



UNIVERSITI TEKNOLOGI MARA FACULTY OF  
INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:

**UNIVERSITI MALAYSIA KELANTAN,  
THE OFFICE OF LIBRARY AND KNOWLEDGE  
MANAGEMENT,  
KARUNG BERKUNCI 36, PENGKALAN CHEPA,  
16100 KOTA BHARU KELANTAN**

SPECIAL PROJECT:  
OPEN MONOGRAPH PRESS (OMP)

BY

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2014147877

IM245 - BACHELOR OF INFORMATION 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

---

SITI NURUL IDAYU BINTI MAHMAD

2014147877

Date of submission: 12 July 2017

## **ABSTRACT**

*The trainee undergoes an industrial training from 1 February 2017 to 30 June 2017 at University Malaysia Kelantan at the department of The Office of Library and Knowledge. Internship is an opportunity to relate what has been covered in class and what is applicable in the field in an operational environment. Consequently, this has basic information about the training establishment and expressive information on the training. The purpose of the program is to fulfil the core equipment for the award of a Bachelor of Information Science (Hons.) Information System Management from Universiti Teknologi Mara (UiTM) to get a practical aspect of the theoretical work studied at the university and to understand the operations in the industry sector and to enable students gain experience in different tasks.*

**Keywords:** *industry, internship, management, system, training*



## ACKNOWLEDGEMENT

"In the name of Allah, Most Gracious, Most Merciful"

With great pleasure, I would like to extend my sincere gratitude and thanks to my families for their sincere support they have given me. Praise to God with His grace, I am able to accomplish the training industry for total of twenty four (22) weeks or six (6) months in The Office of Library and Knowledge Management at University Malaysia Kelantan began on 1nd February until 30th June 2017. At the same time, is a great opportunity for learning and professional development and I am very thankful to Allah SWT that allow me to successfully completing the final industrial training report as official established platform to meet the main requirements for completing the Bachelor of Information Science (Hons.) Information System Management, Universiti Teknologi Mara (UiTM) Kelantan by the year 2017.

Therefore, I consider myself as a very lucky because I was given the opportunity to be part of it. I am also grateful to have the opportunity to meet so many wonderful people and professionals who took me though this training period. On this time, I wish to direct our appreciation and thanks to the draping of individuals and parties involved in providing guidance, advice, assistance and support in order to complete the final assignment for the semester's end.

Appreciation to the Senior Librarian of the library UMK, Encik Amirul Firdaus Bin Zilah as my supervisor and as well as who really care about my progress during

training in library of UMK. Thank you also to the staff of library UMK a lot to teach me about running and doing internship in library of UMK that all this time I learn to advance. Additionally, it also taught me a lot about the significance of communication in the group when executing the task with team spirit there.

Last but not least, my thanks goes to colleagues who has provided help and support during our introductions, especially to friends that much give constructive criticism to ensure the success of this report.

Thank you.

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# **CHAPTER 1**

## **INTRODUCTION**

## **CHAPTER 1: INTRODUCTION**

### **1.0 INTRODUCTION**

An industry training's a great chance for students to learn about the industry, to establish important relationships and, most importantly, the seeds start to a career in your selection profession. For student out of the training industry what they are willing to invest in the process. In others word. Industrial training is a mandatory course for all degree students of Information Management. Industrial training is the process of developing skills and experience in the real-life working environment. The training refers to work knowledge that is relevant to professional development prior to graduation. It's also a requirement to fulfil the course in order to complete the degree as well as graduate from the university. For Information System Management students, a 5 months period is allocated for training at locations chosen by themselves.

For students of Information Management, we have to undertake this practical training during our seventh (7th) semester for five months. Since trainee was Information System Management student, trainee have chosen the The Office of Library and Knowledge Management at University Malaysia Kelantan Library as the place of Industrial Training. So, right on the 1st of February, trainee started the industrial training at the organization chosen. 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. The indefatigable support staff and efficient ecosystem have contributed in providing a conducive and consoling learning environment for students. In tandem with modern advancement, UMK is now ready to explore all the possibilities. We shall continue striving for betterment and greatness in line with our tagline: "Transformative, Entrepreneurial, Excellent"



## 1.1 Background of the Organization



Figure 1: View of University Malaysia Kelantan

UMK has been steadily instrumental in championing entrepreneurship education in Malaysia in order to produce multitalented graduates. UMK is the 19th federal public university to be established in the country and its establishment was announced in the 9th RMK presentation by the then Prime Minister of Malaysia, Dato' Seri Abdullah Ahmad Badawi. Starting with just four programs which is Creative Technology, Heritage, Entrepreneurship and Business and Applied Sciences of Agricultural Technology Entrepreneurship, now twenty-seven UMK offers diverse courses in five faculties in conjunction with the current demand and industrial development.

### 1.1.1 Vision

Championing human capital development with entrepreneurial qualities for global prosperity.

### 1.1.2 Mission

UMK provides:

- Quality and relevant academic programmes
- Research and innovation of high commercial value
- Services that fulfil social obligation to enhance competitiveness in entrepreneurship

UMK focuses on prioritising the customer's needs and fulfilling market requirements by providing a conducive environment. UMK staff who are knowledgeable, experienced, and committed in practising a professional work culture, participative management, as well as carrying out continuous improvements.

### 1.1.3 Objectives

- To provide educational courses and training with an emphasis on inculcating entrepreneurial traits and soft skills across the curriculum.
- To develop quality human capital that contributes effectively to national development and benefits society.
- To enhance the capability of staff in life-long learning, leadership and management.
- To develop the capacity and capability of small and medium scale enterprises (SME) in order to enhance their competitiveness in generating national wealth.
- To provide a conducive educational infrastructure and effective support systems as the basis to becoming a World-Class University.
- To implement regional development activities in accordance with the Malaysian East Coast Economic Region (ECER) Development Plan.
- To practise effective administration and financial management with high integrity.

#### 1.1.4 Logo and Philosophy



Figure 2: Logo of UMK

The symbolism of Universiti Malaysia Kelantan's (UMK) logo is the emphasis on the letter "U", "M" and "K". The design symbolises the elements and nature of the university's openness and timelessness. On the other hand, the hour glass shape reflects the unlimited period of time available for the learning process, thus promoting Lifelong Learning. It also symbolizes the elements of a chromosome which is active and dynamic, as well as being a part of nature.

This process is supported by the symbol of two hands in askance of blessing and God's solace while being eternally grateful. The image of the Chromosome represents the active and dynamic nature of interacting in a university environment. The selection of the colour "blue" is for Malaysia, "red" for Kelantan, and "orange" for the ripe area which refers to heritage.

This logo is supported by UMK's philosophy which focuses on six (6) aspects, namely:

- ✓ Entrepreneurial Education
- ✓ Third language
- ✓ ICT as an enabler.
- ✓ Lifelong learning.
- ✓ Quality human capital.
- ✓ Uniqueness and relevancy

### 1.1.5 UMK Kota Campus Building



Figure 3: UMK Kota Campus

### 1.1.6 Contact

|                |  |
|----------------|--|
| <b>Address</b> | UNIVERSITI MALAYSIA KELANTAN<br>Kampus Kota<br>Karung Berkunci 36, Pengkalan Chepa,<br>16100 Kota Bharu, Kelantan. |
| <b>No Tel</b>  | 09 - 771 7000  |
| <b>Website</b> | <a href="http://www.umk.edu.my">http://www.umk.edu.my</a>  |

### 1.1.7 Location of Umk Kota

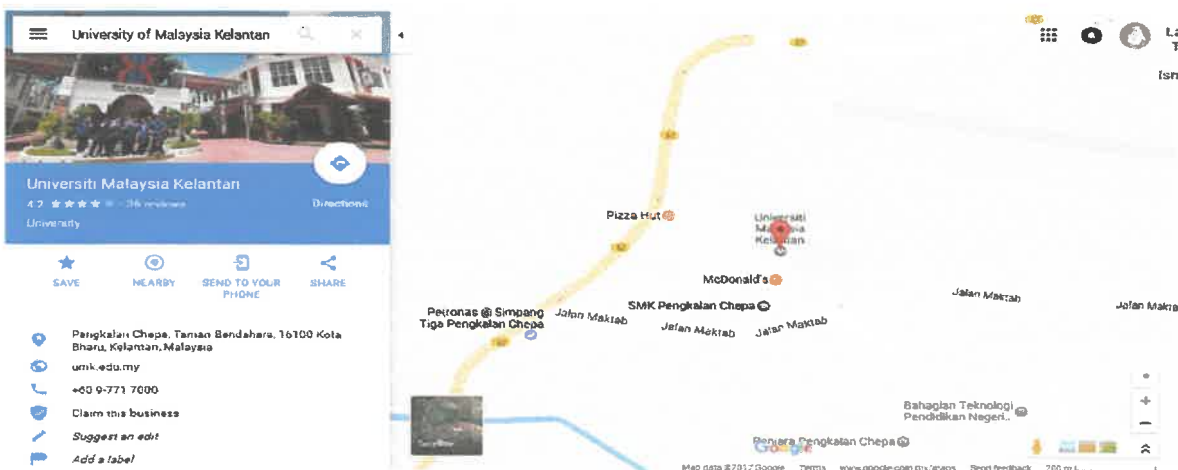


Figure 4: Location of UMK Kota Campus

1.2 Organizational structure

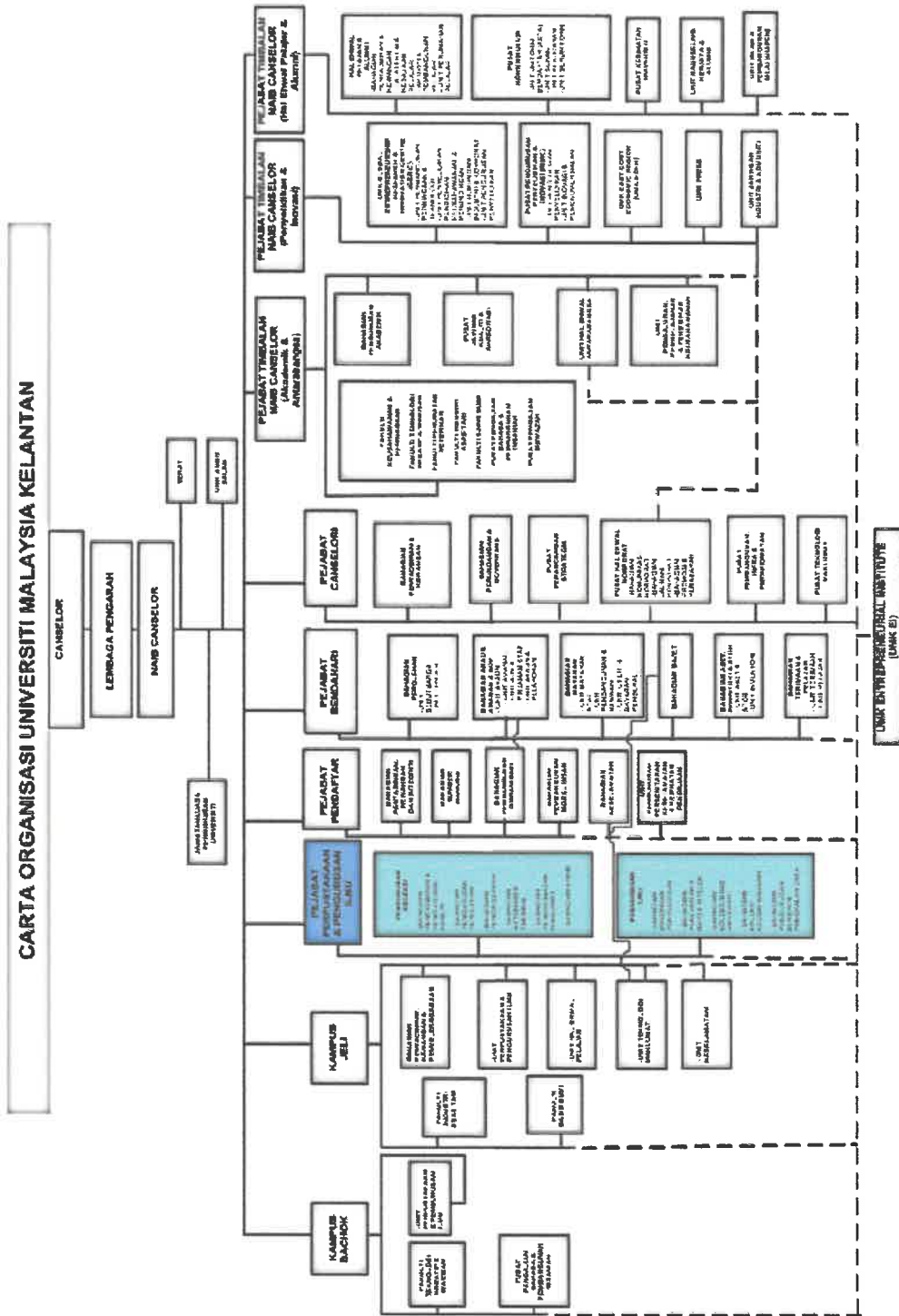


Figure 5: Organizational structure UMK

**CHAPTER 2**

**ORGANIZATION**

**INFORMATION**

## CHAPTER 2: ORGANIZATION INFORMATION

### 2.0 INFORMATION STRUCTURE



Figure 6: View The Office of Library and Management Knowledge UMK Campus Kota

#### Background of the Office of Library and Knowledge Management Library UMK

UMK library known as the Office of Library and Knowledge Management are good at Universiti Malaysia Kelantan. It is for users who need to find the ingredients of academic and non-academic, library delivered it to the user. MSE library began operations in July 2007 with a collection of 3,000 books and journals and a seating capacity of 200 people UMK Library has three branches, namely the City Campus, Campus Jeli and Bachok Campus.

#### 2.1 Vision

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

#### 2.2 Mission

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

### 2.3 Objectives

- To provide and manage information based services for its users
- To provide the best quality information services and facilities
- To manage information and knowledge culture amongst UMK's community
- To be effective repository institution to the universities

### 2.4 Functions

- Responsible for developing comprehensive and relevant collection by acquiring reference materials and information resources for the need of faculty available in UMK.
- Responsible to ensure that reference materials and information sources being indexed and catalogue for easy management and also can be retrieving effectively and efficiently.
- Responsible for providing facility and information services to support the process of learning and teaching also to support research.

### 2.5 Facilities

- Book drop
- Self-check machine
- Research common centre
- Entrepreneur resource entre
- Online database centre
- Discussion room
- Photocopying
- Wi-Fi access
- Reading area
- Media room



## 2.6 Services

### Liaison Librarian

In an effort to support and strengthen the learning, teaching and research activities of UMK, The Office of Library and Knowledge Management has established an extensive program of Liaison services to serve as a contact person for the academic community of faculty, staff and students. The service aims to:

- I. To maintain support between the library and faculties, schools, institutes and centres and serve as a contact person for the academic community of the faculty, staff and students.

| No | Librarian                       | Contact No | Email                    | Faculty/Academic  |
|----|---------------------------------|------------|--------------------------|---|
| 1. | Mr. Hairuladzhar Bin Mohd Hamdi | 09 7717184 | adzhar@umk.edu.my        | Centre For Modern Language & Generic Development                |
| 2. | Mr. Amirul Firdaus Bin Zilah    | 09 7717187 | amirul@umk.edu.my        | Faculty of Entrepreneurship and Business                        |
| 3. | Mr. Pahmi Bin Abdullah          | 09 7717186 | pahmi@umk.edu.my         | Centre for Postgraduate Studies                                 |
| 4. | Madam Noor Izzati Bt Mat Nuri   | 09 7717189 | izzati@umk.edu.my        | Faculty of Veterinary Medicine                                  |
| 5. | Madam Norhayati Bt Nordin       | 09 9477183 | norhayati@umk.edu.m<br>y | Faculty of Earth Science<br>/ Faculty of Agro Based<br>Industry |

|    |            |            |                           |  |
|----|------------|------------|---------------------------|--|
| 6. | Madam      | 09-7797180 | nurjuliana@umk.edu.m<br>y | Faculty of Creative<br>Technology and Heritage |
|    | Wan        |            |                           |  |
|    | Nurjuliana |            |                           |  |
|    | Wan Abd    |            |                           |  |
|    | Ghafar     |            |                           |  |

Table 1: Librarian Liaison of UMK Library

## 2.7 Opening hours

The last entry to the library is 15 minutes before closing time. Please note that when the circulation desk (including the self-service machine) is closed, no lending services and cash transactions may be carried out. This is to alert users to be ready to leave the library.

| DAYS                  | DURING SEMESTER | SEMESTER BREAK    | EXAM PERIOD (SEMESTERS 1 & 2) |
|-----------------------|-----------------|-------------------|-------------------------------|
| Sunday -<br>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 2: Opening Hours of Library UMK

## 2.8 Borrowing

### Services - Borrowing

#### I. Borrowing Privileges

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

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

Table 3: Borrowing privilege

## II. How to Borrow

1. You will need your valid library card (your student or staff card) to borrow items.
2. Take the book and your library card to the self-service units and check it out yourself.
3. If you experience problems, please speak to the staff at the library enquiry desk.
4. Collect your transaction slip indicating the due date.

Note: Items from CD, DVD and Multimedia must be borrowed and returned at the Counter.

### III. Your Library Account

Log in to 'My Account' to check:

1. Items you have borrowed
2. When the items are due
3. Fines outstanding

### IV. Renewals

To renew online, log in to 'My Account'.

A loan may be renewed once (1 time) and renewals must be done at least a week (7 days) before the due date. Please note that the new loan period begins from the day of renewal, not from the original due date.

However renewals will not be allowed if:

1. The item has already been renewed once.
2. There is a block (due to fines, overdue or lost items, etc.) in your record, or
3. The item has been requested for hold by someone else.

### V. Returns

Loaned items must be returned via the Book Return. The Book Return is open 24 hours a day, 7 days a week. Please return your items on or before the due date or time as other users may want to use them. CD, DVD and Multimedia must be returned at the Counter Services Desk. There may be occasions when items are recalled for collection maintenance before the due date.

### VI. Hold Request

If an item that you require is currently on loan (borrowed by someone else), you may request to place a hold on the item, so that the item will not be renewed

and you are the first in line to borrow it when it is returned. Requests for hold must be placed online via the Library Portal. In the "Items" view, click the "Request" button next to the item you would like to hold and enter the required information.

Requested items will be held at the Lending Services Counter for 3 days after the item becomes available. Be sure to check your request status in My Account. Request status will change from "Pending" to "Pick-up" when the item is available. If you do not claim the item within 3 days, the item will be returned to the shelves and can be borrowed by others. A Hold request is valid for 30 days.

#### VII. Overdue items & fines

If you do not return or renew items before the due date, they will become overdue. The library charges fines on overdue items, to encourage users to return items on time.

You are advised to check your student portal and My Account in Library website regularly. If your item is overdue because you were on medical leave, please present a medical certificate to qualify for exemption.

Students must pay fines and replacement cost at their respective campuses:

|   | Library              | Operating Hours   |
|---|----------------------|---|
| 1 | <b>City Campus</b>   | Sunday - Thursday : 9.00am - 9.00 pm<br>Saturday : Closed<br>Friday & Public Holiday : Closed |
| 2 | <b>Bachok Campus</b> | Sunday - Thursday : 9.00am - 9.00 pm<br>Saturday : Closed<br>Friday & Public Holiday : Closed |
| 3 | <b>Jeli Campus</b>   | Sunday - Thursday : 9.00am - 9.00 pm<br>Saturday : Closed<br>Friday & Public Holiday : Closed |

Table 4: Opening Hours Each Campus

Please Note: Operating Hours are subject to change by management without prior notice.

#### VIII. Lost and Damaged Resources

If you have lost a library item, please report it immediately in order to minimise overdue fines. The borrower may replace the item or pay the market price of the item, in addition to paying a processing fee of RM30.00 and the fines due until the day that the report was made. Lost items must be replaced or paid for within 2 weeks of the report.

Blocks resulting from overdue or lost items:-

You may enter the library but will be blocked from borrowing if:

1. you have loans overdue by 10 days or more
2. your outstanding fines are RM 50.00 or more
3. you have lost item payments or replacement outstanding

## IX. Invoice Letter

Library will send the Invoice letter.

The Invoice letter will indicate the replacement costs of the books that are not returned by the due date. In the following semester, your account will be blocked until you have returned the books and settled any fines or replacement costs.

### 2.9 Inter-Library Loan

Academic staff and Students may request Inter Library Loan for books that are not available in the library and databases. These items are requested from the libraries of other local public universities.

### 2.10 Intra-Library Loan

Universiti 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. You may download and fill up the form to request resources through Intra-Library Loan. The library will contact you once the items are ready for collection at your selected pick-up locations within 3 working days.

Please fill in the form and submit to us via email [libraryservice@umk.edu.my](mailto:libraryservice@umk.edu.my)

### 2.11 Local Library Catalogue



## 2.12 Social Online Public Access Catalog (S-OPAC)



Figure 7: Interface of SOPAC

## 2.13 Collection

There have 11 collection in the UMK library such as:

### 1. Open Shelf Collection

Consists of books from all subject fields and could be borrowed by users within the indicated specified period.

### 2. Reference Collection

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

### 3. Standard Collection

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

### 4. Media Collection

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

### 5. Journal Collection



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

6. Examination Paper Collection

Consists of non-printed materials. The non- printed materials can be accessed through the library portal.

7. 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.

8. Light Reading Collection

Consists of materials like general and popular materials in bulletins, flyers, etc which are applicable to all levels of users and can be referred to only in the libra

9. Fiction Collection

Consists of Malay and English novels which can be borrowed

10. Online Databases

Online databases are subscribed to support the development of learning and research. They include:

i. Internal Database

ii. External Database

11. Internal Database

12. This 'in-house' database is created to provide more information on:

i. Examination papers

ii. Newspaper articles

iii. Theses

iv. Journals

## 2.14 Rules and Regulations

### General Policy

1. Only Library members and those approved by the Chief Librarian are allowed to use the Library.
2. Members have to present their membership card when asked to do so by the Library staff.
3. Users are not allowed to eat, drink, smoke, make noise, sleep or disturb the peace of the library.
4. 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.
11. User is not allowed to smear, tear or damage the library materials.
12. The Chief Librarian may amend or change the Library Rules and Regulations as and when deemed required.



## 2.16 Departmental

The Office of Library and Knowledge Management at Universiti Malaysia Kelantan have two main departments that play a very important role to the UMK library. The departments involves of information development cluster and information service cluster. The unit under information development cluster includes administration and quality management unit, acquisition unit, technical management unit, system and new media unit, and publication and intellectual property unit. While the unit under information service cluster include information service unit, serial and database management unit, entrepreneur and special collection unit, research and innovation unit and also archive unit. These two department was examined by two different senior librarian.

| COLLECTION DEPARTMENT                            | KNOWLEDGE MANAGEMENT  |
|--|---|
| CLUSTER  | CANTER  |
| Administration and Quality Management Department | Information Service Department                                |
| Acquisition Management Department                | Serial and Digital Collection                                 |
| Technical Management Department                  | Special Collection and Entrepreneurship Management Department |
| System and New Media Depsrtment                  | Research and Innovation Department                            |
| Publication and Intellectual Property Department | Archives Department   |
|  | Multi Camera Production (MCP) Unit                            |

Table 4: Department in UMK Library

## 2.2 DEPARTMENT FUNCTION

### 2.2.1 Administration and Asset Management Department

The administration and quality management unit is responsible for managing, controlling and ensuring that all work on the management of administrative, financial and quality to control systematically and effectively. This unit is under the En. Amirul Firdaus B. Zilah.

#### 2.2.1.1 Activities

Activities involved in this unit is to manage and implement the procurement department in quotations for procurement of goods less than RM200, 000.00. This unit is also responsible for managing and implementing the procurement department by department treasurer in quotations for procurement of goods less than RM200, 000.00.

#### 2.2.1.2 Organizational Chart

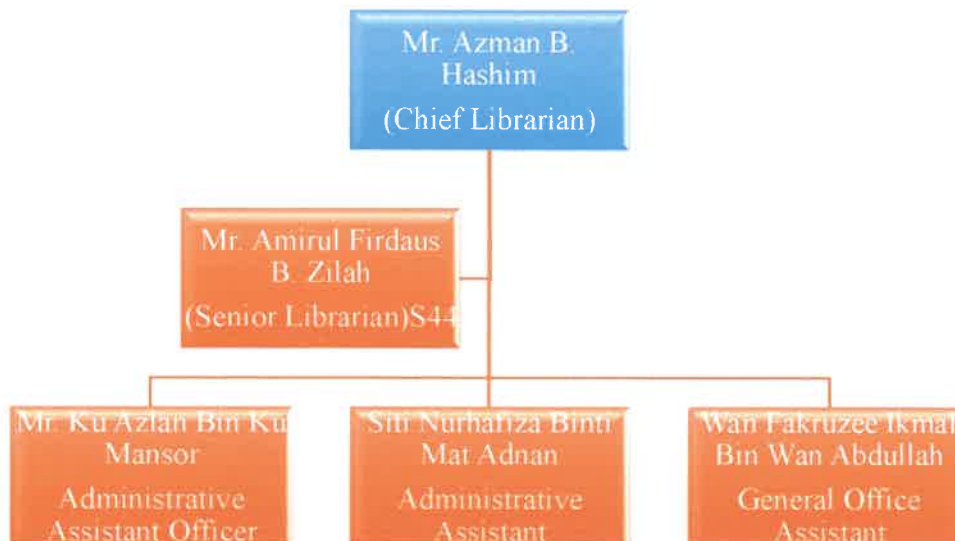


Figure 9: Organizational Chart in Administration and Quality Management

## **2.2.2 Acquisition Management Department**

Acquisitions is the department of a library responsible for the selection and purchase of materials or resources. The department may select vendors, negotiate consortium pricing, arrange for standing orders, and select individual titles or resources. UMK's library received books through three methods which are purchasing, gift and exchange.

### **2.2.2.1 Activities**

Activities that involved in this unit when the new ordering from the users to be available in the library collection. Acquisitions activities include the following:

#### **I. Selection**

For this activities which that process of selecting of the materials and also selecting of the vendors to make the ordering the books.

#### **II. Purchase Order**

For this part., the staff should receive order request and also must review request to make sure that it is complete such as fund, location, selector name.

#### **III. Received**

The process of receiving the materials, the quantity of materials, title and invoice received must be tally with the materials ordered. The entire invoice that has problems will not be processed and will be sent back to the vendors.

#### **IV. Organization process**

The materials information in Virtua system will be updated by making receipts and invoice. All the information that needs to be key in must be accurate. When the process is done, the materials will be stamped with

information stamp at verso page of book, copyright stamp around the book's side and "bekung" at the verso page. After that, the materials will be inserted with tagging number and stripe for the book for the security purpose.

#### V. Payment Invoices

The copy of check and invoice will be sent by financial departments once the payment for vendors has been paid. The payment invoice must be check to ensure that the payment done is correct.

#### 2.2.2.2 Organization chrt

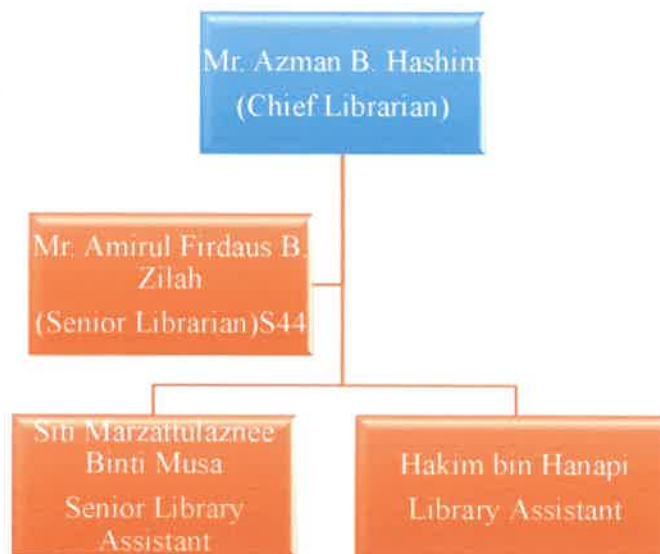


Figure 10: Organizational chart of Acquisition Department

#### 2.2.3 Technical Management Department

In this technical management department there are two ways that has been used to catalogue UMK library material, either original or copy cataloguing. Usually, they often need to do original catalogue for local publication. As for international bibliographic, it is already being catalogued by other libraries and the division only need to copy any necessary information that fit its policy. In addition, this division is also responsible for producing call number.

### 2.2.3.1 Activities

- I. Cataloguing and classification which include determination of authorship, description of the item, and assignment of subject headings and classification number.
- II. Physical preparation of the material which involves making spine labels, book jackets, security stripping, ownership stamping and any other necessary preparation.
- III. To maintain database in the library which involves updating, correcting, removing and discarding.
- IV. Make the materials available for users.

### 2.2.3.2 Cataloguing Process

There are two types of cataloguing in this department such as:

- I. Cataloguing Origin (Original cataloging)
- II. Copy Cataloging "Cataloguing in Publication" (CIP)

### 2.2.3.3 Organizational Chart

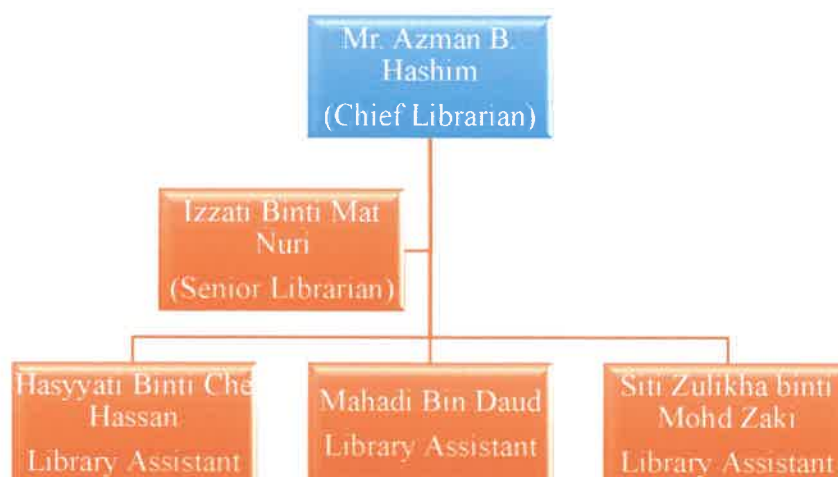


Figure 11: Organizational Chart of Technical Management Department



## 2.2.4 System and MCP Department

The role of an information system is to collect, store, organize and to distribute the information of an organization. This unit is also responsible for designing, building and maintaining of an organizations information system. The task is to design, plan, install, maintain, generate report, and cost benefit and also to reduce the manual labour required in an office.

### 2.2.4.1 Activities

- I. Manage the Library System and always keep updated and prevent the failure problems or server down.
- II. Maintain the library gadgets like computers, ipad, fast check machine and others so that it can be used by users.
- III. Update the library website with current information about library and manage the library databases

### 2.2.4.2 Organizational Chart

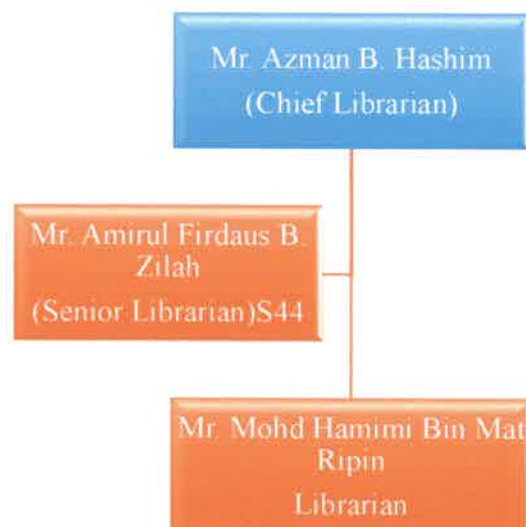


Figure 12: Organizational Chart of System and MCP Department

## 2.2.5 Research and Innovation Department

Research and innovation department is the part that supports and assists the research undertaken by researchers of the University in terms of preparation of materials to researchers writing in the production of paper. This department is to ensure that research data can be generated accurately UMK as well as transparency and reliability of the data in the field of publication.

### 2.2.5.1 Activities

- I. Organize and provide research materials needed by researcher by using all mediums available.
- II. Professionally develop department for research unit, documentation, services preparation and also facilities needed by researcher.
- III. Handle all materials that support the research.

### 2.2.5.2 Organizational Chart

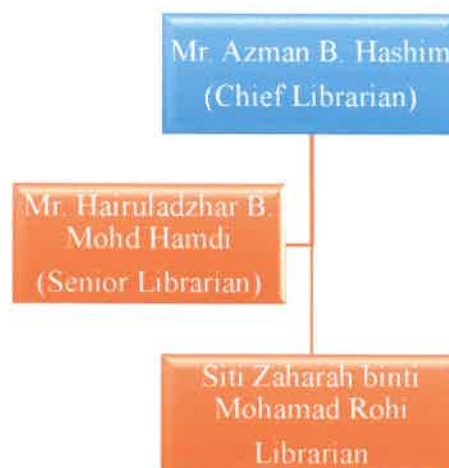


Figure 13: Organizational Chart of Research and Innovation Department

### 2.2.6 Special and Entrepreneurship Collection Department

The Entrepreneurship and special collection department is responsible to manage and store all the materials of entrepreneurship collections which is identified to be special collection of the library. This department is also responsible to be a reference unit for the lecturers and students for getting any information and input regarding the entrepreneurship fields.

#### 2.2.2.6 Activities

- I. Managing the special and entrepreneurship collection material like thesis material about entrepreneurship, related annual report.
- II. Monitoring and key in data about special collection in Kelantan only like history of Kelantan, traditional game and all about the Kelantan's.
- III. Special and Entrepreneurship Collection part monitors and manages Entrepreneurship room (Entrepreneurship Resources Centre).
- IV. Indexing, cataloguing and processing of materials, special collections materials related to entrepreneurship.

#### 2.2.6.2 Organizational Chart

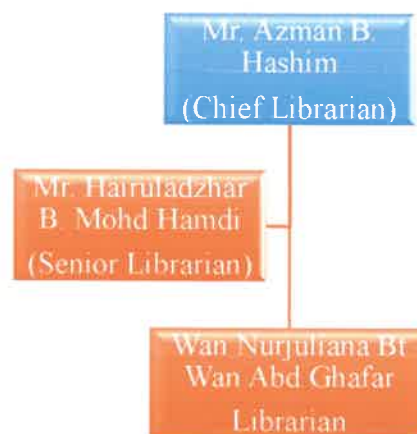


Figure 14: Organizational Chart of Special and Entrepreneurship Collection Department

## 2.2.7 Publication and Intellectual Property Department

This unit is responsible to provides, create and manage the new publication which any lecturers of UMK want to publish. Besides that, this unit also is responsible to handled and help or assist the publication process of new materials by UMK and Library.

### 2.2.7.1 Activities

- I. Manage the new publication materials in UMK
- II. Assist users that need to buy books
- III. Assist and help the UMK lecturers in making the publication of books, articles or others scholarly publication.
- IV. Check all publication process and control the intellectual property which under UMK Publications name.

