



FIM COMMUNICATION

Vol. 2, No. 1

ISSN 2289-9103

CAREERS

&

OPPORTUNITIES

Library
Transformation of
Skills *Job specialization*
system
The perspectives
Future *Information*
Professionals

PERMANENT EDITORIAL BOARD

Condescendent

DR. MOHD SAZILI SHAHIBI
Dean, FPM

Honorable Advisor

DR. CHE ZAINAB HJ.
ABDULLAH
KPP, IM244 FPM

Editor -in -Chief

AZMI BIN AB RAHMAN
Senior Lecturer, IM244 FPM

Editorial Advisors

AHMAD SOUFIEAN OTHMAN
Senior lecturer, IM245 FPM

MOHD NIZAM YUNUS
Senior lecturer, IM246 FPM

MOHD ZAILAN ENDIN
Lecturer, IM244 FPM

MOHAMMADFAZLI BAHARUDDIN
Lecturer IM247 FPM

WORKING EDITORIAL BOARD

- 2014/2015 -

CHIEF EDITOR:

SITI NUR AISHAH

DEPUTY CHIEF EDITOR:

AIN FARZANAH

AST. DEPUTY CHIEF EDITOR:

TUAN SAFA'AT

EDITORS:

SUSRIYANA

ASYIKIN

FIONA

MAZLIANA

REPORTERS:

AIN SYAFIQA

FARAHIN

YUSNI HIDAYU

LIYANA

ILLUSTRATORS:

WADHI HAH

MARISA

FARAH AMIRA





With the Editor

OF **FIM COMMUNICATION**



Assalamualaikum WBT.

Bismillahirrahmanirrahim.

Alhamdulillah, syukur ke hadrat Illahi kerana dengan limpah kurnia-Nya FIM Communication Publication sesi 2014/2015 ini dapat diterbitkan dengan jayanya.

Di peluang ini saya Siti Nur Aishah binti Mansor selaku Ketua Editor, ingin mengkalungkan setinggi-tinggi penghargaan kepada pensyarah IML 601 Publication & Production of Information Materials, En. Azmi bin Ab. Rahman, di atas tunjuk ajar beliau dan ilmu yang dicurahkan kepada kami, dapat kami menyempurnakan penerbitan kami.

Disamping itu, saya juga ingin mengucapkan ribuan terima kasih kepada ahli pasukan penerbitan

kerjasama yang padu bagi menjayakan penerbitan ini. Setiap ahli pasukan ini menyempurnakan satu sama lain dan tidak lokek ilmu sesama sendiri. Sikap ini ingin saya puji dan diharap persahabatan yang tercipta melalui penerbitan ini akan kekal hingga ke jannah, InyaAllah. Segala ilmu dan pengalaman yang ditimba selama proses penerbitan ini akan menjadi berguna suatu hari kelak kepada setiap ahli pasukan penerbitan terlibat.

Akhir kata, ingin saya mengucapkan penghargaan kepada semua yang terlibat di dalam penerbitan *FIM Communication Publication* ini samada langsung atau tidak langsung.

Wassalam.

Aishah

Siti Nur Aishah binti Mansor, KETUA EDITOR

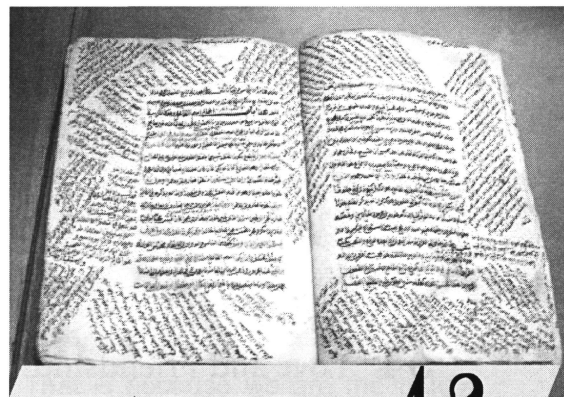
CONTENTS



EDITOR'S NOTE

ARTICLES

- 1 With Us, There's A Future
- 5 The General Perspective of
Information Management
Profession
- 9 Challenges for Future Library
- 14 Librarian Job Description
- 19 From Library with Love
- 22 FIM Job Specialization
- 29 Librarians: My Perspectives
- 31 Obstacles of Graduates in Hiring Job
- 35 Skills Needed For Effective & Efficient
Information Professionals
- 39 Transformation of System In The Library:
Good or Not?
- 42 Manuskrip Melayu: Definasi, Kepentingan
dan Peranan Masyarakat Terhadapnya
- 45 Information Institution Review: Perpustakaan Wakaf
MAIS



