UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT
(UNIVERSITY MALAYSIA KELANTAN)

CAMPUS BACHOK,
BEG BERKUNCI NO. 01,
16300 BACHOK, KELANTAN.

SPECIAL PROJECT:
UNIVERSITY CORPORATE MEMORY SYSTEM

BY
AHMAD FATHI BIN GHAZALI
2014954749

IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT

FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

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FACULTY SUPERVISOR
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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 2017 – 30 JUNE 2017

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

AHMAD FATHI BIN GHAZALI

2014954749

Date of submission: 11 July 2017

ABSTRACT

Industrial training is a compulsory things for the University Technology MARA (UiTM) students to undertake for their final year Bachelor's Degree and the main objectives of industrial training is to provide the work experience to students in particular field and to provide a certificate for future record. The industrial training that start at 01 February 2017 and ended in 30 June 2017 at The Office of Library and Knowledge Management, University Malaysia Kelantan (UMK) and during the period of five month industrial training, trainee have gained so many things in term of knowledge, skill and as well as experience, that can never be learn by only learning theory in the classroom and with industrial training, it is more practical, more dynamic and more challenging. Apart from that, there are many activities that trainee have done within the UMK library that range from doing daily task to helping another student practical in doing their special project programs.

Keywords: *The Office of Library and Knowledge Management, University Malaysia Kelantan (UMK), industrial training.*

ACKNOWLEDGEMENT

Alhamdulillah and first of all, I would like to praise to Allah S.W.T for giving me a good health to complete this industrial training report on time. I took a few month to do this report and I were able to complete this industrial training report that was given to me successfully within the given time.

I would like to express my gratitude and thanks to The Office of Library and Knowledge Management, University Malaysia Kelantan (UMK) Chief Librarian, Mister Azman Bin Hashim for accepting and trusting me to conduct my industrial training in the UMK library and special thanks and my deepest gratitude to both my industrial training supervisor and faculty supervisor, Mister Amirul Firdaus Bin Zilah and Madam Noor Masliana Binti Razlan for giving me a lot of guidance and inspiration in helping me throughout my journey for over five month in the UMK library. I would also like to thanks to the staff of UMK library, both Bachok Campus and City Campus for helping and support me while I doing my practical training.

Next, I would like to express the deepest appreciation and thanks to all my lecturers in UiTM Machang for giving me a lot of knowledge and never give up in teaching me up till now and a lecturers can inspire hope, ignite the imagination and instill a love of learning. Finally, I would also like to thanks to both my parents and also my family and not to forget my fellow friends for their support and help during my industrial program and may Allah bless them all.

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1.0 INTRODUCTION

Figure 1: University Malaysia Kelantan Bachok Campus

University Malaysia Kelantan or well known as UMK, is a university that mainly focus on entrepreneurship education as well as other academic education. In line with the government's vision to propel the country to become a high income nation, UMK aspires to help continuing this noble intention by making headway in increasing the human capital as well as to spur on the country's development. UMK has you know, has been steadily instrumental in championing entrepreneurship education in Malaysia in order to produce multitalented graduates across the state, since its launch in 2007. Centralizing on the concept, "Entrepreneurship is Our Thrust", efforts in upholding entrepreneurship education would be unavailing without efficient and defective manpower.

On advancing the platform of excellence, YBhg. Prof. Dato' Dr. Mortaza Bin Mohamed, the Vice Chancellor, at the head of the university together with loyal supports from the top management as well as the supporters of academicians, they have all prepared UMK to become

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a reputable institution of higher learning in offering programs of high quality that meet market demand. Starting off with only four programs such as Entrepreneurship and Business, Applied Science, Creative Technology Heritage and Agricultural Technology Entrepreneurship, now UMK offers twenty seven diverse programs at five different faculties in conjunction with the current demand and development of the industry.

In preparation for a further solid development on the human capital, assistance is sought from a steadfast support system so as to meet the demand of the stakeholders and the unrelenting support staff and efficient ecosystem have contributed in providing a conducive and consilient learning environment for students. In tandem with modern advancement, UMK is now ready to take to the next step and explore all the possibilities that might occur in the future.

1.1 Background of the organization

Figure 2: The Office of Library and Knowledge Management Bachok Campus

Many of you know that, library is a place where people find information as well as knowledge and not to mention, library have a huge collection of sources of information,

that been made accessible to a defined community for reference or borrowing. Library provides both physical and digital access to material and library collection consist of books, newspaper, periodicals, CDs, e-books, database and other formats. At University Malaysia Kelantan (UMK), their library also known as The Office of Library and Knowledge Management, is the heart of the University Malaysia Kelantan and it is a place where users find academic and non-academic materials.

The UMK library has been operating officially on July 1, 2007 in line with a total enrollment of 296 students to UMK. Currently, UMK has three branches and same goes to the library, which is City Campus, Jeli Campus and the last one is Bachok Campus. The Jeli Campus library served users especially from the Faculty of Earth Science and Faculty of Agro Based Industry, the Bachok Campus library served its users from the Faculty of Creative Technology and Heritage, while the City Campus library serves its user from the Faculty of Entrepreneurship and Business. As the center of managing information in meeting their user requirement, the UMK library are always trying to improve their collection, as well as the quality of their service from time to time.

1.1.1 Vision

Aspires to be the leading knowledge center of entrepreneurial excellence through development of relevance collection, efficiency of information services and latest information technology empowerment.

1.1.2 Mission

Providing the high quality resources, infrastructure and services in supporting the instructional, learning and research programs especially in entrepreneurship field.

1.1.3 Objectives

1. To provide and manage information based services for its users.

2. To provide the best quality information services and facilities.

3. To manage information knowledge culture amongst UMK's community.

4. To be effective repository institution for the university's.

1.1.4 Using the library

1.1.4.1 Opening hours

The last entry to the library is 15 minutes before closing time and when the circulation desk and that include the self-service machine is closed, no lending services and cash transactions may be carried out. Below, are the opening hours of the Office of Library and Knowledge Management throughout the day, during semester, semester break and exam period.

Days	During Semester	Semester Break	Exam period (Semesters 1 & 2)
Sunday - Wednesday	9.00 am - 9.00 pm	9.00 am - 5.00 pm	9.00 am - 10.00 pm
Thursday	9.00 am - 9.00 pm	9.00 am - 3.30 pm	9.00 am - 10.00 pm
Friday	Closed	Closed	9.00 am - 10.00 pm
Saturday	Closed	Closed	9.00 am - 10.00 pm
Public Holiday	Closed	Closed	Closed

Table 1: Time table for opening hours of the Office of Library and Knowledge Management

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1.1.4.2 Borrowing

The privileges of borrowing a books in the Office of Library and Knowledge Management are eligible to academic staff, management and professional, post graduate students (Masters/PHD) and degree students (Bachelor/Executive). You will need your valid library card (student or staff cards) in order to borrow items by taking the books and your library card to the self service units and check it out by yourself or you can take it to the counter and borrow there. Don't forget to collect your transaction slip in order to know when the due date of the borrowing books. Below are some information regarding to the loan eligibility/period and fine that been charged for late returning of an items.

UMK Staff	Loan Eligibility / Period	Fine (Late Renewal / Return)
Academic Staff	20 copies / 60 days	RM 0.20 per day
Management and Professional	15 copies / 30 days	RM 0.20 per day

UMK Student	Loan Eligibility / Period	Fine (Late Renewal / Return)
Post-graduate Students (Masters / PhD)	15 copies / 30 days	RM 0.20 per day
Degree Students (Bachelor / Executive)	15 copies / 14 days	RM 0.20 per day

Table 2: Loan eligibility/period and fine that been charged for late returning of an items

1.1.4.3 Inter library loan

Academic staff and students may request inter library and loan for books that are not available in the library and database and these items are requested from the libraries of other local public universities.

1.1.4.4 Intra library loan

University Malaysia Kelantan students and staff may use and borrow within their loan entitlement quota from all three libraries, which are located at City, Bachok and Jeli Campus. The staff and as well as students can download and fill up the form to request resources through intra library loan and the library will contact you once the items are ready to collect within the selected pick up locations within three working days.

1.1.4.5 Local library catalogue

Local library catalogue allows you to search all the titles in other public library and as you know, many council offers online access to the their library catalogue such as National Library, UKM, UM, USM, UPM, UiTM, UMT, UMP, UNIMAS, UTeM and many more.

1.1.4.6 Social Online Public Access Catalogue (S-OPAC)

S-OPAC or known as Social Online Public Access Catalogue is an online database materials that enable user to search a library catalogue principally to locate books and other material available in the Office of Library and

Knowledge Management. In the simplest language, it is an electronic version of the card catalogue and S-OPAC is the gateway to the library collections.

Figure 3: S-OPAC interface

1.1.4.7 Collections

There are nine collections that available in the library and there are:

a. Open shelf collection - Consists of books from all subject fields and could be borrowed by users within the indicated specified period.

b. Reference collection - Consists reference materials such as dictionaries, encyclopedias, directories, biographies, manuals, bibliographies, statistics, indexes, abstracts, almanacs, atlases, yearbooks, etc. This collection can be referred to users only in the library.

c. Standard collection - Consists of the Malaysian Standard, British Standard, American National Standard, etc. This collection can be referred by users only in the library.

d. Media collection - Consists of non-printed and digital materials such as VCD, CD-ROM, etc.

e. Journal collection - Consists of the past and current periodical publication materials such as journals, magazines, bulletins.

f. Examination paper collection - Consists of non-printed materials. The non-printed materials can be accessed through the library portal.

g. Under graduate project and thesis collection - Consists of under graduate projects and theses which were written by the staff and students of UMK. The collection is located at the special collection room which can be referred to at the Circulation Counter. Photocopying is not permitted. The abstracts can be accessed through the UMK Institutional Repository.

h. Light reading collection - Consists of materials like general and popular materials in bulletins, flyers and many more which are applicable to all levels of users and can be referred to only in the library.

i. Fiction collection - Consists of Malay and English novels which can be borrowed.

Figure 4: Open shelf collection

1.1.4.8 Rules and regulations

The rules and regulations that been applied in the Office of Library and Knowledge Management are:

a. Only Library members and those approved by the Chief Librarian are allowed to use the Library.

b. Members have to present their membership card when asked to do so by the Library staff.

c. Users are not allowed to eat, drink, smoke, make noise, sleep or disturb the peace of the library.

d. Users are required to surrender their bags, books or any personal belongings for inspection at the library entrance / exit at the request of library staff.

e. User is required to obey the silence rule in the library.

f. Smoking and consumption of food and drinks are forbidden in all parts of the library.

g. Personal belongings such as bags, helmet, umbrella, raincoat and other place provided outside the library.

h. User is not allowed to remove library furniture and equipment from their original place.

i. User is not allowed to take library materials out of the library without borrowing it properly at the counter or self-check-out machine.

j. Must return books used to the trolley next to the shelves.

k. User is not allowed to smear, tear or damage the library materials.

l. User who photocopy library materials is fully responsible for any action liable and contravening the Copyright Act 1987.

m. Academician or support staff s who are sabbatical overseas must return all materials borrowed.

n. Academician or support staff who are leaving the organization must also return all materials borrowed. Each borrower is responsible for the items borrowed. For an item lost, a member has to pay double the cost of the item lost. Whenever a replacement is not possible, the library committee will decide on the cost of the replacement.

o. The Chief Librarian may amend or change the Library Rules and Regulations as and when deemed required.

1.2 Organizational structure

Figure 5: Organizational chart for The Office of Library and Knowledge Management

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2.0 ORGANIZATION INFORMATION

2.1 Departmental structure

Figure 6: Departmental structure for The Office of Library and Knowledge Management

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2.2 Department function

2.2.1 Administration and Financial Management Department

The Administration and Financial Management Department is responsible in manage, control and make sure all work that related with administrative and financial management of The Office of Library and Knowledge Management are to be handle and manage with systematically, efficiently and effectively as they could.

2.2.1.1 Function

1. Managing the budget allocation in accordance with the provisions provided to UMK library care given.

2. Manage the finance and procurement of the UMK library.

3. Responsible for the process of registration, disposition and movement of capital assets and inventory in the UMK library.

4. Responsible for monitoring the presence of UMK library staff in order to ensure the presence of staff is accordance with the prescribed working hours.

5. Responsible for process flow in and out of the trust fund UMK library.

6. Responsible for monitoring staff annual leave, sick leave and updating records in the Integrated Management System (IMS) and update the application of annual leave that cannot be spent.

7. To update system files and records in the UMK library.

8. Organize training and courses for UMK library staff.

9. Manage administrative tasks of UMK library.

2.2.1.2 Organizational chart


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┌─────────────────────────────────┐
│   Mister Azman Bin Hashim       │
│      (Chief Librarian)          │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│  Mister Amirul Firdaus Bin Zilah│
│      (Senior Librarian)         │
└─────────────────────────────────┘
```

Mister Ku Azlan Bin Ku Mansor	Madam Siti Norhafiza Bt. Mat Adnan	Mister Wan Fakruzee Ikmal Bin Wan Abdullah
(Assistant Administrative Officer)	(Administrative Assistant)	(Operation Assistant)
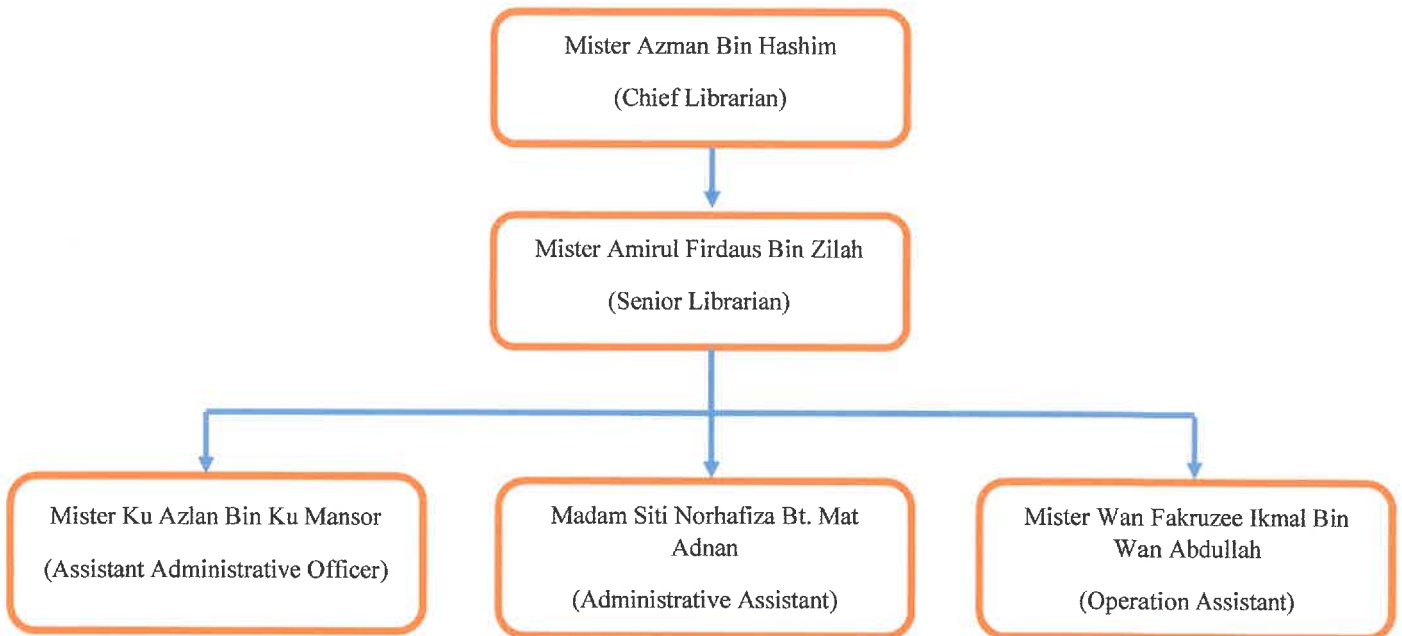
Figure 7: Organizational chart for Administration and Financial Management Department

2.2.2 Acquisition Management Department

The Acquisition Management Department are responsible in developing a comprehensive and relevance UMK library collection and facilities through the acquisition of reference materials and information resources for the needs of the programs and the field of study that are available in the University Malaysia Kelantan.

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2.2.2.1 Function

1. Manage and Implement the acquisition of Books and Audio Visual Materials.

2. Deal and handle the negotiation with vendor about all the things that related with the UMK library such as purchasing the new materials.

3. Accepted and received donation items from the faculty and as well as from the lecturers.

2.2.2.2 Organizational chart
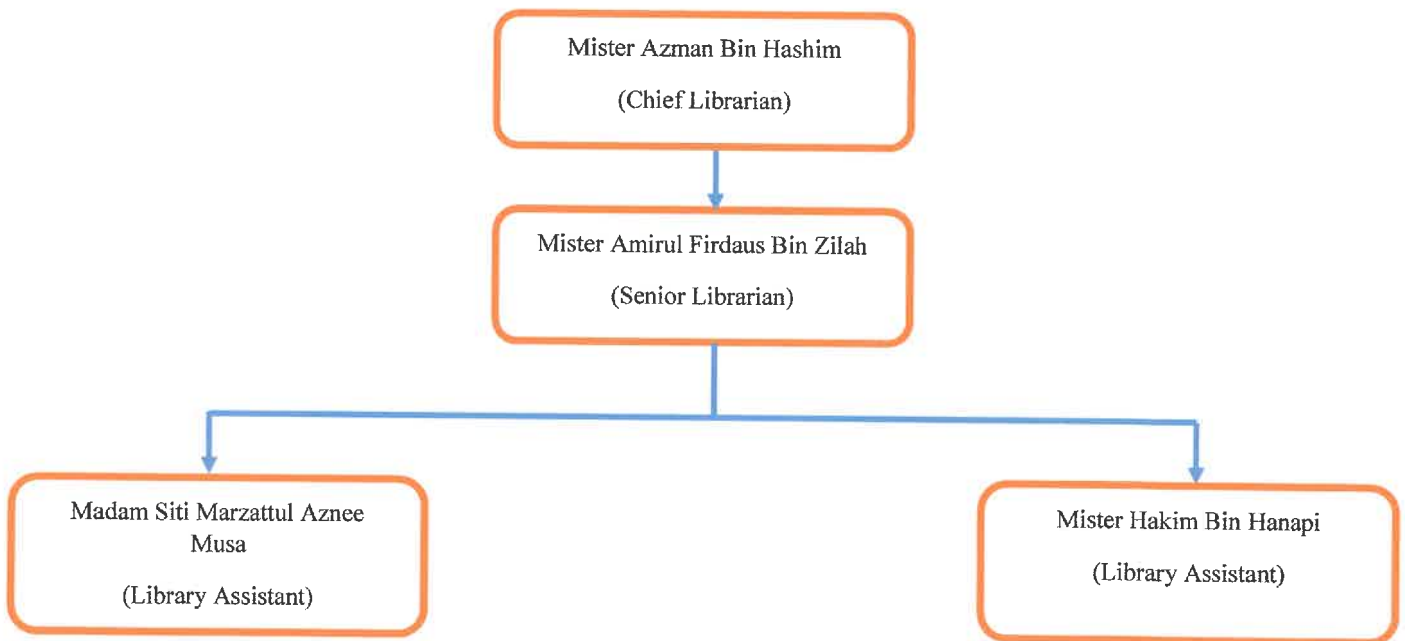
Figure 8: Organizational chart for Acquisition Management Department

2.2.3 Information System and Multi Camera Production (MCP) Department

The Information System and Multi Camera Production (MCP) Department is responsible for designing, building and maintaining the UMK library system and furthermore, The Information System and Multi Camera Production (MCP) Department also provide services in Multi Camera Production to the opening ceremony or launch, Program and official events that happened either inside or outside of the UMK.

2.2.3.1 Function

1. Manage and develop the official portal of The UMK library.

2. Maintaining and updating the social media in the UMK library.

3. Manage, control and maintenance the electronic appliances of UMK library.

4. Manage, designing and developing the applications for the UMK library.

5. Helps provide advisory services, technical assistance and training to the staff and users.

6. Provide service in Multi Camera Production for the opening ceremony/ launch, program and official events that happened either inside or outside of the UMK.

2.2.3.2 Organizational chart
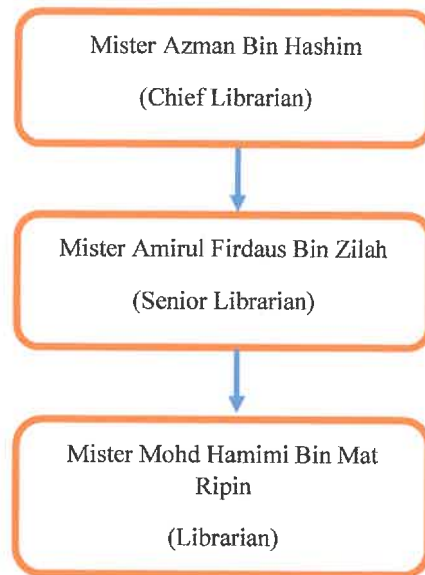
Figure 9: Organizational chart for Information System and Multi Camera Production (MCP) Department

2.2.4 Technical Management Department/ Cataloguing Unit

Technical Management Department or Cataloguing Unit is a department that responsible for creating, entering and maintaining the UMK library catalogue records. This department also responsible for physically preparing the materials for usage by the users and this department also determined in where to place the library material according to the types of the materials itself and the location of the materials.

2.2.4.1 Function

1. Standardize the activity process and cataloguing of the material contained in the UMK library.

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2. Responsible for activity index, cataloging and processing of raw materials, audio visual (AV) materials and gift material in assigning call numbered according to the national and international standards.

3. Reviewing the cataloguing in publication (CIP) book before being sent to the circulation.

4. Manage quality improvement and corrective action cataloging bibliographic records.

5. Review the catalog module whether it is function properly or not and make a report if something happened to the catalog module to the Information System Officer.

6. Collect and analyze monthly statistics indexing unit.

2.2.4.2 Organizational chart
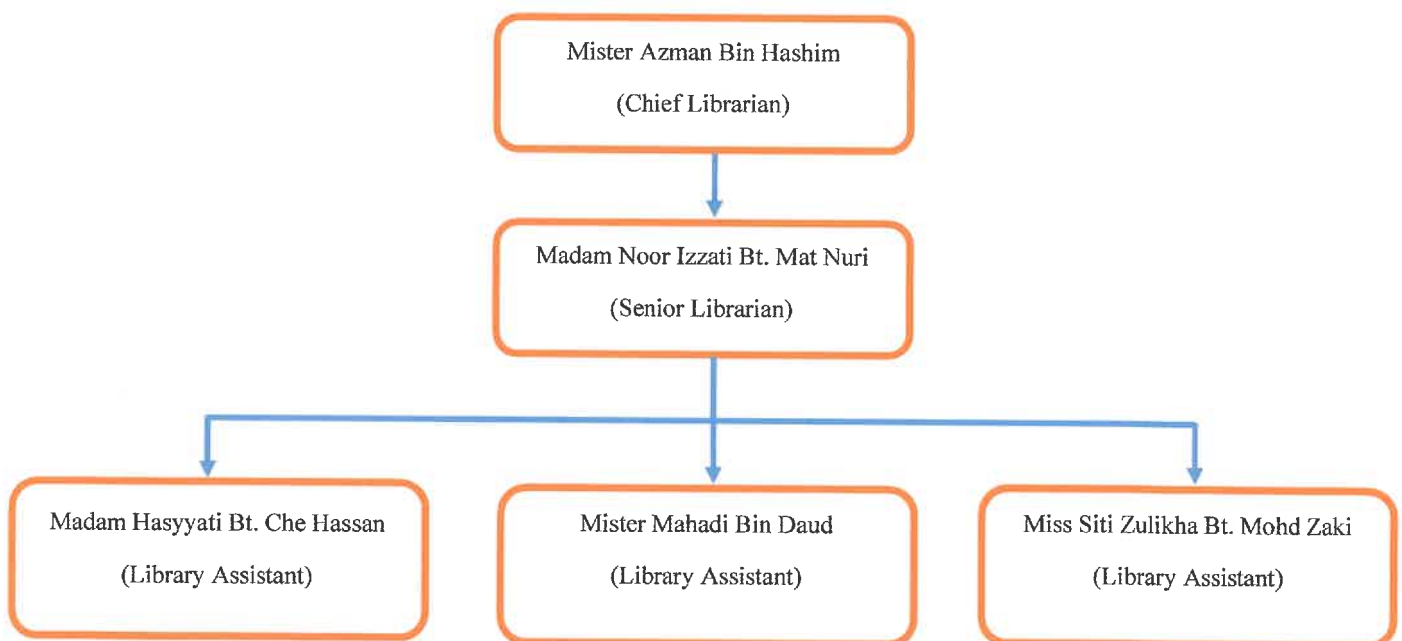
Figure 10: Organizational chart for Technical Management Department/ Cataloguing Unit

2.2.5 Quality Management Department

The Quality Management Department is a department that responsible in manage, administer, coordinate and manage the activities that related to the quality management, that are especially in the process of acquisition of MS ISO in various scopes such as audit quality and training related to culture and quality improvement processes in term of implementation of Environmental Practices quality (QE/5S) and Innovative and Creative Group (KIK).

2.2.5.1 Function

1. Responsible in manage, administer, coordinate and manage the activities that related to the quality management.

2. Especially in the process of acquisition of MS ISO in various scopes such as audit quality and training related to culture and quality improvement processes.

2.2.5.2 Organization chart

Mister Azman Bin Hashim
(Chief Librarian)

↓

Madam Noor Izzati Bt. Mat Nuri
(Senior Librarian)

↓

Madam Shazwani Bt. Mohd Ezazi
(Librarian)

Figure 11: Organizational chart for Quality Management Department

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2.2.6 Special Collection and Entrepreneurship Management Department

The Special Collection and Entrepreneurship Management Department is a department that responsible in managing and storing all the materials that related to the entrepreneurship collections that have been identify and are to be part of the special collection in the UMK library. This department is also responsible to be a reference unit for the lecturers and students for getting any information and input regarding to the entrepreneurship fields.

2.2.6.1 Function

1. Monitor and manage the space Entrepreneurship Resources Center.

2. Responsible in adding the collection of a books and related materials in entrepreneurship.

3. Review the entrepreneurship modules to work well and make a report if any problems occur or reform.

4. Collect and analyze the monthly statics of the special collection and entrepreneurship.

5. Collect materials such as paper and the conference's annual report on entrepreneurship to be included in the database iKnow.

6. Establish the central database of halal.

2.2.6.2 Organization chart
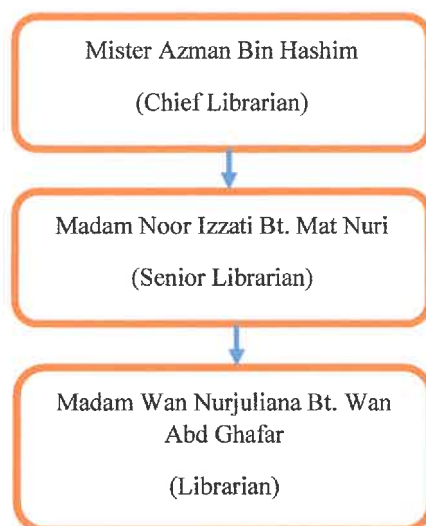
Figure 12: Organizational chart for Special Collection and Entrepreneurship Management

Department

2.2.7 Information Service Department

The Information Service Department is a department that responsible in managing the library reference service, circulation service, user education service, manage interlibrary loan service and manage the documentation of the UMK library. This department also responsible in communicating with the library patron in order to provide the best services and meet the users need.

2.2.7.1 Function

1. Monitor the activities of circulation, namely lending the library materials loaned to user are returned on time.

2. Plan and manage the preparation of materials and library holdings.

3. Plan and provide a schedule of staff on duty at the counter.

4. Plan and manage user services.

2.2.7.2 Organization chart

