



UNIVERSITI TEKNOLOGI MARA FACULTY OF  
INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:

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

SPECIAL PROJECT:  
PROCESSING RECORD FORM SYSTEM

BY

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INFORMATION SYSTEM MANAGEMENT  
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TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

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

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Signed by

\_\_\_\_\_

SITI SYAHIDATUL AMIRAH BINTI CHE AMINUDDIN

2014909881

Date of submission: 12 July 2017

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Besides being able to gain new experience with the working environment at The office of library and knowledge management, I also made new friends. I feel very grateful for the opportunity given me during my presence at the company. Last but not list, a big thanks to Universiti teknologi mara for giving me the opportunity to undergo my industrial training as an exposure for me towards real working environment and conduct real and challenging tasks.

## ABSTRACT

*Being giving an opportunity to make an industrial training at The Office Of Library & Knowledge Management has giving such valuable and useful experience and knowledge to the trainee. Start from 1<sup>st</sup> of February 2017 to 29<sup>th</sup> of June 2017 spent at the organization has contribute for an effective and efficient development of system called Processing Records Form System that being trust can improve and enhance in the The Office Of Library & Knowledge Management. . With this industrial training, students will learn in more detail about the flow and environment in the library Students also will placed in each department available in the chosen library. So, from these five months of training, I have attained so many things from the experience, knowledge, information, lesson learned and more. So, this report consists all those things, include the details information of the organization, information on the department that I am training at and the information on special project that I have done for this organization*

***Keywords:*** *system form, database, organization program, special project*

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# **CHAPTER 1**

## **INTRODUCTION**

## 1.0. INTRODUCTION

In line with the government's vision to propel the country to become a high-income nation, UMK aspires to help perpetuating this noble intention by making headway in proliferating the human capital so as to spur on the country's development. Since its inception in 2007, UMK has been steadily instrumental in championing entrepreneurship education in Malaysia in order to produce multitalented graduates.

Centralising on the concept, "Entrepreneurship is Our Thrust", efforts in upholding entrepreneurship education would be unavailing without efficient and effective manpower. Advancing on the platform of excellence, YBhg. Prof. Dato' Dr. Mortaza Bin Mohamed, the Vice Chancellor, at the head of the university together with staunch supports from the top management as well as the stalwarts of academicians, they have all prepared UMK to become a reputable institution of higher learning in offering programmes of high quality that meet market demand. Starting off with only four programmes (Creative Technology, Heritage, Entrepreneurship & Business and Applied Science – Agricultural Technology Entrepreneurship), now UMK offers twenty-seven diversified programmes at five different faculties in conjunction with the current demand and development of the industry.

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

## **1.1 BACKGROUND OF THE ORGANIZATION**

UMK main purpose of establishing is to explore, develop and spread knowledge, especially those based on entrepreneurship, business, heritage, creative technology and applied science through teaching, research, conference, writing that is quality and global standard by benefiting usage of communication technology and information (ICT) fully.

UMK also aims to generate graduate, scholars and scholar that are balanced to develop human capital that in accordance with national needs. All study programmes offered based on entrepreneurship concept and unlimited humanity skill to the field solely in fact also include science areas, creative technology, heritage and others.

In line with the government's vision to propel the country to become a high-income nation, UMK aspires to help perpetuating this noble intention by making headway in proliferating the human capital so as to spur on the country's development. Since its inception in 2007, UMK has been steadily instrumental in championing entrepreneurship education in Malaysia in order to produce multitalented graduates.

University of Malaysia Kelantan or in short UMK was approved its establishment by Cabinet Ministers on 14 June 2006 and incorporated on 1 September 2006. It is Institut Pengajian Tinggi Awam to 19 in Malaysia. Vice Chancellor was officially appointed on 1 October 2006 namely YBhg. Prof. Dato's Dr. Ir. Zainai bin Mohamed who before work as Timbalan Rektor Akademik and Kolej Universiti Teknologi Tun Hussein Onn Internationalization, Batu Pahat, Johore.

### 1.1.1 OBJECTIVE

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

### 1.1.2 VISION

Championing human capital development with entrepreneurial qualities for global prosperity.

### 1.1.3 MISSION

UMK provides :

- I. Quality and relevant academic programs
- II. Research and innovation of high commercial value
- III. Services that fulfill social obligations to enhance competitiveness in entrepreneurship.

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



# **CHAPTER 2**

## **ORGANIZATION**

### **INFORMATION**



## 2.1 ORGANIZATIONAL INFORMATION



*Figure 2 Infront Of The Office Of Library & Knowledge Management*

UMK's library is known as The Office of Library and Knowledge Management which is the heart of University Malaysia Kelantan. It is a place for users who need to find academic and non-academic materials, as the library served it for the users. UMK's library has started its operation in July 2007 with the collection of 3000 of books and journals and seating capacity of 200 users.

UMK Library has three branches which is City Campus, Jeli Campus and also Bachok Campus. However, all the books is received and been processed in the city campus as it is the main campus, after that, the books will be sent after the process of cataloguing is done. The objective of UMK's Library is to provide information services that are complete, accurate and high of quality in line with the mission of Universiti Malaysia Kelantan.

### 2.1.1 OBJECTIVES

- I. To provide and manage information based services for its users
- II. To provide the best quality information services and facilities
- III. To manage information and knowledge culture amongst UMK's community
- IV. To be an effective repository institution for the university's

### 2.1.2 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.

### 2.1.3 MISSION

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

### 2.1.4 MAIN FUNCTION

- I. As information library and university main referral, UMK Library responsible in aspects which follows:
- II. Responsible in developing material collection that is comprehensive and relevant through turnover reference material and information source for programme requirement and learning field that exist in university.

- III. Responsible ensure reference materials and university information source index and catalogue to facilitate it dealt, kept and accesses by quick and accurate.
- IV. Responsible provide facility that is conducive and information service that is efficient to support lesson, learning and university research.
- V. Responsible providing information technology infrastructure and latest communication in running and spread information by effective and efficient.
- VI. Responsible as central depository and repository university material include publications, history collection and university learned collection.

## 2.1.5 RULES AND REGULATIONS

### General Policy

- I. Only Library members and those approved by the Chief Librarian are allowed to use the Library.
- II. Members have to present their membership card when asked to do so by the Library staff.
- III. Users are not allowed to eat, drink, smoke, make noise, sleep or disturb the peace of the library.
- IV. 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.
- V. User is required to obey the silence rule in the library.
- VI. Smoking and consumption of food and drinks are forbidden in all parts of the library.

- VII. Personal belongings such as bags, helmet, umbrella, raincoat and other place provided outside the library.
- VIII. User is not allowed to remove library furniture and equipment from their original place.
- IX. User is not allowed to take library materials out of the library without borrowing it properly at the counter or self check-out machine.
- X. Must return books used to the trolley next to the shelves.
- XI. User is not allowed to smear, tear or damage the library materials.
- XII. User who photocopy library materials is fully responsible for any action liable and contravening the Copyright Act 1987.
- XIII. Academician or support staff s who are sabbatical overseas must return all materials borrowed.
- XIV. Academician or support staffs who are leaving the organization must also return all materials borrowed .Each borrower is responsible for the items borrowed. For an item lost, a member has to pay double the cost of the item lost. Whenever a replacement is not possible, the Library Committee will decide on the cost of the replacement.
- XV. The Chief Librarian may amend or change the Library Rules and Regulations as and when deemed required.

### 2.1.6 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 (semester 1&2)
Sunday -Wednesday	9:00 am – 9:00 pm	9:00 am – 5:00 pm	9.00 am - 10.00 pm
Thursday	9:00 am – 9:00 pm	9:00 am – 3:30 pm	9.00 am - 10.00 pm
Friday	Closed	Closed	9.00 am - 10.00 pm
Saturday	Closed	Closed	9.00 am - 10.00 pm
Public holiday	Closed	Closed	Closed

### 2.1.7 LIBRARY MEMBERSHIP

All staff and student who registered with UMK will automatically become the library member. However, for part time and contract staff will change their status. As a student or staff, they will be given an ID card or Matrix card that contain a patron ID on it to enable and allow them to use all the facilities and services at the library and students should always bring the card with them when enter the library.

## 2.1.8 FACILITIES

### I. Book Drop

The library has provided a Book-Drop Machine for each campus that are operated 24 hours a day. The latest technology facilitates users to return books at any time and their record will be updated automatically.

### II. Self Check Machine

The library has provided Self-Check Machine in order to facilitate users to make the borrowing process by their own. So, the process will become more efficient and time-saving. Users are encouraged to use the machines by following the instructions available on the screen.

### III. Research Common Centre

The Research Common Centre includes 10 ipad with the latest software in order to facilitate users to join user education programs and training

### IV. Entrepreneur Resource Centre

Explore the Entrepreneurs Resource Center to find information about all aspects of starting and growing a business. Designed with entrepreneurs, policy makers, investors, mentors and academics in mind, our resource center allows find on the materials related with entrepreneurs.

### V. Online Database Centre

Introducing the all new Library Online Database Centre. The area includes 12 iMac computers with the latest software in order to facilitate users to join user education programs and training.

## VI. Reading Area

The Library has a wide variety of open areas for reading or study. They are available on a first come-first serve basis. Wireless internet service is available throughout the building, and many of the reading areas have access to wired Ethernet ports and electrical outlets on nearby floors.

## VII. Photocopying

Photocopying service is operated by commercial vendors and are staff-operated/self-service. Students are reminded to adhere to copyright laws in Malaysia.

## VIII. Wi-Fi Access

The Library provides access to Wi-Fi to users who have the necessary tools in their laptops.

## IX. Interlibrary Loan (Internal & External)

Interlibrary Loan (Internal & External) is a service whereby a user of one library can borrow books or receive photocopies of documents that are owned by another library. The user makes a request to their local library, which, acting as an intermediary, identifies the owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return. The lending library usually sets the due date and overdue fees of the material borrowed. Although books and journal articles are the most frequently requested items, some libraries will lend audio recordings, video recordings, maps, sheet music, and microforms of all kinds

## 2.1.8 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 in the academic community of faculty, staff and students. The service aims to:

- I. To maintain support between the library and faculties, schools, institutes and centers and serve as a contact person in the academic community of the faculty, staff and students.
- II. Conduct Information Literacy Programme for new students.
- III. Assist in strengthening the Collection development in their specific fields.
- IV. Ensure teaching and learning needs of the university community are met.
- V. Users are free to contact the liaison librarians and arrange for class instruction / group tours / or even set up one-to-one research assistance.



Table 1 List of Liaison Librarian

<b>Name</b>	<b>Contact Number</b>	<b>E-Mail</b>	<b>Faculty</b>
<b>En. Amirul Firdaus Bin Zilah</b>	<b>09 7717187</b>	<a href="mailto:amirul@umk.edu.my"><u>amirul@umk.edu.my</u></a>	<b>Faculty of Entrepreneurship and Business</b>
<b>En. Pahmi Bin Abdullah</b>	<b>09 7717186</b>	<a href="mailto:pahmi@umk.edu.my"><u>pahmi@umk.edu.my</u></a>	<b>Centre for Postgraduate Studies</b>
<b>Pn. Noor Izzati Bt Mat Nuri</b>	<b>09 7717189</b>	<a href="mailto:izzati@umk.edu.my"><u>izzati@umk.edu.my</u></a>	<b>Faculty of Veterinary Medicine</b>
<b>Pn. Norhayati Bt Nordin</b>	<b>09 9477183</b>	<a href="mailto:norhayati@umk.edu.my"><u>norhayati@umk.edu.my</u></a>	<b>Faculty of Earth Science Faculty of Agro Based Industry</b>
<b>Pn. Wan Nurjuliana Bt Abd Ghafar</b>	<b>09-7797180</b>	<a href="mailto:nurjuliana@umk.edu.my"><u>nurjuliana@umk.edu.my</u></a>	<b>Faculty of Creative Technology and Heritage Centre For Modern Language &amp; Generic Development</b>



## 2.2 DEPARTMENT FUNCTION

*Table 2 List Of Department*

<b>Collection Development Cluster</b>	<b>Knowledge Management Cluster</b>
Administration and Quality Management Department	Information Services Department
Acquisition Management Department	Serials and Digital Collections Department
Technical Management Department	Special Collection and Entrepreneurship Management Department
System and New Media Department	Research and Innovation Department
Publication and Intellectual Property Department	Archives Department
	Multi Camera Production (MCP) Department

### 2.2.1 Information Services Department

This department 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 the library. This department provides services for their users and the main department that will need staff to communicate directly with the users.

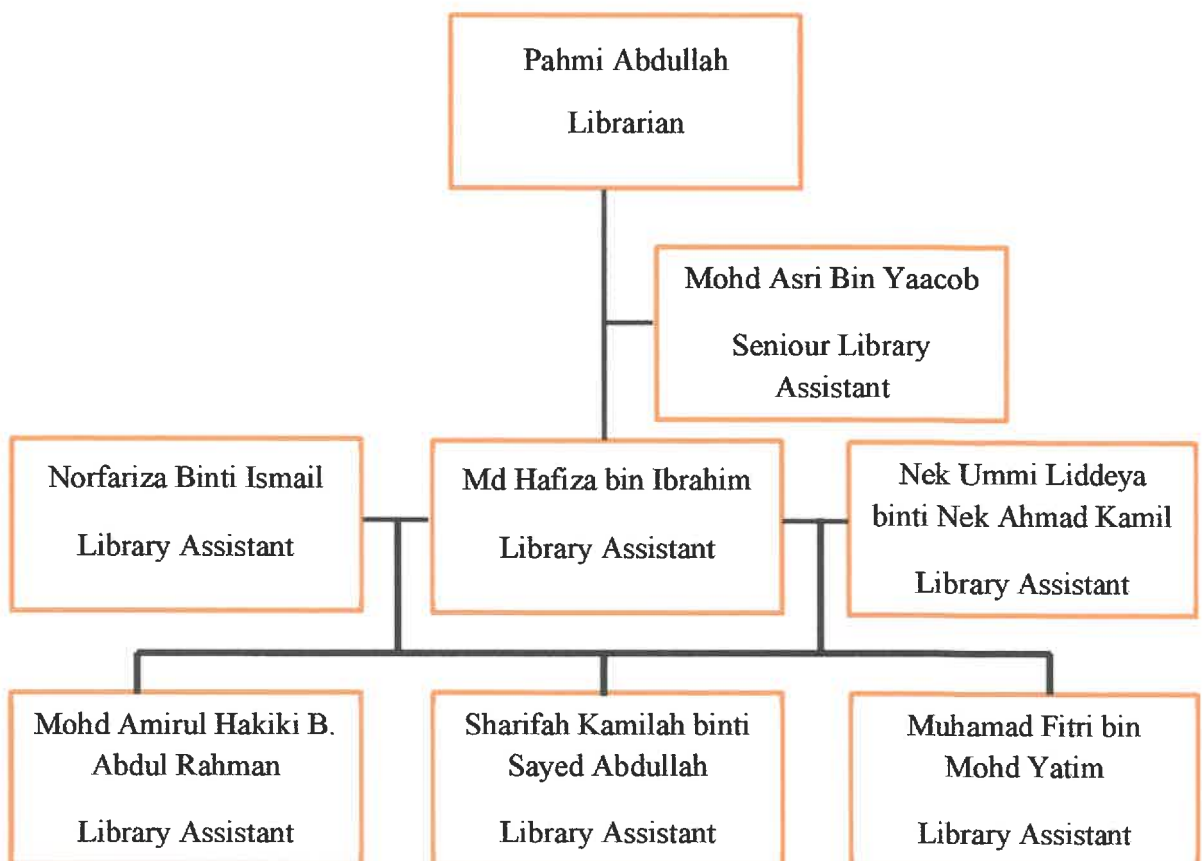
#### 2.2.1.1 Activities

- 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 reports, cost benefit and to reduce the manual labor required in an office.
- II. Assist and handle the Students and Lecturers to do Interlibrary Loan

- III. Provide the reference service to any users within the library and information seeking and reference interview.
- IV. Make the user education class such as WebOPAC class, EndNote Class, Online Journals Education and others.
- V. Help users to solve their problems regarding of finding the accurate information
- VI. Provide effective and efficient services that can fulfil the users. need

### 2.2.1.2 Organizational chart

The organizational chart for information services department can be seen below. This department has a lot of staff compared to other department. It also involves three branches which provide circulation services.



*Figure 4 Organizational Of Information Services Department*

## **2.2.2 Serials and Digital Collections Department**

The Serial Department is responsible for the acquisition, processing, circulation, and preservation of all popular magazines, professional journals, newspapers, and newsletters held by the Library. Recent issues of most titles are arranged by call number on shelving. Serials department only manages the popular magazines and journals only and not involve in the common reading materials.

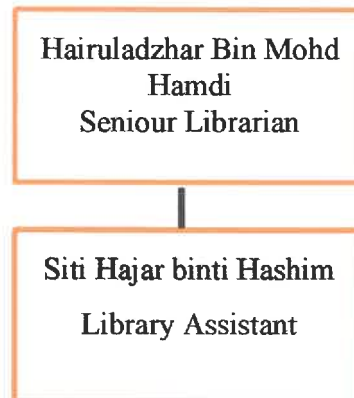
### **2.2.2.1 Activities**

- I. Responsible to make acquisitions for serial collection and made available for users
- II. Need to make list of order and receiving magazine, journal and other serial collection
- III. Do the process of bound book and magazines to be sent to each campus
- IV. Prepare data for valuing the vendor services
- V. Insert data in Virtua system
- VI. Process order for serial collection
- VII. Indexing and cataloguing of serial collection
- VIII. Process serial collection to be bound

### 2.2.2.2 Organizational Chart

The organizational chart for serial and database management department shown below.

