industrial training.

References

Nazaleeza, Hassan (2019) (n.d)

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APPENDICES

PPAS
Perbadanan Perpustakaan Awam Selangor

(146)

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

	WP 1	WP 2	WP 3
		/	

BULAN FEB 2019

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
				817:1		
1						
2	807:5				HARI SABTU	
3					HARI AHAD	
4	807:3			817:0		
5					CUTI AWAM	
6					CUTI AWAM	
7	807:4			817:0		
8	807:4					
9					HARI SABTU	
10					HARI AHAD	
11	807:4			817:0		
12	807:4			817:3		
13	807:4					
14	807:4			817:0		
15	807:3			817:3		

AMARAN
Sebarang pekerja yang menolong stemkan
kad seseorang pekerja lain akan dikenakan
tindakan tatatertib ke atasnya

PPAS
Perbadanan Perpustakaan Awam Selangor

(146)

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

	WP 1	WP 2	WP 3
		/	

BULAN FEB 2019

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16					HARI SABTU	
17					HARI AHAD	
18	807:4			817:0		
19	808:0			817:0		
20	807:5			817:1		
21	807:5			817:1		
22	807:5			817:1		
23					HARI SABTU	
24	808:5			818:0	HARI AHAD	
25	807:5			817:1		
26	807:4			817:0		
27	807:4			817:3		
28	807:5					
29						
30						
31						

AMARAN
Sebarang pekerja yang menolong stemkan
kad seseorang pekerja lain akan dikenakan
tindakan tatatertib ke atasnya

A No. (149)

PPAS
Perbadanan Perpustakaan Awam Selangor

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

BULAN: - MAR 2019

	WP 1	WP 2	WP 3
		/	

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2					HARI SABTU	
3					HARI AHAD	
4						
5						
6						
7						
8						
9	0751				HARI SABTU	
10	0753			1707	HARI AHAD	
11	0754					
12	0706			1701		
13	0747					
14	0751			1704		
15	0751			1703		

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

B No. (149)

PPAS
Perbadanan Perpustakaan Awam Selangor

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

BULAN: - MAR 2019

	WP 1	WP 2	WP 3
		/	

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16					HARI SABTU	
17					HARI AHAD	
18	0754			1705		
19	0740			1702		
20	0744			1704		
21	0755			1703		
22	0752			1704		
23					HARI SABTU	
24					HARI AHAD	
25	0755			1705		
26	0731			1703		
27	0755			1702		
28	0756			1703		
29	0752			1703		
30					HARI SABTU	
31					HARI AHAD	

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

. No.

(142)

PPAS
Perbadanan Perpustakaan Awam Selangor

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

	WP 1	WP 2	WP 3
		✎	

BULAN APR 2019

MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
807..		317..			
807..		317..			
8075.		317..			
807..		317..			
807..		317..			
				HARI SABTU	
				HARI AHAD	
8075.		817..			
8074.		817..			
8080.		817..			
8075.		117..			
8073.		817..			
				HARI SABTU	
				HARI AHAD	
8073.		117..			

AMARAN
Sebarang pekerja yang menolong stemkan
kad seseorang pekerja lain akan dikenakan
tindakan tatatertib ke atasnya

B No.

(142)

PPAS
Perbadanan Perpustakaan Awam Selangor

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

	WP 1	WP 2	WP 3
		✎	

BULAN APR 2019

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	807..		917..			
17	807..		817..			
18	807..		817..			
19	807..		817..			
20					HARI SABTU	
21					HARI AHAD	
22	807..		817..			
23	807..		817..			
24	8075.		817..			
25	807..		817..			
26	8074.		817..			
27					HARI SABTU	
28					HARI AHAD	
29						
30	807..		817..			
31						

AMARAN
Sebarang pekerja yang menolong stemkan
kad seseorang pekerja lain akan dikenakan
tindakan tatatertib ke atasnya

Card A

A No.

(142)

PPAS
Perbadanan Perpustakaan Awam Selangor

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

	WP 1	WP 2	WP 3
		✐	

BULAN...MAY...2019...

MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
				CUTI AWAM	
8075		8170			
8074		817-3			
				HARI SABTU	
				HARI AHAD	
8075		8168			
8075		8163			
8074		8163			
8075		8163			
8074		8163			
				HARI SABTU	
				HARI AHAD	
8074		8168			
8074		8164			
8074		8164			

AMARAN
Sebarang pekerja yang menolong stemkan
kad seseorang pekerja lain akan dikenakan
tindakan tatatertib ke atasnya

Card B

B No.

(142)

PPAS
Perbadanan Perpustakaan Awam Selangor

NAMA: Muhammad Irfan b Abd Munir

BAHAGIAN: Praktikal

	WP 1	WP 2	WP 3
		✐	

BULAN...MAY...2019...