```
                    Mister Azman Bin Hashim
                       (Chief Librarian)
                              |
              Mister Hairuladzhar Bin Mohd Hamdi
                      (Senior Librarian)
```

Mister Pahmi Bin Abdullah (Senior Librarian)	Mister Mohd Fazli Bin Ismail (Library Assistant)	Madam Norhayati Bt. Nordin (Senior Librarian)
Mister Asri Bin Yaacob (Senior Library Assistant)	Madam Noor Salwani Bt. Salehuddin (Library Assistant)	Mister Shahrulafzan Bin Ibrahim (Library Assistant)
Mister Kamaruddin Bin Abd Kadir (Library Assistant)	Mister Mohammed Faeez Bin Zakaria (Library Assistant)	Mister Wahyudi Yusra Bin Zulfin (Library Assistant)
Miss Norfariza Bt. Ismail (Library Assistant)	Miss Roshumaira Bt. Ishak (Library Assistant)	Mister Aliff Bin Ibrahim (Library Assistant)
Mister Amirul Hakiki Bin Abdul Rahman (Library Assistant)		Mister Mohamad Nur Fitry Hanif Bin Mohd Rahani (Library Assistant)
Mister Md Hafiza Bin Ibrahim (Library Assistant)		
Miss Sharifah Kamilah Bt. Sayed Abdullah (Library Assistant)		
Miss Nek Ummi Liddeya Bt. Nek Ahmad Kamil (Library Assistant)		
Mister Muhamad Fitri Bin Mohd Yatim (Library Assistant)		

Figure 13: Organizational chart for Information Service Department

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2.2.8 Digital Scientific Department

The Digital Scientific Department is a department that responsible in identifying the digital reference materials such as online databases, electronic books or e-books and electronic journals or e-journal and other printed serial references materials that are appropriate for recommendation to the faculty.

2.2.8.1 Function

1. Identify digital reference materials (online databases, electronic books or e-books and electronic journals or e-journal) and other printed serial references materials that are appropriate for recommendation to the faculty.

2. Acquire the reference materials and digital materials after obtaining the approval from the meetings of Standing Committee of the Senate Library as a resource in The Office of Library and Knowledge Management.

3. Processing the application to subscribe or buy online databases, e-books, e-journal and serial material in accordance with the budget provided by the faculty.

4. Provide user training to the user that related to the digital collection of reference sources that been acquired in increasing the use of the digital collection.

5. Ensuring the use of digital collection are being used as maximum as possible in line with the payment to the suppliers.

6. Ensuring the digital collection been able to access anywhere and at any time by the user of The Office of Library and Knowledge Management.

7. Ensure incoming of the serial material follow by the frequency of publication for each title that have been subscribed.

8. Monitoring the allocation for the purchase/ subscription of the digital collection and reference material.

2.2.8.2 Organization chart
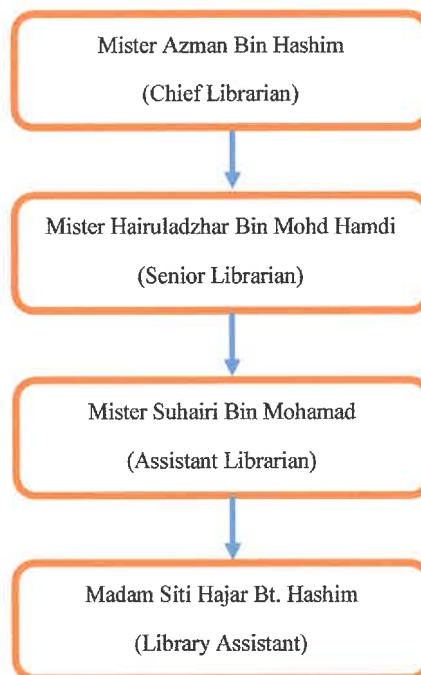
Figure 14: Organizational chart for Digital Scientific Department

2.2.9 Archives Department

Archives Department is responsible to ensure all record and document that is valuable for university and nation is kept for the future use. All records and documents that are received during acquisition and have value will be registered and being kept under Archive Department. The documents will be kept for a given time before being disposed and Archive Department also the one that responsible to kept all historic documents, records and monograph that are related to the University Malaysia Kelantan management and development.

2.2.9.1 Function

1. The policy of the Archives Department encompasses all the activities that related to the management of records and archives, electronic and digital records management, preservation and conservation of records and as well as disposal of records.

2. Records that are kept in the custody of the Archives Department.

3. This policy was used by the staff in the Archive Department in carrying their work for management, acquisition, registering the acceptance, processing including scanning and preservation, storing, disposal and access to the archival material and is applicable to all staff of the University Malaysia Kelantan who are directly involved in the affairs of creation, capture, registration, distribution and access to the records created.

4. The policy of the Archives Department was prepared as a guideline to ensure the work such as management, procurement, registration receipt, processing, including scanning and preservation, storage, disposal and access to the archival material is done with accurate, complete, consistent, compliant and meet the archival standards of the legal requirements set by the National Archives under the National Archives Act, 2003 (Act 629).

2.2.9.2 Organizational chart
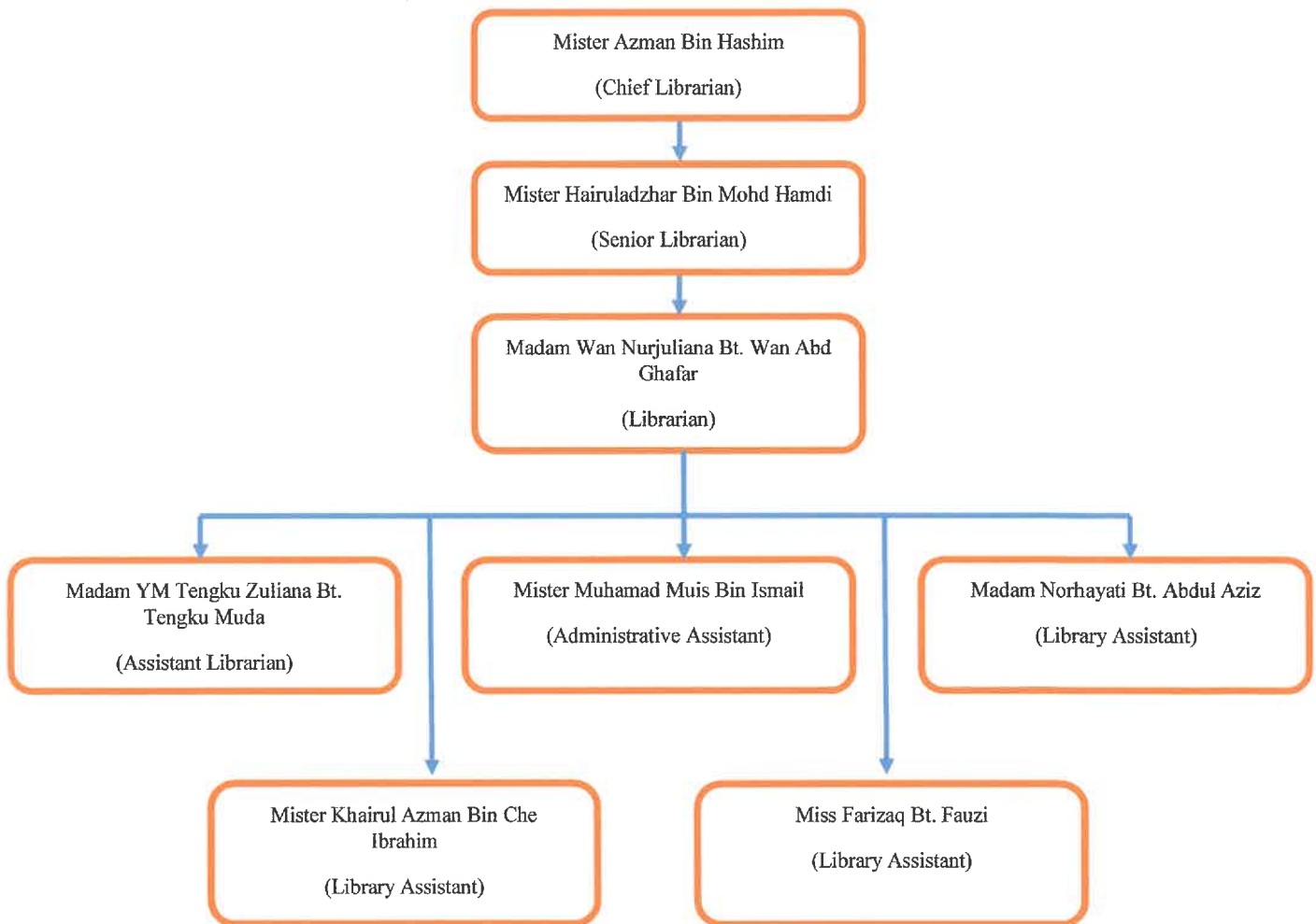
Figure 15: Organizational chart for Archive Department

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 Training activities

Over the past five month, trainee have learned so many things during industrial training at University Malaysia Kelantan (UMK) library, Bachok campus. The trainee industrial training start at 01 February 2017 and ended in 30 June 2017 and over the course of the industrial training, there are many activities that trainee have done within the UMK library that range from doing daily task to helping another student practical in doing their special project programs.

3.1.1 Shelving

Figure 16: Trainee doing shelving

At UMK library, shelving is a must things to do and basically, shelving is a basic library procedure. Every practical student are required to learn and doing shelving every morning for everyday for exactly one hours, starting from 8.00 a.m. to 9.00 a.m. The purpose of shelving is to make the arrangement of books in the library are easily accessible and usable by library patrons and apart from that, if materials are

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misplaced or never shelved, locating the books are nearly impossible task. Furthermore, shelving is important to the efficiency and effectiveness of the UMK library.

Figure 17: Before shelving   Figure 18: After shelving

3.1.2 Scanning document

In the UMK library, Bachok campus, every practical students were assigned to a different department and trainee was assigned to the Archive Department for the first month in doing the digitization works for the UMK documents starting from 02 February to 28 February 2017. There are three staff that responsible in the Archive Department at UMK library, Bachok campus and that is Madam YM Tengku Zuliana Bt. Tengku Muda, assistant librarian, Madam Norhayati Bt. Abdul Aziz, library assistant and the last one is Miss Farizaq Bt. Fauzi, library assistant. According to Madam Zuliana, a thousand scan need to be reach for scanning the UMK documents in one day and if the quota don't fulfill, then they need to add the remaining scanning on the next day. At Archive Department, there are two people that responsible to scan

document and that is Madam Norhayati and Miss Farizaq. Some document may have four to five hundred pages, more or less and combine with two people, then, the one thousand target will be achievable in one day.

Figure 19: Trainee and staff doing scanning for the UMK documents

3.1.2.1 Docuflo scan 4

Docuflo scan 4 is an electronic filing cabinet that allowing the user to store and manage all the files and document electronically and apart from that, reduces the need to create multiple copies of a single document, minimizes the need for physical storage space and thus, eliminates the manual searching and retrieval of a document. Authorized users can scan, archive, import, index, view, print, sent and manage organization critical information through their office and no more misfiled documents, no more running around to multiple locations to find information desire and above all no more wasting times.
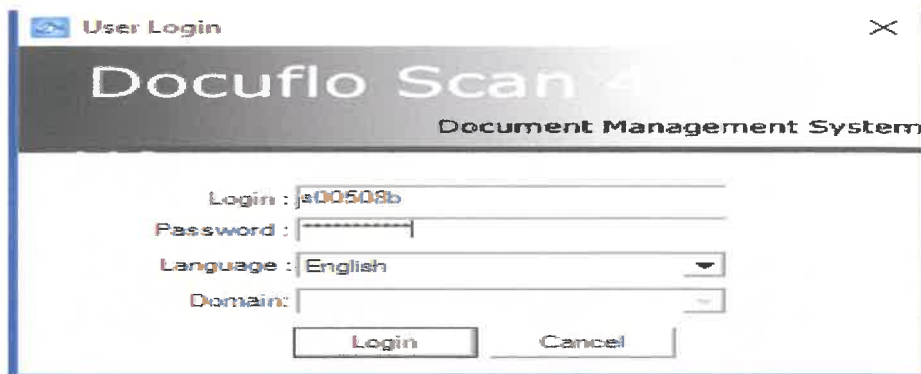
Figure 20: Docuflo scan 4 interface

3.1.2.2 Scanner model Kodak i2800

In scanning the UMK document, the tools that been used in scanning the document is the scanner model Kodak i2800. With scanner model Kodak i2800, user can extract critical information from documents at the point of entry, for quick distribution to decision makers who need them and above all, distributed capture allows document images to be immediately sent to a central location and for this case, the UMK documents that have been scanned will be sent to the Cyberjaya Server for more secure and cost savings.

Figure 21: Scanner Model Kodak i2800

3.1.2.2 Step of scanning documents

