UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM KEDAH
JALAN KOLAM AIR, 05100 ALOR SETAR,
KEDAH DARUL AMAN

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BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY
MANAGEMENT

03RD FEBRUARY 2019-30TH JUNE 2019

# DECLARATION

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Signed by,

Nurhazwani bt Hamzah

2015165747

Date of submission: 12 July 2019

## ABSTRACT

After completed my study 6 semester at campus, I choose Perbadanan Perpustakaan Awam Kedah (PPAK) as a place of my industrial training. On 3$^{rd}$ February 2019, I started my industrial training for 5 months and it is end on 30 June 2019. The reason why I choose this library because I am already familiar with this library. Through the training, I have gained a lot of knowledge from different department. Moreover, I can applied what I have learn from my studies into work. Lastly, after facing many challenges on my internship, what I can say is not easy to handle an organisation, but if we work hard, never give up and learn from mistake, all those work will run smoothly.

# ACKNOWLEDGEMENT

Assalamualikum w.b.t

Alhamdulillah, I have complete my industrial training at Perbadanan Perpustakaan Awam Kedah (PPAK) and InsyaAllah will be complete my bachelor studies at UiTM Rembau Campus soon.

First of all, I would like to thankful to the Almighty for the blessing given to me a healthy life to complete this industrial training report. I am also would like to thanks to all my lecturer for giving me knowledge and support until I finish my industrial training.

Secondly, millions thanks to Perbadanan Perpustakaan Awam Kedah (PPAK) because accept me as a practical students in their library. Thanks to all staff that never give up to teach and assist me until I finish my practical. This is very valuable experience in my life.

Beside that's, very special thanks to my family members that always give their support, time, advice, and financial support for me to completing this industrial training. They help me a lot and encourage me to do better and better.

Last but not list, special gratitude to my friends and others practical members for the ideas and cooperation for the whole 5 months. They helped me a lot in completing my practical. I would like to seek forgiveness if I have committed of offense during the completion of this assignment either intentional or accidental. Thank you.

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# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 1.0 INTRODUCTION

Perbadanan Perpustakaan Awam Kedah (PPAK) is the main Public Library in Kedah State. This Library Public is located at Alor Setar Kedah City and there are have 40,000 square feet broadness. The location of PPAK is strategic because it located in the city center of Alor Setar Kedah. There are many facilities around library such as UTC (Urban Transformation Center), TM (Telekom Malaysia), The New Police Headquarters of Alor Setar (IPD Alor Setar) and many more. This factor brings the people to come to the library as the place where they can get any references or services that they are looking for. Public Library is an organization of information that are retrieved, stored, managed, organized all the information in order to enable access by the users. This public library has three floors which can seat by 2500 in per time. The library has more than 100,000 collection and the library had automated the services by using the KOHA system. Koha is an open source Integrated Library System, used world-wide by public, school and special libraries. Perbadanan Perpustakaan Awam Kedah has fully integrated KOHA system in their management.

The specialty of the library is the library has one department which knows as Kedah Collection which manages the collection regarding the Kedah. All the history about Kedah have in the library and give opportunity to the public to know the history.

I had chosen the Perbadanan Awam Kedah as place for my practical training because I would like to know and study about the management of the public library and learn new experiences that can be my "stepping stone" in my further career.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)
## 1.1 Background of Perbadanan Perpustakaan Awam Kedah (PPAK)

On 28 April 1972, the enactment of Act No. 7 Year 1972 has been approved for the establishment of a corporation named Kedah Public Library Corporation (PPAK) and this Act into force on January 1, 1974 according to Government Gazette dated May 20, 1976. Kedah Public Library Corporation, Jalan Kolam Air, 05100 Alor Setar Kedah is the Central Library PPAK and began operations on January 2, 1993. Management also has services PPAK Branch Library, Town, Village, Desa Siber, Mobile, and e-Library.

### 1.1.1 History of Perbadanan Perpustakaan Awam Kedah

- Under Enactment No.7 (1971) was approved for the establishment a corporation that name Perbadanan Perpustakaan Awam Negeri Kedah (PPAK) in April 1972. This enactment was enforced on $1^{st}$ January 1974 according to the government gazette dated on May $20^{th}$, 1976. Below is the history of PPAK's establishment in chronologically.

- 1952- A committee has been appointed to sponsor and administer a state public library. Committee meeting appointments were held at Kelab Pejabat Kerja Raya.

- 1957- In meeting Majlis Bandaran Alor Setar on September 1957, Encik Poh Sin Bin as Survey Officer Daerah Kota Setar, at that time suggested creating a library in the city of Alor Setar.

- 1960- on $24^{th}$ February 1960, Majlis Bandaran Alor Setar at its meeting has applied and managed to get an allocation of RM 45,000 from State Government to set up a library. Assistance has also been received from voluntary bodies in the form of money and books. United State

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

Information Office (USIS) and The British Council also donated reading materials for the library.

- 1961- On 30th September 1961, Perrpustakaan Umum Alor Setar who shared buildings with Muzium neger was launched by KDYMM Tuanku Sultan Kedah Darul Aman.

- 1972- on 28th April 1972, one Enactment that is Enactment 7 year 1971 has been approved for the establishment of a named 'Perbadanan Perpustakaan Awam Kedah and this Enactment enforced on 1st January 1974.

- 1976- On 20th Mei 1976, warta kerajaan issued the enforcement of Enactment.

- 1978- On 29th October 1978, Perbadanan Perpustakaan Awam Kedah has building in Jalan Kolam Air.

- 1982- On 4th August 1988, new building block of PPAK building in Jalam Kolam Air has been perfected by Menteri Besar Kedah, YAB Tan Sri Dato' Seri Hj. Osman Bin Aroff. The building is adjacent to Majlis Perbadanan Kota Setar (MPKS) and Syarikat Telekom Malaysia

- 1989- On 16th December 1989, building works with a total area 40,000 square feet priced at RM 5 million have been started.

- 1991- The building key was handed over by JKR to PPAK on 8th August 1991.

- 1993- Rhe Central Library of PPAK has served the public from 2nd January 1993.

- 1994- Building of the Central Library of the PPAK was officiated by KYDMM Tuanku Sultan Kedah Darul Aman on 8th February 1994.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 1.1.2 Function of Perbadanan Perpustakaan Awam Kedah

- Function as place where everyone can get information for free and without limitation.

- As a place of recreation and cultural development of the nation with the cooperation of outside organizations.

- Helps to raise the level of knowledge among the rural people especially.

- Provide information materials that suits the need of the community.

- Provide information on the substances of the book and non-book materials in accordance with the needs of society.

- Provides references and information services

- Helps to raise the level of knowledge among the rural people especially.

- Helps raise unity and goodwill in line with the requirements of the New Economic Policy.

- Assist in the process of national development and administration between schools.

- Provide reading, referencing and researching places to school students.

## 1.1.3 Vision of Perbadanan Perpustakaan Awam Kedah

- Be a top leader of government sector in Kedah State.

## 1.1.4 Mission of Perbadanan Perpustakaan Awam Kedah

- Center of excellence as a source of knowledge.

- Prepare and strengthen the conductive knowledge infrastructure.

- Become as the main driver of the knowledge-based society.

- Build a network of library services throughout the country.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 1.1.5 Quality of policy

- Perbadanan Perpustakaan Awam Kedah aims to provide efficient and quality service to meet customer needs.

## 1.1.6 Objective of Perbadanan Perpustakaan Awam Kedah

- Establishing, completing and maintaining the Kedah Public Library.

- To maintain and encourage reading especially in national language.

- Getting a quote of books that concerned with country or issued in the country in abundance.

- To maintain and encourage the use of reference books in the Public Library and to borrow the item as conditions the items is taken care from damage or loss.

- Get and provide information on the source and center of library services in the country on behalf of the National Library.

- Providing reference materials, book lists and loan services from the Public Library to Government Departments and State Legislative Assemblies.

- Become an agent for organizing loans and book exchanges at the intermediate level and between the Public Library and the National Library.

- To perform any other work necessary to carry on or work on all or any of the purposes of this enactment.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 1.1.7 Client charter

- Organize the membership registration in 10 minutes.

- Serve for every reference inquiry immediately and give the answers for simple inquiry in 30 minutes and for investigation inquiry 24 hours.

- Give the circulation and return services for each book in 3 minutes.

- Arrange back the materials on the shelves one day after retrieved.

- Give the feedback about the complaint in 7 days.

Figure 1 Organisation chart
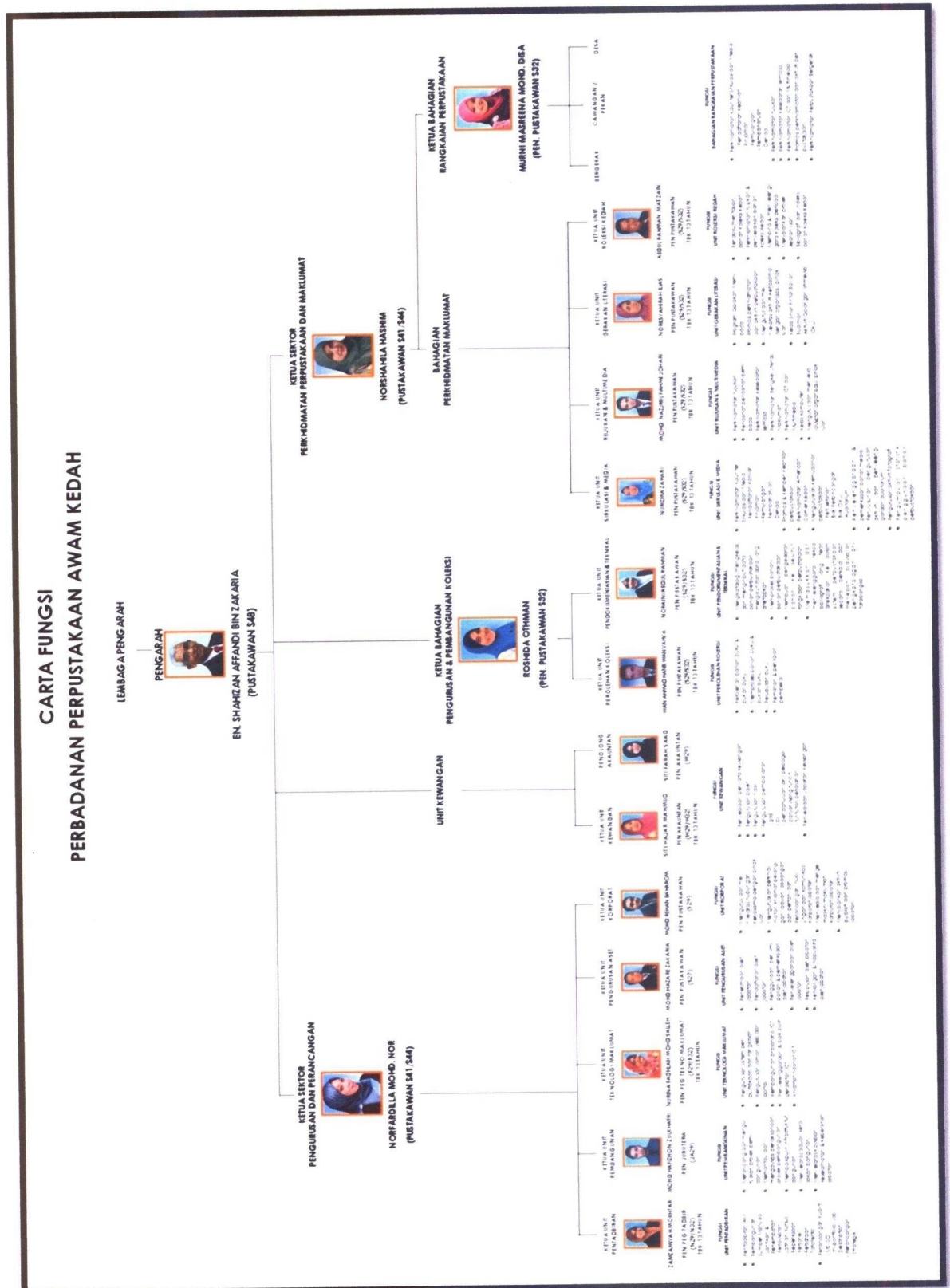
Figure 2  Logo

The Logo of Perbadanan Perpustakaan Awam Kedah

### 1.2.1. Address

Address          : Perbadanan Perpustakaan Awam Kedah,

Jalan Kolam Air, 05100, Alor Setar, Kedah.

Phone number : 04-733 3592 / 731 4695

Fax number    : 04-7323660

Email            : info@kedahlib.gov.my

### 1.2.2 Opening Hours

| DAYS | TIMES |
|---|---|
| Sunday – Thursday | 9.00 am – 6.00 pm |
| Saturday | 10.00 am – 6.00 pm |
| Friday or public holiday | Closed |

Table 1 Opening hours of PPAK

### 1.2.3 Building of Perbadanan Perpustakaan Awam Kedah



Figure 3 Building PPAK

### 1.2.4 Location of PPAK



Figure 4 Location PPAK

## 1.2.5 Floor plan of PPAK
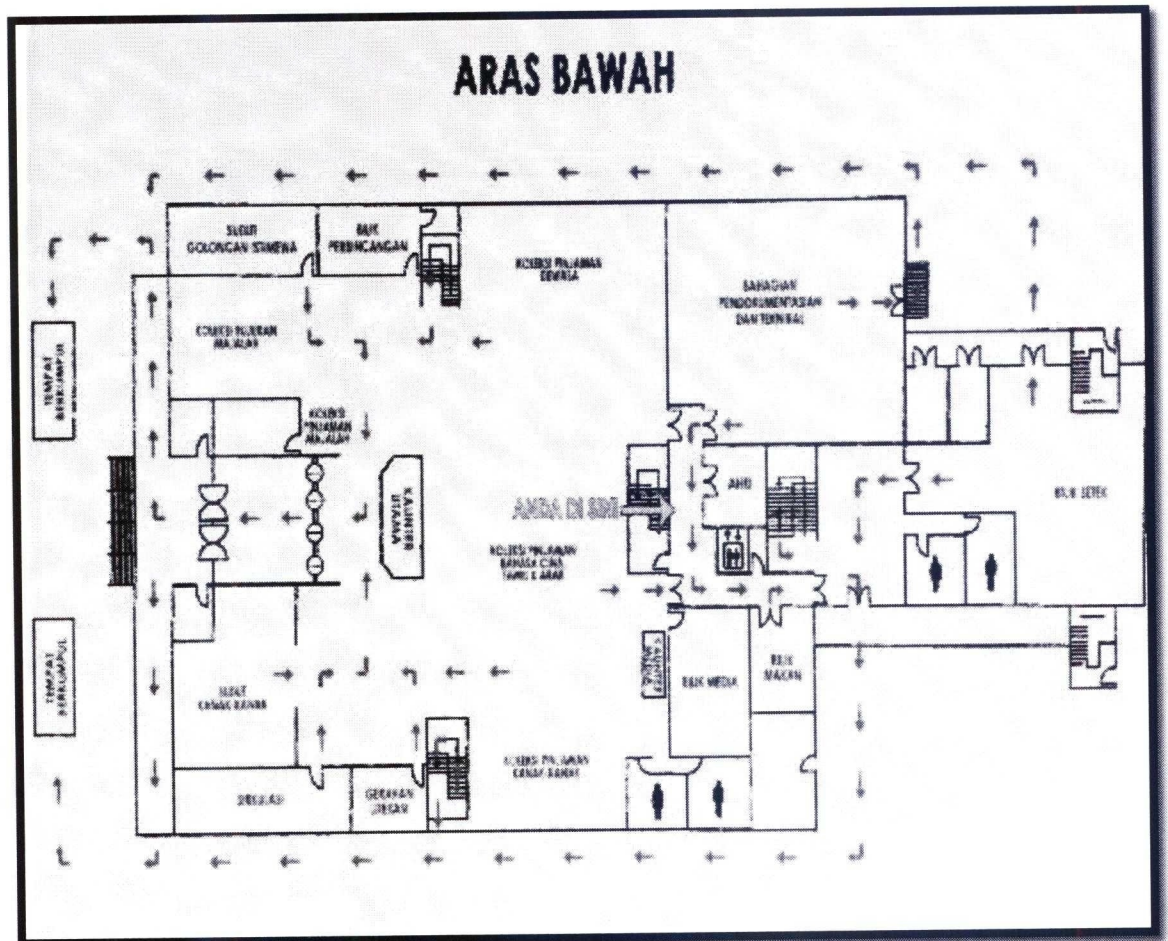


Figure 5 Ground Floor of PPAK

- There are counter circulation at first floor.
- Children's book and novel also being located here.
- There are head of unit circulation and information literacy department's room.
- American corner is near to the circulation counter.
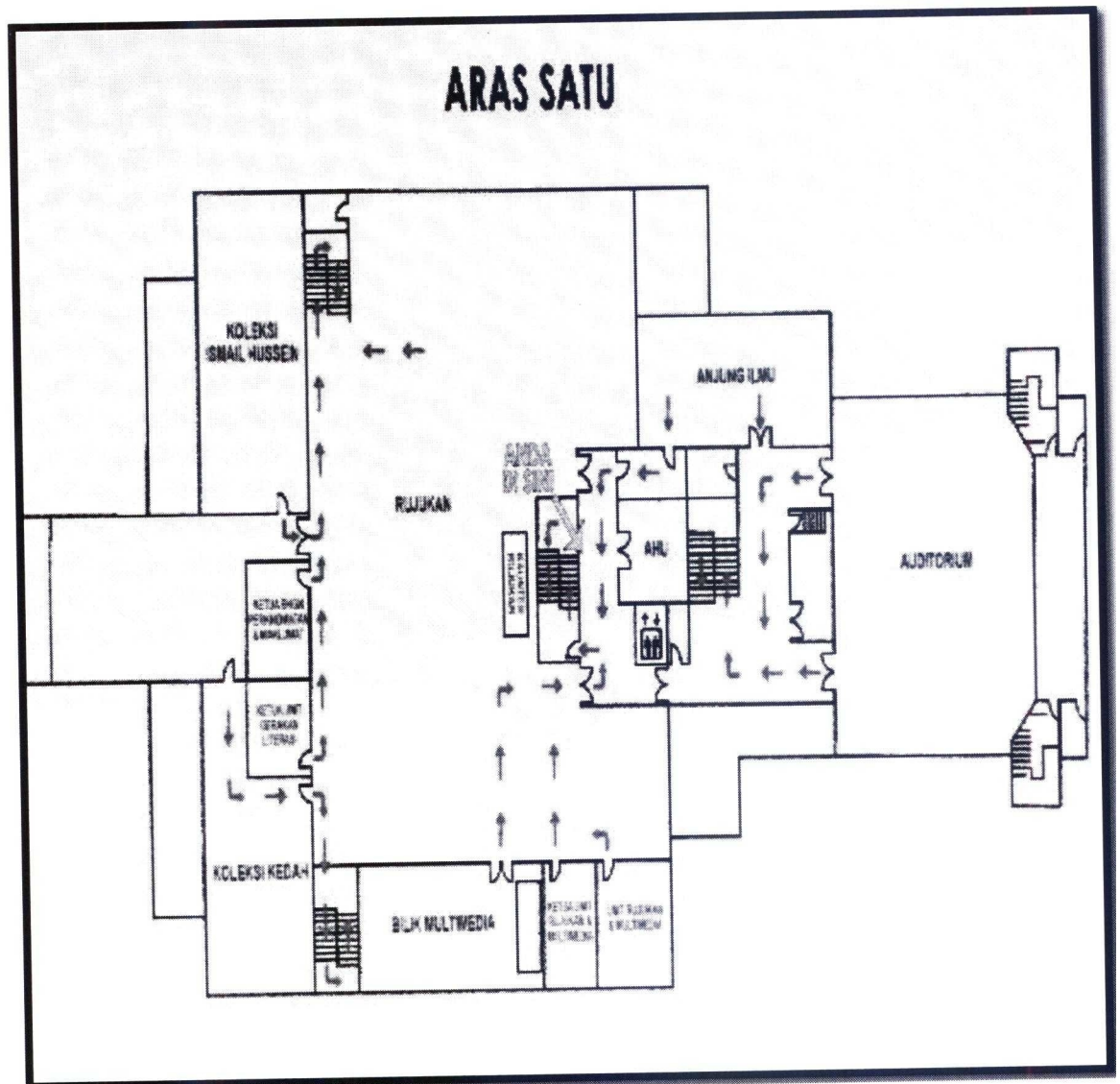
Figure 6 First Floor of PPAK

- This is reference floor
- There are 2 department here which is Reference and Multimedia Department and Kedah's Department Collection.
- There are reference collection such as encyclopedia, handbook and many more.

Figure 7 Second Floor of PPAK

- This is administrative floor
- There are 4 department here which is Information Technology department, Asset Department, Administrative Department and Network Library Department
- In this level, there prayer room for staff

# CHAPTER 2: ORGANIZATION INFORMATION

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 2.0 ORGANIZATION INFORMATION

The Perbadanan Perpustakaan Awam Kedah consist of main important departments which are Administration departments, Financial department and Cataloging Department. Other than that, there are several department or unit at Perbadanan Perpustakaan Awam Kedah that also important which are Acquisition Department, Asset Management Department, Circulation Department, References and Multimedia Department, Kedah Collection Department, Literation Motion of Information Department, Building Management Department and Library Network Department. Thus, Perbadanan Perpustakaan Awam Kedah also handle and manage all the branch libraries and several rural libraries at Kedah. In addition, Perbadanan Perpustakaan Awam Kedah also provide a variety of materials collections and services such as mobile library in order to serve and fulfill user needs. The library has about 100 staffs including 2 librarians that are responsible in managing and smoothen the flow of the work in the library operation.

### 2.1 Perbadanan Perpustakaan Awam Kedah Regulations

- Not allowed to eat, drink, smoke, spit, bed and scribbling in the library

- Not allowed to make noise to disturb other users.

- Not allowed to take pictures inside the library without permission of the officer on duty.

- Users should dispose of waste into the waste basket provided.

- Items of References Division at Level 1 is not allowed to be brought down or otherwise except with the permission of the officer on duty.

- Not allowed to bring in bags, files, books, magazines, paper notes, bound materials, umbrella, helmets, knives, scissors and sharp objects to another and so on. The users are required to leave the items in the storage provided.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

- PPAK party will not be responsible for the security of these items, any damage or loss is their own responsibility.

- Pets are not allowed to be bought in to the library.

- Sound signal will be sounded 15 minutes before closing time and all users are required to leave the library.

- Do not rush when going in or out of the library.

- Book seats are not allowed, and any books or tools left on the table or chair will be picked up by the staff.

- Misconduct or indecent is strictly prohibited in the library.

- When left the library, all users are required to show books or materials that want to be taken out for checkup.

- Users are not allowed to enter the prohibited area or place with notice "For Staff Only". Not allowed to damage facilities in library by smudging, scratching, staining or by any means.

- Officers in charge of the library reserves the right to redirect users who do not follow the rules out of the library.

- Parents / guardians should control their children from making noise or harass other users.

- Please make sure follow the rules the personality-look ethical. PPAK has the right to prevent user who do not follow the ethics from enter to the library.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 2.1.1 Personality Ethical in PPAK

- Singlet / sleeveless shirt:

  For the men and women. Children are advised to dress neatly.

- Pajamas:

  Any types of dress / gown are absolutely not allowed

- Shorts

  For users of adult women.

- Short skirts

  For users of adult women. However, a long skirt to the level of foot

  Any type of tights (reveal implant body / foot) to the men and women, are

  not allowed. Denim pants / jeans usually not recommended. Pants slack

  highly recommended.

- Tight: ankle is not allowed

  Any type of tights (reveal implant body / foot) to the men and women, are

  not allowed. Denim pants / jeans usually not recommended. Pants slack

  highly recommended.

- Wear hat:

  Hats and headbands for the men are not allowed.

## 2.2 Introduction departmental structure

In this chapter, there will be explanation regarding each department. There are 9 departments that will be explained in this chapter. Those department are:

### 2.2.1 Administrative Department

The administrative department is headed by Puan Zamzamiyah with 8 supporting staff working together to achieve their department goals. This department is actually managed all of the failing related to this library to make sure that the management of the libr ary will be organized according to enhance the quality of the library.

#### 2.2.1.1 Function Administrative Department

- ❖ Managing staff temporary, temporary and contract
- ❖ Manage any internal training, external and secretariat of the program.
- ❖ Enhance staff competence through career advancement through academic improvement, ongoing training, study tours, industry training, 'on the job attachment' and others.
- ❖ Manage staff affairs and services.
- ❖ Improve staff competence through training and human resources development programs.
- ❖ To coordinate all matters of administration, human resources, staff, maintenance, security, hall rental, inventory and training so that library services can be delivered quickly, efficiently and accurately to customers.

## 2.2.1.2 Departmental structure of Administrative Department
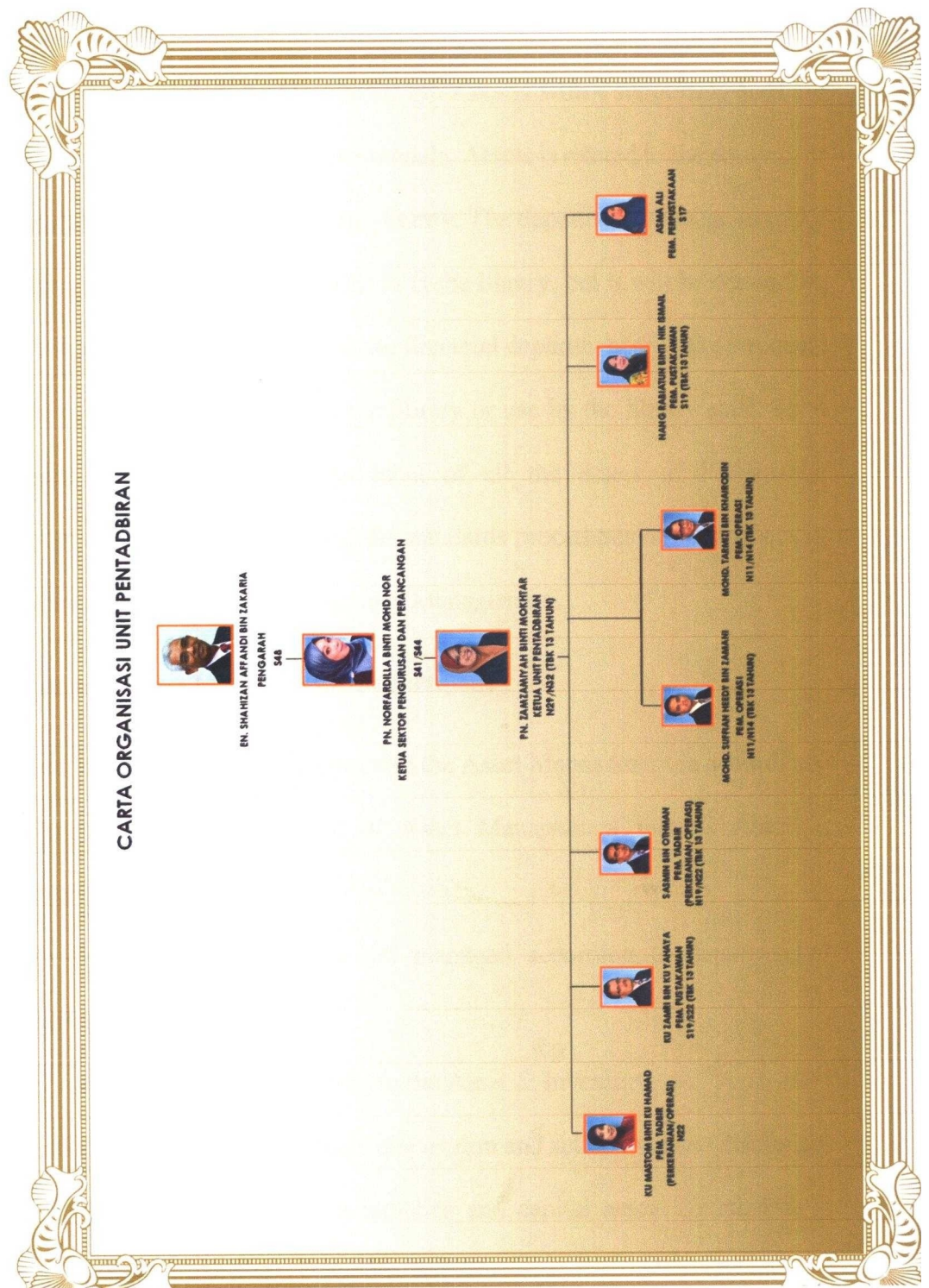


Figure 8 Administrative Department

### 2.2.2 Asset Management Department

The department of assets heady by Mr. Hazare bin Zakaria with 4 supporting staff are working together to achieve their department goals. Assets is related to the equipment and all the facilities that are provided by the library. The department manage to make sure the equipment and the facilities available in the library, but it will be depending the budget. Assets department will deal to the financial department to make a request for the budget to buy the equipment for the library or use by the library staff. Then this department is also responsible to label of all the assets of Perbadanan Perpustakaan Awam Kedah by following the standards procedures of department of Asset Management intends Asset & Inventory Management.

### 2.2.2.1 Function of Asset Management Department

❖ To plan, monitor, control and supervise the Asset Management in accordance with procedures of department of Asset Management intends Asset & Inventory Management.

❖ Ensure that all movable assets are managed according to departmental procedures laid down.

❖ To submit an annual report relating to the Asset & Inventory.

❖ Inspection Asset & Inventory, asset disposition and action over as / discipline.

❖ Manage the procurement, office supplies and capital assets Kedah Public Library Corporation.

❖ Monitor and identify the useful life of the asset.

## 2.2.2.2 Departmental structure of Assets Management Department



CARTA ORGANISASI UNIT PENGURUSAN ASET

EN. SHAHIZAN AFFANDI BIN ZAKARIA
PENGARAH
S44

PN. NORFARDILLA BINTI MOHD NOR
KETUA SEKTOR PENGURUSAN DAN PERANCANGAN
S41/44

EN. MOHD HAZARE BIN ZAKARIA
KETUA UNIT PENGURUSAN ASET
S29

AZHARI BIN ABDUL AZIZ
PEM. TADBIR
N19

MUHAMMAD MUJADDID MD. SAAD
PEM. PUSTAKAWAN
S19

SYAZA LIYANA BINTI ANWAR
PEM. PUSTAKAWAN
S19

RIDHWAN BIN SHARIFF
PEM. OPERASI
N11

Figure 9 Asset Department

## 2.2.3 Acquisition Department

Acquisition department was located at the ground floor in PPAK building. Acquisition department was responsible in ordering, receiving and processing the materials that has been purchased. Acquisition Department are leaded by Mr. Wan Ahmad Hanis b. Wan Yahya and supporting with 10 person of acquisition department. This department responsible for managing all the things like buying books and other materials for libraries in line with budget that are available to federal and state government.

Book purchased will be checked to ensure the quality of the materials. Part turnover also play role in building library collection and it responsible for obtaining materials as a catalyst toward improving the quality of library service where users can access information quickly and accurately.