This department under En. Hairuladzhar bin Hamdi and the staff involved now are Siti Hajar binti Hashim.



*Figure 5 Organizational Chart Of Serials And Digital Collections Department*

### 2.2.3 Acquisitions Management Department

Acquisition department is one of the important departments involved in the process of receiving books in the library. In this department, the process of receiving and processing books and other library materials will be done. The UMK's library received books through three methods which are purchasing, gift, and exchange. When all the materials are being received, staff responsible the acquisition department will check the invoice received and will make the process involved in receiving the books.

### 2.2.3.1 Activities

The acquisition departments acquired the demands of users in ordering the collections to be available for users. Activities done in the acquisition department include:

#### I. Selection

The process of selecting the materials usually done through “Borang Cadangan Pembelian Bahan Rujukan” and also a selection of vendors to make the orders

#### II. Purchase Order

Once the process of selecting the materials is done, the orders will be made to the selected vendors.

#### III. Received

Through 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

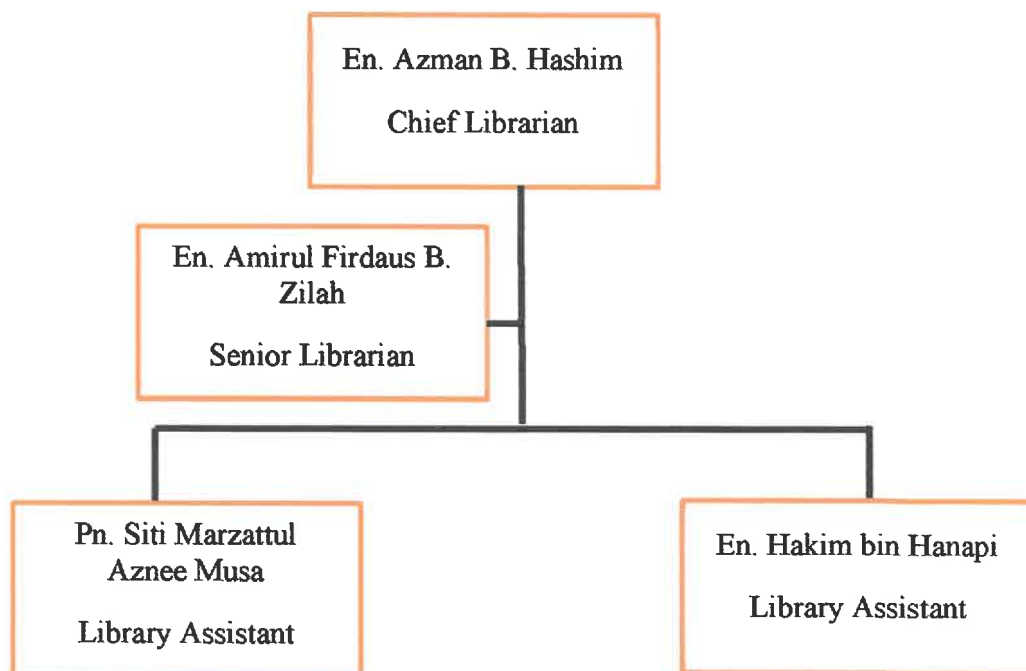
Organization process will be continued based on the invoice that has been received. The process includes checking the price and materials in the invoice to ensure that all the information written in the invoice is correct. After that, the materials information in Virtua system will be updated by making receipts and invoice. All the information that needs to be key in must be accurate. Once this process is done, the materials will be stamped with an 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. The

invoice that has problems will be recorded and a new invoice will be re-sent by the vendors.

V. Payment invoices

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

2.2.3.2 Organization Chart



*Figure 6 Organizational Chart Of Acquisitions Management Department*



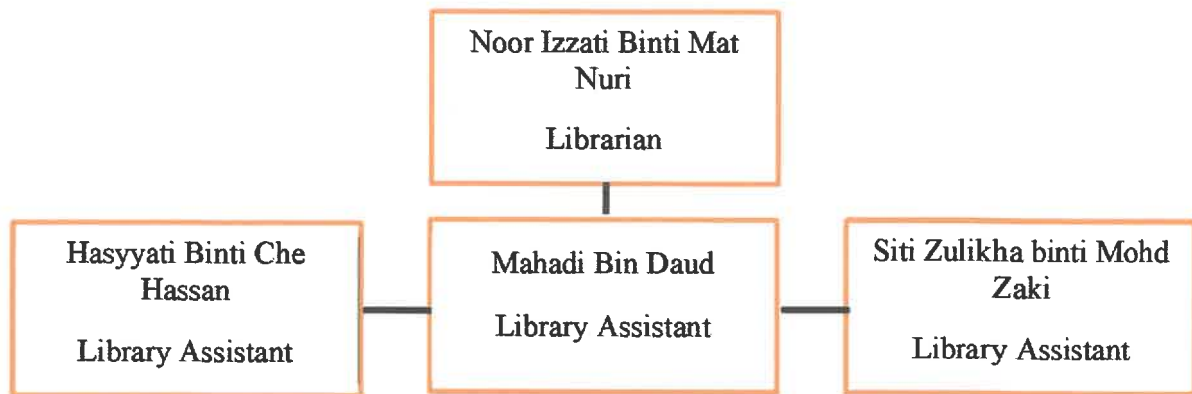
## **2.2.4 Technical Management Department**

UMK library using Anglo American Cataloguing Rules, Library of Congress Subject Headings and Library of Congress Classification system as cataloging and classification standards. There are two ways that have been used to catalogue UMK library material, either original or copy cataloguing. Usually, they often need to do an original catalogue for local publication. As for international bibliographic, it has already been 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.

### **2.2.4.1 Activities**

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

#### 2.2.4.2 Organizational Chart



*Figure 7 Organizational Chart of Technical Management Department*

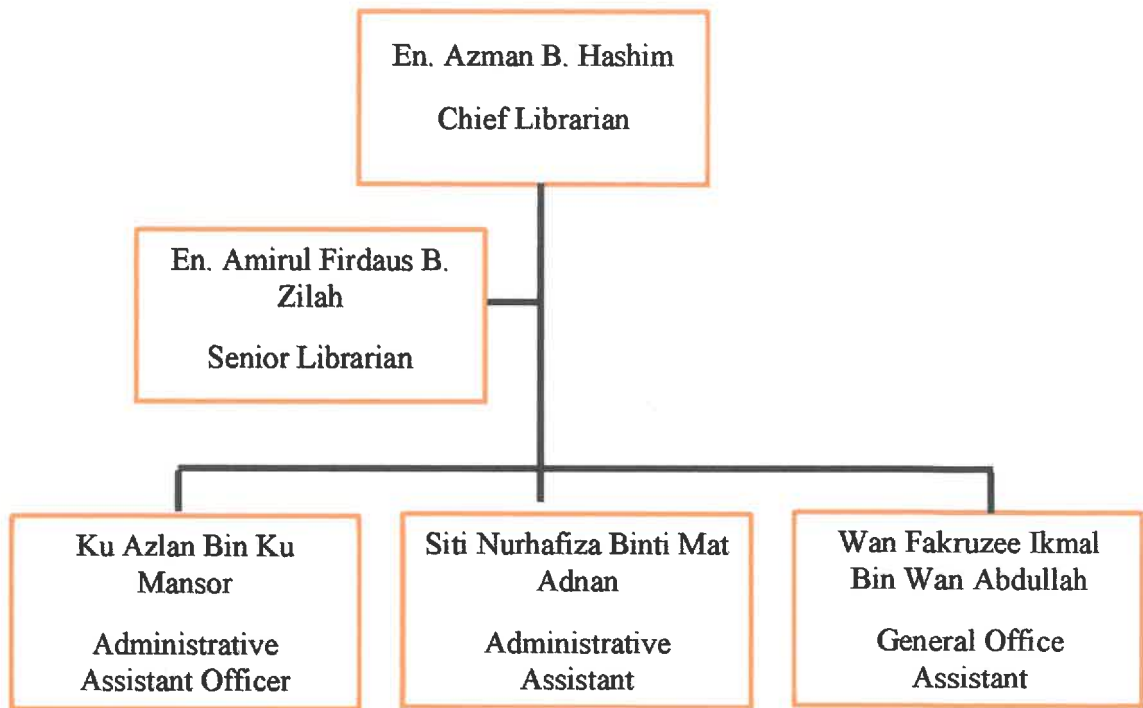
#### 2.2.5 Administration and Asset Management Department

The administration and quality management department is responsible to manage, control and ensure all works about administration and financial. This department is under En. Amirul Firdaus B. Zilah.

##### 2.2.5.1 Activities

The activities involved in this department are to manage and implement procurements of departments in quotations for procurement of items below than RM 20,000.00. Besides that, this department also responsible to manage and execute procurements for departments through Bursary departments in quotations for procurement of items below than RM200, 000.00

### 2.2.5.2 Organizational chart



*Figure 8 Organization chart of Administration and Asset Management Department*

## 2.2.6 Special Collection and Entrepreneurship Management Department

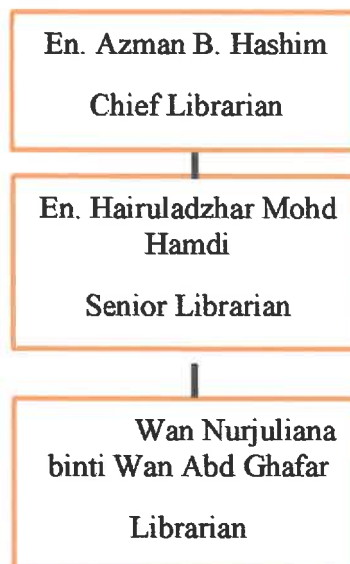
The Entrepreneurship and the special collection department is responsible to manage and store all the materials of entrepreneurship collections which is identified to be a special collection of the library. This department is also responsible to be a reference department for the lecturers and students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

### 2.2.6.1 Activities

- I. Managing the collection of entrepreneurship to be kept in the entrepreneurship room to be retrieved by the users later
- II. Update and rearrange the collection within time to provide the most current issues for users
- III. Store the all theses, articles and journals regarding entrepreneurship in the hardcover bind collection.

### 2.2.6.2 Organizational Chart

The organizational chart for this department is shown below. This department only has one librarian who will manage all works and task related to the entrepreneurship and special collection of the library.



*Figure 9*  
*Organization Chart of*  
*Special Collection and*  
*Entrepreneurship Management*  
*Department*

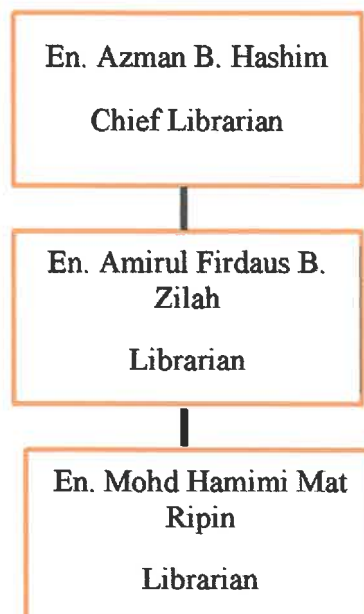
### 2.2.7 System and New Media Unit

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 labor required in an office.

#### 2.2.7.1 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.

#### 2.2.7.2 Organizational Chart



*Figure 10 Organizational Chart of System and New Media Unit*

## 2.2.8 Publication and Intellectual Property Unit

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

### 2.2.8.1 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 other scholarly publication.
- IV. Check all publication process and control the intellectual property which under UMK Publications name.

### 2.2.8.2 Organizational Chart

Below is the organizational chart for publication and intellectual property unit.



*Figure 11 Organization Chart of Publication and Intellectual Property Unit*

## 2.2.9 Research And Innovation Department

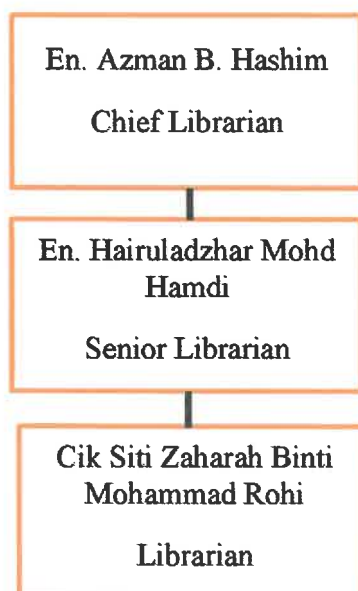
The function of this unit is to provide reference services about the database either through e-mail or reference desk. This unit is also responsible to do the analysis of the articles publication and indexing in Scopus database and also in web of Science University. Not only that, this unit also provides training to the researcher and online users on how to find the information.

### 2.2.9.1 Activities

- I. Professionally develop department for research unit, documentation, services preparation and also facilities needed by researcher
- II. Organize and provide research materials needed by researcher by using all mediums available
- III. Responsible to survey, analysis, and valuing the information that will be offered for research
- IV. Handle all materials that support the research
- V. Update research support website

### 2.2.9.2 Organizational Chart

*Figure 12 Organization Chart  
of Research And  
Innovation Department*



## 2.2.10 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.

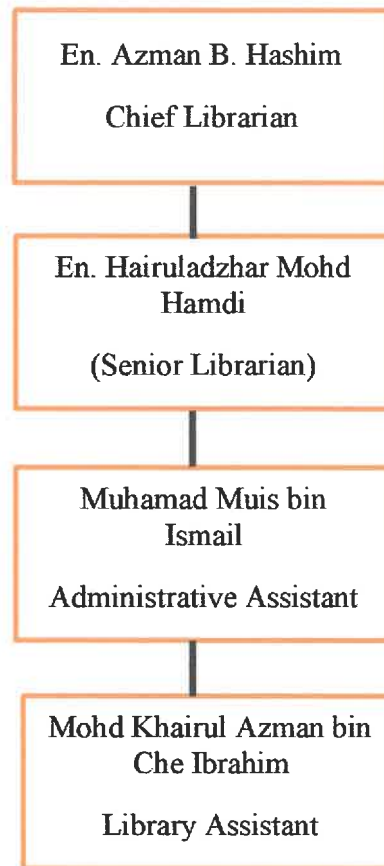
Archive unit also responsible to kept all historic documents, records and monograph related to the UMK management and development.

### 2.2.10.1 Activities

- I. Kept documents that have value
- II. Dispose un-usable records
- III. Manage and select the materials which in improper conditions
- IV. Process the materials to care and cure from destroy or cannot be used
- V. Manage all archives materials which collected by the library with proper managed.



### 2.2.10.2 Organizational Chart



*Figure 13 Organizational Chart Of Archives Department*

# **CHAPTER 3**

**INDUSTRIAL**

**TRAINING**

**ACTIVITIES**

### 3.0 INDUSTRIAL TRAINING ACTIVITIES

#### 3.1 Training Activities

On 1<sup>st</sup> 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 is the librarian of UMK. Here, the practical students are given the permanent campus to fulfill the industrial training. The practical students have been divided based on their permanent campus, which is located in three branches which are, UMK Jeli Campus, UMK Bachok Campus and the main campus, which is UMK City Campus. There are three students assigned in Jeli Campus, two students to Bachok campus and mostly located for City Campus. A first day at City Campus was started with the brainstorming session about the library of UMK.

*Table 3 Schedule Of Rotation Practical Students*

DATE	DEPARTMENT	SUPERVISOR
FEBRUARI	BAHAGIAN PERKHIDMATAN MAKLUMAT	EN. PAHMI
MAC	BAHAGIAN PERKHIDMATAN MAKLUMAT	EN. PAHMI
APRIL (2 – 6 APR)	BAHAGIAN PENGURUSAN KUALITI	PN. SHAZWANI
APRIL (9 – 20 APR)	BAHAGIAN PENGURUSAN PEROLEHAN	EN. AMIRUL
APRIL (23 – 27 APR)	BAHAGIAN PENGURUSAN TEKNIKAL	PN. IZZATI
MEI	BAHAGIAN PENTADBIRAN	EN. KU AZLAN
JUN	BAHAGIAN KOLEKSI KHAS & KEUSAHAWANAN	PN. NURJULIANA

### 3.1.1 Daily routine

UMK004.05112014 Pind.1

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

**REKOD HARIAN STAF PSM PERPUSTAKAAN BERTUJAS BAGI SHELVING, RESHELVING BUKU DI RAK**  
DAILY RECORD OF ASSISTANT LIBRARY STAFF FOR SHELVING, RESHELVING BOOK

NAMA STAF: DR. KUMARASAMI. SURESH @ MLY CIBS Amalamban NO. RAK PEMANTAUAN: 122

BIL.	TARIKH	NO. PANGKALAN MENGIKUT BAY	CATATAN
1	9/08/14	BP161.44 .388 2012 → BP161.44 .0182 2010	2/18
2	12/08/14	BP165.87 .468 2008 → BP173.7 .M2 1997	1/25
3	12/08/14	BP173.7 .M2 1997 → BP173.7 .C177 2007	12 reshelving 2 receive / 18
4	14/08/14	BP173.75 .47 1992 → BP173.75 2007	6 receive / 121
5	15/08/14	BP174.095 2015 → BP174.1137 2007	4 reshelving 6 receive / 114
6	16/08/14	BP180.251 1995 → BP183.3 .P3C 2008	reshelving 1 receive / 125
7	17/08/14	BP183.3 .P3C 2008 → BP184.7 .F73 M285 200	5 receive / 153
8	20/08/14	BP185 .A28 2002 → BP185 .327 2015	1/17
9	22/08/14	BP188 .M2 2005 → BP188 .B .328 2010	1 reshelving 1 receive / 92

Kantung Buku No. 36, Pengkalan Chepa, 16100 Kota Bharu Kelantan  
http://perpustakaan.umk.edu.my  
Tel: +606 771 7105

Figure 14 form of daily record assistant library staff for shelving reshelving

The practical students were getting the own shelf ourselves to take care it by Mr. Pahmi. Mr. Pahmi as librarian in this UMK Library. The trainee get own shelf to manage it every day. Start from 8.00 am to 9.00 am, the first things that trainee need to do is arrange the books that are irregular, disorganized and scattered that has been read by students yesterday. The books also who had just returned by students yesterday. The trainee duty is must arrange all the books to the shelf that assist according to alphabetical order and also call number. Then, after done arrange all the books, trainee need to check it. If there are the books are not arranged according alphabetical order and call number, the trainee need to arrange back that books with appropriately. Also make sure the shelf is always clean and out of dust.

