INDUSTRIAL TRAINING REPORT:
UNIVERSITI MALAYSIA KELANTAN

SPECIAL PROJECT : CUSTOMIZE AND MODIFIED UMK
E-CONFERENCE SYSTEM

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REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2016 – 31 DECEMBER 2016

# DECLARATION

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# ABSTRACT

Based on the period from 01 August to 31 December 2016 in Department Information System and Multi Camera Production at University Malaysia Kelantan. The industrial training has been conducted in the process of gaining knowledge and information with working environment instead of just learning the theory only. It is the requirements of subject IMC 690 (Industrial Training) for students of Bachelor of Science (HONS), Information System Management which requires students to choose local libraries to do the industrial training. The office of Library and Knowledge Management, Universiti Malaysia Kelantan (UMK) has been chosen as a place to do this industrial training for about five months. Trough the industrial training, students will learn in details about the flow steps for any process done in the library especially at department of information system and multi camera production (MCP) and also will adapted the skills and ethics of work like a professional officer. Students will involved in each department available in the chosen library. This industrial training is suitable for students in preparation to be professional worker in the future.


*Keywords: information , system, management, multi camera production*

# ACKNOWLEDGEMENT

Assalamualaikum w.b.t

Alhamdulillah, thankful to Al-Mighty Allah for giving me strength and energies to finished this practical report. With Your blessing, I finally succeed in completing my industrial training and also had completed this report on a given time.

First of all, I would like to give a special thanks to Vice Chansellor of Universiti Malaysia Kelantan (UMK), YBhg. Prof. Dato. Mortaza Mohamed for giving me the opportunities to do my practical training in UMK library. I also would like to thanks Chief Librarian, Encik Azman bin Hashim for accepting and trusting me to conduct my practical training in UMK Library.

Next, thanks a lot to all librarian, Encik Amirul Firdaus Bin Zilah, Encik Hairuladhar Bin Mohd Hamdi , Encik Mohd Hamimi Bin Mat Ripin and to all UMK Library staff who has teach me a lot of new knowledge and guide me in doing all the task. All the knowledge that I got are very valuable for me in preparation to enter the work environment. My gratitude also goes to them for valuable time and support in the course of this assignment and willing to spend many hours in encouraging me to run and complete this practical training.

I also not forgot to express my thanks to all lecturers in UiTM Machang for giving me a lot of knowledge for me to adapt during practical training and also to be used in the future. I would like to take this opportunity to say thank you to Madam Nurulannisa Binti Abdullah as a lecturer supervisor and also to Madam Izzatil Husna Binti Arshad in supervise me during

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Last, but definitely not the least, I like to thank my family and friends for giving me support and encouragement which has helped me a lot during my practical training. Without them, I won"t be able to finish this report and the entire task that has been given to me.

Finally, thanks to all the individuals that contributed and involves directly or indirectly for my tasks. I also would like to thanks for all your kindness in helping me whether in giving ideas and information and also in guiding me to accomplish my tasks.


Thank you

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## Introduction

# CHAPTER 1: INTRODUCTION

## INTRODUCTION OF THE CHAPTER

In line with the government's vision to propel the country to become a high-income nation, UMK aspires to help perpetuate 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 multi-talented graduates. Centralizing on the concept, "Entrepreneurship is Our Thrust", efforts in upholding entrepreneurship education would be unavailing without efficient and effective manpower.

Starting off with only four programme that is Creative Technology, Heritage, Entrepreneurship & Business and Applied Science – Agricultural Technology Entrepreneurship, now UMK offers twenty-five diverse 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 to meet the demand of the stakeholders. The indefatigable support staff and efficient ecosystem have contributed in providing a conducive and consilient learning environment for students. In tandem with modern advancement, UMK is now ready to explore all the possibilities. We shall continue striving for betterment and greatness in line with our tagline: "Transformative, Entrepreneurial, Excellent" (UMK Official Website, 2014)

## 1.1    BACKGROUND OF THE UNIVERSITI MALAYSIA KELANTAN (UMK)

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 in which is served by the library to its users. UMK"s Library has started its operation in July 2007 with the collection of 3,000 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 being processed in the library city campus and will be sent once the process of receiving and cataloguing is done. Library at Jeli campus served users especially from Faculty of Earth Science and Faculty of Agro Based Industry while library at Bachok campus served users especially from Faculty of Creative Technology and Heritage. The objective of UMK's library is to provide information services that are complete, accurate and of high quality, in line with the mission of Universiti Malaysia Kelantan.
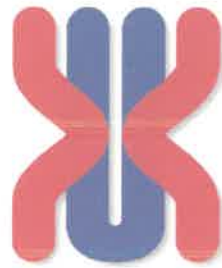
**UNIVERSITI**

**MALAYSIA**

**KELANTAN**

Figure 1 Logo of Universiti Malaysia Kelantan

### 1.1.1 Tagline

- Entrepreneurship is Our Thrust

  TRANSFORMATIVE * ENTREPRENEURIAL * EXCELLENCE

### 1.1.2 Vission

- Championing human capital development with entrepreneurial qualities for global prosperity.

### 1.1.3 Mission

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

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 practicing a professional work culture, participative management, as well as carrying out continuous improvements.

## 1.1.4 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) 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.

**Figure 2** View of Universiti Malaysia Kelantan
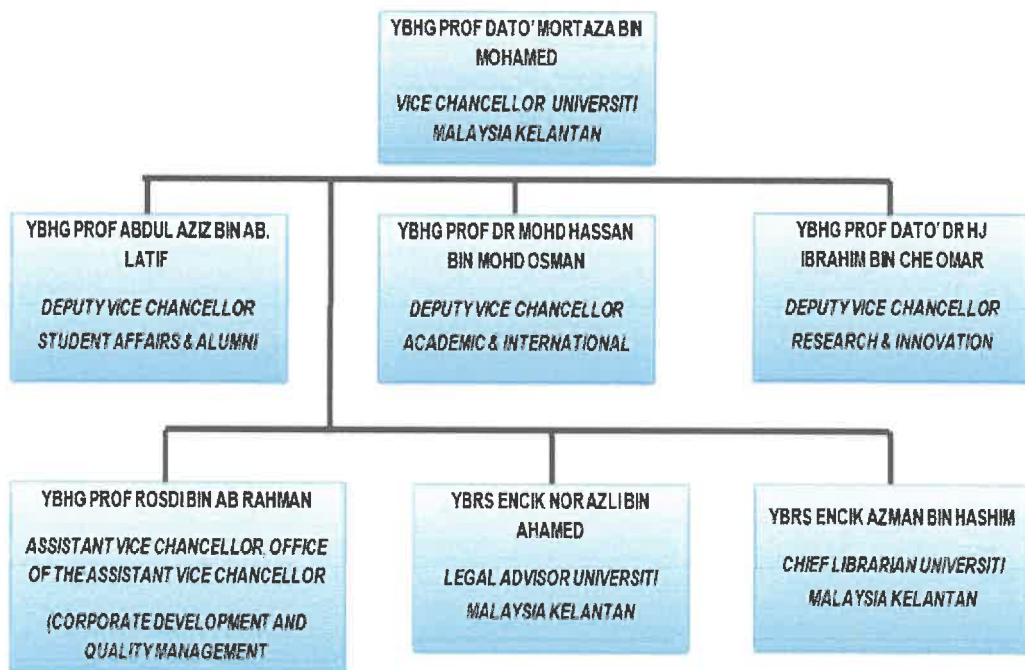
## 1.2 ORGANIZATIONAL STRUCTURE



**Figure 3** Universiti Malaysia Kelantan Organizational Structure

# CHAPTER 2:

## Organization Information

# CHAPTER 2: ORGANIZATION INFORMATION

The Office of Library and Knowledge Management (PPPI) UMK has been establish at 2006 since the first this university was opened at 1st July 2007 at Pengkalan Chepa. This organization is rapidly growth because it has their own Information System and Multimedia (MCP) department in their organization. Apart from that, the facilities in the library also is better because of the facilities is sophisticated based on the technologies. In the process for intern at this library at Information System and Multimedia (MCP) department under Mister Amirul Firdaus Bin Zilah as my supervisor and another his assistant supervisor is Mister Mohd Hamimi Bin Mat Ripin.



**Figure 4:** View of the Office of Library and Knowledge Management (PPPI) UMK

## 2.1 DEPARTMENTAL STRUCTURE



**Figure 4 :** Organization Chart of Pejabat Perpustakaan Dan Pengurusan Ilmu

### 2.1.1 Vision

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

### 2.1.2 Mission

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

### 2.1.3 Objectives

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

### 2.1.4 Rules and regulations

i. Only Library members and those approved by the Chief Librarian can use the Library.

ii. Members must 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 another 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 must 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.

### 2.1.5 Facilities

  i.    Books shelves

  ii.    Self-Check Machine

  iii.    Research Common Centre

  iv.    Entrepreneur Resource Centre

  v.    Online Database Centre

  vi.    Carel Rooms

  vii.    Discussions Rooms

  viii.    Photocopying

  ix.    Wi-Fi access

  x.    Reading Areas

## 2.1.6 Services

Liaison Librarian

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

i.     To maintain support between the library and faculties, schools, institutes and centers and serve as a contact person for 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**: Librian Liaison of UMK Library

| No | Librarian | Contact No | Email | Faculty/Academic Centre |
|---|---|---|---|---|
| 1. | En. Hairuladzhar Bin Mohd Hamdi | 09 771717184 | adzhar@umk.edu.my | Centre For Modern Language & Generic Development |
| 2. | En. Amirul Firdaus Bin Zilah | 09 7717187 | amirul@umk.edu.my | Faculty of Entrepreneurship and Business |
| 3. | En. Pahmi Bin Abdullah | 09 7717186 | pahmi@umk.edu.my | Centre for Postgraduate Studies |
| 4. | Pn. Noor Izzati Bt Mat Nuri | 09 7717189 | izzati@umk.edu.my | Faculty of Veterinary Medicine |
| 5. | Cik Norhayati Bt Nordin | 09 9477183 | norhayati@umk.edu.my | Faculty of Earth Science / Faculty of Agro Based Industry |
| 6. | Pn. Wan Nurjuliana Wan Abd Ghafar<br><br>09-7797180 | | nurjuliana@umk.edu.my | Faculty of Creative Technology and Heritage |

### 2.1.7 Opening hours

For the opening hours, all of three branches operated same hours in order to achieve the uniformity in the services. Below are the operation hours for the library.