### 2.2.3.1 Function of Acquisition department

- ❖ The acquisition of library materials covers books, media materials, magazines and newspapers.
- ❖ Selection and assessment of suppliers
- ❖ Order of library materials
- ❖ Acceptance of library materials
- ❖ Processing of library materials
- ❖ Recorded procurement of library materials
- ❖ Disposal of library materials
- ❖ Distribution and delivery of subscription magazines
- ❖ Binding of library materials

### 2.2.3.2 Departmental structure of Acquisition Department
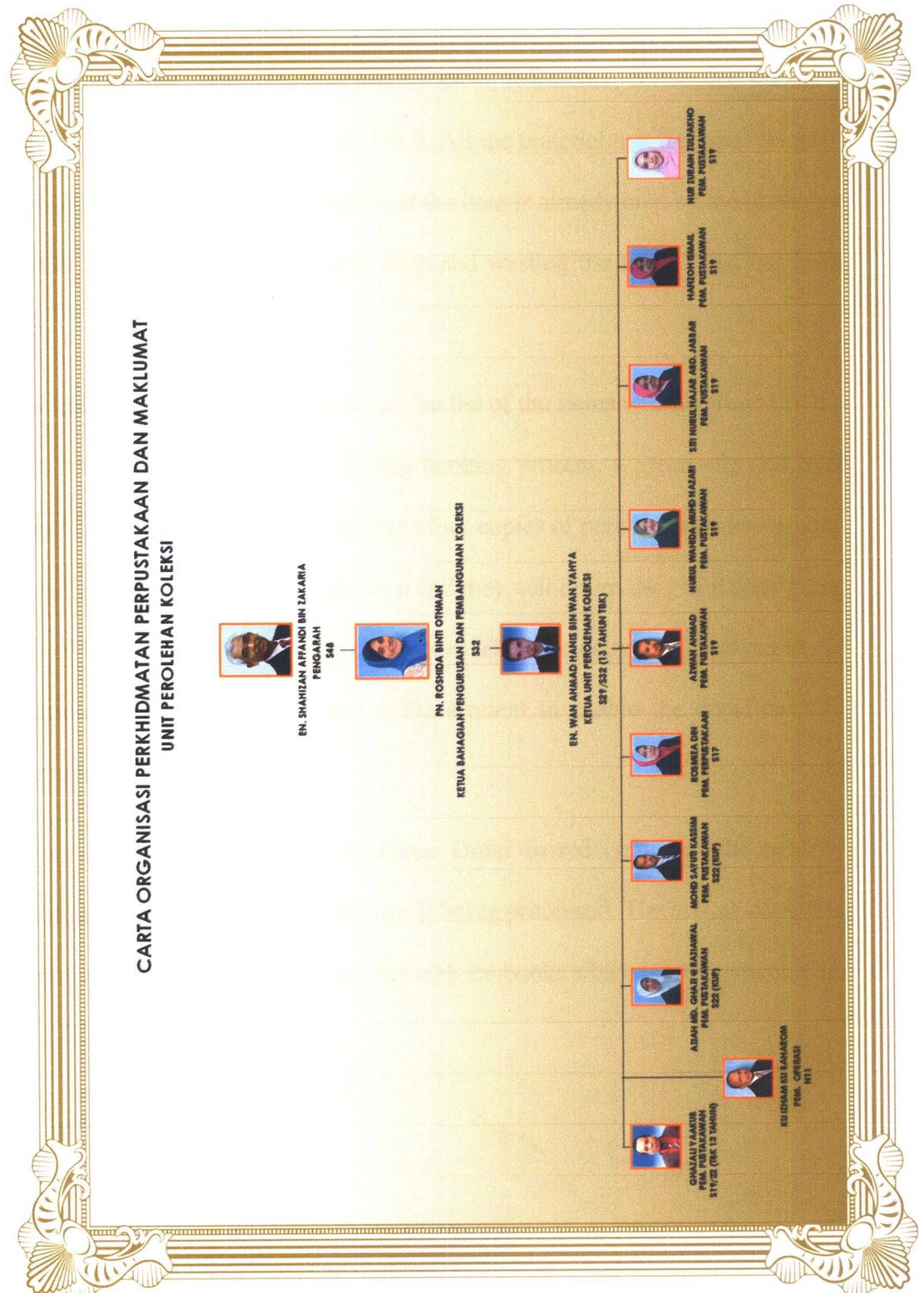


Figure 10 Acquisition Department

## 2.2.3.3 Ordering process

It is important things as first step and it should be done before purchasing materials for the library is doing the selection of materials by the Head of Department or by Director. Besides that, there are proposed by users, researcher, committee selection and also evaluation of suppliers are used to it. All the material that has been selected will be checked in the system to determine if the item is already held by the library or not in order to avoid the duplication of item and wasting the budget that has been allocated.

After the selection process has been made, the list of the items will be printed in the Purchased Order in the total order. During booking process, a green slip and mail order should be given to suppliers. There are four copies of purchased Order. A copy of green seller while making the reservation and they will return the green copy when the items arrive or during the admission process. The blue copy will be given to the Administration Department and Finance Department to enable the department to make payment to suppliers.

Other than that, the copies of the Purchase Order in red color will be held by Acquisition Department as proof of savings is being processed. The yellow copy will be sent by Acquisition Department together with the books which is were process into Catalog Units.

## 2.2.3.4 Receiving Process

Receiving process is the process of second order. Prior to the purchase of the same items. The purpose of buying the materials must be examined prior. As a Head of Acquisition Department is important role in the selection of materials for the library. The items that have been received should be reviewed in advance to ensure adequate quantity and quality materials. Invoices and orders to bring an important message arrives or when the materials receive by acquisition. Suppliers will also bring back a purchase order with a green slip that was sent to them to order along with the items that will be accepted.

Other than that, the acquisition department will receive confirmation of receipt stamped on the invoice. Then, the invoice will be sent with a purchase order to acquisition of the Administration and Finance Department for payment processing. If there is damage to the book, the sellers must replace the items within two weeks. In addition, suppliers must change the book for the same price if it damages books were no longer held by suppliers.

Library Assistant in this session will be responsible for setting the materials received from suppliers. In addition, the library assistants also have to check purchase invoices and delivery order that has been received to ensure adequate items and the total of price is equal to the purchase orders items. Library Assistant must also recover the invoice issuer if any difference in invoice and purchase order such as titles, price books or amount of the items. In addition, the library assistant should provide information on the esteems and statistic in the report of the department. Library assistant will also set the materials have been receives on the list of suppliers and the amount of the invoice number.

**2.2.3.5 Flow Chart of Books Purchasing**

```
                    ┌─────────────┐
                    │    START    │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │ Book Selection │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │ Vendor Selection │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │  Ordering   │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │   Supply    │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │  Supplied   │
                    └─────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │  Receiving  │
                    └─────────────┘
                           │
                           ▼
  ┌─────────┐       ┌─────────────┐       ┌─────────────────┐
  │ Damage  │◄──────│   Damage    │       │ Inform to vendors │
  └─────────┘       └─────────────┘       └─────────────────┘
       │                   │                       │
       ▼                   ▼                       │
  ┌─────────┐       ┌─────────────┐                │
  │ Supplied │      │ Invoice process │            │
  └─────────┘       └─────────────┘                │
       │                   │                       │
       │                   ▼                       │
       │            ┌─────────────┐                │
       │            │ Processing  │                │
       │            └─────────────┘                │
       │                   │                       │
       │                   ▼                       │
       │      ┌─────────────────────────┐          │
       │      │ Sent to another department │        │
       │      └─────────────────────────┘          │
       │                   │                       │
       ▼                   ▼                       │
  ┌─────────────┐   ┌─────────────┐                │
  │ Cancellation │──►│   Finish    │◄───────────────┘
  └─────────────┘   └─────────────┘
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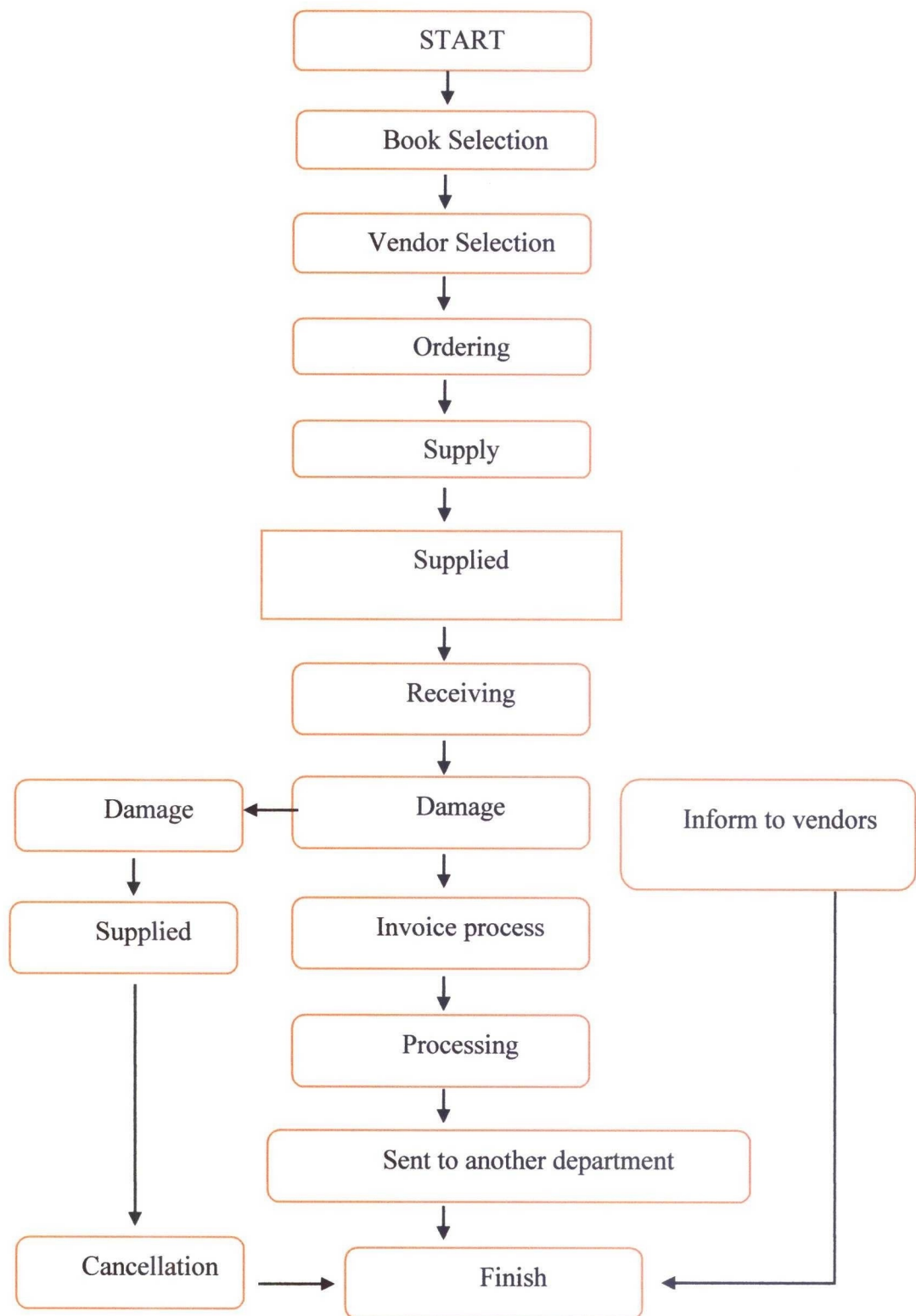
Figure 11 Flow Chart of Books Purchasing

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 2.2.3.6 Flowchart of Buying non-printed materials.

```
                    ┌─────────────────┐
                    │     START       │
                    └────────┬────────┘
                             ↓
                    ┌─────────────────┐
                    │ Material Selection │
                    └────────┬────────┘
                             ↓
                    ┌─────────────────┐
                    │ Criteria Selection │
                    └────────┬────────┘
                             ↓
                    ┌─────────────────┐
                    │    Ordering     │
                    └────────┬────────┘
                             ↓
                    ┌─────────────────┐
                    │ Materials Criteria │
                    └────────┬────────┘
                             ↓
                 ┌───────────────────────┐
                 │       Criteria        │
                 └───────────┬───────────┘
                             ↓
                    ┌─────────────────┐
                    │ Material Acceptance │
                    └────────┬────────┘
                             ↓
   ┌──────────┐     ┌─────────────────┐     ┌──────────────────┐
   │  Damage  │ ←── │     Damage      │     │ Inform to vendors │
   └────┬─────┘     └────────┬────────┘     └──────────────────┘
        ↓                    ↓
   ┌──────────┐     ┌─────────────────┐
   │ Supplied │     │ Invoice process │
   └────┬─────┘     └────────┬────────┘
        │                    ↓
        │           ┌─────────────────┐
        │           │   Processing    │
        │           └────────┬────────┘
        │                    ↓
        │           ┌─────────────────────────┐
        │           │ Sent to another department │
        │           └────────┬────────────────┘
        ↓                    ↓
   ┌──────────────┐   ┌─────────────────┐
   │ Cancellation │ → │     Finish      │
   └──────────────┘   └─────────────────┘
```
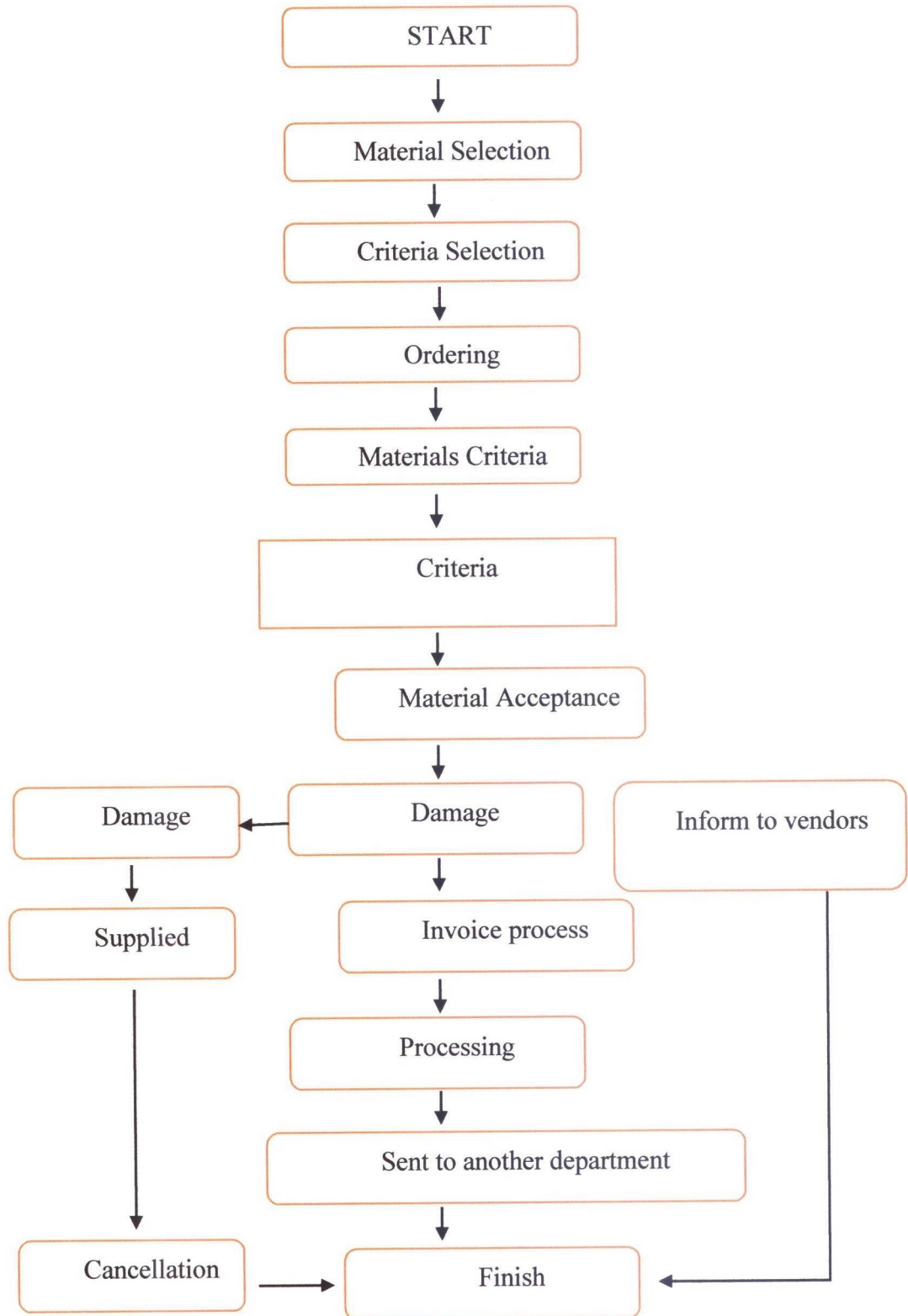
Figure 12 Flowchart of Buying Non-Printed materials
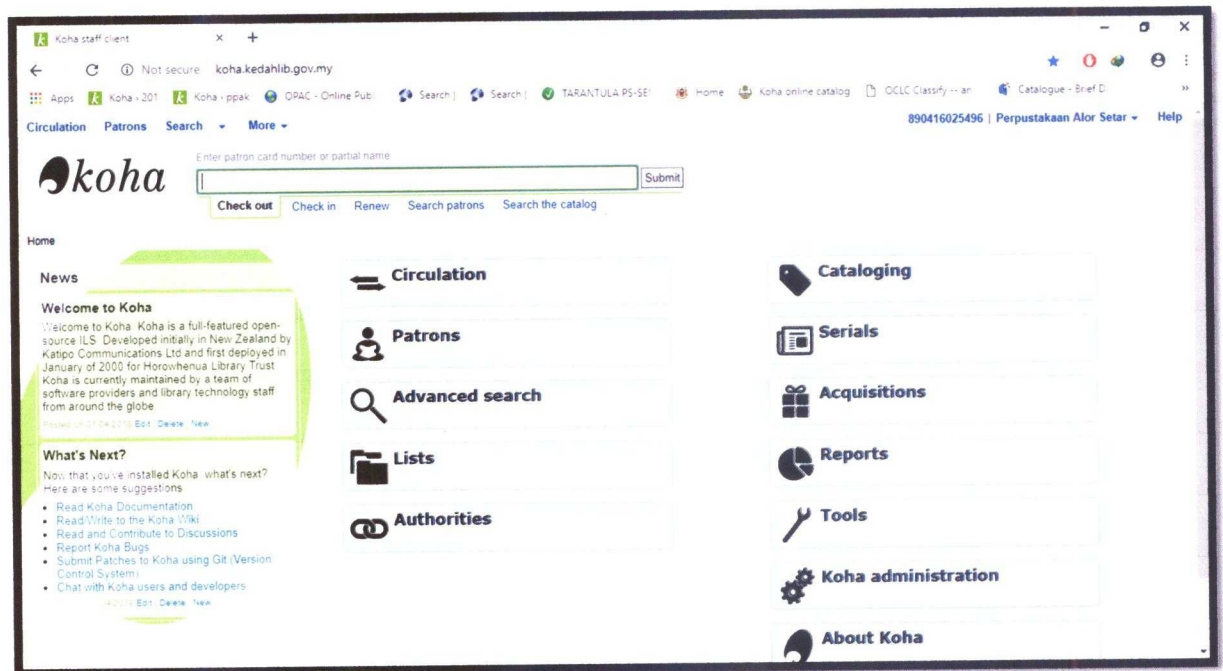
Figure 13 KOHA System

## 2.2.4 Cataloging Department or Documentation and Technical Department

Cataloging Department or Documentation and Technical Department is the most important unit in library. It involves processes such as providing call number for books to ease users to retrieve library materials. This department is headed by Ms. Noraini Binti Abdul Rahman for doing cataloguing and classifying materials and has 6 assistants support their works together to achieve their organizational goals. This department also responsible in describing the information regarding the library materials, processing books such as paste the call number, protecting the books by covering the books with jacket and others. This department receive a very great responsibility. Because they must adapt the new automated library system which is KOHA System and integrated it Perbadanan Perpustakaan Awam Kedah. Then they are responsible for distribution of the book and library materials to all branch library and rural library.

### 2.2.4.1 Function of Documentation and Technical Department

- ❖ Physical processing of catalogue materials, book repair, and preservation, creation of item level record for online system.
- ❖ Processing the library materials.
- ❖ Separating the library materials.
- ❖ Catalogue and classification the library material.
- ❖ Cataloguing of monographic, serial and non-printed material.

## PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

In PPAK, the classification system use is:

❖ Anglo-American Catalogue Rules (AACR2) standard for determining information order and presentation of catalog records.

❖ Dewey Decimal Classification 23 (DDC 23) Standard for deciding classification number of the books.

❖ Library of Congress Classification Scheme Standard for classify library materials.

Table 2: Dewey Decimal Classification

| DDC NUMBER | EXPLAINATION |
|------------|--------------|
| 000 | Generalities |
| 100 | Philosophy |
| 200 | Religion |
| 300 | Social Science |
| 400 | Language |
| 500 | Pure Science |
| 600 | Technology |
| 700 | Art |
| 800 | Literature |
| 900 | Geography and History |

Table 3: Dewey Decimal Classification

### 2.2.4.2 Cataloging Department or Documentation and Technical Department



Figure 14 Cataloguing Department

**2.2.4.3 Workflow at Cataloging Department or Documentation and Technical Department**

```
                          ┌─────────────────────┐
                      ┌──▶│  Receive materials  │
                      │   └─────────────────────┘
                      │              │
                      │              ▼
                      │   ┌─────────────────────┐
                      │   │        Check        │
                      │   └─────────────────────┘
                      │              │
                      │              ▼
       ┌──────────────┐        ╱─────────╲
       │   Sent to    │◀── Yes ◀  Damage  ╲
       │Acquisition Unit│        ╲─────────╱
       └──────────────┘              │
                                     │ No
                                     ▼
                          ┌─────────────────────┐
                          │    OCLC, OPAC,      │
                          │     PNM. KIK        │
                          └─────────────────────┘
                                     │
                                     ▼
                          ┌─────────────────────┐
                          │    Refer AACR2      │
                          └─────────────────────┘
                                     │
                                     ▼
                          ┌─────────────────────┐
                          │     Refer LCSH      │
                          └─────────────────────┘
                                     │
                                     ▼
                          ┌─────────────────────┐
                          │    Check DDC 23     │
                          └─────────────────────┘
```
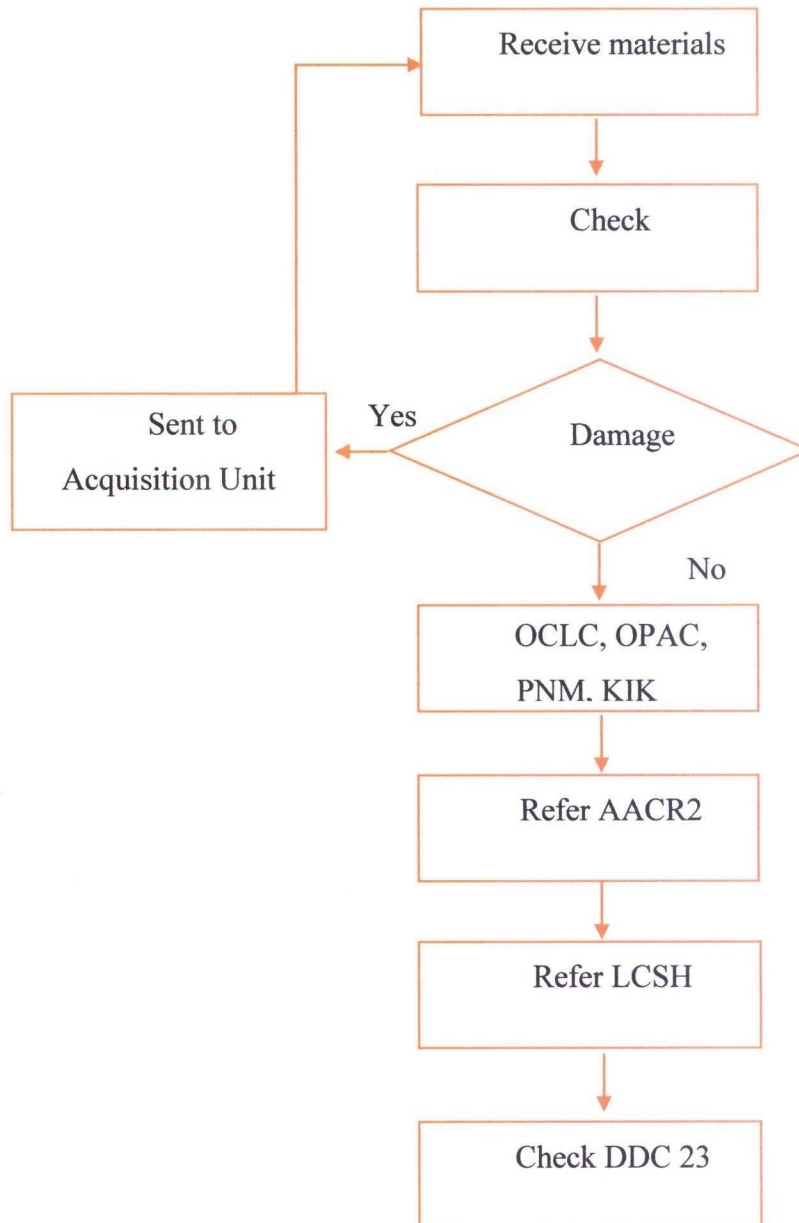
Figure 15 Workflow of Receive, Catalog and Classify materials

**Data input**
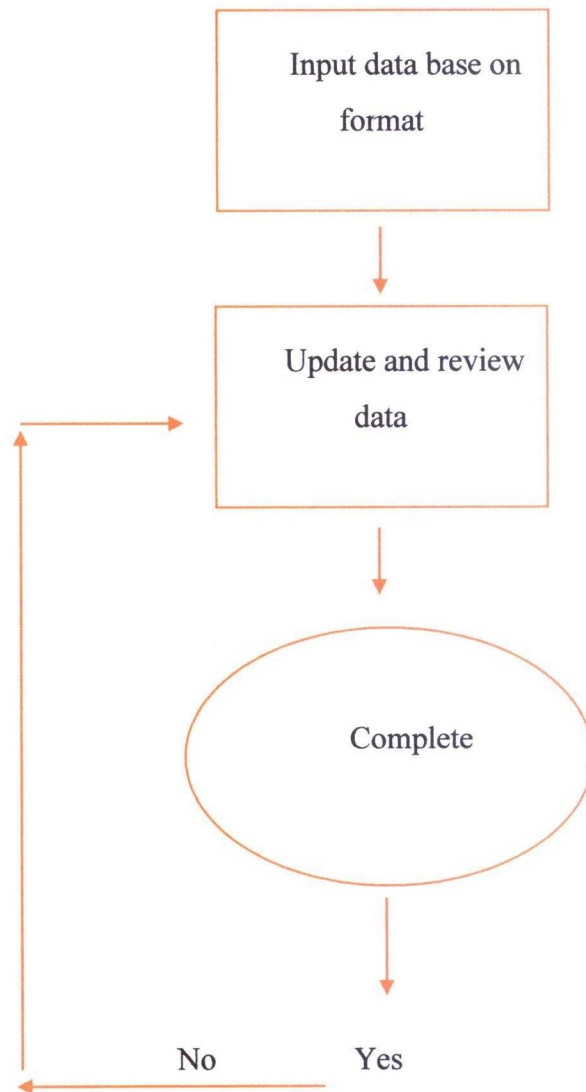


Figure 16 Data input

**Processing Library Materials**

```
        ┌─────────────────────┐
        │   Receive slip and  │
        │      materials      │
        └─────────────────────┘
                   │
                   ▼
        ┌─────────────────────┐
        │  Check the materials │
        └─────────────────────┘
                   │
                   ▼
        ┌─────────────────────┐
   ┌───▶│  Check call number  │
   │    │  Author and barcode │
   │    └─────────────────────┘
   │               │
   │               ▼
   │        No
┌──────────────┐      ┌─────────────────┐
│Refer the     │◀─────│                 │
│materials     │      │     Exactly     │
│to cataloguer │      │                 │
└──────────────┘      └─────────────────┘
                             │
                             ▼
                           Yes
```
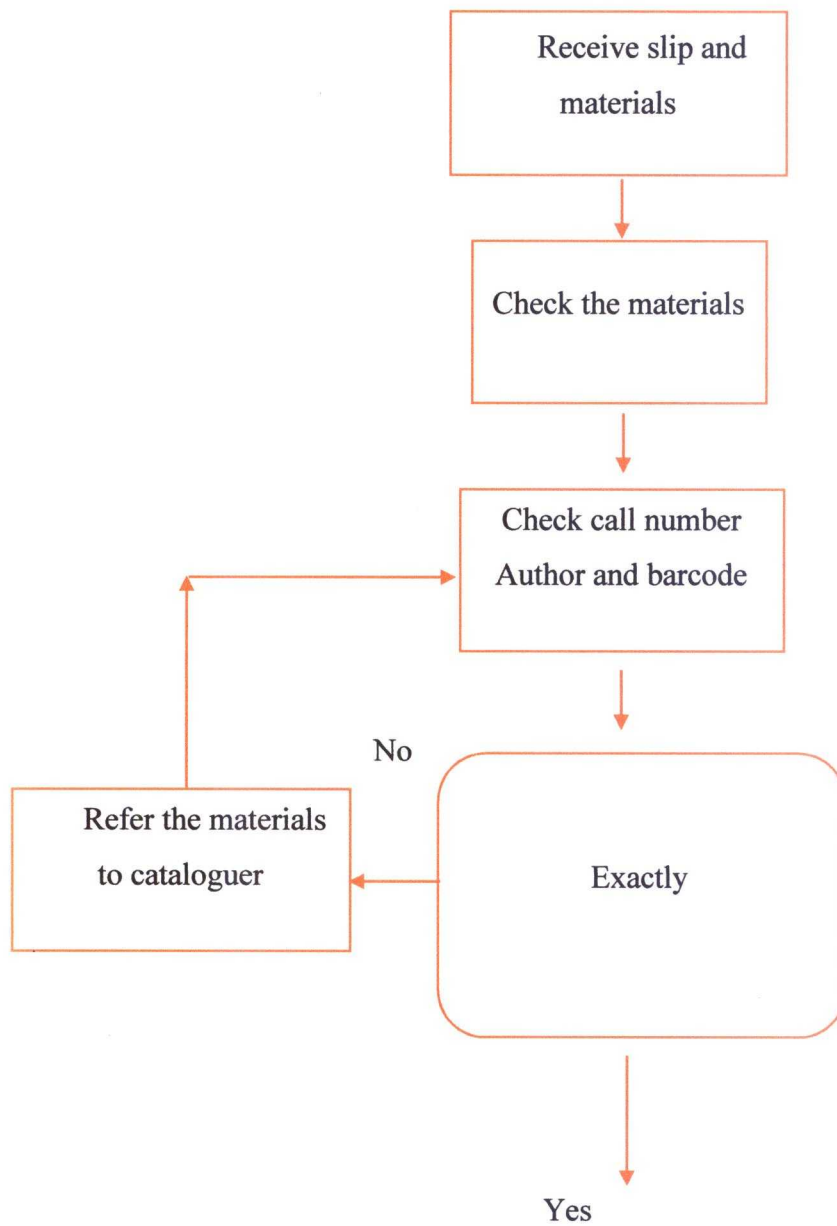
Figure 17 Processing Library Materials

**Materials Distribution**