### 2.2.7.2 Organizational Chart

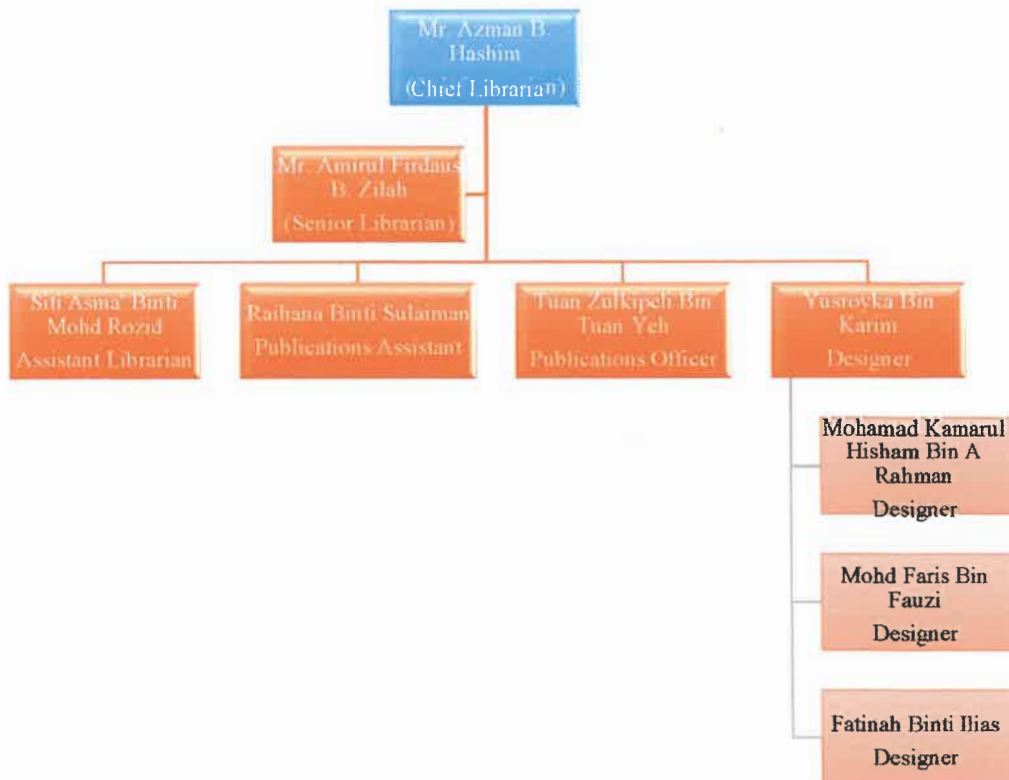


Figure 15: Organizational Chart of Publication and Intellectual Property Department

## 2.2.8 Information Services Department

This unit is responsible to manage the library reference service, circulation service, and user's education service. Not only that, it is also responsible for managing the interlibrary loan service, and manage the documentation of library. This unit provide services for their users and the main unit that will need staff to communicate directly with the users.

### 2.2.8.1 Activities

- I. Collect, store , organize and to distribute the information of an organization it is also responsible for designing, building and maintain an organizations information system the task is to designing, planning, installing, maintaining, generating report, cost benefit and to reduce the manual labor required in office.
- II. Assist and handle the Students and Lecturers to do Interlibrary Loan
- III. Provide the reference service to any users within library and information seeking and reference interview.
- IV. Make the users education class such as WebOPAC class, EndNote Class, Online Journals Education and others.

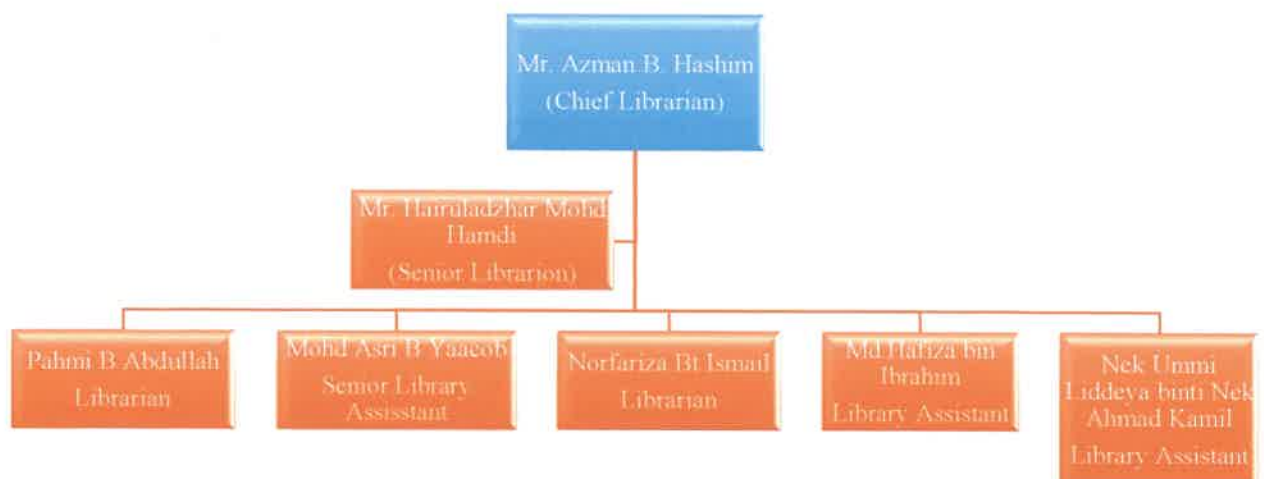


Figure 16: Organizational Chart Organizational Chart of Information services

Department

## 2.2.9 Archives Department

Archives unit 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 archives unit. The documents will be kept for a given time before being disposed.

### 2.2.9.1 Activities

- Kept documents that have value
- Dispose un-usable records
- Manage and select the materials which in improper conditions
- Process the materials to care and cure from destroy or cannot be used

### 2.2.9.2 Organizational Chart

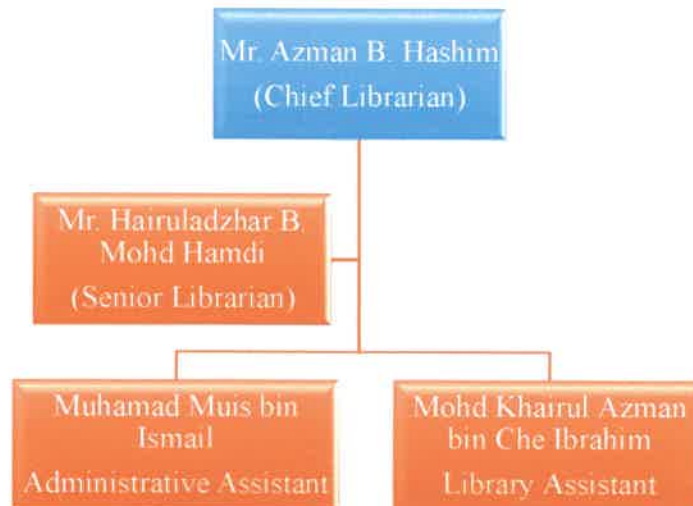


Figure 17: Organizational Chart of Archives Department

**CHAPTER 3**

**INDUSTRIAL TRAINING**

**ACTIVITIES**

## **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### **3.0 Training Activities**

On 1st February 2017, the practical students need to attend an official registration at the main campus, which is University Malaysia Kelantan City Campus in order to get some briefing course from En Amirul Firdaus Zilah, who was the librarian of UMK and also be as trainee's supervisor in this department. Trainee was assigned to six sub department in five months when in this organization. All the practical students have been divided based on their permanent campus which was located in three branches which are, UMK Jeli Campus, UMK Bachok Campus and the main campus, which is UMK City Campus. A first day at City Campus was started with the brainstorming session about the library of UMK.

### **3.1 Daily Activities**

Daily task that given to trainee and same goes to others practical student was shelving book every morning start from 8 A.M until 9.00 A.M. Division of bookshelves for shelving or reshelving books every day was given by Mr. Pahmi. Shelves that been given to trainee was shelve number 2. The objectives from this task such as to make books and other library materials accessible to readers. Besides, to effectively interpret the library rules and regulations to students, faculty and other researchers with a view to efficient service. At the same time, to supply when possible, suitable replacement if desire books are not available. During shelving, the first that trainee do was checking all the call number every books. Then, trainee will arranged if books been wrongly arranged. After that, trainee was assigned to fill the form of the shelving books.



### 3.2 Daily Activities Following Department

| MONTH             | DEPARTMENT   | STAFF            |
|-------------------|--|------------------|
| Feb - March       | <b>Special Collection and Entrepreneurship Management Department</b> | Madam.Nurjuliana |
| April (2-6 APR)   | <b>Acquisition Management Department</b>                             | Mr. Amirul       |
| April (9-20 APR)  | <b>Technical Management Department</b>                               | Madam Izzati     |
| April (23-27 APR) | <b>Quality Management Department</b>                                 | Madam.Syazwani   |
| May               | <b>Information Service Department</b>                                | Mr.Pahmi         |
| June              | <b>Administration Department</b>                                     | Mr.Ku Azlan      |

Table 5: Schedule of Daily Activities

#### 3.2.1 Special Collection and Entrepreneurship Management Department

In this department trainee was assigned under Madam Wan Nurjuliana binti Wan Abd Ghafar who was responsible at Special Collection and Entrepreneurship Management Department. For the two month first trainee started the industrial training activities start from February until March 2017. During this department, trainee just key in data in website “Digital Kelantan Collection” about the design of batik, Dikir Barat and Mak Yong. The trainee been given a username and password to log into that system.

3.2.1.1 Below the step how I use the Digital Kelantan Collection when key in the “Motif Flora”

a) Click Digital Kelantan Collection inside Library UMK website



b) Click url and type “admin at last sentence and press enter



- c) The system of the Digital Kelantan Collection will be out then, trainee should put the username and password



- d) Click the “Item” for the next step



- e) Click the “Add an Item”. At this step, must put the details, description and any information about the data that must be key in.



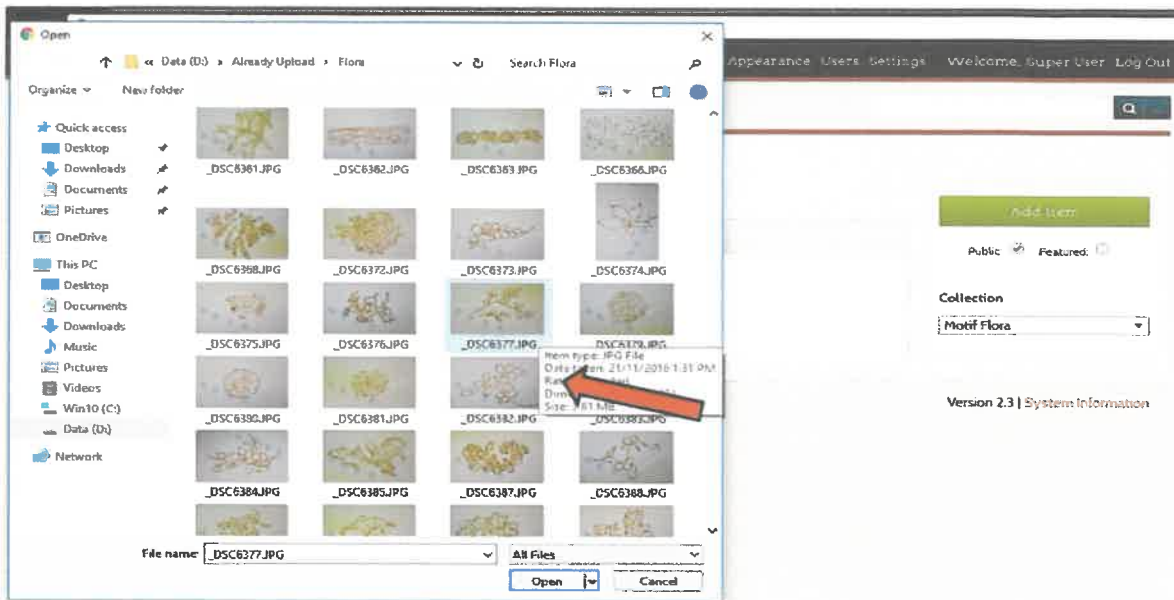
f) Key in the 'Motif Flora' following this step and based on image below.

The screenshot shows the 'Add an Item' form in the Omeka administration interface. The 'Dublin Core' tab is selected. The 'Title' field contains the text 'Motif Flora 76'. An orange arrow points to this field. Other visible fields include 'Subject' and 'Collection'. The 'Collection' dropdown menu is set to 'Select Below'. The 'Add Item' button is visible on the right side of the form.

g) Choose the File and put the image of this file

The screenshot shows the 'Add an Item' form in the Omeka administration interface, with the 'Files' tab selected. The 'Add New Files' section is visible, showing a message 'The maximum file size is 8 MB.' and a 'Find a File' button. An orange arrow points to the 'Choose' button. Below the 'Find a File' button is an 'Add Another File' button. The 'Collection' dropdown menu is set to 'Select Below'. The 'Add Item' button is visible on the right side of the form.

h) Pick the picture of batik design and click add for next step



i) In the last part, the statement that will come out as shown below



### 3.2.2 Acquisition Management Department

After two month, trainee was assigned under Mr. Amirul Firdaus Bin Zilah who was responsible at Acquisition Management Department. Trainee started the industrial training activities start from 2 April until 6 April. During this department, trainee learn two process in acquisition such as receipt process and book stamp process.

#### 3.2.2.1 Receipt Process

- Trainee learned while doing this work, on how the process receiving book in the library. Receipt process when the process of receiving materials, quantity, title and received invoices must tally with the materials ordered. All invoices that have problems will not be processed and will be sent back to the vendor.



- Receipt process will go after the book has been received and has no damage or problem





- Check the price that states in the publisher's invoice to be similar and accurate.
- After check all the things, make receipt process in the virtua system.



### 3.2.2.2 Book Stamp Process

- This work is done after the process of receipts and invoice done.
- To prove that the materials belong to UMK Library.



|                  |                      |
|------------------|----------------------|
| Pembekal         | EIE - 1              |
| Invois / No PO   | INV-1651/umk/12304-1 |
| Harga            | RM21.00              |
| No Tagging       |                      |
| Koleksi / Lokasi |                      |

- For the next step stamp with publisher stamp at the verso page and fulfil the form which is publisher, invoices/PO number, price, tagging number and location.



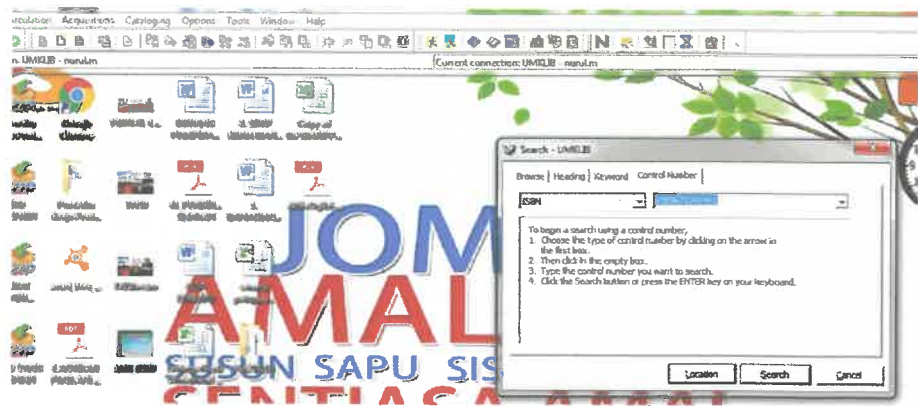
### **3.2.3 Technical Management Department**

The next department according to the schedule set for me was at the technical management department. In this department trainee was assigned under Madam Noor Izzati Binti Mat Nuri who was responsible at Technical Management Department. Trainee started the industrial training activities start from 9 April until 20 April. Trainee was making cataloguing process. When doing cataloguing for this UMK library, they use two methods that have been used for UMK catalogue of library materials, whether original or copy cataloguing. Normally, they often have to do original cataloguing a local publication.

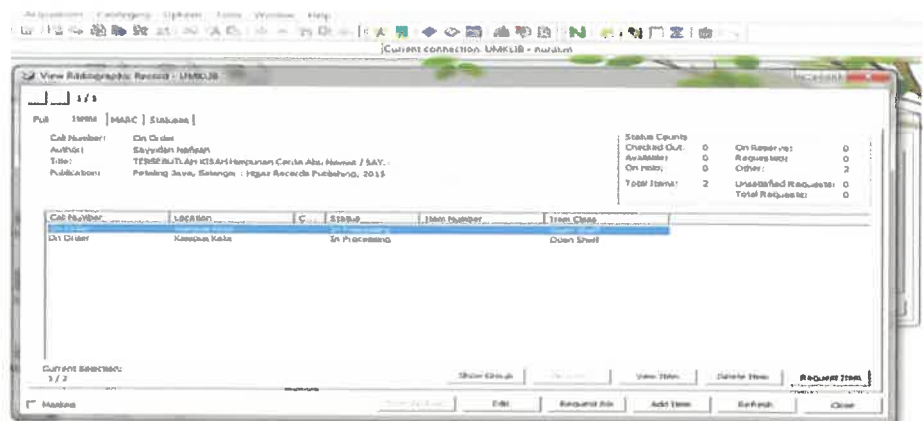
#### **3.2.3.1 Cataloguing Process**

- I. Connect to the virtua system using account id provide for all the practical student and search ISBN of the books to know that books available or not in the system.





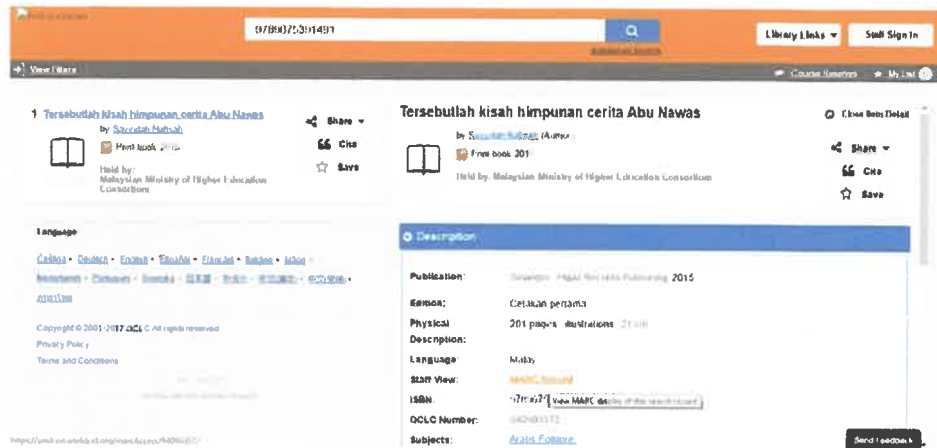
II. The system will be appear



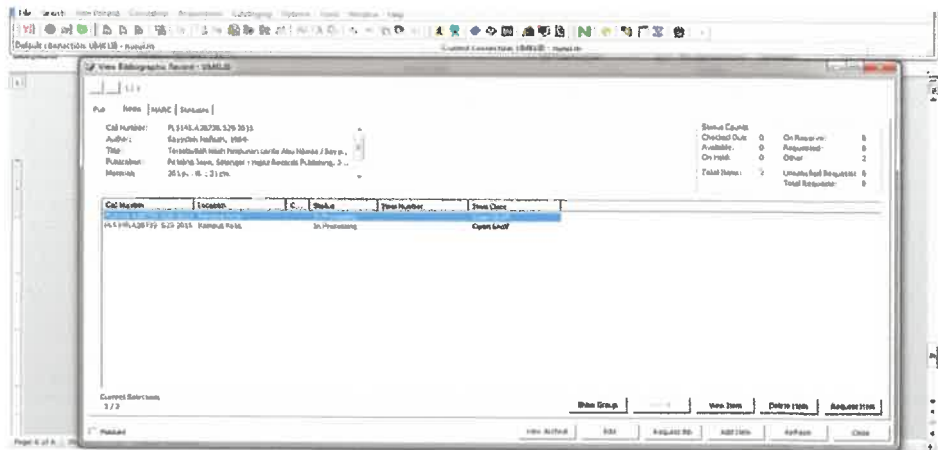
III. The data about the books will appears. If it is not available in the OCLC if to do copy cataloguing, just type ISBN number of the books in the OCLC, try to search in other online such as Library of Congress, gemilang UKM, Maltag, Ohion.



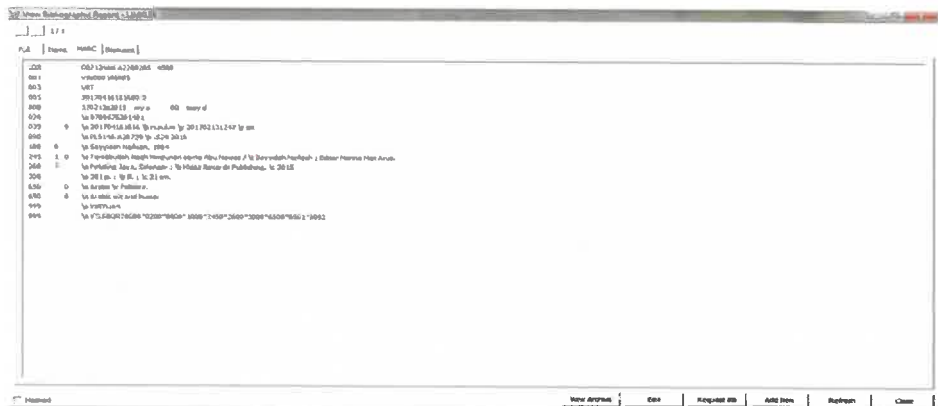
- IV. Open the UMK Worldcat if to do copy cataloguing, just type ISBN number of the books.



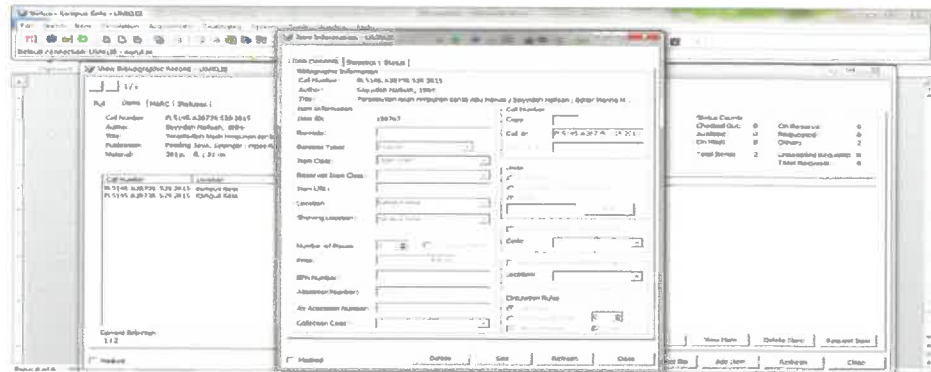
- V. After the process of copy cataloguing done, next click on the first tag to fill the areas which needed



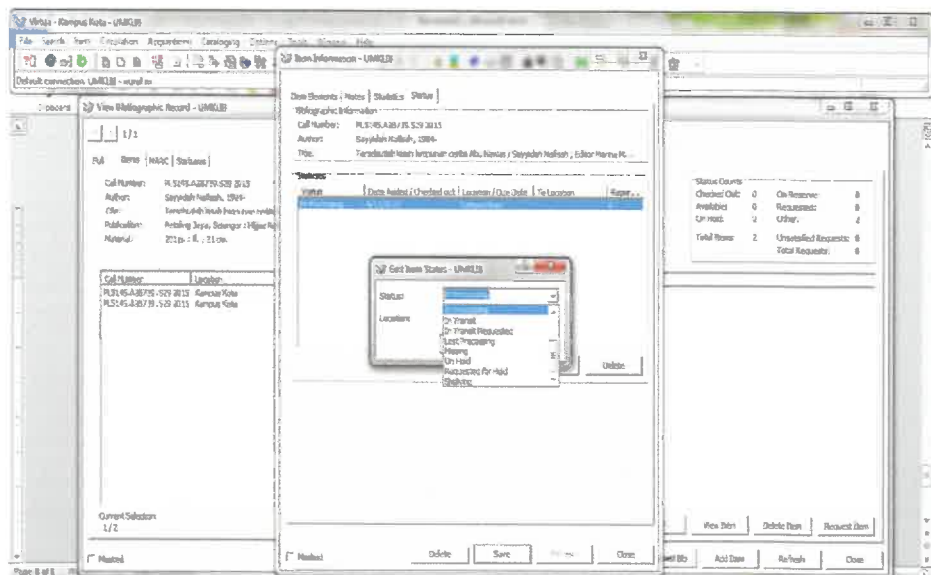
- VI. The copy cataloguing process is done. Then, click on the first tag to save



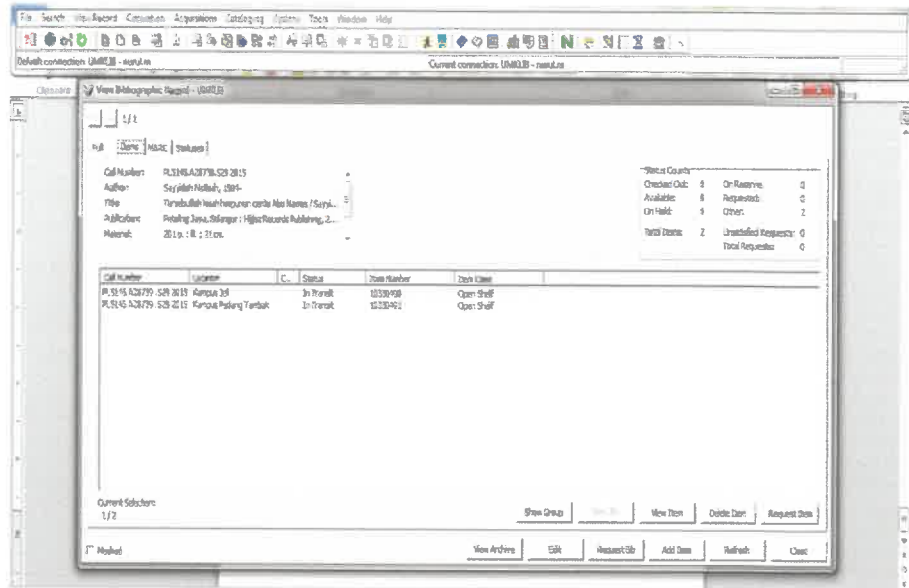
VII. If the books are readily available in the virtua system, the staff just only to add item, means that the information about the books same, but the item is different with the tagging number and item barcode and the RFID. To add item, type the ISBN number and click onto the books information, click edit and fill the need area to complete.



VIII. After that, save it and then, click on the status of the books, delete the in transit status to show that the books available.



IX. After that, the status of the books are available. The process of cataloguing is completed



### 3.2.4 Quality Management Department

The next department according to the schedule set for trainee at the Quality Management Department. In this department the trainee was assigned under Madam Shazwani binti Mohd Ezazi who was responsible at the Quality Management Department. Trainee started the industrial training start from 23 April until 27 April. During this department, the work that trainee have done was key in data inside the Digital Kelantan Collection. Same goes when trainee was under Special Collection and Entrepreneurship Management Department. Trainee just key in data inside website Digital Kelantan Collection about the author from Kelantan. Trainee been given a username and password to log into that system.

### **3.2.5 Information Service Department**

The next department according to the schedule set for trainee at the Information Service Department. The trainee was assigned under Mr Pahmi bin Abdullah who was responsible at the Information Service Department. The task that was assigned to the trainee were makes the process of book borrowing and returning of books from the student or staff using Virtua system, borrowing thesis from student request, installing endnote software and release paper using IR system.

#### **3.2.5.1 Book loans**

Trainee using Virtua system in doing book loan. Here were the steps in process of the loan book.

1. Press F2
2. Insect ID Student number
3. Click “right click” or press check out
4. Scan

#### **3.2.5.2 Book return**

1. Press F4
2. Press check in button
3. Scan the book

#### **3.3.5.3 Release paper using IR system**

Institutional Repository (UMK-IR) is a digital collection of the University's intellectual or research output. Institutional repositories centralize, gather, preserve, and comply open access concept of accessing collection of scholarly materials that cabinets the research output of Universiti Malaysia Kelantan societies.

1. Click UMK – IR at the UMK Library website
2. Click log in and put the username and password

3. Click the review
4. Search staff name and click the icon “Move to repository”
5. The status will be changed

### 3.2.6 Administration Department

The next department according to the schedule set for trainee at the Information Service Department. The trainee was assigned under Mr Ku Azlan bin Ku Mansor who was responsible at the Administration Department. The task that was assigned to the trainee were makes filling process, closing the file and create form.

#### 3.2.6.1 Filling process

Why the organization should do the filing means keeping documents in a safe place and being able to find them simply and quickly. Documents that are be concerned for will not easily tear, get lost or dirty. What trainee did while in the file room was sorting out the files according to the classification of the specified file.



Figure 18: Number of classification file





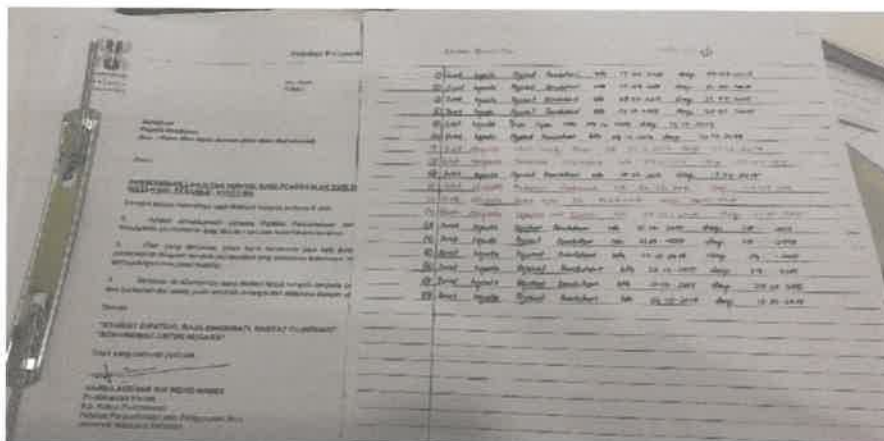


Figure 21: Form and minutes paper



Figure 22: Blue and red stamp



### 3.2.6.3 Create form

The trainee was assigned create two form for the library staff.

UNIVERSITI MALAYSIA KELANTAN

PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

BUKANG PENYUJUKAN MENYUKAI MELATIH DALAM MELAKSANAKAN  
APPLICATION FORM TO ATTEND INTERNAL/EXTERNAL TRAINING

**A. MAKLUMAT PENYUJUKAN APLICANT INFORMATION**

Nama: HARULADZHAR BIN MOHD HANIZ  
No. Bilal Staff/Number: 00188  
Jawatan: Pustakawan: TIMBALAN KETUA PUSTAKAWAH  
Unit/Bagian/Unit/Department: DIGITAL ILMU  
Tahap/Jenjang: TETAP

**B. BUTIRAN KURSUS/SEMINAR/WORKSHOPS INTERNAL/EXTERNAL**

Jajir/Kelas/Tajuk of Course: - BENGKEL KIK UNTUK FASILATOR KETUA DAN AHLI KUMPULAN UMK  
Tarikh/Date/Period: 24-25/12017  
Tempat/Venue: DEWAN KEUSAHAWAAN, UMK KAMPUS KOTA  
Pengajar/Instructor: DOTE & PEJABAT PENDAFTAR  
Kod/Code/Status Code/Value/No: -  
Sertama dengan yang telah diadunkan termasuk dalam so: List of sources attached the year

| Nama KURSUS/Seminar/Workshop | Tarikh/Date | AMBIK/Operated By |
|------------------------------|-------------|-------------------|
|                              |             |                   |

**C. PERNYATAAN PENYUJUKAN APLICANT DECLARATION**

Saya menyatakan bahawa permohonan ini tidak akan menjejaskan tugas saya.  
I declare that the participation will not affect my task.

Tandatangan/Signature Applicant: \_\_\_\_\_ Tarikh/Date: \_\_\_\_\_

Kemeng. Bantukan: 26, Bantukan, Chempu, 35100 Kota Bharu Kelantan  
info: [library@umk.edu.my](mailto:library@umk.edu.my)

Figure 23: Application Form to Attend Internal/External Training Form

UNIVERSITI MALAYSIA KELANTAN

PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

BUKANG PENILAIAN KEBERKESAMAN LATHIAN  
TRAINING EFFECTIVENESS EVALUATION FORM

Nama Staff/Staff Name: HARULADZHAR BIN MOHD HANIZ  
Jawatan/Jabatan: TIMBALAN KETUA PUSTAKAWAH  
No. Bilal Staff/No: 00188  
Tajuk/Kelas/Course Title: BENGKEL KIK UNTUK FASILATOR KETUA DAN AHLI KUMPULAN UMK  
Tarikh/Date/Date: 24-25/12017

**A. PENILAIAN OLEH PEGAWAI PENYELIA EVALUATION BY SUPERVISOR**

i. Pegawai Penyelia perlu melaporkan prestasi seseorang staf yang berkhidmat sepanjang 3 bulan sebelumnya dikehendaki ke HRD staf tersebut.  
Supervisor are required to report staff performance after monitoring the staff three month. She/he should indicate the staff name and the date of reporting to the Department of Human Resource Management.

ii. Pegawai penyelia juga perlu melaporkan prestasi seseorang staf yang berkhidmat sepanjang 3 bulan sebelumnya dikehendaki ke HRD staf tersebut.  
Supervisor are required to report staff performance after monitoring the staff three month. She/he should indicate the staff name and the date of reporting to the Department of Human Resource Management.

iii. Staf yang dinilai mestilah pegawai tetap (permanent staff yang telah ditetapkan) terhadap staf sementara yang telah ditetapkan.  
Staff who evaluation (staff permanent) to staff who attend training.

**SKALA NILAI**

| Bilik/Classroom   | Sesungguhnya/Really |   |   | Tidak/Not |   |
|---|---------------------|---|---|-----------|---|
|   | 4                   | 3 | 2 | 1         | 0 |
| 1. Tahap pengetahuan yang dimiliki staf sebelum melaksanakan tugas/bekerja. (The level of knowledge of staff in carrying out work/doing)                    |                     |   |   |           |   |
| 2. Tahap pengetahuan staf dalam melaksanakan tugas/bekerja. (The skill level of staff in the performance of duties)   |                     |   |   |           |   |
| 3. Staf mampu memberikan atau cadangan dengan fokus sistem yang menyedekahkan masalah. (Staff's ability to provide or suggest with solution to the problem) |                     |   |   |           |   |
| 4. Maklumat yang diberikan/staf yang melaporkan tugas yang telah dipertanggungjawabkan. (Staff who report the task given assigned)                          |                     |   |   |           |   |

Figure 24: Training Effectiveness Evaluation Form

### 3.3 Additional Activities

The additional activities such as several programs that been organized by the UMK library. All the practical students should involve in all program that been organized.

3.3.1 Program “Pengurusan Perpustakaan Dan Literasi Maklumat Bersama Sk Gemang Dengan Umk” di Sekolah Kebangsaan Gemang Jeli, Kelantan. This program also belong to special project of other’s practical student.

#### 3.3.1.1 Function of program

The program was headed by the Senior Librarian Madam Norhayati Bt Nordin, who is also the Director of the Joint Project. The program will take place on April 4, 2017 and will be held in a place where there was a library or information center as the main focus for resource center supervisors and teachers.



Figure 25: Program committee members at SK Gemang, Jeli

3.3.2 Program 21<sup>st</sup> Century Library Bersama Pengawas Pusat Sumber Sekolah Angkat di SMA Tengku Amalin Aisyah Puteri, Kelantan.

3.3.2.1 Function of program

The program briefed on 21st century resource center supervisor's library. The roles of the 21st library actually to improved collection, better services, less copying, more electronic or media programs and services.



Figure 26: Program committee members at SMA Tengku Amalin Aisyah Puteri, Kelantan

3.4.3 Program Pengurusan Pusat Sumber dan Literasi Maklumat Bersama Pengawas Pusat Sumber Prof. Emeritus Dato' Ir. Dr. Zainai Sek. Keb. Bukit Marak Bachok Kelantan.

3.3.3.1 Function of program

Program headed by senior librarian Mr Pahmi bin Abdullah. The program was held on 14 May 2017 by Sek. Keb. Bukit Marak Bachok Kelantan. The aims to share the way in managing libraries that can help the resource center in terms of arranging.



Figure 27: Program committee members at Sek. Keb. Bukit Marak Bachok Kelantan

### 3.3.4 Program Pengurusan Perpustakaan Bersama Pengawas Pusat Sumber Sekolah Angkat at Sekolah Menengah Tan Sri Mohamed Yaacob.

#### 3.3.4.1 Function of program

Program headed by senior librarian Mr Pahmi bin Abdullah. The program was held on 25 May 2017 by Sekolah Menengah Tan Sri Mohamed Yaacob aims to share the way in managing libraries that can help the resource center in terms of arranging.