Table 2 : Library Opening Hours

| Days | During Semester | Semester Break | Exam period (Semesters 1 & 2) |
|---|---|---|---|
| Sunday - Wednesday | 9.00 am - 11.00 pm | 9.00 am - 5.00 pm | 9.00 am - 11.00 pm |
| Thursday | 9.00 am - 11.00 pm | 9.00 am - 3.30 pm | 9.00 am - 11.00 pm |
| Friday | Closed | Closed | 9.00 am - 5.00 pm |
| Saturday | 9.00 am - 5.00 pm | Closed | 9.00 am - 11.00 pm |
| Public Holiday | Closed | Closed | Closed |

### 2.1.8 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.

## 2.2 DEPARTMENT FUNCTION OF INFORMATION SYSTEM AND MULTI CAMERA PRODUCTION (MCP)
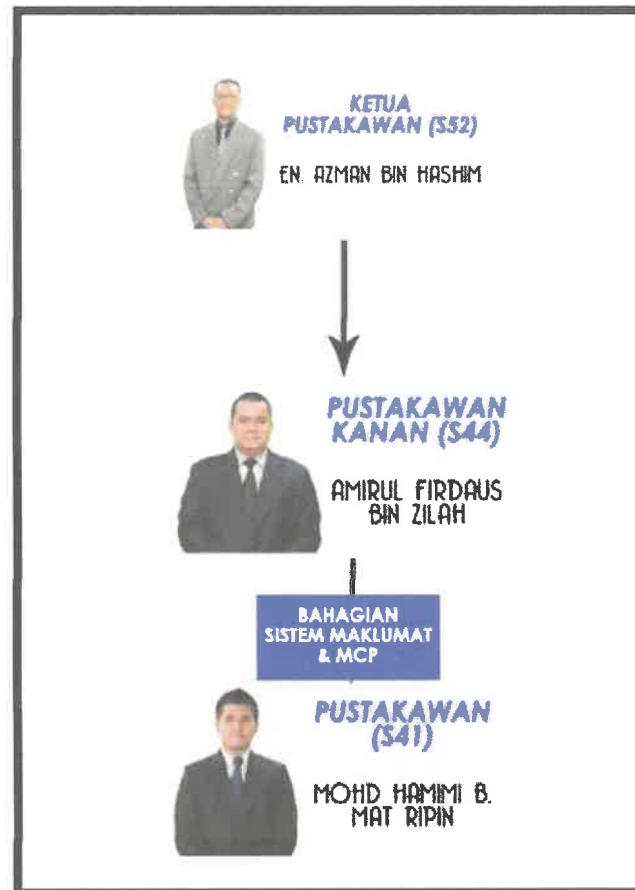


**Figure 5:** Chart of Official Library and Knowledge Management

2.2.1    Manage, Develop Office Official Portal and Knowledge Management Library

(PPI)

- In term of manage and develop official portal, this department have arrange the material in the library portal to spread the information that librarian want to share with the others.

2.2.2  Maintaining and Updating Social Media PPI.

- In maintaining and updating the social media, the librarian will always update the new information  either have relate with library or not such as library event or the new reference material that new arrive at the library.

2.2.3  Manage, Control and Maintenance of Electronic Appliances PPI

- This department also responsible to manage, control and maintenance the electronic appliances, which mean is in manage the appliances, the staff at this department have to maintenance the online catalog so that the electronic appliances can smoothly function.

2.2.4  Manage, Designing and Developing Applications PPI.

- Besides, this department also designing and develop the applications to easy for the user to searching the references materials that they want to retrieve.

2.2.5   Helps provide Advisory Services, Technical Assistance and Training to staff
and users.

- The staff at this department also responsible in technical
  assistance such as configure the setting the ICT equipment in
  the library and also responsible in trainee the staff in use the
  new application and system that implement in the library.

2.2.6   Provide Multi Camera Production Services for Opening Ceremony / Launch,
Program and Events Underway Official either inside or outside of UMK.

- Multi Camera Production is a unit which is for event recording
  which is its for record the event either live or not.

The Office of Library and Knowledge Management is committed in providing high quality
services and continuous improvements. This is achieved through internal quality audits and
external accreditations.

# Chapter 3:

## Industrial Training Activities

# CHAPTER 3:
# INDUSTRIAL TRAINING ACTIVITIES

## INTRODUCTION TO INDUSTRIAL TRAINING ACTIVITIES

In the process of industrial training, there are many activities that have assign to trainee to do either daily activities or side activities. In five months periods the trainee have been supervised by Mister Amirul Firdaus Bin Zilah and Mister Mohd Hamimi Bin Mat Ripin which both of them are from unit of information system and multi camera production (MCP). When the trainee attend to UMK library on a first day, the trainee have been explain about rules and regulations during the internship.

Other than that, the trainee also have been exposed by the outside activities involved with the multi camera production MCP crew and follow them go to the event that involve with the camera recording, setup the equipment of the camera, and also do the others activities. By follow the MCP when have a event, it can give the trainee more experience about how to handle the camera when the live event.

## 3.1 Training Activities

### 3.1.1 Shelving the books on the shelf.



**Figure 6:** Open books shelf

In the five months of industrial training, the trainee have been given the routine activities and the activities was shelving the books on shelf. Mister Pahmi Bin Abdullah is the librian that assign the andothers trainee have to shelving the books on their own shelf that have been assign by him. In order do shelving the books, the trainee have assign to shelves the books in the entrepreneurship resource room. In the entrepreneurship resource room, all the books there are only references materials and it cannot be borrowed. The books should be sorting by it own call number.



**Figure 7**: Call Number

### 3.1.2 Multi Camera Production (MCP)



**Figure 8:** Video Editing Workstation

During the internship period, the trainee have been involve with the video editing task that given by Mister Hamimi which he give an order to edit the video of UMK event. Editing video process by using EDIUS PRO 7 is a something new for the trainee to edit the video that have a big size of duration which is more and less 7 hours of video recording.
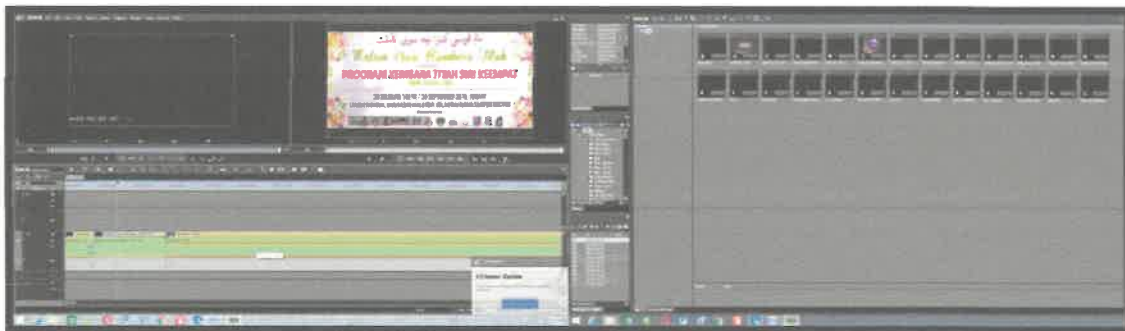


**Figure 9:** Footage of video editing process

Besides the MCP also have their own video editing workstation that have high specification of hardware which is the trainee can edit the video with a comfortable. During the editing video the trainee have complete edit the footage that have been recording such as Malam Gala, Kembara Titah, Anugerah Tokoh Malaysia and The Veterinar Programme.

### 3.1.3 Istiadat konvokesyen ke-6



**Figure 10**: Crew of MCP



**Figure 11:** Duty on konvokesyen event

When the event of istiadat konvokesyen ke-6 University of Malaysia Kelantan, the trainee andothers trainee have to involve in this event under the department of multi camera production which is to help the others crew of production to setup the equipment of the camera such as setup the cable and the cameras at each angle of the hall. There are four (4) cameras and all of us have to stand by at each cameras to help the crew of the production.

**3.1.4 Dokumentasi dan Videografi Program "The Malaysian Book of Record – The Longest** Batik Block" Sempena Minggu Fiesta Batik Malaysia 2016.



**Figure 13:** Ayu Fashion Fiesta
Batik Event



**Figure 12:** Process of dipping Batik

The trainee has involve in this programme as a photographer to take the photo and video of all the day of this programme. In this programme there are alots of knowledge of *batik* that trainee have gain such as how they made the pattern of *batik* and also the process of *batik* from start to the last process.

### 3.1.5 Library Open Day at UMK



**Figure 14:** Library Open Day

Library Open Day was held on 3 November 2016 at Jeli Campus and 15-17 November 2016 in Kota Campus. The project manager of the open day is from UiTM Puncak Perdana and UiTM Kedah. On the day, the trainee task as a cameraman and also be the person incharge of activities that held.