```
┌─────────────────────┐
│   Receive ready to   │
│   process materials  │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Arrange the      │
│  materials on trolley│
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│  Listing the materials│
│    of distributing   │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│   Materials library  │
└─────────────────────┘
```

Figure 18 Materials Distribution
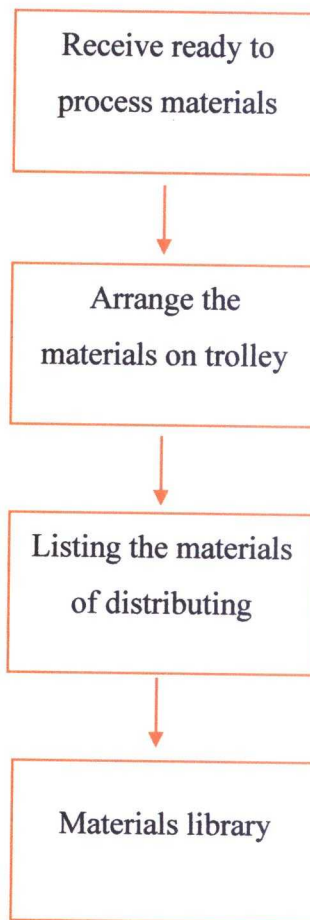
### 2.2.5 Libraries Network Department

Library Network Department is responsible for providing information services provided by PPAK to rural communities through mobile library services which is buses and E-Pustaka. This department are headed by Ms. Murni Masreena bt Md. Desa that are supported with seven staff work together to achieve their departmental goals. There are two types of service provided in terms of giving library services. This unit provides services of E-Pustaka and Mobile Library of Bas Perpustakaan Bergerak.

Mobile Library is providing services to users of borrowing and returning books especially for school and communities in rural areas. It allows them to get information in the area. While, E-Pustaka also known as Cyber library Science that are implemented by PPAK as an information centre that are moves to introduce the information about technology and also teach local school students on how to use the Microsoft Office software program. PPAK has 12 library branch, 23 rural libraries and 6 libraries knowledge cyber that comes with computer.

### 2.2.5.1 Function of Library Network Department

❖ Managing the borrowing, returning services and teach technology literacy skills at area that are visited.

❖ Plan, manage and administer the knowledge cyber library, knowledge cyber countryside and mobile library.

❖ Provide the borrowing and return books service at the rural schools (primary and secondary).

E-Pustaka

❖ Provide notebook, laptop and internet facilities.

❖ Equipped with 8 laptops, 1-unit printer and scanner.

❖ Service area focus on schools, government organization and branch of library.

❖ Teach about Microsoft Office Programs with simple task.

Have 5 mobile library services and the total is more than 75000 members.

❖ Alor Setar: 2 units

❖ Sungai Petani: 1 unit

❖ Kulim: 1 unit

❖ Baling: 1 unit

Apart from the Central Library, Kedah Public Library Corporation also has 6 Branch Library and 5 Pekan Library which is static library located in every district in Kedah. This library provides services that essentially have an equation with Central Library. It was created as a channel for disseminating information and knowledge needs to the people around the district.

These Libraries are located in the following areas:

Table 3 List of Libraries Branch

| No. | Branch libraries | Area |
|-----|------------------|------|
| 1. | Perpustakaan Awam Sungai Petani | Kuala Muda |
| 2. | Perpustakaan Awam Yan | Yan |
| 3. | Perpustakaan Awam Jitra | Kubang Pasu |
| 4. | Perpustakaan Awam Langkawi | Langkawi |
| 5. | Perpustakaan Awam Kulim | Kulim |
| 6. | Perpustakaan Awam Baling | Baling |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

Table 4 List of Pekan Libraries

| No. | Pekan libraries | Area |
|-----|-----------------|------|
| 1. | Perpustakaan Awam Merbok | Kuala Muda |
| 2. | Perpustakaan Awam Sik | Sik |
| 3. | Perpustakaan Awam Bandar Baharu | Bandar Baharu |
| 4. | Perpustakaan Awam Kuala Nerang | Padang Terap |
| 5. | Perpustakaan Awam Pendang | Kulim |

Until now, there are 40 rural Libraries (PD) under the state government (PPAK) established in a village, land (FELDA) or settlement house (KEDA). The facilities and services provided are for locals in the area. The services provided by the Rural Library (PD) are more on basic services such as registration and renewal or membership, loan and book return and referral services. There is a full-time Librarian to ensure the library operates on a day time basis. List of libraries is as follows:

Table 5 List of Rural Libraries

| No. | Area | No. | Perpustakaan Desa |
|-----|------|-----|-------------------|
| 1. | Kota Setar | 1. | PD Titi Gajah |
| 2. | Pokok Sena | 2. | PD Kg. Kuala Lanjut |
| | | 3. | PD Keda Bendang Perang |
| | | 4. | PD Keda Batu 13 |
| 3. | Kubang Pasu | 5. | PD Kg. Pulau Pisang |
| | | 6. | PD Kg. Naga |
| | | 7. | PD Kampung Wang Tepus |
| | | 8. | PD Kampung Tengah Jerlun |
| | | 9. | PD Felda Bukit Tangga |
| | | 10. | PD kampong Lubuk Batu |
| | | 11. | PD Kg. Telok Malik, Mukim Naga |
| 4. | Padang Terap | 12. | PD Kg. Bendang Raja |
| | | 13. | PD Kg. Bukit Nambua |
| | | 14. | PD Felda Bukit Tembaga |
| 5. | Pendang | 15. | PD Kg. Banggol Besi |

| | | 16. | PD Kampung Kepala Bukit |
|---|---|---|---|
| | | 17. | PD Keda Lahar Tunjung |
| | | 18. | PD Felda Sg. Tiang |
| | | 19. | PD Kampong Jelai |
| | | 20. | PD Felda Lubuk Merbau |
| | | 21. | PD Kg. Bendang Bukit, Kubur Panjang |
| | | 22. | PD Kg. Paya Kerchut |
| | | 23. | PD Keda Tanjung Setol |
| | | 24. | PD Kg. Belat |
| 6. | Yan | 25. | PD Kg. Belat |
| 7. | Kuala Muda | 26. | PD Masjid At-Tahir, Kg Sungai Gelam |
| | | 27. | PD Kg. Thye Eng, Bedong |
| | | 28. | PD Kg Belau, Mukim Merbok |
| | | 29. | PD Pantai Prai, Kg. Pantai Prai |
| 8. | Kulim | 30. | PD Kg. Lindungan Raja |
| | | 31. | PD Felda Gunung Bongsu |
| 9. | Baling | 32. | PD Teloi Kanan |
| | | 33. | PD Kg. Padang |
| | | 34. | PD Kampong Binjul |
| 10. | Sik | 35. | PD Kg Jelutong |
| | | 36. | PD Kg Hujung Bandar |
| | | 37. | PD Kg Gajah Putih |
| | | 38. | PD Bandar Baru Beris Jaya |
| | | 39. | PD Kg. Tanjong Setol |
| 11. | Langkawi | 40. | PD Pulau Tuba |

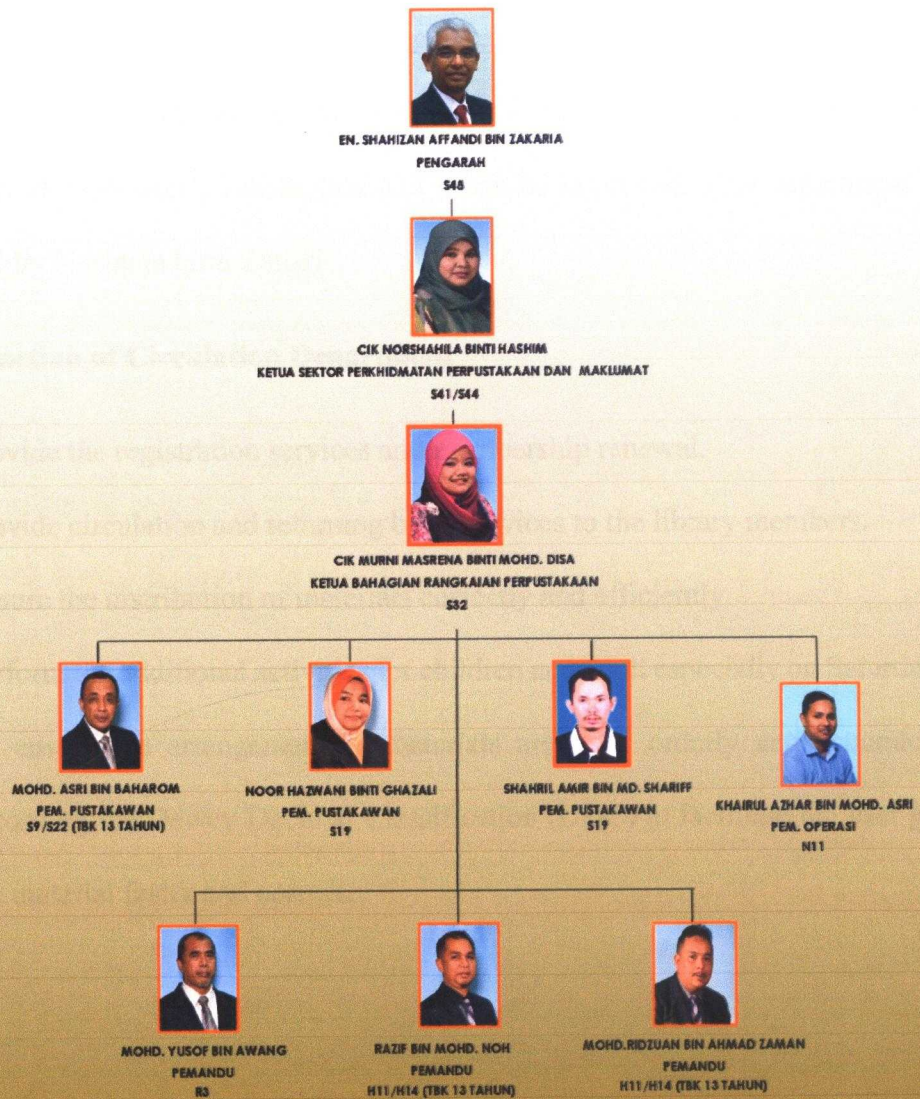**2.2.5.2 Department Structure of Library Network Department**



Figure 19  List of Library Network Department

## 2.2.6 Circulation and Media Department

Circulation Department and Media Unit is responsible to give services to the user especially in borrowing and returning books. This unit also responsible of membership registration and renewal services. They need to assist and helping users in searching materials or access information.

Starting at this department, all the rules regulated are needed to be followed by the users so that, they could use the library services comfortably. Users complaint are welcome to identify user's satisfaction and it can be improved. This department is leaded by Mrs Nurizma binti Zahari

### 2.2.6.1 Function of Circulation Department

- ❖ Provide the registration services and membership renewal.

- ❖ Provide circulation and returning book services to the library members.

- ❖ Ensure the distribution of materials correctly and efficiently.

- ❖ Perform the additional activities for children and adult especially on Saturday.

- ❖ To ensure the arrangement of materials are done orderly and accurately according the Dewey Decimal Classification (DDC) to facilitate the user get the material faster and correct.

**2.2.6.2 Media**

Media division is one of the Circulation and Media Department. Both is working together to achieve department goals. Media counter is located at the first floor in the library. All users that has registered as member of PPAK will be allowed to borrow the media materials such as CD/VCD, Bluray Discs and more. There are many collections of movies and media education materials are available in Media Room. Other than that, there is one thing special about media room is, users can go into the rooms to relax and watching movies or playing console games which is X-Box One and Nintendo WII. But they must follow the rules that has been set forth.

**2.2.6.3 Function of Media Department**

❖ Provide borrowing and returning service for the media materials.

❖ Maintain the materials in collection.

❖ Check the media materials condition.

❖ Manage and conduct the PA system in the auditorium when any activity held at auditorium.

❖ Maintain the exhibition related stuff of the library.

❖ Data input, process and distribute the media materials such as the CD, DVD and CD-ROM.

❖ Taking and Save the photos of every library program and activity.

❖ Preparing activity under American Corner Kedah.

## 2.2.6.4 Departmental Structure of Circulation and Media Department
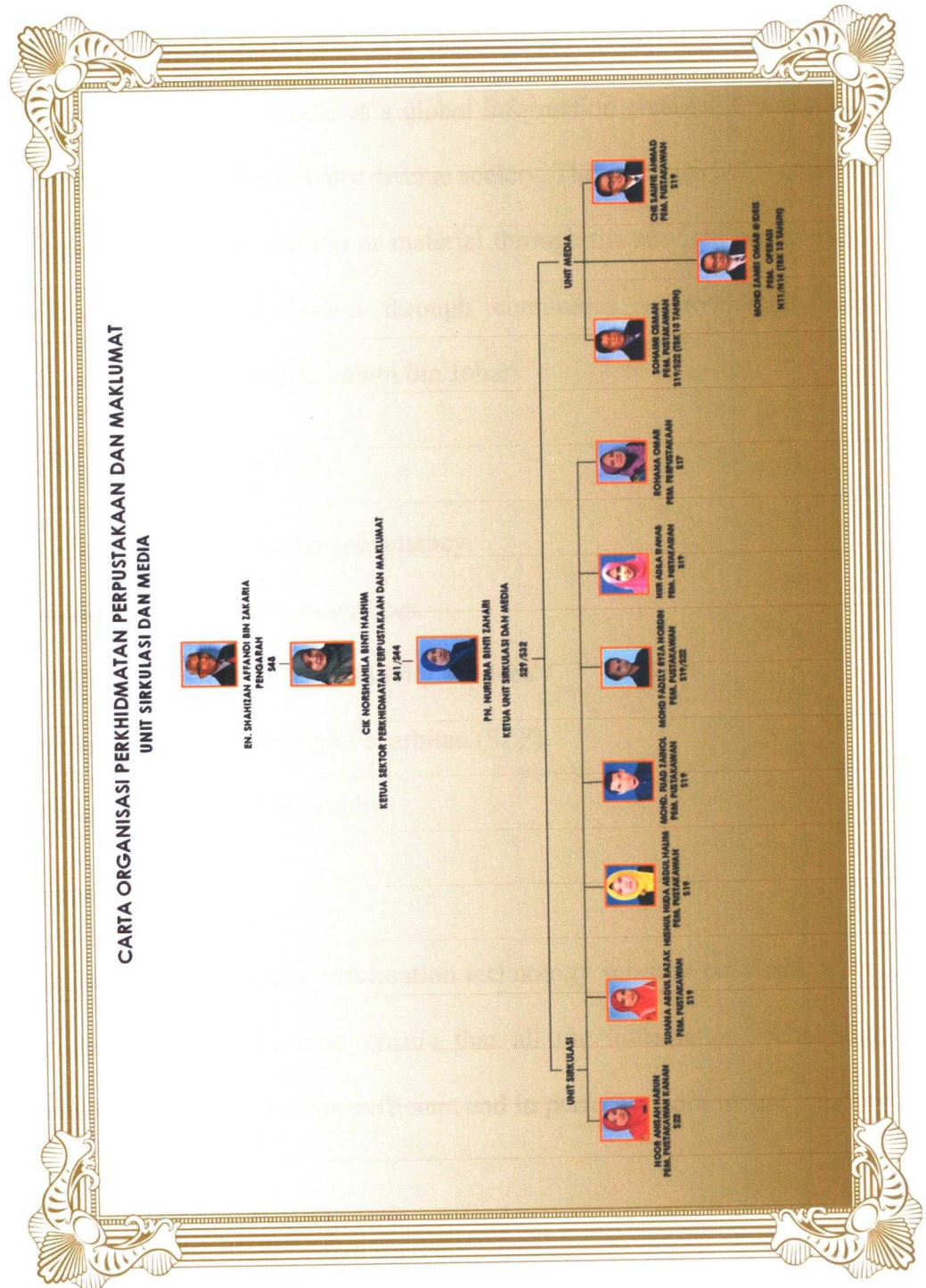


Figure 20 Circulation Department

## 2.2.7 Reference and Multimedia Department

Reference units play an important role as a center of search and dissemination of information within the library. It acts as a global information resource towards the realization of an informed and culturally diverse society. This unit also helps users to obtain maximum required information or material through the services provided in order to meet customer satisfaction through continuous improvement. This department is leaded by Mr. Nazjrul Fahmi bin Johari.

### 2.2.7.1 Function of Reference Unit

- ❖ Providing referral and reader consultancy.
- ❖ Providing current awareness services.
- ❖ Providing information literacy activity services.
- ❖ Providing Sistem Pembekalan Penerbitan (SPP).
- ❖ Providing Index and bibliography.

### 2.2.7.2 Multimedia Unit

Managing services and promoting information technology services provided in the library from time to time. Besides, ensure that all the information technology equipment and facilities provided are sufficient and in perfect condition and provide guidance to users.

## 2.2.7.3 Function Multimedia Unit

❖ Provide advice and references to users on multimedia facilities such as Internet, CD-ROM, Microsoft Office, Adobe Photoshop, scans, selected article, Mylib data repositories, E-lib, mykedah.com portal, PPB website, iPad, Chromebook and kindle.

❖ Providing computer training to users and staff of PPAK.

❖ Carry out updating and publication of library materials.

❖ Manage and provide Interactive Activity such as wall@alive, ARDinosour, Ultimaker 3D-Printer and many more.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 2.2.7.4 Departmental Structure of Reference and Multimedia Department



Figure 21 Reference and Multimedia Department

## 2.2.8 Kedah's Collection Department

This department is leaded by Mr. Abdul Rahman bin Mat Zain. This unit responsible to manage materials and information's that importance about the Kedah State Library. This unit also afford to collect and documentation all the materials that has been published, printed, and wrote by teak child of Kedah. The main purpose of this unit is to ensure that they can prepared materials and help user and researcher to complete their task. The materials that consist in this collection are for references only. It was divided into 6 categories:

1. Local Collection

2. Personal Collection

3. Oral History Collection

4. Genealogy Collection

5. Eternal Collection

6. Prime Collection

### 2.2.8.1 Function of Kedah's Collection Department

❖ Doing the oral history project.

❖ Receive the materials then process and record it.

❖ Builds maintenance for the personal Collection.

❖ Provide and arrange the bibliography, index and abstract.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

These are several private collections in Kedah Collection Department such as:

1. Collection of Ismail Hussein (KIH)

2. Collection of Sasterawan Shahnon Ahmad (KSA)

3. Collection of Abdullah Hussain (KAH)

4. Collection of Dato' Wan Ibrahim Wan Soloh (KWI)

5. Collection of Salleh Ibrahim (KSI)

6. Collection of Shaidun Shaari (KSS)

7. Collection of Dato' Syeikh Mahmood Naim (KMN)

8. Collection of Halim 'R' (KHR)

9. Collection of Affrini Adham (KAF)

10. Collection of Mohd Isa Othman (KMI)

11. Collection of Azizi Abdullah (KAA)

12. Collection of Ahmad Mokhtar (KAM)

13. Collection of Sharifah Fatimah (KSF)

14. Collection of A. Rahmad (KAR)

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

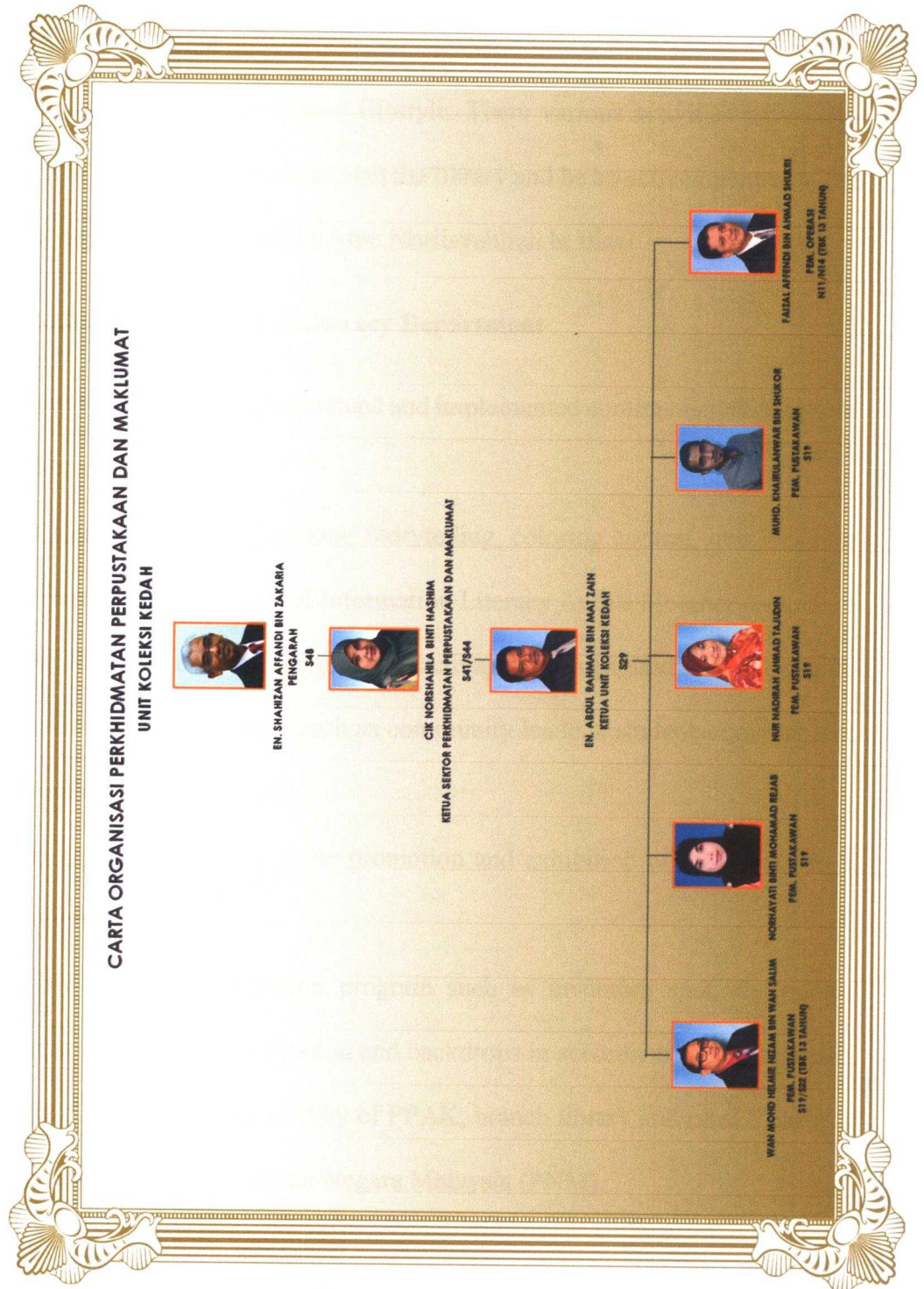## 2.2.8.2 Departmental Structure of Kedah's Collection Department



Figure 22 Kedah's Collection Department

## 2.2.9 Information Literacy Department

Reading Promotion Campaign Activities implemented by the Kedah State Library to attract people to practice reading as a lifestyle. There various activities have been implemented to attract local people to visit the library and be an active member of the library. This department is leaded by Mrs. Norilsyahirah bt Ilias

### 2.2.9.1 Function of Information Literacy Department

❖ Ensure Reading Campaign planned and implemented continuously throughout the library network.

❖ Plan Reading Campaign among Storytelling, coloring contest, quiz, reading My Favorites, Activities and Information Literacy Active Member Award.

❖ Make the promotion of programs / activities through invitations, posters, flyers to the target groups, such as community leaders, students, government department and individuals.

❖ Carry out works related to the promotion and exhibition of the library as a membership drive.

❖ Make a physical preparation program such as inventory spot, the public address system, stage decoration and backdrops in accordance with checklist.

❖ Prepare report for every activity of PPAK, branch library and rural library to be submitted to Perpustakaan Negara Malaysia (PNM).

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## Quality objective literacy

Plans to hold programs / libraries at least 12 times a year. The activities should be held in line with the theme of so that it is easily understood, appreciated and practiced by all levels of ages. Literacy Promotion Unit has planned a variety of activities for all ages. Corporation between each unit in cooperation between each unit in the library are also taken into account the Literacy Movement Unit in cooperation with units such as the Reference and Multimedia Unit, Circulation and Media, Sabah Collection, Library Network, Procurement and Technical Documentation. Among the activities planned are:

## Reading Incentive Activity

Reading incentive activities should be implemented by the library to the Network Libraries to attract people practice reading as a lifestyle. By providing activities to encourage reading it will attract people to visit the library and become library members. Activities that can be implemented:

1. Storytelling (Kids)

2. Coloring and Drawing (Kids)

3. Pocket Words

4. Cross fashion

5. Composition Competition

6. My Favorite reading

7. Doll (Puppet)

8. Competition Traditional Games

9. Kelab Sinar Pintar Bayan Budiman

10. The Braille Literacy (Service for Disabled People)

11. School Holiday Activities

**Give Award to the most**

Borrower Award and Most Active members category adults and children will be given to a user's who are interest in reading and active using the library services. With these methods, we can create a society of Malaysia cultured reading and inspired others to foster an interest in reading.

**Workshop and Seminar**

Organize workshops / seminars for all target groups such as youth, staff of government departments, and individuals who are interested in such as:

1. Information Literacy Workshop.
2. Class of Adobe Illustrator

**Campaign Member / Member Group**

This campaign offers expertise group and was intended to target groups such as school students, university students, government departments and the occurrence of the program by any agency such as the Book Fair, Carnival, exhibitions and so on which this Promotion will be open to the public visiting places such organization.

Program implementation by Information Literacy Unit

## PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

In order to implement these programs, the financial provisions should exist to ensure that the activities organized can be implemented successfully. In fact, the needs of the prizes sought by any network library needs to be equipped with the proper proposal / paperwork. Information Literacy Unit (Unit Gerakan Literasi) should provide prizes for each small-scale activity that are organized by any active library. To operate the program/ activity, the kit of the participant should be provided as follows:

- ❖ Bag
- ❖ Brochures reading
- ❖ Memo Pad
- ❖ Other relevant goods
- ❖ Information Literacy unit is to make application souvenirs Information Literacy Promotion
- ❖ Division, national library of Malaysia (PNM)

## 2.2.9.2 Department Structure of Information Literacy Department



Figure 23 Information Literacy Department

# CHAPTER 3: INDUSTRIAL TRAINING ACIVITIES

## PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)
## 3.0 INDUSTRIAL TRAINING ACTIVITIES

This chapter is all about the training activities which I have done during my practical training at Perbadanan Perpustakaan Awam Kedah. I already learned a lot of things and gain so many new experiences during the process of Industrial Training at PPAK. I will explain about all department that me and practical teammates went through for about 5 months duration of our internship period. Basically, there are 9 departments and only 6 department that I must complete and all of them gave me different experiences and activities. Each department got so many activities to be conducted. There where so many things that I have learn within each department. Each department staff are very welcoming me and my teammates and very open to teach us on how to handle the problems and to manage the task that was be given.

Many activity that I involved and get a new knowledge. For every daily routine, practical students and all staffs must do a shelving and arrange book according to DDC number and classified the type of the book. For me, I was in charge at reference book. After completing our task, we must record the quantity of our book shelving every day. Here, another details about our activity during the practical.

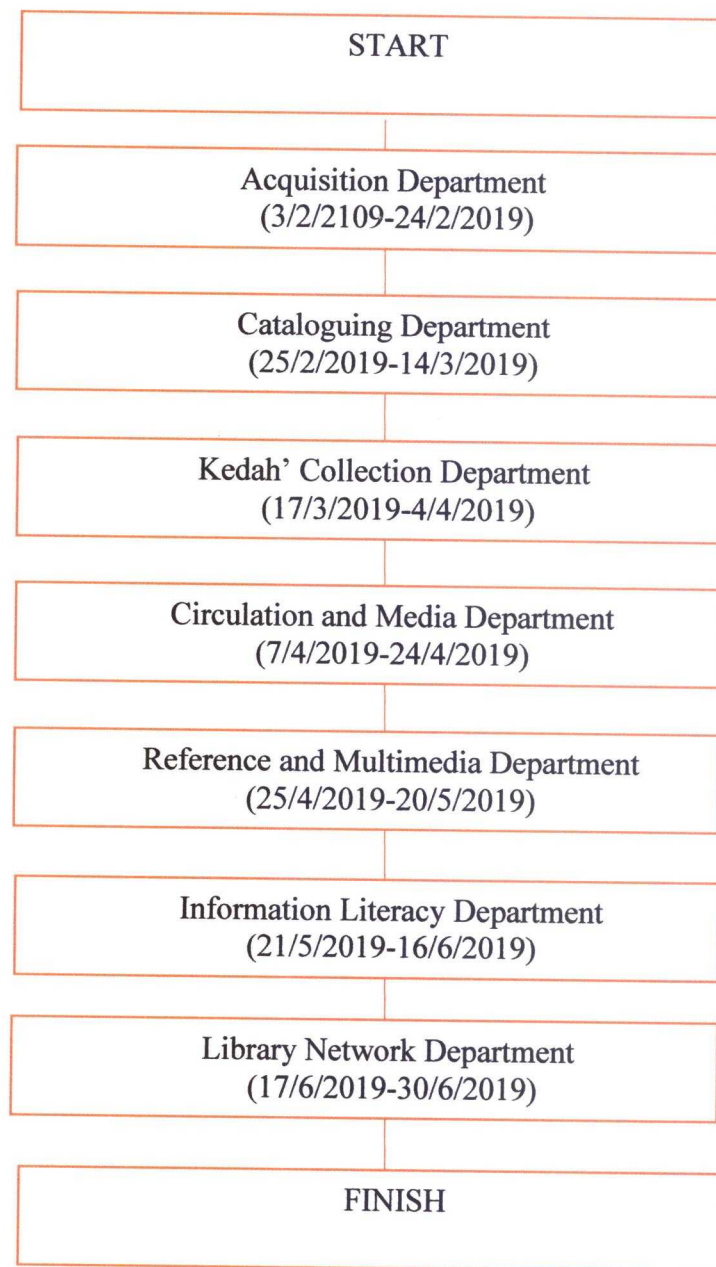**PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)**

**INDUSTRIAL TRAINING FLOW**