Figure 28: Pictures with the school resource center supervisor Sekolah Menengah Tan Sri Mohamed Yaacob

### 3.3.5 Program Karnival 10 Tahun Universiti Malaysia Kelantan (UMK) 2017

#### 3.3.5.1 Function of program

The 10-year UMK carnival is one of the programs organized by the UMK publisher under the Library and Knowledge Management Office. Various exciting activities were held for four days from May 15 to May 18 2017.



Figure 28: Picture during the event



Figure 29: The launch of the book Hikayat Kota Dewa



### 3.4 SPECIAL PROJECT

This special project is related with the Information System Management field. At the same time, it's effective when the trainee been assigned to develop a new system to be used in this organization. Develop a system also be as one of the main requirement for the trainee need to be completed in period of the industrial training time. Trainee was have been given a task to develop a system called "Open Monograph Press". This system is aim to be used by UMK Publisher at the Publication and Intellectual Property Department in library UMK. The admin that responsible to this system is Mr. Amirul Firdaus bin Zilah.

This system was being develop under the request of Mr Amirul Firdaus bin Zilah, the senior librarian at The Office of Library and Knowledge Management Center and was supervised under Mr Mohd Hamimi bin Mat Ripin, the librarian at System and MCP Department who is also as the organization advisor for the trainee. This system also about the software that can be installed on a dedicated server, virtual private server, or shared hosting server. It is very flexible in this aspect.

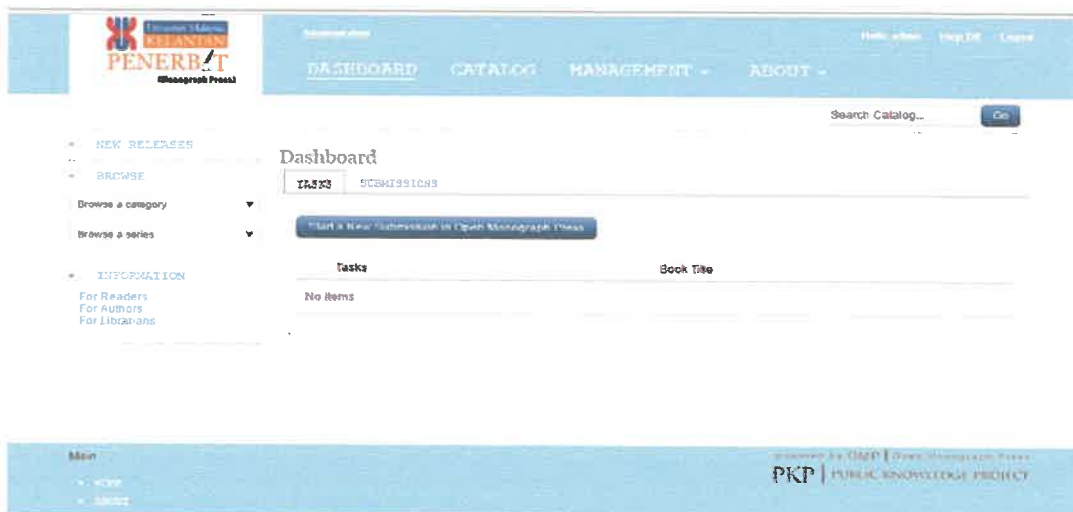


Figure 30: Home page of OMP

### **3.4.1 Planning**

#### **3.4.1.1 Project Overview**

The main function of Open Monograph Press is Open Monograph Press is an open source software platform for managing the editorial workflow required to view monographs, editions of scientific editions and editions through the review, editing, cataloguing, production and internal and external publications. It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with publishing books, while improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of publishing through a number of innovations, and includes clear and intuitive workflows for every aspect of the manuscript submission, review, editing and production processes. OMP can be downloaded for free and installed on a local webserver or it can be hosted by PKP Publishing Services.

#### **3.4.1.2 Problem Statement**

1. The way forwarding the manuscript to the publisher from the author is too complicated and many steps
2. It is hard to get an approval from the publisher because the author have to wait from the publisher must reply the email.

#### **3.4.1.3 Objectives**

1. To handle edited volumes, with different authors for each chapter
2. To involve editors, authors, reviewers, designers, indexers, and others in book production
3. To see submission through multiple rounds of both internal and external reviews
4. To create document libraries for submissions, recording contracts, permissions

5. To handle thumbnail covers in Catalogue, as well as Spotlight features
6. To enable Series Editors to see books through review to publication

#### 3.4.1.4 Scope of project

The scope of this project is to solve the problem regarding in workflow of editing manuscripts within the UMK publisher. This is because the process of task that occurred in this organization is quiet complex compared to other organization. The other reason it that, most of existing system does not full fill the requirements of the publisher and the author in the UMK library.

#### 3.4.1.5 Target User

The target user for this project to be the UMK Publisher staff and committee members of UMK. Target user to this system is located in University Malaysia Kelantan.

### 3.4.2 Analysis

#### 3.4.2.1 Analysed a current system (exist)

In order to develop the new systems, first thing I need to analyse the current system that has been used by the organization. As to develop the new system, I need to ensure the system that re going to be developed will give the better output for the organization. The analysis is a part of the system development life cycle (SDLC) where in this phase we need to understand in depth for the system changes which means in this system, all requirements will be studied and structured.

#### 3.4.2.2 System requirement

The system requirements for the Open Monograph Press or known as OMP are basis on a standard open source software. The system requirements standard that are being used are PHP, MySQL, apache and operating system. OMP is a completely new software tool from the Public Knowledge Project. It has been redesigned from the ground up to take advantage of Web 2.0 technologies.



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

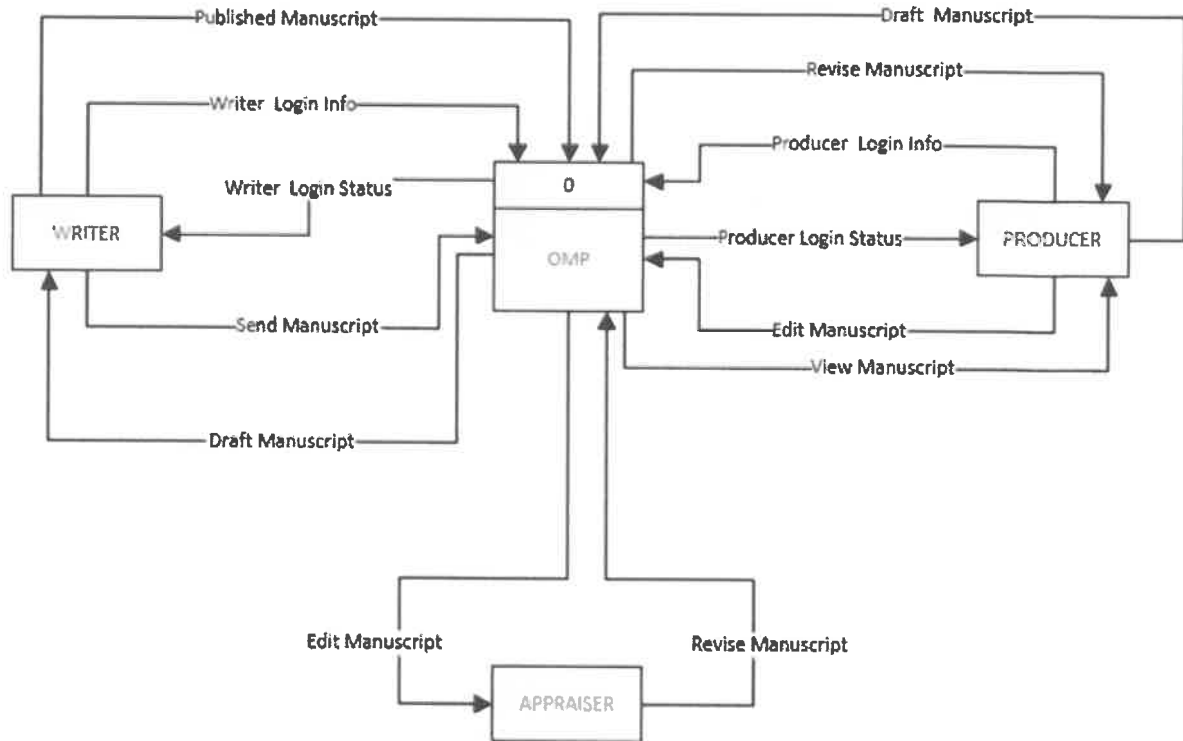


Figure 31: Context diagram of OMP

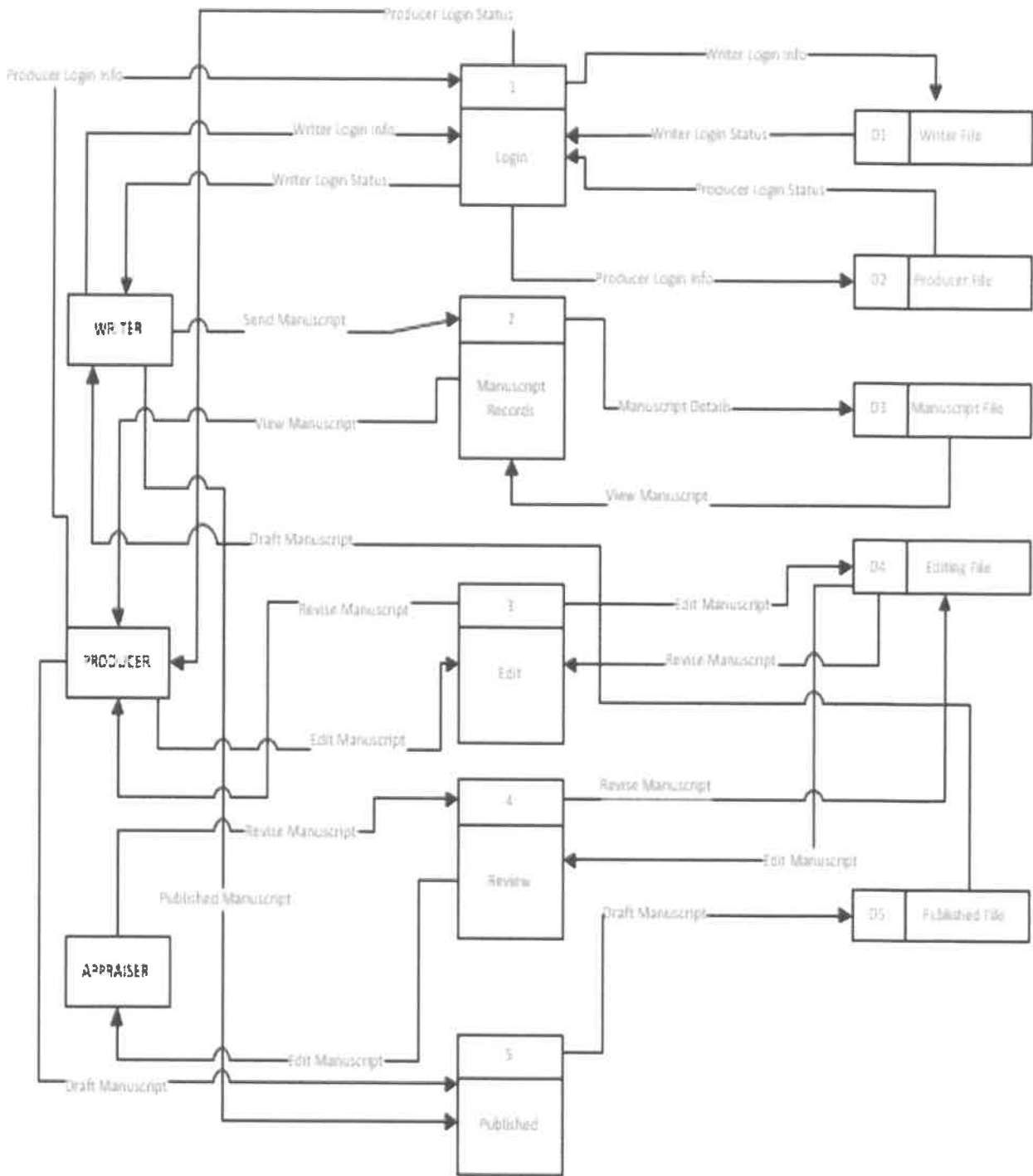


Figure 32: Data Flow Diagram (DFD)

### 3.4.3 Design

#### 3.4.3.1 Entity Relational Diagram (ERD) and schema (tables)

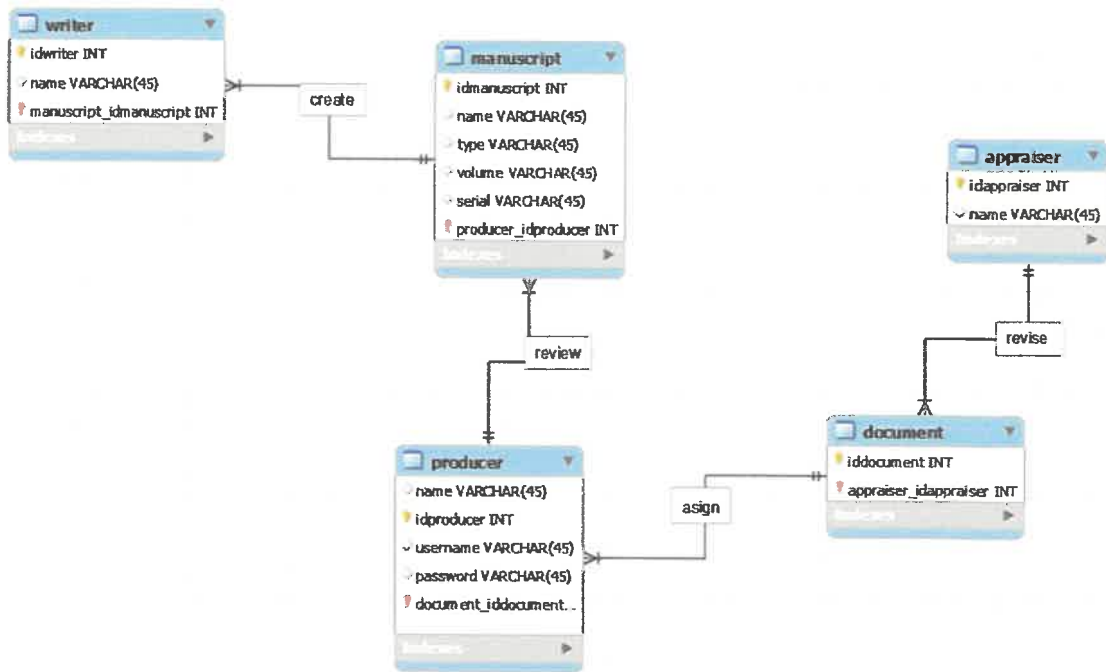
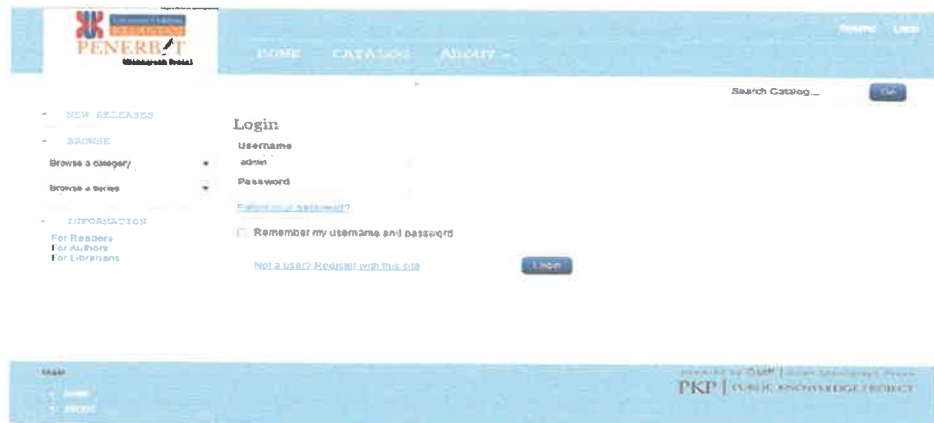
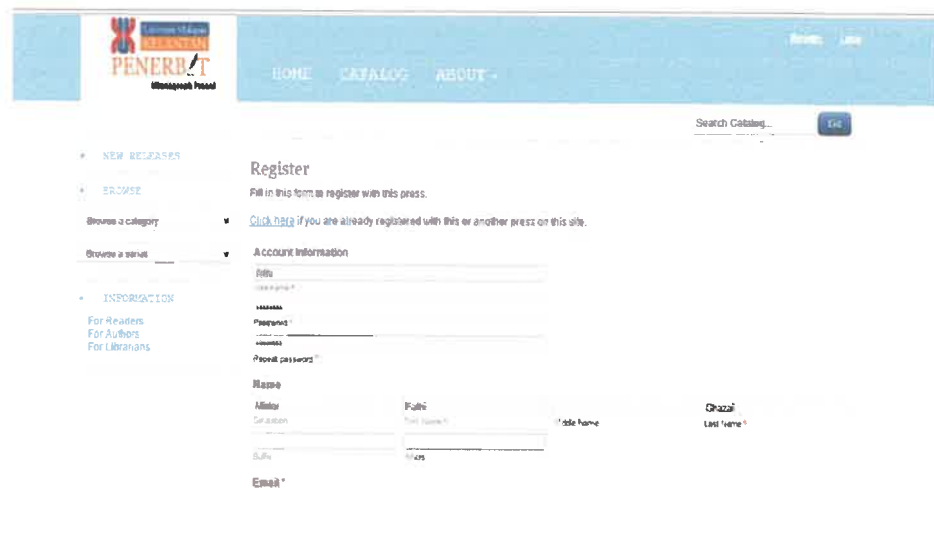


Figure 33: Entity Relational Diagram (ERD)

### 3.4.3.2 Interface design



#### Admin Login



#### User Register

#### Start New Book Submission

**1. PREPARE**

**Type of Book**  
This information is a pre-requisite for the creation of the book. It will be used to generate the book's title and to create the book's cover page.

Monograph  Edited Volume

**Series**  
If the book is part of a series, please select the series.

Select series

**Position within this series (i.e. Book 2, or Volume 2)**  
If the book is part of a series, please select the position within the series.

**Cover Note to Editor**

#### Submission of the manuscript

## Start New Book Submission

1. PREPARE

Type of Book  
The type of book is a work authored by at least one or more authors. Does the volume have different authors for each chapter? If so, the author(s) should be listed on the title page.

Monograph  Edited Volume


Submission Checklist  
The following questions are for the publishers of the monograph and should be answered before submitting the manuscript to the publisher's website.

- The submission has not been previously published, nor is it before another press for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in the Microsoft Word, RTF, OpenDocument, or WordPerfect file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced, uses a 12-point font, employs italics, rather than underlining (except with URL addresses), and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Press.

Cover Note to Editor

Privacy Statement  
The names and e-mail addresses entered in this press site will be used exclusively for the stated purposes of this press and will not be made available for any other purposes or to any other party.

## Process of the submission

 Upload Submission File ✕

1. UPLOAD SUBMISSION

File Contents \*

Select book element ▼

This field is required.

Select File to Upload \*

Drag files here.

0% 0 kb

The publisher reserves the right to limit the amount of data that can be uploaded. Please contact the publisher for more information.

## User upload submission file

### Next Steps

1. PREPARE 2. UPLOAD 3. REVIEW 4. NEXT STEPS

### Submission complete

Thank you for your interest in publishing with Test.

#### WHAT HAPPENS NEXT?

The press has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

## User completion of manuscript submission

Search

## Dashboard

TASKS SUBMISSIONS

Start a New Submission in Adabasos University Press

### Tasks

A new monograph has been submitted to which an editor needs to be assigned.

A new monograph has been submitted to which an editor needs to

### Book Title

Imagining Head-Smashed-In

Practical Techniques of Distance Education

Editor assigned the manuscript

Search Catalog...

ADMIN

[Catalog](#) [Info](#) [Participants](#)

ADMINISTRATION SUBMISSIONS EDITORIAL

Send To Production

In Editorial, the editor(s) works on final draft files before accepting final copy for production, where the author will complete their reading to the production and uploading to copyright of a separate copy of the submission, which is to be approved by an editor and cover the production stage.

### FINAL DRAFT FILES

For edited volumes, with different authors for each chapter, the submission file can be split up into individualized files for copyediting, which are reviewed by chapter authors after the copyedited files are uploaded to copyright.

| Name     | Element |
|----------|---------|
| No Files |         |

### COEDITING

Assign our copyedited files to author(s) when needed to review changes and make queries with their responses and approvals from clearing of the production team. These are then considered by the production who then provides a final requested file copy to upload to copyright, which are then approved. Items sent to the Production page.

| File | Considered | Approved |
|------|------------|----------|
|      |            |          |

Editorial Production Process

## Power, Designer's Log

[Catalog](#) [Info](#) [Participants](#)

SUBMISSIONS SUBMITTED REVIEWS EDITORIAL REVIEWS SUBMITTED PRODUCTION

Send to Internal Review Send to External Review Accept Submission Decline Submission

...Permissions: the editor, after the copyediting has been completed, reviews the submitted files and then uploads, working the author. Send to Internal Review, which is the final review. Send to External Review, which is the final review. Accept Submission, which is the final review. Decline Submission, which is the final review.

### SUBMISSION FILES

| Name       | Element         |
|------------|-----------------|
| Manuscript | Book Manuscript |


### SUBMISSION DOCUMENTS

| Name | Element |
|------|---------|
|      |         |

### CONTRACTS

No Items

Step editorial

 **Accept Submission** ✕

Notify the author of acceptance:  
**Author(s)**  
 root




**Email to be sent to author**  
 root root

We have reached a decision regarding your submission to Test, "xxxxx".  
 Our decision is to:  
 Manuscript URL: http://localhost/index.php/test/authorDashboard/submission/1  
 Username: root

Do not send author email


**SUBMISSION FILES**

Select Name Upload File

    Element  
 Book Manuscript

[Cancel](#) Record Editorial Decision

Accept / reject by the editor of manuscript submitted

 **Send To Production** ✕

**Author(s)**  
 root

**Email to be sent to author**  
 root root

The editing of your manuscript, "xxxxx," is complete. We are now sending it to production.  
 Manuscript URL: http://localhost/index.php/test/authorDashboard/submission/1  
 Username: root

Do not send author email

**COPYEDITING**  
 Select appropriate copy editing files to be sent to Production.

Select Name Element

No Files

[Cancel](#) Record Editorial Decision

Send to the Production

 **Upload a Production Ready File** ✕

1. UPLOAD SUBMISSION

Upload this file in my role as...  
 Press editor ▼

File Contents ^  
 Select book element ▼

Select file to Upload ^

|   |    |           |   |
|---|----|-----------|---|
| Hot Saline Irrigation Study - Full Text View - ClinicalTrials.pdf | 0% | 261 KB    |  |
| 1 files queued  |    | 0% 261 KB |   |

This server allows a file size upload maximum of 2M. If required, please contact for assistance.

Upload production file

**Add publication format**

**Format Details**

pdf
Digital

Name \*
Publication Format

Physical format

[Cancel](#)
**OK**

### Add the publication format

**Approve Proofs**

The page proof file must be checked as approved to be made Available. Do you want to approve it?

[Cancel](#)
**OK**

**Approve Proofs**

**PAGE PROOFS** 
[Upload File](#)
[Assign](#)
[View Document Library](#)

The layout editor uploads the production-ready files that have been prepared for publication here. Use **Assign** to designate auditors and others to proofread the page proofs with corrected files uploaded for approval prior to publication.

| File  | Considered | Approved |
|---|------------|----------|
| <div style="display: flex; align-items: center; gap: 5px;"> <span>hotline</span> </div> |            |          |
| No Auditors   |            |          |

**Name**

Hotline

**Press editor**

**PUBLICATION FORMATS** [Add publication format](#)

Add publication formats (e.g., digital, paperback) for which the layout editor prepares page proofs for processing. The Proofs need to be checked as approved and the Catalog entry for the format needs to be created as posted in the tool's catalog entry, before a format can be made Available (i.e., published).

| Name  | Proof | Catalog                  | Available |
|---|-------|--------------------------|-----------|
| <div style="display: flex; align-items: center; gap: 5px;"> <span>pdf (Digital)</span> </div> |       | <input type="checkbox"/> |           |

### Approve the proofs



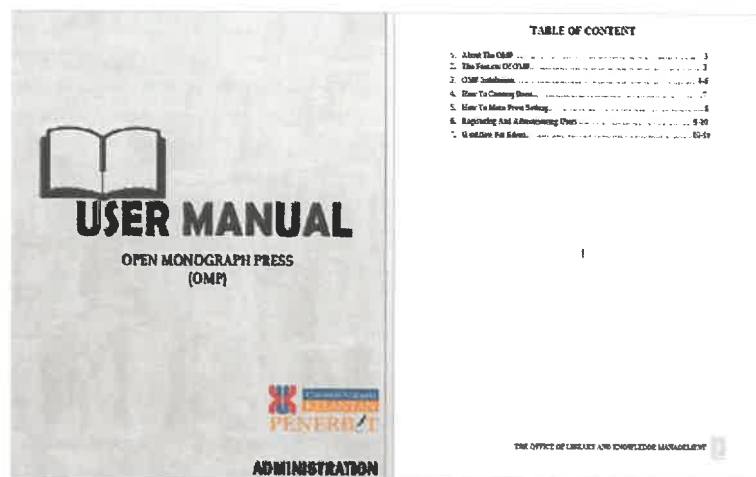
### 3.4.4 Implementation and maintenance

#### 3.4.4.1 Testing and Installation

Test plan is the testing where we conduct a debugging of the system in which after done with system completion, we try to use the system for the first time on each PHP page to find for any errors. If there are errors occur such as undefined index or variable or the linkage between pages, then we will reconstruct the coding in order to fix the errors and redo the debugging once again to ensure perfectness. Moreover, in testing the plan of system, we will run the system and at the same time compare with our Data Flow Diagram (DFD) to ensure that functions and modules of the system is running in accordance to the flow without missing any flow within the diagram. This is because our system contains 5 modules and in every module have 2 functions.

#### 3.4.4.2 Documentation

##### User Manual Administration



ABOUT THE OPEN MICROGRAPH PRESS



Open Micrograph Press (OMP) is an open source tool for managing and publishing manuscript, edited volumes, and scientific systems on the Web. It has been designed to reduce the time and money devoted to the clerical and managerial tasks associated with publishing books, while improving the accuracy and efficiency of editorial processes. It seeks to improve the scholarly and public quality of publishing through a number of innovations, and includes clear and feature-rich tools for every aspect of the manuscript submission, review, editing and production process. OMP can be downloaded for free and installed on a local network or it can be hosted by OMP Publishing Services.

THE FEATURES OF OMP

- Flexible editor workflow, with different editors for each chapter.
- Levels editors, editors, reviewers, designers, and editors in book production.
- Two submissions through multiple rounds of peer review and editorial review.
- Unique industry standard OMPX for bookmaker assistant requirements (e.g., Amazon).
- Custom document libraries for individual, recurring chapters, publications, etc.
- Flexible thumbnail covers in Chinese, as well as English layout.
- Flexible access control to review through review to publication.

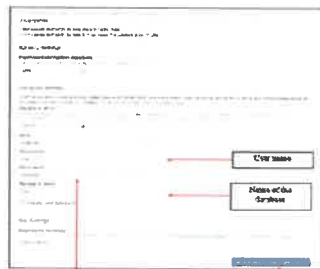
OMP INSTALLATION

1. Pre installation steps should be read.
2. One month time you spent all the steps.
3. Username should be filled up.
4. Password should be filled up twice.
5. Email should be filled up in the space provided.



Username should be filled up.

Password should be filled up twice.



Username

There click on the name of the service, manuscript press system.

4. After the installation check is complete, see if the name in your system folder named "OMP" is a folder of OMP.

After installation OMP admin page will open up.



You need to log in with admin user name and password that you filled during the installation process.

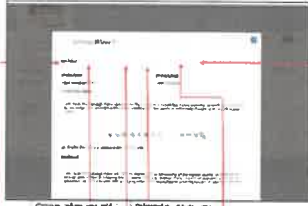


Click on the add press button to create a new press.

5. After creating the press it can be customized as per your requirements.

**HOW TO CREATING PRESS**

1. You may create your own press by clicking the Add Press option and providing your press name, an optional description, and the path area which your press will be found on the TV by the



- 1. Click, when you click, add your press name to the press.
- 2. Check when you click, add your press name to the press.
- 3. Check when you click, add your press name to the press.
- 4. Check when you click, add your press name to the press.
- 5. Check when you click, add your press name to the press.
- 6. Check when you click, add your press name to the press.
- 7. Check when you click, add your press name to the press.
- 8. Check when you click, add your press name to the press.
- 9. Check when you click, add your press name to the press.
- 10. Check when you click, add your press name to the press.

**HOW TO MAKE PRESS SETTING**



- 1. Get the Membership
- 2. Click the Setting
- 3. Click the Press
- 4. Click the Press
- 5. Click the Press
- 6. Click the Press
- 7. Click the Press
- 8. Click the Press
- 9. Click the Press
- 10. Click the Press

**REGISTERING AND ADMINISTERING USERS**

1. You can add new users, define user roles to be used in the system, and configure additional user or role permissions, from each of the related pages available

- User roles can be added, and existing users edited and or deleted, from the User Management tab.
- Role permissions and access rights can be customized from the Roles tab.



1. Go into down your information in the empty space.
2. After finish, click the register button to the top right.




**WORKFLOW FOR EDITOR**

1. After the screenshot is released the workflow is started. At a few step and Editor needs to be assigned to the screenshot for the present to begin.



To work working with a screenshot, click the screenshot and the 'This will bring you to the screenshot's edit workflow page'

**STEP 1: REVIEW THE PROOF**




2. There are five separate workflow pages: Submission, Journal Review, Editorial Review, Editorial and Production. Each workflow stage has access to the Rights view (on the right column) in the Publisher's Control Panel (which will be covered later, in step 2b) that is the Proofstage tool.


3. At an editor, you have four options for handling a submission:

- Refuse as General Review: editor selects this for review within the press
- Refuse as General Review: editor selects this for review within the press
- Accept Submission (editor selects this for Editorial Stage)
- Decline Submission (editor selects submission)

**STEP 2: REVIEW THE PROOF**




4. The assigned editor on leaving from the dashboard will be able to review the document submitted. It is the duty of the editor to accept / reject the manuscript submitted.



4. If the Editor decides to accept the manuscript then it can be accepted by clicking the 'Accept production' button. This action takes effect of system or making the editor representing the Editor's decision.


**STEP 3: REVIEW THE PROOF**

5. The next step is to send the document for production.




**STEP 4: REVIEW THE PROOF**

6. This can be done by clicking the link in Publisher's Control.



7. The production editor can upload the production ready files in this screen.





HOW TO MANAGE PROOFS

1. After uploading proof files, the publisher format should be added as three sheets.



2. Proof reader can comment on the proof. On logging in the proof reader will be able to view the manuscript. After comments are made the proof reader uploads the revised manuscript to the proof. It should be approved by checking the box provided for this purpose.

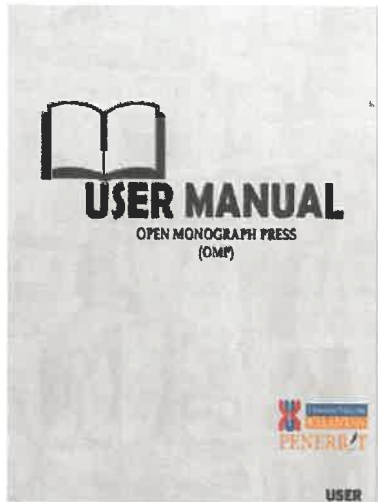


HOW TO MANAGE PROOFS



10. After proof is approved, changes may be made.  
11. Making relevant changes online will complete manuscript publishing.

## User Manual User



### TABLE OF CONTENT

|                                 |     |
|---------------------------------|-----|
| 1. About The OMP                | 2   |
| 2. The Purpose OOMP             | 3   |
| 3. How To Register For The User | 4-5 |
| 4. Section on 'Publish'         | 18  |

THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT

ABOUT THE OPEN SOURCE BOOK PRESS



Open Source Book Press (OSBP) is an open source web site managing and publishing manuscripts, edited volumes, and scholarly e-books over the Web. It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with publishing books, while improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of publishing through a number of innovations, and increase time and resource availability for every aspect of the manuscript submission, review, editing and production processes. OSBP can be downloaded for free and installed on a local machine or it can be hosted by WOL Publishing Services.

THE FEATURES OF OSBP

- Handle edited volumes, with different authors for each chapter;
- Enable editors, authors, reviewers, designers, illustrators, and others to book production;
- Site submission through multiple channels of both internal and external users;
- Utilize industry standard CHECK for bibliographic metadata requirements (e.g., ISBNs);
- Create metadata libraries for submissions, reviewing centers, publishers, etc.;
- Handle electronic journals in CrossRef, as well as Digital Rights;
- Enable Print Edition to see books through various publications.

HOW TO REGISTER FOR THE USER

1. You can add more users, define user roles to be used in the system, and configure additional user access restrictions. From each of the sub-menu pages available:
  - New users can be added, and existing users edited, deleted, from the User Management tab;
  - Role permissions and access rights can be controlled from the Roles tab.



2. Fill in the user information in the input form.
3. After ready, click the register button on the next step.

Fill the information and give the details

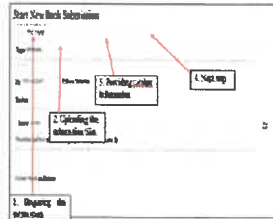


SUBMISSION WORKFLOW

- Users can access submissions assigned to their roles and user dashboard, which can be accessed by clicking Dashboard in the navigation bar.



- After that, the flow may step as follows:



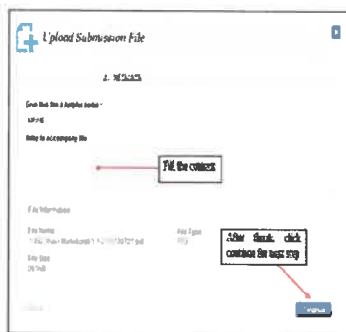
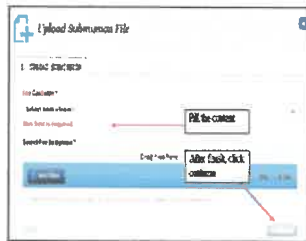
1. Preparing the submission

- Fill the content
- Click the next step
- The user first choose how you will be submitting your manuscript – for example as an individual author, as a Volume Editor, as a Translator
- If you are submitting an edited volume, you will be able to list chapters and assign contributors to them chapters at a later stage.
- Authored books can also have other contributors such as additional editors, illustrators, that who are assigned to the work as a whole rather than individual chapters.
- The user then be able to choose the series and category (for categories) roles which your manuscript fits.
- Finally, you may have to agree on more checklists (if any), depending on how the press has been configured, and can provide a cover note to the Editor as necessary.



2. Updating the submission file

- You may upload your manuscript as a single submission file, or by uploading separate submission files for each individual manuscript section for example your introduction, individual chapters, figures.
- You can choose each file's content type for example chapter, manuscript, abstract, appendix and specify a name for each file you upload like, 'Introduction' or 'Chapter 1'.



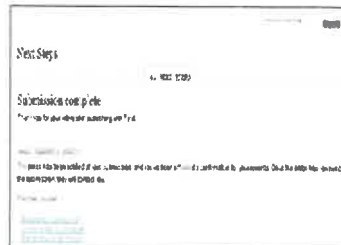
- A finished submission screen shows that manuscript upload is complete

3. Providing credit information

- This information will be included in the print credit once the book is published, and is a vital component to book publication, dissemination and indexing.
- You must provide a submission title, and may provide other information including a prefix, subtitle, and submission summary.
- You can also provide a list of contributors.
- The list of contributors associated with this submission may include other authors, individual chapter authors of an edited volume, volume editors, and co-translators.