### 3.1.6 Chairman Lecture Series UMK
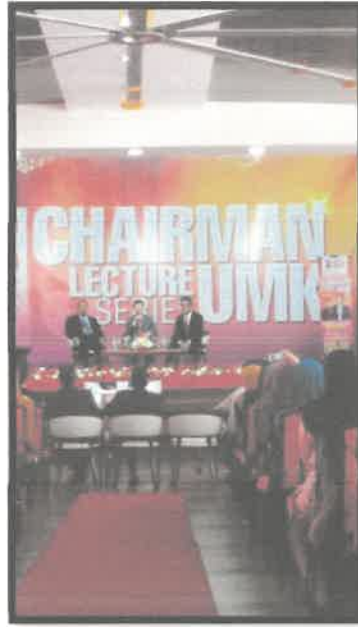


**Figure 15:** Chairman Lecture Series

Chairman lecture series is a programme that held by UMK .The trainee was setup the camera and the equipmentat the Dewan Keusahawanan UMK and monitored by Mister Hamimi.The trainee also have to control the wide angle camera when the recording of the event.

### 3.1.7 Sorting New Collection of Library



**Figure 16:** Sorting New Collection of Library

The group of trinee get an order from librarian which need to help in sorting and classified the new booksthat receive from vendors.This sorting process according to invoice and it was divide separately to all intern student.

### 3.1.8 Majlis As-Syura





**Figure 17:** Majlis As-Syura

Trainee andothers trinee involve in this ceremony which by doing this event, it can make the relationship trinee and staff there become close. This event was held at UMK City Campus and the campus from Bachok and Jeli was came here to celebrate together.

### 3.1.9 Majlis Di Istana Balai Besar Sempena Hari Keputeraan Sultan Kelantan



**Figure 18:** Istana Balai Besar

Trainee was at Istana Balai Besar to setup the multi camera production equipment. On that day also

the trainee have to help the MCP crew in setup the equipment of multimedia.

## 3.1.10 Flood disaster planning



**Figure 19:** Flood disaster standby

Trainee and others staff cooperate to inboxing the collection for standby to face with the flood disaster. This is the step which to avoid the collection from the flood disaster.

### 3.1.11 Anugerah Perkhidmatan Cemerlang (APC)



**Figure 20:** Anugerah Perkhidmatan Cemerlang

Get an order from supervisor to come here, trainee andothers trainee come here and help

the MCP crew in setup the equipment and also be the supporting crew.

### 3.1.12 Bunting design
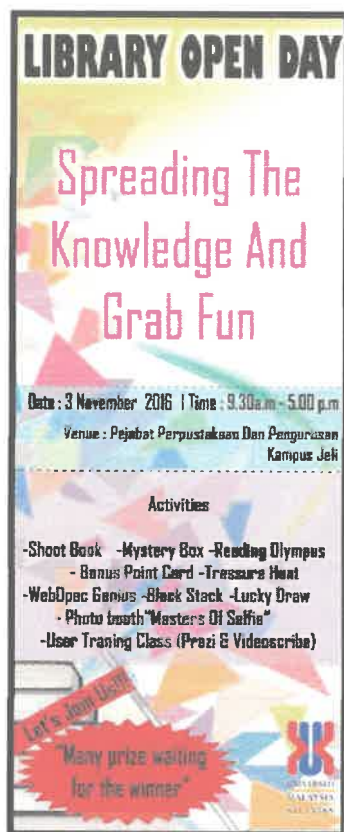


**Figure 21:** Library Open Day Bunting

Because the event of library open day around the corner, trainee have a task that give by the project manager to design the bunting of library open day that will held at UMK Jeli Campus.

## 3.1.13 Entrepreneur Lunch Talk



**Figure 22:** Entrepreneur Lunch Talk

Entrepreneur lunch talk was the program that held by others trinee from UiTM Puncak Perdana and UiTM Merbok. When this event was held the trinee was responsible to be the photographer and take the photo from start the program to the end.

## 3.1.14 Install and update the Zinio software
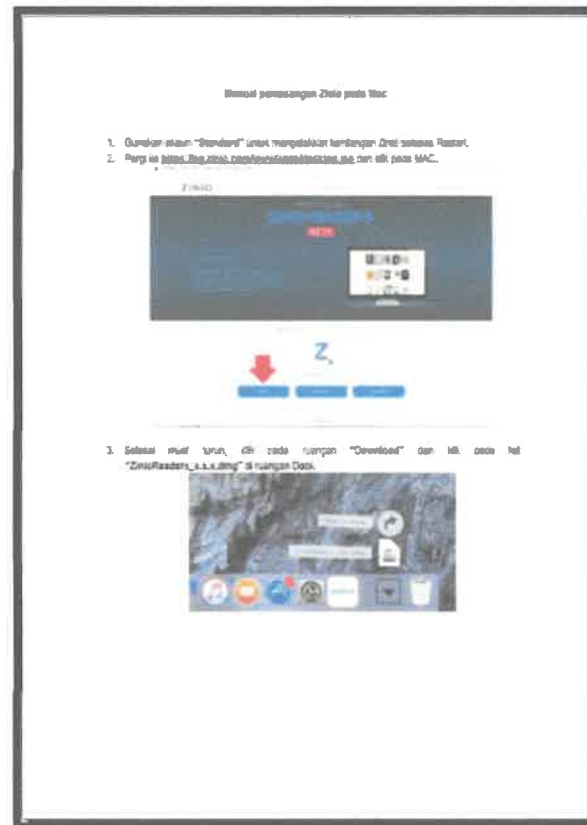


**Figure 23:** Zinio Manual

By using the zinio manual guide, trinee andothers have a task to install the zinio software in iMac .After install the software trainee should update the reading material on it.

### 3.1.15 Senayan Manual Preparing



**Figure 24:** Senayan manual guide

Preparing the manual of Senayan SLiMS Cendana V7 to the user. This task have give to the trinee to do the translate of the language to the Bahasa Malaysia.

### 3.1.16 User Training Session



**Figure 25:** User Training Session

On this day, the trinee responsible to be the trainer which is on this session trinee have to guide the participant of the program to explore and study about the presentation software such as prezi, videoscribed and also powtoon.

### 3.1.17 : Corporate Video Recording

In assist the others trinee Mohamad Habibullah in making the corporate video of library. Cooperate with , En Muhamad Fariz bin Muhd Zain (Designer) which is staff at UMK , trinee and him together do the video recording of UMK library video corporate.It covers all four (4) campus of library UMK which is at Bachok, Jeli Padang Tembak and also City Campus at Pengkalan Chepa.

### 3.1.18 Data Retrieve

UMK academic staff assign the trinee to do the process of data retrieval.Trainee have to collect the article that relate with UMK academic staff in the publishing a journal from the research paper. The purpose is to store the UMK information researcher in the database but before that, we should identify the information the author of the research paper is a same person. The trainer for this task is Ms. Siti Zaharah binti Mohd Rohi from Research Publishing Unit.

## 3.2 Special Project

In the internship process every trainee have divide the special project by our assistant supervisor Mister Mohd Hamimi bin Mat Ripin and the trainee have given the task to enhance which is to modification and customization the UMK E-Conference System. About this system, the trainee identifies some of the features that this system can perform it such as can arrange the scheduled of the conferences, can assign someone to conduct each of the conferences and also can keep and post the conferences proceedings and papers in many formats of document such as pdf, ppt and also doc.

### 3.2.1 Project Scope

In order to customize and modification the UMK E-Conference System, Mister Hamimi ask the trainee to customize the system which is to ease the users to use this system. This system is able to lecture and non-academic staff to publish and store their conference papers and presentations in a new platform.

### 3.2.2 User Target

From the observation, the trainee can identify the user target of this system which is who will use this system. The target user of this system is lecture and also the non-academic staff will use this system to publish the paper that they will present before the day of conference start. By submit the submission paper, they will can upload their abstract and the original file in the system so that, all the presentation material will store in the system.

### 3.2.3 System Interface Customized

In order to customize the system, there are several customize that trainee that have done. There are four (4) pages of the UMK E-Conference System that have customized which is the home page, about page, user home and search. The figure below is the interface that before and after customized.