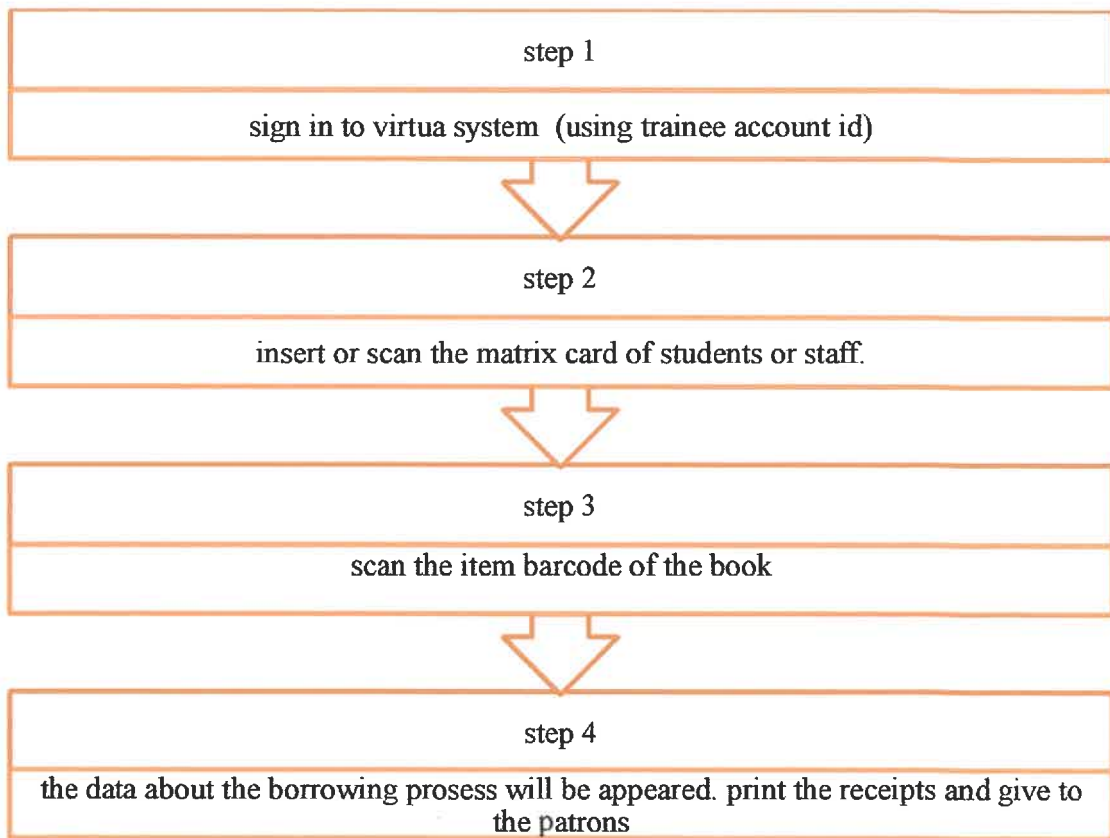
In addition, after trainee calculate the books at each bay one by one, then the trainee need to fill in the form. The picture above shows the form that the trainee need to fill

after the trainee calculate the books. First, write the call number and at the right side is the total of the books and how many mistakes at this bay.

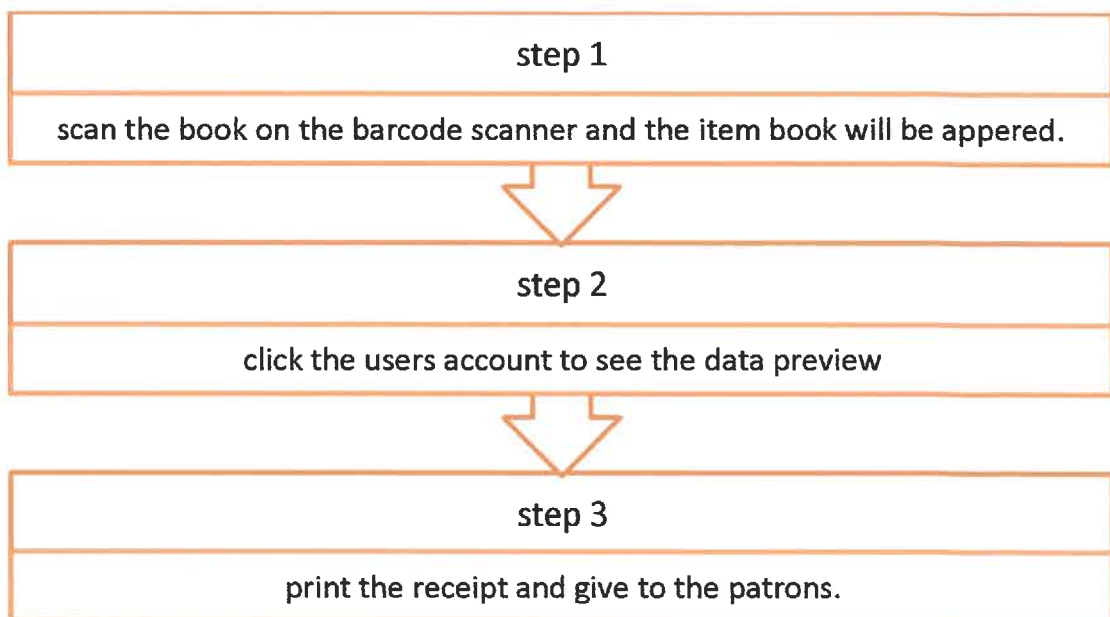
### **3.1.2 Circulation Department**

For the first activities in this department, the students learn about how to do check in and check out the books from the users. Here, the students was learned a process of borrowing, renewal and delivering books at the circulation desk from the circulation staff at the library of UMK. In addition, the students also learn about how to change the status of books from the city campus to Bachok campus. It is because the books that delivered from the main campus need to be processed in the system first before the process of shelving occurred. The books need to be check of its status, to be make sure it is available in the system before shelving. In the other hand, the students also learn about how to register the records of online database accessible for the students. In UMK library, their students required to login in order to access to the collections in the online database. So, it is the responsibilities of the library staff to record and register their personal information in order to ask for the password. The username must be tallied with the password given. If not, the staff should register the new one for them. Apart from that, the students also learn to fulfill on the users demands for the services provided by the library which is the service of photo stating, printing and to the thesis borrowing process. The theses borrowing should be recorded in order to secure this thesis. The these only allowed to be borrowed and make as references only.

### 3.1.2.1 Process of Borrowing/Renewal



### 3.1.2.2 Process of Returning



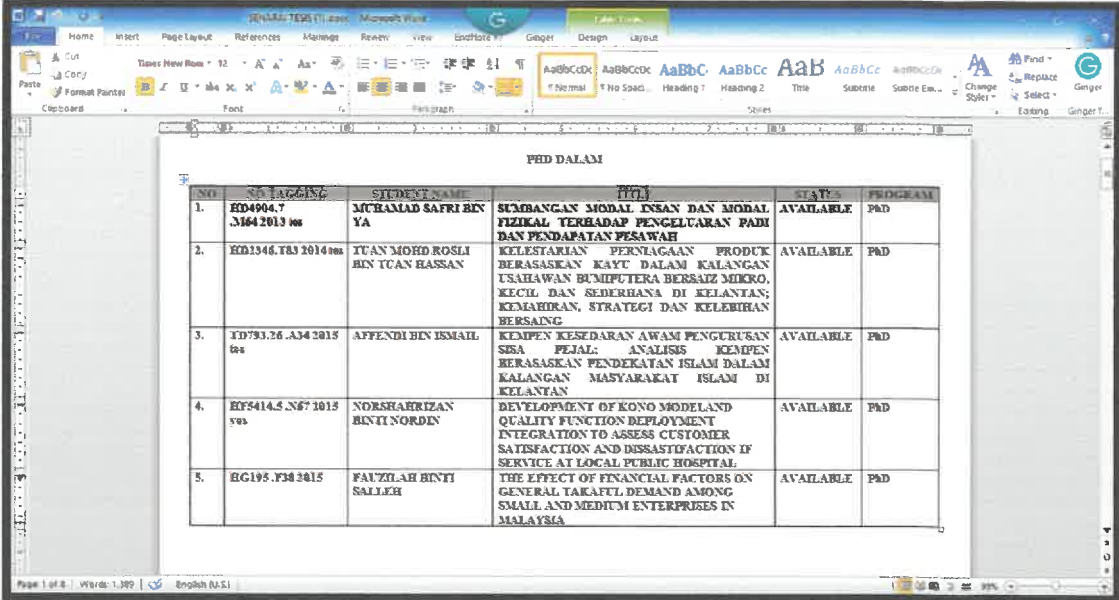
### 3.1.1.3 Install EndNote Software.

EndNote software had provided by UMK' Library and the students need to install EndNote software at the Information Services Department before attending the class "Penggunaan EndNote Software". In this class will be a lecture by En Pahmi and he will guide the student how to use the EndNote. At the same time, En Pahmi also will guide where to find the article or journal in an online database.

The task of the trainee need to install EndNote software into students and check if the windows support or not. If the EndNote not available or not appear in the header of Microsoft word, the trainee need to make it available. Along of period that the trainee duty at the Information Services Department, it more than 80 of students laptop that trainee installed. It is because of the class that provide by The office of the library an knowledge management used the EndNote software.

### 3.1.1.4 Update List Of Thesis

En Pahmi have given a new task to updated the list of thesis because some of thesis had damage by natural disasters and some of them are missing. Otherwise, the trainee also need to type the new list of thesis that receive from faculty. After finished, the trainee need to labelled the thesis with the abbreviation name of the faculty and the year of the thesis.



The screenshot shows a Microsoft Word document with a table titled "PED DALAM". The table has 5 rows and 6 columns: NO, NO TAGGING, STUDENT NAME, TITL, STAT, and PROGRAM. The data in the table is as follows:

NO	NO TAGGING	STUDENT NAME	TITL	STAT	PROGRAM
1.	RD4904.7 31642013 no	MURAMAD SAFRI BEN YA	SUMBANGAN MODAL INSAN DAN MODAL FIZIKAL TERHADAP PENGELUARAN PADI DAN PENDAPATAN PESAWAH	AVAILABLE	PdD
2.	RD1346.TB3 2014 no	TYAN MORD ROSLI BIN TCAN HASSAN	KELESTARIAN FERNLAGAAN PRODUK BERASAKAN KAYT DALAM KALANGAN USAHAWAN BUMPUKERA BERSAIZ MIKRO, KECIL DAN SEDERHANA DI KELANTAN; KEMAHIRAN, STRATEGI DAN KELEBIHAN BERSAING	AVAILABLE	PdD
3.	TD793.26 .A34 2015 no	AFFENDI BIN ISMAIL	KEMPEN KESEDERAN AWAM PENGURUSAN SEA PEJAL ANALISIS KEMPEN KERASAKAN PENDERAKATAN ISLAM DALAM KALANGAN MASYARAKAT ISLAM DI KELANTAN	AVAILABLE	PdD
4.	BY5414.5 .N67 2015 yes	NORSHARIZAN BENI NORDIN	DEVELOPMENT OF KONO MODELAND QUALITY FUNCTION DEPLOYMENT INTEGRATION TO ASSESS CUSTOMER SATISFACTION AND DISSASTIFACTON IF SERVICE AT LOCAL PUBLIC HOSPITAL	AVAILABLE	PdD
5.	BG195 .Y34 2015	FAUZILAH BINTI SALLEH	THE EFFECT OF FINANCIAL FACTORS ON GENERAL TAKAFUL DEMAND AMONG SMALL AND MEDIUM ENTERPRISES IN MALAYSIA	AVAILABLE	PdD

Figure 15 List Of Thesis That Updated



### 3.1.1.5 Design Background Of Organization Chart

The other task that the trainee have to do is change or design the background of the organization chart. This organization chart according to the requirements of 5s. At the same time the trainee also need to added and change the person in the organization.

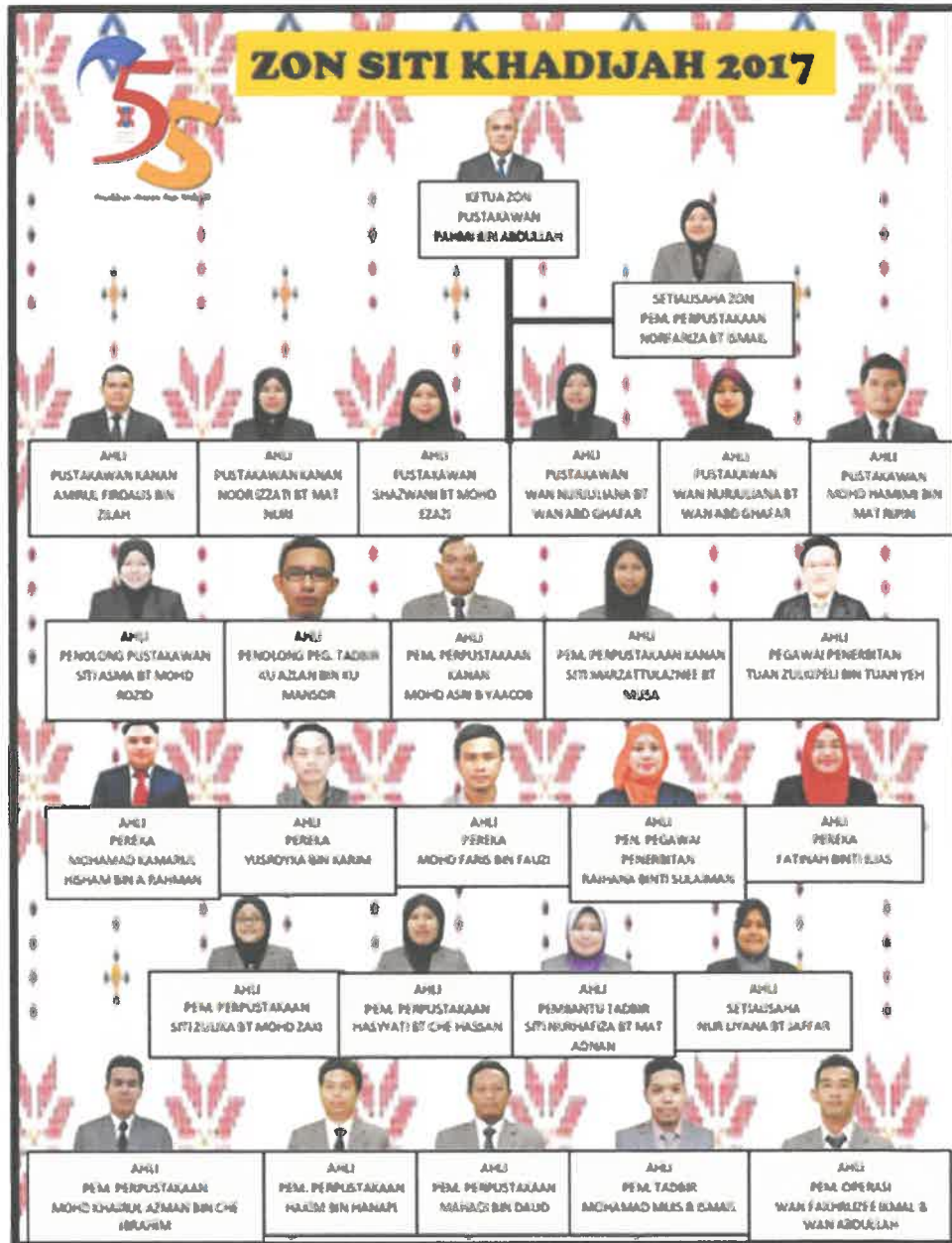



Figure 16 Design Background Of Organization Chart

### 3.1.1.6 Create Form For “External Membership Registration Form”

The last task of the trainee need to do under information services department is create the manual form of “External Membership Registration Form”. This is because The Office Of Library & Knowledge Management did not have this form for registration external membership. This form give benefits to the outsider that want to become one of member as a user of UMK’s Library.