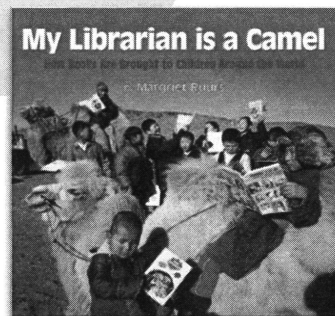
FEATURE

42

"GOOGLE CAN BRING YOU
BACK 100,000 ANSWERS, A
LIBRARIAN CAN BRING YOU
BACK THE RIGHT ONE." —
NEIL GAIMAN

12

21



CONTENTS



CREATIVE

- 50 Persahabatan Terindah
- 51 What Is Success?
- 52 Mengenang Nurin, 2007-2015
- 53 Pantun Berkait
- 54 Love and Friendship
- 55 The Road Not Taken

LAPORAN AKTIVITI

56 - 57

CONTACT INFORMATION

58 - 60



FIM JOB SPECIALIZATION

By Farah Amira Binti Abdul Rahim, Nur Ashiqin Binti Zolkifli,

Tuan Safa'at Binti Tuan Ameri

INTRODUCTION



Faculty of Information Management (FIM), UiTM, takes pride in being the pioneer in providing professional education to fulfill manpower needed by the country in four important fields name as Library Management, Records Management, Resource Center Management and Information System Management. FIM academics programs, supplemented by industry attachments, equip graduates with knowledge and skills to take in the challenging demands of managing information in various forms and types of organizations. Besides, this article will cover on job specialization to the FIM graduates based on those four important fields.

Postgraduate student from the course Bachelor of Information Science (Hons) Management Information System will have the bright future after being graduated. Their skills that have been learnt from faculty may help the industry not only for information organizations like library, museum, archive, records center and resource center, but also on other organizations like business and management.

|A|g|C|A|S|

THE ASSOCIATION OF GRADUATE
CAREERS ADVISORY SERVICES

Graduates will have opportunity to work as information system executives. AGCAS editors (2014) stated that an information system executive is responsible for the computer system within a company. Information system executive works in every size of organization in the industry and the service sector. However, they need experience in the sector area such as technical support or operations, before

becoming a manager (AGCAS editors, 2014). This title is responsible for implementation of technology within an organization and direct the work of systems and business analysts, developers, support specialists and other computer-related works.



Other than that, graduates also have an opportunity to become an information specialist. An information specialist requires strong problem-solving capabilities, good communication skills and the ability to multitask and provides clients with information by designing methods to collect and retrieve data. Information specialist is widely needed in this new era due to the advances in information storage and transmission (Study.com, n.d.). Monster (2015) said that they specifically responsible for managing and supporting multiple computer system and creating programs for computer system to regulate information flow. They are also responsible in stopping and reporting potential cyber crime.

Information officer is another career opportunities that can be grab as graduated students from this faculty. According to AGCAS editors (2104), information officers manage, supply and distribute information for organization to support their needs and objectives. They added that information officers play a key role in a wide range of organization and handle all types of information includes scientific, technical, legal, commercial, financial, medical and also educational.

System librarian is the most popular jobs among these graduated students from the faculty. As now, library is trying to implement automation services that may help users and librarians themselves. They responsible for managing the information technology used in the library and this position combine the principles of librarianship with the abilities of computing technology ("System Librarian", 2007). This position is the best jobs for the graduates because they can implement what they have learnt from the faculty both for management of library and system to make library automated. It can be seen that graduated students in Information System Management have a bright future in the industry. Other than that, they can apply their skills outside of the industry.

Information Technology and Libraries

For graduates who are from Bachelor of Information Science (Hons.) Library and Information Management, they will have opportunity to work as a librarian. Generally, librarians help users to allocate information and using it proficiently for personal and professional objectives. In addition, librarian also responsible in developing and designing information programs and systems that will be used by the public, and also making sure that all information is being display in a user friendly way.