*3.2.3.1 Before the customized*
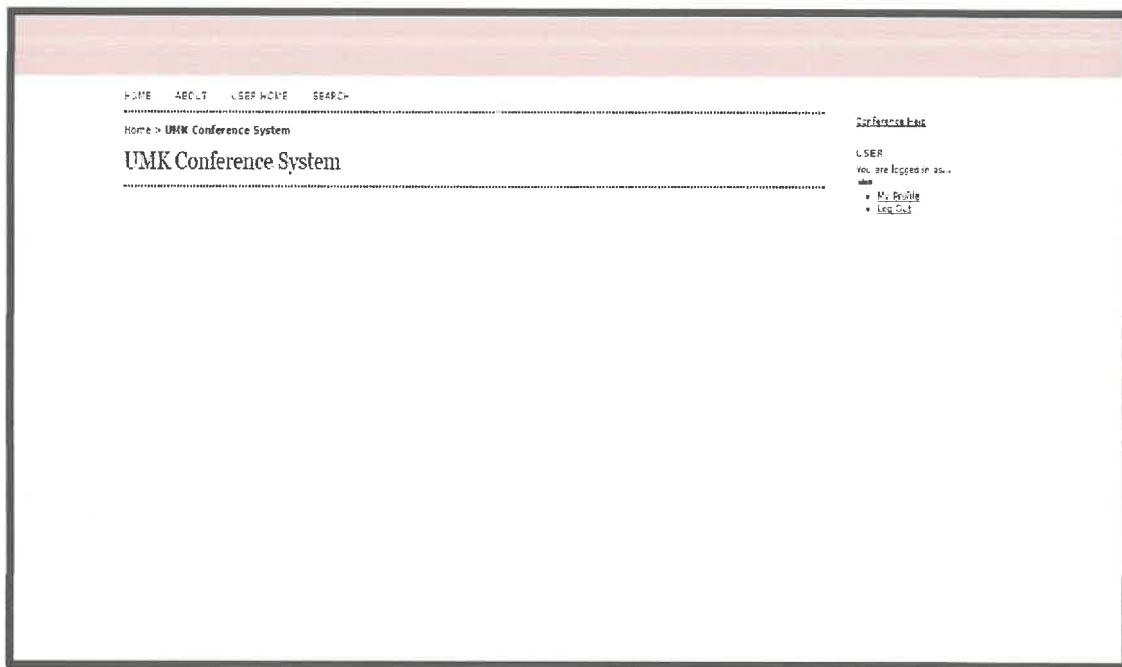


**Figure 26:** Homepage
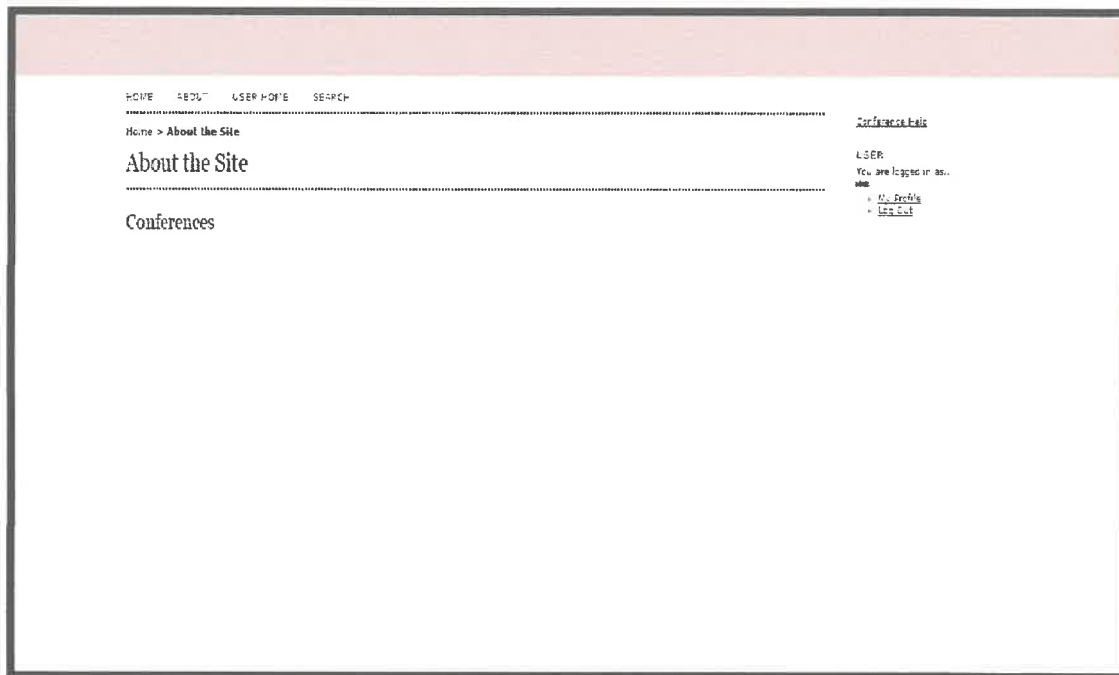
**Figure 27**: About
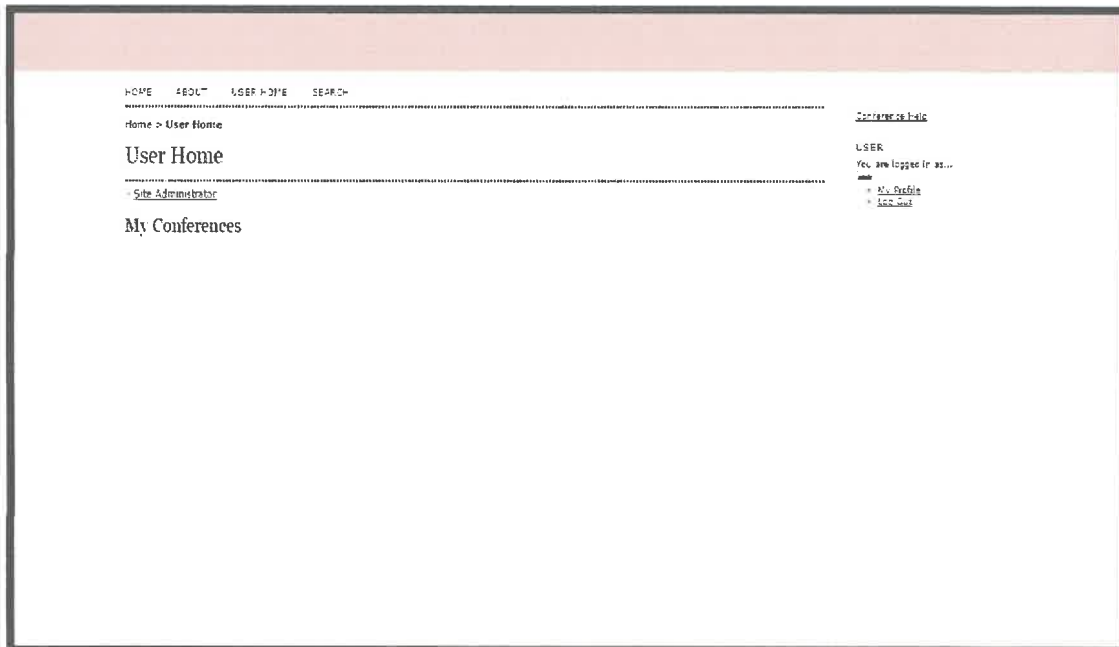


**Figure 28** User Home
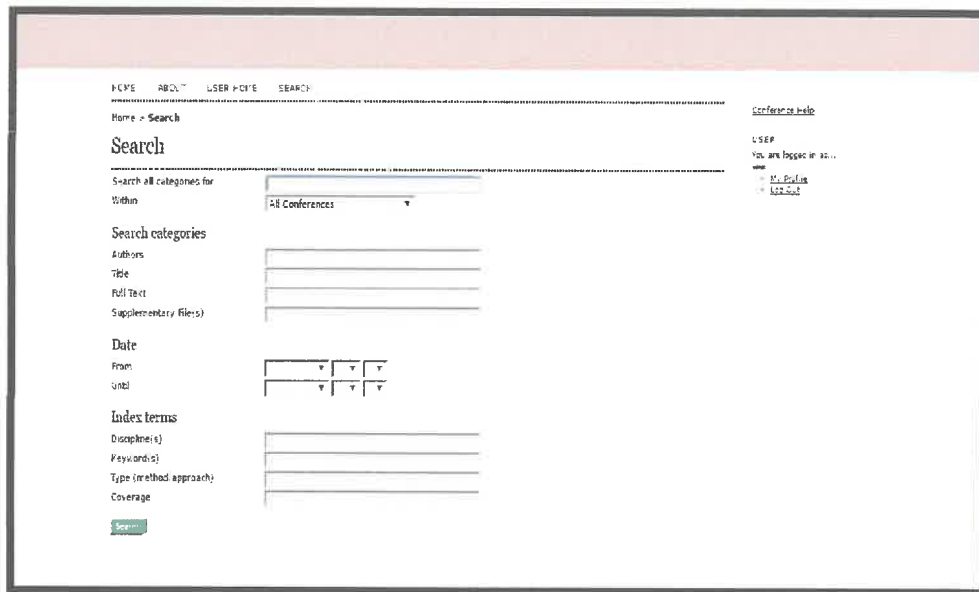
**Figure 29**: Search

### 3.2.3.2 After the customized

As user can see here, there are the header of the system and also the image of the one of

conferences that is Chief Librarian Talk Series.



**Figure 30:** Homepage interface

On the screen , the user can see the header of the system and also the content of the

conferences. Besides, the user also can use the search button at the right side.