- This screenshot showing where catalogue particulars of the uploaded manuscript is entered



- This screenshot showing the completion of manuscript submission

# **CHAPTER 4**

# **CONCLUSIONS**



## **CHAPTER 4: CONCLUSIONS**

### **4.0 CONCLUSION**

This internship exercise was mainly to enable me acquire practical skills and link theory to practice in the real world so as to meet the labour market needs. Trainee been able to gain practical skills like about the process in the library that trainee just learn theoretically before, record filing and communicate with the user and others staff of library and library management in all aspect and function library more in specifics. Other than that, it was an eye-opener to how real world tasks are dealt with and the exposure to both on-field and office work was a welcoming practice. Being in different units throughout the practicum course manages to teach the trainee different management skills, hard and soft skills that cannot be learned in class rooms. Practical exercises help me improve my level of confidence when facing many people out there. Trainee was proud and lucky to have the opportunity to doing practical training in this institution.

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

Mostly, trainee learn and gain new knowledge when during in this industrial training. At the same time. Trainee also can add new information and knowledge. During the industrial training among five months in The Office of Library and Knowledge Management UMK, trainee can see that the working environment and studying environment were different. In this organization also trainee was learned a lots of work skill about the library process even though my main course for degree was system requirement but already have basic information about the library when the trainee studied diploma. So trainee can use the experience, knowledge or skills when doing all the task that have been given.

#### 4.1.2 Communication Skills

For the communication skills, It can assess how the level of my communication with others people because here in Library of UMK, trainee learn to interact with people from various races and knowledge as the Library of UMK were the Academic library. By making the UMK Library as a place of practical training, trainee will be able to communicate with many people because this is a public to students and lecturers. Although, trainee also challenged self to be confident and thoughtful in providing all the tasks and responsibilities assigned. Trainee hope also can make improvement practical experience during my days as my guidelines in the work environment in the next time.

#### 4.1.3 Work in Group or Teamwork

During internship period, UMK library have several program. Each program actually the special project by another practical student. All the practical student in UMK library should be involved in all program that have been held. Mostly all the program that been involved at the school. The requirements of the group members to achieve is really important in order to reach the target of the task. The contribution of group members is required in order to create an achievement planning and programs.

#### 4.1.4 Cataloguing process well

At the first, trainee though doing cataloguing is difficult but when tried and doing own catalogue, trainee feel it's enjoyable. But sometime, the trainee also made mistakes. UMK staff have been reprimanded about the mistake and taught trainee how the catalogue should be corrected.

#### 4.1.4 Generate a special project

During trainee was in this organization, trainee given the opportunity to produce a system project where the system was never used in this organization. What trainee learned after doing the system, learn new things and can be adopted.

#### 4.2 Personal thoughts and opinion

In trainee thought, UMK library has given an excellent preparing to practical students because it's gives trainee the chance to attempt each division in the library. Many of UMK staffs also help us in many things. The staff often helped me during good times and bad. Start from the practical to the end, they never stopped to help. UMK library also has various departments. Each department has its own functions and is able to make the UMK library looks very unique. A practical student of the system for this season, were given the chance to be in all department at the library. The most interesting thing was that for student practical were placed everybody in every department and not in the group, it teaches the meaning of independence. Trainee was given the opportunity to create a special system project for UMK publishers that have given me the skills and experience. Trainee have been able to increase confidence in doing the tasks given. Here student will get a lot of information very useful information in every department. For special projects that trainee did, trainee was very happy to be involved in the department of Publication and Intellectual Property Department. Furthermore, special projects assigned to trainee was one. Trainee's special project was Open Monograph Press (OMP) was an open source tool for managing and publishing monographs, edited volumes, and scholarly editions over the Web.

### **4.3 Lesson learnt**

The first thing I learned based on the work I did in this library such as shelving book. Shelving books teach me on how to make books and other library materials accessible to readers. Besides, to effectively interpret the library rules and regulations to students, faculty and other researchers with a view to efficient service. The next activities when I'm in Special and Entrepreneurship Collection Department and Quality Management Department. Both department have more to collect all about Kelantan as an example of my research and I have put all this in the Kelantan Digital Collection. Besides that, when I was in Acquisition Management Department, during this department, I learn two process in acquisition like receipt process and book stamp process. In the Technical Management Department, during this department, the work that I have done was cataloguing process. This two department, acquisition and technical department using virtua system. Here I have learned on how the virtua system was used. When I'm Information Service Department, during I'm under this department, sometimes I need to be at the counter. Here I learned how to communicate well with customers. In addition, I have learned ways of how to book lending and book returns. When I'm in Administration Management Department, what I learned on how to make a filling process. That's no problem when doing filing because I have been learned subject records during diploma and degree.

#### **4.4 Limitations and Recommendations**

In my opinion, UMK library is really good but there are some limitations in this library that need to be improved for the future.

##### **4.4.1 Limited space within the library**

Library space in UMK should be extended for the convenience of users coming into the library. At the same time, provides more space for the library's reader seating. The library should probably provide additional spaces where a user may sit. Limited space makes the amount coming to the library very limited at one time. Each room is available to be allowed with a large amount of time to time.

##### **4.4.2 Provide a wide space for all staff in the library**

The workplace room in UMK library is very little. UMK management should think on the most proficient method to have more space for office room on the grounds that the work of handling the library accumulation is done in this room. The workplace at first floor and second floor has similar issues in which there is insufficient space to put the materials that is send by the vendor.

##### **4.4.3 Public utilities for the user**

The public utilities for the user such as provides prayer room and toilet. The library should have a room and a prayer room to be used by the user. This facility is important as many users can sit in the library for a day and they do not have to go far from the library to use the toilets.

## REFERENCES

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# APPENDICES

# **TRAINEE ATTENDANCE**



KERAJAAN MALAYSIA

1

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD  
PEJABAT PERASTAWAN DAN  
KEM / JAB: PENKURUSAN ILMU, KAMPUS KOTA

KAD MENCATIT WAKTU

BULAN MAC

| MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | T/T<br>KETUA |
|-------|--------|-------|--------|-----------|--------------|
|       |        |       |        |           |              |
|       |        |       | 17:15  |           |              |
| 07:50 |        |       | 17:49  |           |              |
| 07:55 | 07:55  |       | 17:27  |           |              |
| 07:46 |        |       | 17:17  |           |              |
| 07:55 |        |       | 16:26  |           |              |
|       |        |       |        |           |              |
|       |        |       |        |           |              |
|       |        |       |        |           |              |
|       |        |       |        |           |              |
|       |        |       |        |           |              |
|       |        |       |        |           |              |
|       |        |       |        |           |              |
| 07:52 |        |       | 17:11  |           |              |
| 07:51 |        |       | 17:19  |           |              |
| 07:52 |        |       | 17:19  |           |              |
| 07:52 |        |       | 17:09  |           |              |

AMARAN

Pegawai / Kakitangan yang menolong mencatatkan waktu kad seseorang Pegawai/Kakitangan lain akan dikenakan tindakan tatertib keatasnya.

KERAJAAN MALAYSIA

NOMBER:



NAMA: SITI NURUL IDAYU BINTI MAHMAD  
PEJABAT PERPUSTAKAAN DAN  
KEM / JAB: PENKURUSAN ILMU, KAMPUS KO

KAD MENCATIT WAKTU

BULAN MAC

| TAR. | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN |
|------|-------|--------|-------|--------|-----------|
| 16   | 07:51 |        |       | 16:26  |           |
| 17   |       |        |       |        |           |
| 18   |       |        |       |        |           |
| 19   | 07:50 |        |       | 17:11  |           |
| 20   | 07:46 |        |       | 17:04  |           |
| 21   | 07:51 |        |       | 18:42  |           |
| 22   | 07:53 |        |       | 17:04  |           |
| 23   |       |        |       |        |           |
| 24   |       |        |       |        |           |
| 25   |       |        |       |        |           |
| 26   | 07:51 |        |       | 17:14  |           |
| 27   | 07:40 |        |       | 17:11  |           |
| 28   | 07:47 |        |       | 17:10  |           |
| 29   | 07:49 |        |       | 17:48  |           |
| 30   | 07:48 |        |       | 15:36  |           |
| 31   |       |        |       |        |           |

CATITAN

KERAJAAN MALAYSIA

1

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD

KEM / JAB: PEJABAT PERPUSTAKAAN DAN  
PENGURUSAN ILMU, KAMPUS KOTA

KAD MENCATIT WAKTU

BULAN APRIL

| TAR. | MASUK   | KELUAR  | MASUK | KELUAR  | KENYATAAN | T/T<br>KETUA |
|------|---------|---------|-------|---------|-----------|--------------|
| 1    |         |         |       |         |           |              |
| 2    | 8:07:53 |         |       | 8:17:14 |           |              |
| 3    | 8:07:48 |         |       | 8:17:18 |           |              |
| 4    | 07:58   |         |       | 8:17:22 |           |              |
| 5    | 8:07:51 |         |       | 8:17:10 |           |              |
| 6    | 8:07:55 | 8:15:30 |       |         |           |              |
| 7    |         |         |       |         |           |              |
| 8    |         |         |       |         |           |              |
| 9    | 8:07:48 |         |       | 8:17:20 |           |              |
| 10   | 8:07:54 |         |       | 8:17:14 |           |              |
| 11   | 8:07:40 |         |       | 8:17:10 |           |              |
| 12   | 8:07:51 |         |       | 8:17:07 |           |              |
| 13   | 8:07:44 |         |       | 8:15:43 |           |              |
| 14   |         |         |       |         |           |              |
| 15   |         |         |       |         |           |              |

AMARAN

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

KERAJAAN MALAYSIA

2

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD

KEM / JAB: PEJABAT PERPUSTAKAAN DAN  
PENGURUSAN ILMU, KAMPUS KOTA

KAD MENCATIT WAKTU

BULAN APRIL

| TAR. | MASUK   | KELUAR | MASUK | KELUAR  | KENYATAAN | T/T<br>KETUA |
|------|---------|--------|-------|---------|-----------|--------------|
| 16   | 8:07:51 |        |       | 8:17:08 |           |              |
| 17   | 8:07:51 |        |       | 8:17:18 |           |              |
| 18   | 8:07:42 |        |       | 8:17:11 |           |              |
| 19   | 8:07:50 |        |       | 8:17:28 |           |              |
| 20   | 8:07:50 |        |       | 8:16:39 |           |              |
| 21   |         |        |       |         |           |              |
| 22   |         |        |       |         |           |              |
| 23   | 8:07:43 |        |       | 8:17:16 |           |              |
| 24   |         |        |       |         |           |              |
| 25   | 8:07:43 |        |       | 8:17:14 |           |              |
| 26   | 8:07:42 |        |       | 8:17:11 |           |              |
| 27   | 8:07:43 |        |       | 8:15:35 |           |              |
| 28   |         |        |       |         |           |              |
| 29   |         |        |       |         |           |              |
| 30   |         |        |       |         |           |              |
| 31   |         |        |       |         |           |              |

CATITAN

KERAJAAN MALAYSIA

1

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD

KEM/JAB: PEJABAT PERPUSTAKAAN DAN  
PENGURUSAN ILMU

KAD MENCATIT WAKTU

BULAN MEI

| TAR. | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | T/1<br>KETUA |
|------|-------|--------|-------|--------|-----------|--------------|
| 1    | HARI  | BURUH  |       |        |           |              |
| 2    | 07:54 |        |       | 17:20  |           |              |
| 3    | 07:47 |        |       | 17:27  |           |              |
| 4    | 07:38 |        |       | 15:39  |           |              |
| 5    |       |        |       |        |           |              |
| 6    |       |        |       |        |           |              |
| 7    | 07:43 |        |       | 17:23  |           |              |
| 8    | 07:44 | 17:18  |       |        |           |              |
| 9    | 07:53 |        |       | 17:06  |           |              |
| 10   | CUTI  | WAJIB  |       |        |           |              |
| 11   | umk   |        |       |        |           |              |
| 12   |       |        |       |        |           |              |
| 13   |       |        |       |        |           |              |
| 14   | 07:24 |        |       | 17:05  |           |              |
| 15   | 07:47 |        |       | 17:32  |           |              |

AMARAN

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

KERAJAAN MALAYSIA

2

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD

KEM/JAB: PEJABAT PERPUSTAKAAN DAN  
PENGURUSAN ILMU,

KAD MENCATIT WAKTU

BULAN MEI

| TAR. | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN                           | T/1<br>KETUA |
|------|-------|--------|-------|--------|-------------------------------------|--------------|
| 16   | 07:53 |        |       | 17:21  |                                     |              |
| 17   | 07:43 |        |       | 17:32  |                                     |              |
| 18   | 07:49 |        |       | 16:48  |                                     |              |
| 19   |       |        |       |        |                                     |              |
| 20   |       |        |       |        |                                     |              |
| 21   | 07:54 |        |       | 17:22  |                                     |              |
| 22   | 07:47 |        |       | 17:19  |                                     |              |
| 23   | 07:49 |        |       | 17:08  |                                     |              |
| 24   | 07:52 |        |       | 17:21  |                                     |              |
| 25   | 07:35 |        |       | 16:24  |                                     |              |
| 26   | Cuti  |        |       |        |                                     |              |
| 27   |       |        |       |        |                                     |              |
| 28   |       |        |       |        |                                     |              |
| 29   |       |        |       |        | } CUTI RPHAT<br>INTERVIEW<br>MASTER |              |
| 30   |       |        |       |        |                                     |              |
| 31   | 07:54 |        |       | 16:38  |                                     |              |

CATITAN

KERAJAAN MALAYSIA

2

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD

KEM/JAB: PEJABAT PERPUSTAKAAN DAN  
PENGURUSAN ILMU

KAD MENCATIT WAKTU

BULAN JUN

| TAR. | MASUK   | KELUAR | MASUK | KELUAR  | KENYATAAN | TIT. KETUA |
|------|---------|--------|-------|---------|-----------|------------|
| 16   |         |        |       |         |           |            |
| 17   |         |        |       |         |           |            |
| 18   |         |        |       |         |           |            |
| 19   | 8:00:00 |        |       |         |           |            |
| 20   | 8:00:00 |        |       |         |           |            |
| 21   | 8:00:00 |        |       |         |           |            |
| 22   | 8:00:00 |        |       |         |           |            |
| 23   |         |        |       |         |           |            |
| 24   |         |        |       |         |           |            |
| 25   |         |        |       |         |           |            |
| 26   |         |        |       |         |           |            |
| 27   |         |        |       |         |           |            |
| 28   | 8:07:46 |        |       | 8:17:30 |           |            |
| 29   | 8:07:40 |        |       |         |           |            |
| 30   |         |        |       |         |           |            |
| 31   |         |        |       |         |           |            |

CATITAN

KERAJAAN MALAYSIA

1

NOMBOR:



NAMA: SITI NURUL IDAYU BINTI MAHMAD

KEM/JAB: PEJABAT PERPUSTAKAAN DAN  
PENGURUSAN ILMU

KAD MENCATIT WAKTU

BULAN JUN

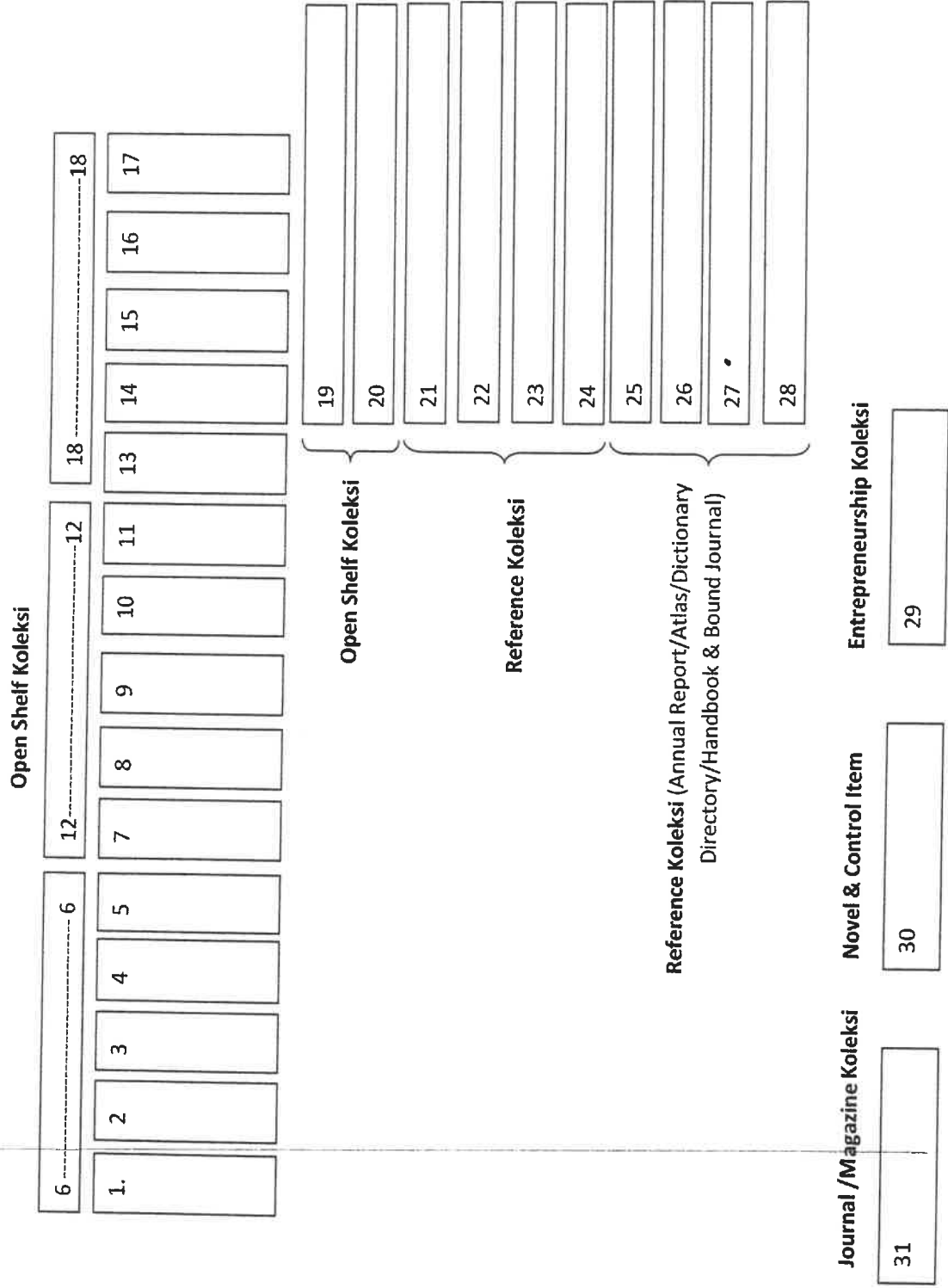
| TAR. | MASUK   | KELUAR | MASUK | KELUAR  | KENYATAAN | TIT. KETUA |
|------|---------|--------|-------|---------|-----------|------------|
| 1    | 8:07:38 |        |       |         |           |            |
| 2    |         |        |       |         |           |            |
| 3    |         |        |       |         |           |            |
| 4    | 8:07:53 |        |       |         |           |            |
| 5    | 8:07:49 |        |       |         |           |            |
| 6    | 8:07:46 |        |       |         |           |            |
| 7    | 8:07:46 |        |       |         |           |            |
| 8    | 8:07:47 |        |       |         |           |            |
| 9    |         |        |       |         |           |            |
| 10   |         |        |       |         |           |            |
| 11   |         |        |       |         |           |            |
| 12   |         |        |       |         |           |            |
| 13   | 8:07:49 |        |       | 8:17:30 |           |            |
| 14   | 8:07:38 |        |       |         |           |            |
| 15   | 8:07:39 |        |       |         |           |            |

AMARAN

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

# **SHELVING PROCESS**

**SUSUNAN RAK (LAYOUT) DAN SENARAI NAMA PEMERPUSTAKAAN BAGI TUJUAN SHELVING/RESHELVING BUKU**



SENARAI NAMA PEMERPUSTAKAAN DALAM PEMBAHAGIAN RAK BAGI TUJUAN SHELVING/RESHELVING BUKU SETIAP HARI (8.00 PG – 9.00 PG)  
PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU KAMPUS KOTA

- Rak 1/2 - Siti Syahidatul/Siti Nurul Idayu (Praktikal)
- Rak 3/4 - Hasyati
- Rak 5/6 - Nurul Azwin (Praktikal)
- Rak 7/8 - Zulikha
- Rak 9/10 - Nurul Fadhliln
- Rak 11/12 - Azman
- Rak 13/14 - Sharifah Fatin Amira (Praktikal)
- Rak 15/16 - Cheq Su
- Rak 17/18 - Umi Kalsum (Praktikal)
- Rak 19/20 - Lidya
- Rak 21-24 - Muiss
- Rak 25 - 28 (Ref) & Bilik Thesis – Mohd Hafiza /Nurfatihah (Praktikal)
- Rak 29 - Siti
- Rak 30 - Hakim / Nurul Syahirah (Praktikal)
- Rak 31 - Pn. Hafiza / Pn Liyana

➤ **Mahadi** – Membuat pemeriksaan/Memastikan semua komputer (IMAC & IPAD) berfungsi dgn sempurna pada setiap pagi sebelum perpustakaan dibuka jam 9.00am

**MAKLUMAN**

- 1- Semua staf diwajibkan berada di rak masing-masing bagi tujuan shelving dari pukul 8.00 am – 9.00 am (Shif Pagi)
- 2-Semua staf diwajibkan berada di rak masing-masing bagi tujuan shelving dari pukul 2.00 pm – 3.00 pm (Shif Petang)
- 2- Semua staf bertugas perlu memastikan susunan buku di rak mengikut susunan yang betul (mengikut standard LCC)
- 3- Semua staf bertugas perlu memastikan susunan buku di rak berada dalam keadaan kemas & teratur.
- 4- Semua staf bertugas perlu memastikan buku-buku dirak di “Vacum” bagi mengelak debu/habuk.
- 5- Pustakawan (S41)/Pen. Pegawai Perpustakaan (S27) akan membuat pemantauan/pemeriksaan rak secara rutin harian.
- 6- **Semua staf yang bertugas dilarang berkumpul/berborak semasa membuat shelving/reshelving.**

PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVING/ RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING/ RESHELVING BOOK

NAMA STAF:

NO. RAK PEMANTAUAN:

| BIL. | TARIKH | NO. PANGGILAN MENGIKUT BAY | CATATAN |
|------|--------|----------------------------|---------|
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |
|      |        |                            |         |





PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

REKOD HARIAN STAF PEM. PERPUSTAKAAN BERTUGAS BAGI SHELIVING/ RESHELIVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELIVING/ RESHELIVING BOOK

NAMA STAF: SITI NURUL IDAYU BINTI MAHMAD

NO. RAK PEMANTAUAN: 2

| BIL. | TARIKH   | NO. PANGGILAN MENGIKUT BAY                        | CATATAN                              |
|------|----------|---|--------------------------------------|
| 1.   | 26/02/17 | BP 188.13 S23 2010 → BP 182.3 M3 T44 1990         | 1/86                                 |
| 2.   | 27/02/17 | BP 188.3 .M24 N254 2003 → BP 109.5 .M 28 F35 2010 | 1/151                                |
| 3.   | 28/02/17 | BP 190.5 .M28 181 2008 → BV 4524 .17 .088 2011    | 3/212                                |
| 4.   | 01/03/17 | BV 4596 M3 353 2012 → D 199.3 .V62 1961           | 3/166 * salah susun                  |
| 5.   | 02/03/17 | D 210 G364 2008 → DK 510.25 .A43 2006             | 1/164 * salah susun                  |
| 6.   | 05/03/17 | DK 510.763 .T47 2009 → DS 119.7.C37 2011          | 10/164 167 * salah susun             |
| 7.   | 06/03/17 | DS 119.7.C632 2008 → DS 359.912 .J44 2010         | 3/170 * salah susun<br>* salah letak |
| 8.   | 07/03/17 | DS 563 .V36 2008 → DS 546 G .W37 .2000            | 1/226 * salah letak                  |
| 9.   | 08/03/07 | DS 596.h .M 2003 → DS 601 .W35 2010               | 6/219 * salah letak<br>* salah susun |

Karung Berkunci 36, Pengkalan Chepa, 16100 Kota Bharu Kelantan

<http://perpustakaan.umk.edu.my>

Tel: +609 771 7185

PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN



UNIVERSITI  
MALAYSIA  
KELANTAN

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVING/ RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING/ RESHELVING BOOK

| NAMA STAF: SITI NORUL IDAYU BINTI MAHMAD |          | NO. RAK PEMANTAUAN: RAK Eku 1 & 2           |                                       |
|--|----------|---|---------------------------------------|
| BIL.                                     | TARIKH   | NO. PANGGILAN MENGIKUT BAY                  | CATATAN                               |
| 10                                       | 09/03/17 | DS 601 U35 2010 → G 154 T63 2007            | 15 / 184 *salah letak<br>*salah susun |
| 11                                       | 12/03/17 | G 154.9 T74 2010 → G 155 A1 P55 2008        | 2 / 170 *salah letak                  |
| 12                                       | 13/03/17 | G 155 A1 P344 2011 → G 155 G7 K47 2003      | 3 / 155 *salah letak<br>*ubah susunan |
| 13                                       | 14/03/17 | G 155 G7 M515 2007 → GE 145 H36 1998        | 0 / 175                               |
| 14                                       | 15/03/17 | BP 188.13 S23 2010 → BP 190.5 M28 F35 2010  | 7 / 240 *salah letak<br>*salah susun  |
| 15                                       | 16/03/17 | BP 190.5 M28 185 2010 → BV 1529.17 088 2011 | 2 / 213 *salah susun                  |
| 16                                       | 19/03/17 | BV 4531.3 K56 2009 → D199.3 V62 1961        | 1 / 165 *salah letak                  |
| 17                                       | 20/03/17 | D 210 G364 2008 → DK 510.25 A43 2006        | 0 / 160                               |
| 18                                       | 21/03/17 | DK 510.763 T47 2009 → DS 119.7 C87 2011     | 8 / 160                               |



UNIVERSITI  
MALAYSIA  
KELANTAN

PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

REKOD HARIAN STAF PERPUSTAKAAN BERTUGAS BAGI SHELVING/ RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING/RESHELVING BOOK

NAMA STAF: SITI NURUL IDRAU BINTI MAHMAD NO. RAK PEMANTAUAN: 2

| BIL. | TARIKH   | NO. PANGGILAN MENGIKUT BAY   | CATATAN |
|------|----------|--|---------|
| 19   | 22/03/17 | DS 119.7 C632 2007 → DS <sup>559</sup> <del>391</del> .9 12 749 2010 | 2 / 166 |
| 20   | 26/03/17 | DS 593.V36 2008 → DS 596.6 w37 2000                                  | 0 / 220 |
| 21   | 27/03/17 | DS 596.6 M5 2003 → DS 599 k8 C93 2004                                | 3 / 228 |
| 22   | 28/03/17 | DS 599 k53 S4 1984 → G 154 T63 2007                                  | 1 / 268 |
| 23   | 29/03/17 | G 154.9 T68 1997 → G 155 A1 P35 2008                                 | 2 / 168 |
| 24   | 30/03/17 | G 155 A1 P 344 2011 → G 155 G7 K47 2003                              | 1 / 154 |
| 25   | 02/04/17 | G 155 G7 M515 2007 → G 145 H96 1998                                  | 0 / 279 |
| 26   | 03/04/17 | BP 188-13 S23 2010 → BP 190.5 M28 F35 2010                           | 7 / 241 |
| 27   | 04/04/17 | BP 190.5 M28 187 → BV 4529. 17 088 2011                              | 0 / 211 |

PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN



REKOD HARIAN STAF PERPUSTAKAAN BERTUGAS BAGI SHELVING/ RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING/ RESHELVING BOOK

NAMA STAF: SITI NURUL IDAYU BINTI MAHMAD NO. RAK PEMANTAUAN: 2

| BIL. | TARIKH   | NO. PANGGILAN MENGIKUT BAY   | CATATAN                                 |
|------|----------|--|---|
| 27   | 04/04/11 | <del>BP 190-5-0122-287 2011</del> → BV 4529.17.088 2011                            | <del>0/211</del>                        |
| 28   | 05/04/11 | BV 4531.3 K56 2009 → D 149.3 V62 1961  | 1 / 166 *salah letak                    |
| 29   | 09/04/11 | D 210 G364 2008 → DK 510.25 A 43 2006  | 1 / 165                                 |
| 30   | 10/04/11 | <del>DK 510.762.T47 2009</del><br><del>DS 119.7 C37 2011</del> → DS 119.7 C37 2011 | 0 / 170                                 |
| 31   | 11/04/11 | DS 119.7 C632 2008 → DS 559.912 J44 2010   | 0 / 170                                 |
| 32   | 12/04/11 | DS 583.V36 2008 → DS 596.6 W37 2000  | 0 / 224                                 |
| 33   | 13/04/11 | DS 596.6 M5 2003 → DS 599.K8 C42 2064  | 2 / 234                                 |
| 34   | 16/04/11 | DS 599.K53 554 1986 → G 154 T63 2007   | *sudah salah tidak mengikut call number |
| 35   | 17/04/11 | G 154.9 T68 146 1997 → G 155.A1 P55 2058   | 3 / 168                                 |
|      |          |  | 2 / 170                                 |

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UNIVERSITI MALAYSIA KELANTAN

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVING/RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING RESHELVING BOOK

| NAMA STAF: SITI NURUL IDAYU BINTI MAHMAD |          | NO. RAK PEMANTAUAN: 2                        |                                  |
|--|----------|--|----------------------------------|
| BIL.                                     | TARIKH   | NO. PANGGILAN MENGIKUT BAY                   | CATATAN                          |
| 36.                                      | 18/04/17 | G 155 .A1 P344 2011 → G 155 .G7 K47 2003     | 3 / 155                          |
| 37.                                      | 19/04/17 | G 155 .G7 M515 2007 → GE 145 .H36 1998       | 1 / 179                          |
| 38.                                      | 20/04/17 | BP 188-B3 .S23 2010 → BP 190.5 .M28 F35 2010 | 0 / 250                          |
| 39.                                      | 23/04/17 | BP 190.5 .M28 J87 2011 → BV 4528.2 .W36 2012 | 1 / 202                          |
| 40.                                      | 25/04/17 | BV 4531.3 .K56 2009 → D 199.3 .V62 1961      | 3 / 166                          |
| 41.                                      | 26/04/17 | D 210 G364 2008 → DK 510.25 .A43 2006        | 3 / 105                          |
| 42.                                      | 27/04/17 | DK 510 .763 .747 2009 → DS 119.7 .C37 2011   | 0 / 148                          |
| 43.                                      | 02/05/17 | DS 119.7 C632 2008 → DS 559.712 .J44 2010    | 48 / 170                         |
| 44.                                      | 03/05/17 | DS 563 .V36 2008 → DS 396.6 .W37 2000        | * satu buku yg dipinjam<br>1/226 |



PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVIING/ RESHELVIING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVIING RESHELVIING BOOK

NAMA STAF: SITI NURUL IOFAYU BINTI MAHMAD

NO. RAK PEMANTAUAN: 2

| BIL. | TARIKH   | NO. PANGGILAN MENGIKUT BAY                                       | CATATAN                      |
|------|----------|--|------------------------------|
| 45.  | 04/05/17 | DS 596.6 .M5 2003 → DS 598 .P43 P47 2010                         | 0/239                        |
| 46.  | 07/05/17 | DS 598 .P45 -M69 2009 → G154 .T63 2007                           | 1/183 <del>tidak letak</del> |
| 47.  | 08/05/17 | G154-9 .T68 1997 → G155 .A1 P55 2008                             | 0/170                        |
| 48.  | 09/05/17 | G155 .A1 P344 2011 → G155 .G7 K47 2003                           | 3/189                        |
| 49.  | 14/05/17 | G155 .G7 M515 2007 → GE 45 .H36 1998                             | 1/170                        |
| 50.  | 15/05/17 | BP 188.13 323 2010 → BP 190.5 .M28 I85 2010                      | 2/211 <del>tidak letak</del> |
| 51.  | 16/05/17 | BP 190.5 .M28 187 2011 → BV 4529 .17 .088 2011                   | 2/212                        |
| 52.  | 17/05/17 | BV 4531.3 .K56 2009 → D199 .3 .V62 1961                          | /165                         |
| 53.  | 18/05/17 | D210 <sup>G304</sup> <del>G304</del> 2008 → DK 510 .25 .A43 2006 |                              |

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVING/RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING/RESHELVING BOOK

| NAMA STAF: SITI NURUL LOAYU BINI MAHMAD |          | NO. RAK PEMANTAUAN: 2                      |         |
|---|----------|--|---------|
| BIL.                                    | TARIKH   | NO. PANGGILAN MENGIKUT BAY                 | CATATAN |
| 54.                                     | 21/05/17 | DK510.763 .T97 2009 → DS119.7 .C37 2011    | 0/166   |
| 55.                                     | 22/05/17 | DS119.7 .G632 2008 → DS559.912 .J44 2010   | 2/166   |
| 56.                                     | 23/05/17 | DS563 .V36 2008 → DS396.6 W37 2000         | 3/220   |
| 57.                                     | 24/05/17 | DS596.6 .M5 2003 → DS598 .P93 P47 2010     | 0/235   |
| 58.                                     | 31/05/17 | DS593 .P95 .M69 2001 → G154 .T63 2007      | 4/184   |
| 59.                                     | 01/06/17 | G154.9 T68 1997 → G155 .A1 P55 2008        | 1/170   |
| 60.                                     | 04/06/17 | G155 .A1 P344 2011 → G155 .G7 K47 2003     | 0/155   |
| 61.                                     | 05/06/17 | G155 .G7 M515 2007 → G155 .H36 1998        | 6/279   |
| 62.                                     | 06/06/17 | BP188.B3 .S23 2010 → BP190.5 .M28 J85 2010 | 2/189   |

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVING/RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING/RESHELVING BOOK

| NAMA STAF: SITI NURUL IDAYU BINTI MAHMAD |          | NO. RAK PEMANTAUAN: 1                       |                                     |
|--|----------|---|-------------------------------------|
| BIL.                                     | TARIKH   | NO. PANGGILAN MENGIKUT BAY                  | CATATAN                             |
| 63.                                      | 07/06/17 | BP190.5 .m28 I87 2011 → BV4529.17 .088 2011 | 4 <del>2</del> /212 * salah susunan |
| 64.                                      | 08/06/17 | BV4531.3 K56 2009 → D199.3 .v62 1961        | 0/166                               |
| 65.                                      | 13/06/17 | BD210 G1364 2008 → DK510.25 .A43 2006       | 2/165                               |
| 66.                                      | 14/06/17 | DK510.763 .747 2009 → DS119.7 .C37 2011     | 1/168                               |
| 67.                                      | 15/06/17 | DS119.7 .C632 2008 → DS359.912 .J44 2010    | 3/166 * salah letak                 |
| 68.                                      | 18/06/17 | DS563 .v36 2008 → DS596.6 .u37 2000         | 3/220 * Baru letak * salah letak    |
| 69.                                      | 19/06/17 | DS596.6 .m5 2003 → DS598 .p43 p47 2010      | 0/235                               |
| 70.                                      | 20/06/17 | DS598 .p45 .m69 2001 → G154 .T63 2007       | 0/184                               |
| 71.                                      | 21/06/17 | G154.9 .T68 1997 → G165 .A1 P55 2008        | 1/168                               |



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UNIVERSITI MALAYSIA KELANTAN

REKOD HARIAN STAF PEMERPUSTAKAAN BERTUGAS BAGI SHELVING/ RESHELVING BUKU DI RAK  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING RESHELVING BOOK

NAMA STAF:

| NAMA STAF: |          | NO. RAK PEMANTAUAN:                      |         |
|------------|----------|--|---------|
| BIL.       | TARIKH   | NO. PANGGILAN MENGIKUT BAY               | CATATAN |
| 72.        | 22/06/17 | G155 .A1 P344 2011 → G155 .G7 K47 2003   | 1 / 186 |
| 73.        | 28/06/17 | G155 G7 M515 2007 → G1E145 .H36 K918     | 0 / 176 |
| 74.        | 29/06/17 | B4188-13 S23 2010 → B4190.5 M28 S85 2010 | 2 / 211 |
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**DEPARTMENT  
DOCUMENT**

**JADUAL LATIHAN INDUSTRI PELAJAR  
SARJANA MUDA SAINS PENGURUSAN MAKLUMAT (KEP.) PENGURUSAN PERPUSTAKAAN  
DAN MAKLUMAT & PENGURUSAN PUSAT SUMBER**

**NAMA PELATIH : SITI NURUL IDAYU BINTI AHMAD**

**NAMA PERPUSTAKAAN : PERPUSTAKAAN UNIVERSITI MALAYSIA KELANTAN**

**KETUA PENYELIA : EN. AMIRUL FIRDAUS BIN ZILAH**

| <b>BULAN</b>        | <b>BAHAGIAN / UNIT</b>               | <b>PENYELIA</b> |
|---------------------|--------------------------------------|-----------------|
| FEBRUARI            | BAHAGIAN KOLEKSI KHAS & KEUSAHAWANAN | PN. NURJULIANA  |
| MAC                 | BAHAGIAN KOLEKSI KHAS & KEUSAHAWANAN | PN. NURJULIANA  |
| APRIL (2 – 6 APR)   | BAHAGIAN PENGURUSAN PEROLEHAN        | EN. AMIRUL      |
| APRIL (9 – 20 APR)  | BAHAGIAN PENGURUSAN TEKNIKAL         | PN. IZZATI      |
| APRIL (23 – 27 APR) | BAHAGIAN PENGURUSAN KUALITI          | PN. SHAZWANI    |
| MEI                 | BAHAGIAN PERKHIDMATAN MAKLUMAT       | EN. PAHMI       |
| JUN                 | BAHAGIAN PENTADBIRAN                 | EN. KU AZLAN    |

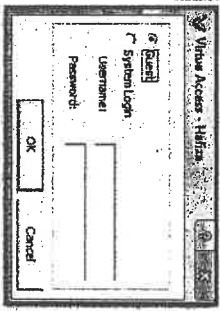
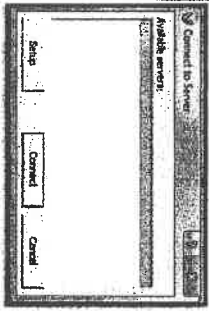
PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

NO. TAGGING / TAGGING NO. :  
LOKASI / LOCATION:

BORANG REKOD PEMROSESAN BAHAN  
PROCESSING RECORD FORM

| BAHAGIAN / DEPARTMENT  | /  | CATATAN / NOTE |
|--|--|----------------|
| <b>BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT</b>   |  |                |
| NAMA / Name :<br>BAHAN / Material : PEMBELIAN / Purchase <input type="checkbox"/>  | TARIKH / Date:<br>HADIAH / Gift <input type="checkbox"/>       |                |
| <ul style="list-style-type: none"> <li>Kondisi bahan / Material's Condition</li> </ul>   | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Cop / Cop</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>- Maklumat bahan / Material's information</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>- Hak milik / All rights reserved</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>- Bekum / Stamping</li> </ul>   | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Tag RFID / RFID tag</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Kemaskini penerimaan maklumat dalam Virtua / Update information in Virtua</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Pengesahan invois / Invoice verification</li> </ul>   | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Hantar invois ke Pejabat Bendahari / Submit invoice to the Treasurer's Office</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas &amp; Keusahawanan / Submit material to Technical Management Department and Special Collections &amp; Entrepreneurship Department</li> </ul> | <input type="checkbox"/>                                       |                |
| Tarikh penghantaran / Delivery date :  |  |                |
| <b>BAHAGIAN PENGURUSAN TEKNIKAL / TECHNICAL MANAGEMENT DEPARTMENT</b>  |  |                |
| NAMA / Name :<br>BAHAN / Material : ORIGINAL <input type="checkbox"/> CIP <input type="checkbox"/>   | TARIKH / Date :<br>Melampiri / Attach <input type="checkbox"/> |                |
| <ul style="list-style-type: none"> <li>Kondisi bahan / Material's Condition</li> </ul>   | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Cop maklumat bahan / Material's information cop</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Cop hak milik / All rights reserved cop</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Bekum / Stamping</li> </ul>   | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Tag RFID / RFID tag</li> </ul>  | <input type="checkbox"/>                                       |                |
| <ul style="list-style-type: none"> <li>Rekod dan status dalam sistem / Record and status in system</li> </ul>  | <input type="checkbox"/>                                       |                |
| <b>KATALOG BAHAN / Cataloging Material</b>   |  |                |
| 020 • Nombor ISBN / ISBN Number  | <input type="checkbox"/>                                       |                |
| 090 • Nombor Panggilan / Call Number   | <input type="checkbox"/>                                       |                |

LOGIN VIRTUA



\* Klik "connect" dan masukkan username dan password anda.