If the graduates choose to work in the library, they should know about all departments that exist in the library, for example the acquisition department. The person who are working in this department, are responsible to do the process of obtaining books and other documents for the library, as they need to do the selection of books, ordering the books and choosing the supplier for the materials.

Besides that, for the classification department, they are responsible to determine the places of books on the shelves. They will assign book number, subject heading and checking the class

number and subject heading. Meanwhile, for the circulation department, they will be in charge on all the activities that are connected with lending books to borrowers and keeping records of the loans.

If the graduates choose to work as library consultants, they need to assists their library to give better services for their users such as providing consultations, planning, implementing and evaluating programs for the improvement of library and information services. Besides that, they need to prepare mediums of evaluation on the library systems based on observation, surveys and also through recommends measures to improve the library organization and their administration systems. They also need to gather statistical data, such community growth and analyzes building plans to determine sufficiency of programs for expansion.

Other than that, graduates who are from Bachelor of Information Science (Hons.) Library and Information Management can become an indexer. Who is an indexer? According to National Careers Service (2012), indexers are a person who reviews documents and compile indexes to make information searches easier. As indexers, they will work on documents such as books, periodicals, technical manuals, reports and other materials.



**SEE THE
librarian
YOU WANT**

***When*
YOU WANT**

In addition, graduates from this course can also work as information officers. What is their scope of work? They are the one who will manage and develop the procurement, supply and distribution of information for an organization to support their needs and objectives. They will find the information by using online databases, internet resources and of course library materials.

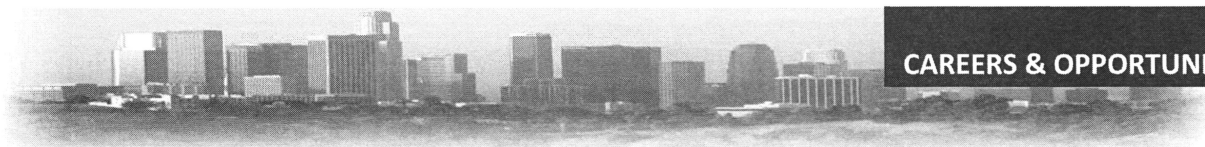


For graduates who are from Bachelor of Information Science (Hons.) Resource Centre Management, they can become academic librarians. What are they actually doing? They work in higher education institutions such as IPTA or IPTS. They may

also be known as subject librarians and they manage, organize, evaluate and disseminate information, providing support to members of an academic community including students, researchers and lecturing staff. Besides that, they may also be responsible for a specific academic subject, developing specialist knowledge, specialist collections, ICT systems, library projects and resource ordering.

Graduates from this course also can become educational technologists. Educational technologists generally will collaborate with schools, academic leadership, and information technology leadership as well as it related to other schools and departments within the university. Educational technologists will analyze and implement strategies to infuse and advance academic programs through the innovative use of technology. They also will be doing consultations, technical assistance and training to the academic institutions working on instructional technology projects such as interactive tutorials, web resource site development and online assessment tools.

Other than that, they also can work as a school librarian. School librarians might also be referred to as a learning resources centre manager. The school library is where collections of books and journals are held along with access to the internet, audio



visual material and place for students to enjoy self directed learning. The librarian will promote the use of the service as essential to the learning targets of the school. They will also participate fully in the life of the school through regular meetings with teaching and management staff.

Besides that, person who graduates from this course can work as a media specialist. Media specialists work with all types of audio visual equipment in schools, libraries and businesses. They also teach others how to use various multimedia and recording equipments for presentations, classroom lectures or meetings. Media specialists may also responsible in acquiring and cataloging material as well as maintaining equipment and software.