**Figure 31:** About the site interface

At the page of user home, the user can see the conferences that have list on this page which

is at this page, user can see main title of the conferences and user can choose which one

conferences that they want to submit the confer
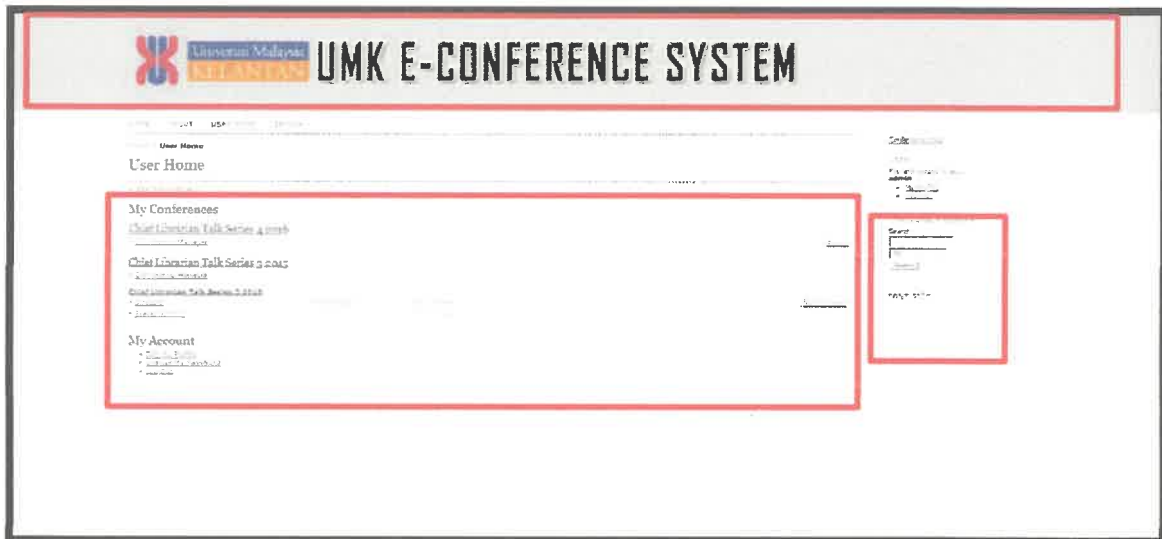
**Figure 32:** User Home Interface

Until at the search interface, the user can see all the customized interface.
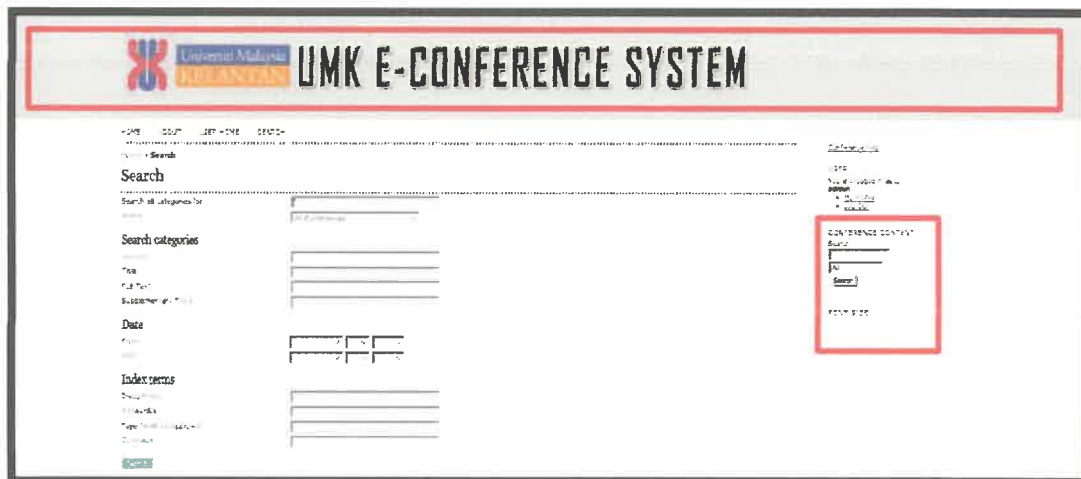


**Figure 33:** Search Interface

### 3.2.4 System modification of content

In order to modified of content, Mister Hamimi, he assign the trainee to identify the function and how the flow of this system which is how this system can keep and publish the presentation material. All the flow that have been compiled in the manual at the appendices.



**Figure 34:** User Manual

# Chapter 4:

## Conclusions

# CHAPTER 4

## CONCLUSIONS

To conclude, I was very thankful because I have succeeded to complete my practical training for five (5) months at UMK Library. The trainee have learned a lot during my practical training and trainee think can handle the task given to trainee successfully. The practical training has given me a chance to know in depth about the process in the library that I just learn theoretically before. There is a lot of new knowledge that I have gain during finishing my task here. Besides that, I had been taught about library management in all aspect and function library more in detail. The practical training is prove to be a medium in helping student like me to gain more knowledge and expose on the real working environment and library environment.

My studies for almost three (3) years is all about theory and for practical training purpose, trainee can learn the real situation that trainee have learn before. The situation is totally different in theory and practical. Through practical training, trainee have improved the confidence level in working with others. This is because trainee need to work with different department under the department of library. Trainee also involve in many activities and project that can help trainee to improve the confidence level. Not only that, trainee also learn to solve problems when it has happened. However, it gives me a lot of experience and knowledge during solving the task and problems.

The practical training not only helps trainee to improve the confidence level but also help trainee to communicate well with users in many situations. Trainee proud and fortunate to have opportunity to undergo training in this organization. This is because, at the present to

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get a job in any institution, we must have the skills of the position we seek and at UMK, trainee have gained quite a lot of skills and knowledge.

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

When trainee doing the practical training, there are a lot of knowledge, skills and experience that trainee have gain and adapt during doing the task. The practical training is not something wasteful because by doing practical training, trainee learn a lot of new things practically instead of only the theory. There is much knowledge that trainee have gain during completing the practical training. The knowledge, skills and experience that trainee have gain is listed below.

### 4.1.1 How to communicate well with users

During the trainee task at circulation department, trainee have learnt a lot on how to communicate with users. Users have so many characters and trainee need to be patience in handling the users. Some of them might ask thing that trainee cannot solve by myself but trainee still can lead them to meet the librarian to solve the problem. Since trainee work at circulation unit, trainee have no problem to handle the users at all.

### 4.1.2 Know how to arrange book on shelve

As a student system management, trainee know how to find books based on a given call number. However, trainee do not really know how to arrange it on shelve according to the right way. For five months in practical training, trainee got enough knowledge on how to arrange it on shelve based on the right call number.

### 4.1.3 Disaster plan

As we can see, UMK is a place that is very easy to face flood disaster. If trainee just a student, the trainee will only see the disaster that happen in the organization without have interest to think on how to solve the problems. However, when do the practical training at this library, the trainee have learn to be responsible on the disasters that happen. From that, the trainee can learn on how solve the problem by thinking the initiative to be taken to avoid the same problems. Of course we cannot block the disaster from happen but we still can try to avoid the same mistakes. By this, the trainee has the experience of facing the disaster and trainee know the real situation. The trainee can take the initiative to avoid the same mistakes and trainee can adapt this situation everywhere trainee will work in the future.

When completing this practical training, there a lot of knowledge and experience that trainee can use to be adapt for future in working environment. One day, trainee will enter the real working environment and trainee will need to use all these knowledge, skills and experience that trainee already got. Without this experience, trainee will not have enough knowledge and also no have confidence to face with working environment.

### 4.2 Personal thoughts and opinion

In my opinion, UMK library provide a very effective training to practical students, even though we are just a practical student, they ask trainee to do a task that can give trainee new knowledge and experience. They never ask trainee to do something that is not related with the job at all. The entire task given to trainee also is not too difficult in which trainee as students can do it without too many problems. They also will teach trainee first before let trainee to finish the task on myself. Besides that, they also are willing to teach trainee new

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knowledge. The trainee feel comfortable to do a work with them even though trainee just knew them for a few months. In terms of training, trainee have done quite a lot of task related to the library work and also information system and multi camera production (MCP). The trainee also have a chance to handle quite activities in a few programs which gives trainee many experiences and skills. The trainee also have boosted the confidence level in doing all the tasks given.

## 4.3 Lesson learnt

During the practical training, there are a lot of lesson that have been learned either in technical skills or soft skills. For technical skills, the trainee have been exposed to do task in all unit for five months. For each unit, i have learned quite a lot of things. In circulation unit, i learn how to do borrowing process, returning process, registration process and any other task related to circulation services. Not only that, at circulation unit also, i have learnt on how to communicate well with users. The trainee need to help the users to solve their problems and always smile even though there are problems that trainee need to face. The communication skill is one of a very important skill that trainee need to have and here, the trainee have improve trainee communication skills with users and staffs as well.

Besides, in order to do the task given by supervisor, the trainee also have learn to do the multimedia task which is using the Edius Pro 7 software in do the process of editing footage of UMK event . By doing this task the trainee have got new knowledge and new lesson in editing video so that the video will be more interesting when watching.

## 4.4 Limitations and Recommendations

Since UMK Library is a new library compared to other university library, there are some limitations that can be seen. The limitations mostly can be seen for facilities and a little bit on their management. There are a few limitations that can be seen is shown below.

### 4.4.1 Office for internal management

The main office for managing the collection should be change to other campus or change to upper floor. This is because, UMK City Campus always have problems with flood disaster. The location of UMK City Campus makes it easy to face flood and almost every year, this library need to face with flood disaster. Since the operation office is located at first floor, the trainee suggest that it should be change to the second floor or change to other campus that is safer. By doing this, the unprocessed materials can be saved from flood and UMK will not going to face a big waste when it comes to flood disaster. This is purpose to avoid from flood disaster that happen in 2014 that cause many collection in library cannot be used anymore.

### 4.4.2 Collection process at each campus

As we can see, the main library for UMK is located at city campus in which all the task related to library process is done here. Library City Campus will do all the process of to receive books and make it available and after that sent it to each campus. The other campus is mainly only for circulation services. In trainee opinion, each campus should have their collections process by themselves. Since each library campus has their librarian, they should have the staff that can process the collection for the campus itself. By that, the task can be dividing and not only depends on library at city campus only. The process of receiving the materials also will be more effective rather than depends on main campus only.

### 4.4.3 Upgrade the user's system

The "Virtua" system sometimes got a problem. It is a normal situation when the system is down. However, the trainee got detected some problems related to students account. Some students come and said that there is a book available in their account but they do not borrow the books. The situation makes them need to pay overdue fines while they actually do not need to do that. The trainee suggest that the system have to maintain wisely so that this problem might not happen again.

### 4.4.4 Prayer room and toilet for users

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 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 at the library for a day and they do not need to go far from library to use the toilet or to perform their prayer.