```
┌─────────────────────────┐              ┌─────────────────────────┐
│ Connect to the Cyberjaya │              │                         │
│ Server using Vrtual      │              │ After all have been     │
│ Private Network (VPN)    │              │ verified, the last step │
│ using the Wifi network.  │              │ is to export the files  │
│                          │              │ into the Cyberjaya      │
└───────────┬─────────────┘              │ server.                 │
            │                            └────────────▲────────────┘
            ▼                                         │
┌─────────────────────────┐              ┌────────────┴────────────┐
│ After that, click        │              │ After all indexes have  │
│ "Docuflo scan 4"         │              │ been fill, the next     │
│ application and insert   │              │ step is to verify the   │
│ username and password    │              │ files one by one and in │
│ given.                   │              │ this step, if there are │
└───────────┬─────────────┘              │ mistakes when filling   │
            │                            │ indexes, then, it can be│
            ▼                            │ corrected in this step. │
┌─────────────────────────┐              └────────────▲────────────┘
│ To start scanning,       │                           │
│ create "new batch" files │              ┌────────────┴────────────┐
│ and choose the types of  │              │ After all scanning have │
│ files such as cabutan    │              │ been completed, then,   │
│ minit, email,            │─────────────▶│ the next step is to     │
│ memorandum, pendaftaran  │              │ filling indexes for the │
│ bahan bergambar,         │              │ document files.         │
│ pendaftaran fail         │              └─────────────────────────┘
│ kewangan, pendaftaran    │
│ fail pentadbiran and     │
│ pendaftaran fail peribadi│
│ pekerja.                 │
└─────────────────────────┘
```

Figure 22: Step of scanning documents

3.1.3 Cataloging

Figure 23: The office of Serial Department

After one month in the Archive Department, trainee were assigned to the new department by Madam Juliana to the Serial Department starting from 01 March 2017 to 30 May 2017. The staff that responsible in the department is Madam Siti Hajar Binti Hashim. During the course of trainee training in the Serial Department, trainee have learn various things in that department such as doing cataloging for serial collection, inserting tagging number for each of the books, stamping ownership stamp in the books, filling the completion of bound materials update form and labelling call number.

Figure 24: "Bekum" stamp and book tapes

Figure 25: Tagging number sticker

3.1.3.1 Step in cataloging for the serial collection

The first step is to build "MARC" record by login to Virtua account, click "new record" and choose "catalog" option and then click "seril.wfm".	Fill the "material binding instruction form" and make a list of the items to be bound before send for binding.

↓ (left) ↑ (right)

Fill in the required Marc record tag 008, 022, 090, 110, 245, 246, 260, 300, 310, 500, 650 and then click "F11" to save.	Right click ate the item, select "binding status" and choose "ready for binding".

↓ (left) ↑ (right)

The next step is to build "MARC HOLDING" record by clicking "Marc record" screen.	After check in, it's time to send material to binding by click at "received" tab and choose the item to be bound.

↓ (left) ↑ (right)

Then, click "CREATE HOLDING RECORD".	Right click and select "serials check-in" and at expected tab, click at the item and check in.

↓ (left) ↑ (right)

On "Marc Editor" screen, fill in the required tag 008, 852, 853 and click "F11" to save.	→	Check in on "holding" tab, double click on related campus

Figure 26: Step in cataloging for the serial collection

3.1.4 Circulation Department

Circulation or lending department is one of the most important part in the UMK library because of Circulation Department is committed to serve library patrons in assisting with various functions related to the accessibility and circulation of library material such as assisting patrons with general questions about the library building and departments, library use and policies, services and resources available in the library, loaning and receiving of library materials, billing and receiving library fines and charges. There are four staff that responsible in the Circulation Department at UMK library Bachok Campus and that is Mister Mohd Fazli Bin Ismail, Mister Mohammed Faeez Bin Zakaria, Madam Noor Salwani Bt. Salehuddin and Miss Roshumaira Bt. Ishak. Sometimes, the staff at circulation desk asking the practical students to help them when they lack of staff or their staff meeting, busy with students who's wants to print, returning or borrowing books, borrowing thesis, paying fines and many more.

Figure 27: Circulation desk in UMK library Bachok Campus

3.1.5 Helping the Resource Center Secondary School of Kadok program

The secondary school of Kadok has been selected to represent the Kota Bharu state for the 2017 high school resource center competition for the secondary school category that will take place in April month and for that reason, the administrator secondary school of Kadok needed help from the Office of Library and Knowledge Management in guiding the school resource center in term of management and rearranging the resource center and all the practical student are required to join this program.

Figure 28: At resource center secondary school of Kadok

3.1.6 21st century library with supervisor of adoptive school resource center program

21st century library with supervisor of adoptive school resource center program was held at secondary school of Tengku Amalin Aisyah Puteri and this program is about 21st century library that focus on issue and information in the 21st century.

Figure 29: At secondary school of Tengku Amalin Aisyah Puteri hall

3.1.7 The management of resource center and information literacy with resource center supervisor Prof. Emeritus Dato' Ir. Dr. Zainai secondary school of Bukit Marak Bachok, Kelantan program.

The management of resource center and information literacy with resource center supervisor Prof. Emeritus Dato' Ir. Dr. Zainai secondary school of Bukit Marak Bachok, Kelantan program is a program that focus on the resource center management and information literacy workshop for the resource center supervisor by the industrial training student.

Figure 30: At secondary school of Bukit Marak resource center

3.1.8 Knowledge management workshop with the resource center supervisor secondary school of Tan Sri Mohamed Yaacob program.

Knowledge management workshop with the resource center supervisor secondary school of Tan Sri Mohamed Yaacob program is another one of the special project practical student do and in this program, other than Knowledge management workshop with the resource center supervisor, is the launch of "NILAM" and the inauguration of school resource center supervisor.

Figure 31: At the secondary school of Tan Sri Mohamed Yaacob hall

3.1.9 Create new 5s web portal for the Quality Management Department

One month before trainee finishing his industrial training, trainee and other practical student needed to go to the UMK library City Campus to learn all the department in the library and the first department that been assigned to the trainee is the Quality Management Department. In the Quality Management Department, trainee were given a task by Madam Shazwani to create a new 5s web portal and it took trainee about two or three weeks to developed the new 5s web portal and during that time, trainee been assisted by other practical student, Mister Afiq Hamzah in developing the new 5s web portal.
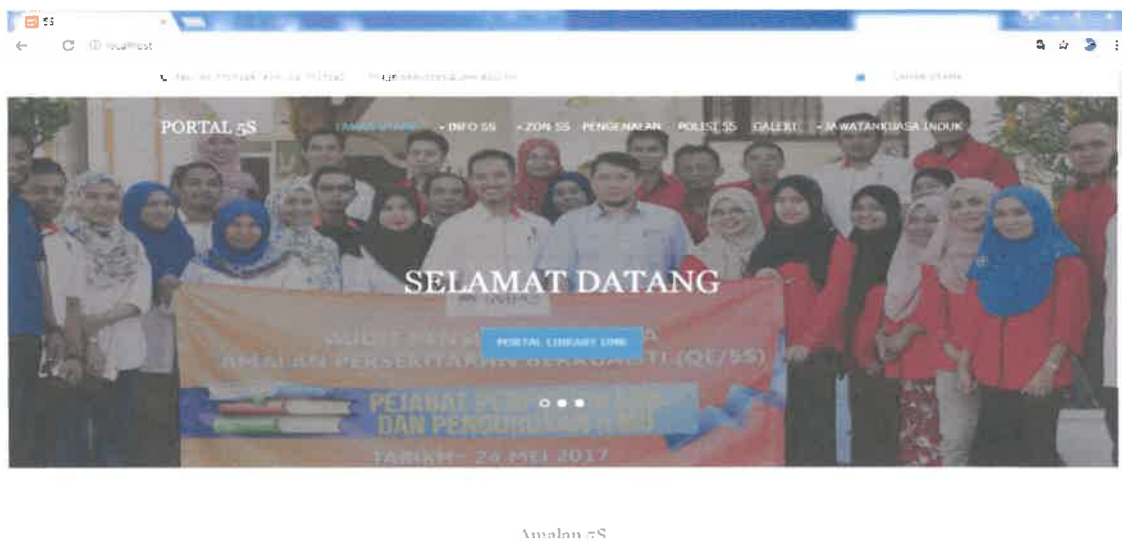
Figure 32: Homepage for the new 5s web portal

3.1.10 Create new organization chart for the UMK library new web portal

In the Information System and Multi Camera Production (MCP) Department, trainee were given a task by Mister Hamimi to create new organization chart for the UMK

library new web portal using Adobe Photoshop CS6 based on the old organization chart.
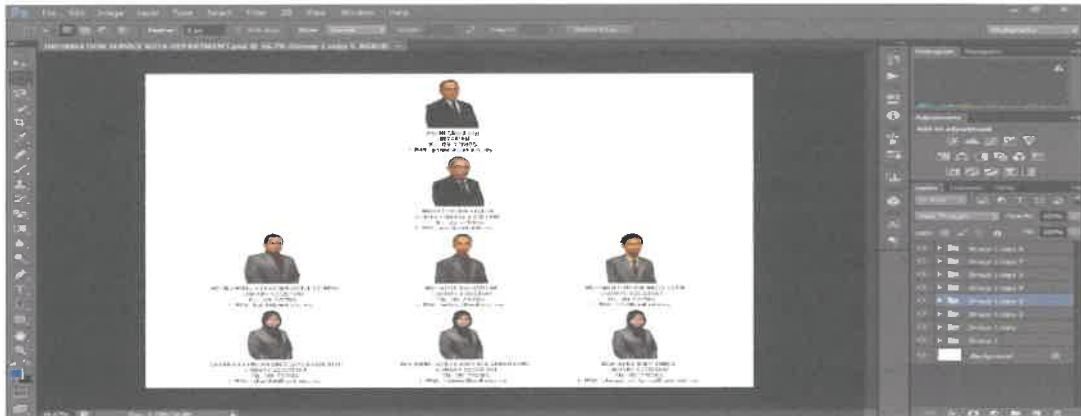
Figure 33: Trainee create new organization chart using Adobe Photoshop CS6

3.2 Special project

Special project can be any suitable/ various project to be proposed to the industrial supervisor or faculty supervisor and that include developing a website/ portal or system/ application or multimedia applications and many more. In trainee case, trainee industrial supervisor, Encik Amirul Firdaus Bin Zilah has given trainee a task or special project during the course of trainee training in the Office of Library and Knowledge Management at Campus Bachok. Trainee was been task to do a system that have the capability to upload and save resources and it will be call University Corporate Memory (UCM).

3.2.1 Introduction

3.2.1.1 Project overview

University Corporate Memory (UCM) is a system that allowing the user to upload picture, video, audio and also document in one location and what's

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more is that, it is easy to use and resources are found easily and quickly using the search box given at the right corner of the homepages. UCM leads the user through the various feature within the system from simple search to the advanced search, whether user need quick and simple direct access to all the best resources and above all, the ability to search quickly and accurately, browse the results intuitively, review the resources and then download directly to the user computer lies at the heart of the University Corporate Memory. UCM is more than just a tools to organize user resources, it is the future of the digital asset management.
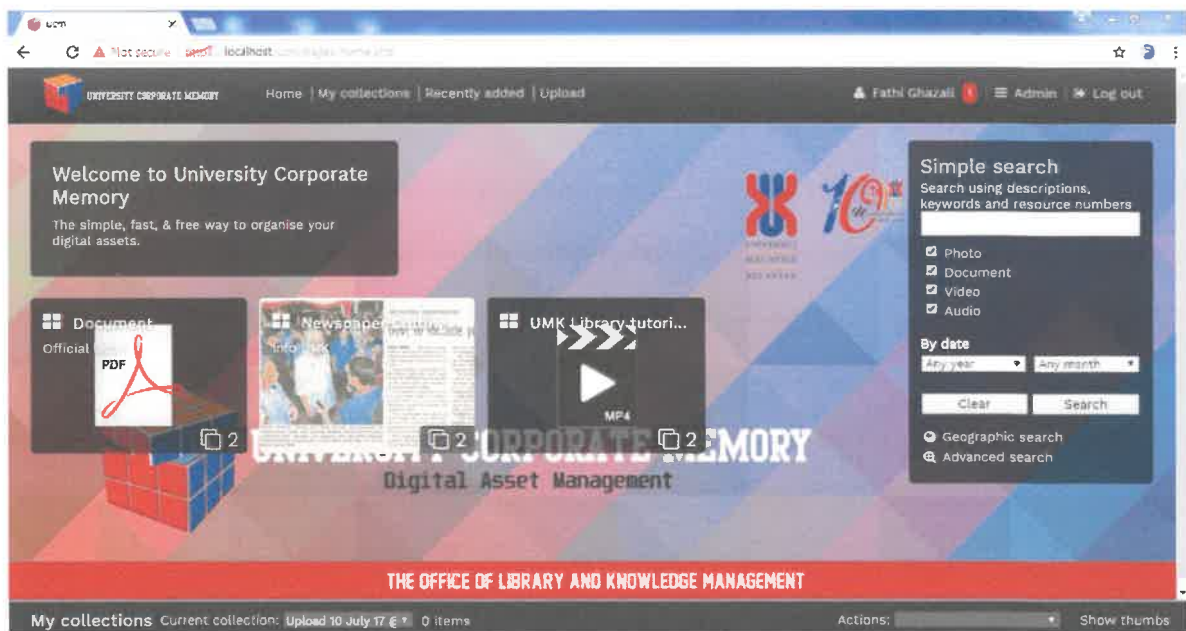
Figure 34: The homepage for the University Corporate Memory system

3.2.1.2 Problem statement

It is not denied that, resources such as picture, video, audio and also documents play an important roles in our working lives these days and not to

mention that, we all spent so much amount of time searching through our internal system, across our desktop in search of the PDF or text documents, picture, video and many more that we required and finding the exact item you need or when you need it, let's face it, it can be a time consuming struggle.

The solution to these problem is Digital Asset Management or in this case the University Corporate Memory (UCM). UCM is a system that allowing the user to upload, store and share their resources within the organization and above all, keeps your important files in a safe, secure and controlled digital environment.

3.2.1.3 Objectives

1. To manage all the digital asset in The Office of Library and Knowledge Management.

2. To manage all the digital assets in a way that is secure, expandable and immediately retrievable by people throughout the UMK organization.

3. To manage, archive and preserve the diverse collection of media assets that include photos, video, audio and as well as document.

3.2.1.4 Scope of project

The intended scope for the project is to make a system that manage, archive and preserve the diverse collection of media assets that include photos, video, audio and as well as document in The Office of Library and Knowledge Management.

3.2.1.5 User target

The intended target user is mainly to the UMK organization in managing their digital assets in one single space in their diverse collection of media assets that include photos, video, audio and as well as document.

3.2.1.6 Tools used for development

1. Laptop

Laptop computers are portable computers that allow you to take wherever you want and use it in different environment. Because laptops are mean to be used on the go, they have a battery which allows them to operate without being plugged into a power outlet and what's more, it is also a vital tool in developing the University Corporate Memory System.

2. Xampp

Xampp is a free and open source cross platform web server solution stack package developed by Apache Friends, consisting mainly of the Apache Http Server, MariaDB database and interpreters for script written in the PHP and Perl programming language.

3. Adobe Photoshop CS6

Adobe Photoshop CS6 is a software that allow the user to do photo editing, image creation and graphic design. This software provides many images editing features for pixel based images as well as vector graphics.

4. Window Server 2008 R2

Window Server 2008 R2 is a server operating system produced by Microsoft that builds on the enhancements built into Windows Server 2008. The operating system (OS), which is highly integrated with the client edition of Window 7, offers improvements in scalability and availability, as well as power consumption.

5. ResourceSpace (open source software)

ResourceSpace is an open source digital asset management software that give user control over the customization with a large amount of modifications available in-app.

3.2.1.7 Project planning

In developing the UCM system, project planning is essential in developing a system because of it required a proper time planning and how long will it takes to developed the system and above all, during this phase, it help trainee to manage time more efficiently and a Gantt chart have been used to track all the activities and time taken to developed the UCM system. See Gantt chart below for more information:

3.2.1.7.1 Gantt chart

Figure 35: Project development Gantt chart

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3.2.2 Methodology

In order to develop the UCM system, System Development Life Cycle (SDLC) was used as a guideline and SDLC process was designed to ensure end-state solutions meet user requirement in support of business strategic goals and objectives. The SDLC also provides a detailed guide to help trainee with all kind of aspects in IT system development, regardless of how big the system size and scope and apart from that, SDLC contains a comprehensive checklist of the rules and regulations governing IT system.

The first phases in SDLC are the planning phase. This phase involves identifying the problem statement and also to solve the matters contained in the problem statement pertaining to the organization needs. UCM system were originally proposed by the industrial faculty, Mister Amirul to create a system that able to manage the digital asset in the UMK library and the task were given to trainee to developed the system using ResourceSpace, an open source software. But, before that, Mister Amirul had trainee to study about digital asset management as well as on how to use the ResourceSpace software.

The second phases in System Development Life Cycle (SDLC) are the analysis phase. System analysis is a process of collecting factual data, understand the processes involved, identifying problem and recommending feasible suggestions to improving the system functioning. The thing to do in this phase is to analyze the needs of the staff in the Archive Department and also the system which is the UCM system on how the system will be developed.

The third phase in System Development Life Cycle (SDLC) is design phase. Among the things to be done in this phase is to produce a database, user interface as well as logo for the system.