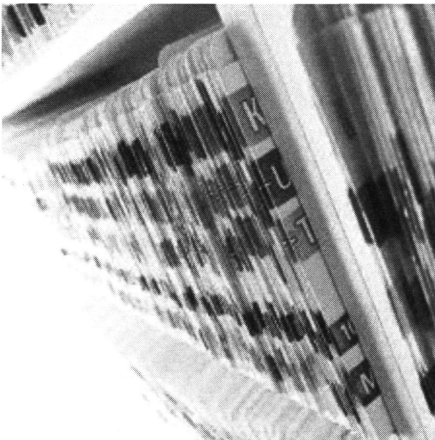


The next course where student are graduates from is Bachelor of Information Science (Hons.) Records Management. In this course, graduates will be expose in learning and managing records and archives in an institution. Besides, the

graduates were exposed with the principles and techniques of managing all types of records and archival materials. Graduates also learnt on the preservation of archival materials and archival management of electronic records. The program also focused on the management of the different categories of records such as management of legal, medical, engineering, business, manuscript, Islamic information and architectural records. Students from this program will have the chances in the following jobs.

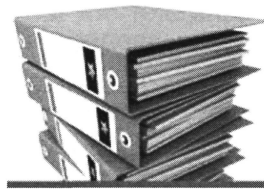
Archivist is the professional in charges in acquiring, managing and maintaining documents and other materials that have historical importance for individuals, organizations and nations. Archivists are needed in every organization in order to carry out records management and archives conservation. Other than that, archivists also play an important role as guardians of the group's memories and records. Most of the archivist's works are to make sure the information reliable and ready to be used by the users. Their work involves evaluating records for preservation and retention because of some of these records may be fragile and need careful handling, repair or conservation. They are responsible in arranging the acquisition and retrieval of records, liaising with donors and depositors of archives, both internal and

external to the organization. Preparing record-keeping systems and procedures for archival research and for the retention or destruction of records, cataloguing collections and managing information and records, responding to personal, telephone, email and written enquiries from members of the public and other users are also part of their scope of work. Besides that, they are also responsible in advising users on how best to access, use and interpret archives, often through internal training courses, facilitating remote access by maintaining user-friendly, computer-aided search systems also arranging exhibitions, talks and visits.



Graduates from this program also able to work as professionals who are responsible to manage record from the records creation phases until its disposal schedule. Most of the record manager plays their role in providing access to accurate and precise records for a range of strategic purposes liaise with senior managers in

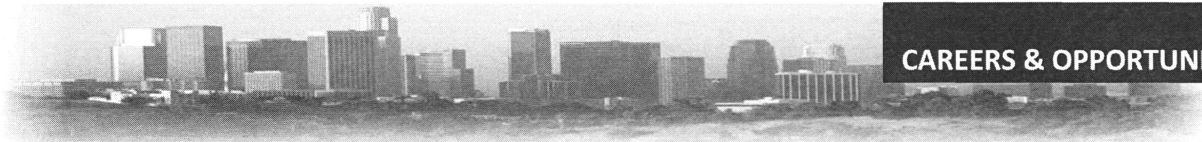
order to improve the organization's efficiency and to help ensure the preservation of archives for the future use. Their works are include storing, arranging, indexing and classifying records, facilitating the development of filing systems, and maintaining these records to meet the administrative, legal and financial requirements, devising and ensuring the implementation of retention and disposal schedules, overseeing the management of electronic and/or paper-based information and many more.



Records Management

The way you would like them managed

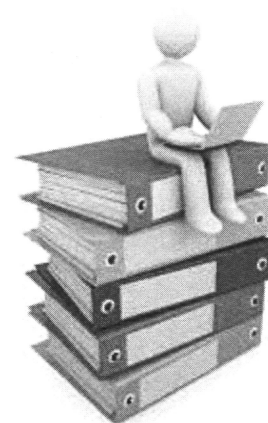
A document controller is responsible to maintain and manages all important documents either for a particular project or whole organization and assures that the records are easily accessible and stored. The professional also maintains and examines related files to release blueprints, drawings, and engineering documents to the manufacturing and other operating departments. Skills that are required are knowledge in the use of spreadsheets, database, words processing and selected job specific software and ability to keep clear and accurate records and report.



Manuscripts Curators falls under broader career category of archivists. Same goes with archivist, the professionals are carrying out work of appraisal, edit, and direct safekeeping of permanent records and historically valuable documents. Some of their jobs includes locating new materials and direct their acquisition and display. Other than that, they organize the archival records and develop classification systems to facilitate access to archival materials. Then, they also will prepare archival records, such as document descriptions, to allow easy access to the information. Next is preserving records, documents and objects, copying records to film, videotape, audiotape, disk, or computer formats where necessary and also provide reference services and assistance for users needs to archival materials.