UMK/904.0508/2014 Rind 1



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

GAJARAN  
TEROKA  
LATEST  
PICTURE

BORANG PENDAFTARAN KEAHLIAN LUAR EXTERNAL MEMBERSHIP REGISTRATION FORM	
<b>Maklumat Peribadi / Personal Information</b>	
Name / Nama	No Kad Pengenalan / IC No
Alamat Rumah / Home Address	
No. Telefon(Rumah) / Home telephone number	No Telefon Bimbi / handphone no
<b>Maklumat Organisasi / Organization Address</b>	
Jawatan / position	Bahagian / department
No telefon pejabat / office phone no	e-mail
Maklumat Organisasi / Organization Address	Pengesahan organisasi
	Tarikh tandatangan & cap rasmi
<b>Maklumat Institut / pengajian tinggi</b>	
No kad pelajar/matric card no	Fakulti / faculty
No telephone fakulti / faculty phone no	e-mail
Alamat Institut / institution address	
<b>Pengisahan / declaration</b>	
<p>Saya mengaku bahawa segala maklumat yang diberikan adalah benar dan saya akan mematuhi segala peraturan yang ditetapkan oleh pejabat perpustakaan dan pengurusan ilmu. I certify that all the information given is true and I will abide all The Office Library and Knowledge Management regulations.</p>	
Tarikh / date	Tandatangan / signature
<b>Keputusan pejabat</b>	
Pemohonan Keahlian <input type="checkbox"/> Ditolak <input type="checkbox"/> Tidak Ditolak	
No. nota bayaran	No. keahlian perpustakaan
Tarikh mula keahlian	Tarikh tamat keahlian
Diterima oleh / receive by : Name : Position :	
Tandatangan / Signature	Tarikh / date

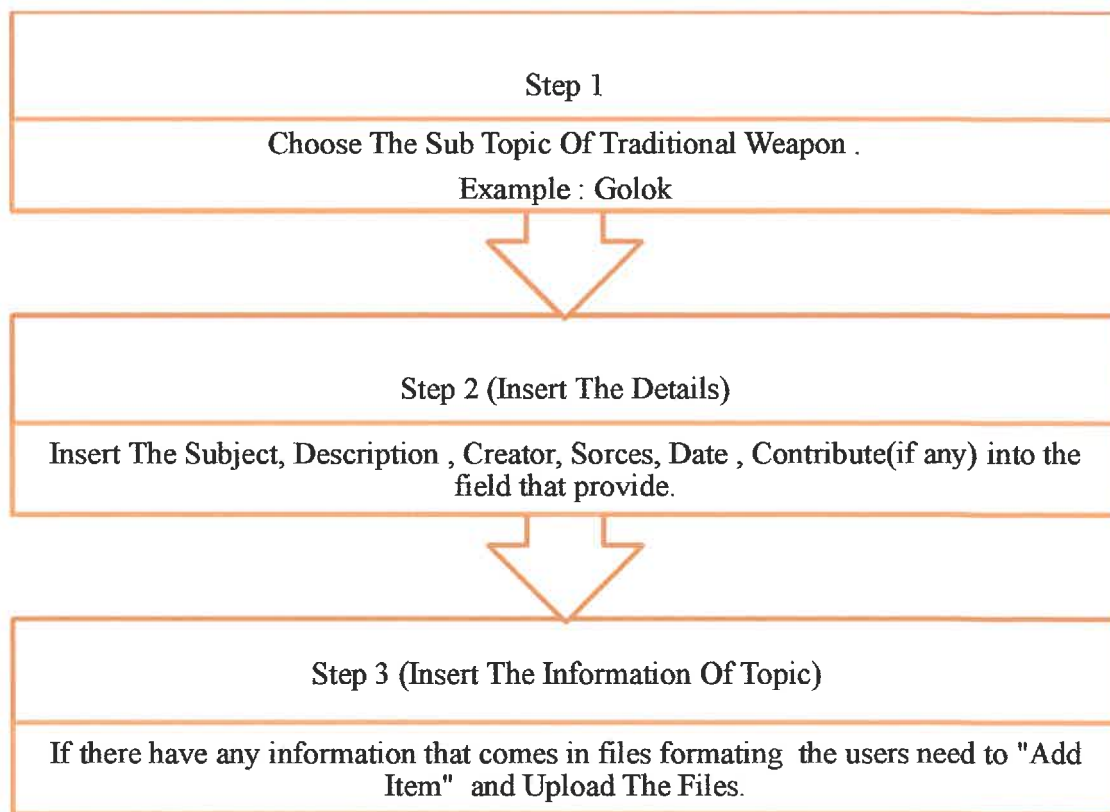
Karang Berkand 36, Pengkalen Chepa, 16100 Kota Bharu Kelantan  
<http://perpustakaan.umk.edu.my>  
 Tel: +606 771 7188

Figure 17 Form Of “External Membership Registration Form”

### 3.1.3 Quality Department

In this department, the trainee under the supervision of Madam Syazwani. For the task that trainee need to complete is upload any information from the right and legal resources into the Digital Kelantan Collection website. There have a lot of topics at this website and Madam Syazwani decide for the trainee to collect information about “Traditional Weapon”.

### 3.1.3.1 Step to upload the information into the Digital Kelantan Collection website



### 3.1.4 Acquisition Department

In acquisition department, the students learn about how to behave when the gift collections reached at the UMK Library. The foremost affair that needs to perform when all the materials are being experienced, staff responsible for the acquisition department will hold the invoice received and will take in the process involved in obtaining the volumes. Thus, the student practical learns the purchase order process when purchasing new library materials.

This procedure must be followed accurately so that there will be no trouble arises. From this acquisition department, it's proven that there are policy provided in book binding. The first is the books that have been requested must be given or supplied in a three month period from the requested date. And so, the student practical also learns a process of book stamping in an acquisition department before going through the cataloging department.

These processes include stamp with a publisher stamp on the verso page and execute the course which is a publisher, invoices/PO number, price, tagging numb, then use ownership stamp or so called „Bekong“ on the verso page. Lastly is inserting RFID and recording the tagging number will be the last step in the acquisition process before the process of cataloguing takes in action. The RFID used to secure the books. This step only can be done by staff because it is to avoid from courses of trouble, such as the RIFD tags not tailed with the book.

### 3.1.4.1 Procurement procedure monograph material

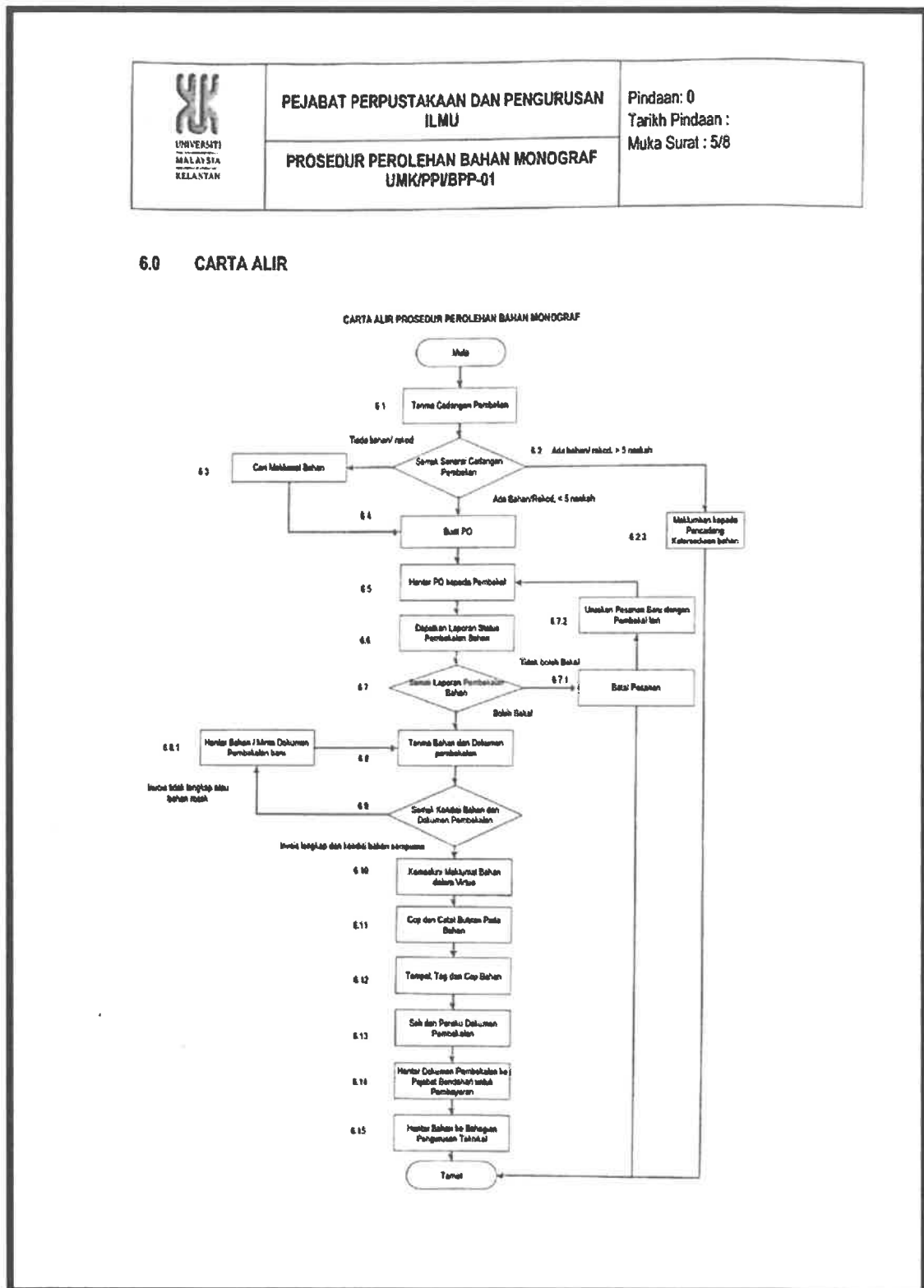
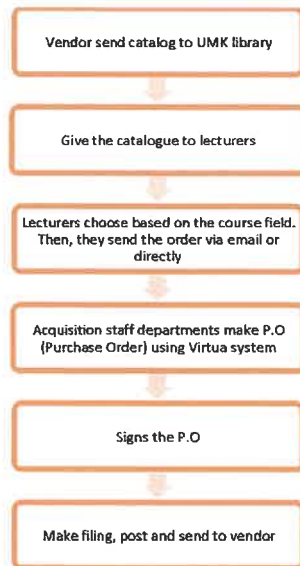


Figure 18 Procurement Procedure Monograph Material

### 3.1.4.2 Purchase Order Process

The purchase order process below shows a process to do when purchasing new library materials. This process must be followed accurately so that there will be no problem arises.



### 3.1.4.3 Receipt Process

Receipt process will go after the book has been received and has no damage or problem. Refer to the vendor to make reimburse for them if the book or an invoice has any problem. Besides that, check the price that states on the publisher's invoice to be similar and accurate. After the checkup, make receipt process in the virtual system.

- I. Connect to "virtua" system using the account ID. After that, click the "Receipts" to Add/Update.

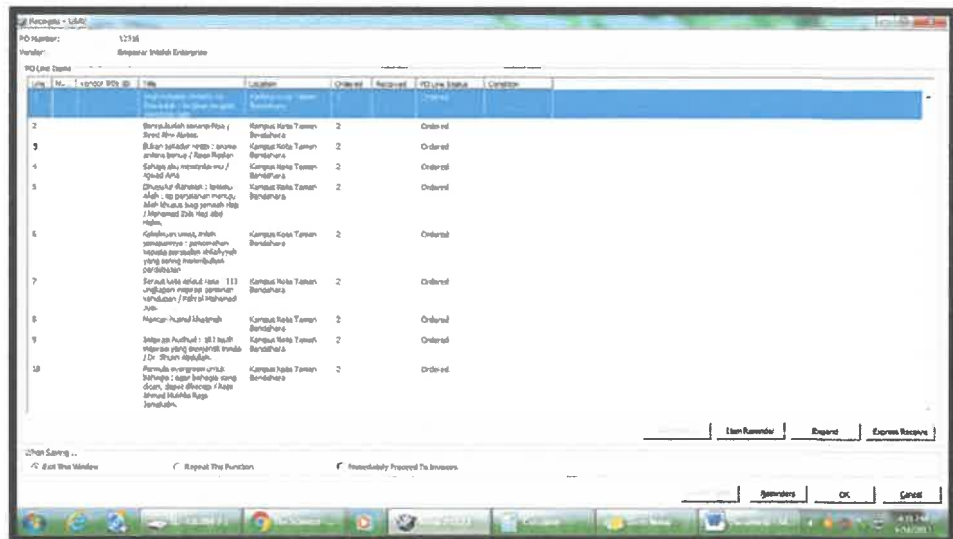


- II. Insert the order number that have in the invoices to request the receipt



III. The list of book will appeared and need to check and select the total of book that receipt. After that click “Express Receive” and click “Save”.

This process is to check the condition of book and the quantity of books that receive from vendor.

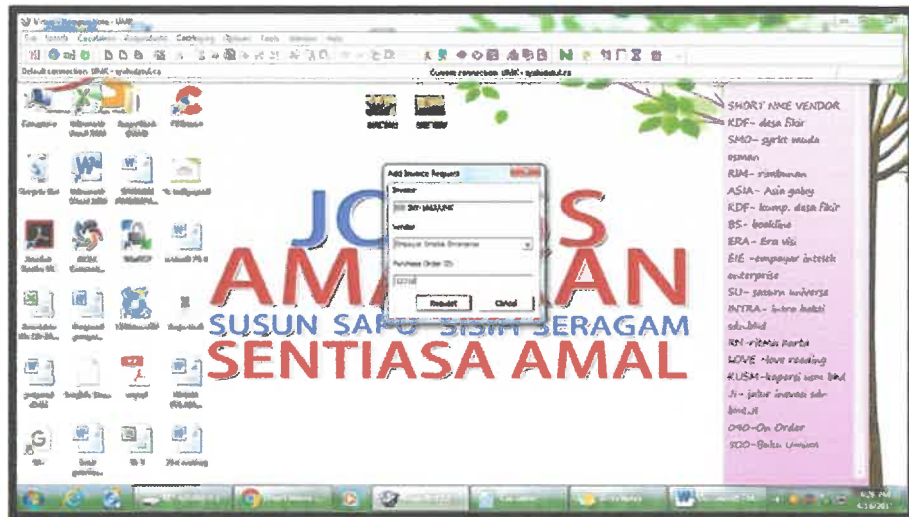




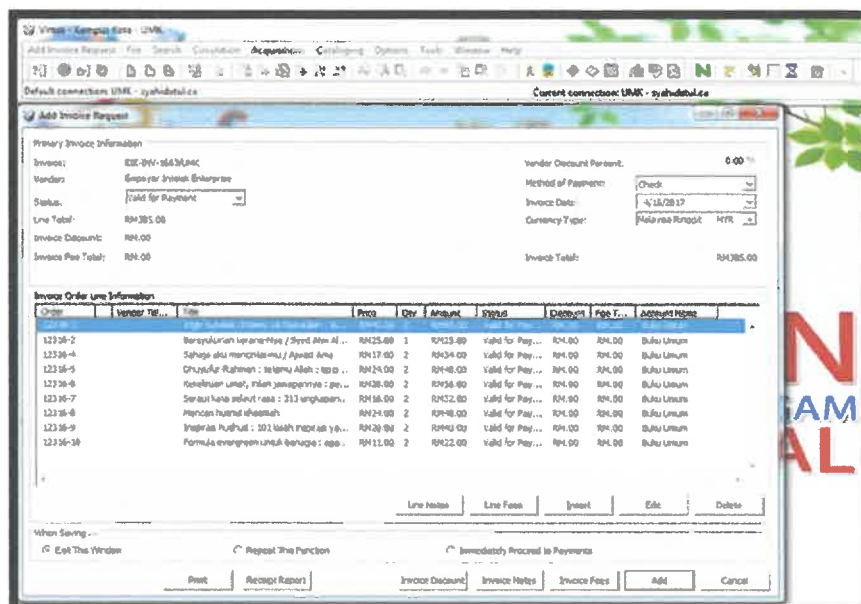
### 3.1.4.4 Invoices Process

This process is to update the invoices into the system.

- I. Insert the invoice number , name of vendor, and purchase order ID to add invoice request.

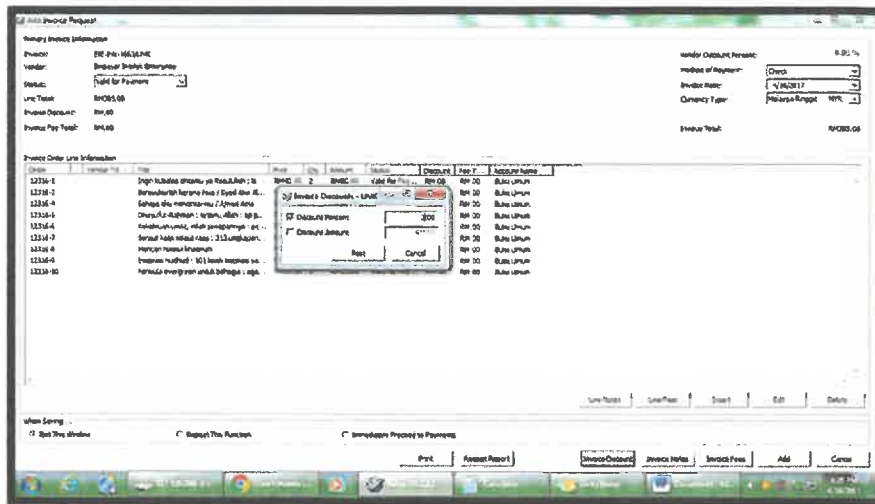


- II. The list of book will appeared with price of book, and click “add”.  
Check the price to ensure it tailed with the invoice receipt.