```
┌─────────────────────────────────────────────┐
│                    START                      │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│           Acquisition Department              │
│            (3/2/2109-24/2/2019)               │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│           Cataloguing Department              │
│            (25/2/2019-14/3/2019)              │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│        Kedah' Collection Department           │
│             (17/3/2019-4/4/2019)              │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│         Circulation and Media Department      │
│              (7/4/2019-24/4/2019)             │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│       Reference and Multimedia Department     │
│             (25/4/2019-20/5/2019)             │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│        Information Literacy Department         │
│             (21/5/2019-16/6/2019)             │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│          Library Network Department           │
│             (17/6/2019-30/6/2019)             │
└─────────────────────────────────────────────┘
                      │
┌─────────────────────────────────────────────┐
│                   FINISH                      │
└─────────────────────────────────────────────┘
```

Figure 24 Training Activities at Perbadanan Perpustakaan Awam Kedah

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 3.1 TRAINING ACTIVITIES

### 3.1.1 Acquisition Department

i.  Briefing session about all activity and process in Acquisition Department by Mrs. Roshida bt Othman and Mrs. Nurizman before she change her unit.

ii. Learn the process from the beginning to buying the library materials until receiving the stock order.

iii. Learn the process after receive book/ non-book on the trolley which is has been arranged according to invoices and suppliers adequately.

iv. Open the cover and learns on how to check the condition of the books.

v.  Trainee also learn on how to put the barcode on the last pages of book.



Figure 25 Barcode Process

vi. Trainee know how to key in data into system which is the system that being used is KOHA system.

vii. The staff teach trainees on how input data for magazine because magazine process is a little bit different than books.

Figure 26 Magazine Process

viii. Trainee shows on how to put sticker at book spine.

ix. Me and my friends need to do books process for E- Pustaka.

x. We also do preservation process which is we need to change the call number to the new one.

xi. We are given a shelf to complete for the trial purpose and the will be followed by the other shelf.

### 3.1.2 Cataloguing Department

i. Briefing session about all activity and process in Cataloguing Department by Cik Noraini Binti Abd Rahman.

ii. Learn and explore the Koha system interface and learn how to do cataloging process and input data to Koha system.
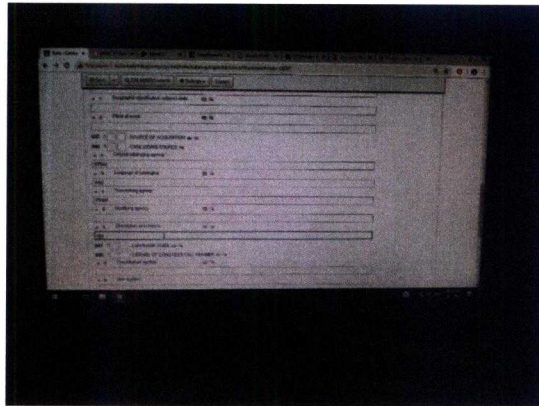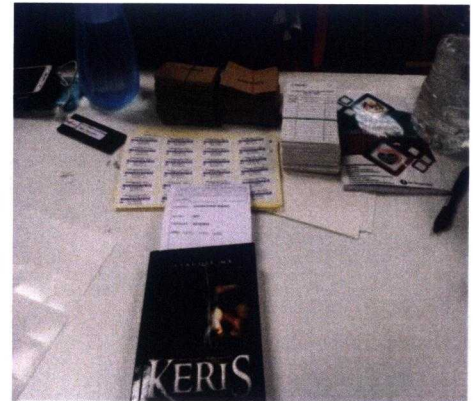


Figure 27 Catalog Process          Figure 28  Book Process

iii. Learn how to input data to do an original cataloguing for new book that not included with Cataloguing in Publication.

iv. Learn to carry out copy cataloguing for new books that already existed in others library catalogued.

v. Learn to do a process of book after doing a cataloguing process for example paste a DDC sticker, barcode, and book pocket for every books..

vi. Learn on how to catalog English novel

vii. Listen for RFID tagging talk by Mrs. Roshida.

viii. Trainee also learn on how to catalog religious books, history books and many more.

ix. After finish the catalog, staff teach trainee on how to do process books which is stamp barcode and call number at the book.

### 3.1.3 KEDAH'S COLLECTION DEPARTMENT

i. Briefing session about all activity and process in Kedah Collection Department by Encik Abdul Rahman Bin Mat Zain

ii. Identify the collection that have in Kedah Collection and learn how to arranged the different type of collection according to the different author.
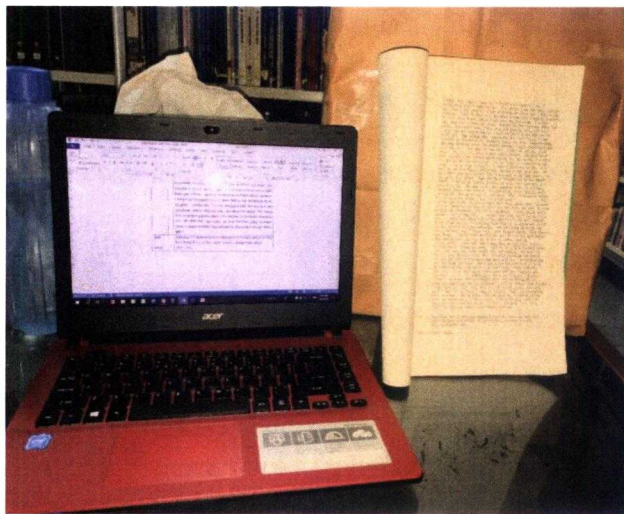
iii. Do transcription into PDF.



Figure 29  Transcription

iv. Learn oh how to find books for user.

v. There are three transcription that have I done which is Penentangan Malayan Union, Perkhidmatan Tadbir Kedah and Zaman Persekolahan ke Bawah DYMM Tuanku Sultan Kedah.

vi. Identify the collection that have in Kedah Collection and learn how to arranged the different type of collection according to the different author.

vii. It takes 2 weeks for me to complete the task given.

viii. Arrange the books from boxes to shelf.

### 3.1.4 CIRCULATION AND MEDIA DEPARTMENT

i. Briefing session about all activity and process in Circulation and Media Department by Cik Murni Masreena Binti Mad Desa.do

ii. Learn how to get a membership form and get an opportunity to do a membership process registration until the user get their PPAK's membership card.

iii. Learn how to do a process of borrowing (check out) and returning (check in) library materials like books, magazine and others by using Koha system.

iv. Do a renewal process so that user can continue borrow the library materials.

v. Learn how to write a receipt for every transaction that related with circulation and media counter.

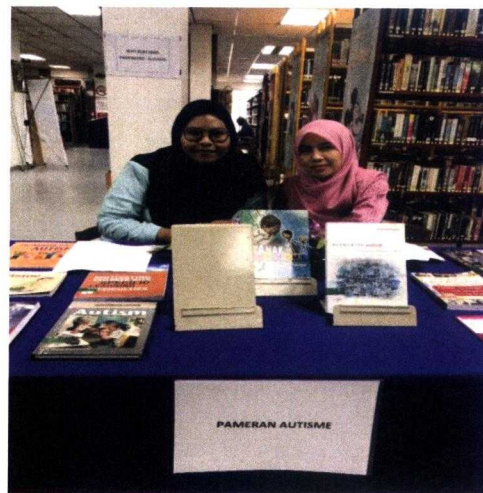vi. Do disposal process books from children area. These books will be send to school if needed.



Figure 30 Exhibition

vii. Assign a task to handle exhibition that being held at library.

viii.　Assign a task to do movie marathon for school holiday

ix.　Learn and get experience to in charge at media counter to do a process of borrowing and returning CDs, DVDs, VCDs and others library material provided by library

x.　Learn how to use OPAC system to search book and try to get at shelf

xi.　Do label for CD's shelf at media.

### 3.1.5 REFERENCE AND MULTIMEDIA DEPARTMENT

i. Joining a briefing session about Reference and Multimedia department by Encik Wan Ahmad Hanis Bin Wan Yahya about the services provided by this department.

ii. Learn and do a registration a membership of U-Pustaka and explore the U-Pustaka website to get any information.

iii. Learn to take in charge on managing reference counters and deal with library user including give a receipt for every transaction of socket usage and photostat services.
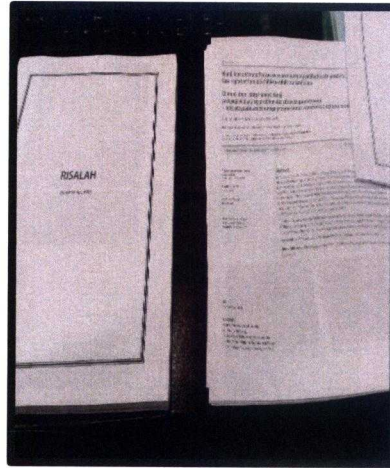


Figure 31 B40, M40, N20 Preparation

iv. Get the "Artikel Pilihan" title and search the information about B4O, M40 AND N20 cases in related books, newspaper, online journal article, magazine bulletin and others resources. This "Artikel Pilihan" will be compiled and will be placed in front Reference desk.

v. Learn on how to do a registration for socket. Users need to pay RM3 per day.

vi. Prepare for the exhibition about Man On The Moon.

### 3.1.6 INFORMATION LITERACY DEPARTMENT

i. Briefing session about all activity and process in Literacy Department by Puan Norilshahirah Binti Ilias.

ii. Learn to prepare all the tool needed in every events under Literacy Department from beginning of the activity until the end of the activity.

iii. Learn how to handle all participation of every event especially children that join the activity without their parents.



Figure 32 Children's Activity

iv. Get an experience to create, print, and cut module for upcoming Outreach Program activity that related with Literacy Department.

v. Help staff to prepare goodies for Quran Hour and moved the goodies into bus.

vi. Joining Quran Hour at Masjid Zahir, Alor Setar and Mrs. Norilsyahirah assign me and my friend to handle registration.

vii.    Helping Nor Azira handle the children for her special project.



Figure 34 Family day Activity

viii.    Learn how to design a poster for every activity related Literacy Department.

### 3.1.7 LIBRARY NETWORK DEPARTMENT

i. Ms. Murni Masrena and Mrs. Hazwani explain and bringing a full briefing about their department activity in Library Network Department

ii. Get the task to joining with the others staff that been in-charge to handle the activity on the e-Pustaka bus to go around the school in rural area about 2 hours for each school.

iii. For one day, e-pustaka bus will go to two school in rural area.

iv. Learn to handle computer class for 8 students in e-Pustaka bus by using Microsoft. Trainee was given an opportunity to teach the Introduction off computer, Microsoft Excel, Microsoft Power Point and Microsoft Words to selected students at Sekolah Kebangsaan Tandop Besar and Sekolah Kebangsaan Panglima Awang, Kuala Nerang, Sk Kampung Jawa, Sk Sungai Kering, Sk Kurong Hitam and Sk Seri Bakti.
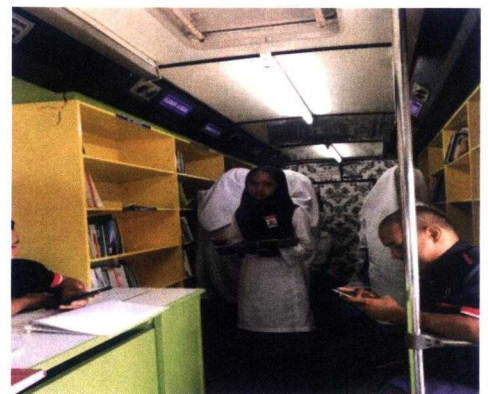


Figure 35 E-Pustaka



Figure 36  Mobile Library

v. Joining Mobile Library and go to rural school. This mobile library provide books for library school. There are four school per day.

## 3.2 SPECIAL PROJECT

### 3.2.1 SCHOOL HOLIDAY ACTIVITIES "HOLIDAY FUNDAY"

#### I. Introduction

School holiday "Holiday Funday" is an event that being held on school holiday. This activities is created by trainee from the paperwork until the end of the activities. The purpose of this event is to attract children to come to the library and join all the activities that provide by the library. Through planned activities, library believes that it will help children's to spend more time on school holidays. Students need to be guided on how to spend on school holidays more meaningful and beneficial. Various interactive and informative interactive learning activities are conducted to expose students. This event also is one of the important elements to prove the community's concern for the welfare and well-being of children, the Kedah Public Library always participates in celebrating the school holiday with library.



Figure 37 Poster for Holiday Funday

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

II. **Objective of the event**

- To enhance the spirit of responsibility and collaboration among children.

  This event can make children be a responsible person because of every game that being provides is requires a responsible attitude. So that they can complete all the games on time.

- To encourage children be a positive person.

  The games provided can make children be a positive person because if they can't resolves all the problem, the still have another way. They just need to think outside the box.

- To encourage children not waste their school holiday. With the activities provided, they can come to the library and joins the activities.

### III. List of activities in school holiday event "Holiday Funday"

- MIND PRINTIS



Figure 38 Printis Game

- BIRD ORIGAMI
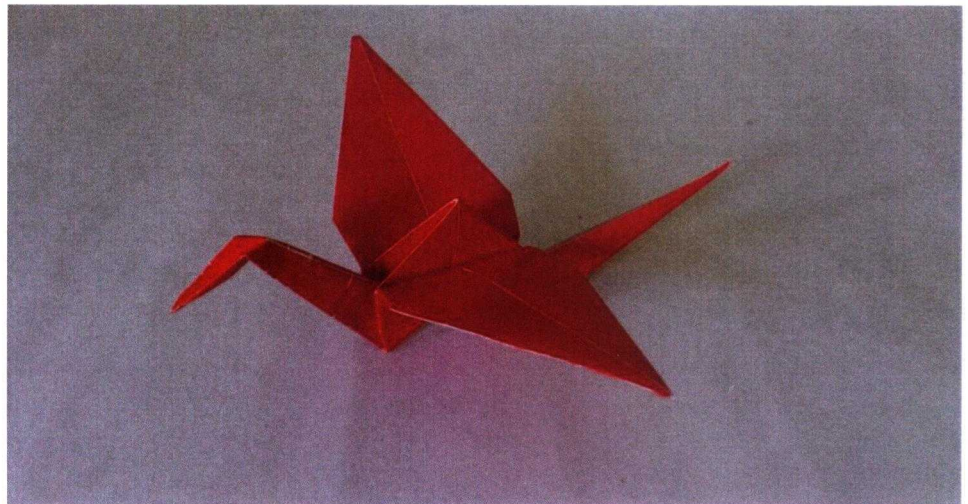


Figure 39 Origmi

- AWARD CEREMONY



Figure 40 Award Ceremony

IV.    **Details information about the event**

- Date : 28 May 2019 ( Tuesday)

- Time : 10.00 a.m. – 12. 00 p.m.

- Venue : Children's Corner, PPAK

V.    **Tentative program**

- 10.00 a.m. : Registration process



Figure 41 Registration for Holiday Funday

- 10.15 a.m. : Mind Printis started.



Figure 42 Printis Game



Figure 43 Game starrted

- 11.00 am : Bird Origami



Figure 44 Children's shows their origami

- 12.00 p.m. : Award Ceremony



Figure 45 Group photo

VI. **Program photo**
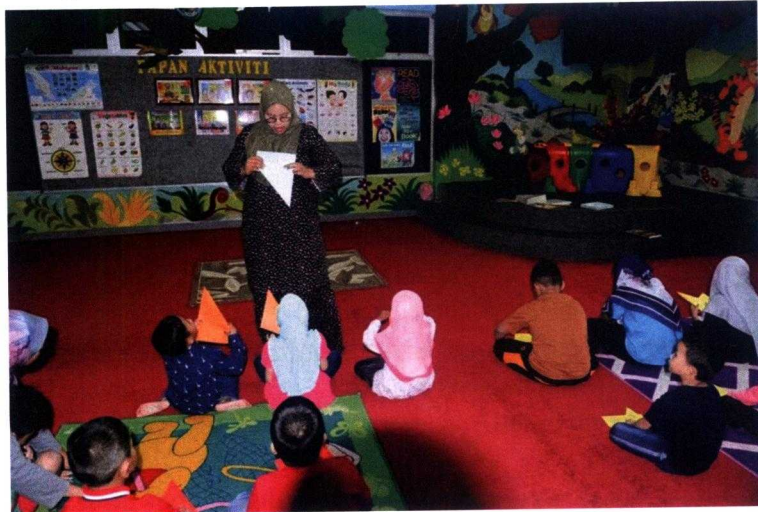


Figure 46 How to flip the paper



Figure 47 Children's focus for instruction
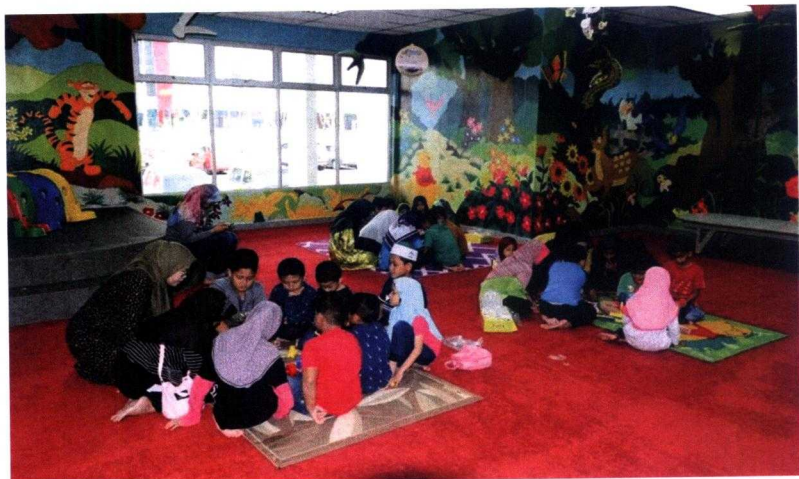


Figure 48 Assist them for Printis Gmae

### 3.2.2 MOVIE MARATHON EVENT

### I. Introduction

Movie marathon event is a platform to encouraging library users to fill their free time with useful activities from wasting time by doing unprofitable activities everywhere. This event is free and open to all library users without have any of age limit. This event runs for a whole day, the user can enter and exit at any time they want but they must register and get the ticket before entering in auditorium. All the movie that being shows are suitable for all ages and a latest movie.



Figure 49 Poster Movie Marathon



Figure 50 Ticket Movie Marathon

II. **Objective of movie marathon**

- To encouraging users to spend time in the library without wasting time elsewhere.

- To encourage users to come to the library and to disclose user come to the library

  It is because library is not a place that provides books but also activities.

- To provide entertainment to library user and nearby community.

  So that user will not bored because library also provides entertainment for them.

III. **List of activities in movie marathon**

- Movies Show

- Simple Quizzes

- Lucky Draw

- Award Ceremony

IV. **Details information about the event**

- Date: 26 MAY 2019 (Sunday)

- Time: 10.00 A.M – 4.30 P.M

- Venue: Auditorium, PPAK

### V. Tentative program

- 10.00 a.m. : Registration process.

- 10.15 a.m. : Movie 1 ( Aquaman) & Quizzes

- 12.30 p.m : Movie 2 (Bumblebee) & Quizzes

- 2.30 p.m : Movie 3 (How to train your dragon) & Quizzes

- 4.15 p.m. : Award Ceremony & Lucky draw

### VI. Program photo


Figure 51 Lucky draw


Figure 52 Movie show


Figure 53 Group photo of Movie Marathon

### 3.2.3   QUIZ AT AUDITORIUM

I.   **Introduction**

Mrs. Norilsyahirah assign trainee, Nor Azira bt Abdul Rahaman a task. She asked traine to do pop quiz for children in conjunction with coloring competition. This competition attended by 6 group of difference school and also this is a collaboration library and Bank Rakyat. Target of this competition is children below 7 years old. So we have decided to create 20 question for 20 minutes.

II.   **Objective of the quiz**

- To interact with children.

- To encourage children to be more proactive

III.   **List of activities in movie marathon**

- Coloring session

- Quiz

- Awards ceremony

IV.   **Details information about the event**

Date:   25 APRIL 2019 (Thursday)

Time:   9.00 A.M – 11.00 P.M

Venue:   Auditorium, PPAK

V.    TENTATIVE PROGRAM

- 9.00 a.m. : Registration process.

- 9.15 a.m. : Children's sit at the place provided

- 9.20 a.m : Competition started.

- 10.20 a.m. ; Competition end and continue with quiz

- 11.00 a.m. :  Award ceremony

VI.    **Program photo**


Figure 54 Azira ask the question


Figure 55 Poster One of the students try his best to answer


Figure 56 Group photo of quiz

### 3.2.4 BEYOND THE MOON

I. **Introduction**

Beyond the moon is an event that collaboration with American Corner Malaysia. The main intention in this event is about Apollo 50th Anniversary. For this event, there a few group from different school came and take part for Man On The Moon: Model Building Competition. Meanwhile for the competition to finish, children below 12 need to go to auditorium for Screening & Stem Stalk, Speaking session and many more. There are a lot of activities that provided by the library and outsiders.



Figure 57 Poster of Beyond The Moon

II.     **Objective of the event**

- To encourage students to be more creative and innovative

- To strengthen the relationship between library and society.

- To shows to children how first man on the moon can reached the moon.

III.     **List of activities**

- Model building competition



Figure 58 Model building

- NASA documentary screening & STEM talk



Figure 59 NASA Documentary

- Speaking session



Figure 60 Speaking session

- American Corner Kedah Techno



Figure 61 Arm Robotic

- Photo Exhibition
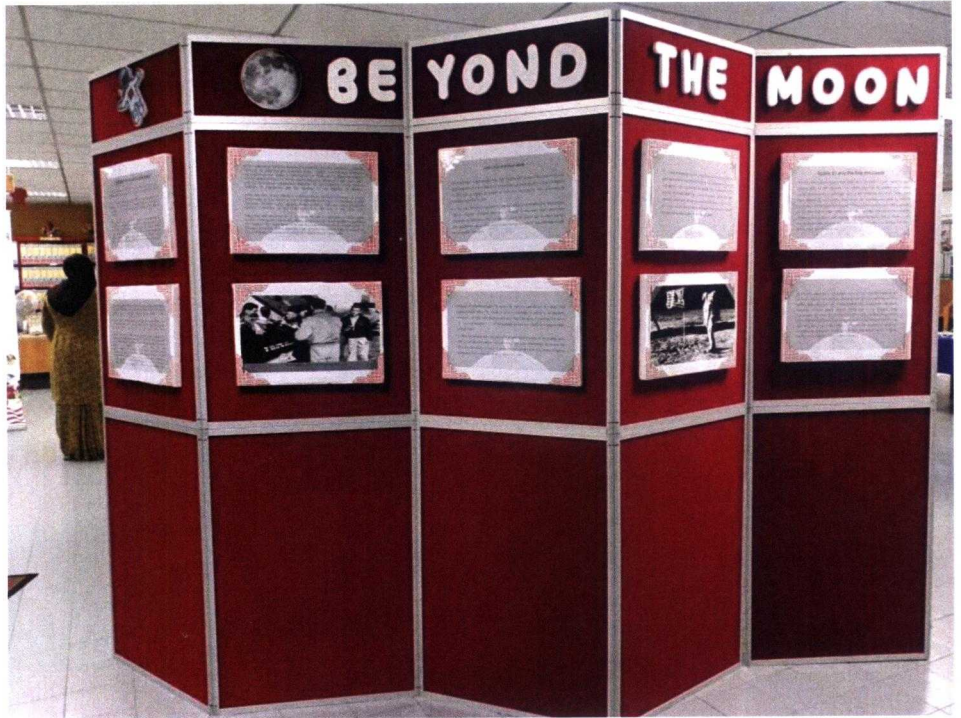


Figure 62 Exhibition

- VR & AR experience



Figure 63 VR & AR experience

- Coding for kids.



Figure 64 Coding for Kids

## 3.2.5 HOLIDAY- U.S INDIPENDENCE DAY

### I. Details

This special project aims to give an advanced knowledge about some topic for every monthly theme exhibition for library user that come to our library. For this month which is July, the topis is about Holiday- U.S Independence day. Our boss which is Ms. Murni Masreena assign us to handle for that month. They can read the topic related for that month at the Lincoln Corner board. Moreover, this exhibition wants to expose user to know some new knowledge by reading the information on that board.

- Date of Exhibition: July 2019
- Page: 16 pages
- Venue: Lincoln Corner Board



Figure 65 (a) Exhibition of U.S Independence Day
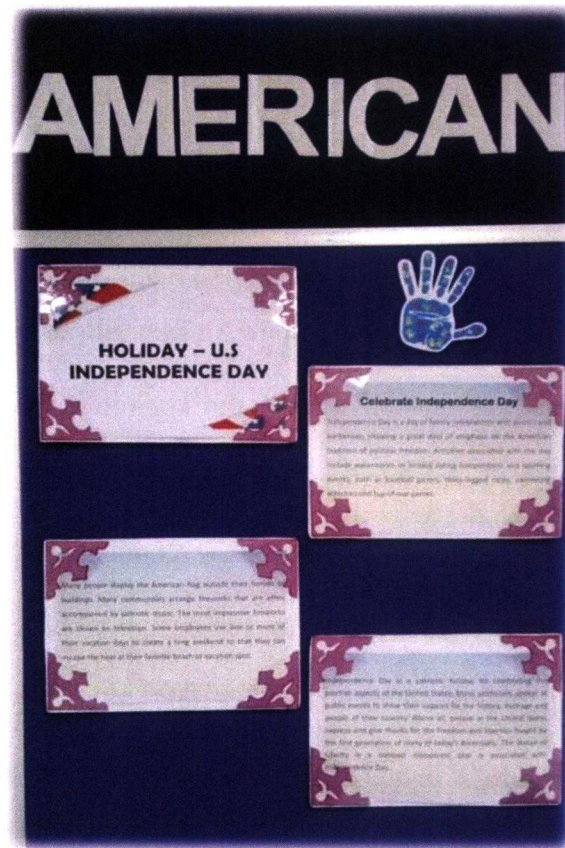
Figure 65(b) Exhibition of U.S Independence Day
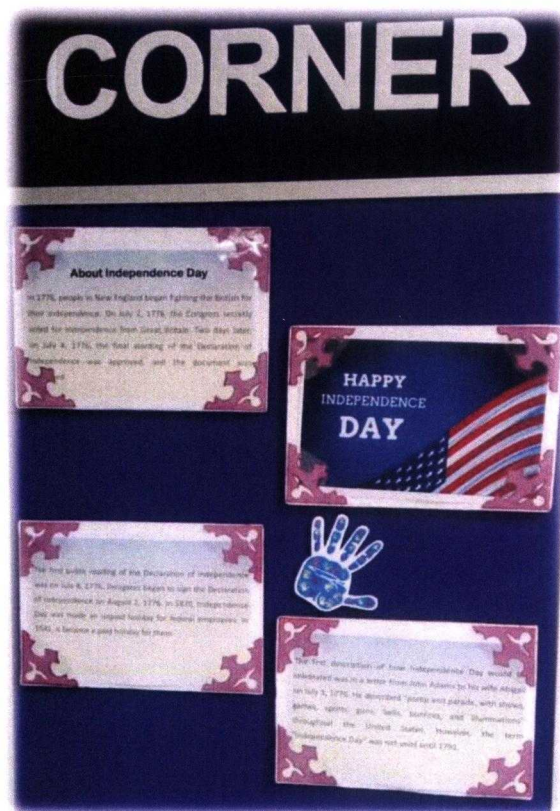


Figure 65(c) Exhibition of U.S Independence Day

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

## 3.3 OTHER ACTIVITIES

### A. KELAB SINAR PINTAR BAYAN BUDIMAN

Date : 13 April 2019 & 22 June 2019

Time: 8.30 A.M – 12.30 P.M

Location: Perbadanan Perpustakaan Awam Kedah

This Sinar Pintar Bayan Budiman Club is one of the annual activity that will be held for every month at Perbadanan Perpustakaan Awam Kedah. This club is for children under 12 years old. Different activity will be run for every month lead by a group of staffs. Besides, all of practical students need to take part in this club and handle all the activity on every month. During in the internship session, I have joined 2 time which is in April and June. For April, we make outdoors activities which is more fun and happy.



Figure 66 Bayan's Club Activity (April)

Figure 67 Kelab Bayan's Activity (June)

## B. OUTREACH PROGRAM.

This program need us to going out to the selected school to do a program or activities. Usually, this activities need a lot of staff and we as an internship students need to handle at least one activity. This is very good activities because library can promote their services and also new arrivals to society. This is also can tell people that library is not just a big building that contains a lot of books but also the services provided to the.

- Date : 21 Mac 2019

- Time: 9.00 A.M – 1.00 P.M

- Location: SMK Syed Mohamed Al- Bukhary, Alor Setar



Figure 68 Give the instruction for activity

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

- Date : 2 April 2019

- Time: 9.00 A.M – 1.00 P.M

- Location: Sk Sungai Korok Lama, Alor Setar



Figure 69 (a) Wall Alive



Figure 69 (b) Wall Alive

- Date : 7 April 2019

- Time: 9.00 A.M – 4.30.00 P.M

- Venue: Outreach program with community at Pekan Rabu



Figure 70 Handle quiz



Figure 71 Giving prize for those who try

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

- Date : 5 May 2019

- Time: 9.00 A.M – 1.00 P.M

- Venue: SMK Agama Jerlun, Jitra



Figure 72 Handle spelling



Figure 73 Handle Islamic dam

## C. EXPLORACE

Library also provide game such as explorace just for 13 years and above. This is also a brilliant technic that make by the library so that it can attract many people to joined us. The purpose of this explorer is to strengthen the relationship by the library and society. In another way, we can attract young children to come to the library.

- Date : 7 April 2019

- Time: 9.00 A.M – 4.30.00 P.M

- Venue: Outreach program with community at Pekan Rabu
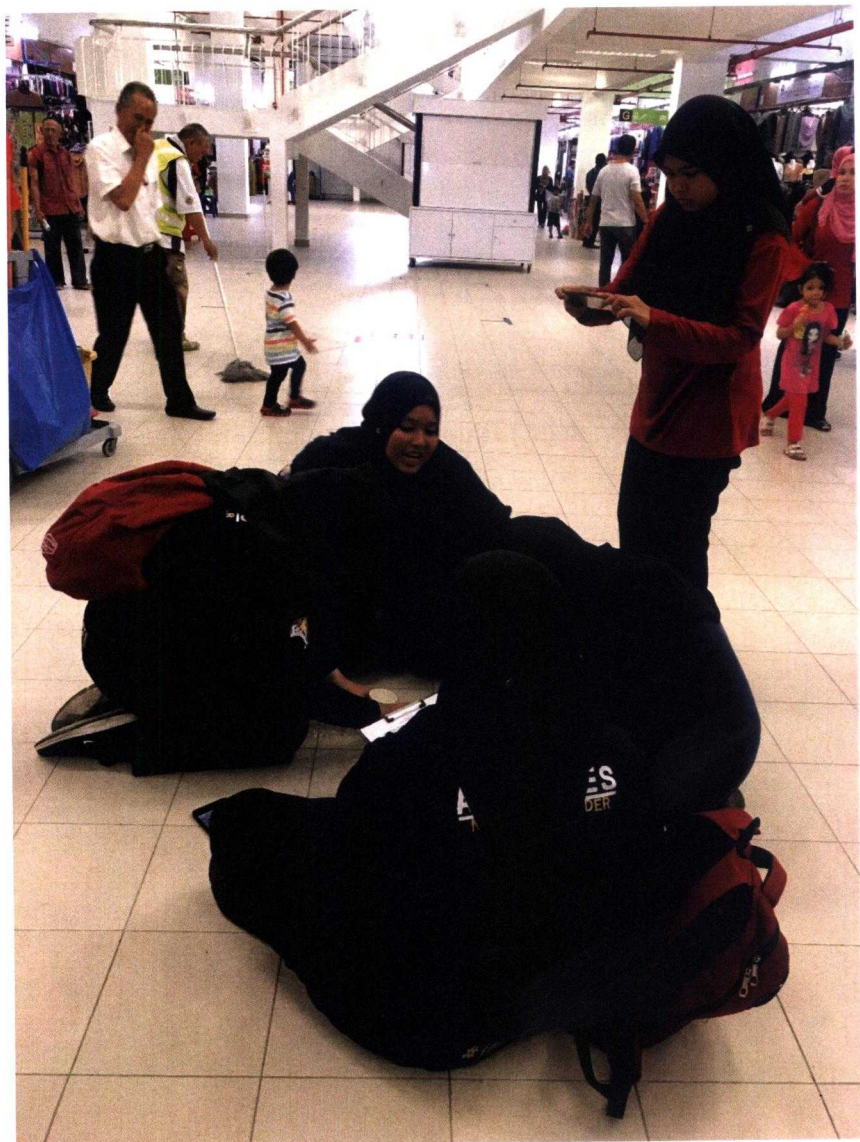


Figure 74 Handle checkpoint 4

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

- Date : 17 June 2019

- Time: 9.00 A.M – 1.00 P.M

- Venue: State Museum, Alor Setar



Figure 75 Handle checkpoint 1 with staff (Jejak Maklumat)



Figure 76 Group photo for explorace

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

- Date : 19 June 2019

- Time: 9.00 A.M – 4.00 P.M

- Venue: Perbadanan Perpustakaan Awam Kedah
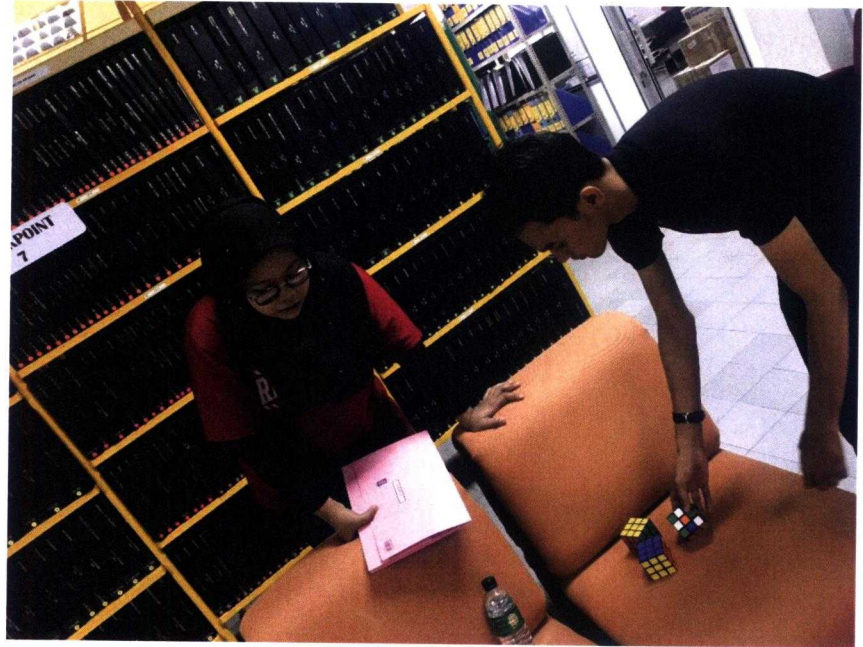


Figure 77 Handle checkpoint 7



Figure 78 Group photo of explorace ( Infohunt)

## D. QURAN HOUR

World #QuranHour to be held on the 30th May 2019, is set to be the biggest campaign, capable of unifying the global Muslim Ummah. Vision of the Quran Hour is Islah with the Quran, unleash genuine Muslim character based on Quranic mindset. For this year, library has choose Masjid Zahir, Alor Setar as a place for the event. It is opened for people who want to joins us. For this event, Trainee was assign to handle registration process and distribute goodies to participants.

- Date : 30 May 2019

- Time: 9.00 A.M – 1.00 P.M

- Venue: Masjid Zahir, Alor Setar



Figure 79 Registration for Quran Hour



Figure 80 Audience for Quran Hour

### E. AUTISM EXHIBITION

April is known as World Autism Awareness Day. In conjunction with "HARI BUKU & HAK CIPTA SEDUNIA", library decided to hold an exhibition about autism at lobby at level 1. So, Trainee was assign to handle this exhibition with staff on duty.

- Date : 22-25 April 2019

- Time: 9.00 A.M – 2.30.00 P.M

- Venue: Lobby level 1
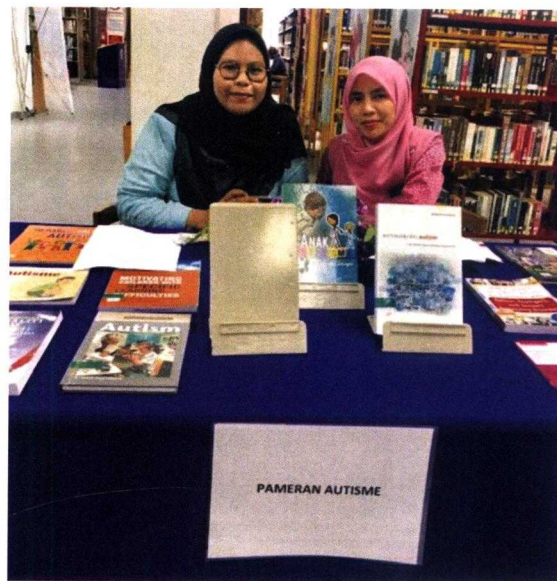


Figure 81 (a) Handle exhibition day 1



Figure 81 (b) Handle exhibition

## F. MAY THEME DAY

Every month, there are has their own activity. For may, Family Day is chosen by Nor Azira Abdul Rahaman. So she need to hold activities for children who came to the library. Trainee need to help her to handle children if they have anything to ask. Her activity is created eid card for her family and do a crossword about eid day.