To conclude, practical training is very important for the students since it can give new knowledge and experience to the students itself. Here, the trainee want to suggest that the UMK library is an appropriate institution for students to study and do the research. Even though UMK Library is smaller than other university library, the trainee believe it will grow up and can stand at the same level with other university one day. As conclude, this library is suitable for practical training because they give a good response and the staff also willing to teach students about the work process. Even though they are all permanent staff, they still treat us like their collegues.

# REFERENCES

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# APPENDICES

# USER MANUAL

# PANDUAN PENGGUNA

# UMK

# E-CONFERENCE

# SYSTEM

## Pengenalan

Open Conference Systems (OCS) adalah satu sistem untuk mengurus dan menerbitkan persidangan ilmiah dalam talian. OCS adalah sistem pengurusan dan penerbitan yang sangat fleksibel.Ia telah direka untuk mengurangkan masa dan tenaga ditumpukan kepada tugas-tugas perkeranian dan pengurusan yang berkaitan dengan pengurusan persidangan, sambil meningkatkan penyimpanan rekod dan kecekapan dalam proses editor. Ia bertujuan untuk meningkatkan ilmiah dan kualiti penerbitan awam persidangan melalui beberapa inovasi, daripada membuat dasar yang lebih telus untuk meningkatkan jumlah bahan ilmiah.



**Gambar 1** : Open Conferences

# BAHAGIAN 1 : SETUP ADMINISTRATOR

**Log Masuk Administrator**

Dengan menggunakan link http://10.20.13.111/conference/index.php/index/index/login ia akan

memaparkan laman sistem UMK E-CONFERENCE SYSTEM dan pilih menu *Log In*.



**Gambar 2** : *Log In*

Log masuk ke dalam akaun OCS dan klik 'Site Administrator' untuk melakukan tetapan sistem.

**Gambar 3** : Pilih *'Site Administrator'*

Pada paparan 'Site Management' menyediakan menu untuk memulakan tetapan awal laman web OCS itu.



**Gambar 4** : *Site Management*

## Site settings

Pada bahagian ini, ia membolehkan *admin* untuk menambah maklumat secara keseluruhan tentang sistem ini. Ini juga termasuk menukar nama laman sistem, dan menulis pengenalan tentang sistem ini. Setelah selesai melakukan tetapan pada *site settings*, sila klik *save* pada bahagian bawah sebelah kiri.
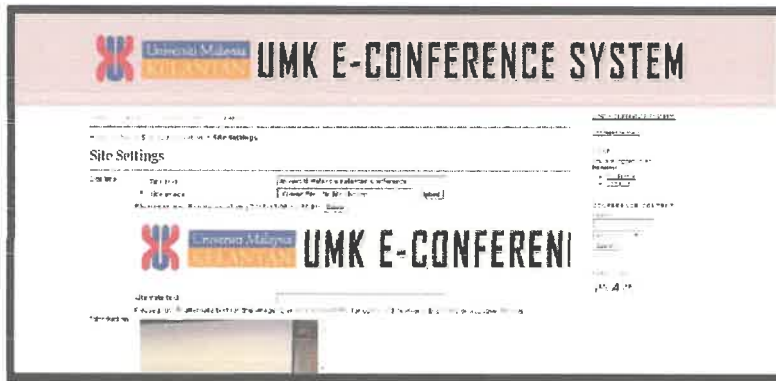


**Gambar 5** : Site Settings

Hosted Conference

Kemudian, klik pada *Hosted Conferences.*



**Gambar 6** : Hosted Conferences

Klik pada *create conference* dan isi pada ruangan yang telah disediakan.
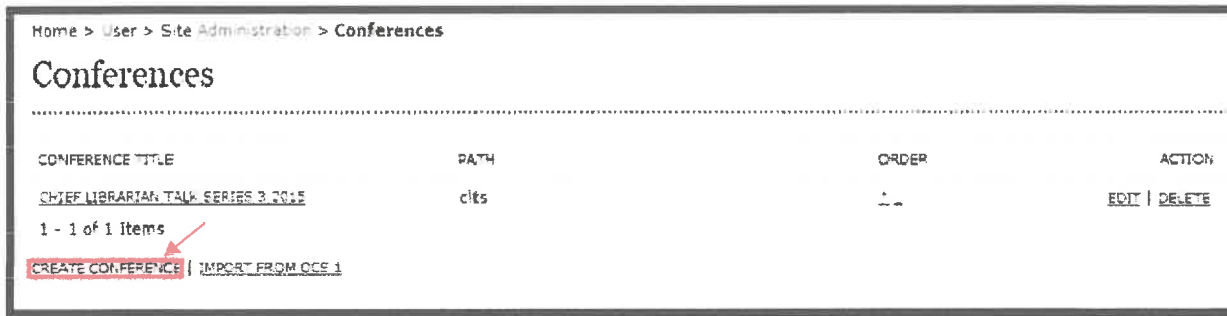
**Gambar 7** : Create Conference

Apabila selesai *create conference*, tajuk yang telah dibuat akan terpapar pada bahagian bawah *My Conferences*. Seterusnya sila klik pada *Conference Manager* untuk membuat tetapan pada *General Management* website tersebut.



**Gambar 8 :** Senarai My Conferences

**General Management**

Dari menu *General Management*, sila pilih *Scheduled Conferences*. *Scheduled Conference* ialah jadual untuk menunjukkan tajuk sesuatu program, seperti Chief Librarian Talk Series 3 2015.
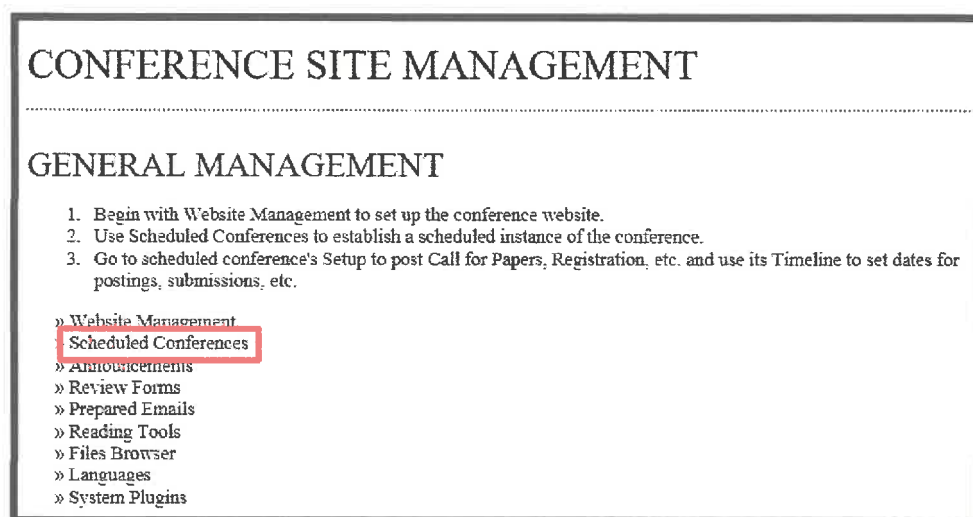


**Gambar 9** : General Management

Pada bahagian *Scheduled Conferences*, sila klik pada *Create A Scheduled Conferences* untuk mewujudkan tajuk sesuatu program contohnya seperti Chief Librarian Talk Series 2015.



**Gambar 10** : Scheduled Conferences

Seterusnya pilih *Conference Manager* untuk menguruskan program tersebut. Seperti yang dapat dilihat sekarang, anda dapat memilih pelbagai tetapan untuk *scheduled conferences* baru yang telah dibuat.

## CONFERENCE SITE MANAGEMENT

### GENERAL MANAGEMENT

1. Begin with Website Management to set up the conference website.
2. Use Scheduled Conferences to establish a scheduled instance of the conference.
3. Go to scheduled conference's Setup to post Call for Papers, Registration, etc. and use its Timeline to set dates for postings, submissions, etc.

- Website Management
- Scheduled Conferences
- Announcements
- Review Forms
- Prepared Emails
- Reading Tools
- Files Browser
- Languages
- System Plugins

### CURRENT CONFERENCES

#### CHIEF LIBRARIAN TALK SERIES 3 2015

- Setup
- Conference Timeline and Information
- Conference Tracks
- Organizing Team
- Program
- Import Export Data
- Stats & Reports
- Registrations
- Scheduler
- Payment Methods
- Accommodation
- Roles

**Gambar 11** : Conference Manager

Sebagai administrator, anda perlu membuat tetapan pada *Roles* dibawah menjadikan anda sebagai *directors* dan *track directors* untuk menguruskan dokumen yang dimasukkan menerusi *schedule conference* ini. Admin juga perlu membuat tetapan *Author* pada *Roles* untuk pengguna seperti pensyarah dan staf untuk memuatnaik kertas atau dokumen yang perlu dimuatkan ke dalam sistem.
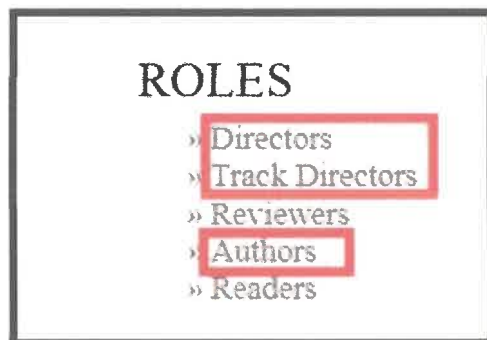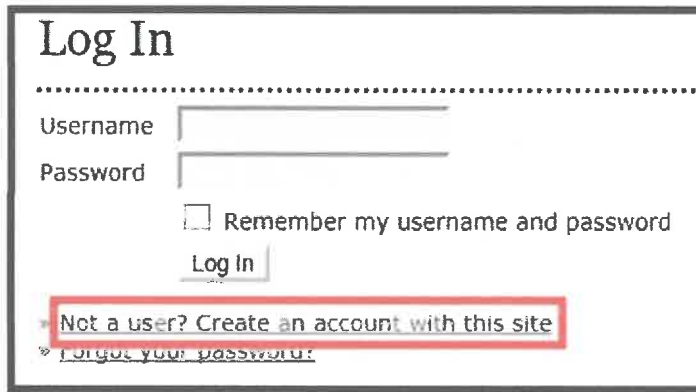


**Gambar 12** : Roles

## BAHAGIAN 2 : SETUP SEBAGAI PENGGUNA

Pengguna perlu mendaftar terlebih dahulu sebelum *log in* untuk membuat sebarang *submission*.