BAHAN BERSTAK

1.0 Langkah- Langkah Katalog dan Pengindeksan

Rujuk borang samada bahan:

- i. Pembelian
- ii. Hadiah

\*Pantikan nomor langganng pada bahan sama dengan nomor langganng di borang.

\*Nomor langganng= barcode

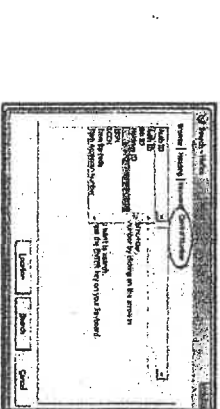
1.1 Semak bahan:

- 1) Kondisi bahan
  - 2) Cop maklumat bahan
  - 3) Cop hak milik
  - 4) Bekam
  - 5) Tag RFID
  - 6) Rekod dan status dalam sistem
- \* ISBN  
\* Judul / Tajuk bahan

1.2 Semak status dalam sistem virtual

By:

- a) ISBN atau



### PANDUAN KATALOG BAHAN

Panduan mengil catalog input sheet ke dalam sistem.

| 008 | 010 | 020 | 022 | 090 | 100 | 100 | 110 | 111 | 248 | 248 | 248 | 250 | 250 | 300 | 300 | 350 | 350 | 600 | 650 | 651 | 700 | 700 | 710 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
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| 008 | 010 | 020 | 022 | 090 | 100 | 100 | 110 | 111 | 248 | 248 | 248 | 250 | 250 | 300 | 300 | 350 | 350 | 600 | 650 | 651 | 700 | 700 | 710 |
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### PANDUAN KATALOG BAHAN

#### 2.0 Katalog Bahan

1. Nomor ISBN / ISBN number (020)
  - 13 digits atau 10 digits
  - Ya Nomor ISBN
  - Masukkan nomor ISBN yang ada pada bahan

|     |     |  |  |  |  |  |  |  |
|-----|-----|--|--|--|--|--|--|--|
| 020 | 020 |  |  |  |  |  |  |  |
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2. Nomor Penerbit / Publisher (090)
  - Class web: oari nomor pnggilan dengan menggunakan subject.
  - Catalog calulator: outter number dari pennggilan swab atau judul.
  - \* Untuk Novel, Cerpen, Puisi mdryu outter menggunakan Pennggilan swab dan judul.

\* ex:  $1B171.5 \text{ No. } 1447 \text{ } 2009$   
 \* Novel - ex:  $PL5136.S16 \text{ No. } A33 \text{ } 2010$   
 Pennggilan swab → Judul

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## 7. Deskripsi bahan / description of material (300)

- Tada indicators  
 Codes  
 Ia - Mula surat, Prepress :  
 Ib - Butiran fizikal yang lain ;  
 Ic - Uraian.

\* ex: Ia 11 v. ; Ib ill. ; Ic 24 cm.  
 or  
 Ia xi 271 p. ; Ib col. ill. ; Ic 21 cm.

## 8. Siri / Series (490)

- Indicators:  
 ✓ Permana:  
 \* 0 - Series not traced  
 \* 1 - Series traced  
 ✓ Kedar:  
 \* Tada

Codes:  
 Ia Series statement  
 Iv Volume

\* ex: Ia Pediatric clinics of North America, Iv v. 2, nu. 2.

## 9. Nota / Note (500)

- Bilangan untuk "Includes index" sahaja, atau "general note"  
 Tada indicators  
 Codes:  
 Ia general note

\* ex: Ia Includes indexes Or Ia Translated from German

## - Nota / Note (504)

- Tada indicators  
 Bibliography, etc. note  
 Codes:  
 Ia Bibliography, etc.

\* ex: Ia Includes bibliographical references Or Ia Includes bibliographies and index

## 10. Tindak perantara / Subject (650)

- Indicators:  
 ✓ Permana:  
 \* Tada  
 ✓ Kedar:  
 \* 0 - Library of Congress Subject Headings

Codes:  
 Ia - Topical term or geographic name entry element  
 Iv - Form subdivision  
 Iv - General subdivision  
 V - Chronological subdivision  
 V - Geographic subdivision

\*Jual buruan subject yang mana strong dthulu.

\* ex: Ia Vocal music Iv France Iv 18th century.

## 11. Ertak Utama / Main entry (700)

- Indicators:  
 ✓ Permana:  
 \* 0 - Pername  
 \* 1 - Surname or family name  
 ✓ Kedar: tada

Codes:

Ia Personal name  
 Ia - Titles and other words associated with a name  
 Id - Dates associated with a name  
 Iq - Fuller form of name

\* ex: Ia Charles Edward, Ic Prince, grandson of James II, King of England, Id 1720.

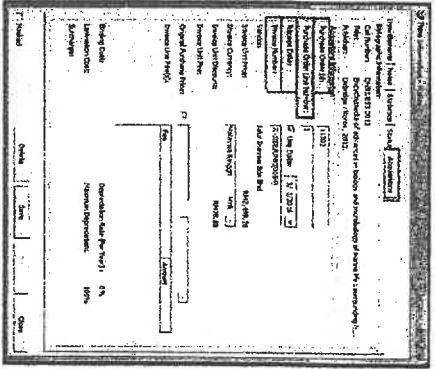
## 12. Ertak Tambahan / Added entry (710)

- Indicators:  
 ✓ Permana:  
 \* 2 - Name in direct order  
 ✓ Kedar: tada

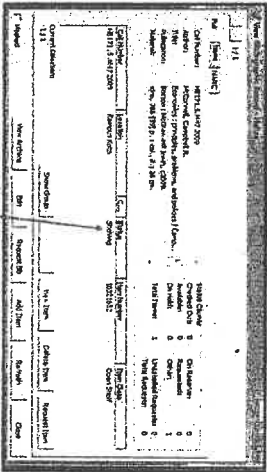
Codes:  
 Ia - Corporate name or jurisdiction name as entry element

\* ex: Ia Chemical Society (Great Britain)

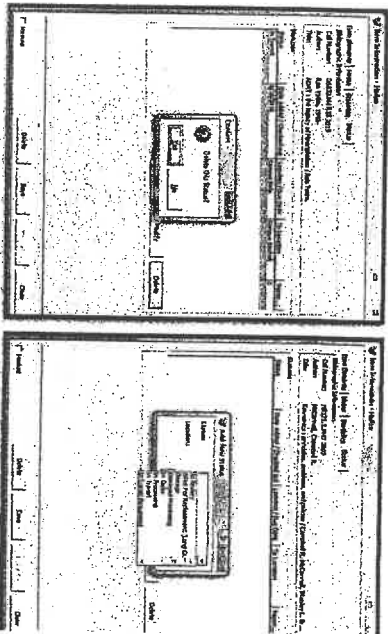
\* Jika buku bervolume - tambah maklumat di "acquisitions"



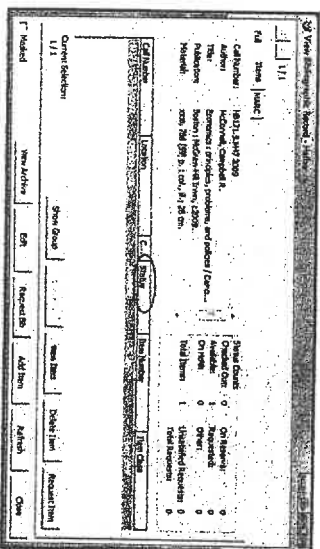
4.0 Tubuk Status



\* Kampus kota, tukar status "shelving" or "in processing" kepada status "available"  
 - tekan "edit" dan "delete"  
 \* Untuk kampus Bebekok, Jelil, Pdg Tembak tukar statusnya kepada "Intransit"



- \* Available = kampus kota
- \* Intransit = Kampus jelil, bekokok, pdg tembak
- \* At Bindery = untuk buku yang perlu di "binding" semula
- \* Banned Item = Bahan yang dilarangan contohnya buku porno yang menentang kerjiaan.



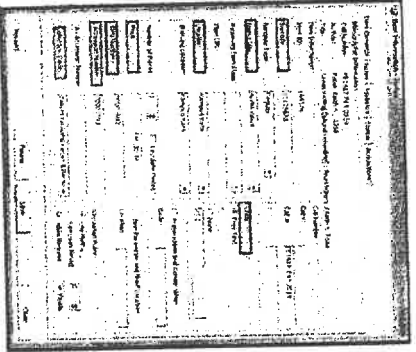


013-9334228

PANDUAN KATALOG BAHAN

5.4 "Add Item"

\* Kembalikan maklumat yang perlu diisi adalah sama dengan bahan bercetak.



Item class: Audio visual

"EPN Number" dan "Accession Number" adalah sama

Free Text: Taip cd atau cd1, cd2

\*TAMAT\*



PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

Salinan Pelajar

| BORANG PERMOHONAN PINJAMAN / PEMULANGAN SECARA MANUAL<br>APPLICATION FORM FOR LOAN / RETURN MANUALLY  |  |   |   |
|---|--|---|---|
| Maklumat Pemohon ( <i>Requestor's Detail</i> )  |  | Maklumat Bahan ( <i>Item's Detail</i> )   |   |
| Nama:<br><i>Name:</i>   |  | Tajuk Buku:<br><i>Book Title:</i>   |   |
| No. Kad Matrik/ Staf:<br><i>Matric Number / Staff ID:</i>   |  | No. Barkod:<br><i>Item Barcode:</i>   |   |
| Kategori / <i>Category:</i><br><br><input type="checkbox"/> Staf Akademik<br><i>Academic Staff</i> <input type="checkbox"/> Pelajar Ijazah<br><i>Undergraduate</i><br><br><input type="checkbox"/> Staf Bukan Akademik<br><i>Non - Academic Staff</i> <input type="checkbox"/> Pascasiswazah<br><i>Postgraduate</i> |  | <input type="checkbox"/> Pinjaman<br><i>Borrow</i><br><br>Tarikh Pinjam:<br><i>Date Borrow:</i> | <input type="checkbox"/> Pemulangan<br><i>Return</i><br><br>Tarikh Bahan Dihantar:<br><i>Date Sent:</i> |

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<http://perpustakaan.umk.edu.my>

Tel: +609 771 7185



PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

Salinan Perpustakaan

| BORANG PERMOHONAN PINJAMAN / PEMULANGAN SECARA MANUAL<br>APPLICATION FORM FOR LOAN / RETURN MANUALLY  |  |   |   |
|---|--|---|---|
| Maklumat Pemohon ( <i>Requestor's Detail</i> )  |  | Maklumat Bahan ( <i>Item's Detail</i> )   |   |
| Nama:<br><i>Name:</i>   |  | Tajuk Buku:<br><i>Book Title:</i>   |   |
| No. Kad Matrik / Staf:<br><i>Matric Number / Staff ID:</i>  |  | No. Barkod:<br><i>Item Barcode:</i>   |   |
| Kategori / <i>Category:</i><br><br><input type="checkbox"/> Staf Akademik<br><i>Academic Staff</i> <input type="checkbox"/> Pelajar Ijazah<br><i>Undergraduate</i><br><br><input type="checkbox"/> Staf Bukan Akademik<br><i>Non - Academic Staff</i> <input type="checkbox"/> Pascasiswazah<br><i>Postgraduate</i> |  | <input type="checkbox"/> Pinjaman<br><i>Borrow</i><br><br>Tarikh Pinjam:<br><i>Date Borrow:</i> | <input type="checkbox"/> Pemulangan<br><i>Return</i><br><br>Tarikh Bahan Dihantar:<br><i>Date Sent:</i> |

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PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
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**REKOD PEMERHATAN PROSES PENDAFTARAN KEAHLIAN  
OBSERVATION RECORD OF MEMBERSHIP REGISTRATION PROCESS**

SEMESTER / TAHUN : \_\_\_\_\_

| BIL. | TARIKH | MASA PENDAFTARAN<br>(Masa Mula-Selesai) | $\leq 5$ Minit<br>( $\checkmark$ ) | $\geq 5$ Minit<br>( $\checkmark$ ) | CATATAN | T/TGN |
|------|--------|---|------------------------------------|------------------------------------|---------|-------|
| 1.   |        |   |                                    |                                    |         |       |
| 2.   |        |   |                                    |                                    |         |       |
| 3.   |        |   |                                    |                                    |         |       |
| 4.   |        |   |                                    |                                    |         |       |
| 5.   |        |   |                                    |                                    |         |       |
| 6.   |        |   |                                    |                                    |         |       |
| 7.   |        |   |                                    |                                    |         |       |
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JUMLAH PENGGUNA :

JUMLAH  $\leq 5$  Minit :

JUMLAH  $\geq 5$  Minit :

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PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

REKOD PEMERHATIAN PROSES PEMINJAMAN BAHAN  
OBSERVATION RECORD OF BORROWING PROCESS

SEMESTER / TAHUN : \_\_\_\_\_

| BIL. | TARIKH | MASA PINJAMAN<br>(Masa Mula-Selesai) | $\leq 3$ Minit<br>( $\checkmark$ ) | $\geq 3$ Minit<br>( $\checkmark$ ) | CATATAN | T/TGN |
|------|--------|--------------------------------------|------------------------------------|------------------------------------|---------|-------|
| 1.   |        |                                      |                                    |                                    |         |       |
| 2.   |        |                                      |                                    |                                    |         |       |
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JUMLAH PENGGUNA :  
JUMLAH  $\leq 3$  Minit :  
JUMLAH  $\geq 3$  Minit :

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PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

REKOD PEMERHATAN PROSES PEMULANGAN BAHAN  
OBSERVATION RECORD OF RETURNING PROCESS

SEMESTER / TAHUN : \_\_\_\_\_

| BIL. | TARIKH | MASA PEMULANGAN<br>(Masa Mula-Selesai) | $\leq 3$ Minit<br>(√) | $\geq 3$ Minit<br>(√) | CATATAN | T/TGN |
|------|--------|--|-----------------------|-----------------------|---------|-------|
| 1.   |        |  |                       |                       |         |       |
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| 3.   |        |  |                       |                       |         |       |
| 4.   |        |  |                       |                       |         |       |
| 5.   |        |  |                       |                       |         |       |
| 6.   |        |  |                       |                       |         |       |
| 7.   |        |  |                       |                       |         |       |
| 8.   |        |  |                       |                       |         |       |
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| 15.  |        |  |                       |                       |         |       |
| 16.  |        |  |                       |                       |         |       |
| 17.  |        |  |                       |                       |         |       |
| 18.  |        |  |                       |                       |         |       |
| 19.  |        |  |                       |                       |         |       |
| 20.  |        |  |                       |                       |         |       |

JUMLAH PENGGUNA :

JUMLAH  $\leq 3$  Minit :

JUMLAH  $\geq 3$  Minit :

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**BORANG PERMOHONAN BAHAN SEGERA**  
*Urgent Book / Item Request Form*

**Maklumat Pemohon/Requestor Details**

**Nama Pemohon:**

*(Name of requestor)*

**No. Matrik :**

*(Matric No.)*

**Fakulti / Jabatan :**

*(Faculty / Department)*

**No. Telefon :**

*(Telephone No.)*

**Tarikh :**

*(Date)*

**Email :**

**Maklumat Bahan / Item Details**

**Pengarang :**

*(Author)*

**Judul :**

*(Title)*

**ISBN :**

*(ISBN)*

**No. Panggilan:**

*(Call No.)*

**Status Bahan :**

*(Status of material)*

**Dalam proses / In Processing**

**KEGUNAAN PEJABAT**  
**(FOR OFFICE USE)**

**BAHAGIAN PENGURUSAN TEKNIKAL / TECHNICAL MANAGEMENT DEPARTMENT**

**Pegawai Bertanggungjawab**

*(Person Incharge)*

**Nama**

*(Name):*

**Tarikh**

*(Date):*

**Tandatangan**

*(Signature):*

**BAHAGIAN PERKHIDMATAN MAKLUMAT / INFORMATION SERVICES DEPARTMENT**

**Pegawai Bertanggungjawab**

*(Person Incharge)*

**Nama**

*(Name):*

**Tarikh**

*(Date):*

**Tandatangan**

*(Signature):*

BAHAGIAN PENGURUSAN BAHAN BERSIRI DAN PANGKALAN DATA  
PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

BORANG PERMOHONAN PEMBELIAN JURNAL  
JOURNAL PURCHASE REQUEST FORM

NAMA Name : ..... EMAIL Email : .....  
 FAKULTI Faculty : ..... NO TEL Tel No : .....  
 JABATAN Department : ..... TARIKH Date : .....

| BIL No | STATUS Status | KATEGORI Category  | TUJUAN Purpose        | TAJUK Title | PENERBIT Publisher | HARGA Price |
|--------|---------------|--------------------|-----------------------|-------------|--------------------|-------------|
| 1      | Segera Urgent | Teras Core         | Pengajaran Teaching   |             |                    |             |
|        | Biasa Normal  | Tambahan Reference | Penyelidikan Research |             |                    |             |
| 2      | Segera Urgent | Teras Core         | Pengajaran Teaching   |             |                    |             |
|        | Biasa Normal  | Tambahan Reference | Penyelidikan Research |             |                    |             |
| 3      | Segera Urgent | Teras Core         | Pengajaran Teaching   |             |                    |             |
|        | Biasa Normal  | Tambahan Reference | Penyelidikan Research |             |                    |             |

Pemohon Requestor:

.....

Tandatangan  
Signature

Disahkan Verify by:

.....

Dekan/Ketua Jabatan/Ketua Pengarah  
Dean/Head of Depart./Chief of Director



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PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

UMK/B04.11/04/2014

BORANG PERMOHONAN PEMBELIAN JURNAL  
JOURNAL PURCHASE REQUEST FORM

NAMA Name : .....  
 FAKULTI Faculty : .....  
 JABATAN Department : .....  
 EMEL Email : .....  
 NO TEL Tel No : .....  
 TARIKH Date : .....

| BIL No | STATUS Status                 | KATEGORI Category                | TUJUAN Purpose                               | TAJUK Title | PENERBIT Publisher | HARGA Price |
|--------|-------------------------------|----------------------------------|--|-------------|--------------------|-------------|
| 1      | Segera Urgent<br>Biasa Normal | Teras Core<br>Tambahan Reference | Pengajaran Teaching<br>Penyelidikan Research |             |                    |             |
| 2      | Segera Urgent<br>Biasa Normal | Teras Core<br>Tambahan Reference | Pengajaran Teaching<br>Penyelidikan Research |             |                    |             |
| 3      | Segera Urgent<br>Biasa Normal | Teras Core<br>Tambahan Reference | Pengajaran Teaching<br>Penyelidikan Research |             |                    |             |

Pemohon Requestor.

Disahkan Verify by:

Tandatangan  
Signature

Dekan/Ketua Jabatan/Ketua Pengarah  
Dean/Head of Depart./Chief of Director

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 Tel: +609 771 7185





PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

**BORANG ADUAN / MAKLUMBALAS**  
*Customer Complaint / Feedback Form*

**A: Maklumat Pelanggan / Customer's Detail**

1. Nama / Name

2. Alamat / Address

3. No. Tel. /Phone No:

4. No. Staf / No. Matrik :  
Staff No. / Matric No.

5. E-mel / E-mail:

**B. Maklumat Aduan / Maklumbalas / Details of Complaint / Feedback**

1. Sila tandakan:  Aduan  Cadangan  Pujian  
*Please tick Complaint Suggestion Compliment*

2. Diisi jika berkaitan aduan sahaja / *Applicable for complaint only*

Masa/Tarikh Kejadian  
*Time / Date of Incident*

Tempat / Location

Nama Staf / Name of Staff :

3. Keterangan Aduan / Cadangan / Pujian  
*Description of Complaint / Suggestion / Compliment*

Tandatangan / Signature

Tarikh / Date :



PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

GAMBAR  
TERKINI

LATEST  
PICTURE

**BORANG KEAHLIAN PERPUSTAKAAN (STAF)**  
**LIBRARY MEMBERSHIP FORM (STAFF)**

Nama : .....  
Name

No. Staf : .....  
Staff No.

No Kad Pengenalan : .....  
IC No.

Jantina :  Lelaki  Perempuan  
Gender Male Female

Kategori/ Category :  Staf Akademik  Staf Pentadbiran  
Academic Staff Administrative Staff

Fakulti/Jabatan : .....  
Fakulti/Department

Alamat Rumah : .....  
Home Address

No. Telefon(Rumah) : .....  
Telephone No. (Home)

No Telefon Bimbit : .....  
Telephone No. (H/Phone)

Emel : .....  
Email

**Kegunaan Pejabat:**  
For office use

Dengan ini saya mengesahkan bahawa maklumat yang diberikan disahkan benar.  
I confirm the information furnished above are correct.

.....

Nama Staf : .....  
Staff Name

Tarikh : .....  
Date

Virtua

Gate



PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

GAMBAR  
TERKINI

LATEST  
PICTURE

**BORANG KEAHLIAN PERPUSTAKAAN (PELAJAR)**  
**LIBRARY MEMBERSHIP FORM (STUDENT)**

Nama  
Name : .....

No. Matrik  
Matric No. : .....

No Kad Pengenalan  
IC No. : .....

Jantina  
Gender :  Lelaki  
Male  Perempuan  
Female

Kategori/ Category :  Pelajar Ijazah/ Undergraduate  Pascasiswazah / Postgraduate

Program  
Programme : .....

Kod Program  
Programme Code : ..... Fakulti  
Faculty : .....

Alamat Rumah  
Home Address : .....

No. Telefon(Rumah): ..... No Telefon Bimbit  
Telephone No. (Home) Telephone No. (H/Phone) : .....

Emel  
Email : .....

**Kegunaan Pejabat:**  
For office use

Dengan ini saya mengesahkan bahawa maklumat yang diberikan disahkan benar.  
I confirm the information furnished above are correct.

Nama Staf  
Staff Name : .....

Tarikh  
Date : .....

Virtua  Gate



PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

**BORANG PERMOHONAN PINJAMAN ANTARA PERPUSTAKAAN (PAP)  
INTERLIBRARY LOAN REQUEST FORM**

|  |  |
|--|--|
| <b>A. Maklumat Pemohon (Requestor's Detail)</b>  |  |
| Nama:<br>Name :  |  |
| No. Kad Matrik/ Staf:<br>Matric Number/ Staff ID:  | No. Tel. (Pejabat/Bimbit) :<br>Telephone No. (Office/Hp) :   |
| Emel:<br>Email :   | Jabatan/Fakulti:<br>Department/Faculty :   |
| Alamat :<br>Address :  | Kategori/ Category :<br><input type="checkbox"/> Staf Akademik <input type="checkbox"/> Pelajar <input type="checkbox"/> Staf Pentadbiran<br>Academic Staff    Student    Administrative Staff |
| Tarikh Permohonan :<br>Date of Application   |  |
| <b>B. Maklumat Bahan (Item's Detail)</b>   |  |
| Pengarang :<br>Author :  |  |
| Tajuk buku/artikel:<br>Book / Article Title  |  |
| Tajuk Jurnal :<br>Journal Title  |  |
| Penerbit :<br>Publisher :  |  |
| ISBN / ISSN :<br>ISBN / ISSN :   | No. Jilid / Bilangan:<br>Volume/ Issue No.:  |
| No. Panggilan :<br>Call No. :  | Bulan/ Tahun :<br>Month / Year :   |
| Edisi:<br>Edition :  | Muka Surat :<br>Pages :  |
| <b>UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE):</b>  |  |
| Sumber/ Rujukan (Reference):   |  |
| Status Permohonan:<br><input type="checkbox"/> Dibekalkan <input type="checkbox"/> Tidak dapat dibekalkan <input type="checkbox"/> Gagal dikesan |  |
| Tarikh permohonan : _____<br>Date of Application   | Tarikh bahan diambil : _____<br>Date Taken   |
| Tarikh bahan diterima : _____<br>Date Received   | Tarikh bahan dihantar : _____<br>Date of Submission  |



UNIVERSITI  
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PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN

**BORANG PERMOHONAN PINJAMAN ANTARA KAMPUS (PAK)**  
**INTRA LIBRARY LOAN APPLICATION FORM**

| Maklumat Pemohon (Requestor's Detail)   | Maklumat Bahan (Item's Detail)  |
|---|---|
| Nama:<br>Name :   | Tajuk buku:<br>Book Title :   |
| No. Kad Matrik/Staf:<br>Matric Number/Staff ID:   | Pengarang :<br>Author :   |
| No. Tel. (Pejabat/Bimbit) :<br>Telephone No. (Office/Hp) :  | No. Panggilan :<br>Call No. :   |
| Emel:<br>Email :  | No. Barkod:<br>Item Barcode   |
| Jabatan/Fakulti:<br>Department/Faculty :  | Lokasi Bahan/Location:  |
| Kategori/ Category :<br><br><input type="checkbox"/> Staf Akademik<br>Academic Staff <input type="checkbox"/> Pelajar Ijazah<br>Undergraduate<br><br><input type="checkbox"/> Staf Pentadbiran<br>Administrative Staff <input type="checkbox"/> Pascasiswazah<br>Postgraduate | <input type="checkbox"/> Kampus Kota<br>City Campus <input type="checkbox"/> Kampus Bachok<br>Bachok Campus<br><br><input type="checkbox"/> Kampus Jeli<br>Jeli Campus <input type="checkbox"/> Cwg. Pdg Tembak<br>Pdg. Tembak Branch |
| Tarikh Permohonan:<br>Application Date :  |   |
| <b>UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)</b>  |   |
| Tarikh Permohonan :<br>Application Date :   | Tarikh Bahan dihantar :<br>Date of Submission:  |
| Tarikh Penerimaan Bahan :<br>Date Received  |   |
| Nota :<br>Note  |   |

Kertas Minit No.

Helai No. ①

① Kertas Taklimat Sebut Harga untuk Pertimbangan J/K sebut harga PTJ PPI (UMK, (118) 15/25/2013) dmpd  
PPI bth 11.12.2013 dmp 18.12.2013

# **ORGANIZATION PROGRAMS**

**TENTATIF PROGRAM**  
**KARNIVAL 10 TAHUN UNIVERSITI MALAYSIA KELANTAN (UMK) 2017**

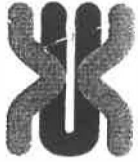
TARIKH : 15 – 18 MEI 2017

MASA : 9:00 PAGI – 10:00 MALAM

BERTEMPAT : DEWAN TERBUKA UMK KAMPUS KOTA

| TARIKH/ HARI            | MASA                    | AKTIVITI UTAMA   | AKTIVITI SAMPINGAN   |
|-------------------------|-------------------------|--|--|
| 15 MEI 2017<br>(ISNIN)  | 9.00 pagi - 9.30 pagi   | Ketibaan Tetamu  | Jualan Buku oleh<br>Penerbit- penerbit /<br>Jualan daripada<br>Pelajar / Jualan<br>Makanan |
|                         | 9.30 pagi – 10.00 pagi  | Ketibaan VVIP, VIP dan Pegawai Kanan                                     |  |
|                         | 10.00 pagi - 10.30 pagi | <b>Perasmian Karnival 10 Tahun Universiti Malaysia Kelantan</b>          |  |
|                         | 10.30 pagi – 11.30 pagi | <b>Pelancaran Buku Dr. Lim Swee Tin</b>                                  |  |
|                         | 2.30 ptg - 4.00 ptg     | <b>Sesi Bedah Buku (Buku Karya Dr. Lim Swee Tin)</b>                     |  |
|                         | 8.00 mlm – 9.30 mlm     | <b>Healthy Active Lifestyle – Zumba dan Tabata</b>                       |  |
| 16 MEI 2017<br>(SELASA) | 9.30 pagi - 4.00 ptg    | <b>Bengkel : Hak Cipta (Siri 1 &amp; 2)</b>                              |  |
| 17 MEI 2017<br>(RABU)   | 9.00 pagi - 9.30 pagi   | Pendaftaran peserta Multi Theme Presentation Challenge dan Ketibaan Juri |  |
|                         | 9.30 pagi - 1.00 ptg    | <b>Program Santai Multi Theme Presentation Challenge</b>                 |  |
|                         | 1.00 ptg - 1.30 ptg     | Penyampaian Hadiah   |  |
|                         | 1.30 ptg - 2.30 ptg     | Rehat & Makan Tengahari  |  |
|                         | 2.30 ptg - 3.15 ptg     | <b>Perlancaran buku Hikayat Kota Dewa</b>                                |  |
|                         | 3.15 ptg - 4.00 ptg     | Persembahan pentomen dan pameran lukisan karikatur Hikayat Kota Dewa     |  |
|                         | 4.00 ptg - 4.30 ptg     | Sidang Media   |  |
|                         | 8.30 mlm – 10.30 mlm    | <b>Wardah Ilmu bersama Ustaz Shukri</b>                                  |  |
| 18 MEI 2017<br>(KHAMIS) | 9.00 pagi – 9.30 pagi   | Ketibaan Tetamu  |  |
|                         | 9.30 pagi - 10.30 pagi  | <b>Seni Kartun Bersama Gayour</b>  |  |
|                         | 10.00 pagi – 11.00 pagi | <b>Sembang Santai Bersama Blogger Ben Ashaari</b>                        |  |
|                         | 11.30 ptg – 12:30 ptg   | <b>Bicara Ilmu Bersama Sakri Abdullah</b>                                |  |
|                         | 2.00 ptg – 3.30 ptg     | <b>Program Sayembara Mewarna bersama anak-anak warga UMK</b>             |  |
|                         | 2.00 ptg – 3.30 ptg     | <b>Majlis Penutup dan Pembahagian Cabutan Bertuah</b>                    |  |





RUJ. KAMI : UMK.PC/B04.00/500-23/1 ( 54)  
TARIKH : 3 APRIL 2017

**SENARAI SEPERTI EDARAN**

Tuan/Puan,

**ARAHAN BERTUGAS PROGRAM "PENGURUSAN PERPUSTAKAAN DAN LITERASI MAKLUMAT BERSAMA SK GEMANG DENGAN UMK**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa tuan/puan diarahkan bertugas sebagai pegawai pengiring bagi Program "Pengurusan Perpustakaan dan Literasi Maklumat Bersama Sk Gemang dengan UMK seperti ketetapan berikut:-

**Tarikh : 06 April 2017 (Khamis)**  
**Masa : 08:00 Pagi – 06:00 Petang**  
**Tempat: Sekolah Kebangsaan Gemang, Jeli**

3. Sehubungan itu, diharap tuan/puan dapat melaksanakan tugas tersebut dengan jayanya. Segala kerjasama dan perhatian dari pihak tua/puan berhubung perkara di atas amatlah dihargai.

Sekian, terima kasih.