- Date : 27 May 2019

- Time: 10.00 A.M – 12.00 P.M

- Venue: Children's Corner, PPAK



Figure 82 Assist Children on their painting



Figure 83 Group photo of Family theme day activity

## G. PROMOTE "LETS READ 10 MINUTES"

In this activity, me and my friends was assign a task by Pn Norfardila which is trainee need to promote "LETS READ 10 MINUTES" to all government agency at UTC Alor Setar. Trainee have given poster and there are 2 staff that following and assist trainee until the promote is finish.

- Date : 16 April 2019

- Time: 2.30 P.M.

- Venue: UTC, Alor Setar



Figure 84 One of the State Agency in UTC



Figure 85 Group photo of intership students

## PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)
## 4.0 INDUSTRIAL TRAINING REFLECTION
### 4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK (KNOWLEDGE GAINED)

In this chapter, I have gained a lot of knowledge, skill and experience during my internship here at Perbadanan Perpustakaan Awam Kedah. All the knowledge given from staff is very valuable to me because they have more knowledge than I do. They never look down on my weakness but then they teach me a lot on doing something. For example, when I need to handle kids, I asked them a lot and they still answering me with patience. So here, the knowledge gained from department that I have done.

**Acquisition Department**

In acquisition department, I have learn a lot on how to input data by using new system which is KOHA system. Coincidence, before I finish my study, I have learn on how to use KOHA. So that, in my training at acquisition department, I have learn more than that. I know on how to input item for new books and also gifted book. To doing that, I need to know each branch of library and village library. In addition, I also learn on how to stamp barcode at back cover of the book. After finish the book, I moved to do serial or magazines. For serial, to do process of book, there are different step to doing that. But to distribute the materials, the process is same for both.

## PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)

### Cataloguing unit

In this unit, it is so challenging to me because when I study this topic at semester three and six, it is really tough for me. It' need critical thinking when catalogue the books. The skill that I have got is technique on how to catalogue books, magazine, Islamic books, children's book and many more. The catalogue's staff is very friendly and always correct when I'm doing wrong or forget something. In this unit, I have done catalogue more than process. Because at that time, one of the catalogue staff is on leave. To find the call number, I need to search by using subject heading. So the staff teach us on how to search faster by using world cat. Proven that way is easier and faster for me to find call number. In this unit I learn on how to do a proper cataloging to catalog the material. This process of doing cataloging also let me learn on how to use the KOHA system to create and import cataloging data. I was able to do more easier cataloging using this copy cataloging which is we import the cataloging data form other agencies such as PNM and we need to adjust a little bit.

### Kedah Collection Department

This unit is very special because it keep the old books or manuscript that related to Kedah or published in Kedah. The materials in this department is very unique and old. It need a lot of attention by the staff because if they did not care about the materials, some of them will damage. In this department, I have learn on how to take care the materials by maintain the temperature. The temperature need to check everyday. In addition, I learn on how to digitize the old manuscript into PDF.

## PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)
### Circulation and Media Department

This unit teach me on how to do a work in the counter, the circulation counter is one of the most important section in the library it is because variety of library transaction are occurred here. It is compulsory to serve a good service at this counter because it will reflect the library image. The library circulation counter is in front of the library entrance so it important to do a good job in this section. This counter section allows me to respond to customers enquiries, I try to do my best to provide a right answer to the user enquiries and avoid problem. This unit allows me to lessen my nervous when communicating with a people thus help me improve with my communication skills. This unit also allow me to learn on how to find a material in the library more accurate and faster.

### Reference and Multimedia Department

For this unit, I know on how to dealing with user who want search information. This department, there are no process borrowing and returned book. So it easy for me to handle user. . In this unit, I also can improve my communication skills to attract the students want to hear my explanation.

### Literacy Department

In this Unit mostly, the activity is to conduct, join and handle the activity for certain program such as "Bengkel Literasi Maklumat", "Aktivit Galakan Membaca" and "Aktiviti Cuti Sekolah". This unit allow me to effectively handle some activity which an no an easy task. This unit have given me an opportunity to develop my communication skill and soft skills, because mainly in this unit when I handle activity it requires 2 ways communication thus this surely help me a lot. Then, I also learn on

how to create an attractive module to be used in the program activity. Mostly this activity involves the children, so this help me to interact better and effectively with them

**Library Network Department**

This unit allow me to teach the student from a rural area and rural school about the basic Microsoft application, it is very important to them because in this Technological area they need to at least know the basic function of this application for easier for them in the future. It also allows me to learn and explore more about the Microsoft application in order to teach the student. This activity allows the student to be more familiar with the services and facilities that have been by PPAK. This activity allows me to improve my soft skills more and better.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH (PPAK)
## 4.2 PERSONAL THOUGHTS AND OPINION

Personal thought is about perceptions or views on what is going on whether the perception is good or vice versa. In my personal thought, Perbadanan Perpustakaan Awam Kedah has provided a variety of services and conducts many activities to attract people to love reading and also to reach the users and the public to come to the library. this library also active in doing promotions to the user. For example, Sinar Pintar Bayan Budiman club can attract the children to join to this club and indirectly get their attention to go to library.

The experience I have in carrying out programs or activities, it can indirectly bring societies closer to the library and it also can make a relationship between staff and users become closer. Relationship between staff also becomes close like in family when the conducting the program. So, in my thought, it was such a good chance for practical student like me gets some experience about conducting program and activities. Besides, staffs also treat me like a family. This made me not shamelessly to get guidance from them.

Moreover, this library is active because many activity and tour from another organization come to this library. This library provides many activity and games just for library tours and they have many up to date tools that can attract user while they attend and joining a library tour. The public facilities and accommodation that provide by library is such as decent internet speed, new digital era entertainment equipment such as Xbox Console Game, Wii Console Game, Arm Robot, 3D Printer services and others. The facilities will make user interesting to come to our library.

## 4.3 LESSON LEARN

Lesson learn are experience distilled from a project. I have learn about much knowledge while doing my industrial training here. Below are the explanations about it.

### 4.3.1 Improve Communication Skill

A communication skill is something that important our life. Without communication skill, we can't to convey and receive message well. During in my industrial training, I have a learn how to improve my communication skill through conducting program and activities, especially in expressing the opinion with confidence. Confidence is very important when we interact with others and indirectly to show the trust of trust of others to ourselves in carrying out the task well.

### 4.3.2 Improve Teamwork Skill

The teamwork will be easy if can be done with the belief of the team. During in my industrial training, I need to stay humble in communication skills in order to improve teamwork skill. Sometimes, we can see in group member, if they sick and can't to complete their task give, we as a team members can help until she finish her task. So in this situation, we cannot selfish in order to help others. So good relationship between team members is very important to make sure the event or activities run smoothly. What I can learn after 5 months training, patience is a must in doing an event or activities.

### 4.3.3 Improve Confidence Level

Confidence is not something that can be learned like a set of rules. Especially, confidence is a state of mind Something, I want to learn how to be a positive person maybe it can be more confident. During in my industrial training, I can learn more confident in myself through other people's belief on me. People's belief in me can increase my level of confidence.

## 4.4 Limitations and Recommendations

Table 5 Limitation and Recommendations

| LIMITATIONS | RECOMMENDATIONS |
|---|---|
| No prayer room provided in the library | Library need to build prayer room or provide locker room that near to the entrance so that they can go to pray Pusat Dakwah |
| Lack of Information Technology (IT)<br>I am very lack on IT because I'm only know how to using Canva as a platform to create poster while the expert using Adobe Illustrator to create a poster. | I need to learn on how to use Adobe Illustrator and other software because nowadays not just library but others company need a person who are expert in design and others technology. |

## COCLUSION

Conclusion, as an industrial trainee, there are a lot of memorable memories and experiences that cannot be forget. No matter how experiences whether good or bad it is a way for industrial trainee to learn. The experience have made industrial trainee to be more mature in future. Learning is the best part and learn new things make us more mature.

Besides, library staff are so kind and friendly. They willing to give guide and help to industrial trainee. The learning process will be easy because of this. Even they are a few but the bonding between us is close.

Furthermore, industrial training is important to undergo by students who going to be graduate. Industrial training will teach students to work in real place. They will know how to work and interact with other collagues.

Finally, the industrial training is good to be implements in all courses at college and university. The experiences from industrial training will help students become more prepare and ready to starts a new life.

## REFERENCES

Perbadanan Perpustakaan Awam Kedah (n.d). Retrieved from
    http://www.kedahlib.gov.my/web/utama

# APPENDICES

**PERBADANAN PERPUSTAKAAN AWAM KEDAH**

NURHAZWANI BINTI HAMZAH

2015165747

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INTRODUCTION

BACKGROUND

ORGANIZATIONAL STRUCTURE

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**BACKGROUND**

◆ 1 VISION & MISSION

◆ 2 OBJECTIVE

◆ 3 FUNCTION

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CARTA FUNGSI
PERBADANAN PERPUSTAKAAN AWAM KEDAH

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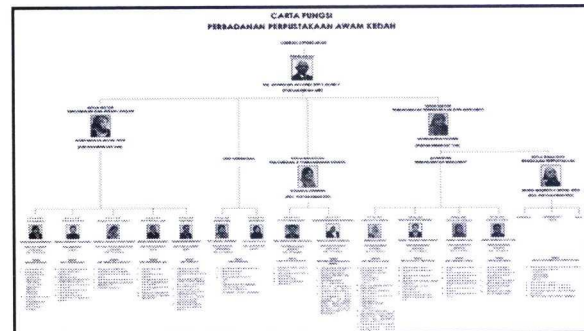
**ORGANIZATIONAL INFORMATION**

1 ACQUISITION DEPARTMENT

2 CATALOGUING DEPARTMENT

3 KEDAH COLLECTION DEPARTMENT

4 CIRCULATION AND MEDIA DEPARTMENT

(Static/Still Slide)

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5 REFERENCE AND MULTIMEDIA DEPARTMENT

6 INFORMATION LETERACY DEPARTMENT

7 LIBRARY NETWROK DEPARTMENT

(Static/Still Slide)

## INDUSTRIAL TRAINING ACTIVITIES

### 1 ACQUISITION DEPARTMENT



## 2 CATALOGUING DEPARTMENT
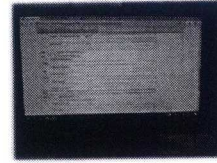


## 3 KEDAH COLLECTION DEPARTMENT
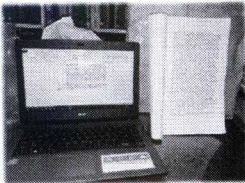


## 4 CIRCULATION DEPARTMENT



## 5 REFERENCE DEPARTMENT



## 6 INFORMATION LETERACY DEPARTMENT

## 7 LIBRARY NETWROK DEPARTMENT

SPECIAL PROJECT

HOLIDAY FUNDAY

(Static/Still Slide)

SPECIAL PROJECT

MOVIE MARATHON

BEYOND THE MOON

SPECIAL PROJECT

QUIZ

SPECIAL PROJECT

HOLIDAY- U.S. INDEPENDENCE DAY

AMERICAN CORNER

# OTHER ACTIVITIES
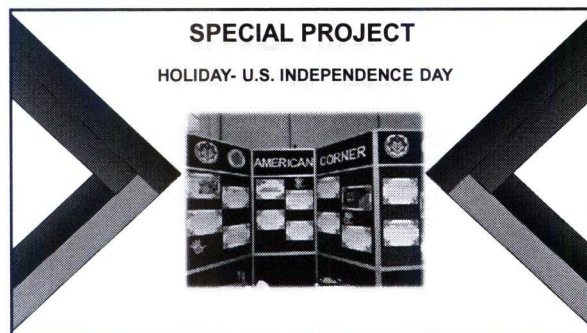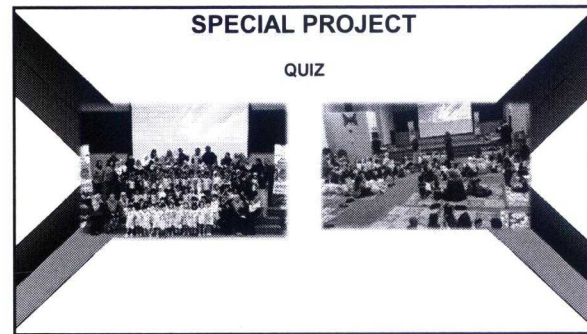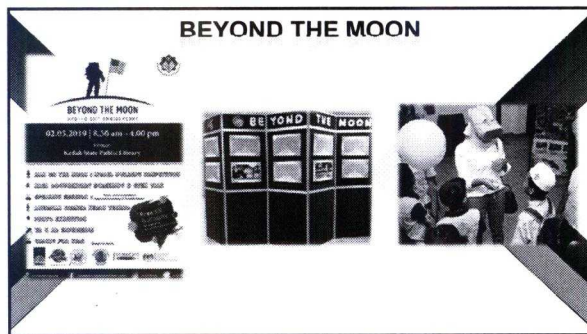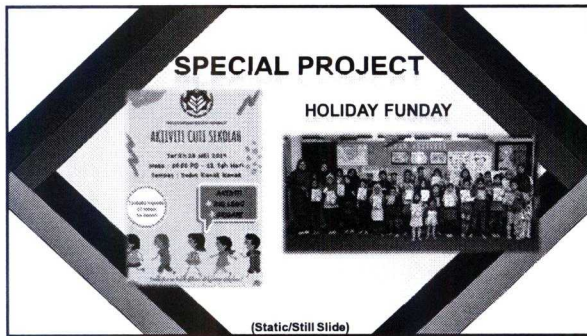
OUTREACH PROGRAMS

SMK SYED
AL-BUKHORI

SK SUNGAI KOROK LAMA

WALL ALIVE
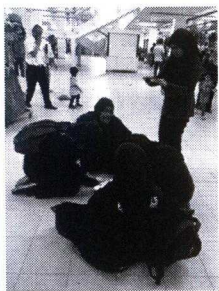
"PERPUSTAKAA
N BERSAMA
KOMUNITI"
AT
PEKAN RABU

QURAN HOUR

SMK AGAMA JERLUN
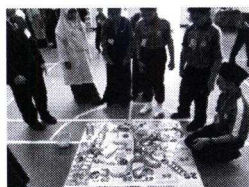
"JEJAK MAKLUMAT" AT
MUZIUM NEGERI KEDAH

INFOHUNT AT LIBRARY

APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK

Catalogue Skill

Handling event

Outreach program

LESSON LEARN

Teamwork Skill

Communication Skill

Emotion Control Skill

LESSON LEARN

Teamwork Skill

Communication Skill

Emotion Control Skill

LIMITATION
&
RECOMMENDATION

NO PRAYER ROOM

LACK OF INFORMATION TECHNOLOGY (IT)

## CONCLUSION

Conclusion, as an industrial trainee, there are a lot of memorable memories and experiences that cannot be forget. No matter how experiences whether good or bad it is a way for industrial trainee to learn. The experience have made industrial trainee to be more mature in future. Learning is the best part and learn new things make us more mature.

**"MELESTARIKAN BUDAYA MEMBACA"**

**PERBADANAN PERPUSTAKAAN AWAM NEGERI KEDAH**

**NAMA: NURHAZWANI BINTI HAMZAH**

**PELAJAR PRAKTIKAL**

**KERTAS KERJA**

**AKTIVITI CUTI SEKOLAH**

**"HOLIDAY FUNDAY"**

**TARIKH**

**28 MEI 2019**

**ANJURAN:**

**PERBADANAN PERPUSTAKAAN AWAM KEDAH**

## AKTIVITI CUTI SEKOLAH "HOLIDAY FUNDAY"

**1.0     PENGENALAN**

Masa cuti merupakan masa yang ditunggu-tunggu oleh para pelajar. Namun begitu, tidak semua pelajar mempunyai kesedaran untuk memberikan manfaat kepada diri mahupun keluarga dan masyarakat. Sebagai inisiatif ke arah memberikan kesedaran tersebut, pihak Unit Gerakan dan Literasi anjuran Perbadanan Perpustakaan Awam Kedah (PPAK) bercadang untuk menganjurkan Aktiviti Cuti Sekolah "Holiday Funday". Melalui aktiviti yang dirancang, pihak PPAK percaya bahawa ia akan dapat membantu pelajar untuk meluangkan masa cuti sekolah dengan lebih bermakna. Pelajar perlu dibimbing bagaimana untuk meluangkan masa cuti sekolah dengan lebih bermakna dan berfaedah. Pelbagai aktiviti pembelajaran menarik berorientasikan secara interaktif dan informatif dijalankan bagi memberi pendedahan kepada para pelajar. Aktiviti ini juga dapat melahirkan masyarakat dan pelajar yang berilmu, berpengetahuan luas seterusnya melahirkan generasi muda yang mempunyai minda kelas pertama yang bukan hanya cemerlang dalam dunia pendidikan tetapi juga cemerlang dalam kehidupan seharian.

**2.0     OBJEKTIF**

2.1     Memupuk semangat bertanggungjawab dan bekerjasama dalam kalangan pelajar.

2.2     Membentuk keperibadian yang positif dalam diri pelajar.

2.3     Membimbing pelajar untuk tidak membuang masa semasa cuti sekolah dengan melakukan aktiviti yang tidak bermanfaat semasa cuti sekolah.

2.4     Mengeratkan hubungan sesama pelajar yang menyertai aktiviti ini.

**3.0     KUMPULAN SASARAN**

Terbuka kepada semua pelajar berumur 12 tahun ke bawah.

**4.0     TARIKH DAN TEMPAT PROGRAM**

Tarikh          : 28 Mei 2019

Hari            : Selasa

Masa            : 10.00 pagi – 12.00 tengahari

Tempat          : Ruang Kanak-Kanak, PPAK

**5.0    JAWATANKUASA PELAKSANAAN**

    5.1     Staff Unit Gerakan Literasi

    5.2     Pelajar Praktikal


**6.0    AKTIVITI YANG DIJALANKAN**

    6.1     Printis

    6.2     Origami


**7.0    BAHAN-BAHAN AKTIVITI YANG DIPERLUKAN**

    7.1     Kertas A4 (pelbagai warna)

    7.2     Gunting

    7.3     Pritis

    7.4     Magic Pen


**8.0    PENUTUP**

Aktiviti Cuti Sekolah "Holiday Funday" ini diadakan bertujuan untuk mendedahkan pelajar dan masyarakat tentang kepentingan memanfaatkan masa terluang dengan aktiviti yang berfaedah. Aktiviti yang dijalankan juga mampu memupuk semangat kerjasama dan tolong menolong di antara para peserta yang terlibat. Diharapkan aktiviti ini dapat memberi kesedaran dan membimbing peserta ke arah cuti sekolah yang lebih berfaedah dan bermakna.

# MODUL AKTIVITI CUTI SEKOLAH "HOLIDAY FUNDAY"

## AKTIVITI 1

### 1.0    PERTANDINGAN PRINTIS MINDA

- Peserta akan dibahagikan kepada beberapa kumpulan.
- Setiap kumpulan akan memilih seorang peserta sebagai wakil.
- Apabila arahan diberikan, setiap wakil perlu mendapatkan printis yang akan diberikan oleh staff.
- Kumpulan yang paling cepat menyiapkan Pritis Minda akan dikira sebagai pemenang.
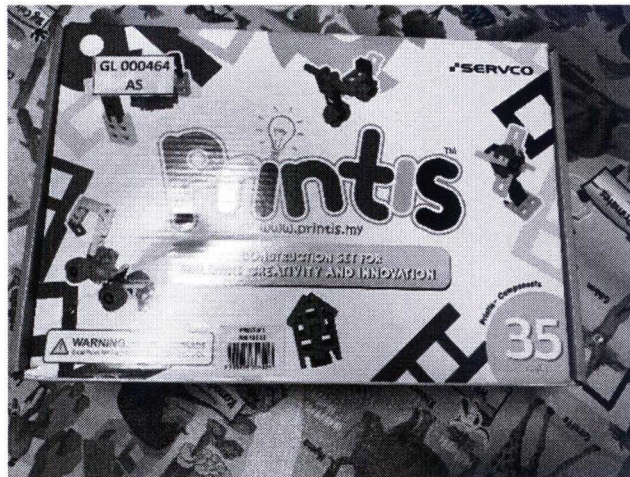
**AKTIVITI 2**

## 2.0    ORIGAMI

- Kertas A4 pelbagai warna disediakan (hitam, putih, oren, kuning).
- Peserta akan menggunting kertas tersebut menjadi empat segi tepat.
- Kesemua peserta akan membuat origami mengikut urutan yang ditetapkan.
- Peserta akan membuat origami burung dahulu dan disusuli oleh origami ikan.
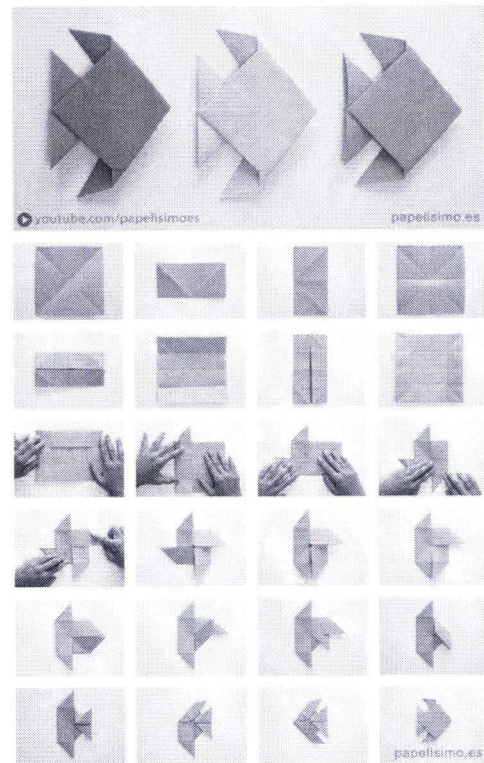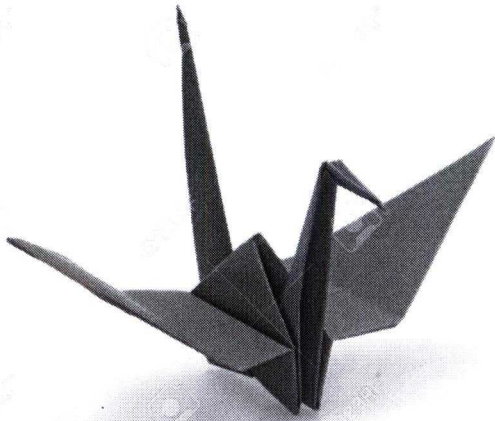
# PENGURUSAN DAN PEMBANGUNAN KOLEKSI

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI

## BORANG PEMEROSESAN BUKU / BAHAN BUKAN BUKU
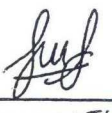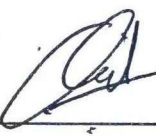
NO. TROLI : 14

| | KOLEKSI KEDAH |
| --- | --- |
| HADIAH | |
| ✓ PEMBELIAN | |

| AKTIVITI | TARIKH | TANDATANGAN |
| --- | --- | --- |
| 1. Susun bahan | Susun : 1/11/2018 | |

**2. Pembahagian**

| | | | TARIKH | TANDATANGAN |
| --- | --- | --- | --- | --- |
| Bahan sediada | 377 | naskhah | Terima : 5/11/2018 | AZIYAH |
| Bahan gantian | 2 | naskhah | Siap : 5/11/2018 | |
| **JUMLAH** | 379 | naskhah | | |

**3. Semak kualiti / cop hak milik**

Terima : 8/11/2018
Siap : 12/11/2018

| | BAIK | | ROSAK | |
| --- | --- | --- | --- | --- |
| | TAJUK | NASKHAH | TAJUK | NASKHAH |
| JUMLAH | 123 | 379 | | |

**4. Lekat slip pemulangan**

Terima : 8/11/2018
Siap : 12/11/2018

| | TAJUK | NASKHAH |
| --- | --- | --- |
| JUMLAH | 95 | 351 |

| AKTIVITI | TARIKH | TANDATANGA |
|---|---|---|

**5. Katalog**

|  | ORIGINAL | COPY / EDIT |
|---|---|---|
|  | TAJUK | TAJUK |
| JUMLAH | 61 | 34 |

Terima : 6/1/19

Siap : 31/1/2019

BS

(AZLINA)

**6. Lekat no. barkod**

A01591917 - A0159~~2301~~ 2295

Terima : 4/2/19

Siap : 4/2/19

(PRAKTIKAL

**7. Input item**

| BAHASA | TAJUK | NASKHAH |
|---|---|---|
| ENGLISH | 89 | 101 |
| MAY | 34 | 278 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| JUMLAH | 123 | 379 |

Terima : 11/2/19

Siap : 18/2/19

**8. Proses**

Terima : 20/2/19

Siap : 26/2/19

AZMIL BIN AZ

**9. Jaket**

Terima : _____

Siap : _____

**10. Pembahagian lokasi**

Terima : 27/2/19

Siap : 27/2/19

AZMIL BIN AZ

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI

## BORANG PEMEROSESAN BUKU / BAHAN BUKAN BUKU
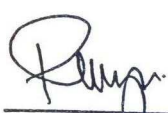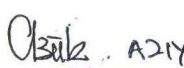
### NO. TROLI : _46_

| PEMBELIAN | ✓ HADIAH | KOLEKSI KEDAH |
|---|---|---|

| AKTIVITI | TARIKH | TANDATANGAN |
|---|---|---|
| 1. Susun bahan | Susun : 3/1/2019 | |
| 2. Pembahagian | Terima : 15/1/2019 | |

| | | |
|---|---|---|
| Bahan sediada | 66 | naskhah |
| Bahan gantian | | naskhah |
| JUMLAH | | naskhah |

Siap : 16/1/2019

3. Semak kualiti / cop hak milik

Terima : 22/01/2019
Siap : 23/01/2019

| | BAIK | | ROSAK | |
|---|---|---|---|---|
| | TAJUK | NASKHAH | TAJUK | NASKHAH |
| JUMLAH | 51 | 66 | | |

4. Lekat slip pemulangan

Terima : 22/01/2019
Siap : 23/01/2019

| | TAJUK | NASKHAH |
|---|---|---|
| JUMLAH | 51 | 66 |

| AKTIVITI | TARIKH | TANDATANGA |
|---|---|---|
| 5. Katalog | | |

| | ORIGINAL | COPY / EDIT |
|---|---|---|
| | TAJUK | TAJUK |
| JUMLAH | 7 | 44 |

Terima : 24/1/2019

Siap : 29/1/2019

(AZLINA)
(SOLEHAH) 77

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6. Lekat no. barkod

A00737790 — A00737855

Terima : 30/1/2019

Siap : 30/1/2019

ROSWIM

---

7. Input item

| BAHASA | TAJUK | NASKHAH |
|---|---|---|
| INGGERIS | 14 | 14 |
| INDONESIA | 1 | 1 |
| MELAYU | 36 | 51 |
| | | |