Langkah- langkah dibawah menunjukkan cara untuk mendaftar sebagai pengguna.
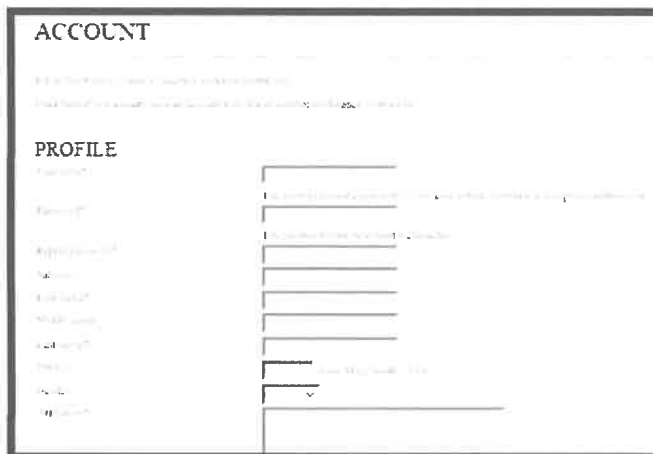
Klik pada paparan yang telah disediakan seperti Gambar 13 dibawah.



**Gambar 13** : Log In

Seterusnya, sila isikan ruang yang telah disediakan seperti gambar di bawah. Setelah siap mengisi pada ruang *Registration Author*, mereka akan dipaparkan terus kepada ruang *paper submission*.



**Gambar 14** : Registration Author

Selepas selesai membuat pendaftaran, pengguna akan melihat paparan seperti dibawah yang menunjukkan pengguna sebagai *author* dan untuk melakukan *paper submission* sila klik pada *new submission.*



**Gambar 15** : Log masuk sebagai author

Seterusnya sila klik pada *Step One of The Submission Process* untuk memulakan *paper submission.*
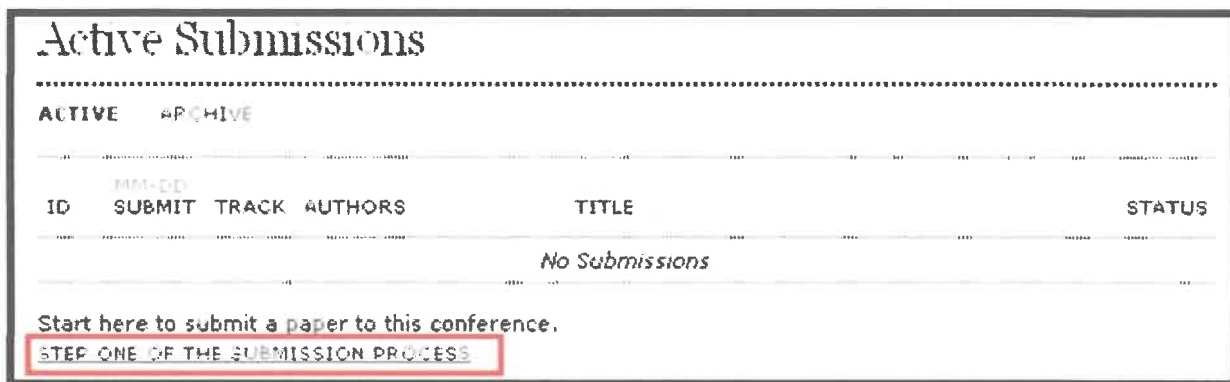


**Gambar 16 :** Mula untuk paper submission

Langkah-langkah untuk membuat *paper submission* :

Langkah 1: *Tick* semua senarai *submission checklist.*



**Gambar 17** : Submission checklist

Langkah 2: Isikan maklumat tentang *author*(penulis)



**Gambar 18** : Ruang maklumat penulis

## Langkah 3: Memuatnaik fail *supplementary*



**Gambar 19** : *Uploading a supplementary files*

## Langkah 4: Confirming the submission



**Gambar 20** : *Confirming the submission*

## Langkah 5: Klik *Active Submission*



**Gambar 21** : *Active Submission*

Apabila selesai melakukan submission proses, ia akan kelihatan seperti gambar dibawah yang menunjukkan status *Awaiting assignment*. Dimana ia perlukan *review* daripada admin untuk membolehkan *submission paper* diterima untuk dipaparkan pada ruangan *presentation*.

| ID | NO PROS SUBMIT | TRACK | AUTHORS | TITLE | STATUS |
|----|------|-------|---------|-------|--------|
| 3 | 01-67 | GEN | Simeng | BLURRED LINES THE CHANGING LANDSCAPES AND THE LIBRARIAN | Awaiting assignment |

1 - 1 of 1 Items

Start here to submit a paper to this conference
STEP ONE OF THE SUBMISSION PROCESS

**Gambar 22** : *Complete Submission Process*

# BAHAGIAN 3 : PROSES DOKUMEN MASUK

Apabila selesai proses *submission paper* yang dilakukan oleh *author,* admin akan dapat melihat *view notification* pada bahagian kanan website sistem seperti gambar dibawah. Kemudian ikut langkah- langkah yang telah ditetapkan.



**Gambar 23** : *Notifications*

Langkah 1 : Klik pada *view* untuk melihat *paper submission* yang masuk.Seterusnya ia akan memaparkan *notifications* seperti gambar dibawah dan kemudian klik pada *Go To URL*.
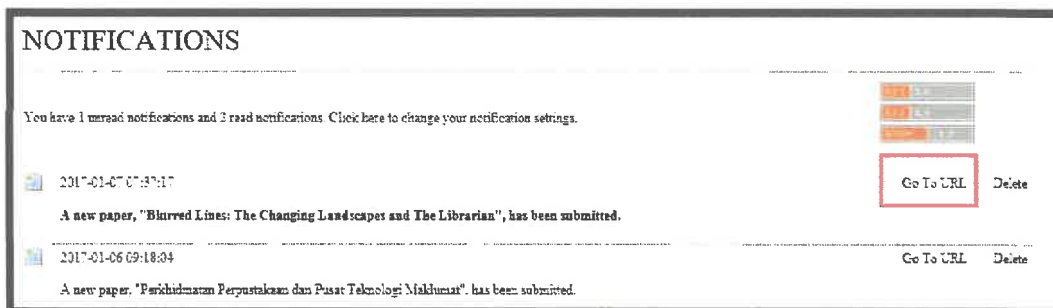


**Gambar 24** : Go To URL untuk link ke *submission paper* yang telah dibuat.

Langkah 2 : Kemudian keluar paparan seperti gambar dibawah seterusnya sila klik pada *review*.

# #3 SUMMARY

SUMMARY [ REVIEW ] HISTORY

## SUBMISSION

| | |
|---|---|
| Authors | Margaret Simeng |
| Title | Blurred Lines: The Changing Landscapes and The Librarian |
| Supp. files | 3-5-1-3P.PDF 2017-01-07 EDIT    ADD A SUPPLEMENTARY FILE |
| Submitter | kamariah mohd desa |
| Date submitted | 2017-01-07 |
| Track | General Papers ⌄   Record |

## DIRECTORS

REQUEST

*None assigned*

ADD TRACK DIRECTOR  ADD DIRECTOR  ADD SELF

## STATUS

| | | |
|---|---|---|
| Status | Awaiting assignment | REJECT AND ARCHIVE SUBMISSION |
| Initiated | 2017-01-07 | |
| Last modified | 2017-01-07 | |

**Gambar 25** : *Review*

Langkah 3 : Kemudian klik pada *button complete* untuk menerima *paper submission* yang telah diupload oleh *author* untuk diletakkan di ruang presentation seperti gambar dibawah.

**Gambar 26** : Complete button to add submission paper to list of accepted presentation.

Langkah 4 : Kemudian sila klik pada *title of paper submission* seperti dalam gambar dibawah.