Records Consultant works in a project management and advisory role. Their typical duties are assessing records and information requirements of an organization in line with its strategic business, writing policies, procedures, business cases and project plans, software implementation, software functional specifications, training and mentoring, also appraising, developing and implementing records classification systems and retention and disposal schedules.

In conclusion, any students or graduates from Faculty of Information Management have a lot of potential career and opportunities in Information Management field. Besides that, the graduates also have the chances from outside of the field, means that they can also work at any agency like for example Human Resources Department (HR). FIM graduates also can be part of management sector in every organization. Lastly, it is not impossible for FIM graduates to become the main driving force for the development of a knowledge-based society in order to transforming Malaysia into a develop nation.

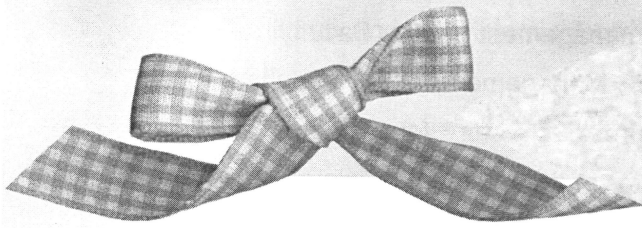


Authors are semester 5 student of IM
244, Faculty of Information
Management



PERSAHABATAN TERINDAH

NUKILAN; GADIS SARAWAK



*Bintang di langit malam
Keindahannya membawa seribu erti
Persahabatan antara kita
Tidak akan terlerai seperti kaca yang berderai*

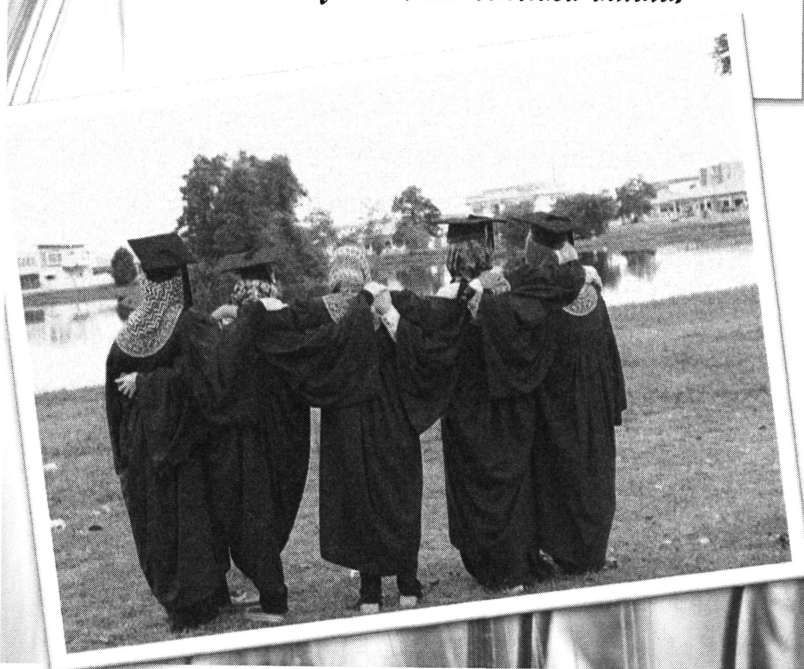
*Alami pasang dan surut persahabatan
Ia sesuatu yang biasa terjadi
Kasih di antara kita
Tidak akan terpisah*

*Aku mohon kepadamu
Wahai sahabatku
Selama perpisahan kita terjalin
Kemaafan dariku sentiasa dihulur*

*Harapanku moga di antara kita
Tiada dendam yang terluka
Hanya memori indah bersama
Menjadi keabadian cinta kita*

*Cinta di antara sahabat
Sesuatu yang unik dan luar biasa
Bukan cinta sebagai pasang kekasih
Seribu tahun berpisah jua*

*Langit itu biru
Ia juga nun jauh tingginya
Perbezaan di antara kita
Menjadi punca ketulusan ikatan kita*



What Is Success?

Ralph Waldo Emerson

What is success?