The next phase in the System Development Life Cycle (SDLC) is the implementation phase. Implementation phase involves the construction of a real system in which the program development system will be implemented using appropriate software in developing the UCM system. Besides that, this phase also involved in the testing process whereby the system will be tested before being handed to the UMK library, in order to check any kind of error that might happened during the testing of the UCM system before the system is ready to be used by the UMK library. Apart from that, trainee created user manual for both public and administration user to refer to the user manual on how to use the system.

The last phase in System Development Life Cycle (SDLC) is the maintenance phase. The maintenance phase is necessary and the most vital part in the SDLC phase because it involve on the eliminating errors in the system during its working life and to tune the system to any variations in its working environments. In this phase, the system will be maintained in order to make the UCM system always in a good condition and as well as to make the system to perform efficiently and effectively. Besides that, trainee will also make sure that the maintenance process for the UCM system will be carried out as planned depending on how many times the system will be undergo the process of maintenance per year. In addition, this phase is to make sure that the hardware and software that being used to maintaining the system will be in the right standard which is the using of the latest technology in the market in order

to maintain the system. The SDLC phase is related to each other because of first we need to planning, then analysis, design, implementation and the last one is to maintain the system.

3.2.3 Analysis

3.2.3.1 Analyze a current system (exist)

Currently, at University Malaysia Kelantan, The Office of Library and Knowledge Management, there are no current or existing system and the University Corporate Memory (UCM) is likely to become the first system that allowing their user to upload and manage their digital assets more efficiently and effectively.

3.2.3.2 Discuss a system proposed

University Corporate Memory (UCM) is a system that allowing the UMK library to upload picture, video, audio and also document in their virtual storage. Basically, this system is to manage all the digital assets that UMK library have. UCM also allows you to create collections of featured asset and allows you to provide asset specific captions and attributions so that your best content is always available and is a great way to keep everything organized and easy to access to your resources.

3.2.3.3 System requirement

The system requirements for the University Corporate Memory System or known as UCM are basis on a standard operating system as we want it to be

running in a minimum system requirement moreover for making it easier to operate in any kind of desktop computer or laptop computers. The system requirement standard that are being used are Intel®Core (TM) i3-2530M CPU @ 2.30Ghz 2.30 Ghz 64 Bit OS and these are a standard laptop specification and it is the same for the computer specification and for a better speed it is recommended for them to use 4gb of RAM and above are also recommend. Below are some of the specifications for the Window PC or Laptop that been recommended to use this system.

Specification	Window PC or laptop
1. Operating system	Window 7 or above
2. Processor types	1. Minimum Core i3 processor 2. Recommended Core i5 processor
3. Memory	1. Minimum 2 GB RAM 2. Recommended 4 GB RAM
4. Hard drive	1. Minimum 250 GB 2. Recommended 500 GB or higher
5. Graphic card	512 MB video memory or higher

Table 3: System requirement specification for the University Corporate Memory

3.2.3.4 Illustrate your discussion or explanation using Context Diagram, Data Flow
Diagram (DFD) or any appropriate diagrams

3.2.3.4.1 Context diagram
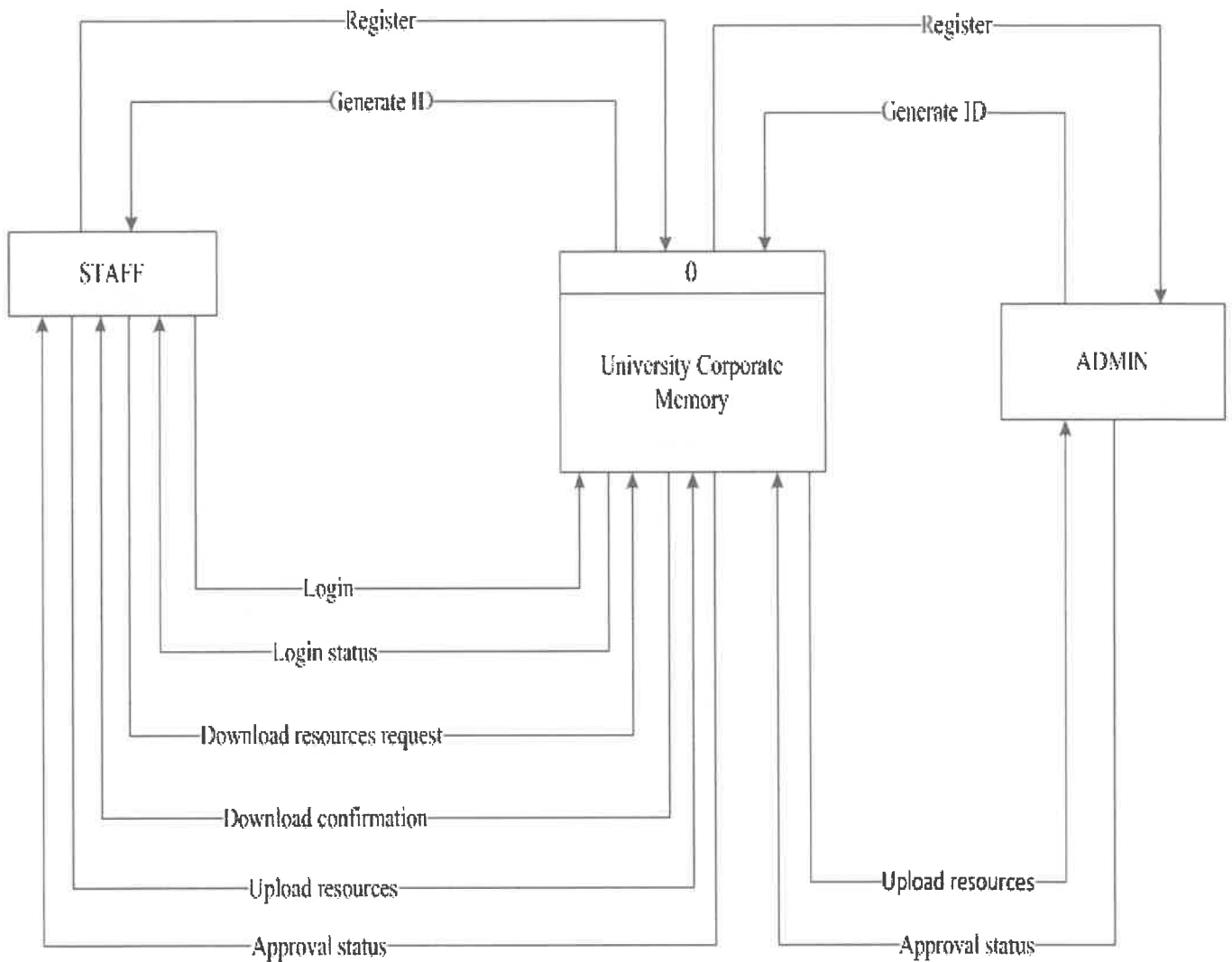
Figure 36: Context diagram for UCM

3.2.3.4.2 Data Flow Diagram (DFD)
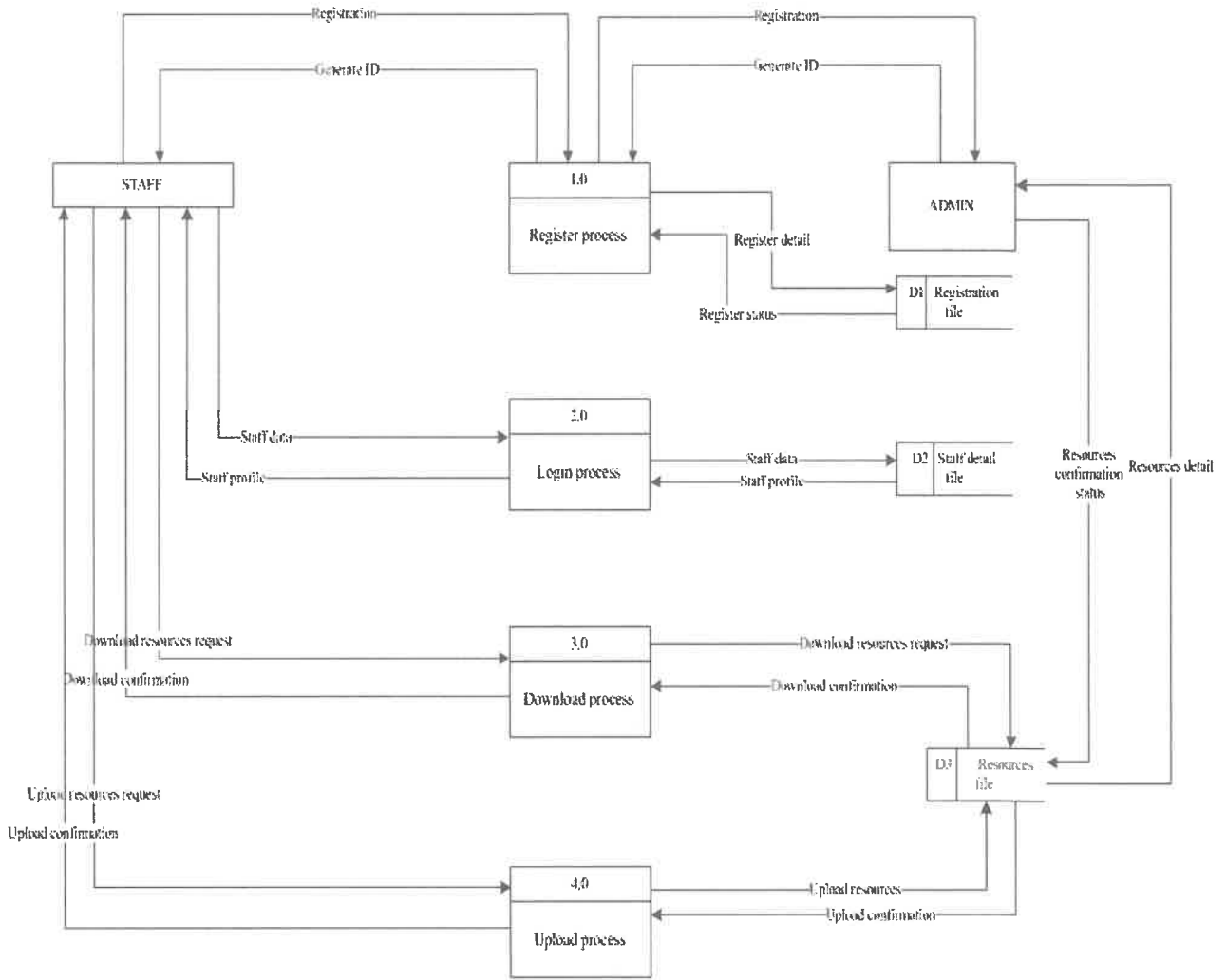
Figure 37: DFD level 0 for UCM

3.2.4 Design

3.2.4.1 Database

3.2.4.1.1 Entity Relational Diagram (ERD) and schema (tables)
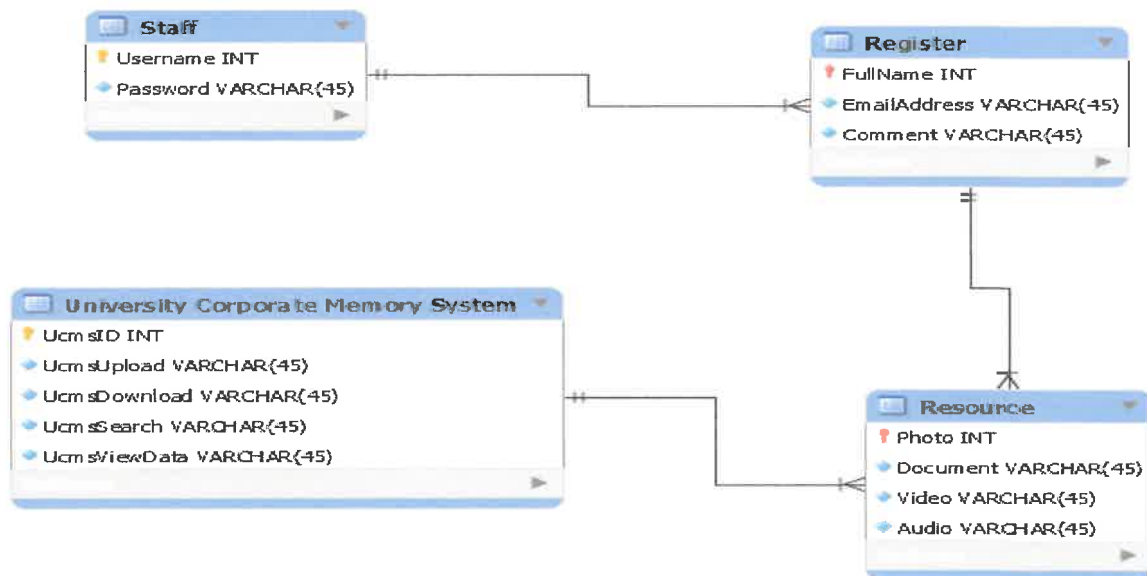
Figure 38: Entity Relational Diagram (ERD) for University Corporate Memory (UCM) system

3.2.4.1.2 Business role

1. A staff can perform many registration.

2. Many registration can be done by one staff.

3. A registration can upload many resources.

4. Many resources can be upload in a registration.

5. Many resources can be in one system.

6. A system can hold many resources.

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3.2.4.2 Interface design
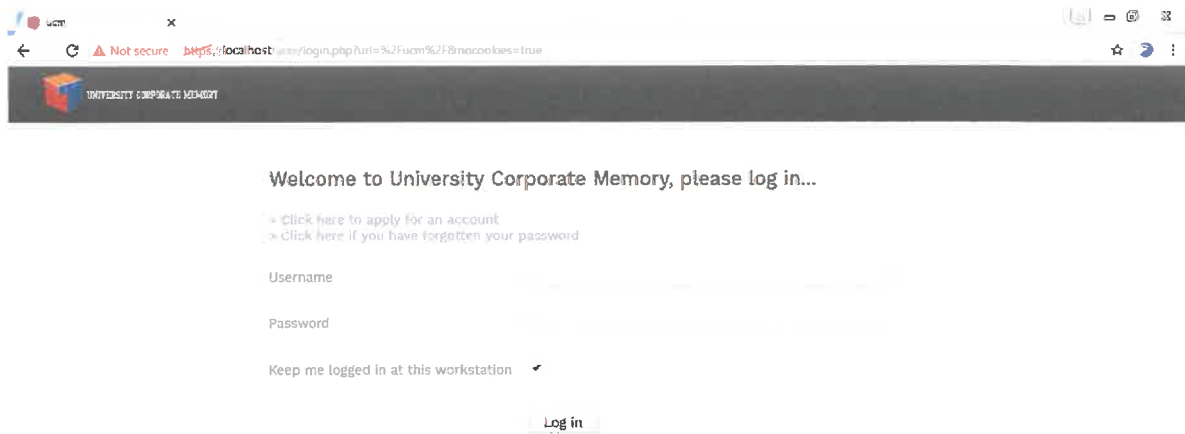
Figure 39: Login menu for administrator
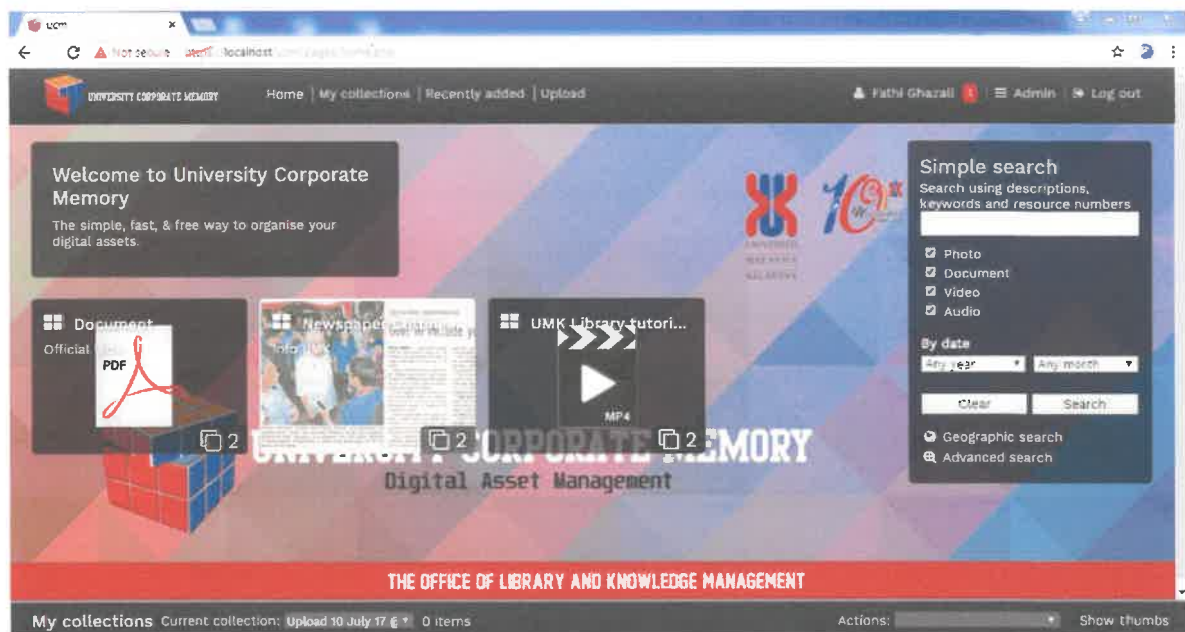
Figure 40: Main homepage for the administrator
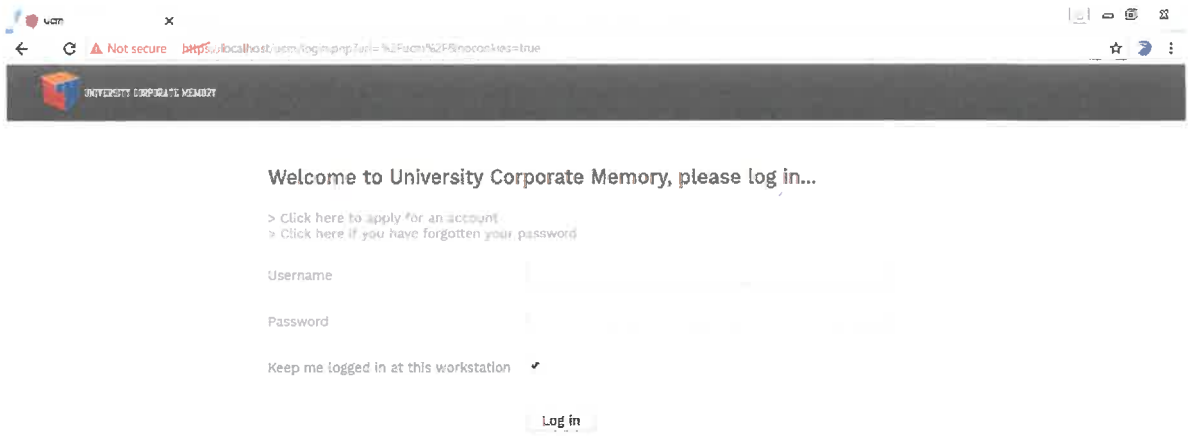
Figure 41: Login homepage for the public user
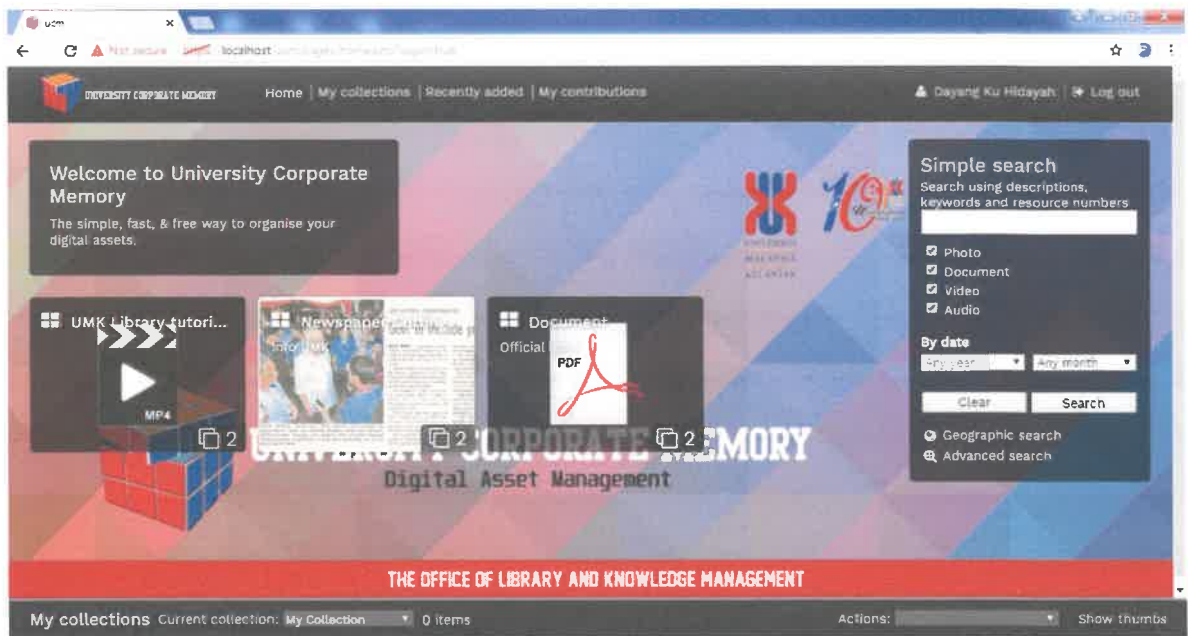
Figure 42: Main homepage for the public user

3.2.5 Implementation and maintenance

System implementation is the development, installation and testing of system components and delivery of that system into production (Bentley *et. al.*, 2007). The purpose of the system implementation is to build a system, install it, replace old systems or build a new one, preparing system and user documentation and train the intended users. During this phase, it is also involved the closedown of the entire project.

There are a number of factors to consider when putting a new system into use before handing it to the intended client and in this case, is the UMK library, Archive Department. In the implementation phase, there are two major tasks that involved in this implementation phase such as coding and testing. The purpose of the implementation phase is to convert the physical system specifications into working and reliable software and hardware, document the work that have been done and provide help for current and future users. The first activity is coding. Coding is the process whereby the physical specifications created in the previous phases are turned into working computer codes by the programmer and coding is an activity where all the designed during the previous phases will be programmed using a software that have been defined before. The second and the last activity, is to the test the UCM system in order to detect any syntax error, to test whether the function are working perfectly fine and if there is an error, then trainee will fixed the problem until the program executes correctly.

For the maintenance phase, maintenance phase includes all the activity after the installation of software that is performed to keep the system operational. As we have

mentioned earlier, software often has design faults. The two major forms of maintenance activities are adaptive maintenance and corrective maintenance. The corrective maintenance is changes made to a system to repair flaws in its design, coding, or implementation and adaptive maintenance is changes made to a system to evolve its functionality to changing business needs or technologies.

Maintenance is necessary to eliminate errors in the system during its working life and to tune the system to any variations in its working environments. It must meet the scope of any future enhancement, future functionality and any other added functional features to cope up with the latest future needs. It has been seen that there are always some errors found in the systems that must be noted and corrected. It also means the review of the system from time to time. The review of the system is done for knowing the full capabilities of the system, knowing the required changes or the additional requirements and studying the performance. If a major change to a system is needed, a new project may have to be set up to carry out the change. The new project will then proceed through all the above life cycle phases.

4.0 CONCLUSION

In conclusion, industrial training is important for students because of it will expose students to the working environment within the related scope of the course study. Furthermore, it will enable students to understand theory studies with more detailed and hand on practice within a real job situation and through the industrial training, students will be given fully exposure to the real job situation and what's more, it will enable student to gain additional skill as well as knowledge and experience and discover more about their own ability while undertaking the task given during their journey throughout the industrial training in an organization. Students will work with different people at different ages and it will be more dynamic and more challenging than ever.

Last but not least, industrial training is a great place for students to test their determination and thinking abilities when facing a decision making situation and apart from that, industrial training will give students an invaluable experience.

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

During trainee industrial training in the UMK library, trainee have gained so much knowledge, skill and experience, from time to time, as trainee journey throughout the five month industrial training in the library such as self-management, problem solving skill, team work skill and more importantly, communication skill.

4.1.1 Self-management

Getting to know what is like to working in the real industry such the UMK library have taught trainee on how to conduct more properly in the working environment

and furthermore, trainee are able to improve so many things in self-management during industrial training in term of time management, learnt how to wear appropriate attire to work, more punctual to work, meeting report deadlines for undertaking task and many more.

4.1.2 Problem solving skill

Problem solving skill is one of the most important things to learn and having it, can help you to deal with any kind of problem and industrial training have made trainee to be more independent and doing more decision making such as when doing the UCM system. The trainee had to explore things by herself, although sometimes, the trainee had to ask the industrial training supervisor for solving a certain problem that cannot be solved by the trainee himself. No problem is impossible to solve and with a little courage and determination, a person can overcome anything.

4.1.3 Team work skill

During trainee industrial training in the UMK library Bachok Campus, trainee have learn to worked with the other practical students or with the library staff itself on many occasions such as 5s big cleaning day where trainee and other practical students as well as the staff working together in cleaning all the section within the library from dust within the shelves, books and other part of the library so that the library are always clean, neat and comforting place for both of their respective user as well as library staff. Apart from that, trainee been given task by the library staff to create or design the new table label and trainee and library staff exchange idea on how to design the new table label. It like what Henry Ford always said and trainee

quote, "coming together is a beginning, staying together is a progress and working together is a success".

4.1.4 Communication skill

Communication skill is the ability to convey information to another effectively and efficiently and developing communication skill is important because it can help all aspects in life, from professional life to social life. Trainee was able to improve his communication skill because of sometimes, trainee have to sit at the circulation desk and circulation desk is where patron need to ask any kind of information or need to look for specific information and do not know where to begin and trainee have to greeting patrons, treating patrons well, assist patron in every way you can and many more. In a nutshell, communication skill is essential to have and communication skills are needed for speaking appropriately with a wide variety of people while maintaining good eye contact, demonstrate a varied vocabulary and tailor language to the audience, listen effectively, present your ideas appropriately and many more.

4.2 Personal thoughts and opinion

Trainee personal thought and opinion is that the UMK library is a great place to do industrial training because of this organization have given trainee so much knowledge and as well as experience. During the journey throughout the past five month, trainee got to learn a new things, trainee got to meet new people, trainee got to learn communication skill and there are so much things that trainee have learned when trainee first came to the organization. Apart from that, the staff in the UMK library is friendly and trainee want to thanks them all for giving trainee such a great time when trainee doing practical training

for the past five month that started in early February and ended in late July. Furthermore, trainee also got to joined other practical students programs that they make for their special project such as 21st century library with supervisor of adoptive school resource center program, the management of resource center and information literacy with resource center supervisor Prof. Emeritus Dato' Ir. Dr. Zainai secondary school of Bukit Marak Bachok, Kelantan program, knowledge management workshop with the resource center supervisor secondary school Tan Sri Mohamed Yaacob program and helping the Resource Center Secondary School of Kadok program.

4.3 Lesson learnt

During the trainee industrial training, there are so many lesson have been learnt by trainee throughout the past five month of industrial training in the Office of Library and Knowledge Management at UMK Bachok Campus. Some of the lesson that trainee have learn during the time at industrial training are the important of teamwork and by working together, all the given task can be complete efficiently and quickly, how to solve a problem as trainee had to explore things by herself, although sometimes, the trainee had to ask the industrial training supervisor for solving a certain problem that cannot be solved by the trainee himself. No problem is impossible to solve and with a little courage and determination, a person can overcome anything, increase the self-management as trainee are able to improve so many things in self-management during industrial training in term of time management, learnt how to wear appropriate attire to work, more punctual to work, meeting report deadlines for undertaking task, communicate properly with both staff and library patrons and communication is essential to have and communication skills are needed for speaking appropriately with a wide variety of people while maintaining good

eye contact, demonstrate a varied vocabulary and tailor language to the audience, listen effectively, present your ideas appropriately and many more things that trainee have learn and it was truly a very valuable experience to have.

4.4 Limitations and recommendations

4.4.1 Doesn't give time table for the practical students

Throughout trainee journey in the UMK library Bachok Campus, trainee doesn't receive time table for rotating in the library department. At UMK library Bachok Campus, there are only three department exist within the library and that is Circulation Department, Archive Department and the last one is Serial Department. Now, for the first month, trainee have been assigned to the Archive Department for scanning the UMK document and everything going great and the second month, trainee been assigned to the Serial Department and that's too going great, but for the third and fourth month, there are no rotation happened and trainee still stuck in the Serial Department. Well, it's not a bad things because within that time, trainee used the time to developed the University Corporate Memory (UCM) system, but, of course with the permission from the department staff, Madam Hajar. Anyway, all the trainee is saying that, the UMK library should provide a time table for the practical student so that the practical student can learn all the department function, activities, process and many more things within the library during their industrial training.