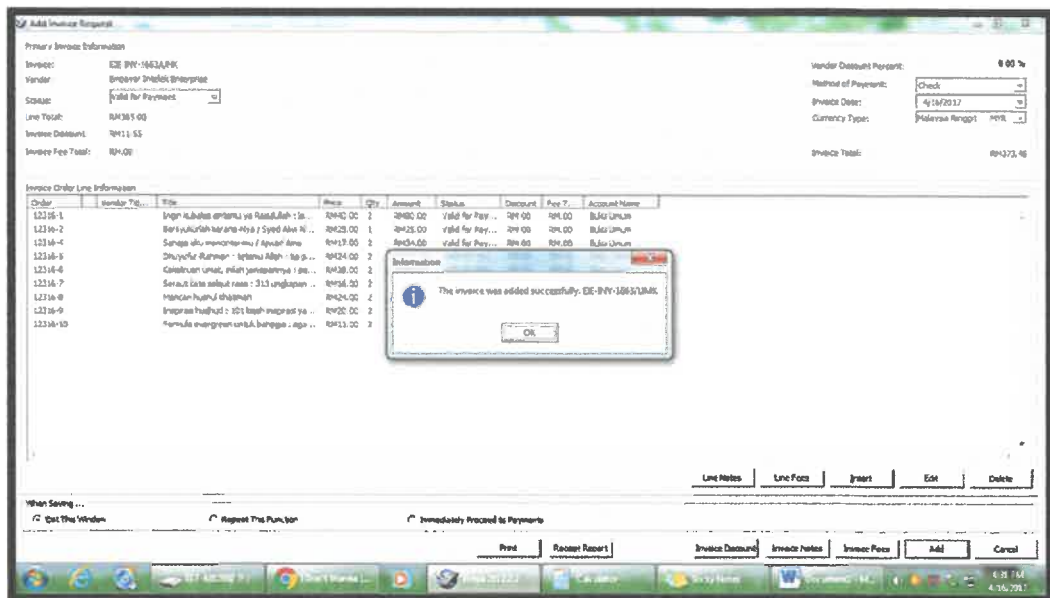


III. Calculate the total of price the book to insert the amount of discount.

Each of book get 6% of discount.



IV. The last step is, click "add" to save the record



#### 3.1.4.5 Book Stamp Process

The book stamp process is done before the books have to catalog. It is also done after the process of receipts and invoice done. It is important to prove that the materials belong to UMK Library.

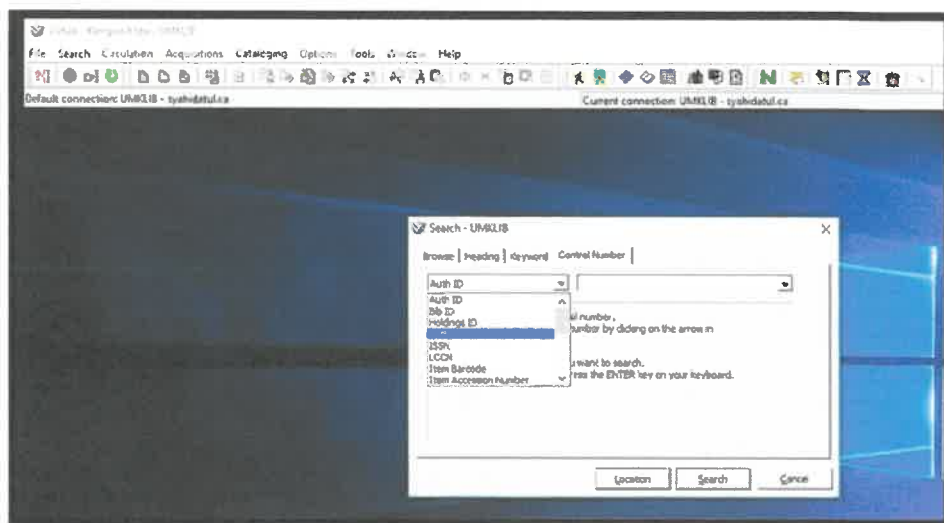
- I. Stamp with a publisher stamp on the verso page and fulfill the form which is a publisher, invoices/PO number, price, tagging number and location.
- II. Then use an ownership stamp or so called “Bekong” on the verso page. These ownership stamps don’t have ink, but we can feel the effect by hand because it emerges.
- III. Inserting RFID and recording the tagging number will be the last step in the acquisition process before the process of cataloguing takes in action. The RFID used to secure the books.

### 3.1.5 Cataloguing Department

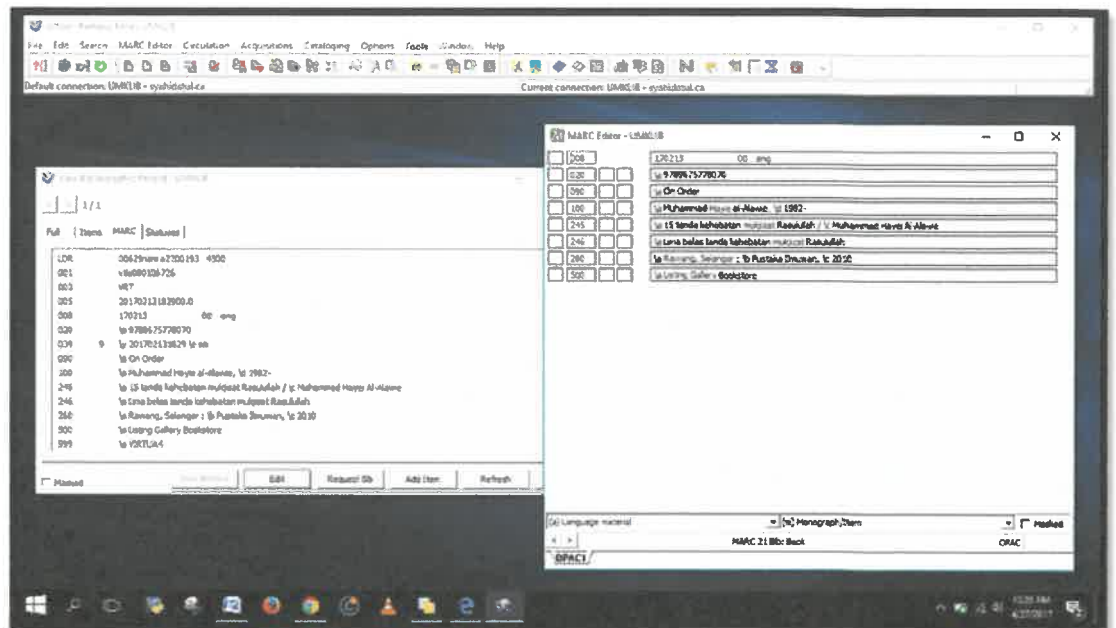
The task that needs to do by trainee makes a cataloguing books which is original or copy cataloguing process. Usually, they often need to do an original catalogue for local publication. As for international bibliographic, it has already been catalogued by other libraries and the division only need to copy any necessary information that fit its policy. In addition, this division is also responsible for producing call number. Several activities done in this department include cataloguing and classification which includes determination of authorship, description of the item, and assignment of subject headings and classification number, make the materials available for users and repairing books which involves.

#### 3.1.5.1 Step to cataloging

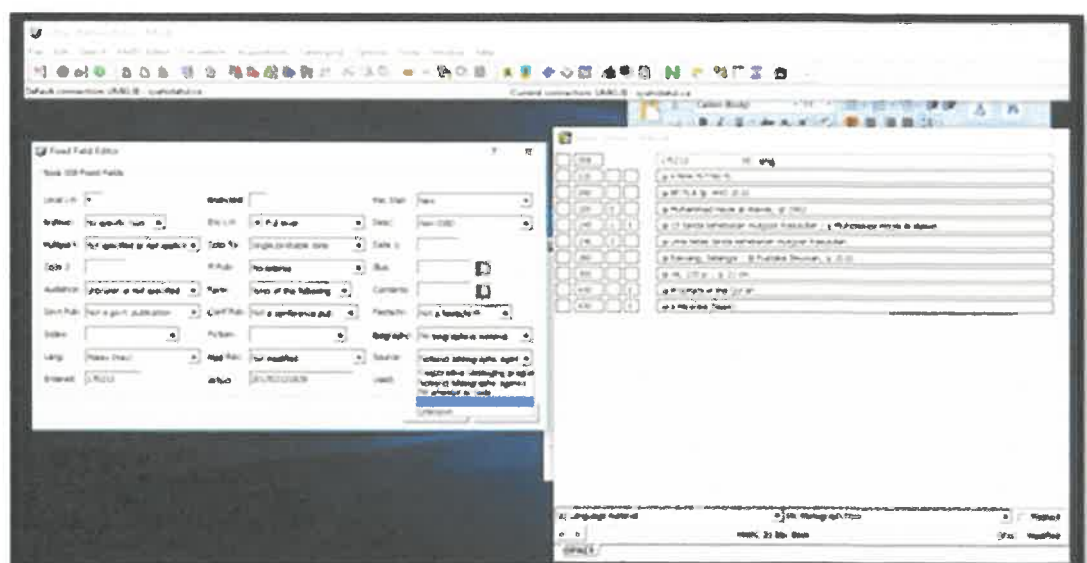
- I. Scan the barcode of books to check whether it already has the record or not. Then choose the “control number” -> isbn -> insert isbn number in the right column



II. The view bibliographic record will appear and go to the MARC. The trainee need to fill all the data or information by copy paste the records that have.



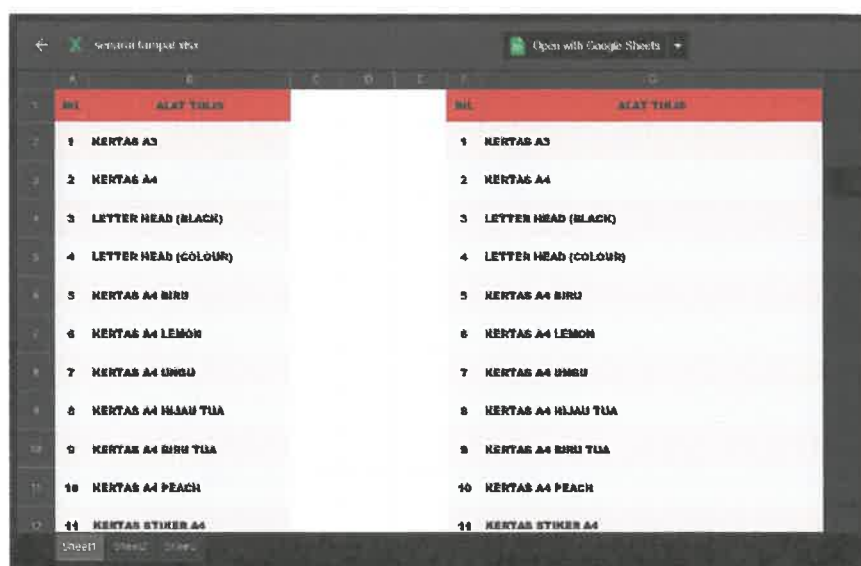
III. After that, click the column “008” to the fixed field editor. The things that need to changes is “language”, “date” and “sources”. Lastly press F11 to save.



### 3.1.6 Administration and asset department

The trainee has under the administration department for a month, and be supervised by En Ku Azlan. The first task for trainees is needed to make labeled the stamp that has in the administration department.

Second task is, the trainee need to make labeled to label the stuff in the storage room. En Ku Azlan was a guide trainee to go over the list off stuff in the storage room to count the total asset and the position by adding up. Subsequently, it had answered, the trainee need to update the total of asset and print out for paste the label into stuff. The list of labeled :



The image shows a screenshot of a Google Sheet spreadsheet. The spreadsheet has two columns, 'A' and 'B', and 14 rows. The headers for both columns are 'A1 ALAT TULUS' and 'B1 ALAT TULUS'. The rows contain a list of assets, each with a number and a description. The assets are: 1 KERTAS A3, 2 KERTAS A4, 3 LETTER HEAD (BLACK), 4 LETTER HEAD (COLOUR), 5 KERTAS A4 BIRU, 6 KERTAS A4 LEMON, 7 KERTAS A4 UNGU, 8 KERTAS A4 HIJAU TUA, 9 KERTAS A4 BIRU TUA, 10 KERTAS A4 PEACH, and 11 KERTAS STIKER A4. The spreadsheet is displayed in a window titled 'Service Tempat' with a 'Open with Google Sheets' button in the top right corner.

A1	ALAT TULUS	B1	ALAT TULUS
1	KERTAS A3	1	KERTAS A3
2	KERTAS A4	2	KERTAS A4
3	LETTER HEAD (BLACK)	3	LETTER HEAD (BLACK)
4	LETTER HEAD (COLOUR)	4	LETTER HEAD (COLOUR)
5	KERTAS A4 BIRU	5	KERTAS A4 BIRU
6	KERTAS A4 LEMON	6	KERTAS A4 LEMON
7	KERTAS A4 UNGU	7	KERTAS A4 UNGU
8	KERTAS A4 HIJAU TUA	8	KERTAS A4 HIJAU TUA
9	KERTAS A4 BIRU TUA	9	KERTAS A4 BIRU TUA
10	KERTAS A4 PEACH	10	KERTAS A4 PEACH
11	KERTAS STIKER A4	11	KERTAS STIKER A4

*Figure 19 labelled for stuff*

The next task is, Madam Hafiza ask the trainee to cop the form that have signed by executive and fill the mark in the evaluation form. The evaluation form is about the before and after the achievement of staff that attend the workshop or course that provide by UMK and other agency. After finished all of it, the trainee need make a label to labeled the file.

### 3.1.7 Entrepreneur and special collection department




The newspaper cutting is a one of the trainee tasks under Special and Entrepreneurship Department. The project is about thinning out the newspapers. This project requires the trainee to select all the newspapers at the position and not current newspapers but used newspapers. All the used newspapers were placed at behind the Madam Wan Nurjuliana's table. There are several cases of newspapers as there are such as Berita Harian, Harian Metro, Sinar Harian, Utusan Malaysia, The Star and more. But the trainee needs to choose only four types of it which are Berita Harian, Harian Metro, Sinar Harian and Utusan Malaysia. The images above are the used newspaper shelf at the library office.

What the trainee need to execute the next footfall is to recover the articles in the papers. The articles must be related with subject that selected by UMK such as entrepreneurship, business and heritage. Besides that, politic also can take but only about TPPA that is Trans-Pacific Partnership Agreement. Then, if the tree found the articles about KAFA that is the Kelantan Football, the trainee also must to take it. So, after the trainee found all the articles needed, the trainee must mark that article with a pencil at the title and separate the piece of newspaper paper from the original newspaper. If the trainee found three articles, the trainee need mark three of them only and separate out from the newspaper, but if not found any article in the newspaper just ignore it and continue with other newspapers. The purpose of selected the newspaper based on the subject is to upload into Institutional Repository (UMKIR) .





### 3.1.8 ORGANIZATION PROGRAM

An organization program is a program that handle by practical student from Bachelor of Information Science (Hons) Library Management and Bachelor of Information Science (Hons) Resource Centre Management also progras that provide by PPI. All the practical students have to join the activities and be a parts of the programs.

Date	Name of Program
23 Feb 2017	<p>“Bengkel Pengkatalogan Bahan”</p> <p>Was given lecture by Madam Izzati</p> <p>This workshop for give information about how to catalog the material to all the practical students.</p>
21 Mac 2017	<p>“Program Khidmat Bantu Pusat Sumber SMK Kadok”</p> <p>All the staff of library and practical students need to help this school library because this school will join the some of competition.</p> <p>The activity that need to do is clear the shelve for reshelving and arrange book by subject. Next is clear the labeled and paste with the new label and followed policy.</p> 

<p>4 April 2017</p>	<p>“Khidmat Bantu Pusat Sumber SMK Kadok”</p> <p>Only the practical student that involve in this program because need to guide them how to manage the library and others activity is explain and show how to arrange book by subject. The next is guide them how to find the subject and call number by using Dewey Decimal Classification (DDC). DDC system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. After that, practical student also need to guide them how to make labeling process.</p>
<p>6 April 2017</p>	<p>“Pengurusan Perpustakaan Dan Literasi Maklumat Bersama SK GEMANG dengan UMK”</p> <p>This program was conductd by Anis Nabilah Binti Abd Khalid as a practical students from Bachelor of Information Science (Hons) Resource Centre Management. The activity is almost same with the previous program. Practical students need to guide the resource centre prefect in arrange the book with appropriate. In addition, the project manager of the program have create a games to test them about the duty at the resource centre.</p> <div data-bbox="555 1462 1428 1821" data-label="Image"> </div>

<p>2 May 2017</p>	<p>Program 21<sup>st</sup> Century Library Bersama Pengawas Pusat Sumber Sekolah Angkat di SMA TENGKU AMALIN AISYAH PUTERI KELANTAN</p> <p>The project manager have arrange the activity for this program to ensure that this program successful. The others is the project manages have invite the speaker from USM.</p> 
<p>14 May 2017</p>	<p>“Program Pengurusan Pusat Sumber dan Literasi Maklumat Bersama Pengawas Pusat Sumber Prof. Emeritus Dato’ Ir. Dr. Zainai Sek. Keb. Bukit Marak Bachok Kelantan”</p> <p>The activity for this program is, one of the practical students have give the talk about what is resource centre. After that, all practical students involve in deco the resource center to attract the students to come into the resource center.</p> 

<p>15-18 May 2017</p>	<p>“karnival 10 tahun UMK”</p> <p>This program was handled by UMK’s Publisher and all the staff of library and practical students need to involve in this events because the Publisher under The Office Of Library &amp; Knowledge Management.</p> 
<p>25 May 2017</p>	<p>“Program Pengurusan Pusat Sumber dan Literasi Maklumat Bersama Pengawas Pusat Sumber SMK Tan Sri Mohamed Yaacob”</p> <p>The activity of this program are quite same with the previous programs. The project manager was invite the speaker from UITM Machang which is Puan Siti Aswani and Puan Kamariah to give a talk that relate with resource center.</p> 

## **3.2 SPECIAL PROJECT**

Special project is an initiative and idea from the trainee to be implementing at the organization or company. Usually, the idea comes from problem or situation happen in the place itself. Otherwise, the idea can be from theories learn from lecturers at the faculty. Special project also can be one of token appreciation for accepting the trainee to do industrial training at the organization. Special project can be any suitable or various project to be proposed to the industrial supervisor or faculty supervisor and that include developing a website/portal or system/application or multimedia applications and many more. This project was proposed by me after the observation of the problem in Technical Management Department. This is because the manual form used by three department which is Acquisition Management Department, Technical Management Department and Information Services Management.