| | | |
| | | |
| JUMLAH | 51 | 66 |

Terima : 31/1/2019

Siap : 4/2/2019

AZIY

HAJA

(PRAKTIKAL)

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8. Proses

Terima : 4/2/2019

Siap : 4/2/2019

SITI NAFISHAH
(PD)

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9. Jaket

Terima : _____

Siap : _____

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10. Pembahagian lokasi

Terima : _____

Siap : _____

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI

## BORANG PEMEROSESAN BUKU / BAHAN BUKAN BUKU

### NO. TROLI : 58

| PEMBELIAN | ✓ HADIAH | KOLEKSI KEDAH |
|---|---|---|

UNTUK U-PUSTAKA 2

| AKTIVITI | TARIKH | TANDATANGAN |
|---|---|---|
| 1. Susun bahan | Susun : 17/2/2019 | CBük |
| 2. Pembahagian | Terima : 18/2/2019 | CBük |
| | Siap : 19/2/2019 | |

| | | |
|---|---|---|
| Bahan sediada | 457 | naskhah |
| Bahan gantian | | naskhah |
| **JUMLAH** | | naskhah |

| 3. Semak kualiti / cop hak milik | Terima : 19/2/2019 | |
|---|---|---|
| | Siap : 19/2/2019 | Praktikal |

| | BAIK | | ROSAK | |
|---|---|---|---|---|
| | TAJUK | NASKHAH | TAJUK | NASKHAH |
| JUMLAH | 449 | 457 | | |

| 4. Lekat slip pemulangan | Terima : ____ | |
|---|---|---|
| | Siap : ____ | |
| | semua R | |

| | TAJUK | NASKHAH |
|---|---|---|
| JUMLAH | | |

| AKTIVITI | TARIKH | TANDATA |
|---|---|---|
| 5. Katalog | Terima : _____ | |
| | Siap : _____ | ___ |
| 6. Lekat no. barkod | Terima : _____ | |
| | Siap : _____ | ___ |
| 7. Input item | Terima : _____ | |
| | Siap : _____ | ___ |
| 8. Proses | Terima : _____ | |
| | Siap : _____ | ___ |
| 9. Jaket | Terima : _____ | |
| | Siap : _____ | ___ |
| 10. Pembahagian lokasi | Terima : _____ | |
| | Siap : _____ | ___ |

**5. Katalog**

| | ORIGINAL TAJUK | COPY / EDIT TAJUK |
|---|---|---|
| JUMLAH | | |

**7. Input item**

| BAHASA | TAJUK | NASKHAH |
|---|---|---|
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| | | |
| JUMLAH | | |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI

## BORANG PEMEROSESAN BUKU / BAHAN BUKAN BUKU

### NO. TROLI : 4

| PEMBELIAN ✓ | HADIAH | KOLEKSI KEDAH |
|---|---|---|

| AKTIVITI | TARIKH | TANDATANGAN |
|---|---|---|
| Susun bahan | Susun : 5/11/2018 | |
| Pembahagian | Terima : 8/11/2018 <br> Siap : 8/11/2018 | Azik <br> AZIYAH |

| | | |
|---|---|---|
| Bahan sediada | 524 | naskhah |
| Bahan gantian | | naskhah |
| **JUMLAH** | | naskhah |

Semak kualiti / cop hak milik

Terima : 13/11/2018
Siap : 15/11/2018 (HATIJAH)

| | BAIK | | ROSAK | |
|---|---|---|---|---|
| | TAJUK | NASKHAH | TAJUK | NASKHAH |
| JUMLAH | 23 | 524 | | |

Lekat slip pemulangan

Terima : 13/11/2018
Siap : 15/11/2018

| | TAJUK | NASKHAH |
|---|---|---|
| JUMLAH | 23 | 524 |

| AKTIVITI | TARIKH | TANDATANGA |
|---|---|---|
| 5. Katalog | Terima : 20\|2\|19<br><br>Siap : 25\|2\|19 | <br><br>CAZLINA |
| 6. Lekat no. barkod<br><br>A0159350<s>4</s> – A0159402<del></del><br><s>A0159422</s> (BARCODE TERCANGGRAU). | Terima : 25/2/19<br><br>Siap : 25/2/19 | <br><br>P.WAWA |
| 7. Input item | Terima : 3·3·2019<br><br>Siap : 4·3·2019 | <br><br>(ZURAIN) |
| 8. Proses | Terima : 10\|3\|19<br><br>Siap : 14\|3\|19 | <br><br>AZMIL BIN AZI |
| 9. Jaket | Terima : _____<br><br>Siap : _____ | |
| 10. Pembahagian lokasi | Terima : 17\|3\|19<br><br>Siap : 17\|3\|19 | <br><br>AZMIL BIN A |

**5. Katalog**

| | ORIGINAL | COPY / EDIT |
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| | TAJUK | TAJUK |
| JUMLAH | 5 | 18 |

**7. Input item**

| BAHASA | TAJUK | NASKHAH |
|---|---|---|
| eng | 6 | 53 |
| may | 17 | 471 |
| | | |
| | | |
| | | |
| | | |
| JUMLAH | 23 | <s>54</s> 524 |

**PERBADANAN PERPUSTAKAAN AWAM KEDAH**
**BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI**
**UNIT PEROLEHAN KOLEKSI**

**BORANG PENERIMAAN BAHAN NASKHAH CONTOH**

| | |
|---|---|
| Nama Syarikat : | |
| Alamat : | |
| Nama : | |
| No. Tel. : | |
| No. H/P : | |
| Jenis Bahan : | **BUKU / BAHAN BUKAN BUKU / BAHAN TERBITAN BERSIRI** |
| Jumlah : | |

Dimaklumkan bahawa pihak kami telah menghantar bahan seperti yang tercatit di atas kepada Bahagian Pengurusan dan Pembangunan Koleksi (Unit Perolehan Koleksi), Perbadanan Perpustakaan Awam Kedah.

Sekiranya pihak kami gagal mengambilnya dalam tempoh **3 bulan** dari tarikh serahan, kami bersetuju bahan-bahan tersebut akan menjadi milik Bahagian Pengurusan dan Pembangunan Koleksi (Unit Perolehan Koleksi), Perbadanan Perpustakaan Awam Kedah.

Tandatangan : _____

Tarikh serahan : _____

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**UNTUK KEGUNAAN BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI**
**UNIT PEROLEHAN KOLEKSI**

Diterima oleh :

Nama : _____

Tandatangan : _____

Tarikh : _____

Catatan : _____

_____

_____

# BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI
## UNIT PEROLEHAN KOLEKSI

### BORANG PEMILIHAN

PEMBEKAL : _____

| BIL. | JUDUL/SET | PENERBIT | TAHUN | ISBN | HARGA SENASKAH/ SET | JUMLAH NASKAH/ SET | JUMLAH HARGA |
|------|-----------|----------|-------|------|---------------------|--------------------|--------------|
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | JUMLAH |  |
|  |  |  |  |  |  | Less % |  |
|  |  |  |  |  |  | JUMLAH |  |

## PERBADANAN PERPUSTAKAAN AWAM KEDAH
## BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI
## UNIT PEROLEHAN KOLEKSI

### BORANG PEMILIHAN

PEMBEKAL : _____

| BIL. | JUDUL/SET | PENERBIT | TAHUN | ISBN | HARGA SENASKAH/ SET | JUMLAH NASKAH/ SET | JUMLAH HARGA |
|------|-----------|----------|-------|------|---------------------|--------------------|--------------|
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
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|      |           |          |       |      |                     |                    |              |
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|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     | JUMLAH             |              |
|      |           |          |       |      |                     | Less %             |              |
|      |           |          |       |      |                     | JUMLAH             |              |

BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI
UNIT PEROLEHAN KOLEKSI

## BORANG PESANAN

PEMBEKAL : _____

| BIL. | JUDUL/SET | PENERBIT | TAHUN | ISBN | HARGA SENASKAH/ SET | JUMLAH NASKAH/ SET | JUMLAH HARGA |
|------|-----------|----------|-------|------|---------------------|--------------------|--------------|
|      |           |          |       |      |                     |                    |              |
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|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     |                    |              |
|      |           |          |       |      |                     | JUMLAH             |              |
|      |           |          |       |      |                     | Less %             |              |
|      |           |          |       |      |                     | JUMLAH             |              |

PPAK PER/L6
(No. Pindaan: 04)

## PERBADANAN PERPUSTAKAAN AWAM KEDAH
### BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI
### UNIT PEROLEHAN KOLEKSI

BORANG KEROSAKAN BUKU/BAHAN TERBITAN BERSIRI/JILIDAN

PEMBEKAL : _____

NO. INBOIS : _____

TARIKH INBOIS : _____

TAJUK : _____

_____

HARGA : _____ DISKAUN : _____

BAJET : _____

PEMBAHAGIAN : _____

### JENIS-JENIS KEROSAKAN:

**KOYAK**
Helaian lekang ☐
Kulit lekang ☐

**MUKA SURAT**
Ms berlipat ☐
Ms tidak cukup ☐
No. Ms tidak teratur ☐

**KANDUNGAN**
Bahasa bercampur ☐
Isi berbeza dari tajuk ☐

**CETAKAN**
Berulang ☐
Kembang ☐
Kotor ☐
Kulit terbalik ☐
Tiada cetakan ☐
Tulisan bertindih ☐

**ILUSTRASI**
Gambar kabur ☐
Unsur kontroversi ☐

LAIN-LAIN: _____

| Muka surat : | Jumlah Naskhah: |
|---|---|

| Diperiksa oleh: | Disahkan oleh: |
|---|---|
| Nama: | T/T Ketua Unit Perolehan Koleksi |
| Tarikh: | Tarikh: |

### UNTUK KEGUNAAN UNIT PEROLEHAN KOLEKSI

| Tarikh hantar: | Tarikh terima: |
|---|---|

### CATATAN:
Ditukar ☐  Diganti ☐

Tajuk baru : _____

_____

Diterima oleh : _____

(Nama: )

**PERBADANAN PERPUSTAKAAN AWAM KEDAH
BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI
UNIT PEROLEHAN KOLEKSI**

BORANG KEROSAKAN BUKU/BAHAN TERBITAN BERSIRI/JILIDAN

PEMBEKAL : _____

NO. INBOIS : _____

TARIKH INBOIS : _____

TAJUK : _____

_____

HARGA : _____ DISKAUN : _____

BAJET : _____

PEMBAHAGIAN : _____

**JENIS-JENIS KEROSAKAN:**

| **KOYAK** | | **CETAKAN** | |
|---|---|---|---|
| Helaian lekang | | Berulang | |
| Kulit lekang | | Kembang | |
| **MUKA SURAT** | | Kotor | |
| Ms berlipat | | Kulit terbalik | |
| Ms tidak cukup | | Tiada cetakan | |
| No. Ms tidak teratur | | Tulisan bertindih | |
| **KANDUNGAN** | | **ILUSTRASI** | |
| Bahasa bercampur | | Gambar kabur | |
| Isi berbeza dari tajuk | | Unsur kontroversi | |

LAIN-LAIN: _____

| Muka surat : | Jumlah Naskhah: |
|---|---|
| | |

| Diperiksa oleh: | Disahkan oleh: |
|---|---|
| _____ | _____ |
| Nama: | T/T Ketua Unit Perolehan Koleksi |
| Tarikh: | Tarikh: |

**UNTUK KEGUNAAN UNIT PEROLEHAN KOLEKSI**

| Tarikh hantar: | Tarikh terima: |
|---|---|
| | |

**CATATAN:**

Ditukar [ ] Diganti [ ]

Tajuk baru : _____

_____

Diterima oleh : _____

(Nama: )

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
### Jalan Kolam Air, 05100 Alor Setar Kedah

## BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN MAKLUMAT
## UNIT KOLEKSI KEDAH

## BORANG PERTANYAAN PENYELIDIKAN

**KOLEKSI KEDAH** [ ]    **KOLEKSI ISMAIL HUSSEIN** [ ]

**NAMA :** _____

**KEAHLIAN *** : Ahli     [ ]     **NO. AHLI :** _____

: Bukan Ahli     [ ]

**STATUS *** :

| | | | |
|---|---|---|---|
| 1. Pelajar Sekolah | [ ] | 4. Penyelidik | [ ] |
| 2. Pelajar Institusi/ IPTA/IPTS | [ ] | 5. Kakitangan Kerajaan/Swasta | [ ] |
| 3. Guru/Pensyarah | [ ] | 6. Lain-lain:_____ | |

**SEKOLAH/JABATAN/INSTITUSI:**_____

**NO TEL.:**_____   **TARIKH:** _____

**MASA:** _____

**JENIS BAHAN *** :

| | | | |
|---|---|---|---|
| 1. Artikel | [ ] | 9. Perangkaan / Statistik | [ ] |
| 2. Buletin | [ ] | 10. Pita Kaset / CD | [ ] |
| 3. Buku | [ ] | 11. Transkripsi | [ ] |
| 4. Jurnal | [ ] | 12. Risalah | [ ] |
| 5. Keratan Akhbar | [ ] | 13. Salasilah | [ ] |
| 6. Kertas Kerja/Kertas Seminar | [ ] | 14. Tesis | [ ] |
| 7. Laporan Tahunan | [ ] | 15. Warta Kerajaan/Akta | [ ] |
| 8. Majalah Jilid | [ ] | 16. Lain-lain:_____ | |

**\* Tanda yang berkenaan**

**REKOD PENGGUNAAN BAHAN :**

| BIL. | TAJUK | NO. DDC | JUMLAH |
|------|-------|---------|--------|
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |
|      |       |         |        |

T/Tangan Pengguna :_____

T/Tangan Kakitangan Bertugas : _____

( NAMA : _____ )

_____

**TEMPOH  MAKLUMAT DIKEHENDAKI :**

Masa pertanyaan diterima : _____

Masa pertanyaan dijawab : _____

**MAKLUMBALAS :**

Dipenuhi ☐                Tidak dapat dipenuhi ☐

**BENTUK PERTANYAAN :**

Rujukan Ringkas ☐                Rujukan Penyelidikan ☐

# PERBADANAN PERPUSTAKAAN AWAM KEDAH

## BORANG PERMOHONAN MENJADI AHLI PERPUSTAKAAN

**KATEGORI KEAHLIAN:**

☐ KANAK-KANAK (12 TAHUN KE BAWAH)

☐ PESARA/WARGA EMAS

☐ ORANG KELAINAN UPAYA (OKU)

☐ BUKAN WARGANEGARA

☐ DEWASA/REMAJA (13 TAHUN KE ATAS)

☐ KORPORAT

☐ KELAB SINAR PINTAR BAYAN BUDIMAN

**BUTIR-BUTIR PERIBADI:**

NAMA PENUH :

TARIKH LAHIR :    LELAKI ☐    PEREMPUAN ☐

BANGSA : _____ AGAMA : _____ WARGANEGARA : _____

NO. MYKAD / NO. MYKID :

PEKERJAAN : _____ TELEFON : _____ E-MAIL : _____

**ALAMAT RUMAH:**

POSKOD :

**SEKOLAH / INSTITUSI / PUSAT PENGAJIAN TINGGI:**

NAMA :

ALAMAT :

**NAMA WARIS(KATEGORI KANAK-KANAK):**

TAHUN / TINGKATAN / FAKULTI: _____

**PENGESAHAN:**

SAYA BERSETUJU UNTUK MEMATUHI SEGALA PERATURAN YANG DITETAPKAN OLEH PERBADANAN PERPUSTAKAAN AWAM KEDAH.

TARIKH: _____ TANDATANGAN PEMOHON / WARIS: _____

**UNTUK KEGUNAAN PEJABAT:**

YURAN PENDAFTARAN : _____    NAMA KAKITANGAN BERTUGAS : _____

YURAN TAHUNAN : _____    JAWATAN : _____

NO PESIT : _____    MASA TERIMA BORANG : _____

TARIKH : _____    MASA SIAP PENDAFTARAN : _____

## SYARAT-SYARAT KEAHLIAN:

| KATEGORI | YURAN PENDAFTARAN (RM) | YURAN TAHUNAN (RM) | KAD PENGENALAN (MYKAD/MYKID) | KELAYAKAN |
|---|---|---|---|---|
| **WARGANEGARA** | | | | |
| Kanak-Kanak | TIADA | 6.00 | √ | 12 tahun ke bawah |
| Dewasa / Remaja | TIADA | 10.00 | √ | 13 tahun ke atas |
| Pesara / Warga Emas | TIADA | TIADA | √ | Kad Pesara / Umur 60 tahun ke atas dan 40 tahun ke atas bagi pesara tentera |
| Korporat | 50.00 | TIADA | √ | Surat Akuan Jabatan dan seorang penanggungjawab |
| Orang Kelainan Upaya (OKU) | TIADA | TIADA | √ | Kad OKU |
| Kelab Sinar Pintar Bayan Budiman | 10.00 | 6.00 | √ | 12 tahun ke bawah |
| **BUKAN WARGANEGARA** | | | | |
| Kanak-Kanak | TIADA | 6.00 | SALINAN PASSPORT / KAD PENGENALAN DIRI | 12 tahun ke bawah |
| Dewasa / Remaja | TIADA | 10.00 | | 13 tahun ke atas |

### Lain-lain:

1. Terbuka kepada semua penduduk di Negeri Kedah dan yang bermastautin di Negeri Kedah.

2. Tempoh keahlian sah selama setahun dari tarikh pendaftaran. Pembaharuan bagi tempoh setahun berikutnya dikenakan bayaran seperti di dalam jadual di atas.

3. Pinjaman bahan:
   Perpustakaan Alor Setar
   a. Dewasa/Remaja    : 8 buku, 2 majalah, 1 bahan media
   b. Kanak-Kanak      : 8 buku sahaja

   Perpustakaan Cawangan
   a. Dewasa/Remaja    : 8 buku, 1 majalah
   b. Kanak-Kanak      : 8 buku sahaja

   Tempoh pinjaman adalah selama 3 minggu. Pembaharuan pinjaman hanya boleh dilakukan *sekali sahaja* bagi tempoh 3 minggu berikutnya.

4. Kelewatan pemulangan bahan pinjaman dikenakan denda dengan kadar berikut:
   i)   Buku          - RM 0.10 sehari
   ii)  Majalah       - RM 0.10 sehari
   iii) Bahan Media    - RM 0.50 sehari

5. Sekiranya terdapat kehilangan / kerosakan bahan pinjaman, kadar bayaran denda dikenakan mengikut harga asal bahan tersebut.

6. Keahlian Korporat boleh meminjam sebanyak 100 bahan pada setiap kali tempoh pinjaman. Sekiranya berlaku pertukaran penanggungjawab, keahlian tersebut perlu diperakui bersama-sama dengan surat jabatan.

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
### JALAN KOLAM AIR, 05100 ALOR SETAR, KEDAH

## BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN MAKLUMAT
## UNIT SIRKULASI DAN MEDIA

## LAPORAN KAUNTER

Minggu : _____     Tarikh : _____     Hari : _____

1.  **KAKITANGAN BERTUGAS (SIRKULASI) 9.00 PG. – 4.30 PTG.**

| BIL | NAMA | KUTIPAN (RM) |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| | JUMLAH : | |

Disediakan Oleh :

_____
(NAMA :                                      )

Disahkan Oleh :

_____
(NAMA :                                      )

2.  **KAKITANGAN BERTUGAS (SHIF)  4.30 PTG. – 6.00 PTG.** ☐     **10.00 PG. – 6.00 PTG.** ☐

| BIL | NAMA | BAHAGIAN / UNIT | KUTIPAN (RM) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| | | JUMLAH : | |

3.  **JUMLAH PENGGUNA :** _____ orang.

Nota ( kod pada resit catatan ) :

| | | | |
|---|---|---|---|
| 1- Yuran Denda | 5- Hilang Bahan | 9- Pendaftaran KAK | 25- Denda Negetif |
| 2- Lewat Hantar Bahan | 6- Pendaftaran Dewasa | 10- Lain-lain Denda | 21- Kelab Bayan Budiman |
| 3- Hilang Kad Ahli | 7- Pendaftaran Kanak-kanak | 19- Soket Elektrik | 22- Loker |
| 4- Pembaharuan Keahlian | 8- Pendaftaran KAD | 12- Ahli + Kelab Bayan | |

Disediakan Oleh :

_____
(NAMA :                                      )

Disahkan Oleh :

_____
(NAMA :                                      )

# PERKHIDMATAN PERPUSTAKAAN DAN MAKLUMAT

REKOD KEHADIRAN PENYUSUNAN BUKU ( 8.00 PG - 9.00 PG )
BULAN : APRIL 2019

RAK RUJUKAN DEWASA

| BIL | NAMA / TARIKH | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25 | HAYATI | | | cks | JUMAAT | SABTU | BP | BP | BP | BP | BP | | | | | | |
| | MAJ JILID - Jumlah Naskah | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | 3 | 1 | 1 | |
| 26 | WAN HANIS | | | | | | | | | | | | | | | | |
| | RUJUKAN - Jumlah Naskah | | | | | | | | | | | | | | | | |
| 27 | FARIZUL | BB | BP | BS | | | | | | | | | | | | | |
| | KOMPUTER - Jumlah Naskah | | | | | | 1 | | 1 | 1 | 1 | | | 1 | | | |
| 28 | KHAIRUL ANWAR | PT6 | PT6 | PT6 | | | cuti rehat | | | | | | | | | | |
| | KAMUS - Jumlah Naskah | | | 1 | | | | 1 | 4 | | 1 | | | 3 | 4 | 1 | |
| 29 | BASER | | | | | | | | | | | | | | 2 | | |
| | STATISTIK- Jumlah Naskah | | | | | | 1 | 1 | 1 | 1 | 1 | | | 1 | | | |
| 30 | Nurfarwani bt Ramzah | | | | | | | | | | | | | | | | |
| 31 | NOOR AZIRA BT ABDUL RAHMAN | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## UNIT RUJUKAN DAN MULTIMEDIA

### REKOD KEHADIRAN PENYUSUNAN BUKU ( 8.00 PG - 9.00 PG)
### BULAN : MEI 2019

**RAK RUJUKAN DEWASA**

| BIL | NAMA / TARIKH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25 | HAYATI | CUTI HARI PEKERJA | ✓ | JUMAAT | SABTU | ✓ | CUTI AWAL RAMADHAN | CR | ✓ | ✓ | JUMAAT | SABTU | CR | ✓ | ✓ | ✓ | ✓ |
| | MAJ JILID - Jumlah Naskah | | 2 | | | 1 | | 1 | 2 | 1 | | | 1 | 1 | 2 | 1 | 1 |
| 26 | WAN HANIS | | ✓ | | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| | RUJUKAN - Jumlah Naskah | | STW | | | Aktivi | | ✓ | CG | ✓ | | | ✓ | CR | ✓ | ✓ | ✓ |
| 27 | FARIZUL | | | | | Jaulun | | 1 | | 1 | | | 1 | ✓ | 1 | 1 | 1 |
| | KOMPUTER - Jumlah Naskah | | ✓ | | | CR | | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 28 | KHAIRUL ANWAR | | ✓ | | | ✓ | | ✓ | 1 | 1 | | | ✓ | 1 | ✓ | ✓ | 1 |
| | KAMUS - Jumlah Naskah | | ✓ | | | ✓ | | ✓ | ✓ | CR | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 29 | BASER | | 2 | | | 2 | | ✓ | Djon | 1 | | | 1 | 2 | 1 | 1 | 1 |
| | STATISTIK- Jumlah Naskah | | ✓ | | | Jaulun | | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 30. | NURHADWANI BT HAMDAH | | ✓ | | | Jaulun | | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 31. | NOR AZIRA bi ABDUL RAHMAN | | ✓ | | | | | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 32. | MOHD NAJIHUL FAHMI | | | | | | | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| | RUJUKAN ~ JUMLAH | | | | | | | | | | | | 4 | 2 | 1 | 3 | 1 |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## UNIT RUJUKAN DAN MULTIMEDIA

## REKOD KEHADIRAN PENYUSUNAN BUKU ( 8.00 PG - 9.00 PG)
### BULAN : MEI 2019

### RAK RUJUKAN DEWASA

| BIL | NAMA / TARIKH | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-----|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 25 | HAYATI | CA3 | | | | BP | BP | BP | BP | | | | | | | | |
| | MAJ JILID - Jumlah Naskah | - | | | | - | - | - | - | | | 2 | 1 | - | 1 | - | |
| 26 | WAN HANIS | | | | | | | | | | | | | | | | |
| | RUJUKAN - Jumlah Naskah | | | | | BP | BP | BP | BP | | | | | | | | |
| 27 | FARIZUL | | | | | | | | | | | | | | | | |
| | KOMPUTER - Jumlah Naskah | | | | | | | | | | | - | - | - | - | Cus | |
| 28 | KHAIRUL ANWAR | | | S | | | | | | | | | | | | | |
| | KAMUS - Jumlah Naskah | | A | A | HARI WESAK | | | | | JUMAAT | SABTU | | | | 1 | | |
| 29 | BASER | | T | B | | | | | | | | | | | | | |
| | STATISTIK- Jumlah Naskah | | U | T | | | - | 2 | 3 | | | 2 | 2 | 1 | 1 | - | |
| 30 | FAHMI | | | U | | | | | | | | | | | | | |
| | RUJUKAN - Jumlah Naskah | - | | | | | - | - | - | | | - | - | | | | |
| 31 | Nurhassani bt Hamzah | | | | | | | | | | | | | | | | |
| 32. | NOR AJIRA BT ABDUL RAHMAN | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## UNIT RUJUKAN DAN MULTIMEDIA

### REKOD KEHADIRAN PENYUSUNAN BUKU ( 8.00 PG - 9.00 PG)
### BULAN : JUN 2019

**RAK RUJUKAN DEWASA**

| BIL | NAMA / TARIKH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | SABTU | | | | HARI RAYA AIDILFITRI | HARI RAYA AIDILFITRI | JUMAAT | SABTU | | | | | | JUMAAT | SABTU |
| 25 | HAYATI | | CR | CR | CR | | | | | _(sig)_ | CR | CR | mc | _(sig)_ | | |
| | MAJ JILID - Jumlah Naskah | | 1 | 1 | 1 | | | | | 1 | 1 | 1 | 1 | 2 | | |
| 26 | WAN HANIS | | _(sig)_ | _(sig)_ | _(sig)_ | | | | | 1 | 1 | _(sig)_ | _(sig)_ | _(sig)_ | | |
| | RUJUKAN - Jumlah Naskah | | _(sig)_ | _(sig)_ | 1 | | | | | - | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | | |
| 27 | FARIZUL | | 1 | 1 | CR | | | | | CR | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | | |
| | KOMPUTER - Jumlah Naskah | | PTG | PTG | _(sig)_ | | | | | CR | _(sig)_ | 2 | _(sig)_ | _(sig)_ | | |
| 28 | KHAIRUL ANWAR | | PTG | 1 | 3 | | | | | 1 | 2 | 1 | 1 | 1 | | |
| | KAMUS - Jumlah Naskah | | PTG | PTG | CR | | | | | CR | CR | _(sig)_ | _(sig)_ | _(sig)_ | | |
| 29 | BASER | | 1 | 1 | 1 | | | | | 1 | 1 | 15 | 5 | _(sig)_ | | |
| | STATISTIK - Jumlah Naskah | | _(sig)_ | _(sig)_ | _(sig)_ | | | | | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | | |
| 30. | Nor Azira bt Abd Rahaman | | Bawah | _(sig)_ | _(sig)_ | | | | | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | | |
| 31. | Nurhaswani bt Rameah | | | _(sig)_ | _(sig)_ | | | | | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | _(sig)_ | | |

## RAK RUJUKAN DEWASA

| BIL | NAMA / TARIKH | 16 | 17 | 18 | 19 | 20 | 21 JUMAAT | 22 SABTU | 23 | 24 | 25 | 26 | 27 | 28 JUMAAT | 29 SABTU | 30 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25 | HAYATI | | AKTIVITI MUZIUM | BP | | | | | | BICARA | | | | | | |