4.4.2 Doesn't have enough shelves space for the arrival of new books

The limited space in the bookshelves are becoming more problem lately because of the UMK library doesn't have enough shelves space for the new books. Most of the

times, at UMK library Bachok Campus, the trainee and staff are required to move old books from shelves to another shelves so that the new books will have places in the shelves. Hope, in the nearest future, the UMK library will added a new shelves to the library so that, there are enough shelves space for the arrival of the new books.

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ResourceSpace. (2017). Retrieved July 4, 2017, from
    https://www.resourcespace.com/

SDLC - Implementation and Maintenance in Software Life Cycle. (n.d.). Retrieved July 4, 2017,
    from
    http://www.freetutes.com/systemanalysis/sa2-implementation-maintenance.html

System implementation and maintenance. (2009). Retrieved July 4, 2017, from
    http://www.meistercorporation.com/Implementation.aspx

The four cornerstone of digital asset management. (1995). Retrieved June 17, 2017, from
    http://www.daydream.co.uk/four-cornerstones-of-digital-asset-management.asp

University Malaysia Kelantan. (2016). Retrieved March 24, 2017, from
    http://www.umk.edu.my/index.php/en/

What is XAMPP? (n.d.). Retrieved June 29, 2017, from
    https://www.quora.com/What-is-XAMPP

Window Server 2008 R2. (2000). Retrieved July 4, 2017, from
    http://searchwindowsserver.techtarget.com/definition/Windows-Server-2008-R2

APPENDICES

APPENDICES A:
INDUSTRIAL TRAINING STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : *AHMAD FATHI B. GHAZALI*

Student's Id : *2014954749*

Unit / Department : *THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT*

Organization : *UNIVERSITY MALAYSIA KELANTAN CAMPUS BACHOK*

Semester : Mac - July 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents; 1. Industrial Training Handbook		✓	28/12/16
	2. IMC690 Assessment		✓	10-14/7/2017
	3. Definition of Special Project (IM225/245 Only)		✓	
	4. Insurance Letter (UiTM)		✓	
	5. Industrial Training Report Overall Contents		✓	
	6. Cover & Title Page Guideline		✓	
	7. Declaration Guideline		✓	
	8. Abstract Guideline		✓	
2.	Receive, read and understand the rubrics; 1. Rubric – Industrial Evaluation		✓	
	2. Rubric - Individual Presentation		✓	
	3. Rubric - Industrial Training Report (Overall)		✓	
	4. Rubric - Industrial Training Report (Reflection Assessment)		✓	
3.	Receive, read and understand all the forms		✓	
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my **OR** Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")		✓	1–10/2/2017
5.	Understand that students are **NOT ALLOWED** to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically **FAIL**. Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	**YES (MC / Letter)**	✓	
6.	Understand that **NO** semester break during internship.		✓	

No.	Task		✓	Date
7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		✓	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	✓	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	✓	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		✓	28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		✓	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	✓	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		✓	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		✓	
15.	PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date.		✓	BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.		✓	27/2– 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.		✓	13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		✓	
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian		✓	

	Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.		✓	
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator **OR** Faculty Supervisor within the last week of internship		✓	**BEFORE / ON 30/6/2017**
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		✓	**10-14/7/2017**
22.	Submit the Industrial Training Report (hard cover bind, dark blue)		✓	**10-14/7/2017**
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	**YES**	✓	
24.	Attach this checklist in **Appendices** section.	**YES**	✓	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	**YES**	✓	

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

APPENDICES B:
ATTENDANCE RECORDS

KERAJAAN MALAYSIA

NOMBOR:

NAMA: A.HMAD FATHI B. GHAZALY

KEM / JAB: PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU

KAD MENCATIT WAKTU

BULAN FEBRUARY

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

AMARAN

Pegawai / Kakitangan yang menolong mencatitkan waktu kad seseorang Pegawai/Kakitangan lain akan dikenakan tindakan tatatertib keatasnya.

KERAJAAN MALAYSIA

NOMBOR:

NAMA: AHMAD FATHI B. GHAZALY

KEM / JAB: PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU

KAD MENCATIT WAKTU

BULAN FEBRUARY

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

CATITAN

KERAJAAN MALAYSIA

2

NOMBOR:

NAMA : AHMAD FATHI B. GHAZAY

KEM / JAB: PPI KAMPUS BACHOK

KAD MENCATIT WAKTU

BULAN MARCH

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						

CATITAN

KERAJAAN MALAYSIA

1

NOMBOR:

NAMA : AHMAD FATHI B. GHAZAY

KEM / JAB: PPI KAMPUS BACHOK

KAD MENCATIT WAKTU

BULAN MARCH

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4						
5						
6						
7						
8						
9	810:57					
10						
11						
12						
13					MC	
14						
15						

PEJABAT

TELEFON 09-771 718

Card 2

KERAJAAN MALAYSIA

2

NOMBOR:

NAMA : AHMAD FATHI B. GHAZALI

KEM / JAB: PPI KAMPUS BACHOK

KAD MENCATIT WAKTU

BULAN APRIL

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

CATITAN

BIN MOHD HAMDI

Card 1

KERAJAAN MALAYSIA

1

NOMBOR:

NAMA : AHMAD FATHI B GHAZALI

KEM / JAB: PPI KAMPUS BACHOK

KAD MENCATIT WAKTU

BULAN APRIL

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

AMARAN

Pegawai / Kakitangan yang menolong mencatitkan
waktu kad seseorang Pegawai/Kakitangan lain

KERAJAAN MALAYSIA

2

NOMBOR:

NAMA : AHMAD FATHI B GHOZAU

KEM / JAB: PPI

KAD MENCATIT WAKTU

BULAN MEI

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
6						
7						
8						
9						
10						

ATITAN

KERAJAAN MALAYSIA

1

NOMBOR:

NAMA : AHMAD FATHI B GHAZAU

KEM / JAB: PPI

KAD MENCATIT WAKTU

BULAN MEI

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

AMARAN
Pegawai / Kakitangan yang menolong mencatitkan
waktu kad seseorang Pegawai/Kakitangan lain
akan dikenakan tindakan tatatertib keatasnya.

Card 2

KERAJAAN MALAYSIA

NOMBOR: 2

NAMA : AHMAD FATHI B. GHAZALI

KEM / JAB: PPI CAMPUS KOTA

KAD MENCATIT WAKTU

BULAN JUNE

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	07:51	16:4		16:4		
19	07:50			16:37		
20	07:42			16:39		
21	07:4			16:36		
22	07:4			15:00		
23						
24						
25						
26						
27				17:09		
28	07:4			17:01		
29	07:4			15:4		
30						
31						

CATITAN

Card 1

KERAJAAN MALAYSIA

NOMBOR: 1

NAMA : AHMAD FATHI B. GHAZALI

KEM / JAB: PPI CAMPUS KOTA

KAD MENCATIT WAKTU

BULAN JUNE

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1				16:5		
2						
3						
4	07:47			16:38		
5	07:46			16:35		
6	07:51			16:38		
7	07:39			16:44		
8	07:48			15:05		
9						
10						
11						
12						
13	08:02			16:37	16:36	
14				16:34		
15				15:07		

AMARAN
Pegawai / Kakitangan yang menolong mencatitkan
waktu kad seseorang Pegawai/Kakitangan lain
akan dikenakan tindakan tatatertib keatasnya.

APPENDICES C:
REPORT DUTY
DECLARATION FORM

FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM)
KELANTAN BRANCH

REPORT DUTY DECLARATION FORM
(Semester March – July 2017)

To   :   Puan Nurulannisa Binti Abdullah
                        Industrial Training Coordinator IM245 – UiTM Kelantan

Name   : AHMAD FATHI B. GHAZAU

UiTM ID   : 2014954749

Program Code : IM245

H/P No   : 0111-6972840

I hereby, confirmed and report my duty to ___UMK KAMPUS BACHOK___ (organization).

Date: _/_ February 2017   Student Signature _____ _____

                                          Verified by,

                                          Signature ____ _____

                                          Name   TENGKU ZULIANA TENGKU MUDA

                                          Designation PENOLONG PUSTAKAWAN

                                          Official Stamp _____

** Email to : nurul1217@kelantan.uitm.edu.my or fax to 09-9762156 (HEA)

APPENDICES D:
MEDICAL CERTIFICATES

UNIVERSITI MALAYSIA KELANTAN
PERMOHONAN KELUAR KE KLINIK / HOSPITAL

BAHAGIAN A
(Untuk Diisi Oleh Pemohon)

Kepada

Saya memohon keluar dari kawasan Universiti pada tarikh *13/3/12* dari jam *10:40* pagi / petang hingga jam .... pagi / tengah hari / petang untuk ke Klinik / Hospital.

....

Nama : ..... *AHMAD FATIN B. GHAZALI*

No. Staf : ....

Pejabat / Fakulti : .... *PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU*

Jawatan : Pembantu Tadbir (P/O)..... *PELAJAR PRAKTIKAL* ....

BAHAGIAN B
(Untuk Kegunaan Pejabat)

Permohonan diluluskan / tidak diluluskan

Tandatangan Ketua Jabatan & Cop Rasmi   Tarikh . ...

BAHAGIAN C
(Untuk Kegunaan Klinik / Hospital)

Kakitangan ini telah menerima rawatan dari Klinik ini pada ....

Waktu Tiba   ..... *1030* .... pagi / petang

Waktu Balik   ..... *1280* .... pagi / petang

Tandatangan   ....

Tarikh   .... *13.3.13* ....

SURAT PENGESAHAN PERUBATAN

Kepada sesiapa yang berkenaan   *Ahmad Fateh* 8862

Nama: *Ahmad Fateh Bin*   No. K/P: *891080 07*

Dari Jabatan / Sekolah *Egn Buana*

Adalah di sahkan bahawa penama di atas telah mendapat rawatan

Dari Klinik Kesihatan Bachok,

UMK.B02/BPO/09/2008

Pada: *13/3/12*   Masa: .... :LANTAN

Beliau perlu di beri   a) Rehat selama: ....*c1*...........hari   NIK / HOSPITAL

b) Dikecualikan dari: ....

Mulai: *13/3/12* Hingga: ....   emohon)

Tarikh: *13/3/12*   ATA   KELANTAN

Saya memohon keluar dari kawasan Universiti pada tarikh *13/3/12* dari jam *10:40* pagi /

petang hingga jam .... pagi / tengah hari / petang untuk ke Klinik / Hospital.

Nama : *AHMAD FATIH B. GHOZALI*

No. Staf : ....

Pejabat / Fakulti : *PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU*

Jawatan : Pembantu Tadbir (P/O) *PELAJAR PRAKTIKAL*

BAHAGIAN B
(Untuk Kegunaan Pejabat)

Permohonan diluluskan / tidak diluluskan

Tandatangan Ketua Jabatan & Cop Rasmi   Tarikh

BAHAGIAN C
(Untuk Kegunaan Klinik / Hospital)

Kakitangan ini telah menerima rawatan dari Klinik ini pada ....

Waktu Tiba   *1030*   pagi / petang

Waktu Balik

Tandatangan

Tarikh

APPENDICES E:
USER MANUAL

USER MANUAL

UNIVERSITY CORPORATE MEMORY
Digital Asset Management
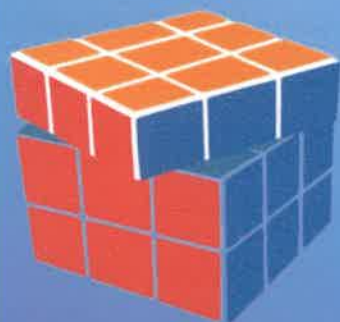
TABLE OF CONTENT

ABOUT THE UNIVERSITY CORPORATE MEMORY SYSTEM

University Corporate Memory is a system that allowing their user to manage their digital asset in simple, fast and free way that you can ever imagined. This system offers an effective solution for user to store, organize, find, retrieve and share their digital files. This University Corporate Memory system, is quick to deploy and easy to use system because of you can say, this system is a centralized digital library that provides peers, employees and any other key stakeholders controlled access to digital assets including images, videos, audio and documents.

This system also provides anywhere, anytime and it is secured 24/7 access to all of your digital media and what's more, you can access your digital media from any web devices whether you're at your desk, working from home or at restaurant halfway around the world and this system is what exactly you need to easily manage, access and share your digital assets.

HOW TO USE THE UNIVERSITY CORPORATE MEMORY SYSTEM

1. Login

First things first, is that you need to login the system and put your username and password in the box that the system provide. Every user has a unique username and password because of to keeps the system secure and gives you access to your previously saved resource collections, shared projects or any other digital media that you have already upload to the system.

This is where you put your username and password

Notes:

If you doesn't have account for the University Corporate Memory, you can apply for an account in the login menu and if you forgotten your password, you can also click on the button "click here if you have forgotten your password".

2. My Account

Located at the top of the right corner. In my account menu, you can customize or manage your password, my contributions, my collections, my messages, my dash and the last one is my preferences.

a. Change my password

To change password, you need to go to my account and click 'change my password' buttons. After that, fill the required field that been asked by the system and save and there you go, password change.



Fill in the required field and save
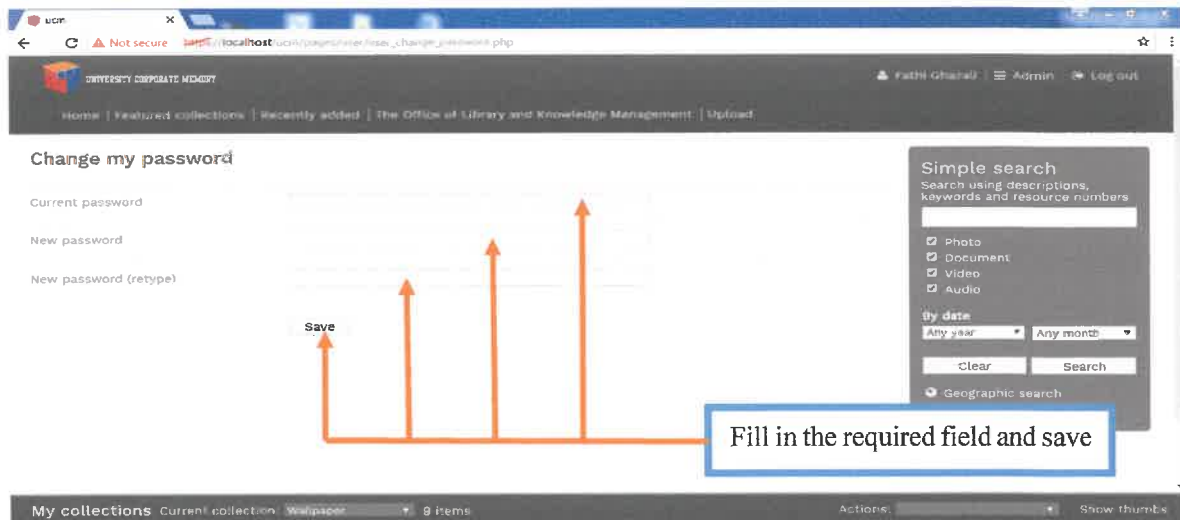
b. My contributions

My contributions is where you can contribute your own resources. When you initially create a resource it is in the "Pending Submission" status. When you have uploaded your file and edited the fields, set the status field to "Pending Review". It will then be reviewed by the resources team.
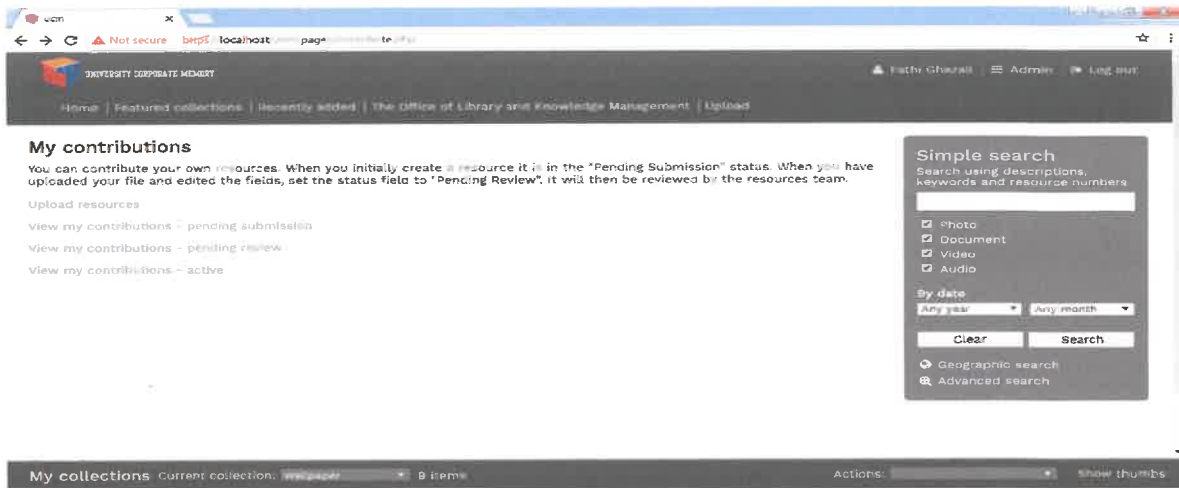
c. Manage my collections

You can manage your collections by grouping resources together or doing other things such as editing the sharing of the resources by clicking the 'actions' buttons and click the 'share' buttons to edit who can view your uploaded resources either make a public or private collections.
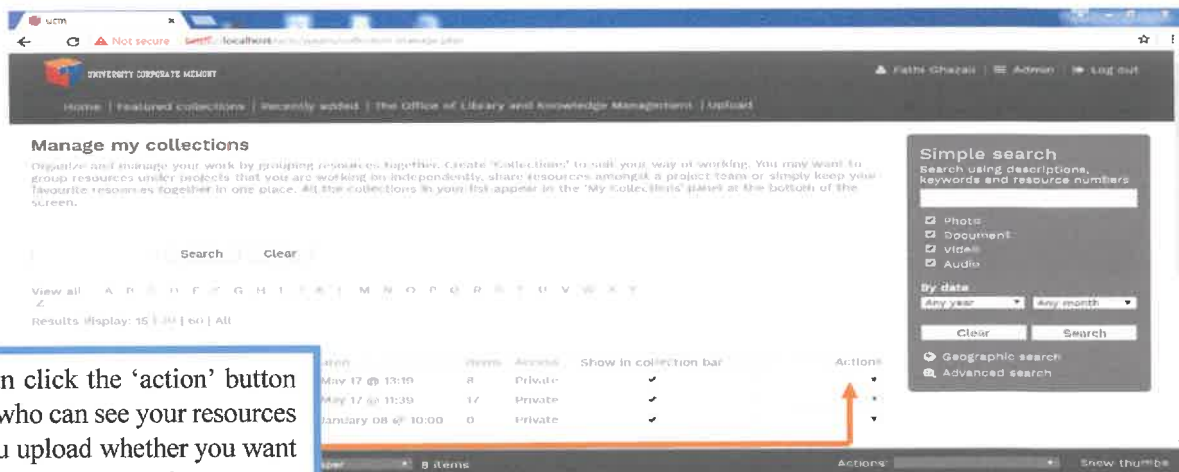
You can click the 'action' button to edit who can see your resources that you upload whether you want the resources to stay private or you can share it to public user.

UNIVERSITY CORPORATE MEMORY

You can also share resources via email, generate URL or you can click on the 'edits' buttons and start edit the resources as you see fit.

Notes:

You can choose whether you allow other users (public or users you have added to your private collections) to add and remove resources or simply view them for references.

d. My messages

To configure which message appear in my message by changing your user preferences.


e. My dash

You can manage dash tiles in the main menu of the homepages. You can either add, remove or edit tiles on your dash whatever you want as long as have the permissions to do so.
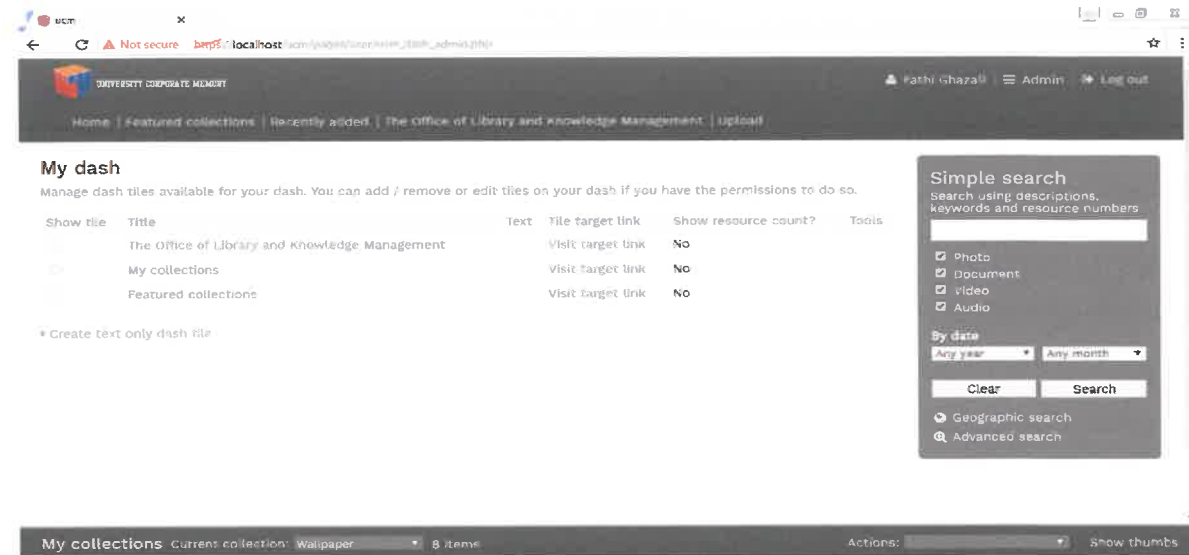
f. My preferences

My preferences is an options that allow you to make changes to some functionality and interface that are available to you such as result display, user interface, email, my message and my actions.

3. Admin button

After successfully login, you will be directed to the main menu page of the University Corporate Memory. In here, you can manage all the digital asset that you have as you see fit. Furthermore, as an admin, you can manage your resources, manage requests/order, manage user, send email and make a few adjustment to the system in term of changing the background wallpaper, checking system performance and many more, all in one single click of a button. Below, as you can see, is the main menu homepage of the University Corporate Memory system.
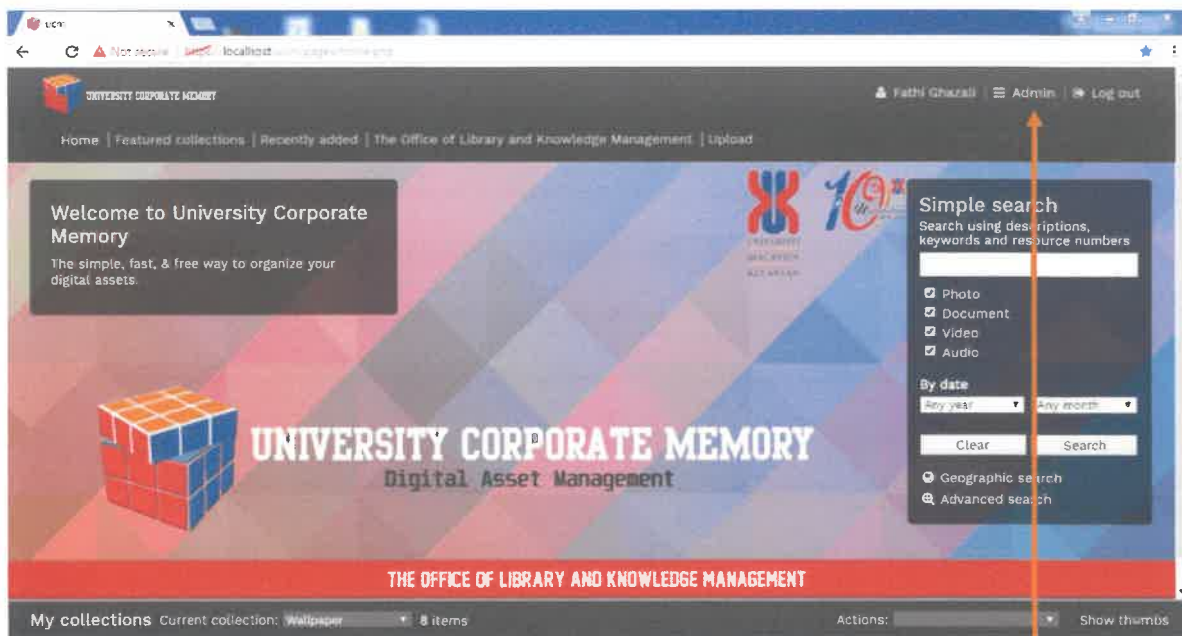
If you click on the Admin button, there will be a dropdown menu and you can choose whether to manage resources, manage user or doing some changes to the system and many more.

Notes:

In the main menu of the University Corporate Memory system, Administrator can customize the system according to her or him needs.