### **3.2.1 Introduction**

#### **3.2.1.1 Project overview**

This project is about a system which contains the database in order to manage all the report regarding to record the processing materials. In order to fulfill the objective of this Industrial Training, trainee will create a system for three department Acquisition Management Department, Technical Management Department and Information Services Management, hopefully will help this department in term of gathering and record the data.

The specialty for this system is every time user use the system, they can automatically can filled the form directly. At the same time, the data will be stored to the database where it allows the department to review all the user data. In term of updating, every report that was make by the user in the system can be verified by the person in charge. In case there are fake report that was made by the irresponsible users, so the person in

charge have the right to approve or reject the report. Thus, this can keep track the valid data to be stored in the database. The database system also stores the user information which user can track all the report that was made by them before this. Other than that, this system also provide some features like admin can delete and edit any unnecessary complaint form that has been entered into the system.

#### 3.2.1.2 Problem statement

The main situation of Acquisition Management Department, Technical Management Department and Information Services Management is all the report were collected by manual which is user who wants to make a report must fill a form then submit it to the department itself. At first, everything goes well until it becomes excessively. It takes more effort and physical space to keep track of paper documents, to find information and to keep details secure. When mistakes are made or changes or corrections are needed, often a manual transaction must be completely redone rather than just updated. With manual or partially automated systems information often has to be written down and copied or entered more than once.

#### 3.2.1.3 Objectives and benefits of the system.

- I. To generate report and print the complaint form for reference.

The admin can generate the report in order to be as reference and proof when needed and it also can be brought to the meeting. When required, admin can print directly or copy any data that they need.

- II. To make more efficiency in process the materials

After been filled out and added to the document management system, it can then undergo a workflow process (review or approval) for further processing

III. To record the data in system.

The manual form that use a paper might be missing because some of cases.

By using the system, it can save and record the data in databse.

#### 3.2.1.4 Function of developed system.

- I. Prevent unauthorized user from accessing the system.
- II. Admin can search related data in the search box.
- III. Print the report needed as references or proof.
- IV. Receive all the information submitted by the user in one stop system.
- V. Edit the information that were already submitted into the system.
- VI. Admin can edit or deleted reports that have been submitted.

#### 3.2.1.5 Scope of project

This system is created for all the staff under Acquisition Management Department, Technical Management Department and Information Services Management. The PRF system develops using SQL. The use of this kind of platform is because it's easy to learn and understand. SQL mainly consists of English statements and it is very easy to learn and understand a SQL query. Databases using SQL can be moved from device to another without any problems.

#### **3.2.2 System Development Life-Cycle**

The trainee using the System Development Life Cycle (SDLC) in order to develop this system. The SDLC process was designed to ensure end-state solutions meet user requirement in support of business strategic goals and objectives. In addition, the SDLC also provides a detailed guide to help Project Manager with all kind of aspects in IT

system development, regardless of how big the system size and scope. The SDLC contains a comprehensive checklist of the rules and regulations governing IT system.

### 3.2.2.1 Planning

The first phases in SDLC are the planning phase. This phase involves identifying the problem statement. The objective of the system is to study and also to solve the matters contained in the problem statement pertaining to user needs. In addition, the planning phases also studying the ability of proposing alternatives solutions after find the problem which is a waste of paper.

#### 3.2.2.1.1 Technical Feasibility

It is important to consider these following requirements to ensure this system development runs smoothly:

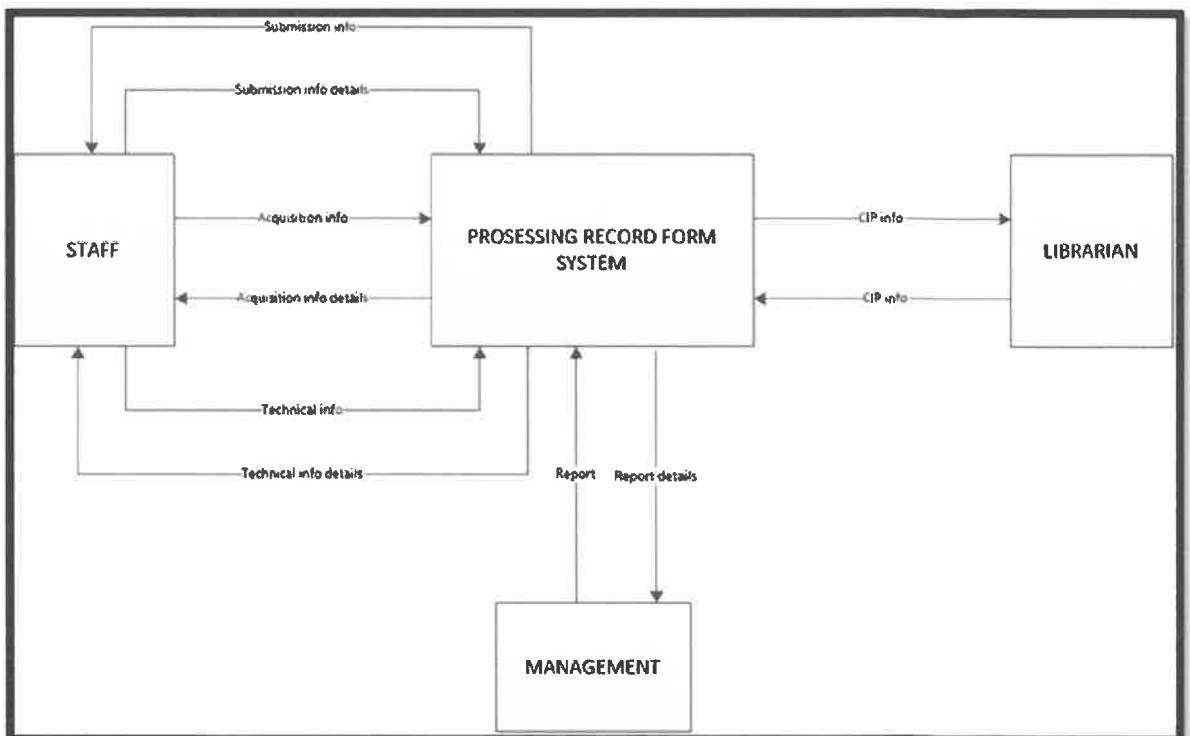
Hardware Requirement	Software Requirement
<ul style="list-style-type: none"> <li>● A PC/Laptop</li> <li>● Operating System: Window 10</li> <li>● Processor: Intel Core i5 CPU</li> <li>● Optimal Mouse M62</li> <li>● 4GB Flash Drive</li> <li>● 4GB RAM</li> </ul>	<ul style="list-style-type: none"> <li>● Adobe Dreamweaver CS6</li> <li>● Web Server Application: WAMP Server</li> <li>● MySQL database: Php MyAdmin</li> <li>● Web Browser: Google Chrome</li> <li>● Adobe Photoshop CS6</li> <li>● Microsoft Office Word 2013</li> <li>● Microsoft Office Project 2010</li> </ul>



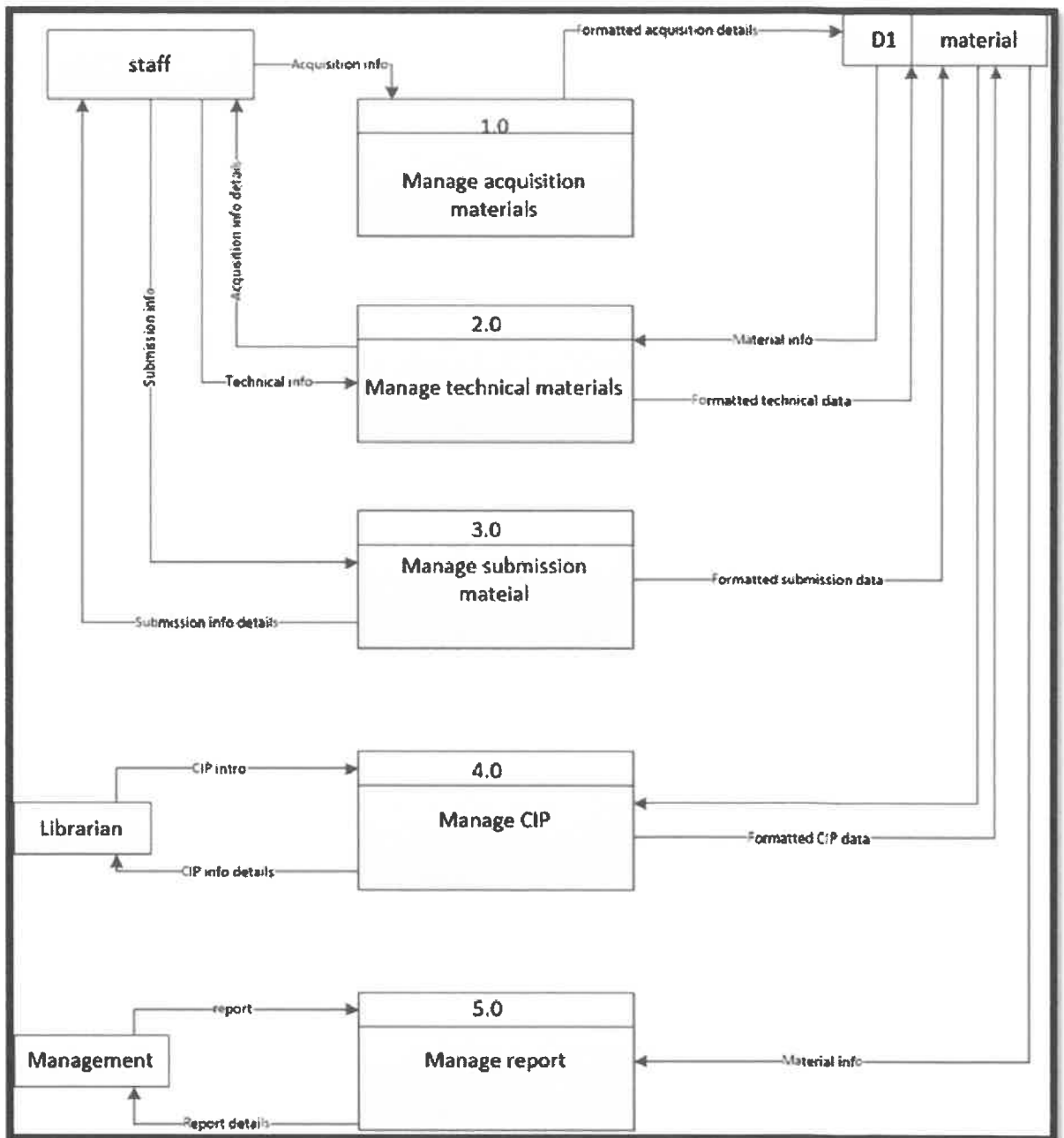
### 3.2.2.2 Analysis

Before the trainee develop the system, the trainee need to analysed the current manual form that have been used before. The trainee need to study the flow of processing material that using manual form by three department. This step of the system development of 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.

#### 3.2.2.2.1 Context Diagram



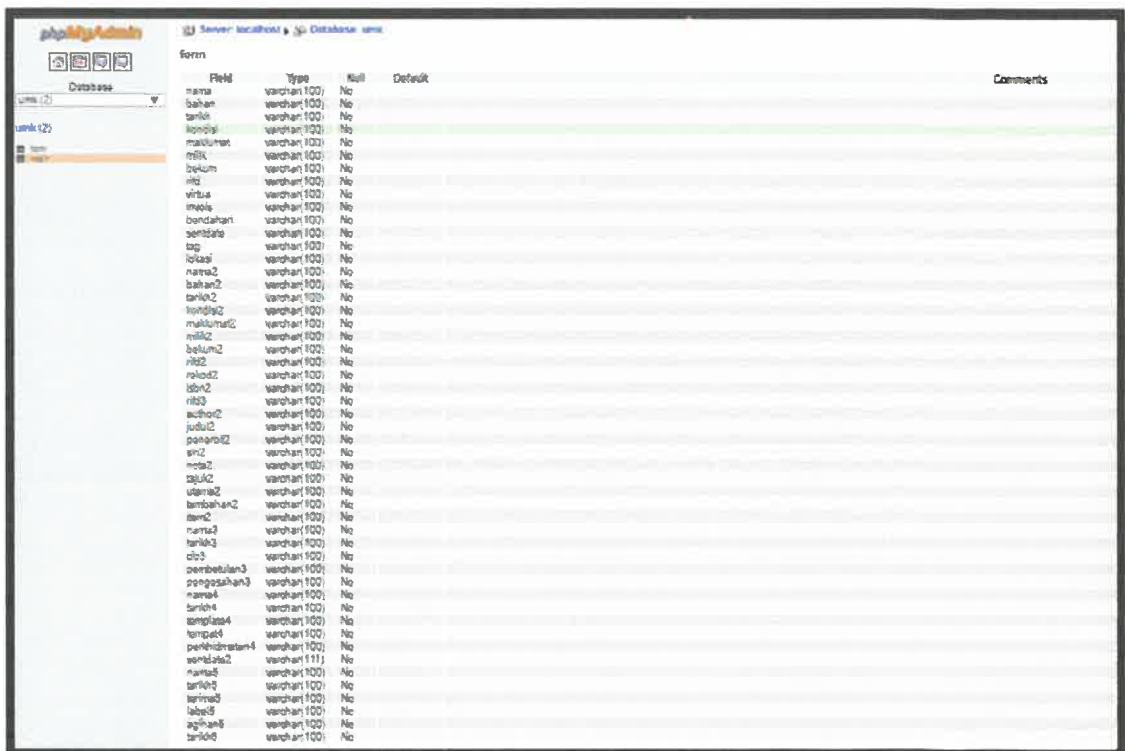
### 3.2.2.2.2 Data Flow Diagram (DFD) Level 0



### 3.2.2.3 Design

In this phase, trainee deal with the defining the types of information that need to put in the system. The process of logical design involves arranging data into a series of logical relationships called entities and attributes. An entity represents a chunk of information. In relational databases, an entity often maps to a table. An attribute is a component of an entity and helps define the uniqueness of the entity. The trainee needs to identify each entity and helps define the uniqueness of the entity. The trainee needs to identify each entity and the attributes to ensure all the information can be linked to another entity or tables.

### 3.2.2.4 Data Dictionary



The screenshot shows a database management interface with a table named 'form1'. The table has the following columns: Field, Type, Null, Default, and Comments. The data is as follows:

Field	Type	Null	Default	Comments
nama	varchar(100)	No		
bahan	varchar(100)	No		
seniis	varchar(100)	No		
kontribusi	varchar(100)	No		
markushat	varchar(100)	No		
nikk	varchar(100)	No		
belum	varchar(100)	No		
nik	varchar(100)	No		
virtus	varchar(100)	No		
meols	varchar(100)	No		
bendahari	varchar(100)	No		
sembata	varchar(100)	No		
top	varchar(100)	No		
lokasi	varchar(100)	No		
nama2	varchar(100)	No		
bahan2	varchar(100)	No		
seniis2	varchar(100)	No		
kontribusi2	varchar(100)	No		
markushat2	varchar(100)	No		
nikk2	varchar(100)	No		
belum2	varchar(100)	No		
nik2	varchar(100)	No		
virtus2	varchar(100)	No		
meols2	varchar(100)	No		
bendahari2	varchar(100)	No		
sembata2	varchar(100)	No		
top2	varchar(100)	No		
lokasi2	varchar(100)	No		
nama3	varchar(100)	No		
nama2	varchar(100)	No		
nama3	varchar(100)	No		
nama4	varchar(100)	No		
nama5	varchar(100)	No		
nama6	varchar(100)	No		
nama7	varchar(100)	No		
nama8	varchar(100)	No		
nama9	varchar(100)	No		
nama10	varchar(100)	No		
nama11	varchar(100)	No		
nama12	varchar(100)	No		
nama13	varchar(100)	No		
nama14	varchar(100)	No		
nama15	varchar(100)	No		
nama16	varchar(100)	No		
nama17	varchar(100)	No		
nama18	varchar(100)	No		
nama19	varchar(100)	No		
nama20	varchar(100)	No		

### 3.2.2.5 Interface design



Universiti Malaysia  
KELANTAN

PEJABAT PERPUSTAKAAN DAN PENGURUSAN BAHAN  
UNIVERSITI MALAYSIA KELANTAN

Bilik

Formulir borang rekod pemrosesan bahan dengan tajuk "BORANG REKOD PEMROSESAN BAHAN" dan "PROCESSING RECORD FORM".

Butang "Nombor Tagging Tagging Number:" dan "Lokasi Lokasi KAMPUS KOTA" (dropdown menu).

Baris tajuk: BAHAGIAN DEPARTMENT, CATATAN NOTE.