**Gambar 27** : Title of paper submission

Langkah 5 : Kemudian klik pada fail di ruangan *supplementary files* untuk *download* file yang telah diupload oleh author seperti gambar dibawah.
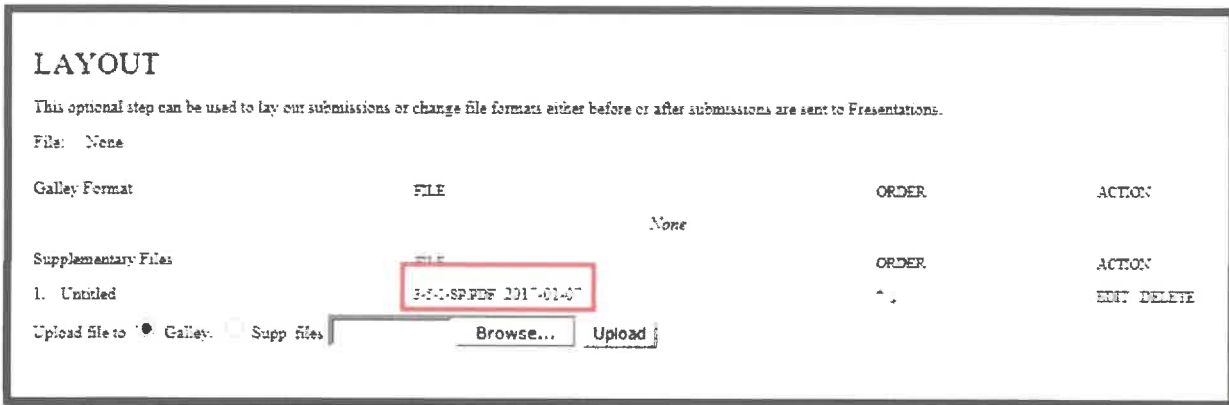
**Gambar 28** : Supplementary files

Langkah 6 : Kemudian admin perlu upload semula files yang didownload tadi untuk diupload pada *Galley Format* dengan mengklik *browse* dan pilih file yang telah didownload tadi kemudian klik pada butang *Upload* seperti turutan gambar dibawah supaya dapat dilihat pada ruangan *presentations*.
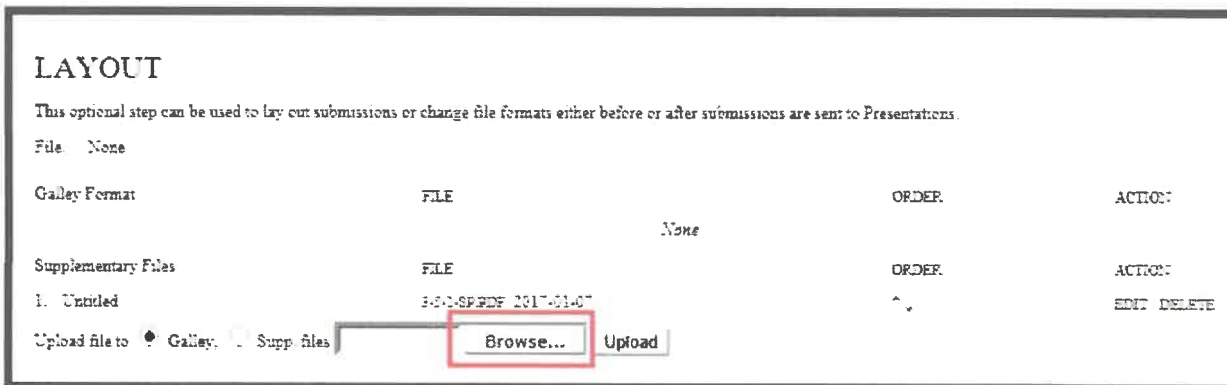


**Gambar 29** : Klik *Browse*
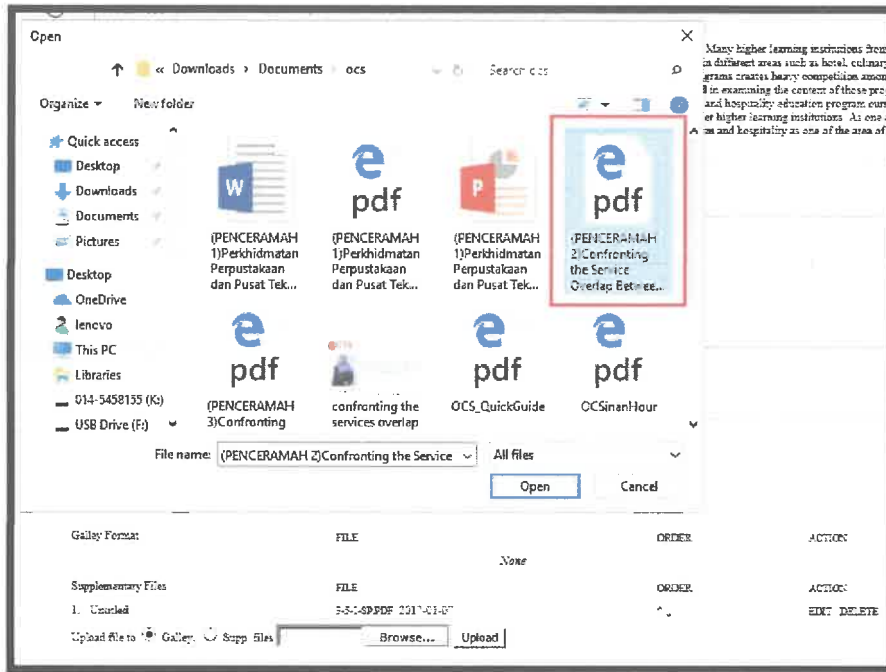
**Gambar 30** : Klik 2x pada files yang perlu dimuatnaik
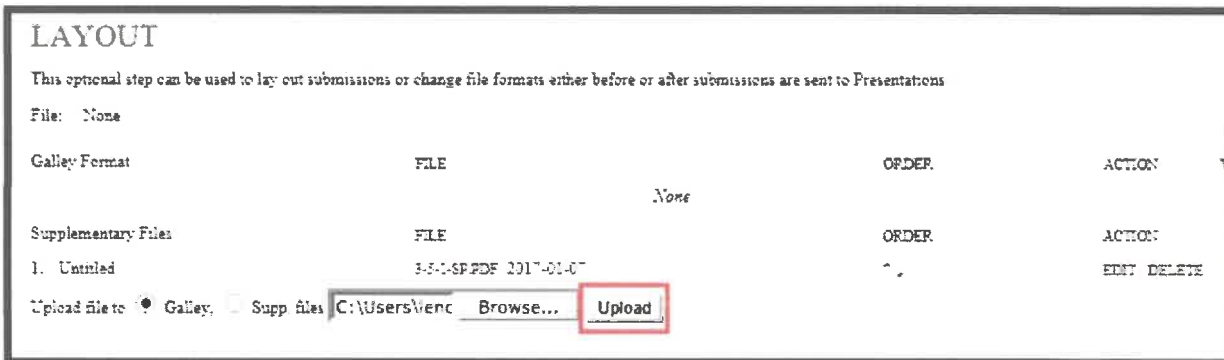


**Gambar 31**: Klik pada upload

## GALLEY

## EDIT A LAYOUT GALLEY

Galley File Information

| | |
|---|---|
| Label* | PDF |
| | The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.). |
| Language* | English |
| File name | 3-6-1-PB.PDF |
| Original file name | PENCERAMAH 2)Confronting the Service Overlap Between Libraries and Computer Centers UNIMAS.pdf |
| File type | application.pdf |
| File size | 497KB |
| Date uploaded | 2017-01-07 |
| Replace File | Browse... Use Save to upload file. |

Save | Cancel

**Gambar 32** : Klik pada butang *save*

## LAYOUT

This optional step can be used to lay out submissions or change file formats either before or after submissions are sent to Presentations

File None

| Galley Format | FILE | ORDER | ACTION | VIEWS |
|---|---|---|---|---|
| 1 PDF VIEWPROOF | 3-6-1-PB.PDF 2017-01-07 | ↑↓ | EDIT DELETE | 0 |
| Supplementary files | FILE | ORDER | ACTION | |
| 1. Untitled | 3-6-1-SP.PDF 2017-01-07 | ↑↓ | EDIT DELETE | |

Upload file to ● Galley, ○ Supp files [ ] Browse... Upload
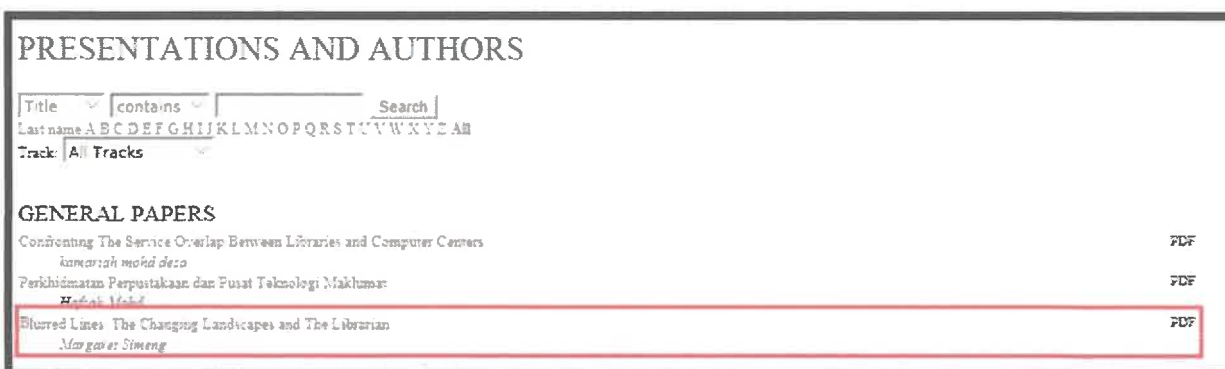
**Gambar 33** : Menunjukkan file telah berada pada *Galley Format* untuk tujuan *presentations*

Klik pada *current conferences* kemudian klik pada *presentation* pada ruang *bawah conference information.*



**Gambar 34** : *Presentation*



**Gambar 35** : *Submission paper* telah dapat dipaparkan kepada semua pengguna dan telah sedia untuk digunakan.

Abstract tentang submission paper berserta full text dalam format PDF sedia untuk para pengguna.



**Gambar 36 :** Full Text dalam format PDF

**Industrial Training
(IMC 690)**

**UNIVERSITI MALAYSIA KELANTAN
THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT**

Prepared by:
**Muhammad Azmawi bin Barhanudin (2014884872)**

Class:
**D1IM2457A**

12th January 2017