a. Manage user

This is the section to add, remove or modify user in the University Corporate Memory system. If the user request an account for the University Corporate Memory in order to access the system, the requested account will be deliver in to my account of the system administrator, in my messages. Then, the admin will need to create the user account in manage user buttons manually by filling some information in the requested field of the form given by the system.

You can create new user by clicking the 'create user with username' button or you can delete a user simply clicking the 'purge user' buttons.

Fill all the required field of the form. Some of the field can be left blank or you can fill it all, it's up to you.

UNIVERSITY CORPORATE MEMORY

Created	23 May 17 @ 10:30
Origin	ucm
Last active	-
Last browser	-
Private API key	48f0ed1e76de8c5a7165ce77bf3560404dcca00cd23d2eee22d7311635bd0cb5
E-mail user a link so that they can reset their password	
Approved	✓
Tick to delete this user	
Contributions	▸ View contributions
Log	▸ Click to view log
Log in	▸ Click to log in as this user

Save

My collections Current collection: Wallpaper UCM ▾ 4 items   Actions: ▾ Show thumbs

After finishing filling the required field of the form, click the 'save' buttons and you just created the new user account in accessing the University Corporate Memory system.

Notes:
You can make the new account as a general user, administrator, archivist, restricted user or super admin.

UNIVERSITY CORPORATE MEMORY

b. System

In the system button, you can make a change for the University Corporate Memory system itself. You can manage user groups, manage resources type, manage metadata fields, manage reports, manage sizes, manage content, manage slideshow and many more.
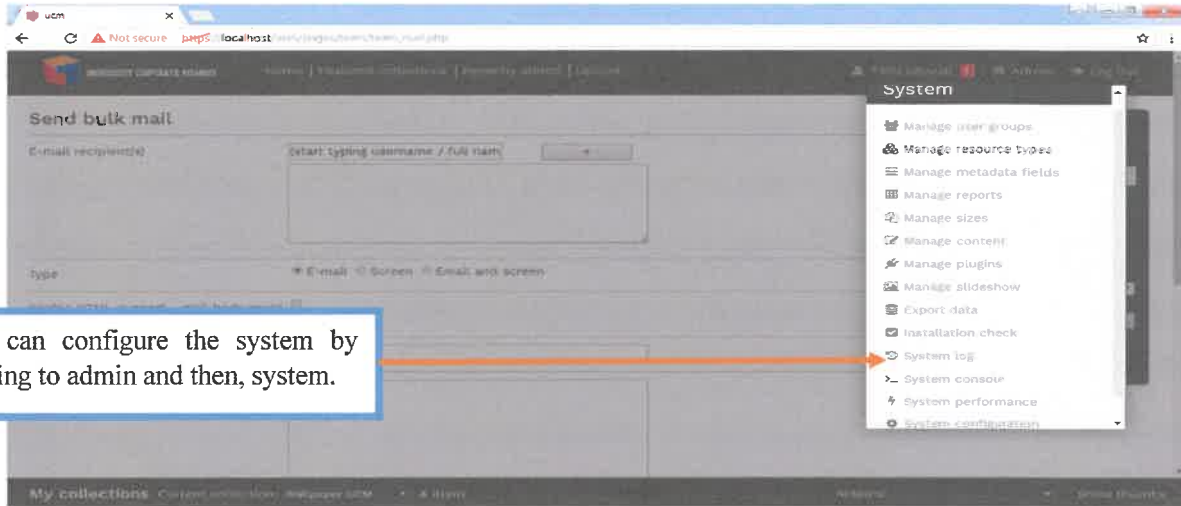
You can configure the system by clicking to admin and then, system.

i. Manage slideshow

Let's say, you don't liked the wallpaper that been used in the background of the system and you want to change it. It is really simple, all you need is go to admin, system and click 'manage slideshow'.
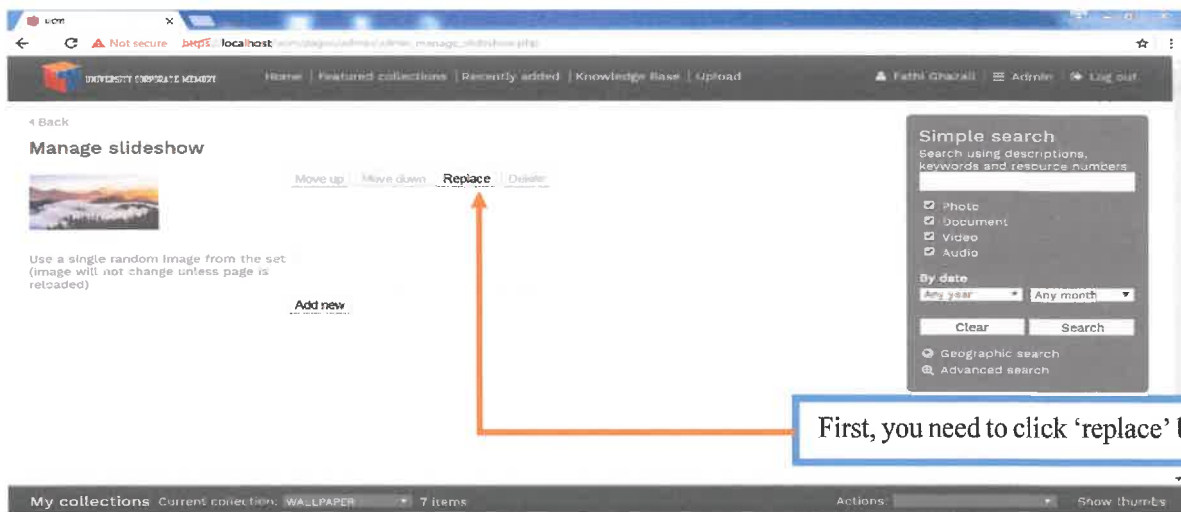
First, you need to click 'replace' button.

UNIVERSITY CORPORATE MEMORY

Manage slideshow
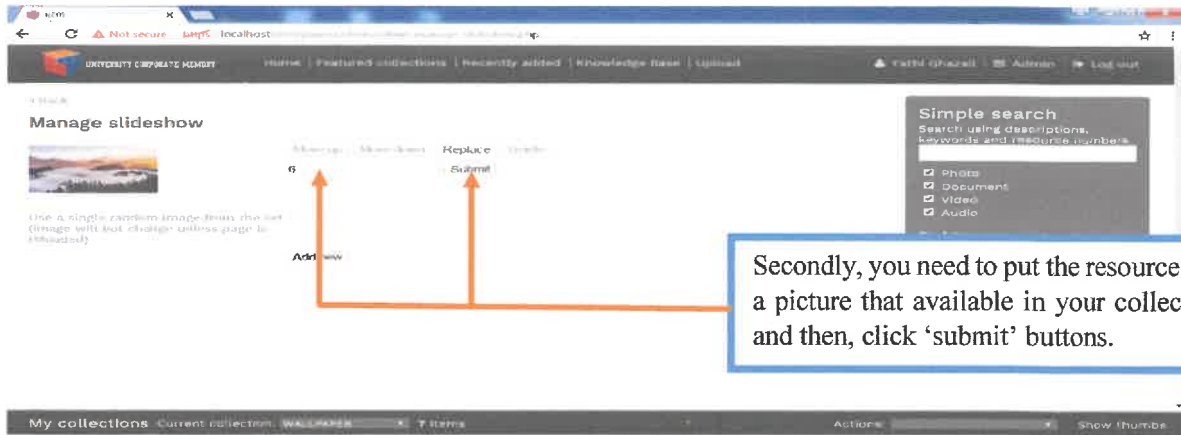
Secondly, you need to put the resource id of a picture that available in your collections and then, click 'submit' buttons.

Resource details

If you needed to view the resource id, all you need is by clicking the current collection and choose wallpaper. Then, click any image you prefer and scroll down a bit and there you go, the resource detail.

Transform Image

First, you needed to crop image before clicking the 'replace slideshow image' and after clicking the button, the background wallpaper of the system will be replaced.

ii. System configuration

System configuration is the options page that allow the administrator to change some of the functionality available in the system.


Notes:

In the system configuration, you can change so many things such as the system itself in term of application name, application logo, header size and many more. You can also edit the multilingual, search capability, navigation, featured collection, user interface, workflow, metadata, user accounts and security.

4. Upload

In the upload section, if you click on the upload button, you will be directed to the upload resource screen. In here, you will be able to upload picture, video and document whichever you like. All you need to do is to fill the required field within the box provided by the system such as title. Any other field is just added requirement for you to find the resources without any difficulty in the simple search button. You can either left it blank or you can fill the field with the appropriate words. You can also create new collection or you can use the collection that already there.
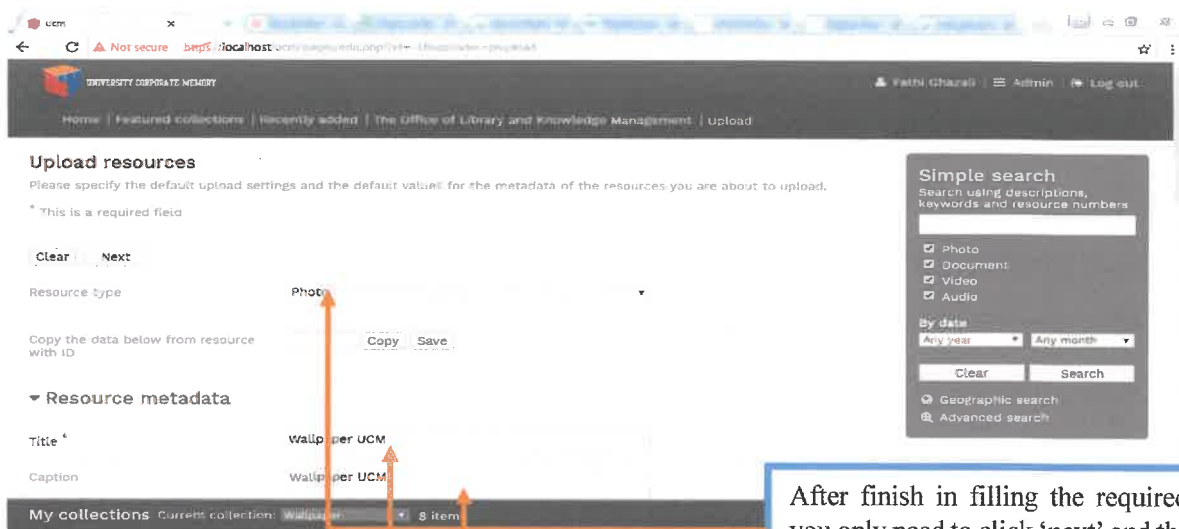

After finish in filling the required field, you only need to click 'next' and then, you will be directed to the 'select files' pages.
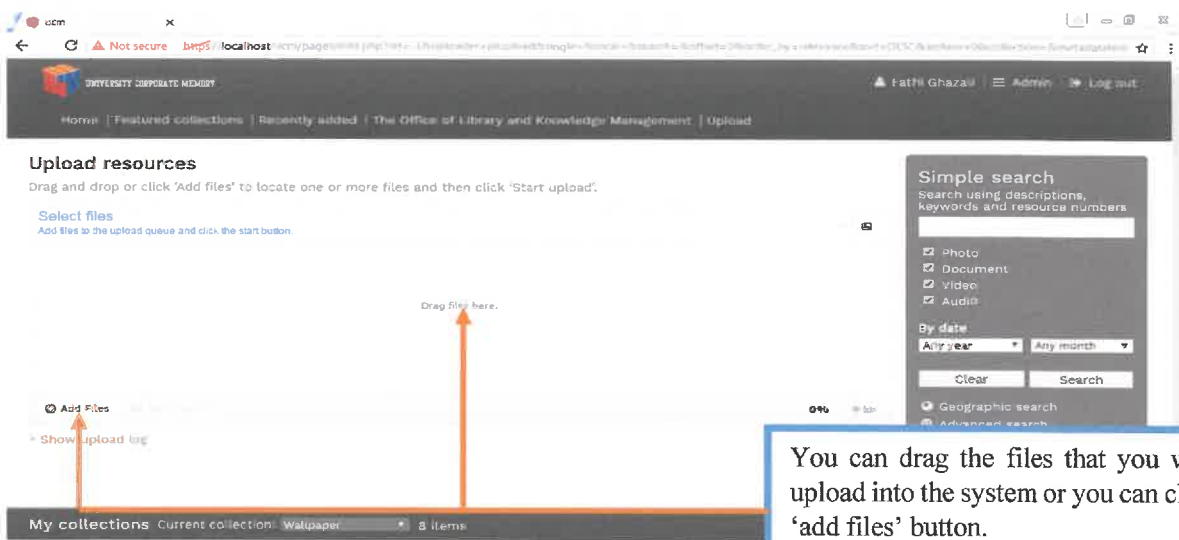
You can drag the files that you want to upload into the system or you can click the 'add files' button.

Notes:

Click 'start upload' button and wait for a few second for the system to upload files to the databases. The upload process to finish the task is depending on how big the files is.

This is the description of the files that you upload into the system.

Notes:

Every resources that you upload, have some sort of resource ID and resource ID is unique number for the collection.

UNIVERSITY CORPORATE MEMORY

a. Access resources

You can access your upload resources via my collections that located at the below left corner.
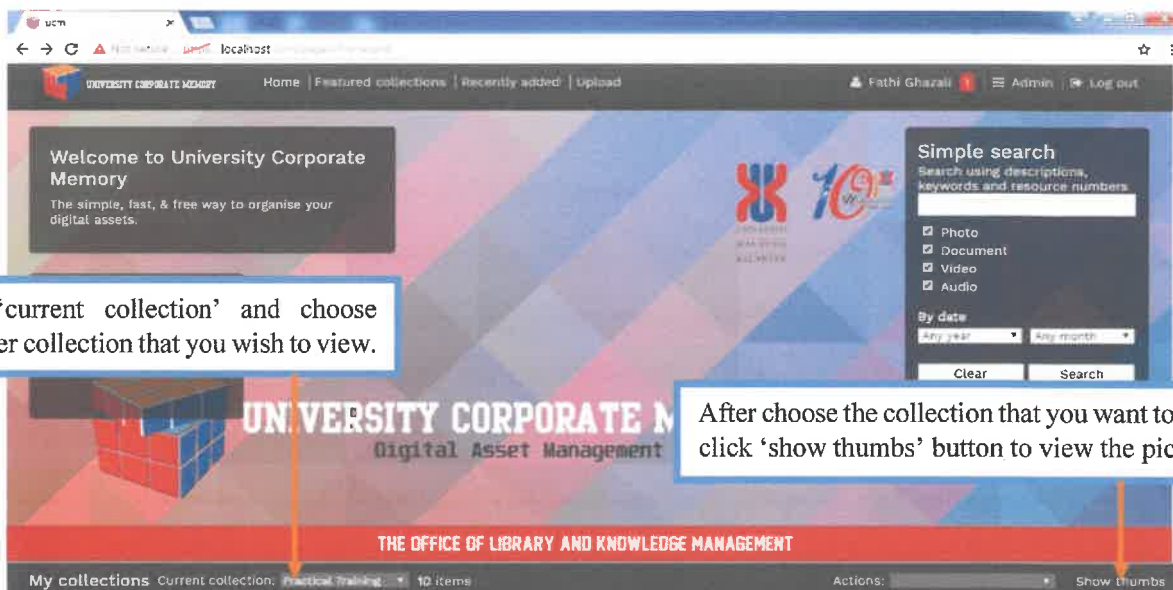
Click 'current collection' and choose whatever collection that you wish to view.

After choose the collection that you want to view, click 'show thumbs' button to view the picture.
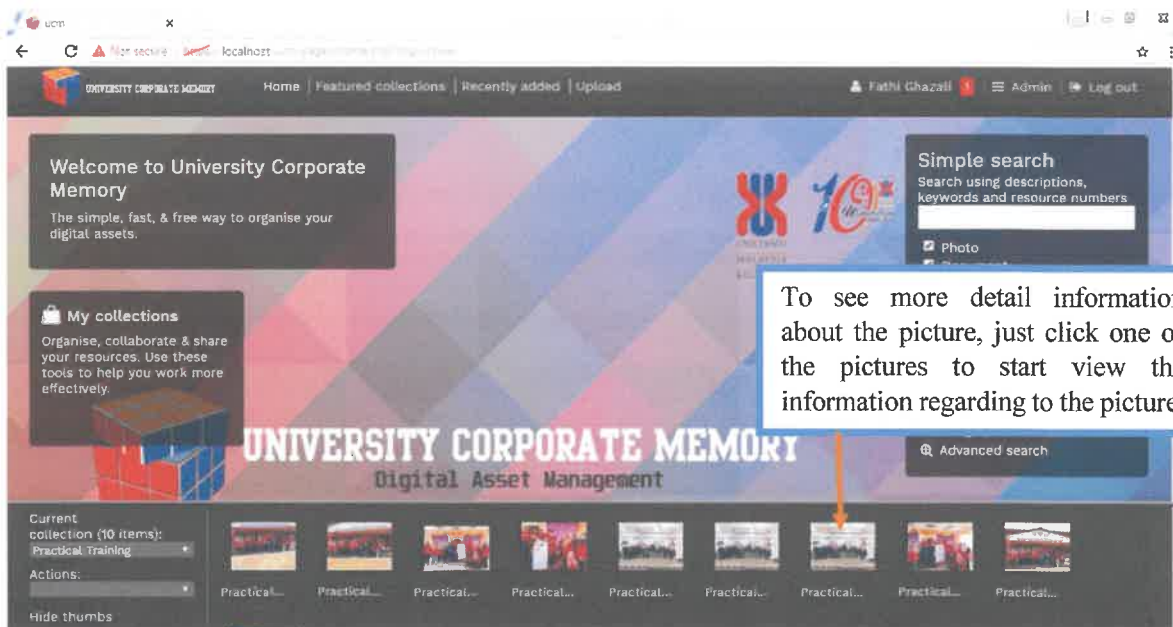
To see more detail information about the picture, just click one of the pictures to start view the information regarding to the picture.

UNIVERSITY CORPORATE MEMORY
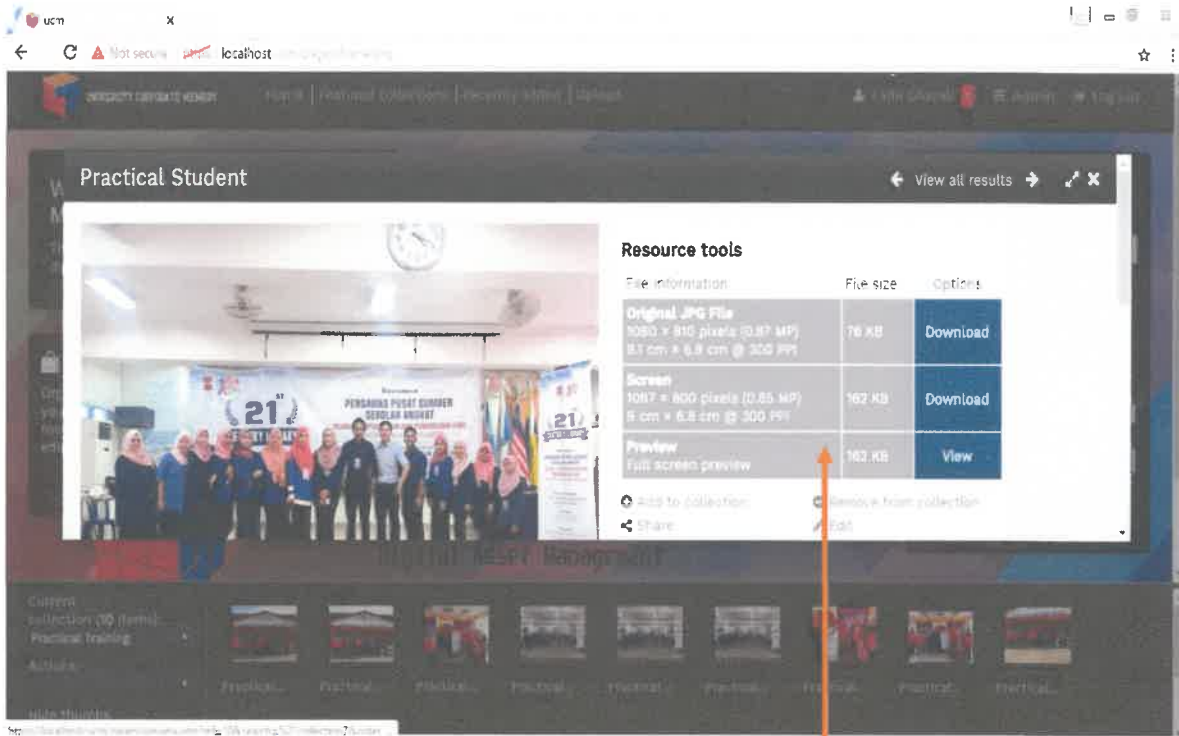
You can download and see the preview of the pictures or you can start share the pictures to other user or remove it from the collection.

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ADMINISTRATOR EDITION

APPENDICES F:
OTHER DOCUMENTS

---------- Forwarded message ----------
From: "En. Muhamad Fitri bin Mohd Yatim" <fitri.my@umk.edu.my>
Date: Feb 26, 2017 14:41
Subject: Fwd: BENGKEL PENGKATALOGAN BAHAN
To: <umieyroslan25@gmail.com>
Cc:

---------- Forwarded message ----------
From: **Pn. Noor Izzati Binti Mat Nuri** <izzati@umk.edu.my>
Date: 2017-02-22 8:44 GMT+08:00
Subject: BENGKEL PENGKATALOGAN BAHAN
To: "Pn. Hasyyati Binti Che Hassan" <hasyyati@umk.edu.my>, "En. Mahadi Bin Daud"
<mahadi@umk.edu.my>, "Pn. Siti Zulikha Binti Mohd Zaki" <zulikha.mz@umk.edu.my>
Cc: Pejabat Perpustakaan <perpustakaan@groups.umk.edu. my>

Assalamualaikum wbth dan Salam Sejahtera,

Tuan/Puan,

MAKLUMAN BENGKEL PENGKATALOGAN BAHAN

Dengan segala hormatnya saya diarah merujuk kepada perkara di atas.

Sukacita dimaklumkan bahawa, Bahagian Pengurusan Teknikal, Pejabat Perpustakaan
dan Pengurusan Ilmu UMK akan mengadakan **Bengkel Asas Pengkatalogan
Bahan** kepada pelajar-pelajar Latihan Industri sesi Feb-Jun 2017 pada masa dan tarikh
seperti berikut :

> **Tarikh   : 23 Februari 2017 (Khamis)**
> **Masa   : 10.00 pagi – 3.30 petang**
> **Tempat   : Pejabat Perpustakaan dan Pengurusan Ilmu,**

Kampus Kota

3.   Sehubungan dengan itu, di jemput Kakitangan Pejabat Perpustakaan dan
Pengurusan Ilmu Kampus Kota khususnya dari **Bahagian Pengurusan Teknikal** untuk
hadir sama ke bengkel tersebut. Kehadiran dan sokongan yang diberikan oleh pihak
tuan/puan dalam perkara ini amatlah dihargai dan didahului dengan ucapan terima kasih.

"Islam Dijulang, Raja Dijunjung, Rakyat Disanjung"

"Berkhidmat Untuk Negara"

Sekian, terima kasih.

Bahagian Pengurusan Teknikal
Pejabat Perpustakaan dan Pengurusan Ilmu
Universiti Malaysia Kleantan

Note: Sebarang perubahan tarikh dan masa bengkel bergantung kepada sistem virtua samaada dapat digunakan atau tidak.

* Entrepreneurship is Our Thrust*

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M Gmail

Fathi Ghazali <fathi8971@gmail.com>

Fwd: MAKLUMAN PROGRAM KHIDMAT BANTU PUSAT SUMBER SMK KADOK
1 message

Pn. Noor Salwani Binti Sallehuddin <salwani@umk.edu.my>   Mon, Mar 27, 2017 at 12:43 AM
To: fathi8971@gmail.com

———— Forwarded message ————
From: **Pn. Wan Nurjuliana Binti Wan Abd Ghafar** <nurjuliana@umk.edu.my>
Date: 2017-03-16 17:48 GMT+08:00
Subject: MAKLUMAN PROGRAM KHIDMAT BANTU PUSAT SUMBER SMK KADOK
To: Pejabat Perpustakaan <perpustakaan@groups.umk.edu.my>
Cc: "En. Azman Bin Hashim" <azman@umk.edu.my>, "En. Hairuladzhar Bin Mohd Hamdi" <adzhar@umk.edu.my>,
"En. Amirul Firdaus Bin Zilah" <amirul@umk.edu.my>

Assalamualaikum wbt

Tuan/puan,

Adalah dimaklumkan bahawa SMK Kadok telah dipilih bagi mewakili Daerah Kota Bharu bagi pertandingan Pusat Sumber
Sekolah Cemerlang 2017 kategori sekolah menengah yang akan berlangsung pada bulan April nanti.

2.   Justeru itu, pihak pengurusan SMK Kadok memerlukan khidmat bantu dari pihak Pejabat Perpustakaan dan
Pengurusan Ilmu bagi membimbing Pusat Sumber SMK Kadok dari segi pengurusan dan susun atur pusat sumber
mengikut ketetapan berikut : -

Tarikh	**: 21 Mac 2017 (Selasa)**
Masa	**: 08:30 Pagi - 5.00 Ptg**
Tempat	**: Pusat Sumber SMK Kadok**

3. Sehubungan dengan itu, semua staf Pejabat Perpustakaan dan Pengurusan Ilmu (kecuali Kampus Jeli dan juga staf
yang bertugas di kaunter pada hari berkenaan) dimohon untuk melibatkan diri dan kehadiran bagi pelajar Latihan Industri
adalah diwajibkan bagi ketiga - tiga kampus. Pakaian pada hari tersebut adalah t-shirt 5S (merah).

Segala perhatian dan kerjasama yang diberikan berhubung perkara ini adalah amat dihargai dan didahului dengan ucapan
terima kasih

Sekian,

............tt..............
WAN NURJULIANA BINTI WAN ABD GHAFAR
Pustakawan
Bahagian Koleksi Khas dan Keusahawanan
Pejabat Perpustakaan & Pengurusan Ilmu
Universiti Malaysia Kelantan

Tel: 09-771 7185
Fax: 09-771 7182

H/p: 019-335 2510
Emel: nurjuliana@umk.edu.my

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Tentatif Program Pengurusan Pusat Sumber dan Literasi Maklumat Bersama Pengawas Pusat Sumber Prof. Emeritus Dato' Ir. Dr. Zainai Sek. Keb. Bukit Marak Bachok Kelantan Pada 14 Mei 2017 Anjuran Pejabat Perpustakaan dan Pengurusan Ilmu Universiti Malaysia Kelantan

Tarikh	Masa	Aktiviti
14 Mei 2017 (Ahad)	7.30 pg	Staff berlepas dari UMK Kampus Kota
	8.00 pg	Ketibaan warga UMK
	8.15 pg - 9.00 pg	Bacaan Doa Ucapan Pengetua SK Bukit Marak **(En. Sayuti bin Mamat)** Ucapan Timbalan Ketua Pustakawan PPI UMK **(En. Hairuladzhar Mohd Hamdi)** Sesi Bergambar
	9.00 pg – 9.30 pg	Jamuan Ringan
	9.30 pg – 10.30 pg	*Bengkel Pengurusan Pusat Sumber & Literasi Maklumat Bersama Pengawas Pusat Sumber Prof. Emeritus Dato' Ir. Dr. Zainai Sek. Keb. Bukit Marak- oleh Pelajar Latihan Industri*
	10.30 pg – 12.30 tgh	*Khidmat Bantu Keceriaan Pusat Sumber Prof. Emeritus Dato' Ir. Dr. Zainai Sek. Keb. Bukit Marak*
	12.30 tgh – 1.00 tgh	Penutup & Penyampaian Cenderahati serta Penerimaan Sijil
	1.00 tgh – 1.30 tgh	Makan Tengahari & bersurai

Tentatif Program Bengkel Pengurusan Gedung Ilmu Bersama Pengawas Pusat
Sumber SMK Tan Sri Mohamed Yaacob Pada 25 Mei 2017 Anjuran Jabatan
Perpustakaan Dan Pengurusan Ilmu Universiti Malaysia Kelantan

Tarikh	Masa	Aktiviti
25 Mei 2017 (Khamis)	7.30 pg	Staff berlepas dari UMK Kampus Kota
	9.30 pg	Ketibaan warga UMK
	9.30 pg	Pendaftaran Pelajar Jamuan Ringan
	10.00 pg – 10.30 pg	Pelancaran Nilam Perlantikan Pengawas Pusat Sumber Sekolah
	10.30 pg – 12.30 tgh	*Bengkel Pengurusan Gedung Ilmu Bersama Pengawas Pusat Sumber SMK Tan Sri Mohamed Yaacob*
	12.30 tgh – 1.00 tgh	Penutup & Penyampaian Cenderahati serta Penerimaan Sijil
	1.00 tgh – 1.30 tgh	Makan Tengahari & bersurai

Mobile View

Tools

UNIVERSITI
MALAYSIA
KELANTAN

Cik Anis Nabilah binti Abdul Khalid
En. Mohamad Afiq Hamzah
En. Ahmad Fathi bin Ghazali
Cik Noor Suhaida binti Mohd Suhaimi
Cik Nursalsabila bt Mohd Rusli
En. Hariz bin Hassini
Cik Tengku Nur Ayunni binti Tengku Alam

Pelajar Praktikal
Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Bachok dan Kampus Jeli

Tuan/Puan,

PENEMPATAN PELAJAR PRAKTIKAL DI PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU, UNIVERSITI MALAYSIA KELANTAN KAMPUS KOTA

Dengan segala hormatnya perkara di atas adalah dirujuk.

2   Adalah dimaklumkan bahawa tuan/puan diarahkan untuk menjalani latihan praktikal di Pejabat Perpustakaan dan Pengurusan Ilmu, Universiti Malaysia Kelantan Kampus Kota bermula pada 04 Jun 2017 sehingga tamat tempoh latihan praktikal.

Segala kerjasama dan perhatian yang diberikan oleh pihak tuan/puan berhubung perkara di atas amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

"ISLAM DIJULANG, RAJA DIJUNJUNG, RAKYAT DISANJUNG"
"BERKHIDMAT UNTUK NEGARA"

Saya yang menurut perintah,

s.k.   -   En. Hairuladzhar bin Mohd Hamdi
             Pn. Norhayati binti Nordin

APPENDICES G:
LOG BOOK

INSTRUCTIONS

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

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

3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.

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

   - It is available at your place of work during your training.

   - All entries, except sketches, are made in ink.

   - Entries are made within a week of the work to which they refer.

   - The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

1) A neat concise description of each of your training locations and the work on which you are engaged.

2) Relevant sketches, data and circuit diagrams

3) References to textbooks, standards and other technical information related to the work being under taken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

1. **Student's Name** : AHMAD FATHI B. GHAZALU

2. **UiTM Matrics** : 2014956749

3. **Programme** : IM245

4. **Semester** : 7

5. **Home Address** : NO. 142, JALAN HILIR PEKAN, TELAWAT, 16370, BACHOK. KELANTAN

6. **Tel No (H)** : 0111-6972840

7. **Place of Traning** : UMK CAMPUS BACHOK

8. **Name of Supervisor In- Charge** : ENCIK AMIRUL FIRDAUS B. JILA

9. **Duration of Training** From : 1/2/2017 To: 30/6/2017

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2/17 8.00 a.m	Encik Amirul Ikhwan bin Pilah give briefing to the practical students at the UiTM campus kota, pengenalan Cheya about the work ethic that must be obey by the practical students.	✓
1.00 a.m	Doing work in disposing the asset of UiTM library that being destroying by the flood event that occur 2 year ago.	✓
3.00 p.m	Encik Azman Hakim, the chief librarian of the UiTM Campus kota, Dengkayau Cheya, give some briefing about the working environment that practical students have to follow.	✓

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/2/17	- Shelving	.
8.00 a.m.	- According to the Puan Tengku Zuliana Binti Tengku Musa, assistant librarian in the UMK library Campus Bachok, all the UMK library staff needed to do shelving for one hour, everyday and that include the practical students.	✓
10.30 a.m.	- Assigned to the Archive Department to do digitisation on paper based document into non paper based. - There are two staff that responsible in the Archive Department and that is Madam Norhayati Binti Abdul Aziz, library assistant and Miss Farizaq Binti Fauzi, also the library assistant. - Need to reach of 1000 thousand target to turn paper based document into non paper based document	✓

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/2/17	- Shelving	
8.00 a.m.		✓
10.30 a.m.	- Doing a digitisation for the UMK document from paper based document into non paper based document using Docuflo Scan 4, a document management system software. - Docuflo is an "electronic filing cabinet" that allow the user to store and manage all the files and documents electronically. It minimize the need for physical storage space, reduces the need to create multiple copies of a single document and eliminates manual searching and retrieval of documents. - The servers is located at cyber jaya.	✓

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/3/13 8.00 a.m.	- Shelving	
10.30 a.m.	- Being assigned to the service desk.	
	- There are five staff in the Information service department. Bashot campus and that is Mr. Kamarudin Bin Abd. Kadir, Mohd Fadzli Bin Ismail, Roshumaira Binti Sahat, Mohammed Faez Bin Zotario and the last one is Mojan Noor Saywawi Binti Salehuddin.	