To laugh often and much;

*To win the respect of intelligent people
and the affection of children;*

*To earn the appreciation of honest critics
and endure the betrayal of false friends;*

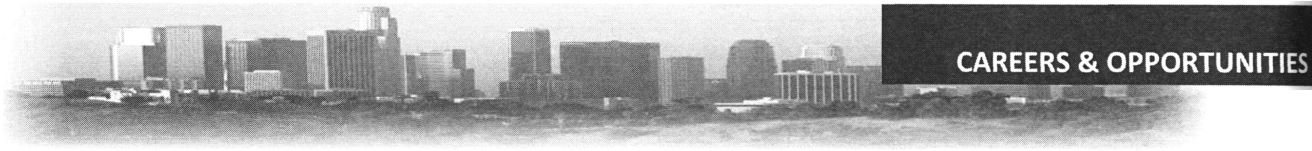
To appreciate beauty;

To find the best in others;

*To leave the world a bit better, whether by
a healthy child, a garden patch
or a redeemed social condition;*

*To know even one life has breathed
easier because you have lived;*

This is to have succeeded



Aku mengenang,
hujan yang turun,
perut yang lapar,
sakit yang perit,
di setiap saat dan minit.

Aku cuba menjadi diri mu;
terbaring dengan tangis yang kering,
diikat dengan seluruhnya mengetat.

Tetapi kemudian aku berhenti,
menarik-narik - meleraikan
ikatan tali;
ilusi.

Hujan sudah pun berhenti,
guruh masih lagi berbunyi.

Aku mendengar azan,
dan cuba mengenangkan.

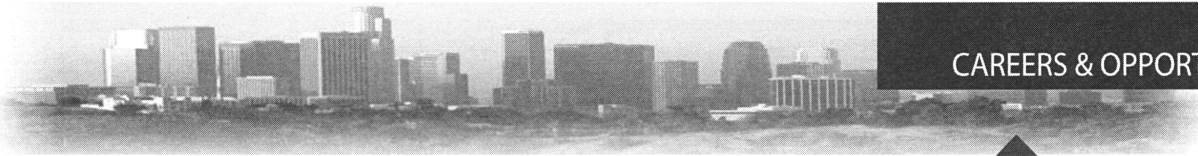
Walaupun aku tahu,
betapa susahya,
melupakan sesuatu.

Selamat malam,
dik.

Walaupun ku tenang,
sedang -
melihat siang.