Isi kandungan:
 

- BAHAGIAN DEPARTMENT: BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT
- NAMA Nama: (dropdown menu)
- BAHAN Material: (dropdown menu)
- TARIKH Date: (input field)
- Kondisi Bahan Material Condition
- Log Entry
  - Maklumat bahan Material information
  - Hak milik Rights reserved
  - Kejuruteraan Staffing
- Log RUM RUM log
- Kemudahan pemrosesan maklumat dalam Nota Update information in Note
- Pengesahan proses Process verification
- Hantar proses ke Pejabat Bendahari Submission to the Treasurer's Office
- Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khass & Koleksi Warisan Submission of material to the Technical Management and Special Collection and Heritage Collection Department
- Tarikh penghantaran Delivery date: (input field)

3.2.2.6 Input

BORANG REKOD PEMROSESAN BAHAN  
PROCESSING RECORD FORM

NO	NO BUKU / TAGGING NUMBER	KEHABISAN KEHIDUPAN/DATE RECEIVED	STATUS
111			Siak
112			Siak
1200014			Siak
1200015			Siak
1200016			Siak
1200017			Siak
1200018			Siak
1200019			Siak
1200020			Siak
1200021			Siak
1200022			Siak
1200023			Siak
1200024			Siak
1200025			Siak
1200026			Siak
1200027			Siak
1200028			Siak
1200029			Siak
1200030			Siak
1200031			Siak
1200032			Siak
1200033			Siak
1200034			Siak
1200035			Siak
1200036			Siak
1200037			Siak
1200038			Siak
1200039			Siak
1200040			Siak
1200041			Siak
1200042			Siak
1200043			Siak
1200044			Siak
1200045			Siak
1200046			Siak
1200047			Siak
1200048			Siak
1200049			Siak
1200050			Siak
1200051			Siak
1200052			Siak
1200053			Siak
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1200056			Siak
1200057			Siak
1200058			Siak
1200059			Siak
1200060			Siak
1200061			Siak
1200062			Siak
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1200066			Siak
1200067			Siak
1200068			Siak
1200069			Siak
1200070			Siak
1200071			Siak
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1200078			Siak
1200079			Siak
1200080			Siak
1200081			Siak
1200082			Siak
1200083			Siak
1200084			Siak
1200085			Siak
1200086			Siak
1200087			Siak
1200088			Siak
1200089			Siak
1200090			Siak
1200091			Siak
1200092			Siak
1200093			Siak
1200094			Siak
1200095			Siak
1200096			Siak
1200097			Siak
1200098			Siak
1200099			Siak
1200100			Siak



Baki

**BAHAGIAN PENGURUSAN TEKNIKAL / TECHNICAL MANAGEMENT DEPARTMENT**

**Jangan Ubah Nombor Tag, Nombor Tag Hanyu Untuk Rujukan Sahaja.**

Nombor Tag / Tag Number : 10140000

NAMA / Name : MAQIAT 9

TARIKH / Date : 01/01/2017

BAHAN / Material : ORIGINAL

- Kandua bahan / Material :
- Cop Maklumat bahan / Material : *information cop*
- Cop Hak milik / All rights reserved cop
- Bekas / Storage
- Tag RFID / RFID tag
- Pakej dan status dalam sistem / Record and status in system

**KATALOG BAHAN / Catalogue Material**

- Nombor ISBN / ISBN Number
- Tag RFID / RFID tag
- Penanggungjawab / Author
- Judul / Title
- Edisi (Sekiranya ada) / Edition (if any)

NAMA / Name : MAQIAT 9

TARIKH / Date : 01/01/2017

BAHAN / Material : CD

- Kandua bahan / Material :
- Cop Maklumat bahan / Material : *information cop*
- Cop Hak milik / All rights reserved cop
- Bekas / Storage
- Tag RFID / RFID tag
- Pakej dan status dalam sistem / Record and status in system

**KATALOG BAHAN / Catalogue Material**

- Nombor ISBN / ISBN Number
- Tag RFID / RFID tag
- Penanggungjawab / Author
- Judul / Title
- Edisi (Sekiranya ada) / Edition (if any)
- Penterjemah / Publisher
- Deskripsi bahan / Description of Material
- Siri (Sekiranya ada) / Series (if any)
- Nota (Sekiranya ada) / Note (if any)
- Tajuk pakatan / Subject Heading
- Easi access / Access only
- Easi tambahan / Added only
- "Add new"

### 3.2.2.7 Output

Print  
Full Detail

BORANG REKOD PEMROSESAN BAHAN PROCESSING RECORD FORM	
BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT	
Number Tagging / Tagging Number	103480909
Lokasi / Location	KAMPUS KOTA
NAMA / Name	SITI
BAHAN / Material	PEMBELIAN / Purchase
Tarikh /	2017-07-10
Kondisi bahan / Material's Condition	01
Maklumat bahan / Material's information	01
Hak milik / All rights reserved	01
Bekum / Stamping	01
Tag RFID / RFID tag	01
Kemaskini penerusan maklumat dalam Virtua / Update information in Virtua	01
Pengesahan invois / Invoice verification	01
Hantar invois ke Pejabat Bendahari / Submit invoice to the Treasurers Office	
Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas & Keusahawanan / Submit material to Technical Management Department and Special Collection & Entrepreneurship Department	01
Tarikh penghantaran / Delivery date	
BAHAGIAN PENGURUSAN TEKNIKAL / TECHNICAL MANAGEMENT DEPARTMENT	
NAMA	HASYATI
Bahan	CIP
Tarikh /	2017-07-10
Kondisi bahan / Material's Condition	01
Maklumat bahan / Material's information	01
Hak milik / All rights reserved	01
Bekum / Stamping	01
Tag RFID / RFID tag	01

Print  
Total: 2 sheets of paper

Dest-nasion: Microsoft Print to PDF  
Change

Pages: 2 of 2  
Page: 1 of 2

Layout: Portrait

Color: Color

More settings

Print using system dialog (Ctrl+Shift+P)

Print

Cancel

Full Detail

BORANG REKOD PEMROSESAN BAHAN  
PROCESSING RECORD FORM

BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT

Number Tagging / Tagging Number: 103480909

Lokasi / Location: KAMPUS KOTA

NAMA / Name: SITI

BAHAN / Material: PEMBELIAN / Purchase

Tarikh / : 2017-07-10

Kondisi bahan / Material's Condition: 01

Maklumat bahan / Material's information: 01

Hak milik / All rights reserved: 01

Bekum / Stamping: 01

Tag RFID / RFID tag: 01

Kemaskini penerusan maklumat dalam Virtua / Update information in Virtua: 01

Pengesahan invois / Invoice verification: 01

Hantar invois ke Pejabat Bendahari / Submit invoice to the Treasurers Office

Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas & Keusahawanan / Submit material to Technical Management Department and Special Collection & Entrepreneurship Department: 01

Tarikh penghantaran / Delivery date

BAHAGIAN PENGURUSAN TEKNIKAL / TECHNICAL MANAGEMENT DEPARTMENT

NAMA: HASYATI

Bahan: CIP

Tarikh / : 2017-07-10

Kondisi bahan / Material's Condition: 01

Maklumat bahan / Material's information: 01

Hak milik / All rights reserved: 01

Bekum / Stamping: 01

Tag RFID / RFID tag: 01

Tag RFID / RFID tag: 01

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

#### 3.2.2.4 Implementation

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

# **USER MANUAL**

# **SYSTEM PROCESSING**

# **RECORD FORM**



**AMIRAH**  
**PRACTICAL STUDENT**



## STEP 1 : HOW TO START



The first pages of form

1. Click the “BARU” button on the right side to go to the next page which is form.

## STEP 2 : WHAT TO DO

The screenshot shows the second page of the form. At the top, there is the logo of Universiti Malaysia Kelantan and the text 'PEJABAT PERPUSTAKAAN DAN PENGURUSAN ILIR UNIVERSITI MALAYSIA KELANTAN'. Below this, there is a form titled 'BARU' with a 'Laman Kejuruan' dropdown menu. The form contains several sections, including 'MULAKAN / MEMULAKAN' and 'MULAKAN / MEMULAKAN' with various input fields and checkboxes. The form is divided into two main columns, with the right column labeled 'CATATAN / NOTE'.

Second pages of form.



Book

Number Tagging/ Tagging Number		
Lokasi/Location		KAMPUS KOTA
<b>BORANG REKOD PEMROSESAN BAHAN</b> <i>PROCESSING RECORD FORM</i>		
<b>BAHAGIAN / DEPARTMENT</b>		<b>CATANAN / NOTE</b>
<b>BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT</b>		
No. SMA / Name : <input type="text"/> BAHAN / Material : <input type="text"/> TARIKH / Date : <input type="text"/> - Kondisi bahan / Material's Condition <ul style="list-style-type: none"> <li>- Cup / Cap <input type="text"/></li> <li>- Maklumat bahan / Material's information <input type="text"/></li> <li>- Hak milik / ID rights owner card <input type="text"/></li> <li>- Bekam / Stamp <input type="text"/></li> </ul> - tag RFID / RFID tag <input type="text"/> - Kemaskini penerimaan maklumat dalam Varna / Update information in Varna <input type="text"/> - Pengesahan myon / Invoice certification <input type="text"/> - Hantar myon ke Pejabat Bendahari / Submit invoice to the Accountant's Office <input type="text"/> - Peristahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas & Keasafawanan / Submit material to Technical Management Department and Special Collections & Preservation Department <input type="text"/> Tarikh penghantaran / Delivery date : <input type="text"/>		

1. Staff in **Acquisition Management Department** is responsible to insert the “**Tagging Number**” of the book.  
Tagging number is important because it is the tag each of the books.

<b>Nombor Tagging/ Tagging Number</b>	<b>103480909</b>
---------------------------------------	------------------

*Example of tagging number.*

Lokasi/Location: KAMPUS KOTA		Tagging/ Tagging Number: 103480909
<ul style="list-style-type: none"> <li>KAMPUS KOTA</li> <li>JELI</li> <li>BACHOK</li> <li>PADANG TENBOK</li> <li>CATATAN / NOTE</li> </ul>		Lokasi/Location: KAMPUS KOTA
<ul style="list-style-type: none"> <li>KAMPUS KOTA</li> <li>JELI</li> <li>BACHOK</li> <li>PADANG TENBOK</li> </ul>		
BAHAGIAN / DEPARTMENT		CATATAN / NOTE
BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT		
NAMA / Name : HAKIM		
BAHAN / Material : PEMBELIAN / Purchase		
TARIKH / Date : mm/dd/yyyy		

- After insert the “**Tagging Number**”, the users have to choose the “**Location**”. The function of location is to indicate where the book will be sent or which campus belong that book.

<b>NAME</b>	BORANG REKOD PEMROSESAN BAHAN PROCESSING RECORD FORM																		
	<table border="1"> <tr> <td>BAHAGIAN / DEPARTMENT</td> <td>/</td> <td>CATATAN / NOTE</td> </tr> <tr> <td>BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT</td> <td></td> <td></td> </tr> <tr> <td>NAMA / Name : SITI HAKIM</td> <td></td> <td></td> </tr> <tr> <td>BAHAN / Material : PEMBELIAN / Purchase</td> <td></td> <td></td> </tr> <tr> <td>TARIKH / Date : 12/04/yyyy</td> <td></td> <td></td> </tr> <tr> <td colspan="3">           Koedisi bahan / Material's Condition            -Cap/ Cap            • Maklumat bahan / Material's information            • Hak milik / All rights reserved            • Bekuan / Stamping            -tag RIFD / RIFD tag            -Kenalpasti penerusan maklumat dalam Virus / Update information in Virus            -Pengetahuan invois / Invoice verification            -Hantar invois ke Pejabat Bendahari / Submit invoice to the Treasurer's Office            -Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas &amp; Keusahawanan / Submit material to Technical Management Department and Special Collection &amp; Entrepreneurship Department            Tarikh penghantaran / Delivery date : mm/dd/yyyy         </td> </tr> </table>		BAHAGIAN / DEPARTMENT	/	CATATAN / NOTE	BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT			NAMA / Name : SITI HAKIM			BAHAN / Material : PEMBELIAN / Purchase			TARIKH / Date : 12/04/yyyy			Koedisi bahan / Material's Condition -Cap/ Cap • Maklumat bahan / Material's information • Hak milik / All rights reserved • Bekuan / Stamping -tag RIFD / RIFD tag -Kenalpasti penerusan maklumat dalam Virus / Update information in Virus -Pengetahuan invois / Invoice verification -Hantar invois ke Pejabat Bendahari / Submit invoice to the Treasurer's Office -Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas & Keusahawanan / Submit material to Technical Management Department and Special Collection & Entrepreneurship Department Tarikh penghantaran / Delivery date : mm/dd/yyyy	
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- Next is, users need to choose the “**Name**” of users in the form. It shows who is the person that responsible for the one of the books.

**MATERIAL**

BORANG REKOD PEMROSESAN BAHAN  
PROCESSING RECORD FORM

BAHAGIAN / DEPARTMENT	NO	CATATAN / NOTE
BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT BAHAN : Material : PEMBELIAN / Purchase TARIKH : Date : 12 / BAHAGIAN / GR -Kondisi bahan : Material's Condition -Cop Cop • Maklumat bahan : Material's information • Hak milik : All rights reserved • Bekam : Stamping -tag RFID : RFID tag -Kemaskini penerbitan maklumat dalam Virtua : Update information in Virtua -Pengesahan invois : Invoice verification -Hantar invois ke Pejabat Bendahari : Submit invoice to the Treasurer's Office -Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas & Kewahsaaan Submit material to Technical Management Department and Special Collection & Entrepreneurship Department Tarikh penghantaran : Delivery date : aa / dd / yyyy		

4. The users have to choose the “Material” which is “Purchase” or “Gift”

It indicates that the book is purchased or given as gifts to UMK.

**DATE**

BORANG REKOD PEMROSESAN BAHAN  
PROCESSING RECORD FORM

BAHAGIAN / DEPARTMENT	NO	CATATAN / NOTE
BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT MA : Date : SITI BAHAN : Material : PEMBELIAN / Purchase TARIKH : Date : aa / dd / yyyy -Kondisi bahan : July 2017 -Cop Cop • Maklumat • Hak milik • Bekam : St -tag RFID : RFID -Kemaskini penerbitan maklumat dalam Virtua : Update information in Virtua -Pengesahan invois : Invoice verification -Hantar invois ke Pejabat Bendahari : Submit invoice to the Treasurer's Office -Penyerahan bahan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi Khas & Kewahsaaan Submit material to Technical Management Department and Special Collection & Entrepreneurship Department Tarikh penghantaran : Delivery date : aa / dd / yyyy		

5. The next step is, users need to pick the “Date”.

To show when it had been process the book by each department.

**BORANG REKOD PEMROSESAN BAHAN**  
**PROCESSING RECORD FORM**

BAHAGIAN / DEPARTMENT	/	CATATAN / NOTE																																																	
BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT																																																			
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tag RIFD / RIFD tag																																																			
Kemaskini penerimaan maklumat dari																																																			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>DELIVERY DATE</b> </div>																																																			
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="flex: 1; font-size: small;">             Invoice / Invoice verification              ke Pejabat Bendahari              dan ke Bahagian Pengurusan Perolehan /              to The Account Manager              has &amp; Kejuruteraan &amp; Entrepreneurship           </div> </div>			Sun	Mon	Tue	Wed	Thu	Fri	Sat							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					
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																													
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Tarikh penghantaran / Delivery date : mm/dd/yyyy																																																			
		add																																																	

6. After selecting the “NAME”, “MATERIAL”, and “DATE”, the users need to tick  all the information that will have in the book.

The function of tick show how the condition of material and the information that what will have in the material.

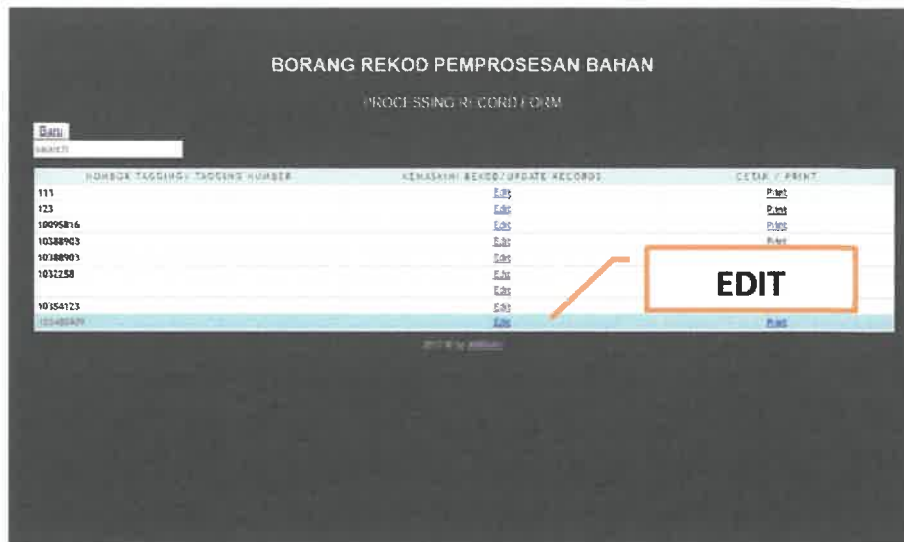
After done  , the users one again need to choose the “Delivery Date” and click “add” to send the form.

**BAHAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAG**

NAMA / Name : SITI	
BAHAN / Material : PEMBELIAN / Purchase	
TARIKH / Date : mm/dd/yyyy	
Kondisi bahan / Material's	
Cop.Cop	
<ul style="list-style-type: none"> <li>Maklumat bahan / Material's information</li> <li>Hak milik / All rights reserved</li> </ul>	

Please enter a valid value. The field is incomplete or has an invalid date.

If the users not click “add” before choose the date. It will not be recorded.



- After click “add”, this page will be appeared again and click “edit”  
This time, users from the next department need to click “edit” to continue the next step.

### STEP 3 : CONTINUE TICK THE BOX



- After click “edit”, this page will be appeared

NAMA :   
 TARIKH: Date :   
 BAHAN Material :

- Rukun bahan Material
- Copy Maklumat dalam Material & system cap
- Copy Hala muka : All right reserved cap
- Bilangan Stamp
- Tag RFID RFID tag
- Rukun dan status dalam sistem : Record and status in system

KATALOG BAHAN : Catalogue Material

- Nombor ISBN ISBN Number
- Tag RFID RFID tag
- Penanggungjawab Author
- Tarikh Title
- Edisi (Sekiranya ada) : Edition (if any)
- Penerbit Publisher
- Deskripsi dalam Description of Material
- Siri (Sekiranya ada) : Series (if any)
- Nosa (Sekiranya ada) : New (if any)
- Tajuk perkara Subject Heading
- Emai urusan E-mail user
- Emai tambahan Added email
- "Add item"

2. Users need to choose the “name” the person that responsible, “date” and “material”.

After that tick all box to fill information in the material, user must click “add” as a record. At this page, the button “add” at the last box which is at “labelling of material” box.