	- Mojan Noor Saywawi Binti Salehuddin guide me on how to using photocopying machine and how much that being charged for the UMT student for one photocopy of a document.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/3/13 8.00 a.m.	- Shelving	
10.30 a.m.	- Doing a digitization for the UMT document into a paper based document using Docufo "Scan 4".	
8/3/13 8.00 a.m.	- Shelving	
10.30 a.m.	- Help staff moving the boxes that contain books to the UMT City Campus. Pengtuan Chaja into the UMT lorry. - These are at least 40 boxes that need to be lift and then put in the UMT library.	
1.00 p.m.	- Assigned to the information service department.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/2/17	- Shelving	
8.00 a.m.		
10.30 a.m.	Doing a digitisation for the UMK document into a non paper based document using Docuflo Scan 4.	✓
12/2/17	- Shelving	
8.00 a.m.		
10.30 a.m.	- Doing a digitisation for the UMK document into a non paper based document using Docuflo Scan 4	✓
1.00 p.m.	- Assigned to the Service desk	
	- Do a photocopying and print for the UMK students.	
	-	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/2/17	- Shelving	
8.00 a.m.		
10.30 a.m.	- Doing a digitisation for the UMK document into a non paper based document using Docuflo Scan 4.	
14/2/17	- Shelving	
8.00 a.m.		
10.30 a.m.	- Doing a digitisation for the UMK document into a non paper based document using Docuflo Scan 4.	
1.00 p.m.	- Helping staff to oversee the service desk.	
	- Learn how to check in and check out for the books that student borrow using Virtua System.	
	- Also learn how to located books using the virtua System.	✓

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/2/13	- Shelving	
8.00 a.m.	- Help to open the library Cafe and library publishing books Shop.	
10.30 a.m.	- Help the staff to oversee the service desk	
	- Doing a photocopying and print for the UNK students	
16/2/17	- Shelving	
8.00 a.m.		
10.30 a.m.	- Doing a digitization for the UNK document into a non paper based document using Doufle Scan 4.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/2/17	- Shelving	
8.00 a.m.		
10.30 a.m.	- Doing a digitization for the UNK document into a non paper based document using the Doufle Scan 4.	
21/2/13	- Shelving	
8.00 a.m.		
10.30 a.m.	- Help the staff to oversee the service desk	
	- Doing a photocopying and print for the UNK students	
	- Checks in and check out for the books from the students either borrowed it or returned it.	
1.00 p.m.	- Doing a digitization for the UNK document into a non paper based document using the Doufle Scan 4.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	improvement in term of the function and the few system will be online on this July.	
	- Received special project from Encik Amirul regarding in developing the University Corporate memory, a system that allowing their user to manage their digital asset, offering a convenient productive and easy to use solution for organising and sharing files.	
10.30 a.m.	- Attend Cataloguing workshop - Learn how to do Cataloguing - Learn the process of cataloguing	
2.30 p.m.	- Meeting with Encik Hamimi regarding the University Corporate memory System. - Need to prepare installation, documentation and manual for the System.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/2/17 6.00 a.m.	- Shelving	.
10.30 a.m.	- Doing a digitisation for the UNK document into a how paper based document using the Duo flo Scan 4.	
23/2/17 6.00 a.m.	- Go to UNK city campus, perpustakaan Cheque for a meeting with Encik Amirul, Encik Hamimi and also with other staff. - Shelving	
9.00 a.m.	- Meeting with Encik Amirul, Encik Hamimi, Encik Hairul shah, Encik tahmi and also with other staff that involved with the meeting. - This meeting is about the discussion of the current system will be replaced with the new system that cause few will be replaced the old system virtua. - The few system have a huge	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/2/13	- Help to open library cafe	
8.00 a.m.	- Shelving	
10.00 a.m.	- Help the staff to oversee the service desk.	
	- Doing a photocopying and print for the UiTM students	
	- Doing check in and check out for the books from the student either the books was borrowed or returned it.	
	- Learn how to collecting fine of the overdue that has been charged to the students because of late returning the borrowing books from Encik Mohd Fadzli bin Ismail.	
	- Help to repair the printer	
3.00 p.m.	- Doing a digitization for the UiTM document into a new paper based document using the Docutto Scan 4.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/2/13	- Help to open the library	
8.00 a.m.	cafe and library publishing books shops.	
	- Shelving	
1.00 p.m.	- Help the staff to oversee the service desk.	
	- Doing a photo copying and print for the UiTM students.	
	- Doing a check in and check out for the books from the students either borrowed the books or returned it.	
	- Help Encik Fadzli to design the new table labels.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/3/17 8.00 a.m.	- Shelving	
10.30am	- Help the staff in oversee the service desk	
	- Doing a photocopying and print for the UiTM students	
	- Doing check in and check out for the books from the student either the books was borrowed or returned it.	
2/3/18 8.00 a.m.	- Go to UiTM city campus pengurusan Clyps for a meeting with Encik Hairul...bar.	
	- Shelving	
	- The meeting was schedule to be held in the 9.30 a.m. in the morning, but due to the unforeseen circumstance, the meeting was postponed to 2.30 p.m.	
2.30 pm	- Meeting about the library event that practical student going to do in the nearest future.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/2/18 8.00 a.m.	- Shelving	
10.30 a.m.	- Doing a digitization for the UiTM document into a new paper based document using the DocuFlo Scan 4 and then being upload to the server that located in putrajaya.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/3/17 8.00 a.m.	- Shelving	
10.30 a.m.	- Help the staff to oversee the service desk.	
	- Doing a photocopying and print for the UNK students.	
	- Doing a check in and check out for the books from the students either borrowed the books or returned it.	
6/3/13 8.00 a.m.	- Shelving	
10.30 a.m.	- Help the staff to oversee the service desk.	
	- Doing a photocopying and print for the UNK student	
	- Doing a check in and check out for the books from the student either borrowed the books or want to returned it.	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	2.00 p.m. - Being assigned to the serial department.	
	- Doing check in for the magazine, books and journal.	
7/3/17 8.00 a.m.	- Shelving	
10.30 a.m.	- Starting to developed the University Corporate memory.	
	- Designing the logo of the university Corporate memory.	
	- Configuring the interface for the University Corporate memory system.	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/3/17 8.00 a.m.	- Shelving	
10.30 a.m.	- Helping the staff to oversee the service desk.	
	- Doing a photocopying and print for the Umk Students.	
	- Doing a check in and check out for the books from the students either borrow the books or returned it.	
1.00 p.m.	- Starting to design clothing for the library open day.	
	- Make a few changes in the flyer, poster, banner and button badge design.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/3/17 8.00 a.m.	- Shelving	
10.30 a.m.	- Going to the serial department	
	- Learning how to do cataloguing	
	- Doing cataloguing for the Umk books and journal that arrive in the serial department	
	- Lots of step need to be follow when doing cataloguing.	
	- The staff that responsible in the serial department is Miss Siti Hajar Binti Hashim.	
9/3/17 8.00 a.m.	- Shelving	
9.30 p.m.	- Go to the Umk Campus City for a meeting with Encik Hairul/adzhar	
	- The meeting start at 11.00 a.m.	
11.00 a.m.	- Starting meeting about the court that act going to be held in the nearst future.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/3/17	– Sheluing	
8.00 a.m.		
9.00 a.m.	– Helping the staff to overca the servia desc.	
	– Doing a check in and check out for the books from the students either borrowed the books or returned it.	
10.30 a.m.	– Ask permission from Madam Tengku Zuliana Binti Tengku Muda to go to the clinic because of body doesn't feeling so well.	
	– Permission granted	
	– Go to the Clinic Bachok because it is the nearest Clinic in the UMK vicinity.	
	– Got MC from doctor.	
	– For more information, please refer to the next page.	

Kepada sesiapa yang berkenaan

Nama: Sharap Patin Bin ...   No. K/P: 891052...

Dari Jabatan / Sekolah .... Tbwa Buaom
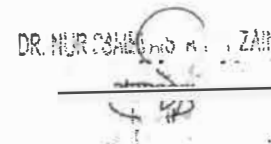
Adalah di sahkan bahawa penama di atas telah mendapat ra
Dari Klinik Kesihatan Bachok.

Pada: 13/3/17 ....   Masa: ....

Beliau perlu di beri   a) Rehat selama: C17

b) Dikecualikan dari: ....

Mulai: 13/3/17 ..... Hingga: ....

Tarikh: 13/3/17

DR. NUR SSHA .... ZAR

KLINIK KESIHATAN BACHOK

ESIHATAN
KELANTAN

Saya memohon keluar dari kawasan Universiti pada

petang hingga jam .... pagi / tengah hari /

Nama : ..... AHMAD FATM B. GHAZAL

No. Staf : ....

Pejabat / Fakulti : ..... PEJABAT PERPUTAKAA DA

Jawatan : Pembantu Tadbir (P/O)..... PELAJAR PRA

BAHAGIAN E
(Untuk Kegunaan P

Permohonan diluluskan / tidak diluluskan

Tandatangan Ketua Jabatan & Cop Rasmi

BAHAGIAN C
(Untuk Kegunaan Klinik

Kakitangan ini

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3/17	- Shelving	
8.00 a.m.		
9.00 a.m.	- Helping the stuff to oversee the Service desk.	
	- Doing a check in and check out for the books from the students either borrowed the books or returned it.	
	- Doing a photocopying and print for the UMK students.	
11.00 a.m.	- Fill the form of materials binding instruction form.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/3/17	- Shelving	
8.00 a.m.		
9.30 a.m.	- Helping the staff to oversee the service desk.	
	- Doing a check in and check out for the books from the students either borrowed the books or returned it.	
	- Doing a photocopying and print for the UMK students.	
11.00 a.m.	- Doing stamping to the new books that been sent to the Serial department with UMK stamp.	
	- Putting tagging number in the new books for security purpose.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/3/11 - Shelving		
8.00 a.m.		
9.30 a.m. - Helping the staff to oversee the Circule desk.		
- Doing a Check in and check out for the books from the Students either borrowed the books or they want to returned it		
- Doing a photocopying and print for the new Students		
11.00 a.m. - Doing shelving to the new books that have arrived in the General Collection with using the UMK Stamp for saying the ownership belong to the office of library and knowledge management		
- Putting tagging in the new books for security purpose		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/3/17 - Shelving		
8.00 a.m.		
10.30 a.m. Helping the staff to oversee the Circulation desk.		
- Doing a check in and check out for the books from the Students either borrowed the books or they want to returned it.		
- Doing a photocopying and print for the UMK Students		
1.00 p.m. - Doing Standing to the new books that have arrived in the Serial Collection with using the UMK Stamp		
- Putting tagging stickers in the new books for security purpose.		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/3/17 8.00 a.m.	- Shelving	
11.00 a.m.	- Doing stamping to the new books that have arrived in the serial department with using the UMK stamp. - putting tagging stickers in the new books for security purpose.	
21/3/17 8.00 a.m.	- Depart from UMK Bachok and onwards to the secondary school of kadok via the UMK bus. - The secondary school of kadok need help from the library of office and knowledge management in guiding the school resource center in terms of Management and rearranging the resource center according to the following standard. - For more information, please refer to the next pages.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

M Gmail

Fwd: MAKLUMAN PROGRAM KHIDMAT BANTU P
1 message

Pn. Noor Salwani Binti Sallehuddin <salwani@umk.edu.my>
To: fathi8971@gmail.com

———— Forwarded message ————
From: **Pn. Wan Nurjuliana Binti Wan Abd Ghafar** <nurjuliana@umk.(
Date: 2017-03-16 17:48 GMT+08:00
Subject: MAKLUMAN PROGRAM KHIDMAT BANTU PUSAT SUMBE
To: Pejabat Perpustakaan <perpustakaan@groups.umk.edu.my>
Cc: "En. Azman Bin Hashim" <azman@umk.edu.my>, "En. Hairuladz
"En. Amirul Firdaus Bin Zilah" <amirul@umk.edu.my>

Assalamualaikum wbt

Tuan/puan,

Adalah dimaklumkan bahawa SMK Kadok telah dipilih bagi mewakili D
Sekolah Cemerlang 2017 kategori sekolah menengah yang akan berlar

2. Justeru itu, pihak pengurusan SMK Kadok memerlukan khidmat ba
Pengurusan Ilmu bagi membimbing Pusat Sumber SMK Kadok dari se
mengikut ketetapan berikut : -

Tarikh : 21 Mac 2017 (Selasa)
Masa : 08:30 Pagi - 5.00 Ptg
Tempat : Pusat Sumber SMK Kado

3. Sehubungan dengan itu, semua staf Pejabat Perpustakaan dan Pe
yang bertugas di kaunter pada hari berkenaan) dimohon untuk melibat
adalah diwajibkan bagi ketiga - tiga kampus. Pakaian pada hari tersek

Segala perhatian dan kerjasama yang diberikan berhubung perkara ini
terima kasih

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/3/17 - Shelving		
P. a a.h.		
11.00 a.h. - Doing stamping to the new books		
	that have arrived in the serial	
	department using the UiTM Stamp.	
	- putting tugging sticker in the	
	new books for security purpose.	
23/3/17 - Shelving		
P. a a.h.		
11.00 a.h. - Doing cataloguing for the		
	new books and journal.	
	- Doing a serial check in for	
	the books that have been volumes.	
	- writing tugging number for each	
	of the books.	
	- putting tugging stickers in the	
	volumes books.	
	-	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/3/13 8.00 a.m.	Shelving	
10.30 a.m.	Serial check in and charge the status of the volume books from sent to bound, to bound.	
	- Fill the form of completion of bound materials update form.	
28/3/13 8.00 a.m.	Shelving	
10.30 a.m.	Serial check in and charge the status of the volume books from sent to bound, to bound.	
	- Fill the completion of bound materials update form.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/3/13 8.00 a.m.	Shelving	
10.30 a.m.	Serial check in and charge the status of the volume books from sent to bound, to bound.	
	- Fill the completion of bound materials update form.	
30/3/13 8.00 a.m.	Shelving	
10.30 a.m.	Serial check in and charge the status of the volume books from sent to bound, to bound.	
	- Fill the completion of bound materials update form.	

LOG 1

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/4/17 – Shelving 8.00 a.m.		
10.30 a.m. – Assigned by Encik Mohd Suhairi Bin Mohamad to design banner for the Artlib department portal.		
3/4/17 8.00 a.m. – Shelving		
10.30 a.m. – Finding books according to the call number given and if the books is available in the shelves, mark as right and if the books is nowhere to be found, mark as cross. See next page for more information.		

VTLS Lo

Items by Sta

UMK Library
Pengkalan Chep
16100 Kota Bharu, Ke
Malaysia

Total Items: 1435

In Transit - 5700

Item Barcode 10005847	Call Number/Copy A746.6.F527 2005 c. 1	Item Units
Collection Code	Date Checked Out	Date Due
Author Fish, June.		
Physical Description 160 p. : col. ill. ; 26 cm.		Ed

In Transit - 5700

Item Barcode 10200816	Call Number/Copy AP2 .P67 2013 SER c. 1	Item Units Jan-Dec 2013
Collection Code	Date Checked Out	Date Due
Author		
Physical Description v.: col. ill.; 27 cm		Edi

In Transit - 5700

Item Barcode	Call Number/Copy AP2 .P67 2014 SER c. 1	Item Units Jan-Dec 2014
Collection Code	Date Checked Out	Date Due
Author		
Physical Description v.: col. ill.: 27 cm		Edi