**"SYARIAT DIJULANG, RAJA DIJUNJUNG, RAKYAT DISANJUNG"**

**"BERKHIDMAT UNTUK NEGARA"**

Ketua Pustakawan  
Pejabat Perpustakaan dan Pengurusan Ilmu  
Universiti Malaysia Kelantan

## SENARAI EDARAN

Cik Nurul Syahirah binti Zakri



Cik Siti Nurul Idayu binti Mahmad

Cik Nurul Fadhlil binti Mohd Nazim

Cik Sharifah Fatin Amira binti Syed Hashim

Cik Nurul Azwin Azreena binti Anuar Khairuddin

Cik Ummi Kalsum binti Mohd Roslan

Cik Siti Syahidatul Amirah binti Che Aminuddin

Pelajar Praktikal

Pejabat Perpustakaan dan Pengurusan Ilmu

**KUMPULAN :**

**MERAH- Indera**

**BIRU- Rifaie**

**KUNING- Ummi Kalsum**

**HIJAU- Anis**

Sebelum memulakan permainan; setiap incharge hendaklah mengambil nama kumpulan yang berada di point mereka untuk mengambil markah selepas 10 minit.

| <b>PERMAINAN</b>   |  |
|--|--|
| 1. Think And Action<br><i>Nurul Syahirah</i><br>(Siti Syahidatul Amirah & Ayu)     | Pelajar diminta menyiapkan puzzle yang berada di atas meja dengan betul. Selepas itu, pelajar diminta menyusun buku sebanyak 10 buah buku mengikut DDC/Subjek yang betul untuk menamatkan permainan tersebut. Masa selama 10minit.   |
| 2. Jom Fikir Dan Susun<br><i>Ayy</i><br>( <del>Nurul Syahirah</del> & Nurul Azwin) | Pelajar diminta berfikir untuk memasukkan guli kedalam botol menggunakan kertas A4 tanpa sebarang pelekat seperti gam. Selepas itu, pelajar diminta menyusun buku sebanyak 10 buah buku mengikut DDC/Subjek yang betul untuk menamatkan permainan tersebut. Masa selama 10minit. |
| 3. Explorace<br>(Nurul Fadhliln & Sharifah Fatin Amira)                            | Pelajar diminta menyusun buku yang berada diatas meja sebanyak 10 buah buku mengikut DDC/Subjek yang betul kemudian mengambil buku tersebut dan letakkan di rak yang betul. Masa selama 10minit.   |
| 4. Teka Silang Kata Dan Susun<br>(Hariz & Afiq)                                    | Pelajar diminta meneka silang kata yang mempunyai 5 soalan dengan betul. Selepas itu, pelajar diminta menyusun buku sebanyak 10 buah buku mengikut DDC/Subjek yang betul untuk menamatkan permainan tersebut. Masa selama 10minit.   |

Selepas tamat masa 10 minit yang diberikan, setiap incharge satu point hendaklah mengira buku yang telah pelajar susun diatas meja. Hendaklah mengira berapa buah buku yang diletakkan ditempat betul sahaja.



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KELANTAN

Pejabat Perpustakaan & Pengurusan Ilmu

RUJ. KAMI : UMK.PC/B04.00/500-23/1 Jld.2 ( 51)

TARIKH : 3 APRIL 2017

**SENARAI SEPERTI EDARAN**

Tuan/Puan,

**ARAHAN BERTUGAS BAGI KHIDMAT BANTUAN PUSAT SUMBER SEKOLAH MENENGAH  
KEBANGSAAN KADOK, KOTA BHARU KELANTAN**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa tuan/puan diarahkan untuk memberi khidmat bantuan bagi Pusat Sumber Sekolah Menengah Kebangsaan Kadok, Kota Bharu Kelantan seperti yang telah ditetapkan di bawah :-

**Tarikh : 04 April 2017 (Selasa)**  
**Masa : 09:00 Pagi-05:00 Petang**  
**Tempat : Sekolah Menengah Kebangsaan Kadok**  
**Km 16 Jalan Kuala Krai**  
**16450, Kota Bharu**  
**Kelantan**

3. Sehubungan itu, diharap tuan/puan dapat menjalankan tugas tersebut dengan sebaiknya. Segala kerjasama dan perhatian yang diberikan berhubung perkara di atas amatlah kami hargai.

Sekian, terima kasih.

**"ISLAM DIJULANG, RAJA DIJUNJUNG, RAKYAT DISANJUNG"**

**"BERKHIDMAT UNTUK NEGARA"**

Ketua Pustakawan  
Pejabat Perpustakaan dan Pengurusan Ilmu  
Universiti Malaysia Kelantan



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KELANTAN



## **SIJIL PENGHARGAAN**

*Dengan sekalung budi serta ingatan tulus ikhlas kepada*

**SITI NURUL IDAYU BINTI MAHMAD  
940804036464**

*Kerana dengan jasanya mengikuti*

**PROGRAM PENGURUSAN PUSAT SUMBER DAN LITERASI  
MAKLUMAT BERSAMA PENGAWAS PUSAT SUMBER  
PROF. EMERITUS DATO' IR. DR. ZAINAI SK BUKIT MARAK**

*Pada*

**14 MEI 2017**

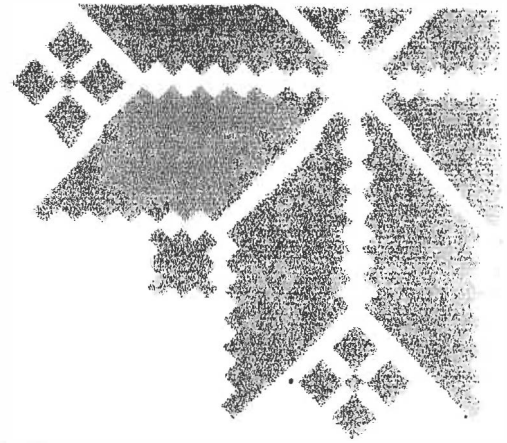
*Anjuran*

**PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN**

**Encik Azman Bin Hashim**  
Ketua Pustakawan  
Universiti Malaysia Kelantan



UNIVERSITI  
MALAYSIA  
KELANTAN



## **SIJIL PENGHARGAAN**

*Dengan sekalung budi serta ingatan tulus ikhlas kepada*

**SITI NURUL IDAYU BINTI MAHMAD**

**940804036464**

*Kerana dengan jayanya mengikuti program bersama*

**BENGKEL PENGURUSAN GEDUNG ILMU & PELANCARAN  
NILAM SERTA MAJLIS PERLANTIKAN PENGAWAS PUSAT  
SUMBER SMK TAN SRI MOHAMED YAACOB 2017**

*Pada*

**25 MEI 2017**

*Anjuran*

**PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU**

**UNIVERSITI MALAYSIA KELANTAN**

**Encik Azman Bin Hashim**  
Ketua Perpustakaan  
Universiti Malaysia Kelantan

**OTHER  
DOCUMENTS**

UMK.BC/B02.02/500-19/5/8 JLD 17 (47)  
RUJ. KAMI (Our Ref.) : 8 JANUARI 2017  
TARIKH (Date) :

Nurulannisa binti Abdullah  
Penyelaras Latihan Industri  
Fakulti Pengurusan Maklumat  
Universiti Teknologi Mara  
Cawangan Kelantan  
Bukit Ilmu, 18500 Machang  
Kelantan

Puan,

**PENGESAHAN PENEMPATAN BAGI MENJALANI KURSUS LATIHAN INDUSTRI**

Dengan segala hormatnya saya merujuk kepada surat puan dan perkara di atas adalah berkaitan.

2. Sukacita dimaklumkan bahawa pihak kami tiada halangan bagi menerima pelajar daripada Organisasi puan sepertimana berikut untuk menjalani latihan industri di UMK:

| BIL. | NAMA                                       | TEMPOH PRAKTIKAL        | PROGRAM PENGAJIAN  | PENEMPATAN  |
|------|--|-------------------------|--|---|
| 1.   | Siti Nurul Idayu binti Mahmad              | 01/02/2016 - 30/06/2017 | Bachelor of Information Science (Hons) Information System Management | Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Kota   |
| 2.   | Siti Syahidatul Amirah binti Che Aminuddin |                         |  |   |
| 3.   | Nurul Fadhlil Mohd Nazim                   |                         |  |   |
| 4.   | Mohamad Atiq bin Hamzah                    |                         |  |   |
| 5.   | Ahmad Fathi bin Ghazali                    | 01/02/2016 - 30/06/2017 | Bachelor of Information Science (Hons) Information System Management | Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Bachok |

3. Sehubungan itu, mohon pihak puan memaklumkan kepada pelajar di atas untuk melapor diri pada jam 8.00 pagi di Bahagian Pentadbiran, Kewangan dan Pengurusan Am, Pejabat Pendaftar, Universiti Malaysia Kelantan, Kampus Bachok bagi penempatan di Kampus Bachok. Manakala bagi penempatan di Kampus Kota, pelajar hendaklah melapor diri di Pusat Pengurusan Mel, Bahagian Pentadbiran, Kewangan dan Pengurusan Am, Pejabat Pendaftar, Universiti Malaysia Kelantan, Kampus Kota, Pengkalan Chepa pada tarikh yang telah ditetapkan.

Kerjasama dan perhatian pihak puan dalam hal ini amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

**"ISLAM DIJULANG, RAJA DIJUNJUNG, RAKYAT DISANJUNG"**

**"BERKHIDMAT UNTUK NEGARA"**

Penolong Pendaftar  
Bahagian Pentadbiran, Kewangan dan Pengurusan Am



## ACCEPTANCE LETTER

(To be completed by the organization / firm / company who receives students for industrial training)

Your Ref No :  
Phone No. :  
Fax No. :

Our Ref No. : 100-FPM(14/3/4)  
Phone No. : 09-9762000  
Fax No : 09-9762156 (HEA)  
Email : nurul1217@kelantan.uitm.edu.my

Ketua Pusat Pengajian  
Fakulti Pengurusan Maklumat  
Universiti Teknologi MARA  
Cawangan Kelantan  
Bukit Ilmu  
18500 Machang  
Kelantan Darul Naim  
(Att.: Nurulannisa Abdullah)

Dear Sir/Madam,

### APPLICATION FOR STUDENT INDUSTRIAL TRAINING ATTACHMENT – BACHELOR OF INFO. SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT, UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN

Kindly refer to the above matter.

Please be informed that we \*Agree / Disagree to accept the students for an industrial training attachment at our organization beginning from 01 February 2017 – 30 June 2017.

| *NAME                                | STUDENT ID | UNIT/DEPARTMENT/SECTION |
|--------------------------------------|------------|-------------------------|
| SITI NURUL IDAYU BINTI MAHMAD        | 2014147877 |                         |
| SITI SYAHIDATUL AMIRAH CHE AMINUDDIN | 2014909881 |                         |
| NURUL FADHLIN MOHD NAZIM             | 2014792955 |                         |
| MOHAMAD AFIQ HAMZAH                  | 2014531695 |                         |

Report Duty to : IN. AMIRUL FIRDAUS B. JILAH (Officer Name)  
Report Duty Time : RABU (01 FEBRUARI 2017)

Thank You.

Yours sincerely



**UNIVERSITI MALAYSIA KELANTAN**  
**Bayaran Saguhati/Elauin Pelajar Praktikal**  
 Bulan/Tahun : JUN / 2017

Nama : RITI NURUL IDAYU BINTI MAHMAD.  
 No. K/P : 940804 - 03 - 6464  
 Tempat Tinggal : Sendiri / Kolej Kediaman

Tempat Latihan : UME KAMPUS KOTA  
 Tempoh Latihan : 5 BULAN  
 No Akuan : 03 - 072 - 02 - 165957 - 7  
 Bank Islam

| Tarikh    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Kehadiran |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

Mesyuarat Jawatankuasa Eksekutif Universiti Bil. 21/2008 telah meluluskan bayaran berbentuk saguhati/elauin kepada pelajar di peringkat Diploma/Sarjana Muda yang menfahai latihan praktikal di UMK. Berikut merupakan panduan proses kerja tuntutan pembayaran saguhati/elauin kepada pelajar praktikal:

- Pembayaran kepada pelajar yang menfahai latihan praktikal/industri adalah menggunakan peruntukan vol. mengurus PTJ masing-masing.
- Borang permohonan pembayaran hendaklah diisi dengan lengkap dan ditandatangani oleh Penolong Pendaftar di PTJ masing-masing sebelum dikemukakan kepada Bhd. Pembangunan Organisasi.
- Borang permohonan pembayaran hendaklah disertakan dengan salinan kad kehadiran (punch card) yang telah disahkan oleh Penolong Pendaftar di PTJ masing-masing.
- Borang permohonan hendaklah dikemukakan kepada Bahagian Pembangunan Organisasi sebelum pada 3hb. setiap bulan. Borang yang dikemukakan selepas 3hb. akan diproses pada bulan berikutnya.

**KEGUNAAN FAKULTI/ JABATAN**

Pengiraan Bayaran Elauin : RM200 (maksimum) / Jumlah Hari Bekerja Termasuk Kelepasan Am (sebulan) x Bilangan Hari Bekerja (termasuk cuti sakit & kelepasan am sahaja)

: RM200 / \_\_\_\_\_ x \_\_\_\_\_ = RM \_\_\_\_\_

\*Jumlah Elauin Bagi Bulan : RM \_\_\_\_\_

Disemak dan disahkan oleh :

Diperaku dan diluluskan untuk tujuan pembayaran :

Tandatangan Pelajar

Tarikh :

Tandatangan & Cop Rasmi  
 Penolong Pendaftar (Fakulti/Jabatan/Bahagian)

Tarikh :

Tandatangan & Cop Rasmi  
 (Bahagian Pembangunan Organisasi)

Tarikh :

Nota :  
 1) Patah/lot:  
 ✓ Hadir  
 ✗ Tidak Hadir  
 # Cuti Ujian  
 + Cuti Hari Jumaat & Sabtu

2) Waktu Bekerja Berperingkat :

WP 1 : Ahad-Rabu (7.30 pagi - 4.30 petang)  
 Khamis (7.30 pagi - 3.00 petang)  
 WP 2 : Ahad-Rabu (8.30 pagi - 5.00 petang)  
 Khamis (8.00 pagi - 3.30 petang)  
 WP 3 : Ahad-Rabu (8.30 pagi - 5.30 petang)  
 Khamis (8.30 pagi - 4.00 petang)

\*Tertakuk kepada arahan Ketua PTJ



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 : SITI NURUL IDAYU BINTI MAHMAD

UiTM ID : 2014147877

Program Code : IM245

H/P No : 017-9282860

I hereby, confirmed and report my duty to UNIVERSITI MALAYSIA KELANTAN, KAMPUS KOTA (organization).

Date: 1 February 2017

Student Signature \_\_\_\_\_

Verified by,

Signature \_\_\_\_\_

Name

Designation

Official Stamp \_\_\_\_\_

AMIRUL FIRDAUS BIN ZILAH

PUSTAKAWAN KANAN

SAHAGIAN PENGURUSAN PERDIKIDAN

EJABAT PERPUSTAKAAN DAN PENGURUSAN RUMAH

UNIVERSITI MALAYSIA KELANTAN

TELEFON 09-77171870 FAKS 09-77171822

amirul@umk.edu.my

# LOG BOOK



**EXTRACT NATURE OF WORK DONE** **SUPERVISORS REMARKS**

17-01-2017 - Arrived at Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Kota

18-01-2017 Briefing from Encik Amirul to the practical student about the work ethic that must be followed by the practical student  
 \* working hour start from 8:00 am to 5:00 pm  
 \* Allowance RM200 every month

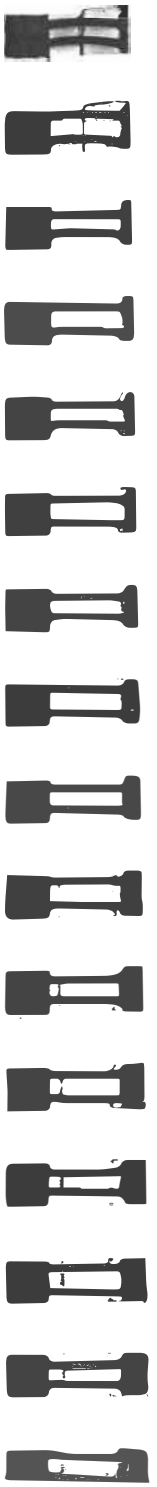
19-01-2017 - Fell- Encik Fohmi supervision to the shelving area & shelving

20-01-2017 Breakfast

21-01-2017 Continue shelving process

22-01-2017 Lunch

AMIRUL FIRDAUS BIN  
 PUSTAKAWAN KANAN  
 BAGIAN PENGURUSAN PERPUSTAKAAN  
 PEJABAT PERPUSATAKAN DAN PENGURUSAN ILMU  
 UNIVERSITI MALAYSIA KELANTAN  
 09-7717182  
 amirul@umk.edu.my



**DATE** **EXTRACT NATURE OF WORK DONE** **SUPERVISORS REMARKS**

13-00 pm] - Briefing from Encik Azman (Ketua Pustaka) & Encik Amirul Firdaus  
 \* Give some briefing about the working environment that practical student must follow

5:00 pm] office hour end

AMIRUL FIRDAUS BIN  
 PUSTAKAWAN KANAN  
 BAGIAN PENGURUSAN PERPUSTAKAAN  
 PEJABAT PERPUSATAKAN DAN PENGURUSAN ILMU  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON: 09-7717182  
 amirul@umk.edu.my

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 2/17     |  |                     |
| dry      |  |                     |
| 8:00 am  | - Arrived at Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Kota   |                     |
|          | - Practical student needed to do shelving for one hour for everyday start from 8:00 am to 9:00 am.                                       |                     |
|          | - Shelving process   |                     |
| 9:00 am  | Breakfast  |                     |
| 10:00 am | - Briefing from Puan Sharizwani Bt Fzazi (librarian) about 5 s.<br>* For organizing your workplace in a clean efficient and safe manner. |                     |
| 11:00 am | continue shelving process  |                     |
| 12:00 pm | Lunch  |                     |

AMIRUL FIROAUS  
 PUSAT KAWAN KANG  
 BAGIAN PENGURUSAN DAN PENGOLAHAN  
 PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
 UNIVERSITI TEKNOLOGI MARA  
 03-65152000  
 amirul@unsm.edu.my

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 2:00 pm  | Shelving process   |                     |
| 5:00 pm  | Office hour end  |                     |
| 05/03/17 |  |                     |
| Sunday   |  |                     |
| 8:00 am  | - Arrived at Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Kota |                     |
|          | - <del>at</del> shelving   |                     |
| 9:00 am  | Breakfast  |                     |
| 9:30     | - shelving   |                     |
| 1:00 pm  | Lunch  |                     |
| 1:00 pm  | Shelving   |                     |
| 3:30     | Office hour end  |                     |

AMIRUL FIROAUS  
 PUSAT KAWAN KANG  
 BAGIAN PENGURUSAN DAN PENGOLAHAN  
 PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
 UNIVERSITI TEKNOLOGI MARA  
 03-65152000  
 amirul@unsm.edu.my

| DATE     | EXTRACT NATURE OF WORK DONE                                      | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 16/02/17 | -  |                     |
| Monday   |  |                     |
| 8:00 a.m | Arrived at Pejabat Perpustakaan dan Pengurusan Ilmu, Kampus Kota |                     |
|          | - Shelving   |                     |
|          |  |                     |
| 9:00 a.m | Breakfast  |                     |
|          |  |                     |
| 9:30 a.m | - Shelving   |                     |
|          |  |                     |
| 1:00 p.m | Lunch  |                     |
|          |  |                     |
| 2:00 p.m | - Shelving   |                     |
|          |  |                     |
| 5:00 p.m | Office hour end  |                     |

AMIRUL FIRDI  
 PUSTAKAWAN PEROLEHAN  
 BAGIAN PENGURUSAN PEROLEHAN  
 PEJABAT PERPUSTAKAAN DAN PENYELUSAN ILMU  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON: 09-7717187  
 amirul@umk.edu.my

| DATE      | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 17/02/17  |  |                     |
| Tuesday   |  |                     |
| 8:00 a.m  | Arrived at Pejabat Perpustakaan dan Pengurusan Ilmu  |                     |
|           | - Shelving   |                     |
|           |  |                     |
| 9:00 a.m  | Breakfast  |                     |
|           |  |                     |
| 9:30 a.m  | Meet Awan <del>Wan Nur Juliana</del> Wan Nur Juliana Binti Abd Ghaffar (Librarian at Special and Entrepreneurship Collection Department) |                     |
|           | * Key in data in Digital Kelantan Collection   |                     |
|           | * Log in Cmfca system  |                     |
|           | * Add Collection "Melif Flora" Balik.  |                     |
|           |  |                     |
| 11:00 a.m | Shelving   |                     |
|           |  |                     |
| 1:00 p.m  | Lunch  |                     |
|           |  |                     |
| 2:00 p.m  | Key <del>in</del>  |                     |
|           |  |                     |
| 4:00 p.m  | Shelving   |                     |
|           |  |                     |
| 5:00 p.m  | Office hour end  |                     |

AMIRUL FIRDI  
 PUSTAKAWAN PEROLEHAN  
 BAGIAN PENGURUSAN PEROLEHAN  
 PEJABAT PERPUSTAKAAN DAN PENYELUSAN ILMU  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON: 09-7717187  
 amirul@umk.edu.my



| DATE     | EXTRACT NATURE OF WORK DONE                                       | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 10/11    |   |                     |
| Monday   |   |                     |
| 8 am     | Arrived at Pejabat Perpustakaan dan Pengurusan Itru - Kampus Kota |                     |
|          | - shelving  |                     |
|          |   |                     |
| 9 am     | Breakfast   |                     |
|          |   |                     |
| 10 am    | - shelving  |                     |
|          |   |                     |
| 11 am    | Key in Data in Digital Kelantan Collection                        |                     |
|          |   |                     |
| 12:00 pm | Lunch   |                     |
|          |   |                     |
| 1:00 pm  | Key in Data in Digital Kelantan Collection                        |                     |
|          |   |                     |
| 2:00 pm  | Office hour end   |                     |
|          |   |                     |
|          |   |                     |
|          |   |                     |
|          |   |                     |
|          |   |                     |

| DATE     | EXTRACT NATURE OF WORK DONE                                       | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 10/11    |   |                     |
| Thursday |   |                     |
| 8:00 am  | Arrived at Pejabat Perpustakaan dan Pengurusan Itru - Kampus Kota |                     |
|          | - shelving  |                     |
|          |   |                     |
| 9:00 am  | Breakfast   |                     |
|          |   |                     |
| 9:30 am  | Key in Data in Digital Kelantan Collection                        |                     |
|          |   |                     |
| 1:00 pm  | Lunch   |                     |
|          |   |                     |
| 2:00 pm  | Key in Data Digital Kelantan Collection                           |                     |
|          |   |                     |
|          |   |                     |
| 3:30 pm  | Office hour end   |                     |
|          |   |                     |
|          |   |                     |
|          |   |                     |
|          |   |                     |
|          |   |                     |

AMIRUL  
 UNIVERSITI TEKNOLOGI MARA  
 TELEFON: 09-7112 8888

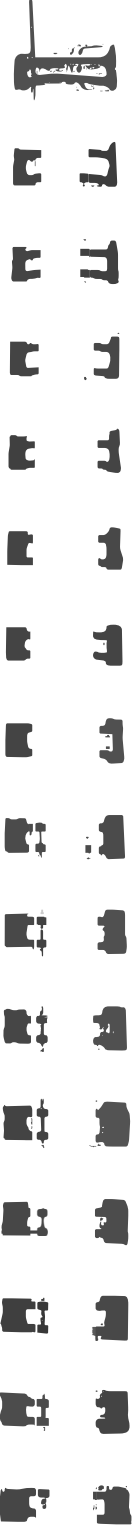
AMIRUL FIRDAUS BIN ZILGALI  
 PEJABAT PERPUSTAKAAN DAN PENGURUSAN ITRU  
 UNIVERSITI TEKNOLOGI MARA  
 TELEFON: 09-7112 8888

| DATE  | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-------|---|---------------------|
| 02/11 |   |                     |
| 02/11 | Arrived at Pejabat Pendaftaran dan<br>Kedai Kenderaan Lms Kampus Kota |                     |
|       | - Skulving  |                     |
|       | 9:00 am Breakfast   |                     |
|       | 9:00 am Key in Data in Digital Kelantan Collection                    |                     |
|       |   |                     |
|       | 10 p.m. Lunch   |                     |
|       |   |                     |
|       |   |                     |

B.

101171 1E 15 800 10000  
101171 1E 15 800 10000

|       |                 |  |
|-------|-----------------|--|
| 02 pm | Office hour end |  |
|       |                 |  |
|       |                 |  |



| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 13/11/17 |  |                     |
| Monday   | Arrived at Pejabat Pendaftaran dan<br>2:00 pm Pejabat Dns. Kampus Kota   |                     |
|          | Skulving   |                     |
|          |  |                     |
|          | 3:30 am Meeting with supervisor Enik Nurul<br>and Enik Hafizmi (Librarian)<br>about Project<br>+ Over Monograph Press (step) |                     |
|          |  |                     |
|          | 11:30 am Skulving  |                     |
|          |  |                     |
|          | 12:30 pm Lunch   |                     |
|          |  |                     |
|          |  |                     |

~~ANILMU~~

2:00

ANILMU

142

Enik Nurul dan Enik Hafizmi  
Eksklusif NADICORP Holdings Sdn Bhd

4:00 pm Key in Data in Digital Kelantan Collection

5:30 pm Office hour end

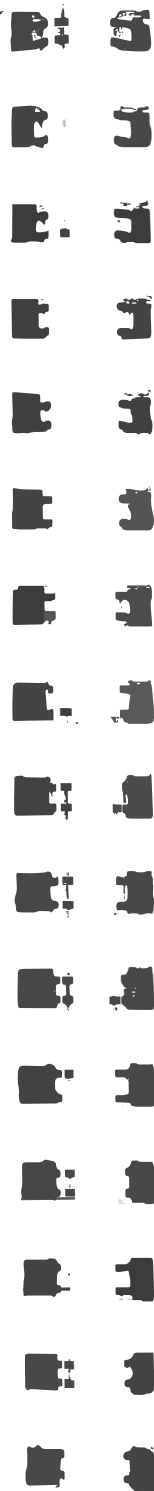
| DATE         | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|--------------|--|---------------------|
| 02/11<br>dau | Arrived at Pejabat Perpustakaan clin<br>Penerusan timu : kumpas keja |                     |
|              | - shelving   |                     |
| 30 am        | Breakfast  |                     |
| 30 am        | Key in Data in Digital Kelantan Collection                           |                     |
| 00 pm        | Lunch  |                     |
| 00 pm        | Key in Data in Digital   |                     |
| 1:00 pm      | Office hour end  |                     |

BAHAGIAN PENGURUSAN  
PEJABAT PERPUSTAKAAN DAN PENYERAN  
UNIVERSITI MARA  
TELEFON : 09-7711870 FAKS : 09-7717182  
amirul@smk.edu.my

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 5/02/17  | Wednesday  |                     |
| 8:00 am  | Arrived Pejabat. Persiapan dan<br>Penerusan timu, kampus Kota                                |                     |
|          | - shelving   |                     |
| 9:00 am  | breakfast  |                     |
| 01:00 pm | Key in Data Digital Kelantan<br>Add student loan books                                       |                     |
| 1:00 pm  | Lunch  |                     |
| 2:00 pm  | Key in Data in Digital Kelantan Collection<br>- Add new collection "Cerita Rakyat<br>Makany" |                     |

PUSTAKAWAN KANAN  
BAHAGIAN PENGURUSAN PEROLEHAN  
PEJABAT PERPUSTAKAAN DAN PENYERAN  
UNIVERSITI MARA  
TELEFON : 09-7711870 FAKS : 09-7717182  
amirul@smk.edu.my

| DATE      | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 10/02/17  |   |                     |
| 11/02/17  |   |                     |
| 10 a.m    | Shelving<br>*learn how to arrange book by a call number<br>*move book from another shelve to another shelve |                     |
| 11:00 a.m | Breakfast   |                     |
| 1:30 a.m  | Key in data in Digital Kelantan Collection  |                     |
|           |   |                     |
|           |   |                     |
| 1:00 p.m  | Lunch   |                     |
| 2:00 p.m  | Key in data in Digital Kelantan Collection  |                     |
| 5:00 p.m  | Key in data in Digital Kelantan Collection  |                     |
| 5:30 p.m  | Office hour end   |                     |



| DATE                     | EXTRACT NATURE OF WORK DONE                                  | SUPERVISORS REMARKS |
|--------------------------|--|---------------------|
| 20/02/17                 |  |                     |
| <del>Monday</del> Monday |  |                     |
| 12:00 a.m                | Shelving<br>*Move book from another shelve to another shelve |                     |
| 9:00 a.m                 | Breakfast  |                     |
| 9:30 a.m                 | Key in data in Digital Kelantan Collection                   |                     |
| 1:00 p.m                 | Lunch  | 25 Data             |
| 2:00 p.m                 | Key in data in Digital Kelantan Collection                   |                     |
| 5:00 p.m                 | Office hour end  |                     |

AMIRUL FIKDA  
PUSAT KAWALAN KAMU  
BAHAGIAN PENGURUSAN PEROLEHAN  
DEPARTENAN KEFAHAMAN DAN PENOLAKAN HAKI MIL  
UNIVERSITI TEKNOLOGI MARA  
TELEFON: 03-64711111  
02495-400017182  
amirul@utem.edu.my

| DATE              | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS   |
|-------------------|--|---|
| 1/02/17<br>uesday | 8:00 a.m. Shelving<br>* clean the shelve<br>* Arrange the book following the call number |   |
| 1:00 a.m          | Breakfast  |   |
| 1:30 a.m          | Key in data in Digital Kelantan collection<br>- Motif Flora (31 Data)                    |   |
| 1:00 p.m          | Lunch  |   |
| 2:00 p.m          | Key in data in Digital Kelantan collection<br>- Cerita Rakyat Mak Yong                   | AMIRUL FIRDAUS BIN ZILATI<br>PUSAT WAN KANAN<br>BAHADIR PENLOH, JEMBEHOLEHAN<br>LEBAY CERDAS, ALAM PAU, TAMPUBISAMPAU<br>UNIVERSITI MALAYSIA KELANTAN<br>69000 TELUK ANSON, KELANTAN<br>amirul@umk.edu.my |
| 5:00 p.m          | Office hour end  |   |



| DATE                 | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|----------------------|---|---------------------|
| 22/02/17<br>wednesda | 8:00 a.m Shelving<br>* Check the call number every book<br>* keep clean and neat all the book at the shelve |                     |
| 9:00 a.m             | Breakfast   |                     |
| 9:30 a.m             | Key in data in Digital Kelantan collection<br>- 61 Data   |                     |
| 1:00 p.m             | Lunch   |                     |
| 2:00 p.m             | Key in data in Digital Kelantan collection  |                     |
| 5:00 p.m             | Office hour end   |                     |

AMIRUL FIRDAUS BIN ZILATI  
PUSAT WAN KANAN  
BAHADIR PENLOH, JEMBEHOLEHAN  
LEBAY CERDAS, ALAM PAU, TAMPUBISAMPAU  
UNIVERSITI MALAYSIA KELANTAN  
69000 TELUK ANSON, KELANTAN  
TELEFON: 09-771 1270 FAKS: 09-771 7197  
amirul@umk.edu.my

| DATE      | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 12/17     |   |                     |
| Friday    |   |                     |
| 10 a.m    | Briefing with Encik Pahmi<br>- Division of each shelf to be kept for everyday<br>- Need to fill daily record of assistant library staff for shelving or reshelving book |                     |
| 10 a.m    | (Meeting with UMK staffs)<br>- Encik Amirul - Puan Izzati<br>- Encik Hamimi - Puan Juliana<br>- Encik Pahmi<br>- Encik Ku Azlan<br>- Encik Safuan                       |                     |
|           | - Briefing about system sera<br>- System Arkib<br>- System Maintenance  | } Progress system   |
|           |   |                     |
|           |   |                     |
| 12:30 a.m | Breakfast   |                     |

AMIRUL FIRDAUS  
 BUKU KAJIAN  
 BAHAGIAN PENGURUSAN PEROLEHAN  
 UNIVERSITI TEKNOLOGI MARA  
 TEL: 03-64711111  
 amirul@umk.edu.my

| DATE      | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 11:00 a.m | (Bengkel Asas Perkatatalogan Bahan)<br>- 5 staff involve<br>- Briefing from Pn Izzati   |                     |
|           | Objective : Do not more 14 days when doing catalog<br>: This workshop is to learn the steps on how to create the cataloging of materials in the library.  |                     |
|           | - check the status of the material<br>1. By ISBN<br>2. Check status → Library of congress catalog<br>3. Press edit → Worldcat<br>4. On internet → Onlink library catalog<br>→ cataloging calculator |                     |
| 12:30 pm  | Lunch   |                     |
| 2:00 pm   | Meeting Discussion about with Encik Hamimi and<br>- Special Project<br>→ Open monograph Press (omp.)  |                     |
| 3:30 pm   | Office hour end   |                     |

PUSAT KAWAN KANAN  
 BAHAGIAN PENGURUSAN PEROLEHAN  
 UNIT PERPUSTAKAAN DAN PENGURUSAN SILAK  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON: 09-7471670 FAKS: 09-7471762  
 amirul@umk.edu.my

DATE EXTRACT NATURE OF WORK DONE SUPERVISORS REMARKS

02/17  
day

9 am shelving  
- Clean the shelves  
- Arrange the book following the call number

10 am Breakfast

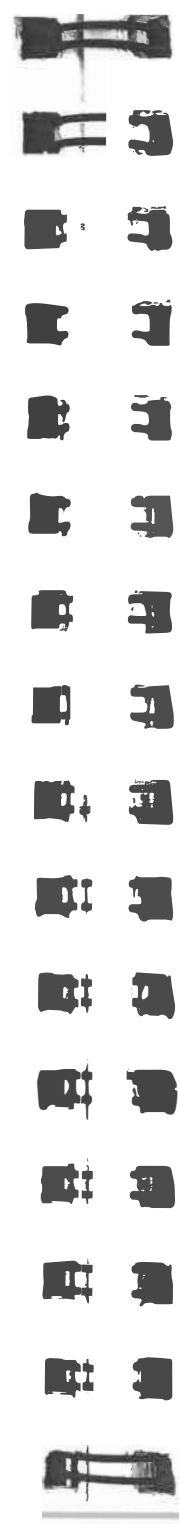
30 am Key in data in Digital Kelantan Collection

10 pm Lunch

00 pm Key in data in Digital Kelantan Collection

00 pm Office hour end

BAHAGIAN PENGURUSAN PEROLEHAN  
PEJABAT PERPUSTAKA DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN  
TELEFON : 09-7717178  
FAKS : 09-7717182



| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 02/03/17 |  |                     |
| Monday   |  |                     |
| 8:00 am  | shelving<br>- Arrange the book following call number<br>- check all the call number            |                     |
| 4:00 am  | Breakfast  |                     |
| 9:30 am  | Key in data in Digital Kelantan Collection   | it DATA             |
| 12:00 pm | Replace the temporary at Media & Knowledge management center<br>+ borrow two book for students |                     |
| 1:00 pm  | Lunch  |                     |
| 2:00 pm  | Key in data in Digital Kelantan Collection   |                     |
| 5:00 pm  | Office hour end  |                     |