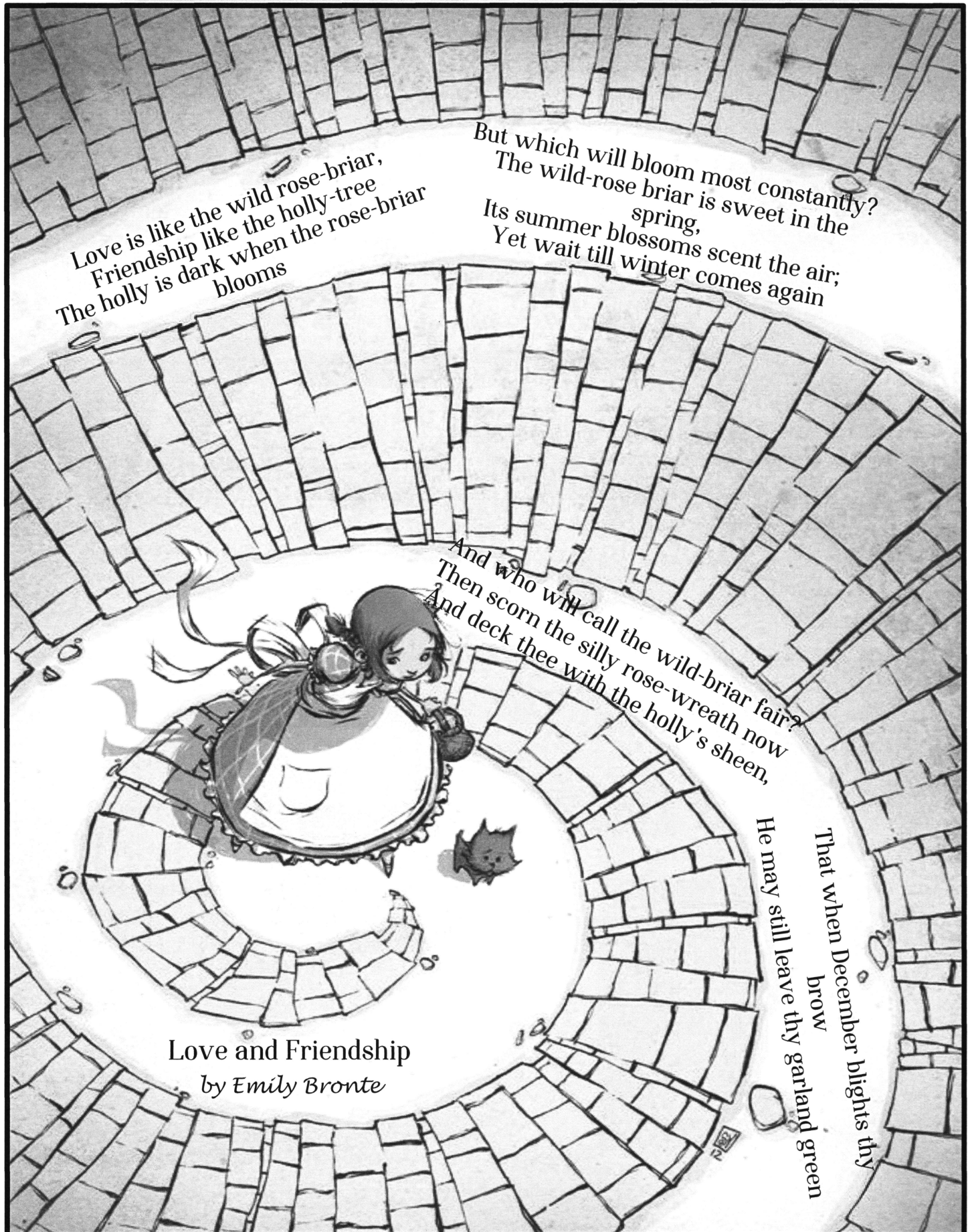
-PETAK DAUD-

*Mengenang Nurin,
2007-2015*



PANTUN BERKAIT

-SYAHRIL-



Love is like the wild rose-briar,
Friendship like the holly-tree
The holly is dark when the rose-briar
blossoms

But which will bloom most constantly?
The wild-rose briar is sweet in the
spring,
Its summer blossoms scent the air;
Yet wait till winter comes again

And who will call the wild-briar fair?
Then scorn the silly rose-wreath now
And deck thee with the holly's sheen,

That when December blights thy
brow
He may still leave thy garland green

Love and Friendship
by Emily Bronte



The Road Not Taken

by Robert Frost

Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveller, long I stood
And looked down one as far as I could
To where it bent in the undergrowth;
Then took the other, as just as fair,
And having perhaps the better claim,
Because it was grassy and wanted wear;
Though as for that the passing there
Had worn them really about the same,

And both that morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!
Yet knowing how way leads on to way,
I doubted if I should ever come back.

I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I-
I took the one less travelled by,
And that has made all the difference.

1.0 LAPORAN AKTIVITI

Lawatan ke 'International Book Fair' yang diadakan di PWTC, Kuala Lumpur yang juga dikenali dengan singkatan KLIBF ini bermula pada pukul 9.00 pagi. Semua pelajar yang terlibat dikehendaki berkumpul di kampus pada pukul 8.45 pagi dimana van pengangkutan untuk ke sana menjemput pelajar di situ.

Rombongan lawatan di tiba di PWTC sekitar pukul 10.00 pagi. Kedatangan pelajar telah diambil ketika itu dan meneruskan lawatan ke pesta buku tersebut. Para pelajar diberi dua tugas iaitu mencari 'MAPIM booth' dan mencari maklumat tentang keadaan publisiti ilmiah pada masa ini dan yang kedua mencari beberapa buah 'International Booth' yang menerbitkan bahan-bahan yang berkaitan dengan bidang pengurusan maklumat.