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/4/17	- Receive duty order from Madam Wan Nurjuliana Bt. Wan Abd Ghafar in providing some sort of assistance to the Sekolah Menengah kebangsaan kadok resource center.	
	- Doing call number for the boued books	
	- Using the method of Copy cataloguing from perpustakaan Negara Malaysia (PNM).	
	- For more information about the letter of the duty order, please kindly refer to the next page.	

UNIVERSITI MALAYSIA KELANTAN

Pejal

RUJ. KAM
TARIKH

SENARAI SEPERTI EDARAN

Tuan/Puan,

ARAHAN BERTUGAS BAGI KHIDMAT BANTUAN PUS KEBANGSAAN KADOK, KOTA BHARU KELANTAN

Dengan segala hormatnya perkara di atas adalah dirujuk.

2.   Sukacita dimaklumkan bahawa tuan/puan diarahka Pusaat Sumber Sekolah Menengah Kebangsaan Kadok, l ditetapkan di bawah :-

Tarikh :	04 April 2017 (Sela
Masa :	09:00 Pagi-05:00 P
Tempat :	Sekolah Menengah
	Km 16 Jalan Kuala
	16450, Kota Bharu
	Kelantan

3.   Sehubungan itu, diharap tuan/puan dapat menjalank Segala kerjasama dan perhatian yang diberikan berhubung pe

Sekian, terima kasih.

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/4/13 - Shelving		
8.00 a.m.		
10.30 a.m. - Doing Stamping to the volume		
banks that arrived in the serial		.
department using the UMK Stamp.		
- Putting tagging number stickers		
in the volume books for security		
purpose.		
6/4/13 - Shelving		
8.00 a.m.		
10.30 a.m. - Doing Stamping to the volume		
banks that arrived in the serial		
department using the UMK Stamp		
- Putting tagging number stickers		
in the volume books for the		
security purpose.		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/4/13 - Shelving		
8.00 a.m.		
9.30 a.m. - Helping the staff to oversee		
the service desk.		
- Doing a check in and check out		
for the book from the students		
either the books is being		
borrowed or they want to		
returned it.		
- Doing a photocopying and print		
for the UMK students		
11.00 a.m. - Designing banner for the		
Arkib department web portal.		

Left page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/4/13 8.00 a.m.	- Shelving	
10.00 a.m.	- Designing banner for the Artis department web portal.	
1.00 p.m.	- Doing stamping to the volume books that arrived in the serial department using the unit stamp. - putting tagging number sticker in the volume books for security purpose.	
11/4/13 8.00 a.m.	- Shelving	
10.00 a.m.	- Fill the completion of bound materials update form. - Type the call number of the volume books using the book tape.	

PRACTICAL TRAINING
LOG BOOK   UNIVERSITI TEKNOLOGI MARA

Right page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/4/13 8.00 a.m.	- Shelving	
10.00 a.m.	- Helping the staff to overlee the service desk - Doing a check in and check out for the books from the students. either they want to borrowed the books or have it returned. - Doing a photocopying and print for the unit students.	
13/4/13 1.30 a.m.	- Filling the form of out of the office for 3 hours because of needed to fetch my little sister from the airport.	
16.30 a.m.	- Get back from the airport.	
11.30 a.m.	- Fill the completion of bound materials update form. - Type the call number of the volume books using the book tape.	

PRACTICAL TRAINING
LOG BOOK   UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/4/10 - Shelving 8.00 a.m.		
10.30 a.m. - Doing Cataloguing for the UMK books and journal. - writing tagging number for each of the books. - putting tagging stickers in the volume books.		
19/4/10 - Shelving 8.00 a.m.		
10.30 a.m. - Doing Cataloguing for the UMK books and journal. - Writing tagging number for each of the books. - putting tagging stickers in the volume books		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/4/10 - Shelving 8.00 a.m.		
10.30 a.m. - Doing Cataloguing for the UMK books and journal. - writing tagging number for each of the books. - putting tagging stickers in the volume books.		
17/4/10 - Shelving 8.00 a.m.		
10.30 a.m. - Doing Cataloguing for the UMK books and journal. - writing tagging Number for each of the books. - putting tagging Stickers in the volume books.		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/4/12 8.00 a.m.	- Showing.	
9.30 a.m.	- Going to the Unit campus Kota pegetawan Chepa. - Meeting with encik Hazimi. - Consult about University Corporate Memory System	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/4/12 8.00 a.m.	- Showing	
10.00 a.m.	- Starting to developing the University Corporate Memory. - Designing the logo of the system. - Configuring the interface for the System.	
25/4/12 8.00 a.m.	- Showing	
10.00 a.m.	- Develop the university Corporate memory system. - Got a server from Encik Hazimi. - The server can only be used within the Unit campus and thus it cannot be used outside the campus. - Try running the system on the server and it works perfectly fine.	

PRACTICAL TRAINING LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/5/13 8.00 a.m.	- Shelving	
9.30 a.m.	- Nedd to go to Sekolah Menengah Agama Tengku Ampuan Paiyah Wani, Kelantan for the program 21st Century library with Supervisor of adoptive School Resource Center. - The program Start at 2.00 p.m. and End at 5.00 p.m.	
3/5/13 8.00 a.m.	- Shelving.	
10.00 p.m.	- Develop the University Corporate Memory System. - Make a few adjustment to the system logo. - Still designing the wallpaper / background image of the system using photoshop portable.	

PRACTICAL TRAINING LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/4/13 8.00 a.m.	- Shelving	
10.00 a.m.	- Develop the University Corporate Memory System. - Make a few adjustment to the system logo. - Designing banner for the front interface of the system.	
27/4/13 8.00 a.m.	- Shelving.	
10.00 a.m.	- 5s cleaning day. - Clean all the place within the library. - cleaning inventory room and rearrange the position of an item in the inventory room in order to have more space.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/5/19	- Shelving	
8.00 a.m.		
10.00 a.m.	- Helping the staff to overee the service desk.	
	- Doing check in and check out for the books from the students whether they want to borrowed or returned it.	
	- Doing a photocopying and print for the unit students	
	- Collect fines from the students that failed to returned books within the given times.	
8/5/19	- Shelving	
8.00 a.m.		
10.00 a.m.	- Developed the university Corporate Memory System.	
	- Trying to do documentation for the university Corporate Memory System.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/5/19	- Shelving	
8.00 a.m.		
10.00 a.m.	- Develop the university Corporate Memory System.	
	- Trying to connect to the server that was given by Encik Hasrind using desktop connection.	
	- Trying to developed the system in the server.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

9/5/11 - Sheluina
8.00 a.m.

10.00 a.m. - Referring the university
corporate learning system.
- Trying to do documentation
for the university's manuscrate
member system

TENGKU ZULIANA

PEJABAT PERPUSTAKA...
UNIVERSITI M...

PRACTICAL TRAINING LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

14/5/13 - Needed to go to Primary School
P.a.a.m. of Bukit Marah Brichok, Kelantan.
Because of program ... ...
and resources center with ... ...
it my resources need- supervisor
- The ... ... estimat
start at 8.15 a.m and will
be over at 1.30 p.m.
- For more information about
the tentative program. Please
kinsss refer to the next pages

TENGKU ZULIANA
PENOLONG PEG ... ...
PEJABAT PERPUSTAKA... ... DAN PENGURUSAN ILMU
UNIVERSITI M... ... ...

PRACTICAL TRAINING LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/13 - Go to UMK library Kota campus 8.00 a.m. for consultation with Encik Amirul for the university corporate memory system.		
16/5/13 - Shelving 8.00 a.m.		

PENOLO
BA. PUSATPERPUSTA... / DE... ...GURUS...
UNIVERSITI ...

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

17/5/12 – Shelving

8.00 a.m.

9.30 a.m – Helping the Staff to oversee the service desk.
– Doing check in and check out for the books from the student to either they want to borrowed the books or has it returned.
– Doing photocopying and print for the students.

11.00 a.m. Continue to developed the university Corporate Memory System.

TENGKU ZULH...

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

– Shelving

PEJABAT PERPUSTAKAAN ... MALAYSIA KELANTAN

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

21/5/11 - Shelving-
8.00 a.m.

9.30 a.m. - Helping the staff to run
the service desk.
- Doing check in and check out for the
books from the shelf either
them want to borrow the books
or have it return.
- Doing photocopying and print
for the students.

11.00 a.m. Continue to run the
University Corporate network
System

TENGKU ... ...
PENOLONG PEGAWAI ... ...
PEJABAT ... ...
UNIVERSITI MALAYSIA KELANTAN

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/5/11 Shelving 8.00 a.m		
9.30 a.m	Helping the staff to oversee the service desk. Doing check in and check out for the books from the students either they want to borrowed the books or have it returned. ⊦ Doing photocopying and print for the students.	
11.00 a.m	Continue to create user manual for administration	

TENGKU ZUL...
PENOLONG PEGAWAI ...
...
UNIVERSITI MALAYSI KELANTAN

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/5/11 Shelving 8.00 a.m		
9.30 a.m - 11.00	Helping the staff to oversee the service desk. - Doing check in and check out for the books from the students either they want to borrow the books or have it returned. - Doing photocopying and print for the students.	
11.00 a.m	Continue to create user manual for administration.	

TENGKU ZULIKHA BINTI ... WORD ...A
PENOLONG PEGAWAI PERPUSTAKAAN
PEJABAT PERPUSTAKAAN DAN ... BUKU
UNIVERSITI MALAYSIA ELANTAN

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/5/17 8.00 a.m.	- needed to go to the Secondary School Tan Sri Mohamed Yaacob that located at Tanah Merah, kelantan. - For the program of knowledge Management workshop with the resource center supervisor. - The program are estimated to start at 9.30 a.m and will be over at 1.30 p.m. - For more information about the program, you can see the tentative program at the next pages.	

TENGKU ~~~~~
PENOLONG PEGAWAI ~~~~~~ AN ILMU
P~~~
UNIVERSITI MALAYSIA KELANTAN

Tentatif Program Bengkel Pengurusan Gedung !
Sumber SMK Tan Sri Mohamed Yaacob Pada !
Perpustakaan Dan Pengurusan Ilmu Univ

Tarikh	Masa	Aktiviti
	7.30 pg	Staff berlepas dari
	9.30 pg	Ketibaan warga UM
	9.30 pg	Pendaftaran Pelaj Jamuan Ringan
25 Mei 2017 (Khamis)	10.00 pg – 10.30 pg	Pelancaran Nilam Perlantikan Peng
	10.30 pg – 12.30 tgh	Bengkel Pengu Pengawas Pusa Yaacob
	12.30 tgh – 1.00 tgh	Penutup & F Penerimaan Sijil
	1.00 tgh – 1.30 tgh	Makan Tengaha

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/5/17 - Shelving		.
8.00 a.m.		
9.30 a.m. - Helping the staff to oversee the service desk		
	- Doing photocopying and print for the students.	
10.30 a.m. - Starting to create user Manual for public user.		
29/5/17 - Shelving		
8.00 a.m.		
9.30 a.m. - Helping the staff to oversee the service desk		
10.30 a.m. - Continuing to create user Manual for public user.		

PRACTICAL TRAINING LOG BOOK — UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30/5/17 - Shelving		
8.00 a.m.		
9.30 a.m. - Helping the staff to oversee the service desk.		
10.30 a.m. - Continuing to create user Manual for public user.		
31/5/17 - Shelving		
8.00 a.m.		
9.30 a.m. - Continuing to create user Manual for public user.		
1.00 p.m. - Starting to create brochure for the University corporate memory system.		

PRACTICAL TRAINING LOG BOOK — UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6/17	– Shelving	
8.00 a.m.		
9.30 a.m.	– Helping the staff to oversea the service desk.	—
10.30 a.m.	– Continuing to create brochure for the university corporate menus system.	

PENOLONG PEGAWAI PERPUSTAKAAN

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/6/17	– Shelving	
8.00 a.m.		
9.00 a.m.	– One month before the end of industrial training, all the practical student are required to go to campus city to learn all the department works within the uitm library.	
	– For the first week, I was assigned to the quality management department and my supervisor in the quality management department is Madam Shazwani	
	– in the quality management department, I was being task to make a new 5s feb portal by madam Shazwani.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/6/17 – Shelving		
8.00 a.		
9.00 a.m. – Continue to developed the new ss web portal.		
– Download all the needed materials for dec... in the web portal		
6/6/17 Shelving		
8.00 a.m.		
9.00 a.m. – Continue to developed the ss web portal		

AMIRUL FIRD...
PEJABAT PERPUSTA... DAN PENGURUSAN ILMU
UNIVERSITI MALAYSIA KELANTAN

PRACTICAL TRAINING LOG BOOK — UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/6/17 Shelving		
8.00 a.m.		
9.00 a.m. – Continue to developed the ss web portal.		
– Design the banner for the web portal.		
8/6/17 – Shelving		
8.00 a.m.		
9.00 a.m. – last day in the ancillary management department.		
– Continue to developed the ss web portal.		
– Almost in h... of the web portal have been complete.		
– Show progress to Madam Sharwani		

AMIR...
PEJABAT PER...
UNIVERSITI MALAYSIA KELANTAN

PRACTICAL TRAINING LOG BOOK — UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/6/13 – Shelving		
8.00 a.m.		
9.00 a.m – Today, I have been relocated		
	to the acquisition department	
	under mister Amirul.	
	– I was been task to list the	
	invoices within the UMK library	
	document in a blank paper.	
	– Mister Muiz is the one that	
	guide me on how to list	
	the invoices.	
14/6/13 – Shelving		
8.00 a.m.		
9.00 a.m. – Continue to list the invoices		
	within the UMK library document	
	in a blank paper.	

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

1

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/6/13 – Shelving		
8.00 a.m.		
9.00 a.m. – Continue to list the invoices.		

PRACTICAL TRAINING
LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/6/13 – Shelving 8.00 a.m.		
9.00 a.m – Today I was relocated to the ... ation system and new media depart... Under Mister Hamimi. – I was being been task by Mister Hamimi to create new organisation chart for each of the ... ... within the unit library to be put in the library new portal.		
19/6/18 – Shelving 8.00 a.m		
9.00 a.m – Continue to ... the new Organisational chart for each of the department within the unit library to be put in the library new portal.		

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DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/6/1: – Shelving 8.00 a.m		
9.00 a.m – Continue to ... the new Organizational chart for each of the ... within the unit library to be put in the library new portal.		
21/6/18 – Shelving 8.00 a.m		
9.00 a.m – Mister Hamim asked me to continue to ... the JS web portal.		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/6/13 — Shelving		
8:00 a.m.		
9:00 a.m. — Continue to develop the		
	Ti web portal	

**PRACTICAL TRAINING
LOG BOOK** UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/6/13 — Shelving		
8:00 a.m.		
9:00 a.m. — Continue to develop the		
	SS web portal.	
28/6/13 CL		
8:00 a.m.		
9:00 a.m. — Continue to develop the SS		
	web portal.	
	— Show progress to Madam	
	Shas...	
	— Madam Shaznan. Said	
	good and she seen	
	Satisfied with the new SS	
	portal.	

**PRACTICAL TRAINING
LOG BOOK** UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29.10.12 - Shelving		
final		
9.00 a.m. - Today is the last day		
the UMK library.		
- Doing record		

A. ABDUL FIRDAU BIN ZILAH
WAKIL PENGURUSAN
ALI PENGURUSAN ILMU
PEJABAT EN. 03
UNIVERSITI MALAYSIA KELANTAN.

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

PEJABAT PEN. JKM DAN PE
UNIVERSITI MALAYSIA KELANTAN.