AMIR ULLAH BIN ZAKAH  
PUSTAKA WAN KANAN  
BAHAGIAN PENGURUSAN PEROLEHAN  
PEJABAT PERPUSTAKA DAN PENGURUSAN ILMU  
UNIVERSITI MALAYSIA KELANTAN  
TELEFON : 09-7717178 0 FAKS : 09-7717182

| DATE      | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS  |
|-----------|---|--|
| 10/2/17   | resday  |  |
| 10:00 a.m | Shelving<br>- Check all the call number every book<br>- Arrange the book following the call number  |  |
| 1:00 a.m  | Breakfast   |  |
| 7:30 a.m  | Meet Puan Jelun Nur Juliana Binti Abd Ghaffar<br>(Librarian at Special and Entrepreneurship Collection Department)<br>- Asking about the data<br>- Get the new folder<br>- Motif Flora, Fauna & Warisan |  |
| 1:00 p.m  | Lunch   | AMIRUL FIRDAUS BIN ZILAH<br>PUSAT PERPUSTAKAWAN<br>BAHAGIAN PENGUSULAN & PENGOLEHAN<br>PELUANG PERPUSTAKAWAN & PERUSAHAAN ILMU<br>UNIVERSITI TEKNOLOGI MARA<br>ELEKTRONIK<br>43400 Seremban, Negeri Sembilan<br>Tel: 06-7717700 Fax: 06-7717182<br>http://www.utm.edu.my |
| 2:00 p.m  | Key in Data in Digital Kelantan<br>Collection<br>* Motif Fauna  | 16<br>Data   |
| 5:00 p.m  | Office hour end   |  |

| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS  |
|----------|---|--|
| 01/03/17 | Wednesday   |  |
| 8:00 a.m | Shelving<br>- Check all the call number every book<br>- Arrange the book following the call number.<br>From Shelve <del>BP 190.5 m38 187 2008</del><br>BV 45916 m3 553 2012<br>↓<br>D 199.3 v62 1961<br>1) 3 book from this shelve wrongly arranged<br>2) Total for this day is 166 books |  |
| 9:00 a.m | Meeting Program<br>↳ 3 program<br>↳ 1. Library open day<br>↳ 2. Sekolah Angkat<br>↳ 3. Workshop   |  |
| 9:30 a.m | Key in Data in Digital Kelantan<br>Collection<br>* Motif Fauna  | PUSAT PERPUSTAKAWAN<br>BAHAGIAN PENGUSULAN & PENGOLEHAN<br>PELUANG PERPUSTAKAWAN & PERUSAHAAN ILMU<br>UNIVERSITI TEKNOLOGI MARA<br>ELEKTRONIK<br>43400 Seremban, Negeri Sembilan<br>Tel: 06-7717700 Fax: 06-7717182<br>http://www.utm.edu.my |



DATE                      EXTRACT NATURE OF WORK DONE                      SUPERVISORS REMARKS

1:30 am Replace staff temporarily at Media & Knowledge Management Center  
\* Book selling to UMK student

1:00 pm Lunch

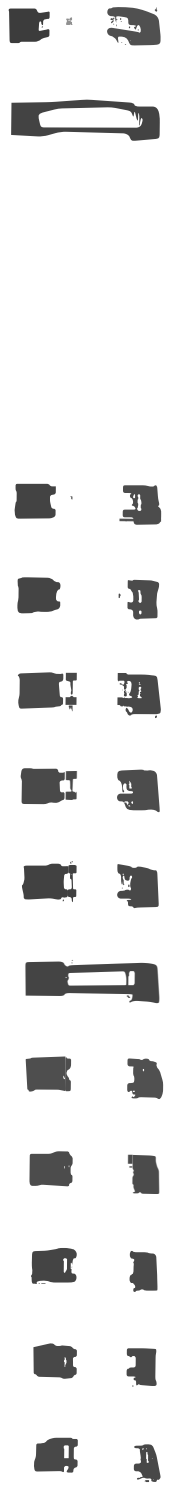
1:00 pm Key in data in Digital Kelantan Collection

3:30 pm Replace staff temporarily at Media & Knowledge Management Center

4:00 pm Key in data in Digital Kelantan Collection

5:00 pm Office hour end

AMIRUL FIRDAUS BIN ZILAH  
PUSAT PUSTAKAWAN KANAN  
PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI TEKNOLOGI MARA  
40450 SEREMBAN, NEGERI SEMBILAN  
06-73321111  
amirul@umk.edu.my



DATE                      EXTRACT NATURE OF WORK DONE                      SUPERVISORS REMARKS

02/03/17  
Thursday

8:00 am Shelving  
- Check all the call number every book  
- Arrange the book following the call number  
- From shelve D 210 4364 2008

DK 510.25 .A43 2006

- 1) 1 book from this shelve wrongly arranged
- 2) Total for this day is 164 books

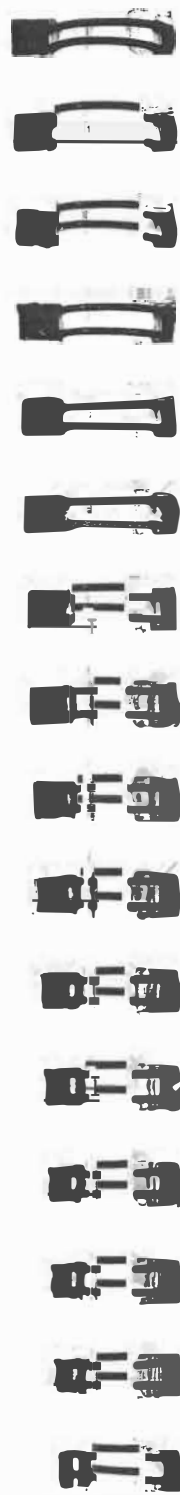
9:00 am Breakfast

9:30 am Key in data in Digital Kelantan Collection  
\* Motiv Feura

AMIRUL FIRDAUS BIN ZILAH  
PUSAT PUSTAKAWAN KANAN  
PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU  
UNIVERSITI TEKNOLOGI MARA  
40450 SEREMBAN, NEGERI SEMBILAN  
06-73321111  
amirul@umk.edu.my

10:30 am Replace staff temporarily at Media & Knowledge Management Center

| DATE     | EXTRACT NATURE OF WORK DONE                | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 1:00 pm  | Key in data in Digital Kelantan Collection |                     |
| 12:00 pm | Lunch                                      |                     |
| 2:30 pm  | Meeting                                    |                     |
| 3:30 pm  | Office hour end                            |                     |



| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 05/03/17 | Sunday   |                     |
| 8:00 a.m | Shelving<br><ul style="list-style-type: none"> <li>- check all the call number every book</li> <li>- Arrange the book following the call number.</li> <li>- From shelve DK 510 163 .T47 2009</li> </ul> <p style="text-align: center;">↓</p> <p style="text-align: center;">DS 119.7 C37 2011</p> <ul style="list-style-type: none"> <li>1) 10 book from this shelve wrongly arranged</li> <li>2) Total for this day is 167 books</li> </ul> |                     |
| 9:00 a.m | Breakfast  |                     |
| 9:30 a.m | Key in data in Digital Kelantan Collection   |                     |
| 1:00 p.m | Lunch  |                     |
| 2:00 p.m | Key in data in Digital Kelantan Collection   |                     |
| 5:00 p.m | Office hour end  |                     |

| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 23/07    |   |                     |
| Friday   |   |                     |
| 0 a.m    | Shelving<br>- Check all the call number every book<br>- Arrange the book following the call number<br>- From shelve DS 119.7 .C632 2008<br>↓<br>DS 559 . 912 .J44 2010<br>↓<br>1) 3 books from this shelve wrongly arranged<br>2) Total for this today is 170 books |                     |
| 1.00 a.m | Breakfast   |                     |
|          | * Open remote desktop   |                     |
|          | AMIRUL FIRDAUS BIN ZILAH<br>PUSTAKAWAN KE<br>BUNYAN PENGUNJUNG DAN PEMANAJAN<br>PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU<br>UNIVERSITI TEKNOLOGI MARA<br>TELEFON: 09-77110000/09-7711132<br>amirul@pustakawati.uitm.edu.my  |                     |
| 12.00 pm | Replace staff temporarily at Media & Knowledge Management Center.   |                     |

| DATE    | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|---------|--|---------------------|
| 1.00 pm | Lunch  |                     |
| 2.00 pm | Key in data in Digital Kelantan Collection   |                     |
| 3.00 pm | Meet Ivan Asma ( Librarian of UMK )<br>* Discuss about workflow editorial at publication department in UMK library<br>* I got a lots of information from Ivan Asma about the workflow<br>* My special project is open monograph press<br>* open monograph press is a open source software for managing the editorial workflow required to see monograph. |                     |
| 4.00 pm | Continue key in data in Digital Kelantan Collection  |                     |
|         | about the system.  |                     |
|         | AMIRUL FIRDAUS BIN ZILAH<br>PUSTAKAWAN KE<br>BUNYAN PENGUNJUNG DAN PEMANAJAN<br>PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILMU<br>UNIVERSITI TEKNOLOGI MARA<br>TELEFON: 09-77110000/09-7711132<br>amirul@pustakawati.uitm.edu.my   |                     |
| 5.00 pm | Office hour end.   |                     |

| DATE           | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------------|--|---------------------|
| 03/17<br>today |  |                     |
| 10 a.m         | Shelving<br>- check all the call number every book<br>- Arrange all the book following the call number<br>- From shelve DS 563 v36 2008<br>↓<br>DS 5966 w37 2000<br><br>1) 1 books from this shelve wrongly arranged<br>2) Total for this today is 226 books |                     |
| 1.00 a.m       | Breakfast  |                     |
| 1.30 a.m       | Key in data in Digital Kebantan Collection   |                     |
| 1.00 p.m       | Lunch  |                     |
| 3.00           |  |                     |
| 3.00 p.m       | Office hour end.   |                     |

| DATE                  | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|-----------------------|--|---------------------|
| 08/03/17<br>Wednesday |  |                     |
| 8:00 a.m              | Shelving<br>- Check all the call number every book<br>- Arrange all the book following the call number<br>- From shelve DS 5966 M 2003<br>↓<br>DS 601 w35 2010<br><br>1) 6 books from this shelve wrongly arranged<br>2) Total for this day is 219 books           |                     |
| 9:00 a.m              | Breakfast  |                     |
| 9:30 a.m              | * Im studying about system requirement<br>Open monograph press.<br>* System requirement of OMP that im studying is as follow :<br>what I need is<br>1. Php<br>2. MySQL<br>3. Apache<br>4. Operating System<br><br>* Download installation files from the internet. |                     |

| DATE      | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-----------|---|---------------------|
|           | * Key in data in Digital Kelantan Collection.   |                     |
| 12:00 p.m | Lunch   |                     |
| 01:00 p.m | Continue in data in Digital Kelantan Collection   |                     |
|           | * At the same time, I keep trying searching about the open monograph press in the internet to get more information and more references.   |                     |
| 05:00 p.m | Office hour end.  |                     |
|           | AMIRUL HUDAIB BIN ZILAH<br>PUSAT PERPUSTAKAAN<br>SARUNG BANGSANG<br>PEJABAT PERPUSTAKAAN, BUKIT BANGSANG<br>UNIVERSITI TEKNOLOGI MARA<br>TELEFON: 03-64711000/03-64711133<br>e-mail: amirul@um.edu.my |                     |

| DATE      | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS   |
|-----------|--|---|
| 09/03/17  | Thursday   |   |
| 07:00 a.m | Shelving<br>- Check all the call number every books<br>- Arrange all the book following the call number<br>- From shelve DS 601 .W35 2010<br>↓<br>G1 154 -T63 2007<br>↓  |   |
|           | 1) 15 books from this shelve wrongly arranged<br>2) Total for this day is 184 books  |   |
| 09:00 a.m | Breakfast  |   |
| 04:30 a.m | Key in data in Digital Kelantan Collection<br>* Key in design of batik<br>* Edit the data which are not following the right number.<br>* Some of data about the motif Flora are wrongly arranged in numbering.<br>* check all the motif<br>1. Motif Flora<br>2. Motif Fauna<br>3. Motif Abstrak<br>4. Motif Malaysia | AMIRUL HUDAIB BIN ZILAH<br>PUSAT PERPUSTAKAAN<br>SARUNG BANGSANG<br>PEJABAT PERPUSTAKAAN, BUKIT BANGSANG<br>UNIVERSITI TEKNOLOGI MARA<br>TELEFON: 03-64711000/03-64711133<br>e-mail: amirul@um.edu.my |

| DATE  | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-------|---|---------------------|
| 0 p.m | Meeting Program   |                     |
|       | * Program that will be handle by another practical student from UTM |                     |
|       | Poncah Perdana  |                     |
|       | * All of them from bachelor libra management and resource center.   |                     |
|       | * Discuss four program as follow below:                             |                     |
|       | 1. Library open in campus kota and campus jen. and Campus Bachok    |                     |
|       | 2. Sekolah Angkat   |                     |
|       | 3. Workshop   |                     |

\* Discuss about the paperwork, tentative programme.

00 p.m Lunch

00 p.m Do the special project.  
\* Install the folder to the remote desktop.

\* Install all the Xam  
\* Copy the 0m  
\* The server can on Wifi Umk only.

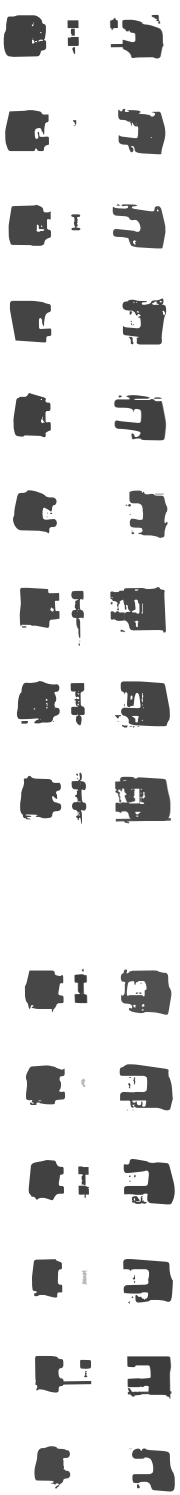
HEMAN  
R/23-4-1600  
UNIVERSITI MALAYSIA MELANIAN  
TELEFON 09-7717180 FAKS 09-7717102  
amirul@umk.edu.my

3:30 pm Office hour end.

| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 12/03/17 |   |                     |
| Sunday   |   |                     |
| 8:00 pm  | Shelving  |                     |
|          | - Check all the call number every book  |                     |
|          | - Arrange all the books following the call number   |                     |
|          | - From shelve G 154.9 T74 2010  |                     |
|          | G 155 <del>G 154</del> <sup>AI 125</sup> 2003   |                     |
|          | 1) 2 books from this shelve wrongly arranged  |                     |
|          | 2) Total for this class is 170 books  |                     |
| a        | <del>Breakfast</del>  |                     |
| 8:30 a.m | Briefing from Enck Azhar about tours from Ministry of Higher Education Malaysia                       |                     |
|          | * He told all the stuff to arranged tables and chairs that are available in the library to look neat. |                     |
|          | * He also inform to all for take care of each other order during the tours                            |                     |
| 9:00 a.m | Breakfast   |                     |

| DATE   | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|--------|---|---------------------|
| 10 a.m | key in data in Digital Kelantan Collection<br>- Motif Floris<br>- Design of Batik |                     |
| 10 p.m | Lunch   |                     |
| 10 p.m | keep key in data in Digital Kelantan Collection                                   |                     |
| 00 p.m | Office hour end.  |                     |

AMIRUL FIRDAUS BIN ZILAH  
 PUSKAWAN ANAN  
 amirul@unmk.edu.my



| DATE               | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|--------------------|--|---------------------|
| 13/03/17<br>Monday | 8:00 a.m Shelving<br>- check all the call number every books<br>- Arrange all the book following the call number<br>- from shelve G 155 A1 P344 .2011<br>↓<br>G 155 G7 K47 2003  |                     |
|                    | 1) 3 books from this shelve wrongly arrange<br>2) Total for this day is 155 books.   |                     |
|                    | 9:00 a.m Breakfast   |                     |
|                    | 9:30 a.m Key in data in Digital Kelantan Collection<br>* At the same time I do the special project<br>(Open Manganah Press Comp)<br>* Learn the manual about the system<br>* Searching more information about the OMP system.<br>* Keep trying connecting with the server. |                     |

AMIRUL FIRDAUS BIN ZILAH  
 PUSKAWAN ANAN

DATE EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

6 am | Meet and make discussion with the supervisor Enck Amrul Firdaus we discuss about the special project the progress of special project one by one.  
\* Install the system of OMP to the server.  
\* Do install xamp server

10 pm | Lunch

12 pm | Key in data in Digital Kelantan collection  
- Drinan of Bodit

Keep special project in the server.  
\* make a codry about the system.

PUSAT KAWAN KAWAN  
BAHAGIAN PENGURUSAN PEROLEHAN  
PERASTASIA PERPUSTAKAAN DAN PENGURUSAN PERALAMAN  
UNIVERSITI MALAYSIA KELANTAN  
amirul@umk.edu.my

20 pm | office hour end.

| DATE     | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|-----------------------------|---------------------|
| 14/03/17 |                             |                     |
| Tuesday  |                             |                     |

2:00 am Shelving  
 - check all the call number every books  
 - Arrange all the books follow the call number  
 - From shelve G 155 G7 M515 2007  
 ↓  
 GE 145 H36 1998

1) No books from this shelve wrongly arrange  
 2) Total for this day is 175 books

9:00 am Breakfast

9:30 am Key in data in Digital Kelantan Collection

AMIRUL FIRDAUS BIN ZILA  
 PUSAT KAWAN KAWAN  
 BAHAGIAN PENGURUSAN PEROLEHAN  
 PERASTASIA PERPUSTAKAAN DAN PENGURUSAN PERALAMAN  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON 09-7711870 FAXS 09-7711821  
 amirul@umk.edu.my

1:00 pm Lunch

2:00 pm Keep doing key in data in Digital Kelantan collection

5:00 pm office hour end.



DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS

3/17  
uesday

2 am Shelving

- Check all the call number every books
- Arrange the books following the call number
- From shelve

BP 188.13 933 2010  
↓  
BP 190.5 m28 f35 2010  
↓

1) 7 books from this shelve wrongly arranged  
2) Total for this day is 290 books

30 a.

- Visit or call for exam team KULP  
MOTIF Flora, Motif fauna, Motif Abstract  
and Motif Malaysia.
- Put the description of every motif  
that have been key in.

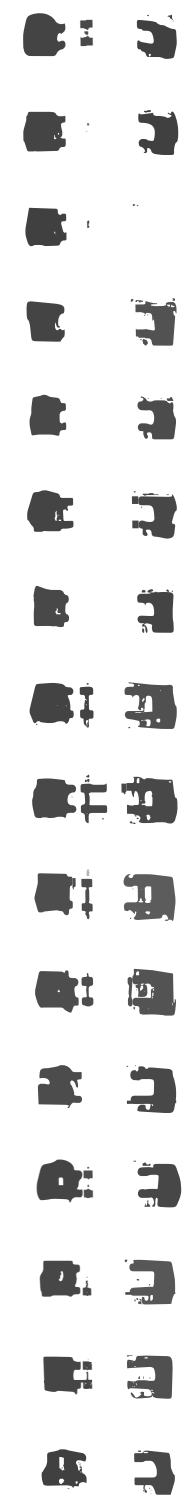
4.00 pm Lunch

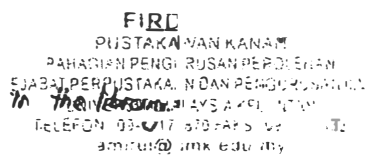
| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 2.00 p.m | Keep key in data about design of Batik like motif flora in the digital Kelantan Collection.                   |                     |
|          | * Puan Juliana (librarian) told me to edit some of data about motif Flora because some of it have been wrong. |                     |
|          | * she also told me to change the description of <del>that</del> some motif.                                   |                     |
|          | * Change with the new description.  |                     |

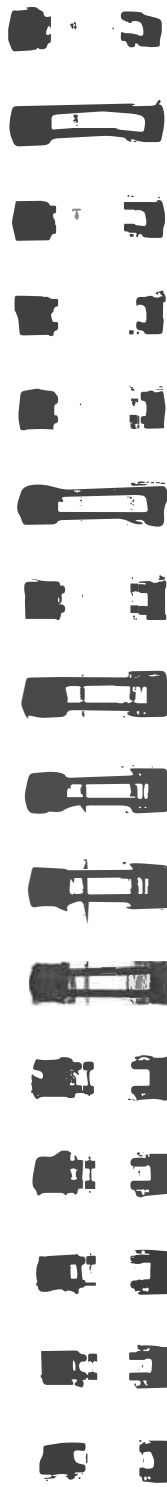
3.00 pm Office hour end.

AMIRUL IRDADUS BIN ZILU H.  
PUSAT KAWAN KANAN  
BANGSA A. PENGURUSAN PEROLEHAN  
EJABAT PERPUSTAKAAN DAN PENGURUSAN  
UNIVERSITI MALAYSIA KELANTAN  
TELEFON 09-77171870 FAKS 09-77171132  
amirul@umk.edu.my

| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 13/17    |   |                     |
| day      |   |                     |
| 8:00 am  | Shelving<br>- Check all the call number every books<br>- Arrange the books following the call number<br>- From shelf BV 4521.3 K56 2009<br>↓<br>D199.3 V62 1961 |                     |
|          | 1) 1 books from this shelf wrongly arranged<br>2) Total for this day is 165 books   |                     |
| 10:00 am | Breakfast   |                     |
| 3:30 am  | Key in data in Digital Kelantan Collection  |                     |
| 12:00 pm | Lunch   |                     |
| 1:00 pm  | Continue keep key in data in Digital Kelantan Collection  |                     |
| 5:00 pm  | Office hour end   |                     |



| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS  |
|----------|---|--|
| 20/03/17 |   |  |
| Monday   |   |  |
| 8:00 am  | Shelving<br>- Check all the call number every books<br>- Arrange the books following the call number<br>- From shelf D 210 4364 2008<br>↓<br>DK 510-25 A43 2006                               |  |
|          | 1) NO books from this shelf wrongly arranged<br>2) Total for this day is 166 books  |  |
| 9:00 am  | Breakfast   |  |
| 9:30 am  | Replace staff for a moment with Anorah  |  |
|          | the staff having meeting.<br>↳ Take care of the counter in the library.<br>* Install endnote for students<br>↳ Helping the student if having problem or get the information from the counter. |  |
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DATE      EXTRACT NATURE OF WORK DONE      SUPERVISORS REMARKS

10 a.m. Replace staff temporarily at Media & Knowledge Management Center.  
\* Selling book to student

1 p.m. Lunch

1 p.m. Key in data in Oriental Kelantan collection.  
\* Design of Batik

10 p.m. Office hour end.

AMTRUL FIRDA JS BIN ZUAH  
PUSTAKAWAN KANAN  
SEKSYEN PERGURUSAN PEROLEHAN  
SABAT PERPUSTAKAAN DAN PENGURUSAN  
UNIVERSITI TEKNOLOGI MARA  
TELEFON 09-77171870 FAKS 09-7717187  
http://umr.edu.my

| DATE                | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|---------------------|---|---------------------|
| 21/03/17<br>Tuesday |   |                     |
| 8:00 a.m. Shelving  | <ul style="list-style-type: none"> <li>- Check all the call number every books</li> <li>- Arrange the books following the call number</li> <li>- From shelve DK 510-762 747 2009</li> </ul> |                     |
|                     | ↓<br>Ds 119-T 637 2011  |                     |
|                     | <ul style="list-style-type: none"> <li>1) 8 books from this shelve priority arrange</li> <li>2) Total of book for this day 46 klg books</li> </ul>  |                     |
|                     | Full Day of Srik Kodok  |                     |
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DATE EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

23/17  
next day

8:00 a.m. Shelving  
 - Check all the call number every books  
 - Arranged the books following the call number  
 - From shelf DS 119-7 6632 2008  
 ↓  
 DS 557-912 244 2009  
 ↓  
 1) 2 books from this shelf wrong arrangement  
 2) Total of for this day is 166 books

10:00 a.m. Breakfast

10:30 a.m. Key in data in Digital Kelantan Collection

12:00 p.m. Lunch

PESTAKAWAN KAMAR  
 BAHAGIAN PENJURUSAN PEROLEHAN  
 & APALOG - KOLEKSI DAN PENGKALAN  
 UNIVERSITI MALAYSIA KELANTAN  
 TELUK TAS 09771132  
 amirul@umk.edu.my

1:00 p.m. Key in data in Digital Kelantan Collection

5:00 p.m. Office hour end

| DATE       | EXTRACT NATURE OF WORK DONE                | SUPERVISORS REMARKS   |
|------------|--|---|
| 26/03/17   | Sunday                                     |   |
| 8:00 a.m.  | Shelving                                   |   |
|            | - Check all the call number every books    |   |
|            | - Arranged the books following call number |   |
|            | - From shelf DS 563-136 2008               |   |
|            |  | ↓   |
|            |  | DS 576-6 437 2000   |
|            |  | ↓   |
|            |  | 1) No books from this shelf wrong arrangement<br>2) Total of this shelf for today is 220 books  |
| 9:00 a.m.  | Breakfast                                  |   |
| 10:30 a.m. | Key in data in Digital Kelantan Collection |   |
|            |  | AMIRUL F<br>PUS AKAWANKAMAR<br>BAHAGIAN PENJURUSAN PEROLEHAN<br>& APALOG - KOLEKSI DAN PENGKALAN<br>UNIVERSITI MALAYSIA KELANTAN<br>TELUK TAS 09771132<br>amirul@umk.edu.my |
| 1:00 p.m.  | Lunch                                      |   |
| 1:00 p.m.  | Key in data in Digital Kelantan Collection |   |
| 5:00 p.m.  | Office hour end                            |   |

| DATE          | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|---------------|---|---------------------|
| 03/17<br>Rabu |   |                     |
| 9 a.m         | Shelving<br>- Check all the call number every books<br>- Arranged the books following the call number<br>- From shelf Ds 596 6 015 2003<br>↓<br>Ds 599 k8 043 2004<br>↓<br>1) 3 books from this shelf wrongly arranged<br>2) Total for this day are 228 books |                     |
| 10:00 a.m     | Breakfast   |                     |
| 10:30 a.m     | Key in data in Digital Kelantan Collection  |                     |
| 12:00 p.m     | Lunch   |                     |
| 1:00 p.m      | Continue keep key in data   |                     |
| 5:00 p.m      | Office hour end.  |                     |

| DATE          | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|---------------|--|---------------------|
| 03/17<br>Rabu |  |                     |
| 8:00 a.m      | Shelving<br>- Check all the call number every books<br>- Arranged the books following the call number<br>- From shelf Ds 599 k53 554 1986<br>↓<br>G 154 T63 2007<br>↓<br>1) 1 books from this shelf wrongly arranged<br>2) Total for this day is 268 books |                     |
| 9:00 a.m      | Breakfast  |                     |
| 10:30 a.m     | Key in data in Digital Kelantan Collection   |                     |
| 1:00 p.m      | Lunch  |                     |
| 2:00 p.m      | Keep doing key in data   |                     |
| 5:00 p.m      | Office hour end  |                     |

AMTRUCF RD 0001  
PUSTAKAWAN KAWAN  
JABAT PERPUSTAKAAN DAN PENGURUSAN LMB  
TELEFON 09-771718 OFAKS 09-7717132

| DATE      | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 3/17      |  |                     |
| Friday    |  |                     |
| 8:00 a.m  | Shelving<br>- Check all the call number every books<br>- Arranged the books following the call number<br>- From Shelve G154-9 T68 1997   |                     |
|           | ↓<br>G155 A1 P55 2008  |                     |
|           | ↓  |                     |
|           | 1) 2 books from this shelve wrongly arranged<br>2) Total for this day is 168 books   |                     |
| 10:00 a.m | Breakfast  |                     |
| 10:00 a.m | Key in data in Digital Kelantan Collection   |                     |
|           | AMIRUL FIRDI<br>WAN KAWAN<br>BAHAGIAN PENGURUSAN PEROLEHAN<br>PEJABAT PERPUSTAKAAN DAN PENCIPTAAN<br>UNIVERSITI MALAYSIA KELANTAN<br>TELEFON 09-77171870 FAKS 09-77171162<br>amirul@umk.edu.my |                     |
| 1:00 p.m  | Lunch  |                     |
| 2:00 p.m  | Keep continue key in data  |                     |
| 3:00 p.m  | Office hour end  |                     |

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 30/03/17 |  |                     |
| Thursday |  |                     |
| 8:00 a.m | Shelving<br>- Check all the call number every books<br>- Arranged the books following the call number<br>- From shelve G155 A1 P344 2011   |                     |
|          | ↓<br>G155 47 F47 2003  |                     |
|          | ↓  |                     |
|          | 1) 1 books from this shelve wrongly arranged<br>2) Total for this day is 154 books   |                     |
| 9:00 a.m | Breakfast  |                     |
| 9:30 a.m |  |                     |
|          | AMIRUL FIRDI<br>WAN KAWAN<br>BAHAGIAN PENGURUSAN PEROLEHAN<br>PEJABAT PERPUSTAKAAN DAN PENCIPTAAN<br>UNIVERSITI MALAYSIA KELANTAN<br>TELEFON 09-77171870 FAKS 09-77171162<br>amirul@umk.edu.my |                     |
| 1:00 p.m | Lunch  |                     |
| 2:00 p.m | Keep continue key in data  |                     |
| 3:30 p.m | Office hour end.   |                     |

| DATE        | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-------------|---|---------------------|
| 7/17<br>key |   |                     |
|             |   |                     |
|             | <ul style="list-style-type: none"> <li>- check all the call number every books</li> <li>- Arranged the books following the call number</li> <li>- From shelf G 155 G7 07515 2007</li> </ul> |                     |
|             | <p style="text-align: center;">↓</p> <p style="text-align: center;">GK 145 1136 1998</p>  |                     |
|             | <p>1) No books from this shelf wrongly arranged</p> <p>2) Total for this day are 279 books</p>  |                     |
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|             |   |                     |
|             | <p style="text-align: center;"><u>Amount</u></p> <p style="text-align: center;">of task</p>   |                     |
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| DATE | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|------|--|---------------------|
|      | Task that I do in this day is so like:   |                     |
|      | - Checking the new books that have been receive following the invoice.   |                     |
|      | - Check and make sure it is enough or not and whether the invoice.   |                     |
|      | - After check the list, take the book to key in in virtva system.  |                     |
|      | - Log in virtva system using my account.   |                     |
|      | - Check the isbn of the book.  |                     |
|      | - Make sure the books are in good condition, if not, that book should be returned to the supplier.   |                     |
|      | - Check the price of the book, then key in.  |                     |
|      | - After that go to the acquisition then click receipt und click add after the checking process of the books.   |                     |
|      | - The last process - count the invoice of the books.   |                     |
|      | <p style="text-align: right;">AMIRUL FIRDA</p> <p style="text-align: right;"><small>DUSKAWAN KANAN<br/>DAGHAWA<br/>JABAT PERPUSTAKAAN DAN PENCIKATAN<br/>UNIVERSITI MALAYSIA KELANTAN<br/>TEL: 09-92111111<br/>amirul@umk.edu.my</small></p> |                     |
|      | - Put the amount of discount that have been given.   |                     |
|      | - The process will be successfully   |                     |
|      | - Take the new invoice and do the same step.   |                     |
|      |  |                     |
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|      |  |                     |
|      |  |                     |
|      | 1:00 p.m Lunch.  |                     |
|      |  |                     |
|      |  |                     |
|      |  |                     |

DATE

EXTRACT NATURE OF WORK DONE

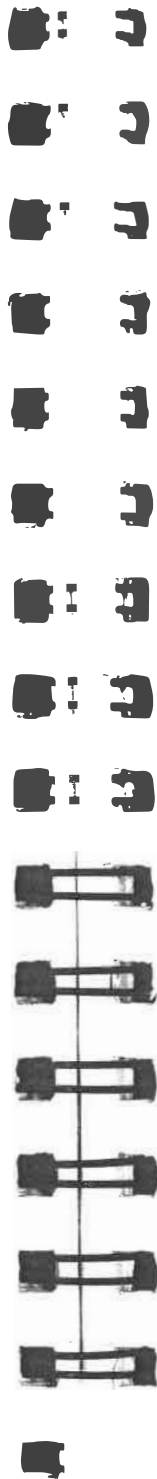
SUPERVISORS  
REMARKS

1 pm Keep doing the same process.

- Check the new books
- Key in data in virtual system
- Followed step by step

1 pm Office hour end

AMIRUL F  
PUS  
BAHAGIAN R  
EJABAT PERPUS  
UNIVERSITI MALAYSIA KELANTAN  
TELEFON 09 417170 FAKS 09 417171  
amir\_l@umk.edu.my



| DATE               | EXTRACT NATURE OF WORK DONE  | SUPERVISORS<br>REMARKS |
|--------------------|--|------------------------|
| 03/04/17<br>Monday |  |                        |
| 8:00 a.m           | Shelving<br>- check all the books following the call number<br>- Arranged the books following the call number<br>- From shelve BP 188-13 S23 2010<br>↓<br>BP 190-5 M28 F35 2010<br>↓<br>1) 7 books from this shelve wrongly arranged<br>2) Total for this day is 241 books   |                        |
| 9:00 a.m           | Breakfast  |                        |
| 9:30 a.m           | Sit in the acquisition management department<br>at office.<br>- Take new invoice to key in in the<br>virtual system.<br>- Checking process of the books<br>↳ check the condition of the books<br>↳ The pages of the books must be enough<br>↳ check the price<br>- Key in virtual system to key in data of<br>the new books following the invoice. |                        |

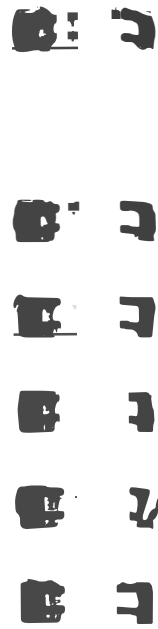
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EJABAT PERPUSTAKAAN DAN PENCANTIKAN  
TELEFON 09 417170 FAKS 09 417171





| DATE | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|------|--|---------------------|
|      | 2-m Lunch  |                     |
|      | 2-m Continue acquisition process<br>- Following step by step<br>- Key in data in virtual system<br>- Re-check again about the data that have been key in |                     |
|      | 1 pm office hour end   |                     |

AMIRUL FIRDAUS BIN ZILAH  
 PUSAT BAHAGIAN PEN  
 BAHAGIAN PEN URUSAN PEROLEHAN  
 EAJAB PERPUSTAKAAN DAN PENGURUSAN I U  
 UNIVERSITI ALAYSIA KELANTAN  
 TELEFON 09-77 71870 FAKS 09-7717132  
 amirul@umk.edu.my



| DATE                | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|---------------------|-------------------------------|---------------------|
| 04/04/17<br>Tuesday | Visit UMK Kadok<br>- Full day |                     |



EJAB  
 AKAADAM PENGURUSAN  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON 09-7717132 FAKS 09-7717132  
 @UMK.edu.my

PUSTAKAWAN KANDU  
 BAHAGIAN PENGURUSAN PERPUSTAKAAN  
 DEPARTMENT OF LIBRARY AND INFORMATION SERVICES  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON 09-77171370 FAKS 09-77171371  
 amirul@umk.edu.my

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------|-----------------------------|---------------------|
|------|-----------------------------|---------------------|

05/04/17  
Wednesday

8:00 a.m Shelving

- Check all the book following call numbers
- Arranged the books following call number
- From shelve BV 4531-3 K56 2009

D194-3 v60 1961

- 1) 1 book from this shelve wrongly arranged
- 2) Total for this day are 166 books

9:00 a.m Breakfast

9:30 At acquisition department  
\* After the details, checking status

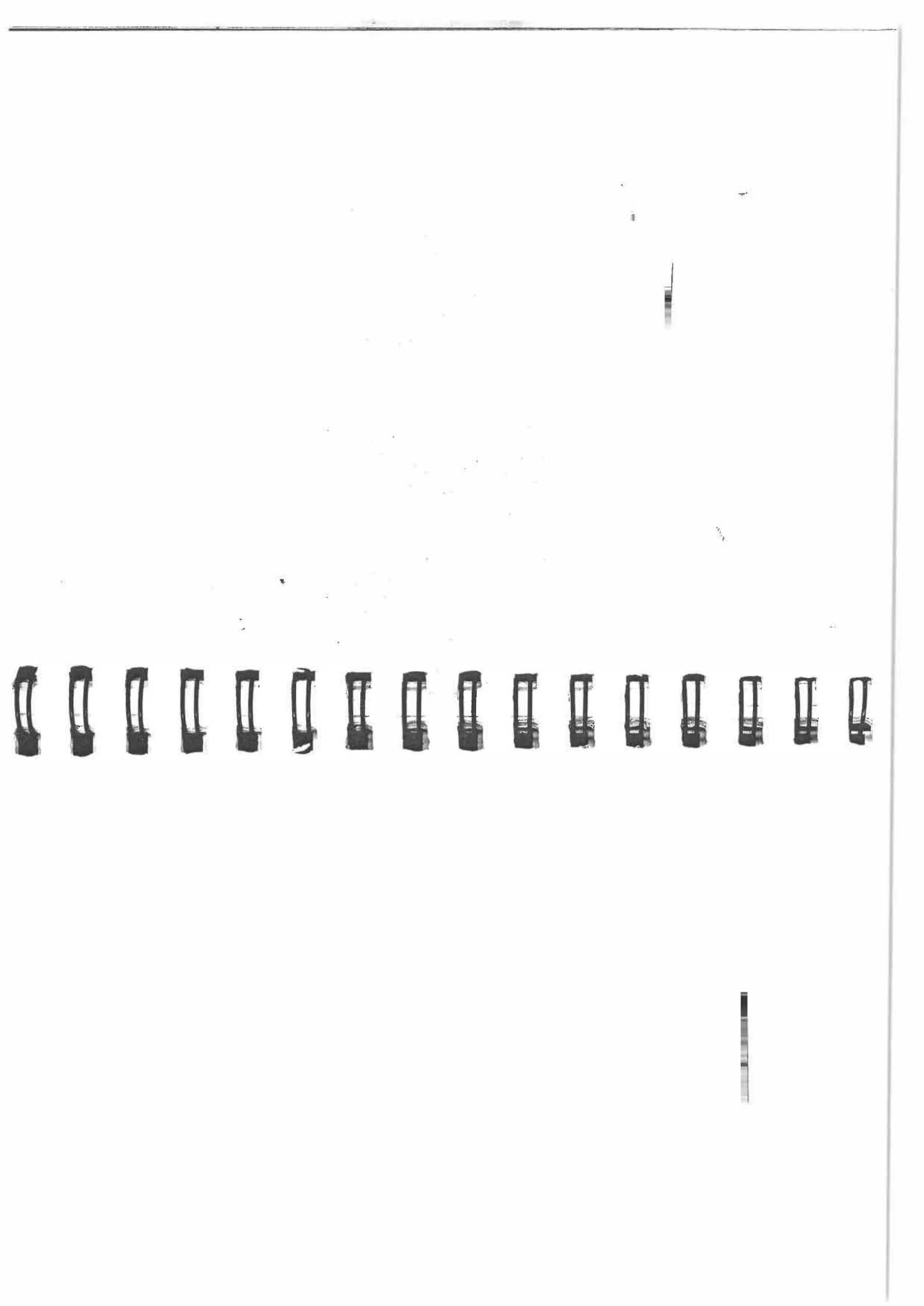
write the number of order and invoice number.