NAMA :   
 TARIKH: Date :   
 BAHAN Material :

- Tag dan Cetak nombor panggilan dalam "template" : Tag and print call number in "template"
- Tempel nombor panggilan manuskrip polari : Paste call number data on paper
- Panyerahan buku ke Bahagian Pendaftaran Maklumat : Submit to Information Services Department

Tajuk pengalihan :

**ADD**

<p>Sen (Selarasnya ada) : <i>Series of copy</i></p> <p>Nota (Selarasnya ada) : <i>Note of copy</i></p> <ul style="list-style-type: none"> <li>• Tajuk perkara : <i>Subject Heading</i></li> <li>• Edate : <i>Mon entry</i></li> <li>• Edate tambahan : <i>Add entry</i></li> <li>• "Add new"</li> </ul>		
<p>BEKARAN PECAWAN : <i>Officer Review</i></p> <p>NAMA : <i>Name</i> : MAHADI</p> <p>TARIKH : <i>Date</i> : 07/13/2017</p> <ul style="list-style-type: none"> <li>• Saizkan CIP : <i>CIP Series</i></li> <li>• Pembedahan : <i>Correction</i></li> <li>• Pengesahan : <i>Targetion</i></li> </ul>		
<p>PERLABELAN BAHAN : <i>Labeling of Material</i></p> <p>NAMA : <i>Name</i> : MAHADI</p> <p>TARIKH : <i>Date</i> : 07/13/2017</p> <ul style="list-style-type: none"> <li>• Taip dan Cetak nombor panggilan dalam "template" : <i>Types and print call number in "template"</i></li> <li>• Taip dan Cetak nombor panggilan mengikut polisi : <i>Print call number base on policy</i></li> <li>• Penerimaan buku ke Bahagian Perkhidmatan Maklumat : <i>Submit to Information Services Department</i></li> </ul> <p>Tarikh penghantaran : <i>Delivery date</i> : 07/13/2017</p>		add
<b>BAGIAN PERKHIDMATAN MAKLUMAT / INFORMATION SERVICES DEPARTMENT</b>		

- The next user just need to repeat the previous step  
Choose the "name" → "date" → tick the  → click "add"

<p>PERLABELAN BAHAN : <i>Labeling of Material</i></p> <p>NAMA : <i>Name</i> : MAHADI</p> <p>TARIKH : <i>Date</i> : 07/13/2017</p> <ul style="list-style-type: none"> <li>• Taip dan Cetak nombor panggilan dalam "template" : <i>Types and print call number in "template"</i></li> <li>• Taip dan Cetak nombor panggilan mengikut polisi : <i>Print call number base on policy</i></li> <li>• Penerimaan buku ke Bahagian Perkhidmatan Maklumat : <i>Submit to Information Services Department</i></li> </ul> <p>Tarikh penghantaran : <i>Delivery date</i> : 07/13/2017</p>		
<b>BAGIAN PERKHIDMATAN MAKLUMAT / INFORMATION SERVICES DEPARTMENT</b>		

- Follow the previous step  
Choose the "name" → "date" → tick the  → click "add"



## STEP 4 : SUBMISSION FORM

BAHAGIAN PERKHIDMATAN MAKLUMAT / INFORMATION SERVICE DEPARTMENT	
PENYERAHAN BAHAN : Mineral's Silamman	
Jangan Ubah Nombor Tag, Nombor Tag Hanya Untuk Rajukan Sahaja.	
Nombor Tag / Tag Number :	103480909
NAMA / Name :	LIDDEVA
TARIKH / Date :	07/16/2017
- Terima dan semak bahan rujukan dari Bahagian Pengurusan Teknikal / Received and review the material from Technical Management Department	
Label / No. panggilan / Label / Call Number	
- Agihan bahan ke setiap kampus / Distribute of material to each campus :	
Tarikh penghantaran / Delivery Date :	07/17/2017
SUBMIT	

1. The users at last department or last process also need to choose the “name” → “date” → tick the  → “delivery date” → “SUBMIT”

**BORANG REKOD PEMROSESAN BAHAN**  
PROCESSING RECORD FORM

Baru

SEARCH

NOMOR TAGGING / TAGGING NUMBER	KEMASUKAN REKOD / UPDATE RECORDS	CETAK / PRINT
111	Edit	Print
123	Edit	Print
10095816	Edit	Print
10368903	Edit	Print
10388903	Edit	Print
1032258	Edit	Print
10354923	Edit	Print
REKODNYA	Edit	Print

DITAMBAH OLEH

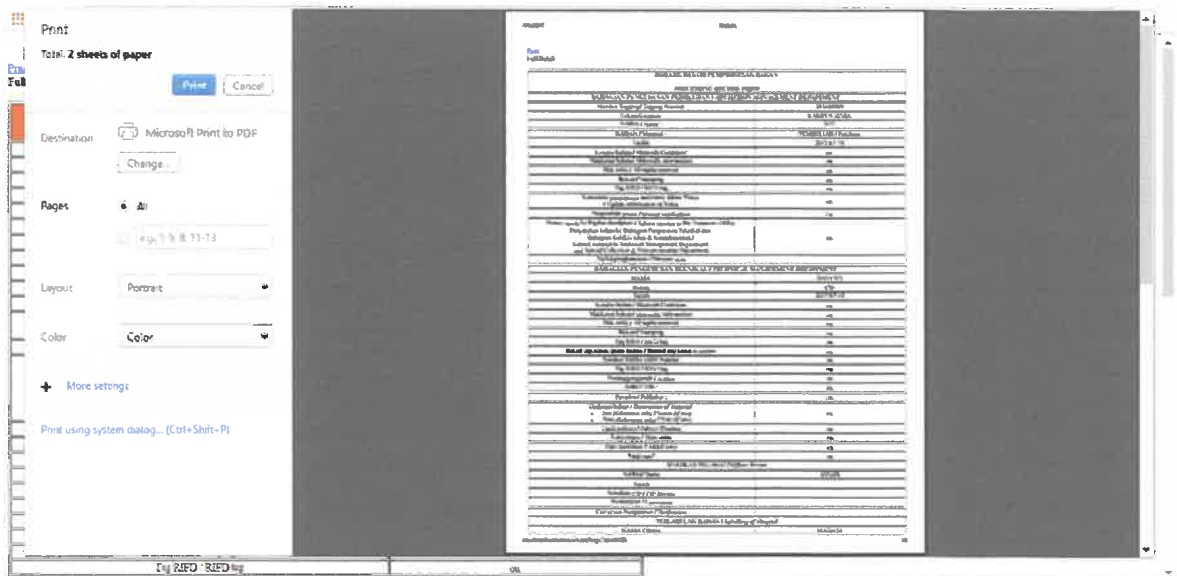
**PRINT**

2. After click the “SUBMIT” button, it will link again to index page.  
The officer or users can print the form.

Print  
Full Detail

BIBLIOTEK PERPUSTAKAAN KEMAN	
BIBLIOTEK PERPUSTAKAAN KEMAN	
<b>BAGIAN PENGURUSAN PEROLEHAN / ACQUISITION MANAGEMENT DEPARTMENT</b>	
Number Order / Order Number	10246909
Labelling Location	KADIN'S KOTA
NAMA / Name	ASPI
BAGIAN / Division	PEROLEHAN / Purchase
Tanggal / Date	2017-07-10
Kondisi buku / Inventory Condition	on
Maklumat buku / General information	on
Hak milik / All rights reserved	on
Bekas / Stamping	on
Tag RFID / RFID tag	on
Kemudahan perolehan maklumat dalam Varies	on
Update information in Varies	on
Pemindahan servis / Service relocation	on
Akses akses ke Pejabat Bimbingan / Submit access to the Browsers Office Pejabat Bimbingan ke Bahagian Pengurusan Teknikal dan Bahagian Koleksi dan Klasifikasi Submit access to Technical Management Department and Special Collection & Classification Department	
Tarikh penghantaran / Deliv. or date	
<b>BAGIAN PENGURUSAN TEKNIKAL / TECHNICAL MANAGEMENT DEPARTMENT</b>	
NAMA / Name	HARVATI
Jawatan / Position	CIP
Tarikh / Date	2017-07-10
Kondisi buku / Inventory Condition	on
Maklumat buku / General information	on
Hak milik / All rights reserved	on
Bekas / Stamping	on
Tag RFID / RFID tag	on

- When click the “print” at index page, this result will appeared for last review.  
Then user can “ctrl+p” to print or click “print” at the left side.



### **3.2.2.5 Maintenance**

For the maintenance phase, maintenance phase includes all the activity after the installation of software that is performed to keep the system operational. As we have mentioned earlier, software often has design faults. The two major forms of maintenance activities are adaptive maintenance and corrective maintenance. The corrective maintenance is changes made to a system to repair flaws in its design, coding, or implementation and adaptive maintenance is changes made to a system to evolve its functionality to changing business needs or technologies.

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

# **CHAPTER 4**

## **CONCLUSION**

#### 4.0 CONCLUSION

In a nutshell, this industrial training has made the learner acknowledge and find out about the new life for the work involved. Learner so appreciative and pleased as at long last, has completed practical training at UMK, as chooses association. There are numerous learning picked up along the time of my industrial training. Working and discovering some new information in this period had made learner too will think enough for futher. The trainee has allowed the learner to know inside and out about the procedure in the library that the trainee simply learn hypothetically some time recently. There is a great deal of new learning that the learner have picked up amid completing my errand here. Other than that, the learner had been instructed about library administration in all angle and capacity library more in detail. The trainee has ended up being a medium in assisting understudy like a student with gaining more information and uncover on the genuine workplace and library condition. My examinations for very nearly three years is about theories and for trainee reason, the student can take in the genuine circumstance that the learner have learned some time recently. Before this the learner has found out about a framework which is the means by which to make the site, the capacity of coding and my minor subject is about records which is the way to deal with the record et cetera. The circumstance is entirely unexpected in principle and practical. Through the trainee, the student has enhanced my certainty level in working with others. This is on the grounds that the learner need to work with various divisions for a month, which the student need to speak with various staff every month. The learner likewise include in numerous exercises and venture that can enable students to enhance certainty to level. Not just that, the learner additionally figures out how to tackle issues when it has happened. Shape all offices in the library, flow division give the student more enterprise in light of the fact that the learner need to speak with client from all ages and level. Nonetheless, it gives learners a considerable measure of

involvement and information amid taking care of the errand and issues. The trainee helps the learner in enhancing the level of certainty when confronting to bunches of individuals outside there.

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

Fundamentally, the trainee has picked up heaps of information amid this industrial training. Working situations and study's condition were totally unique. Here the trainee found out about how to apply all the information pick up from learns at UiTM. Here in Library of UMK, the trainee figured out how to cooperate with individuals from different races and learning at the Library of UMK where the Academic library and it served the Student, Academic Staff and public.

##### **4.1.1 Improve communication skills (Interpersonal and Intrapersonal)**

Trainee could communicate and find out about how to manage the client from Teenager to the old ones. Moreover, amid this training , the trainee likewise tested to be proactive, sure and keen in setting up all undertakings and obligations given to guarantee that the trainee will ready to deliver the best bring about settling on choice and connected all the learning and abilities keeping in mind the end goal to accomplished self-fulfillments amid my practical training. In this manner, trainee'd likewise trusted that the trainee will ready to apply all the information and experienced pick up amid my practical days as my rules in the workplace later on. Aside from

that, trainee likewise learnt well on the best way to settle down my difficulties when confronting those difficulties. For instance, the trainee need to speak with outside understudies in English since some of them can't talk in Malay and not comprehend our dialect.

#### 4.1.2 Learn and doing technical process

Before this, the trainee just learn new things in principle as it were. Some subject is very hard to comprehend while some subject is anything but difficult to be learnt. When taking in the theory, the trainee just can envision the circumstance without have the opportunity to do it in the genuine circumstance. In any case, when the trainee doing in practical training, the trainee has an opportunity to do the specialized procedure practically as opposed to learning it in principle. Does it in the genuine circumstance appear to be less demanding than the hypothesis. The trainee have learned on the most proficient method to do the way toward getting book, procedure of listing book and make it accessible and others. The trainee can do it on possess rather on simply compose it on the paper. The trainee likewise have an opportunity for the genuine documenting rather than simply doing it as training as it were.

#### 4.1.3 Work in a group

From all the assessments that had been done, the requirements of the group members to perform is really important in order to achieve the target of the task. When doing the practical training in Library of UMK city campus, the trainee realized that working in own self is nothing compared to working in a group. The participation of group members is needed in order to create a success planning and programs.

#### 4.1.4 Catalogue books well and properly

UMK staff library have teaches me well in cataloguing process. Before this, the trainee thought that being cataloguer is difficult thing, but after the trainee tried by own self doing cataloguing process, the trainee found out that it is enjoyable

#### 4.1.5 Problem solving skills

This practical training has made me to be independent and solving the problems by our own self. The trainee have faced the problems while sitting at each department. However, the trainee can solve the problems on my own way. The trainee have the confidence to do it so that the trainee can solve the problems effectively and efficiently. For example, when the trainee am sitting at circulation department for the first time, no staff were there to teach me how to do the process involve in circulation department. The trainee cannot depend on them to teach me. So the trainee take my own initiative to learn from my member that already sitting on that department before me. The traineeI also am learning by looking at the process while the staffs were doing it in front of me.



#### **4.2 Personal Thoughts And Opinion**

As I would see it, UMK library has given a powerful training to practical understudies. This is on account of this association allow us to take in another learning and involvement in each of divisions. The staff has helped us parts. They never request that the trainee accomplish something that is not related with the employment by any means. The whole undertaking given to me likewise is not very troublesome in which me as understudies can do it without an excessive number of issues.. The trainee feel good to do a work with them despite the fact that the trainee just knew them for a couple of months. As far as training, the trainee has done a considerable amount of errand identified with the library work. The trainee additionally has an opportunity to deal with many projects which gives me many encounters and abilities. The trainee likewise have helped my certainty level in doing every one of the errands given. Indeed, even my projects arranged not led, but rather the trainee feel fulfilled as the trainee can give my abilities to another assignment. The participation between every one of the individuals are critical in mking a few ventures. For the staff required in the library, UMK has a significant decent staff in which they will instruct practical understudies to finish the given errand. In any case, a portion of the staff over yonder need to enhance their English dialect particularly the staff at flow unit.. In terms of the time table given for practical understudies, the trainee imagine that it is un-powerful time table. As far as the working of UMK library, the trainee thought it is a significant little place to do all the operation. As the trainee can see, all the way toward getting the books and make it accessible for clients is done at city grounds. The workplace for city grounds is not a major place in which it has constrained the development in the library itself. UMK library has requested a considerable amount of materials and once the materials are gotten, they don't have enough places to keep the materials. As the trainee can see since the trainee perfome the practical training at city grounds, there a ton of books that is not

being handled yet until the point that they have no place to keep the books. The space at the second floor is now full with the cases and it makes the circumstance end up plainly awkward.

#### **4.3 Lesson Learnt**

Amid the industrial training, there are numerous things that can be learnt as an encounters. The trainee has learnt numerous things in every office. Available for use office, the trainee have learnt to discuss well with the library benefactor's to guarantee that data conveyed well and appropriately. In this dissemination division additionally, the trainee need to demonstrate a grin regularly as it is intende to pull in understudies gone to the library. Other than that, at other unit, the trainee hasdapted a considerable amount of new things for the most part identified with specialized aptitudes. The trainee learns on the most proficient method to do list, how to get books and different process in the library. It gives me new abilities in taking care of the errand together with other staff. Amid examines, the trainee just take in the hypothesis of data framework administration , however in practical training, the trainee have an opportunity to do the whole errand practically. Specialized abilities are imperative since one day, we will enter the workplace. In the event that lone the trainee knows the hypothesis, it will be troublesome for the trainee to begin doing the undertaking since we will consider the procedure excessively. Nonetheless, when we have an opportunity doing it practically, we don't need to ponder the means in light of the fact that the trainee will naturally recollect the thing that we do it in the genuine circumstance. It is entirely unexpected when getting the hang of something in principle and in a practical way. Rather than relational abilities and specialized aptitudes, the trainee additionally learns cooperation aptitudes. This aptitude is likewise critical on the grounds that the practical under study are not going to work alone in the association. The trainee need to participate between

each other to do the undertaking in an association. Cooperation abilities are required when we work in a mass on the grounds that each individual has diverse deduction way. In the event that the trainee don't have cooperation abilities, the practical understudy may not go to achieve in working with others since when worked in gathering, the practical understudy need to regard others assessment and need to impart well between each other so nobody will offend of others.

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

The equipment provided by UMK Library is quite limited. The trainee would like to suggest to improve the level of library.

##### **4.4.1 Provide a larger space in staff room**

The office room in UMK library is quite small. UMK management should think on how to have more space for office room because the work of processing the library collection is done in this room. Because of smaller place, there is not enough space to put the materials that is just received and the materials that is in the process of receiving. The office at first floor and second floor has the same problems in which there is not enough space to put the materials that is send by the vendor. By putting the materials anywhere in the office, it makes office look smaller and make the operation become more difficult.

#### 4.4.2 Prayer room and toilet for users

Muslims users who stay at the library to finish their work might need a prayer room or need to use the toilet. The library does have a toilet but only for staff use. The library should have the toilet to be used by both staff and users. This facility is important because some users may sit i the library for a day and they do not need to go far from the library to use the toilet or to perform their prayers.

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# APPENDICES