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	8075			8168		
17	8075					
18					HARI SABTU	
19					CUTI AWAM	
20	8075			8163	CUTI AWAM	
21						
22					CUTI AWAM	
23	8075			8169		
24						
25	8075			8120	HARI SABTU	
26	8075			8168	HARI AHAD	
27	8075			8164		
28	8075			8163		
29	8075			8164		
30	8075			8163		
31						

AMARAN
Sebarang pekerja yang menolong stemkan
kad seseorang pekerja lain akan dikenakan
tindakan tatatertib ke atasnya

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

Brief by : Supervisor (8.00 - 9.00)

The briefing was conducted by the Madam Nazaleeza Hassan which is also as our supervisor. The briefing was about the rules and regulation applied at the organization and also working environment at PPAS.

PPAS Tour (9.00 - 11.00)

Mister Aidil take us to all department available at PPAS and introduce the every sector of building. We introduce ourself to the staff every department that we visited.

After the tour, every student report to department that was assigned. I was assigned to the store management for a week.
(1-8/2/2018)

EXTRACT NATURE OF WORK DONE

The order management & in-charge is Mister Azim. The task given by Mister Azim is to organise the filing of order form from 2018 till present.

There are some of the form were converted to the new format as required by the government of Malaysia.

7/2/2019
Shelving : (8.00 - 9.00)
Continue the process of filing.
(refer to task 4/2/2019)

8/2/2019
Shelving : (8.00 - 9.00)
Continue the process of filing.
(refer to task 4/2/2019)

SUPERVISOR REMARKS

EXTRACT NATURE OF WORK DONE

Report to department Overdue Members
- Packing the poster and bookmark for publicity
- Pesta Buku Selangor poster and bookmark were distributed to the school, government bodies and universities street within Selangor area.

12/2/2019
Shelving (8.00 - 9.00)
(refer to task on 11/2/2019)

13/2/2019
Shelving (8.00 - 9.00)
(refer to task on 11/2/2019)

14/2/2019
Shelving (8.00 - 9.00)
(refer to task on 11/2/2019)

15/2/2019
Shelving (8.00 - 9.00)
(refer to task on 11/2/2019)

SUPERVISOR REMARKS

NAZALEN HASSAN
Penolong Pustakawan

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(8.00 a.m – 5.00 p.m) Report for duty at Pengkalan Perkhidmatan Reports loan department. This department responsible for manage image of every library under PPAS. The process of rebranding device (library) such at Bukit Benaturg still ongoing. - Went for Bukit Benaturg library to rebranding process. - Tools and equipment such as for painting the building were brought. - First process is to clean up the building before process of new paint. - The furniture move to the other room for temporary. - The first layer of painting were applied or known as base.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(8.00 a.m – 5.00 p.m) The process of rebranding or give the new image to the Bukit Benaturg library building still continue. The new colour of painting were applied. The door and windows frame paint with new colour. 20/2/2019 The process of rebranding still continue at council. (refer to task on 18/2/2019) 21/2/2015 The process of rebranding still continue as usual.	

NAZALEEZA HASSAN
Penolong Pustakawan

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(8.00 a.m - 5.00 p.m) The publicity for the Pesta Buku Selangor were done which is the distribution of poster and bookmark to the Universities and colleges. — MSU — UKM Bangi — UPSI — KUIS The poster and bookmark given by Mister Ismail to the library staff every organization for publicity.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
The publicity through the media social such as facebook be that. The engagement every posting need to be high as possible.	

DATE:

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- FB IT Keyboard Warrior team (refer to task 25/2/2019)	
27/2/2019	
- FB IT Keyboard Warrior team (refer to task 28.2.2019)	

DATE:

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Pesta Buku Selangor 2019	
- event crew	
- FB Live Team	
FB Live Team	
- Support technical task	
- Setup equipment	
- Setup live position	
Floor manager :	
- Assist que card	
- Monitor time management	
1 Monitor upcoming live session	
Audio :	
- Audio quality check	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1/3/2019 Petik Buku Selangor 2019 - FB live team (refer to task 28.2.2019)	
4/3/2019 Petik Buku Selangor 2019 FB live team (refer to task 28.2.2019)	
5/3/2019 Petik Buku Selangor - FB live team (refer to task 28.2.2019)	
6/3/2019 Petik Buku Selangor - FB live team (refer to task 28.2.2019)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8/3/2019 Petik Buku Selangor 2019 - FB live team (refer to task 28.2.2019)	