| | MAJ JILID - Jumlah Naskah | 1 | - | - | - | - | | | 2 | PERPUST | 4 | 1 | | | | |
| 26 | WAN HANIS | | | | | | | | | | | | | | | |
| | RUJUKAN - Jumlah Naskah | 1 | 1 | 1 | 1 | 1 | | | 1 | | | | | | | |
| 27 | FARIZUL | | | | | | | | | | | | | | | |
| | KOMPUTER - Jumlah Naskah | | MUZIUM | MAKTAB MIDANG | Intphut | | | | | PROGRAM | | | | | | |
| 28 | KHAIRUL ANWAR | | | PENGARA | | | | | | | | | | | | |
| | KAMUS - Jumlah Naskah | | | | | - | | | 8 | | 6 | 1 | - | | | 5 |
| 29 | BASER | | | | | | | | | | | | | | | |
| | STATISTIK - Jumlah Naskah | 2 | 1 | 1 | 1 | 2 | | | 2 | 3 | 1 | 3 | | | | 1 |
| 30 | Nurhasasani bt Hamzah | | MUZIUM | | inghut | | | | bas e-pustaka bas | bas brosya e-pustaka | bas bas | bas bas | bus brosya e-pustaka bergerak | | | |
| 31 | NOR AZIRA Bi ABD RAHMAN | | MUZIUM | | inghut | | | | e-pustaka | cuti | e-pustaka | e-pustaka bergerak | | | | |

**PERBADANAN PERPUSTAKAAN AWAM KEDAH**
Jalan Kolam Air, 05100 Alor Setar, Kedah

**BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN MAKLUMAT**
**UNIT RUJUKAN DAN MULTIMEDIA**

## BORANG PENGGUNAAN PERKHIDMATAN KEMUDAHAN MULTIMEDIA

| NAMA | |
|---|---|
| NO. AHLI | |

| STATUS | Pelajar | | Jabatan Kerajaan / Swasta | |
|---|---|---|---|---|
| | Penyelidik | | Lain-lain (Nyatakan): | |

### JENIS BAHAN

| 1 | Internet | | 7 | Ipad | |
|---|---|---|---|---|---|
| 2 | Microsoft Office | | 8 | Bookmark | |
| 3 | eLibraryUSA | | 9 | Rosetta Stone | |
| 4 | Imbasan | | 10 | Kindle | |
| 5 | Cetakan | | 11 | Lain-lain (Nyatakan): | |
| 6 | E-Book Susbadi | | | | |

Tandatangan : _____

### UNTUK KEGUNAAN UNIT RUJUKAN DAN MULTIMEDIA

### PENGGUNAAN BAHAN

| No. PC MUL/ Ipad/Kindle | | Tempoh Masa | | Hingga | |
|---|---|---|---|---|---|

**UNTUK KEGUNAAN UNIT RUJUKAN DAN MULTIMEDIA**

**TEMPOH MAKLUMAT DIKEHENDAKI**

Masa  pertanyaan  diterima:_____

Tempoh pertanyaan dijawab:_____

**MAKLUMBALAS**

Dipenuhi        ☐

Tidak dapat dipenuhi    ☐

(Sila nyatakan):_____

| BAYARAN YANG DIKENAKAN | | | |
|---|---|---|---|
| Bahan | Masa/Bilangan | | Jumlah(RM) | No. Resit |
| Internet | Minit/Jam | | | |
| Microsoft Office | Minit/Jam | | | |
| Imbasan | Helai | | | |
| Cetakan: Hitam/Putih | Helai | | | |
| Warna | Helai | | | |
| Lain-lain | | | | |
| | | JUMLAH | | |

Diterima oleh:

Nama: _____    Tandatangan: _____

Jawatan :  Pembantu Pustakawan

TARIKH : _____

**UNIT MULTIMEDIA**
**PERBADANAN PERPUSTAKAAN AWAM KEDAH**

# BORANG PENGGUNAAN PERKHIDMATAN KEMUDAHAN MULTIMEDIA KAKITANGAN

Nama : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Bahagian / Unit:

☐ Pentadbiran      ☐ Perancangan         ☐ Pengurusan & Perancangan
☐ Kewangan        ☐ Teknologi Maklumat  ☐ Pendokumentasian & Teknikal
☐ Sirkulasi        ☐ Koleksi Kedah       ☐ Pengurusan & Pemb. Koleksi
☐ Media           ☐ Gerakan Literasi    ☐ Rangkaian Perpustakaan
☐ Rujukan         ☐ Perolehan Koleksi   ☐ Perkhidmatan Perpustakaan & Maklumat

Jawatan :

☐ Pengarah
☐ Pustakawan
☐ Pen. Pegawai Perpustakaan
☐ Pem. Perpustakaan
☐ Pem. Tadbir
☐ Pem. Operasi
☐ Lain-lain

Nyatakan : _____

Bahan :  ☐ Internet
         ☐ CD-ROM Multimedia
         ☐ Perisian Lain
             ☐ Word        ☐ Publisher    ☐ Power point
             ☐ Excel       ☐ Photoshop    ☐ Lain-lain

Tujuan : _____
         _____

Multi : ☐    Masa : _____ hingga _____

**Imbasan**       Jumlah : ☐

**Fotokopi**      Jumlah : ☐

**Cetakan**       Jumlah :

| A4 | A3 | A4 | A3 | A4 | A3 |
|----|----|----|----|----|----|
|    |    |    |    |    |    |
| **Hitam putih** | | **Warna** | | **Jumlah Rosak** | |

Tandatangan : _____

| **KAKITANGAN BERTUGAS :** | **DISEMAK OLEH :** |
|---|---|
| NAMA : _____ | NAMA : _____ |
| JAWATAN : <u>Pembantu Perpustakaan (S)</u> | JAWATAN : _____ |
| | TARIKH : _____ |

**UNIT MULTIMEDIA**
**PERBADANAN PERPUSTAKAAN AWAM KEDAH**

# BORANG PENGGUNAAN PERKHIDMATAN KEMUDAHAN MULTIMEDIA KAKITANGAN

Nama : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Bahagian / Unit:

☐ Pentadbiran
☐ Kewangan
☐ Sirkulasi
☐ Media
☐ Rujukan

☐ Perancangan
☐ Teknologi Maklumat
☐ Koleksi Kedah
☐ Gerakan Literasi
☐ Perolehan Koleksi

☐ Pengurusan & Perancangan
☐ Pendokumentasian & Teknikal
☐ Pengurusan & Pemb. Koleksi
☐ Rangkaian Perpustakaan
☐ Perkhidmatan Perpustakaan & Maklumat

Jawatan :

☐ Pengarah
☐ Pustakawan
☐ Pen. Pegawai Perpustakaan
☐ Pem. Perpustakaan
☐ Pem. Tadbir
☐ Pem. Operasi
☐ Lain-lain

Nyatakan : _____

Bahan :
☐ Internet
☐ CD-ROM Multimedia
☐ Perisian Lain

☐ Word
☐ Excel
☐ Publisher
☐ Photoshop
☐ Power point
☐ Lain-lain

Tujuan : _____
_____

Multi : ☐    Masa : _____ hingga _____

**Imbasan**    Jumlah : ☐

**Fotokopi**   Jumlah : ☐

**Cetakan**    Jumlah :

| A4 | A3 | A4 | A3 | A4 | A3 |
|----|----|----|----|----|----|
|    |    |    |    |    |    |
| **Hitam putih** | | **Warna** | | **Jumlah Rosak** | |

Tandatangan : _____

| KAKITANGAN BERTUGAS : | DISEMAK OLEH : |
|---|---|
| NAMA : _____ | NAMA : _____ |
| JAWATAN : <u>Pembantu Perpustakaan (S)</u> | JAWATAN : _____ |
|  | TARIKH : _____ |

| TARIKH | BIL | NAMA | NO. SOKET | BAYARAN | NO. RESIT | T. TANGAN & NAMA KAKITANGAN | CATATAN |
|--------|-----|------|-----------|---------|-----------|----------------------------|---------|
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PERBADANAN PERPUSTAKAAN AWAM KEDAH
JALAN KOLAM AIR
05100 ALOR SETAR
KEDAH DARUL AMAN

## JADUAL PERKHIDMATAN BAS BERGERAK E-PUSTAKA 2019

| BIL. | HARI | NAMA SEKOLAH | WAKTU PERKHIDMATAN | NAMA GURU | NO. TELEFON |
|------|------|--------------|--------------------|-----------| ------------|
| 1. | AHAD | SEK. KEB. TANDOP BESAR | 10.30 PG – 12.30 PTG | PN. ROZITA | 019-428 2942 |
| | | SEK. KEB. PANGLIMA AWANG | 01.30 PTG – 03.30 PTG | PN. NOR HUDA | 013-490 3523 |
| 2. | ISNIN | SEK. KEB. PADANG LUMAT | 10.30 PG – 12.30 PTG | PN. BALKIS | 013-533 7828 |
| | | SEK. KEB. SG. DAUN TENGAH | 01.30 PTG – 03.30 PTG | PN. SYAFEENA | 013-429 8015 |
| 3. | SELASA | SEK. KEB. KAMPONG JAWA | 10.30 PG – 12.30 PTG | PN. SITI RABANURA | 019-775 6876 |
| | | SEK. KEB. SG. KERING | 01.30 PTG – 03.30 PTG | EN. AZDI | 012-595 3560 |
| 4. | RABU | SEK. KEB. KURONG HITAM | 10.30 PG – 12.30 PTG | PN. ROHANI | 019-513 9159 |
| | | SEK. KEB. SERI BAKTI | 01.30 PTG – 03.30 PTG | PN. SHAMBANI | 019-517 6364 |
| 5. | KHAMIS | SEK. KEB. HJ ISMAIL | 10.30 PG – 12.30 PTG | PN. NORHAFIZA | 012-419 1958 |

KAKITANGAN UNTUK DIHUBUNGI :
KHAIRUL AZHAR -   019-399 7327
MOHD RIDZUAN   -   013-592 4757
PEJABAT : 04-733 3592 ( KETUA BAHAGIAN RANGKAIAN PERPUSTAKAAN )

PERBADANAN PERPUSTAKAAN AWAM KEDAH
JALAN KOLAM AIR
05100 ALOR SETAR
KEDAH DARUL AMAN

## JADUAL PERKHIDMATAN BAS BERGERAK E-PUSTAKA 2019

| BIL. | HARI | NAMA SEKOLAH | WAKTU PERKHIDMATAN | NAMA GURU | NO. TELEFON |
|---|---|---|---|---|---|
| 1. | AHAD | SEK. KEB. TANDOP BESAR | 10.30 PG – 12.30 PTG | PN. ROZITA | 019-428 2942 |
| | | SEK. KEB. PANGLIMA AWANG | 01.30 PTG – 03.30 PTG | PN. NOR HUDA | 013-490 3523 |
| 2. | ISNIN | SEK. KEB. PADANG LUMAT | 10.30 PG – 12.30 PTG | PN. BALKIS | 013-533 7828 |
| | | SEK. KEB. SG. DAUN TENGAH | 01.30 PTG – 03.30 PTG | PN. SYAFEENA | 013-429 8015 |
| 3. | SELASA | SEK. KEB. KAMPONG JAWA | 10.30 PG – 12.30 PTG | PN. SITI RABANURA | 019-775 6876 |
| | | SEK. KEB. SG. KERING | 01.30 PTG – 03.30 PTG | EN. AZDI | 012-595 3560 |
| 4. | RABU | SEK. KEB. KURONG HITAM | 10.30 PG – 12.30 PTG | PN. ROHANI | 019-513 9159 |
| | | SEK. KEB. SERI BAKTI | 01.30 PTG – 03.30 PTG | PN. SHAMBANI | 019-517 6364 |
| 5. | KHAMIS | SEK. KEB. HJ ISMAIL | 10.30 PG – 12.30 PTG | PN. NORHAFIZA | 012-419 1958 |

KAKITANGAN UNTUK DIHUBUNGI :
KHAIRUL AZHAR -    019-399 7327
MOHD RIDZUAN   -    013-592 4757
PEJABAT : 04-733 3592 ( KETUA BAHAGIAN RANGKAIAN PERPUSTAKAAN )

# PERBADANAN PERPUSTAKAAN AWAM NEGERI KEDAH
## JALAN KOLAM AIR
## 05100 ALOR SETAR
## KEDAH DARUL AMAN
## JADUAL HENTIAN PERPUSTAKAAN BERGERAK 1
## WHE 9806

### MINGGU A

| BIL | AHAD | MASA |
|---|---|---|
| 1 | SK TEBENGAU | 09.15 - 09.45 |
| 2 | SK KG. JAWA | 10.00 - 10.45 |
| 3 | SK PMTG BULUH | 11.15 - 12.00 |
| 4 | SK SG. DAUN TENGAH | 12.00 - 12.45 |
| 5 | SK TOK MAT SALLEH | 1.00 - 1.30 |

| BIL | ISNIN | MASA |
|---|---|---|
| 1 | SMK BUKIT PAYUNG | 09.00 - 09.30 |
| 2 | SK KAMPUNG BUKIT | 10.00 - 10.30 |
| 3 | SK KAMPUNG BELUKAR | 10.45 - 11.15 |
| 4 | SK TANDOP BESAR | 11.30 - 12.00 |
| 5 | SK DATIN FATIMAH | 12.15 - 12.45 |
| 6 | SK PEDU | 01.15 - 01.45 |

| BIL | SELASA | MASA |
|---|---|---|
| 1 | SMK BANDAR D. AMAN | 08.30 - 09.00 |
| 2 | **SK BANAI** | **09.15 - 09.45** |
| 3 | SK BANDAR BARU D.AMAN | 10.00 - 10.45 |
| 4 | SK JITRA 3 | 11.15 - 12.00 |
| 5 | SK HOSBA | 12.30 - 01.00 |

| BIL | RABU | MASA |
|---|---|---|
| 1 | SMK LANGGAR | 08.45 - 09.15 |
| 2 | SK TOH PN S. HANIPAH | 09.45 - 10.30 |
| 3 | SK KURUNG HITAM | 10.45 - 11.15 |
| 4 | SK BUKIT TAMPOI | 11.35 - 12.30 |
| 5 | | |

| BIL | KHAMIS | MASA |
|---|---|---|
| 1 | SK HAKIM TEH | 09.00 - 09.30 |
| 2 | SK MANGGOL BONGOR | 10.30 - 11.00 |
| 3 | SK MEGAT DEWA | 11.30 - 12.00 |
| 4 | SK TUNKU LAKSAMANA | 12.15 - 12.45 |

### MINGGU B

| BIL | AHAD | MASA |
|---|---|---|
| 1 | SK TAMAN AMAN | 08.45 - 09.15 |
| 2 | SK MERGONG | 09.30 - 10.00 |
| 3 | SK SUKA MENANTI | 10.30 - 11.00 |
| 4 | SK BKT. RAYA DALAM | 11.15 - 11.45 |
| 5 | SK AIR PUTEH | 12.05 - 12.30 |
| 6 | SK HAJI MAT ARIFF | 12.45 - 1.15 |

| BIL | ISNIN | MASA |
|---|---|---|
| 1 | SK SUNGAI BARU | 08.30 - 09.00 |
| 2 | SK GUNUNG | 09.15 - 09.45 |
| 3 | SM AGAMA UL-ULUM SPG 4 | 10.00 - 10.30 |
| 4 | **MRSM PENDANG** | **11.00 - 11.30** |
| 5 | SKA SRI BURHANUDDIN | 11.50 - 12.45 |

| BIL | SELASA | MASA |
|---|---|---|
| 1 | SMK AIR HITAM | 09.00 - 09.30 |
| 2 | SMK SANGLANG | 09.45 - 10.00 |
| 3 | SK HJ. WAN YAHYA | 10.15 - 10.30 |
| 4 | SK DATO' SY. NAHAR | 11.00 - 11.30 |
| 5 | SK KODIANG | 11.50 - 12.10 |
| 6 | SK GUAR NAPAI | 12.25 - 12.45 |

| BIL | RABU | MASA |
|---|---|---|
| 1 | SK TELOK KECHAI | 08.45 - 09.30 |
| 2 | SK HJ. ISMAIL | 09.40 - 10.15 |
| 3 | SK KANGKONG | 10.40 - 11.00 |
| 4 | SK BULUH LIMA | 11.20 - 12.00 |
| 5 | SK SPG. 3 SG DAUN | 12.15 - 12.30 |
| 6 | SK PADANG LUMAT | 12.45 - 01.00 |
| 7 | SK BUKIT BESAR | 01.15 - 01.45 |

| BIL | KHAMIS | MASA |
|---|---|---|
| 1 | SK BOHOR | 08.45 - 09.15 |
| 2 | SK KEPALA BATAS | 09.30 - 10.15 |
| 3 | SK BUKIT PINANG | 10.30 - 11.00 |
| 4 | SK HJ ABU BAKAR | 11.20 - 11.45 |
| 5 | SK WAN ABDUL SAMAD | 12.00 - 12.30 |
| 6 | SK KUBANG LEREK | 12.45 - 01.00 |

PEMBANTU : SHAHRIL AMIR BIN MD SHARIFF : 013-4148545

PEMANDU : MOHD YUSOF B. AWANG : 013-506 1747

PEJABAT : 04-733 3592 ( KETUA BAHAGIAN RANGKAIAN PERPUSTAKAAN )

Ruj. Kami : PPAK 600-7/1/4 (24)
Tarikh : 11 Mac 2019
04 Rejab 1440H

Senarai seperti edaran,

Tuan/Puan,

**KARNIVAL "JOM KE AL-BUKHARY", 2019**

Dengan hormatnya perkara di atas adalah dirujuk.

2.      Sukacita dimaklumkan Perbadanan Perpustakaan Awam Kedah, amat berbesar hati dan tiada halangan untuk mengadakan Aktiviti Galakan Membaca bersempena dengan Karnival "Jom Ke Al-Bukhary", 2019 seperti ketetapan berikut:

| | | |
|---|---|---|
| Tarikh | : | 21 Mac 2019 (Khamis) |
| Masa | : | 8.00 pagi – 2.30 petang |
| Tempat | : | Sek. Men. Keb. Syed Mohamed Al-Bukhary |

3.      Sehubungan dengan itu tuan/puan dikehendaki bertugas bagi menjayakan program tersebut. Sila patuhi masa yang telah ditetapkan. Bersama-sama ini disertakan **Senarai Tugasan Kakitangan** untuk rujukan pihak tuan/puan.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**
**"KEDAH AMAN MAKMUR – HARAPAN BERSAMA MAKMURKAN KEDAH"**
**"MELESTARIKAN BUDAYA MEMBACA"**

Saya yang menjalankan amanah,

**(SHAHIZAN AFFANDI BIN ZAKARIA)**
Pengarah
Perbadanan Perpustakaan Awam Kedah

sk      Ketua Sektor Perkhidmatan Perpustakaan dan Maklumat
        Ketua Bahagian Rangkaian Perpustakaan
        Ketua Unit Pengurusan Aset
        Ketua Unit Sirkulasi dan Media
        Ketua Unit Rujukan dan Multimedia
        Ketua Unit Koleksi Kedah

**LAMPIRAN**

**SENARAI TUGASAN KAKITANGAN AKTIVITI GALAKAN MEMBACA**
**SEMPENA KARNIVAL "JOM KE AL-BUKHARY", 2019**
**SEKOLAH MENENGAH KEBANGSAAN SYED MOHAMED AL-BUKHARY**

| BIL | TARIKH | AKTIVITI | PETUGAS AKTIVITI |
|---|---|---|---|
| 1. | 21 Mac 2019 (Khamis) 8.00 pg. – 2.30 ptg. | Pegawai Pengiring | **Norilsyahirah bt. Ilias** |
| | | Kempen Keahlian | Mohd Fuad b. Zainol |
| | | Jurugambar | Sohaimi b. Osman |
| | | 3Doodler Pen | Husnul Huda bt. Abdul Halim |
| | | Ipad – Osmo Tangram | Nur Azhani bt. Basharudin |
| | | Arm Robot | Hairol Ardi b. Hashim |
| | | Makey-Makey | Naimah bt. Mohd Taib / Noor Azwa bt. Johan |
| | | Kuiz Ceria Minda - Teka Jumlah Buku - Teka Muka Surat Buku Teka Ayat - Puzzle / Dam Ular | Marniyati bt. Mehat / Nor Azira bt. Abdul Rahaman / Nurhazwani bt. Hamzah |
| | | Pameran Perkhidmatan / Pameran Tokoh | Wan Mohd Helmie Nizam b. Wan Salim |
| | | E-Pustaka | Khairul Azhar b. Mohd Asri / Mohd Ridzuan b. Ahmad Zaman |
| | | Pemandu Van | Wan Khairul Anuar b. Wan Ismail |

** Pakaian T-Shirt PPAK @ T-Shirt berkolar (bagi yang tiada t-shirt PPAK)

**PERBADANAN PERPUSTAKAAN AWAM KEDAH**
**JALAN KOLAM AIR**
**05100 ALOR SETAR**
**KEDAH DARUL AMAN**
Tel.: 04-7333592/ 04-7314695, Faks.: 04-7336232

Ruj. Kami : PPAK 600-7/1/4 (34)
Tarikh : 18 Mac 2019
11 Rejab 1440H

Senarai seperti edaran,

Tuan/Puan,

## AKTIVITI GALAKAN MEMBACA, PROGRAM LITERASI ILMU DAN E-PUSTAKA

Dengan hormatnya perkara di atas adalah dirujuk.

2.　　Sukacita dimaklumkan Perbadanan Perpustakaan Awam Kedah, akan mengadakan Aktiviti Galakan Membaca, Program Literasi Ilmu dan E-Pustaka sempena Minggu Pusat Sumber di Sek. Keb. Sungai Korok Lama, Alor Setar seperti ketetapan berikut :

| | | |
|---|---|---|
| Tarikh | : | 02 April 2019 (Selasa) |
| Masa | : | 8.00 pagi – 1.00 tengah hari |
| Tempat | : | Dewan Ibnu Rusyd, |
| | | Sek. Keb. Sungai Korok Lama, Alor Setar |

3.　　Sehubungan dengan itu tuan/puan dikehendaki bertugas bagi menjayakan program tersebut. Sila patuhi masa yang telah ditetapkan. Bersama-sama ini disertakan **Senarai Tugasan Kakitangan** untuk rujukan pihak tuan/puan.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**
**"KEDAH AMAN MAKMUR – HARAPAN BERSAMA MAKMURKAN KEDAH"**
**"MELESTARIKAN BUDAYA MEMBACA"**

Saya yang menjalankan amanah,

**(SHAHIZAN AFFANDI BIN ZAKARIA)**
Pengarah
Perbadanan Perpustakaan Awam Kedah

sk　　Ketua Sektor Perkhidmatan Perpustakaan dan Maklumat
　　　Ketua Bahagian Rangkaian Perpustakaan
　　　Ketua Unit Pengurusan Aset
　　　Ketua Unit Sirkulasi dan Media
　　　Ketua Unit Rujukan dan Multimedia
　　　Ketua Unit Koleksi Kedah

**LAMPIRAN**

## SENARAI TUGASAN KAKITANGAN AKTIVITI GALAKAN MEMBACA, PROGRAM LITERASI ILMU & E-PUSTAKA SEMPENA MINGGU PUSAT SUMBER SEK. KEB. SUNGAI KOROK LAMA

| BIL | TARIKH | AKTIVITI | PETUGAS AKTIVITI |
|---|---|---|---|
| 1. | 02 April 2019 (Selasa)<br><br>8.00 pg. –<br>1.00 tgh. | Pegawai Pengiring | **Norilsyahirah bt. Ilias** |
| | | Program Literasi Ilmu | **Wan Ahmad Hanis b. Wan Yahya**<br>Noor Faisni bt. Abdul Rani<br>Siti Farah bt. Mohamad |
| | | Kempen Keahlian | Nur Adila bt. Wahab |
| | | Jurugambar | Sohaimi b. Osman |
| | | 3Doodler | Husnul Huda bt. Abdul Halim |
| | | Spelling | Mohd Fadzly Ryza b. Nordin |
| | | Ipad – Osmo Tangram | Nur Azhani bt. Basharudin |
| | | Wall Alive | Muhammad Farizulazman b. Mohd Lutfi<br>Nurhazwani bt. Hamzah |
| | | Kuiz Ceria Minda<br>- Teka Jumlah Buku<br>- Teka Muka Surat Buku<br>- Teka Ayat<br>- Puzzle / Dam Ular | Marniyati bt. Mehat<br>Muhammad Shazni bt. Anuar<br>Nor Azira bt. Abdul Rahaman |
| | | Pameran Perkhidmatan /<br>Pameran Tokoh | Muhd Khairulanwar b. Shukor |
| | | Jualan Buku / Majalah | Mastura bt. Majid |
| | | E-Pustaka | Khairul Azhar b. Mohd Asri<br>Mohd Ridzuan b. Ahmad Zaman |
| | | Pemandu Van | Wan Khairul Anuar b. Wan Ismail |

** **Pakaian T-Shirt PPAK @ T-Shirt berkolar (bagi yang tiada t-shirt PPAK)**

## PEKAN RABU EXPLORACE

| CHECKPOINT | CLUE CHECKPOINT | VENUE (TEMPAT) | TUGASAN | NAMA PETUGAS | KEPERLUAN |
|---|---|---|---|---|---|
| Checkpoint 1 | Tak besaq mana, tak sempit mana, tempat penamat untuk tenangkan minda. | Ruang Legar/Ruang Tengah | Mindblowing Test | Wan (kewangan) | |
| Checkpoint 2 | Mai Pekan Rabu pusing meqata, Nak caqi jalan masuk tempat yang kecil, Ayaq yang tenang jangan disangka takdak boya, Ruang yang kosong jangan disangka takdak kancil. | Parking Basement | • Puzzle 4, • Pin Float} – Pilih dua sampul | Mujadid. Faa? Asraa. Pn wan | |
| Checkpoint 3 * | Pegang kasaq-kasaq nanti berkecai, Nak kata kuih bihun pun bukan, Makan laju-laju takut tersemboq, Caqilah kat mana dia kawan-kawan. | Kedai Karas (2M 25 & 2M 27) | Buat Kuih Karas | Kak Fy Yuu. | |
| Checkpoint 4 | Ada banyak saiz dia, ada biru, hitam pun ada, boleh pakai sembahyang, boleh pakai raya, kesukaan pemimpin negara kita. | Kedai Songkok Tun M | • Prison Rope • A4 Loop | Abg Asri. Ikwan. Azmee. | |
| Checkpoint 5 level 2 | Bentuk macam kelopak bunga, Dia ada dekat kawasan ni saja, ada original ada spicy, kalau hangpa tera, try la pi buat sekali. | Kedai Loyang (2M 71) | Buat Kuih Loyang | kak Ervi. nzua. | |

1 kapt 15 min.

| Checkpoint 6 | | | |
|---|---|---|---|
| Buai laju-laju, sampai pekan rabu, alatan tradisonal orang tua dulu-dulu, digunakan untuk menumbuk sesuatu. | Kedai Kraft (GA/18) | Cari Gobek, Musang Berjanggut | |
| | (alt tumbuk sireh Pinang) | | - Wan Hanis.<br>- A·Wan'<br> Naimar. |

rajt musang berjanggut.

- Tau holain Rtg manial.
- setiap 15 min.
- suhu task 20 mowten y
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 y
 y
 y

- Fasty

# Sijil Penyertaan

## PERBADANAN PERPUSTAKAAN AWAM KEDAH

Dengan ini diperakui bahawa

### NURHAZWANI BINTI HAMZAH

Telah menjayakan

## PROGRAM PERPUSTAKAAN

### BERSAMA

# KOMUNITI

## 07 APRIL 2019 (AHAD)
## PEKAN RABU, ALOR SETAR, KEDAH

......................................

**SHAHIZAN AFFANDI BIN ZAKARIA**

Pengarah

Perbadanan Perpustakaan Awam Kedah

# BEYOND THE MOON - APOLLO 50th ANNIVERSARY
## 2nd MAY 2019 (THURSDAY)
## @ KEDAH STATE PUBLIC LIBRARY

| NO | SCHOOLS / INSTITUTIONS | TOTAL | REMARKS |
|---|---|---|---|
| 1. | ETA SCHOOLS | 64 | |
| | Mentor — 8 <br> ETA — 8 <br> Guru Pengiring — 8 <br> StudentS — 40 | | |
| 2. | Pegawai JPN- Pegawai Pendidikan Daerah | 10 | |
| 3. | Juri JPN <br> i. En. Saw Beng Hup (Pen. Pengarah Kanan Bahasa) <br> ii. En. Mohamad Izham Md Yusof (Pen. Pengarah Kanan Biologi) <br> iii. En.Luthfi Mohd Radzi(Pen. Pengarah Kanan Fizik) | 3 | 77 |
| | | | |
| 4. | NTA School for Childrens Refugees — audi | 45 | |
| 5. | Sekolah Men dan Ren Agama Al-Islah, Sungai Petani — audi | 41 | |
| 6. | SK Tunku Raudzah — audi | 20 | |
| 7. | SM Pendidikan Khas Vokasional Merbok, Sg Petani — audi | 12 | |
| 8. | UiTM, Merbok — audi | 40 | |
| 9. | Staff PPAK — audi | 30 | 188 |
| | SBP — audi | 42 | |
| 10. | Cikgu Norhailmi Abdul Mutalib & 4 student | 5 | |
| 11. | Honeywell Malaysia - Aerospace Avionics Malaysia, Penang <br> i. Mr. Raja Birasamy- Technical Manager, Presenter <br> ii. Peter Lee - Senior Human Resources Manager <br> iii. Shamoon Shabudin - Channel Marcom Manager | 3 | |
| 12 | Roha US Embassy | 1 | |
| 13 | Victor MDEC – Malaysia Digital Economy Corporation Sdn. Bhd. | 1 | |
| 14 | Edutool - En. Hazimi | 2 | 12 |
| | TOTAL | | 277 |

Makan / Minum : 265 people
Balance Payment : RM315.00

**MAN ON THE MOON : MODEL BUILDING COMPETITION**

<u>PARTICIPATING</u>

TEAM 1
1.  SMK HOSBA (8)

TEAM 2
1.  SMK MERBOK (4)
2.  SMK SERI BADONG (4)

TEAM 3
1.  SMK TANAH MERAH (4)
2.  SMK PENDANG (4)

TEAM 4
1.  SMK JERAI (4)
2.  SMK KUALA PEGANG (4)

TEAM 5
1.  SMK TUNKU ABDUL RAHMAN (8)

---

<u>NOT PARTICIPATING</u>

1.  SMK TANJUNG PAUH
2.  SMK DATO' WAN M. SAMAN
3.  SMK KUALA KETIL
4.  SMK TANJUNG PUTERI

Ruj. Kami : PPAK 600-7/1/4 (54)
Tarikh : 21 April 2019
15 Syaaban 1440H

Senarai seperti edaran,

Tuan/Puan,

**PROGRAM GALAKAN MEMBACA DAERAH KUBANG PASU 2019**

Dengan hormatnya perkara di atas adalah dirujuk.

2.     Sukacita dimaklumkan Perbadanan Perpustakaan Awam Kedah, akan mengadakan Program Galakan Membaca Daerah Kubang Pasu 2019 seperti ketetapan berikut :

| | | |
|---|---|---|
| Tarikh | : | 05 Mei 2019 (Ahad) |
| Masa | : | 8.00 pagi – 4.00 petang |
| Tempat | : | Dewan Sekolah Menengah Agama Jerlun, Kodiang Kedah |

3.     Sehubungan dengan itu tuan/puan dikehendaki bertugas bagi menjayakan program tersebut. Sila patuhi masa yang telah ditetapkan. Bersama-sama ini disertakan **Senarai Tugasan Kakitangan** untuk rujukan pihak tuan/puan.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**
**"KEDAH AMAN MAKMUR – HARAPAN BERSAMA MAKMURKAN KEDAH"**
**"MELESTARIKAN BUDAYA MEMBACA"**

Saya yang menjalankan amanah,

**(SHAHIZAN AFFANDI BIN ZAKARIA)**
Pengarah
Perbadanan Perpustakaan Awam Kedah

sk      Ketua Sektor Perkhidmatan Perpustakaan dan Maklumat
        Ketua Bahagian Rangkaian Perpustakaan
        Ketua Unit Pengurusan Aset