PUSTAKAWAN KANDU  
 BAHAGIAN PENGURUSAN PERPUSTAKAAN  
 DEPARTMENT OF LIBRARY AND INFORMATION SERVICES  
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1:00 p.m Lunch

2:00 p.m Keep doing the work earlier.

5:00 p.m Office hour end



| DATE    | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|---------|---|---------------------|
| 9/12/17 |   |                     |
| 2 a.m   | <p>Shelving</p> <ul style="list-style-type: none"> <li>- check all the books following the call number</li> <li>- Arranged the books following call number</li> <li>- From shelve D210 G364 2008</li> </ul> <p style="margin-left: 40px;">↓</p> <p style="margin-left: 40px;">DK 510.25 A43 2006</p> <p style="margin-left: 40px;">↓</p> <ul style="list-style-type: none"> <li>1) 1 book from this shelve wrongly arranged</li> <li>2) Total for this day are 165 books</li> </ul> |                     |
| 2 a.m   | Breakfast   |                     |

d time  
is in the collection as well as an

| DATE | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|------|---|---------------------|
|      | <p>effective means of accessing records by bibliographic or subject terms.</p> <p>* Therefore, to organize these holdings into subject, reference and special collection in accordance with standard classification schemes and local needs.</p> <p>(Function of cataloging)</p> <ol style="list-style-type: none"> <li>1. Cataloging and classification which include determination of authorship (description of the item and details of subject heading and classification number</li> <li>2. Physical preparation of the material which involves labels of tagging</li> </ol> |                     |
|      | a call number   |                     |
|      | record  |                     |

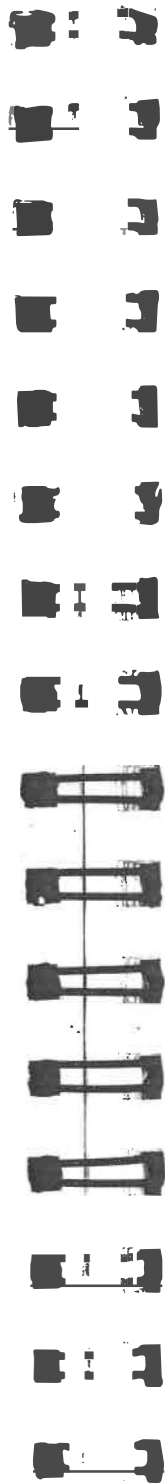
TELANTEN  
FAXS 05-7711111

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
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and in th

2 pm Office hour end

EJABAT PERPUSJAKAAN DAN PENGURUSAN  
 NIKAH  
 9-771716



| DATE               | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|--------------------|---|---------------------|
| 10/04/17<br>Monday | 8:00 a.m. shelving<br>- check all the books following call numbers<br>- Arranged the books following call number<br>- from shelve DK 510 763 T47 2009<br><br>↓<br>DS 119 7 C 87 2011<br><br>1) No books from this shelve wrongly arranged<br>2) Total for this day are 170 books  |                     |
| 9:00 a.m.          | Breakfast   |                     |
| 9:30 a.m.          | This is<br><br>my schedule at technical management department is for two weeks only.<br>* The workflow same as yesterday do the marc record in the virtua system.<br>* The virtua system must be log in with my account<br>* At the same time, the catalog that I made was not right and if there have a mistake the head of department will call me and tell me what is wrong and needs to be repaired |                     |

| DATE | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS                                |
|------|---|--|
|      | and there I will learn something new.   |  |
|      |   |  |
|      | p.m Lunch   |  |
|      |   |  |
|      | pm. Continue with cataloging process.<br>* This is sometimes if I not remember how to do the call number. |  |
|      | 020 : ISBN Number   |  |
|      | 090 : Call number   |  |
|      | 100 : Author  |  |
|      | 245 : Title   |  |
|      | 250 : Edition   |  |
|      | 260 : Publisher   | AMIRUL   |
|      | 300 : Description of material   | BAHAGIAN<br>EJABAT PERPUS<br>UNIVERSITI<br>TELEFON |
|      | 400 : Series  | am   |
|      | 500-599 : Note $\leftarrow$ Biographic $\leftarrow$ Indexed   |  |
|      | 600-699 : Subject heading   |  |
|      | 700 : Main Entry $\rightarrow$ editor   |  |
|      | 710 : Added Entry $\rightarrow$ company<br>Add item   |  |
|      |   |  |
|      |   |  |
|      | o p.m office hour end   |  |

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 11/04/17 |  |                     |
| Tuesday  |  |                     |
| 8:00 a.m | Shelving<br>- check all the books following call number<br>- Arranged the books following call number<br>- From shelve DS119.7 C632 2008<br><br>↓<br>DS 559-912 J44 2010<br><br>1) No books from this shelve <del>unready</del> arranged<br>2) Total for this date are 170 books                                     |                     |
| 9:00 a.m | Breakfast  |                     |
| 9:30 a.m | This is my third day at Technical Management Department<br>* Work as usual in making cataloging process.<br>* The first book that I make catalog was BP183-3 H53 2015.<br>* Follow step by step making cataloging<br>* The work place in the office at the library.<br>* Check the nkr record in the virtual system. |                     |

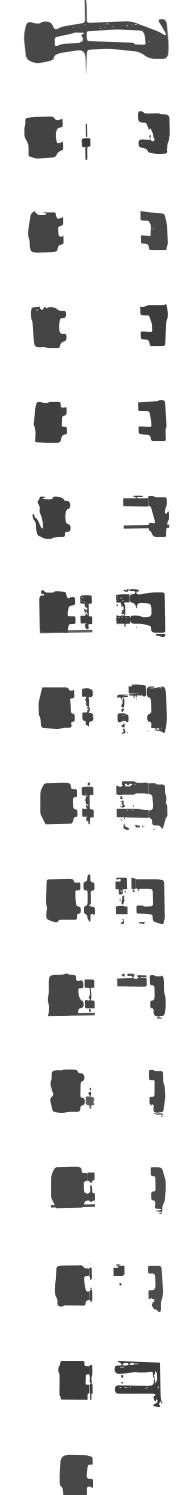
DATE EXTRACT NATURE OF WORK DONE SUPERVISORS REMARKS

08:00 AM Lunch

1 PM (Continue cataloging process)  
 \* As usual follow step by step in making cataloging  
 + create as many catalog as  
 \* ~~Don't~~ write the call number inside the book at the verso page.

10:00 AM office hour end.

AMIR  
 PU  
 EAJABAT PERPUSTAKAAN DAN PENGETERANGAN  
 TELEFON 08-77171370 FAKS 08-771717



DATE EXTRACT NATURE OF WORK DONE SUPERVISORS REMARKS

12/04/17  
 Wednesday

8:00 AM Shelving  
 - Check all the books following call number  
 - Arranged the books following call number  
 - From shelf DS 596.6 v36 2002  
 ↓  
 DS 596.6 w37 2000

1) No books from this shelf wrongly arranged  
 2) Total for this day are 226 books.

9:00 AM Breakfast

9:30 AM my schedule at Technical Management Department among 2 weeks.  
 \* The workflow same as yesterday, making cataloging using virtual system.  
 \* The first book for this day that I have done make cataloging was BI 4531.3 b5f 2008  
 \* Open all the web website that can be a reference while making cataloging because it will be easy to search any information.

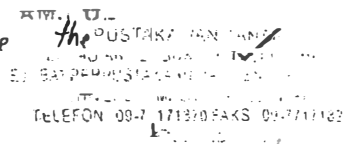
| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS   |
|----------|--|---|
| 13/04/17 | Lunch  |   |
| 13/04/17 | <p>10:00 am Continue cataloguing process</p> <ul style="list-style-type: none"> <li>* Work as usual and continue the previous work</li> <li>* Create as many catalog</li> <li>* After key in data in the virtual system, write the location of the books inside the books and in the form</li> </ul> | <p>AMIRUL FIRDANS BIN ZILAH</p> <p>28460447<br/>EJABAT PERAUST<br/>UNIVERSITI MALAYSIA KELANTAN<br/>TELEFON 09-92211111<br/>amirul@umk.edu.my</p> |
| 13/04/17 | 11:00 am Office hour end.  |   |

| DATE     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS   |
|----------|---|---|
| 13/04/17 | Thursday  |   |
| 13/04/17 | <p>8:00 am Shelving</p> <ul style="list-style-type: none"> <li>- Check all the books following call number</li> <li>- Arranged the books following the call number</li> <li>- From shelf DS 546.6 .M5 2003</li> </ul> <p style="text-align: center;">↓</p> <p style="text-align: center;">DS 599. K8 (93) 2004</p> <ul style="list-style-type: none"> <li>1) 2 books from this shelf unarranged</li> <li>2) Total for this day is 234 books.</li> </ul> | <p>AMIRUL FIRDANS BIN ZILAH</p> <p>POST KAWAN KANAN</p> <p>BARU BARU</p> <p>EJABAT PERAUST</p> <p>UNIVERSITI MALAYSIA KELANTAN</p> <p>TELEFON 09-92211111</p> |
| 13/04/17 | 9:00 am Breakfast   |   |
| 13/04/17 | <p>9:30 am My schedule at Technical &amp; Management Department</p> <ul style="list-style-type: none"> <li>* The workflow for doing cataloguing same as usual. Always using virtual system.</li> <li>* The first book for this day that I have done make cataloguing was EPR05 .D65 2014.</li> <li>* Always open all the website that can be reference during making cataloguing because it will be easy for me to search any information.</li> </ul>   | <p>AMIRUL FIRDANS BIN ZILAH</p> <p>POST KAWAN KANAN</p> <p>BARU BARU</p> <p>EJABAT PERAUST</p> <p>UNIVERSITI MALAYSIA KELANTAN</p> <p>TELEFON 09-92211111</p> |



p.m Lunch

p.m Continue cataloging process  
 \* Work as usual and continue the previous work.  
 1 \* create as many catalog  
 1 \* After key in data in the virtual system,  
 \* write the call number inside the book at the verso page



10 pm Office hour end.

16/04/17  
 Sunday

8:00 am Shelving  
 - check all the books following call number  
 - Arranged the books following call number  
 - From shelve DS594 - K53 554 198

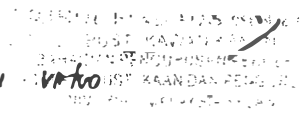
↓

154 763 2007

1) 3 books from this shelve wrongly arranged  
 2) Total for this day is 168 books

9:00 am Breakfast

9:30 am Making cataloging process using virtual system.  
 \* The workflow same as usual  
 \* Following step by step while making  
 \* Ensure that the information on the material records are complete and accurate.

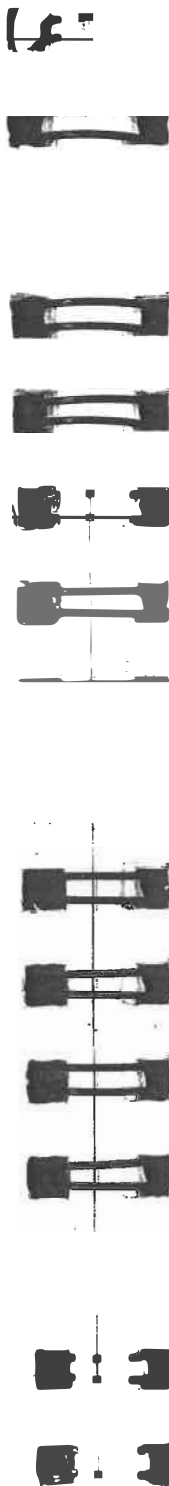


| E   | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-----|---|---------------------|
| 11m | Lunch   |                     |
| 2m  | <p>Continue cataloging process</p> <p>* Cataloging and classification which include determination of authorship, description of the item, and assignment of subject heading and classification number.</p> <p>* For this day, I already make 16 books for catalogue such as :</p> <ol style="list-style-type: none"> <li>1. BP170-85 P34 2013</li> <li>2. BP131-6 M64 2013</li> <li>3. RM222-2 .S84 2015</li> <li>4. BP166-8 .A237 2012</li> <li>5. JC49 .M697 2013</li> <li>6. GT2695 .M8 .E47 2015</li> <li>7. PE1131 .S53 2015</li> <li>8. HG179 .I67 2011</li> <li>9. TL789-3 .A56 2015</li> <li>10. BP184-9 .D5 K43 2013</li> <li>11. CT275 .M578 .R33 2015</li> <li>12. PL5154 .A28739 .S29 2015</li> <li>13. BP134 .P745 S64 2015</li> <li>14. PL5154 K78 2014</li> <li>15. BP166-8 .C48 2013</li> <li>16. HM1201 .F83 2014</li> </ol> |                     |
| 2pm | office hour end   |                     |

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS   |
|----------|--|---|
| 17/05/17 |  |   |
| Monday   |  |   |
| 2:00 am  | <p>Shelving</p> <ul style="list-style-type: none"> <li>- Check all the books following call number</li> <li>- Arranged the books following call number</li> <li>- From shelf G154.9 T68 1997</li> </ul> <p style="text-align: center;">↓</p> <p style="text-align: center;">G155 .A1 P55 2008</p> <p style="text-align: center;">↓</p> <ol style="list-style-type: none"> <li>1) 2 books from this shelf wrongly arranged</li> <li>2) total for this day is 170 books</li> </ol> |   |
| 9:00 am  | Breakfast  |   |
| 9:30 am  | <p>For this day, I'm still making cataloging process.</p> <p>* Making the materials available for users.</p> <p>* The workflow still same</p> <p>* For the information, cataloging file detail library material according to the International Standard that have been set.</p> <p>* Following step by step while doing the cataloging.</p>  | <p>AMRUL FIRDAUS BIAZULAH</p> <p>PUSAT KAWAN KAMPUS</p> <p>BAHAGIAN PENGURUSAN PEROLEHAN</p> <p>PERPUSTAKAAN DAN PENGURUSAN</p> <p>UNIVERSITI TEKNOLOGI MARA</p> <p>TELEFON 03-77171820/2445 03-77171821</p> <p>amrul@uttm.edu.my</p> |

| DATE  | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|-------|--|---------------------|
| 1 p.m | Lunch  |                     |
| 1 p.m | Continue cataloging process<br>* Ensure that the information on the materials records are complete and be accurate |                     |
|       | * For this day, I already makes 20 books such as   |                     |
|       | 1. G465 .N39 2014  |                     |
|       | 2. BF503 .N67 2013   |                     |
|       | 3. PL5138 .M72 .M64 2012   |                     |
|       | 4. LB1049 .K36 2012  |                     |
|       | 5. G490 .N39 2014  |                     |
|       | 6. TX360 .M4 T436 2016   |                     |
|       | 7. RA1199 .M35 2002  |                     |
|       | 8. BP184.9 D5 H358 2006  |                     |
|       | 9. AG243 .N37 2011   |                     |
|       | 10. BP172 .B297 2012   |                     |
|       | 11. BP188 .M2 .M64 2015  |                     |
|       | 12. BP80 .N398 I86 2015  |                     |
|       | 13. BF 75 .F14 A56 2011  |                     |
|       | 14. BP190.5 .M28 A36 2015  |                     |
|       | 15. BF 637 .S8 A56 2010  |                     |
|       | 16. BP184.3 .T43 2014  |                     |
|       | 17. DS95 .Z85 2013   |                     |
|       | 18. BP 188.3 F3 Z85 2012   |                     |
|       | 19. DS597.2 .Z3386 2016  |                     |
|       | 20. HG 187.4 .R39 2014   |                     |

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| DATE                  | EXTRACT NATURE OF WORK DONE            | SUPERVISORS REMARKS |
|-----------------------|--|---------------------|
| 26. B21292 Y6 M8 2016 | * This day I make 21 catalog of books. |                     |
| 5 00 p.m              | office hour end.                       |                     |
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UNIVERSITI TEKNOLOGI MARA  
BAHAGIAN PENGUATUSAN PEROLEHAN

amirul@umk.edu.my

| DATE        | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-------------|---|---------------------|
| 1/17<br>day |   |                     |
| a.m         | Shelving<br>- check all the books following the call number<br>- Arranged the books following call number<br>- from shelve G155 -A1 P344 2011<br>↓<br>G155 .G7 K47 2003 |                     |
|             | 1) 3 books from this shelve wrongly arranged<br>2) Total for this day are 155 books   |                     |
| 00 9.m      | Breakfast   |                     |

can be ...  
FAXS 10.77.7121  
@mk.edu.my



| DATE    | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|---------|---|---------------------|
| 1.00 pm | Lunch   |                     |
| 2.00 pm | Continue cataloging process at Technical management department<br>* Make sure that all the information of the books are complete.<br>* For this day, I already make 20 15 books<br>Such as<br>1. BP166.72 A36 2014<br>2. BP134 .m79 S333 2014<br>3. BP188 .m87 2014<br>4. Tk7860 .S298 .1987<br>5. BF637 .C6 287 1987<br>6. Ds547.215 K39 2016<br>7. Qc522 .Z35 1987<br>8. Rm222.2 A39 2016<br>9. RK55 .S53 u36 2015<br>10. BP182 .F35 .2016<br>11. BJ1992 .w6 .S58 2015<br>12. BP170.85 .m8665 2015<br>13. BP170.85 .K36 2015<br>14. BP158 .m43 F38 2015<br>15. PN6261 .N39 2016 |                     |
| 5.00 pm | Office hour end.  |                     |

E EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

1/17

1 day

9:00 shelving

- check all the books following call number

- Arranged the books following call number

- from shelve GE155 97 M515 2007

↓

GE145 A36 1998

↓

|  |
|--|
| 1) 1 books from this shelve wrongly arranged |
| 2) Total for this day are 179 books          |

9:00 Breakfa

at

in the

DATE

EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

1:00 p.m Lunch

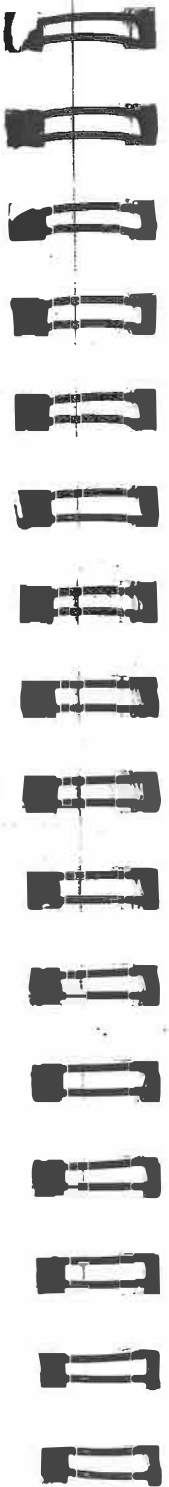
2:00 p.m Continue cataloging process

\* For this day, I already makes 20 books such as

1. T45 A23 2007
2. BP188 A36 2016
3. LB1065 A86 2015
4. BP134 N3 A235 2013
5. PNG120.95 R4 M251 2013
6. BP89 M678 2013
7. BP88 P73 L559 2013
8. BP188-18 W65 365 2013
9. BP166 75 A84 2013
10. HQ801 R862 2013
11. BP190-5 553 P38 2015
12. BP190-5 553 2014
13. BP166-815 M84 2014
14. BP166-57 M35 2014
15. BP174 R39 2014
16. HF5386 Y36 2012
17. DS14-75 5525 2013
18. BP PL539 L59 2013
19. BP146-74 A36 2015
20. BP134 A37 2015

5:00 p.m office hour end

| DATE   | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|--------|--|---------------------|
| 14/17  |  |                     |
| day    |  |                     |
| 9 a.m  | shelving<br>- check all the books following call number<br>- Arranged the books following call number<br>- From shelf BP188.13 J23 2010<br>↓<br>BP190.5 M28 R35 2010<br>↓  |                     |
|        | 1) No books from this shelf wrongly arranged<br>2) total for this day are 250 books.   |                     |
| 10 a.m | Breakfast  |                     |
| 12 a.m | Making cataloging process using virtual system.<br>* The workflow for doing cataloging same as usual<br>* Open the virtual system and log in using my account.<br>* Open the Vmware cat to make copy cataloging.<br>* Check the marc record in the virtual system. |                     |



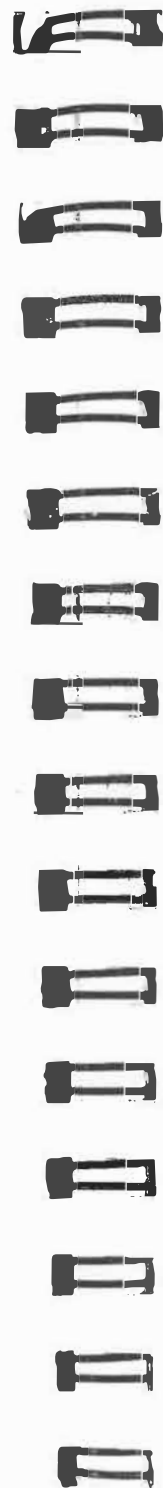
| DATE                     | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|--------------------------|---|---------------------|
| 1:00 p.m                 | Lunch   |                     |
| 2:00 p.m                 | Continue making cataloging process<br>* For this day, I already make 6 only catalog. such as<br>1. BM562 A38 2013<br>2. BP187.3 R64 2014<br>3. BP183.3 M64 2015<br>4. HB615 R37 2015<br>5. TK5105 8337 H45 2016<br>6. D5597.2 B459 2016 |                     |
| <del>2:30</del> 2:50 p.m | Discussion with Encik Amirul Firdaus Bin Zilah.<br>* Discuss about special project  |                     |
| 3:30 p.m                 | Office hour end   |                     |

| DATE            | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS |
|-----------------|---|---------------------|
| 3/04/17<br>nday |   |                     |
| 00 a.m          | shelving<br>- check all the books following call number<br>- Arranged the books following call number<br>- From shelve BP 190.5 m28 k7 2011<br>↓<br>BV 4528.2 .w36 2012 |                     |
|                 | 1) 1 books from this shelve wrongly arranged<br>2) Total for this day, are 202 books.   |                     |
| 00 a.m          | Breakfast   |                     |
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| DATE | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|------|--|---------------------|
|      | * The function of this department more to emphasizing the ss awareness.  |                     |
|      | * Must using <sup>website</sup> Digital Kelantan Collection to key in data that have been given  |                     |
|      | The Digital Kelantan Collection<br>* As savior and storage of cultural heritage for benefit of students and in particular umk, as well as future generation.<br>* Encourage and attract different communities about their origins to create harmony and unity.<br>* Assist in the effort to develop the national tourism industry. |                     |
|      | <del>what that</del><br>The information about the writer in Kelantan for example the novelist or etc.  |                     |
|      | I was given instruction by Madam <del>Azzam</del> Shazwani to find any writers from Kelantan to key in Digital Kelantan Collection.  |                     |
|      | Search as much as possible about the writer from Kelantan.   |                     |
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| DATE   | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|--------|--|---------------------|
| p.m    | Lunch  |                     |
| p.m    | Continue searching the information or data about writers from Kelantan.<br>* This day, I already done with key in 7 person such as.<br>1. Abd. Rahman Mahmood<br>2. Abdullah bin Ismail<br>3. Rahimidin bin Zahari<br>4. Kamli bin Abdul Halim<br>5. Rosidi bin Semai<br>6. Rasmawati binti Abdullah<br>7. Saad bin Saicl. |                     |
| 10 p.m | Office hour end.   |                     |

POSTAKAWAN KAMPUS  
 BAHAGIAN PENGURUSAN PERLOMBAAN  
 PERPUSTAKAWAN DAN PENYELUSUSAN  
 UNIVERSITI MALAYSIA KELANTAN  
 TELEFON: 39177111 FAKS: 39177112  
 amirul@umk.edu.my



| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 25/04/17 |  |                     |
| Tuesday  |  |                     |
| 8:00 a.m | Shelving<br>- Check all the books following call number<br>- Arranged the books following call number<br>- From shelve EV4521-3 K56 2009<br>↓<br>D1993 v62 1961<br><br>1) 3 books from this shelve wrongly arranged<br>2) Total for this day are 166 books.  |                     |
| 9:00 a.m | Breakfast  |                     |
| 9:30 a.m | * Key in data about "Penulis Kelantan" in Digital Kelantan Collection<br>* Continue previous work assigned by Adam Syazwani.<br>* Find any writers that are from the Kelantan State.<br>* Open the <del>web</del> website Digital Kelantan Collection first.<br>* Search as much as possible about the writer in Kelantan. |                     |

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 BAHAGIAN PENGURUSAN PERLOMBAAN  
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| DATE          | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|---------------|--|---------------------|
| 14/17<br>sday |  |                     |
| 2 p.m         | Shelving<br>- check all the books following call number<br>- Rearranged the books following call number<br>- From shelf DK510.763 .747 2009<br>↓<br>DS119.7 .C37 2011<br>↓<br>1) No books from this shelf wrongly arranged<br>2) Total books from this shelf are 168 books |                     |
| 10:00 a.m     | Breakfast  |                     |
| 30 p.m        | Key in data in Digital Kelantan Collection about the previous work which is under from Kelantan  |                     |
|               | AMIRUL FIRDA<br>POSTAKAWATAN<br>BAHAGIAN PENGURUSAN PEROLEHAN<br>PEJABAT PERPUSTAKAAN DAN PENYERVISAN<br>UNIVERSITI MALAYSIA KELANTAN<br>TELEFON 094711170 FAX 094711171<br>amirul@umk.edu.my  |                     |
| 1:00 p.m      | Lunch  |                     |
| 2:00 p.m      | Continue searching the data about the writer   |                     |
| 3:30 p.m      | Office hour end.   |                     |

| DATE                | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|---------------------|--|---------------------|
| 02/05/17<br>Tuesday |  |                     |
| 8:00 a.m            | Shelving<br>- check all the books following call number<br>- Arranged the books following call number<br>- From shelf DS119.7 .C632 2008<br>↓<br>DS559.912 .J44 2010<br>↓<br>1) 48 books from this shelf wrongly arranged<br>2) Total for this day are 170 books   |                     |
| 9:00 a.m            | Breakfast  |                     |
| 9:30 a.m            | Change department for the fifth time.<br>* The next department that following my schedule at Information Service <del>Barisan</del> <b>BARISAN</b> <b>ROAUS BIN ZILAH</b><br>* In this department, I was assigned under <del>BARISAN</del> <b>BARISAN</b> <b>PENGURUSAN PEROLEHAN</b><br><b>Mr. Kahar bin Abdullah</b> <b>PEJABAT PERPUSTAKAAN DAN PENYERVISAN</b><br><b>UNIVERSITI MALAYSIA KELANTAN</b><br>* He was a librarian under Information <b>AMIRUL</b> <b>PEJABAT PERPUSTAKAAN DAN PENYERVISAN</b><br>Service Department.<br>* My task under this department which that, I should sit at the counter of the library.<br>* This counter in front of entrance of the library.<br>* There a lot of works under this department such as : |                     |

| EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|--|---------------------|
| 1. Borrowing book using virtua system                              |                     |
| 2. Returning book using virtua system                              |                     |
| 3. Borrowing thesis from student                                   |                     |
| 4. Calculate the people following times to times in the library.   |                     |
| Borrowing book from students or others staff.                      |                     |
| - Open the virtua system   |                     |
| - Take the id student or id staff and key in in the virtua system. |                     |
| - Scan the book  |                     |
| - Give the receipt of the process                                  |                     |
| Returning book   |                     |
| - Scan the book  |                     |
| - Give the receipt of the process                                  |                     |
|  | nt card             |
|  |                     |
|  |                     |
| 1 p.m Lunch  |                     |
| 1 p.m Continue sit at the counter library                          |                     |
| 4 p.m Office hour end.   |                     |

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| DATE                  | EXTRACT NATURE OF WORK DONE   | SUPERVISORS REMARKS  |
|-----------------------|---|--|
| 03/05/17<br>Wednesday |   |  |
| 8:00 a.m              | Shelving<br>- Check all the books following the call number<br>- Arranged the books following call number<br>- From shelve Ds 563 V 36 2008<br>↓<br>Ds 5966 U37 2000<br>↓<br>1) 1 book from this shelve wrongly arranged<br>2) Total for this day are 226 books |  |
| 9:00 a.m              | Breakfast   |  |
| 9:30 a.m              | Sit at the counter library.<br>* My schedule in this department among 1 month until finish in the end of May.<br>* Process of borrowing books<br>* If someone ask the question, we should   | AMIRUL FIRDAUS BIN AWALAH  |
|                       | * Process of returning books<br>* Help other staff at the counter do the others work.<br>* Sometime, when the newspaper comes, I will take the newspaper and put to the media room and bus room.  | UNIVERSITI MALAYSIA<br>TELEFON 09-77171075<br>amirul@utmk.edu.my |

E EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

11:00 am | Lunch

11:00 am Sometime, there already two staff at the counter, so when after the lunch time, I will sit at the reading area and do my own works.  
 \* Although, I ask the Mr. Pahmi if any works that I can do if I sit at reading area.  
 \* Mr. Pahmi decide that after lunch I do the work such as release paper using IR website.

11:00 am Meeting Program that we called " Carnival 10 Tahun UMK 2017"  
 \* This program actually handle by the thra practical student from UMK.  
 \* At the same time, all the practical student should be involved in this program.

12:00 pm | Office hour etc.

IR  
 PEJABAT PERPUSTAKAAN DAN PENCIPTAAN  
 TELEFON 09-77171170 FAKS 09-7712111

DATE

EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

105 17

Thursday

8:00 am Shewi

- Check all the books title
- Arrange the books following call number
- From shelve DS 596.6 .M5 2003
- ↓
- DS 598 .P43 P47 2010
- ↓
- 1) No s from this
- 2) Total r this a

9:00 am Breakfast

9:30 am Sit at the counter

- \* Process of borrowing book
- \* Process of borrowing thesis
- \* Process of returning books

Altho h coun on e e tha coming of to the library every one from the the and

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 UNIVERSITI TEKNOLOGI MARA  
 43000 MARA, NEGERI SEMBILANG

DATE: 07/05/17  
 EXTRACT NATURE OF WORK DONE: mrm Lunch

SUPERVISORS REMARKS

pm Sit at the reading area, using my own laptop.  
 \* Given the IR system to be release by the staff name that have been given by the Mr. Fahmi.

o 1-pm Office hour end

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| DATE               | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|--------------------|--|---------------------|
| 07/05/17<br>Sunday |  |                     |
| 8:00 am            | Shelving<br>- Check all the books following call number<br>- Arranged the books following call number<br>- From shelve D5548 P45 M69 2001<br>↓<br>4154 T63 2007<br>↓<br>1) 1 books from this shelve wrongly arranged<br>2) Total for this day are 183 books  |                     |
| 9:00 am            | Breakfast  |                     |
| 9:30 am            | My schedule for this day still under information service Department<br>* The staff that must should sit at the counter only two staff in one counter<br>* For my turn, I only sit at the counter before lunch after lunch I will sit at the reading area.<br>* Student borrowing thesis, take the thesis at the thesis room<br>* Install endnote software for the student. |                     |

| DATE | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|------|--|---------------------|
|      | * EndNote software is a APA citation for the student.  |                     |
|      |  |                     |
|      | p.m Lunch  |                     |
|      |  |                     |
|      | p.m At the reading area<br>* I do the special project which is develop sistem<br>* Continue writing report |                     |
|      |  |                     |
|      | 3 p.m Office hour end.   |                     |
|      |  |                     |
|      |  |                     |
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|      |  |                     |

| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 08/05/17 |  |                     |
| Monday   |  |                     |
| 8:00 am  | Shelving<br>- Check all the books following call number<br>- Arranged the books following call number<br>- From shelve 9154.9 T68 1997<br>↓<br>9155 A1 . P55 2008<br>↓<br>1) No books from this shelve wrongly arranged<br>2) Total for this day are 170 books |                     |
| 9:00 am  | Breakfast  |                     |
| 9:30 am  | Take care of the counter with others staff.<br>* Installing endnote software<br>* Borrowing book from the student or staff   |                     |
| 11:30 am | Meeting with the Mr. Zara about the "karnival 10 Tahun Umk".<br>+ Discuss about the daily task every person that involve in this program.<br>* This carnival will be on among one week.  |                     |

DATE

EXTRACT NATURE OF WORK DONE

SUPERVISORS REMARKS

\* All the practical student were assigned with the subgroup following the activities that will be handle by the 3 practical student from OMK.

\* In this meeting, I and my partner were assigned to do the letter about the program.

12 pm | Lunch

10 pm | After the lunch, some of us do the

four

10 pm | Office hour end

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| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISORS REMARKS   |
|----------|--|---|
| 09/05/17 | Tuesday  |   |
| 8:00 a.m | shelving   |   |
|          | <ul style="list-style-type: none"> <li>- check all books following call number</li> <li>- Arranged the books following call number</li> <li>- From shelf               <ul style="list-style-type: none"> <li>G155 A1 P344 2011</li> <li>↓</li> <li>G155 G7 F47 2003</li> <li>↓</li> </ul> </li> </ul> |   |
|          | <ol style="list-style-type: none"> <li>1) 3 books from this shelf wrongly arranged</li> <li>2) Total for this day are 186 books</li> </ol>   |   |
| 4:00 a.m | Breakfast  |   |
| 9:30 a.m | "Gotong-Royong" at the library in conjunction with 35 week.  |   |
|          | * Throwing all the things that don't want to use anymore   |   |
|          | * Ensure all the place in the library must be clean and neat.  | AMIRUL<br>PUS<br>SUKTH<br>UJABAT PERPUS<br>AKAAAN DAN PENGELOMPOKAN<br>UNIVERSITI MALAYSIA KELANTAN<br>TELEFON 09 77171110 FAKS 09 77171152<br>amirul@uink.edu.my |
|          | * Stack, office and storage area must be kept clean of debris and dust.  |   |
|          | * Vacuum the library, cleaning actually need to clean the entire room.   |   |