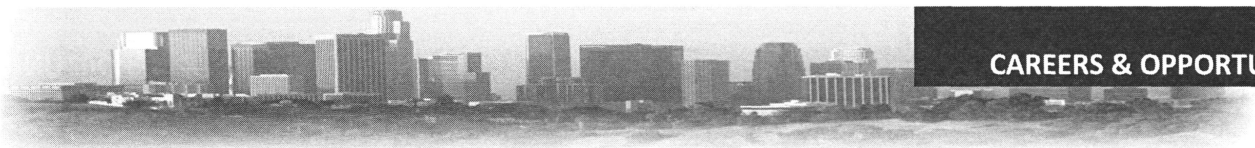
Selepas selesai menyelesaikan segala tugas, pelajar diberi masa untuk berehat dan menunaikan solat jumaat bagi pelajar lelaki. Pada pukul 2.15 petang semua telah berkumpul dihadapan PWTC untuk pulang ke kampus. Pada 3.00 petang semua telah tiba di kampus UiTM Puncak Perdana.



Di International Book Fair, PWTC, Kuala Lumpur



Ketika di 'MAPIM booth'



FIM communication



CONTACT *Information*

SITI NUR AISHAH MANSOR

sn_aishah1611@yahoo.com

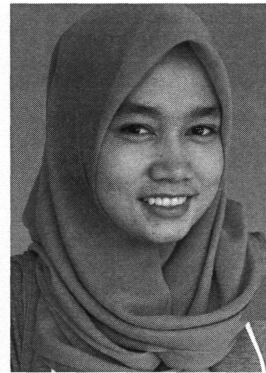
**AIN FARZANAH
MOHD HUSAINI**

afmhusaini@gmail.com



tnsyafaat@gmail.com

**TUAN SAFA'AT
TUAN AMERI**

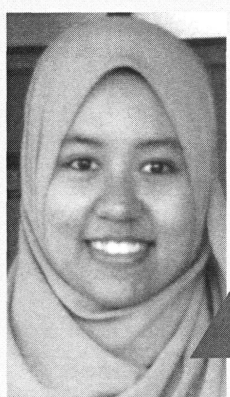


**NUR ASHIQIN
ZOLKIFLI**

nurashiqinzolkifli@gmail.com

missana1993@gmail.com

MAZLIANA YA



FIM communication

SUSRIYANNA
SUPARDI

yanna.arumdaum17@gmail.com



fionaravia93@gmail.com

FIONA RAVIA
ANAK ASING

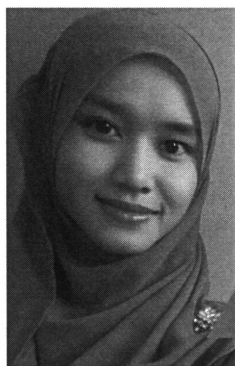


AIN SYAFIQA
SHAH DAHLI

ainsyafiq77@yahoo.com.my

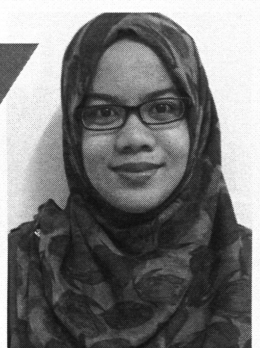
yusni.hidayu@yahoo.com

YUSNI HIDAYU
AMRAN



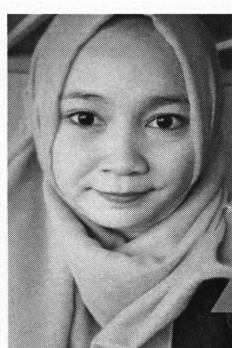
NUR LIYANA
ABDUL HALIL

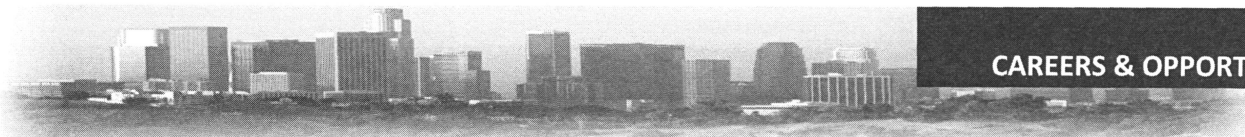
nurliyanahalil@gmail.com



farahinzaaba@gmail.com

FARAHIN
ZAABAH






FIM communication

NUR MARISA
BADRULSHAM

nurmarisa24@gmail.com





farahamira93@gmail.com

FARAH AMIRA
ABDUL RAHIM

SITI WADHIHAH
MOHD NAZRI

s.wadhihah@yahoo.com