NAZ-
Penolong

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Report duty to Perbadanan dan Projek Pengurusan	
– Make survey by google form for tender and services for branch library	
– Distributed to branch library and get the responden result	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Pembimgunan dan Penyelenggaraan (refer task 11.3.2019)	
13/3/2019 (refer task 11.3.2019)	
14/3/2019 (refer task 11.3.2019)	
13/3/2019 (refer to task 11.3.2018)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Corporate Department.	
- Listing all the audio book and all the transcription book.	
- Make a list to promote the audiobook to the public.	
19/3/2019	
(refer to task 18-3.2019)	
20/3/2019	
(refer to task 18-3.2019)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Program Cuti Sebulah 2019	
- Organize aerobic exercise	
- Organize story telling	
- Monitor beep section	
- Assist and second printer at ZK	
- Organize teutainment tour	
22/3/2019	
(refer to task 21.3.19)	
23/3/2019	
(refer to task 21.3.15)	
24/3/2019	
(refer to task 21.3.15)	
25/3/2019	
(refer to task 21.3.19)	
26/3/2019	
(refer to task 21.3.19)	
27/3/2019	
(refer to task 21.3.19)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Buggy and facility department	
- Drive buggy	
- Sort and pickup user from parking to library	
- Help and guide user	
2/4/2015 (refer to task 1.4-2015)	
3/4/2015 (refer to task 1.4-2015)	
4/4/2015 (refer to task 1.4-2015)	
5/4/2015 (refer to task 1.4-2015)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
IT Department	
- Maintenance hardware and patterns	
- Troubleshoot PC	
- IT store equipment being checked and monitor	

NAZALEEZA HASSAN
Penolong Pustakawan

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Maintenance of hardware and software	
- Troubleshoot PC	
- IT store equipment being checked and monitor.	
10/4/2015 (refer to 9/4/2015)	
11/4/2015 (refer to 9/4/2015)	
12/4/2015 (refer to 9/4/2015)	
15/4/2015 — 17/5/2015 (refer to 9/4/2015)	

RAZMAN HASSAN
Pustakawan

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Rujukan dan Pengeditan	
- Doing the cutting and newspaper to be store or collection.	
- The important news around the world to be store.	
23/5/2017 - (refer to the 22/5/2019)	
24/5/2019 (refer to the 22/5/2015)	

NAZALEEZA HASSAN
Penolong Pustakawan

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Perkhidmatan Rujukan Perpustakaan	
- Organize and manage the school holidays program.	
- Doing activities such as colouring for the kids.	
28/5/2019	
- (refer to 27/5)	
29/5/2019 (refer to 27/5)	
30/5/2019 (refer to 27/5)	
31/5/2019 (refer to 27/5)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Smart Mobile Library	
- Doing the activities at the school for NILAM program.	
11/6/2019 (refer to 10/6)	
12/6/2019 (refer to 10/6)	
13/6/2019 (refer to 10/6)	
14/6/2019 (refer to 10/6)	

NAZALEEZA HASSAN
Penolong Pustakawan

DATE :

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Teknologi Maklumat / IT Department	
- Maintenance of hardware and software	
- Troubleshoot PC	
- IT store equipment being checked and monitor.	
18/6/2019 (refer to 7/6)	
19/6/2019 (refer to 7/6)	
20/6/2019 (refer to 7/6)	

NAZALEEZA HASSAN
Penolong Pustakawan

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PERBADANAN PERPUSTAKAAN AWAM SELANGOR (RAJA TUN UDA)

1

HISTORY

- PPAS were established on 1971 by the acquisition of the Book Club of Kuala Lumpur on October 29, 1971 to revive as a library.
- Moved to Shah Alam on 16 November 1986
- On March 15, 1988 the library was inaugurated by the late Sultan Salahuddin Abdul Aziz Shah Alhaj and the building was named Raja Tun Uda and open to the public.

2

MISSION

VISION

SLOGAN

3

2.0 ORGANIZATION INFORMATION

4

Slide 5

LIST OF DEPARTMENT

- Collection management department
- Documentation unit
- Reading movement department
- Corporate unit
- Administration & human resource department
- Financial unit
- Planning and development department
- Information technology department

5

Slide 6

- Development of Human Resource Unit
- Planning and Development Unit
- Corporate Unit
- Library Network Unit
- Reading Movement Unit
- Customer Service Unit
- Reference and Research Unit
- Information Technology Knowledge
- Management Unit
- Selangor Mobile Library
- Store Management Unit

6

Slide 7

3.2 SPECIAL PROJECT

| PRE PRODUCTION | PRODUCTION | POST PRODUCTION |

7

Slide 8

INTRODUCTION OF PROJECT

8

9

10

A
GUIDELIN
E VIDEO

11

CONCLUSION