**LAMPIRAN**

## SENARAI TUGASAN KAKITANGAN
## PROGRAM GALAKAN MEMBACA DAERAH KUBANG PASU 2019

### LOKASI:
### DEWAN SEKOLAH MENENGAH AGAMA JERLUN, KODIANG KEDAH

| BIL | TARIKH | AKTIVITI | PETUGAS AKTIVITI |
|---|---|---|---|
| 1. | 05 Mei 2019 (Ahad)<br><br>8.00 pg.<br>–<br>4.00 ptg. | Pegawai Pengiring / Pameran Perkhidmatan Perpustakaan / Puzzle Koleksi Kedah | Mohd Asri b. Baharom<br>Wan Mohd Helmie Nizam b. Wan Salim |
| | | Kempen Keahlian | Suhana bt. Abdul Razak |
| | | Jurugambar | Mohd Zamri b. Omar @ Idris |
| | | Robotic | Che Saufie b. Ahmad |
| | | Ipad – Osmo Tangram / Visual Reality (VR) | Mohd Hazwan b. Hazair |
| | | Wall Alive | Muhammad Farizulazman b. Mohd Lutfi |
| | | Kuiz Ceria Minda<br>- Teka Jumlah Buku<br>- Teka Muka Surat Buku<br>- Teka Ayat<br>- Puzzle | Marniyati bt. Mehat<br>Muhammad Shazni bt. Anuar |
| | | Dam Ular / Islamik | Nurhazwani bt. Hamzah |
| | | Spelling / Audiobook | Nor Azira bt. Abdul Rahaman |
| | | Jualan Buku / Majalah | Azmil b. Azizan |
| | | E-Pustaka | Khairul Azhar b. Mohd Asri<br>Mohd Ridzuan b. Ahmad Zaman |
| | | Pemandu Van | Wan Khairul Anuar b. Wan Ismail |

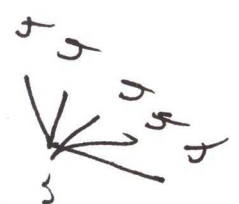** Pakaian T-Shirt PPAK @ T-Shirt berkolar (bagi yang tiada t-shirt PPAK)

**KEMENTERIAN
PENDIDIKAN
MALAYSIA**
Pejabat Pendidikan Daerah Kubang Pasu

قجابت قنديحايقن دائره كوبخ قاسو

# SIJIL PENGHARGAAN

Setinggi – tinggi tahniah dan ucapan terima kasih kepada

## NURHAZWANI BT. HAMZAH

Di atas sumbangan bakti dan komitmen bagi menjayakan

## KARNIVAL PERASMIAN GALAKAN MEMBACA

## DAERAH KUBANG PASU 2019

Pada

## 5 MEI 2019

Bertempat di

## SMK AGAMA JERLUN

Anjuran Bersama

Pejabat Pelajaran Daerah Kubang Pasu
Pusat Kegiatan Guru Dalam Daerah Kubang Pasu

(HAJI MAHADHIR BIN ISMAIL)
Pegawai Pendidikan Daerah,
Pejabat Pendidikan Daerah Kubang Pasu,
Kedah Darul Aman.

SCHOOL HOLIDAY
# MOVIE MARATHON

"MELESTARIKAN BUDAYA MEMBACA"

2H 22M
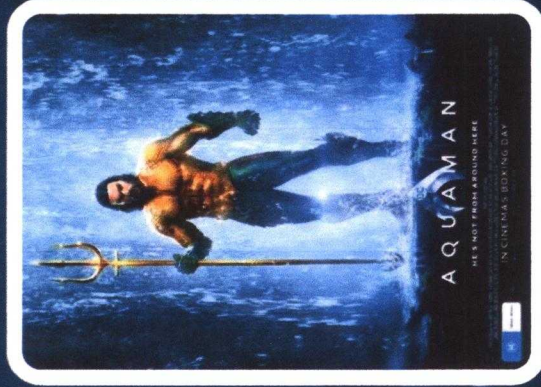
AQUAMAN

1H 54M

BUMBLEBEE

1H 44M
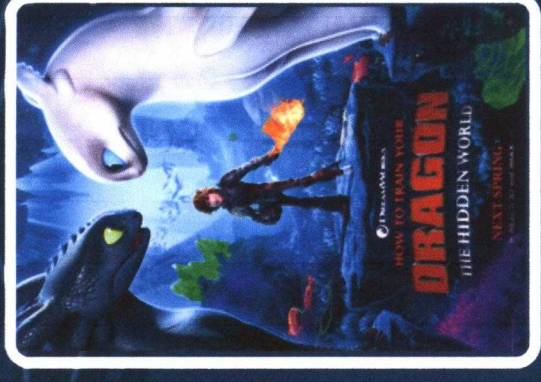
HOW TO TRAIN YOUR DRAGON:
THE HIDDEN WORLD

LUCKY DRAW

GET YOUR FREE TICKET AT
MEDIA COUNTER NOW!

SUNDAY | 26 MAY 2019
10.00 A.M – 4.30 P.M
AUDITORIUM, PPAK

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## JALAN KOLAM AIR
## 05100 ALOR SETAR
## KEDAH DARUL AMAN

"LESTARIKAN BUDAYA MEMBACA"

## BORANG PENDAFTARAN
## MOVIE MARATHON
## 26.5. 2019

| NAMA | UMUR | NO TELEFON | NO TIKET |
|---|---|---|---|
| Hafiz | 9 | | 001 |
| Puteri nor Amanina Balkis | 8 | | 002 |
| Mohd Amir Iskandar | 10 | | 003 |
| NURIN BATRISYIA IZZATI BINTI MOHD FOZDIN | 10 | 013-626199 | 004 |
| Muhammad Thaqif Akasah Bin Mohd Fuzimie | 8 | " | 005 |
| Muhammad Nazhan Ajmal Bin Mohd Nabil | 5 | " | 006 |
| Wafiq | 4 | 0135848792 | |
| Ridzfan Izzani bin Mohd Roshdi | 12 | " | 008 |
| Muhammad Afif zuhdi b. Mohd Izzay | 9 | 013-466700 | 009 |
| Muhammad Azzikit b. Mohd Izzat | 12 | " | 010 |
| Putra Ariveddin Bin Shaffardi | 14 | 017 440 1207 | 011 |
| TENGAT MUHAMMAD AIDEL BIN AHMAD ISWANDI | 17 | 017 4451363 | 012 |
| AMELIA BATRISYIA BINTI MOHD FAUZI | 17 | 017 4451363 | 013 |
| Siti nur annuivah binti hilmy | 14 | 017 440 1207 | 014 |
| NURANELTA DANIA BT HAMDAN | 11 | | 015 |
| | 14 | | 016 |
| MD AMIN BIN MOHD MUSTI | 11 | | 017 |
| | 4 | | 018 |
| | 39 | | 019 |
| | 50 | 011 473683 | 020 |
| Yaywa Mansor | 36 | 012-3305456 | 021 |
| Chairil Izzan B Shahrulhizam | 12 | " | 022 |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## JALAN KOLAM AIR
### 05100 ALOR SETAR
### KEDAH DARUL AMAN

ESTARIKAN BUDAYA MEMBACA"

## BORANG PENDAFTARAN
## MOVIE MARATHON
### 26.5. 2019

| NAMA | UMUR | NO TELEFON | NO TIKET |
|---|---|---|---|
| hanna Afza bt. Shahrulnizam | 8 | 012-3305456 | 023 |
| MUHAMMAD DANISH BIN ABD MALIK | 9 | 017-5965154 | 024 |
| RIS | 5 | | 005 |
| ALQIS BINTI ISMAIL | 12 | 0178965154 | 026 |
| MUHRIZ BIN ISMAIL | 9 | 0178965154 | 027. |
| WaFiq | 9 | 013584790 | |
| uhamad Firdi | 9 | 0194259811 | 029, |
| arisah madihah | 8 | 0194259891 / 019-2446873 | 030 |
| atihah Marissa | 9 | 019-4c | 031 |
| hea Irieeya | 8 10 | 017-48-38455 | 033 |
| is Rashid Saiful Amir | 13 # | 0194000 | |
| Raif Saiful Amir | 9 8 | 500 | |
| Nuha Saiful Amir | 10 | 11 | |
| Zaid Saiful Amir | 5 | 11 | |
| WaFi q | 9 | 013584879 | |
| UR ALYA KHALISHA BT SHAMSHUL AWAR | 19 | 016-4055180 | |
| MOHAMAD AQIL KHAIRI B. SHAMSHUL AWAR | 8 | | |
| Goh Hong Hwa | 11 | 012-4933515 | |
| UR ANISA SYAMIMI | 18 | | 042 |
| UR AINA SYAFIAH | 17 | | 043 |
| UR ALYA SYAHIRAH | 13 | 017-5933002 | 044 |
| ADAM AFIQ ZURAIDI | 10 | | 045 |
| ADIB ZURAIDI | 9 | | 046 |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## JALAN KOLAM AIR
## 05100 ALOR SETAR
## KEDAH DARUL AMAN

"STARIKAN BUDAYA MEMBACA"

## BORANG PENDAFTARAN
## MOVIE MARATHON
## 26.5. 2019

| NAMA | UMUR | NO TELEFON | NO TIKET |
|------|------|------------|----------|
| AMIN ZURAIDI | 5 | | 047 |
| JURFARISYA BT MOHD FAUZI | 10 | | 048 |
| JURFARDANA BT MOHD FAUZI | 10 | | 050 |
| VIH HUMAIRA BINTI MUHD HISHAM | 8 | | 051 |
| uhammad Adam Danish | 13 | | 052 |
| Muhammad Adik Mirza | 7 | | 053 |
| delia Damisha bt Abdul Jalil | 11 | | 054 |
| raqif danial bin Abdul Jalil | 8 | | 055 |
| UR ANIS NAZIFA BT MOHD AZRI | 11 | | 057 |
| Muhd Anwar Redhuan Bin Md Arif | 11 | | 058 |
| Nur Alya Khalisha | 11 | 0164055187 | 059 |
| ohamad Aqil Khairi | 8 | | 060 |
| Putera muhammad razmen nafis | 13 | @11344918 | 061 |
| muhammad Damish alif bin Mohd Nizam | 10 | | 062 |
| muhammad damser agcef bin mohd nizam | 7 | | 063 |
| Mohmad FURQAN Bin mohd Syyuti | | | 064. |
| man naTura Binti mohd sayuti | 8 | | 065 |
| Alya Nasuho Bt. Mohd. Azizi | 10 | 0125361344 | 066 |
| Aina Farisha Bt Mohd Arif | 11 | 017-5181509 | 067 |
| PUTERI QISTINA SYAKIFA BT AZMAN | 12 | 012-40288 | 068 |
| AFIF HUSAINI B- MOHAMMAD AKHIR | 9 | 013-584009 | 069 |
| EMTIYAZ HUMAIDI B-MOHAMMAD AKHIR | 13 | 013-584009 | 070 |
| NUR QASEH RANIA BT M. MUHSIN | 8 | 0125035087 | 71 |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## JALAN KOLAM AIR
## 05100 ALOR SETAR
## KEDAH DARUL AMAN

ESTARIKAN BUDAYA MEMBACA"

## BORANG PENDAFTARAN
## MOVIE MARATHON
## 26.5. 2019

| NAMA | UMUR | NO TELEFON | NO TIKET |
|------|------|------------|----------|
| M. ADAM DANIEL B. M. UMOXHSIW | 10 | 0125035087 | 72 |
| M. RAYYAN DARWISY B. M. MUKHSIW | 6 | 0125035087 | 73 |
| Zhorfan b. Muhammad Amir Abd | 11 | | 74 |
| Ilya yusra bt Ahmad syazli | 11 | 016 2549934 | 75 |
| Ahmad Ameer zaidan B. Ahmad syazli | 10 | 0162549934 | 76 |
| Nuha Binti Hassan | 19 | 011-26325286 | 77 |
| Muhammad maldani bin badrul hisham | 9 | | 78 |
| tisreen bt Badrul Hizham | 3 | 012 3179341 | 79. |
| SARAH MARYAM | 12 | 0124312437 | 080 |
| KHALEEL ANDAR | 10 | " | 081 |
| NUR ANIS | 14 | " | 082 |
| NUR NATASHA | 17. | " | 083 |
| Firash Amsyar | 7 | | 084 |
| nisk bt. Mahmud Zaim | 11 | a | 085 |
| Muhammad Bin Mahmud Zaim | 9 | 012481S100 | 086 |
| cha Emalyn Syifa Bt Muhamad Asri | 8 | 019-4604717 | 087 |
| Fauwaz Aiman Bi MOhd Azman | 11 | 013-809-656 | |
| nurul aiyikin binti aini | 11 | 016-9034246 | 091 |
| nurul aqilah binti aini | 13. | " | 090 |
| nurul hosiqah binti aini | 16 | " | 089 |
| Nadhir Syahmi | 12 | 013-4706846 | 092 |
| Muhammad Nur Irfan | 8 | 012-5042429 | 093 |
| Muhammad Nur Nawfal | 7 | " | 094 |

# PERBADANAN PERPUSTAKAAN AWAM KEDAH
## JALAN KOLAM AIR
## 05100 ALOR SETAR
## KEDAH DARUL AMAN

ESTARIKAN BUDAYA MEMBACA"

## BORANG PENDAFTARAN
## MOVIE MARATHON
### 26.5. 2019

| NAMA | UMUR | NO TELEFON | NO TIKET |
|---|---|---|---|
| I UWAIS AL- QARNI | 6 | 019-5565696 | 056 |
| ATIMAH  AZ ZAHRA | 4 | '' | 095 |
| ASSAN  AL- BANNA | 2 | '' | 096 |
| 'B DAVID | 30 | 0122653452 | |
| shirlyGoH | 50 | 0164420996 | |
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# "MELESTARIKAN BUDAYA MEMBACA"

## PENDAFTARAN AKTIVITI CUTI SEKOLAH

## "HOLIDAY FUNDAY"

### TARIKH: 28 MEI 2019 (SELASA)

### MASA: 10.00 PG. – 12.00 TGH.

### TEMPAT: SUDUT KANAK – KANAK, PPAK

| BIL. | NAMA | UMUR | NO. TEL | CATATAN |
|------|------|------|---------|---------|
| 1 | NUR FARISYA BT MOHD FAUZI | 10 | 013-5770830 | |
| 2. | NURFARZANA BT MOHD FAUZI | 10 | " | |
| 3. | KHALEEL ANZAR ABDULLAH | 10 | 012 4372432 | |
| 4. | SARAH MARYAM ABDULLAH | 12 | " | |
| 5 | Nur Alya Khalisha | 11 | 0164055180 | |
| 6 | Mohamad Aqil Khairi | 8 | | |
| 7 | Thaqif Danial | 8 | 0115509616o | |
| 8 | Adelia Danisha bt Abdul Jalil | 11 | | |
| 9 | AHMAD MUNZIR B. SAIFUL | 9 | 019 4240944 | |
| 10 | MUNA BI SAIFUL SALLEHUDDIN | 7 | 019 4340944 | |
| 11. | ABDULLAH FAHIM MARZUKI | 9 | 019 4289894 | |
| 12. | KHAIRUL FAHMI KHAIRUDDIN | 10 | " | |
| 13. | DAMIA ZAKIRAH binti Mat Zahir | 11 | 011 6091 093 | |
| 14 | Muhammad Adam Bin Zami Arif | 9 | 019-5509188 | |

**"MELESTARIKAN BUDAYA MEMBACA"**

**PENDAFTARAN AKTIVITI CUTI SEKOLAH**

**"HOLIDAY FUNDAY"**

**TARIKH: 28 MEI 2019 (SELASA)**

**MASA: 10.00 PG. – 12.00 TGH.**

**TEMPAT: SUDUT KANAK – KANAK, PPAK**

| BIL. | NAMA | UMUR | NO. TEL | CATATAN |
|------|------|------|---------|---------|
| 15. | Muhammad Faiz Darwisy bin Mohamad Faizol | 10 | 013-5912280 | |
| 16. | Muhammad Faiz Damian bin Mohamad Faizol | 7 | 013-5912280 | |
| 17. | Mohamad Khairul Hafiz bin Zami Zakaria | 8 | 012-4017100 | |
| 18. | Nur Syazadania Binti Zami Zakaria | 10 | 018-4017109 | |
| 19. | Nur Syamimi Syafiah Binti Zami Redzuan | 12 | 012-4184955 | |
| 20. | Ainul Mardhiah Binti Zami Arif | 10 | 019-5509188 | |
| 21 | Chan Jin Wei | 5 | 012-6018720 | |
| 22. | Kamarul Halimi | 5 | 0193474931 | |
| 23. | Nurul Aulia | 8 | | |
| 24. | Ain Irdina | 5 | | |
| 25. | Fasih Muhammad | 7 | 0196678055 | |
| 26. | Dahlia Nuxma binti Muhammad Firdaus | 9 | 0196678055 | |
| 27 | Adam Daniel | 10 | | |
| 28 | Qaleh Rania | 8 | | |
| 29 | Rayyan | 6 | | |
| 30 | Zarif | 9 | | |
| 31 | Akif | | | |
| 32 | Damia | 10 | | |

# PROGRAM WORLD #QuranHour 2019
## 30 MEI 2019 (KHAMIS)
## MASJID ZAHIR, ALOR SETAR
## 10.00 PAGI – 1.00 PETANG

### ATUR CARA

| MASA | | ACARA | TINDAKAN |
|------|---|-------|----------|
| 10:00 – 10:30 pagi | : | Ketibaan Tetamu Jemputan / Pendaftaran | PPAK |
| | : | Ketibaan Tetamu Khas | PPAK |
| 10:30 – 11:30 pagi | : | Bicara Buku Siri Muhasabah Diri "Bercakap Dengan Cermin"<br>▪ Slaid | PENULIS KEDAH / GALERI ILMU |
| 11:30 – 11:45 pagi | | Ucapan Alu-aluan | PPAK |
| 11:45 – 12:00 Pagi | : | Penyampaian Cenderamata<br>▪ VIP<br>▪ JHEAIK<br>▪ TAHFIZ<br>▪ MASJID ZAHIR<br>▪ JPN | PPAK |
| 12:00 Tengah Hari | : | Bacaan Doa<br>i) Bacaan Al-Fatihah<br>ii) Bacaan Surah Al-Baqarah Ayat 1-5 | JHEAIK |
| 12:05 Tengah Hari | : | Bimbingan Bacaan Surah Al-Kahf (Ayat 1-110), diikuti bacaan beramai-ramai<br>▪ Ayat 1-10 (Ustaz Tahfiz)<br>▪ Ayat 11-20 (Pelajar Tahfiz 1)<br>▪ Ayat 21-30 (Pelajar Tahfiz 2)<br>▪ Ayat 31-40 (Pelajar Tahfiz 3)<br>▪ Ayat 51-60 (Pelajar Tahfiz 4)<br>▪ Ayat 61-70 (Pelajar Tahfiz 5)<br>▪ Ayat 71-80 (Pelajar Tahfiz 6)<br>▪ Ayat 81-90 (Pelajar Tahfiz 7)<br>▪ Ayat 91-100 (Pelajar Tahfiz 8)<br>▪ Ayat 101-110 (Pelajar Tahfiz 9) | TAHFIZ |
| 12:45 Tengah Hari | : | Tadabur Surah Al-Kahf "Solusi Cabaran Sejagat" | JHEAIK |
| 1:00 Tengah Hari | : | Sesi Bergambar / Majlis Bersurai | SEMUA |

*(handwritten notes in left margin):* kum. / surah / Ayat Al Kahf / tiap → Ayat 10 / ada 10 kump.

# SENARAI SEMAK PROGRAM/AKTIVITI

| | | |
|---|---|---|
| **Program** | : | **Program WORLD #QuranHour** |
| **Tarikh** | : | **30 Mei 2019 (Khamis) / 25 Ramadan 1440H** |
| **Masa** | : | **10.00 pagi – 1.00 tengah hari** |
| **Tempat** | : | **Masjid Zahir, Alor Setar Kedah** |

| BIL. | PERKARA | TINDAKAN |
|---|---|---|
| 1. | **Tempat** – Masjid Zahir, Alor Setar <br> **Anggaran** – 500 orang peserta | Masjid Zahir / PPAK |
| | **Tempat** – Auditorium, PPAK <br> **Peserta** – Kakitangan PPAK | En. Asri / En. Ku Zamri / En. Ghazali |
| 2. | **Aktiviti-aktiviti yang akan dijalankan:** <br>    a) Bicara Buku Siri Muhasabah Diri – <br>      "Bercakap Dengan Cermin" oleh Penulis Kedah <br>      (Akademik BONDA NOR) | PPAK / GALERI ILMU |
| |    b) Tadarus / Tadabur <br>      - Mengaji secara beramai-ramai dengan dipimpin oleh Ustaz <br>      - Terjemahan dan kupasan ayat Al-Quran tersebut | TAHFIZ / JHEAIK |
| 3. | KETIBAAN PESERTA – 10.00 pagi | PPAK |
| 4. | BICARA BUKU SIRI MUHASABAH DIRI <br> "Bercakap Dengan Cermin" <br> Masa: 10.30 pagi – 11.30 pagi <br> **(Slide)** | Pn. Syira / En. Ardi |
| 5. | TADARUS <br> Masa: 12.00 tgh. - 12.45 tgh. <br> Ketua Bacaan: **Tahfiz / IQDAR** <br> Tema Surah yang dicadangkan : Surah merujuk kepada **SURAH AL-KAHF (Slide Surah)** | Cik Shahila / Pn. Nurina / En. Fahmi |
| 6. | TADABUR <br> Masa : 12.45 tgg. – 1.00 ptg. <br> Penceramah: **JHEAIK** — ᵗᵃᵘ <br> Terjemahan Ayat kepada tema surah yang diberikan. <br> Kupasan ayat-ayat menerusi tema yang dipilih oleh Ustaz. <br> **(Keperluan: Slide Tazkirah)** | |

JHEAIK – baca doa tadarus

| 7. | SURAT JEMPUTAN / PENGESAHAN KEHADIRAN | |
|---|---|---|
| | a. YB Mohd Asmirul Anuar b. Aris – **En. Rehan**<br>b. YB Dato' Dr. Ismail b. Salleh<br>a. Imam Besar Masjid Zahir Negeri<br>b. Pengarah, Jabatan Hal Ehwal Agama Islam Negeri Kedah<br>c. Pengarah, Jabatan Pendidikan Negeri Kedah<br>d. Pengarah, Bahagian Teknologi Pendidikan Negeri<br>e. Jabatan<br>f. Kementerian Kesihatan Malaysia – Hospital<br>g. TUDM<br>h. Persatuan / PUSPANITA<br>i. IPTA / IPTS<br>j. IQDAR<br>k. Pelajar Sekolah Swasta<br>l. Jabatan Perpaduan - KRT | Pn. Syira<br>/<br>Pn. Izma |
| 8. | PENGACARA MAJLIS | En. Rehan |
| 9. | TEKS UCAPAN - YB | Pn. Dilla /<br>En. Rehan |
| 10. | PENDAFTARAN + Meja<br>- Borang<br>- Alas Meja / Tag Pendaftaran<br>- Goodies | Pn. Zamzamiyah /<br>Cik Marniyati /<br>En. Shazni |
| 11. | SIJIL PENYERTAAN – Peserta Masjid Zahir | En. Fahmi /<br>En. Hazwan |
| 12. | CENDERAMATA + Meja<br>▪ VIP<br>▪ JHEAIK<br>▪ TAHFIZ<br>▪ MASJID ZAHIR<br>▪ JPN<br>▪ 4 Penulis Kedah | Cik Aini<br>/<br>Wan Hanis |
| 13. | PROMOSI<br>- Banner / Backdrop / *Streamer* / Poster<br>- *WhatsApp* / *Facebook* / *Instagram* & *Website*<br>- Live Streaming<br>- Video Bergambar<br>- Masjid Zahir<br>- RTM / SUK – **En. Rehan** | Pn. Shida /<br>En. Ardi /<br>En. Nikman /<br>En. Hazwan |
| 14. | RAKAMAN VIDEO DAN GAMBAR<br><br>TV / SKRIN – Tayangan luar Masjid (standby) | Pn. Izma /<br>En. Saufie /<br>En. Zamri |

| 15. | PENYAMBUT TETAMU & PRESS | En. Shah / Pn. Dilla / Cik Shila / Pn. Shida / En. Rahman |
|---|---|---|
| 16. | SURAT MENYURAT PENYERTAAN<br>- JHEAIK / Masjid Zahir / Bahagian Pengurusan Masjid & Surau<br>- Penyertaan di lokasi masing-masing<br>- SIJIL - Softcopy | Pn. Syira |
| 17. | Cenderahati Peserta<br>- Kurma<br>- Yassin (Rahman)<br>- Quran | Pn. Hajar / Pn. Farrah |
| 18. | PERSIAPAN TEMPAT<br>- *Signage / Backdrop / Rostrum*<br>- *PA System*<br>- Laptop<br>- Skrin / Projektor<br>- Dinding Backdrop<br>- Barricade<br>- Kerusi Sesi Bicara Buku<br>- Keperluan lain<br>- Rehal (10) | En. Hazare / En. Hafizhon / En. Rahman / IT |
| 19. | Daftar Hotspot – bit.ly/WQH1440H<br>- Cawangan<br>- Perpustakaan Desa | Cik Murni |
| 20. | Rumah Ngaji<br>- Sapra<br>- Banting<br>- Goodies<br>- Tag Kumpulan Surah Al-Kahf (Ayat 1-110) | Cik Marniyati / En. Shazni / Praktikal |

Sampai Sebelum

**\* Pakaian : Baju Melayu & Sampin (Lelaki) & Bersongkok**
**Baju Kurung (Perempuan)**

# Sijil Penyertaan

Dengan ini diperakukan bahawa

## NURHAZWANI BINTI HAMZAH

telah menyertai

• Dunia Berbudi & Penyayang •

# WORLD #QuranHour

*....satu permulaan*

## 25 Ramadan 1440H / 30 Mei 2019
## 11.00 pagi - 1.00 tengah hari

**Interaksi dengan al-Quran**
baca · faham · amal

**Satu jam bersama al Quran**
365 hari
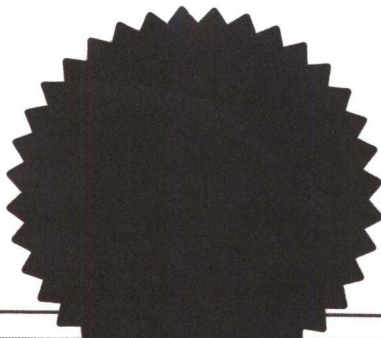
SHAHIZAN AFFANDI BIN ZAKARIA
Pengarah
Perbadanan Perpustakaan Awam Kedah

Ruj. Kami : PPAK 600-7/2/1 (3)
Tarikh : 12 Jun 2019
12 Syawal 1440H

Senarai seperti edaran,

Tuan/Puan,

**PERTANDINGAN JEJAK MAKLUMAT (SEJARAH TEMPAT) BERSAMA SEK. MEN. KEB. SULTANAH BAHIYAH @ MUZIUM NEGERI KEDAH**

Dengan hormatnya perkara di atas adalah dirujuk.

2.     Sukacita dimaklumkan Perbadanan Perpustakaan Awam Kedah, akan mengadakan Pertandingan Jejak Maklumat (Sejarah tempat) Bersama Sek. Men. Keb. Sultanah Bahiyah @ Muzium Negeri Kedah seperti ketetapan berikut :

|  |  |  |
|---|---|---|
| Tarikh | : | 17 Jun 2019 (Isnin) |
| Masa | : | 7.30 pagi – Bertolak |
|  |  | 8.00 pagi – Pendaftaran |
|  |  | 8.30 pagi – Bermula |
| Tempat | : | Muzium Negeri Kedah |

3.     Sehubungan dengan itu tuan/puan dikehendaki bertugas bagi menjayakan program tersebut dan sila patuhi masa yang telah ditetapkan. Tuan/Puan perlu menggunakan kenderaan sendiri ke Muzium Negeri Kedah kerana tiada pengangkutan disediakan. Bersama-sama ini disertakan Senarai Tugasan Kakitangan untuk rujukan pihak tuan/puan.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**
**"KEDAH AMAN MAKMUR – HARAPAN BERSAMA MAKMURKAN KEDAH"**
**"MELESTARIKAN BUDAYA MEMBACA"**

Saya yang menjalankan amanah,

**(SHAHIZAN AFFANDI BIN ZAKARIA)**
Pengarah
Perbadanan Perpustakaan Awam Kedah

sk      Ketua Sektor Perkhidmatan Perpustakaan dan Maklumat

**Atur Cara**
**Pertandingan Jejak Maklumat Bersama**
**Sek. Men. Keb. Sultanah Bahiyah @ Muzium Negeri Kedah**

| Tarikh | : | 17 Jun 2019 (Isnin) |
|--------|---|---------------------|
| Masa | : | 8.00 pagi – 1.00 petang |
| Tempat | : | Muzium Negeri Kedah |
| Tema | : | Sejarah Tempat |

| BIL. | PERKARA / AKTIVITI | PEGAWAI / KAKITANGAN |
|------|--------------------|-----------------------|
| 1. | Pegawai Pengiring / Persiapan Tempat | Murni Masreena bt. Mohd Disa<br>Norilsyahirah bt.Ilias<br>Nurizma bt.Zahari<br>Abdul Rahman b. Mat Zain<br>Mohd Nazjrul Fahmi b. Johari |
| 2. | Checkpoint 1 – Tentang Muzium | Hazwani bt. Ghazali<br>Nurhazwani bt. Hamzah<br>Pelajar SMKSB |
| 3. | Checkpoint 2 – Puzzle | Nur Nadirah bt. Ahmad Tajudin<br>Nor Azira bt. Abdul Rahaman<br>Pelajar SMKSB |
| 4. | Checkpoint 3 –<br>Pameran Tokoh Ilmuan Kedah | Norhayati bt. Mohamad Rejab<br>Noor Azwa bt. Johan<br>Pelajar SMKSB |
| 5. | Checkpoint 4 – Silang Kata | Husnul Huda bt. Abdul Halim<br>Muhd Khairulanwar b. Shukor<br>Pelajar SMKSB |
| 6. | Checkpoint 5 –<br>Maklumat Keratan Akhbar | Jasmin Suhana bt. Mohd Hanapiah<br>Siti Farah bt. Mohamad<br>Pelajar SMKSB |
| 7. | Checkpoint 6 – Congkak / | Marniyati bt.Mehat<br>Naimah bt. Mohd Taib<br>Pelajar SMKSB |
| 8. | Checkpoint 7 dan 8 | Muzium Negeri Kedah |
| 9. | Borang Pemarkahan | Mohd Hazwan b. Hazair |
| 10. | Keahlian Perpustakaan | Suhana bt.Abd. Razak |
| 11. | Jurugambar | Zamri b. Omar @ Idris |
| 12. | Pendaftaran Peserta | Nurizma bt.Zahari<br>Pelajar SMKSB |

Ruj. Fail    :    PPAK 700/11 Jld. 2 (   )
Tarikh    :    12/Jun/2019
            8/Syawwal/1440

**Edaran kepada;**

Mohammad Hafizhon b. Zulkhafri
Wan Ahmad Hanis b. Wan Yahya
Che Saufie b. Ahmad
Nur Adila bt. Wahab
Mohd Fuad b. Zainol
Muhammad Shazni b. Anuar
Noor Faisni bt. Abdul Rani
Siti Nur Jannah bt. Abu Bakar
Siti Farah bt. Mohammad
Muhammad Farizulazman b. Mohd Lufti
Nur Nadirah bt. Ahmad Tajudin
Muhd Khairulanwar b. Shukor
Faizal Affendi b. Ahmad Shukri
Syaza Liyana bt Anwar
Muhammad Mujaddid b. Md Saad
Nur Zurain bt. Zulkhafo
Muhammad Fikri b. Nordin
Azwan b. Ahmad
Noor Hazwani bt. Ghazali
Naimah bt. Mohd Taib
Nor Azira bt Abdul Rahman
Nurhazwani b. Hamzah
Noor Azwa bt. Johan

Tuan/Puan

**PERTANDINGAN INFOHUNT @ LIBRARY SEMPENA SAMBUTAN HARI BELIA NEGARA PERINGKAT NEGERI KEDAH TAHUN 2019**

Dengan hormatnya perkara di atas adalah dirujuk.

2.    Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Kedah akan mengadakan pertandingan infohunt @ library sempena sambutan hari belia negara peringkat negeri kedah tahun 2019 pada:

Tarikh    :    19 JUN 2019 (Rabu)
Masa    :    8.00 pagi – 5.00 petang
Tempat    :    Perbadanan Perpustakaan Awam Kedah

| | | | |
|---|---|---|---|
| | | setelah ahli kumpulan terakhir melontarkan bola.<br><br>6. Petunjuk (klu) ke stesen seterusnya akan diberi selepas tamat masa tugasan yang diberikan.<br><br>**Pemarkahan :**<br>***akan diberi berdasarkan standard permainan *bowling*..** | |
| 7. | | ***Rubik's Cube***<br><br>1. Ini adalah acara penamat bagi menentukan kumpulan terbaik antara peserta-peserta belia.<br><br>2. Hanya kumpulan yang berjaya mengumpul keenam-enam *infinity stones* sahaja layak bertanding dalam acara ini.<br><br>3. Peserta hendaklah menyelesaikan kiub rubik yang diberi.<br><br>Langkah-Langkah<br><br>1. 1 Kiub rubik akan diberi kepada setiap kumpulan untuk diselesaikan dalam masa terpantas.<br><br>2. Ahli kumpulan hendaklah memilih calon yang terbaik bagi memenangi acara ini.<br><br>**Pemarkahan :**<br>***akan dipilih berdasarkan catatan terpantas.** | **Ruangan Rujukan**<br><br>**Noor Azwa Nurhazwani Shazni** |

**\*\* Pakaian T-Shirt PPAK Merah (Berkolar)**

"MELESTARIKAN BUDAYA MEMBACA"

# KELAB SINAR PINTAR BAYAN BUDIMAN

## JAMUAN SEMPENA SAMBUTAN HARI RAYA AIDIL FITRI

KARAOKE RAYA

MUSICAL CHAIR RAYA

PAKAIAN TERCANTIK

22 JUN 2019 (SABTU)

9.00 PAGI - 12.30 TGH.

LOBI BELAKANG, PPAK

SIJIL PENGHARGAAN BAGI AHLI AKTIF 12 TAHUN DAN AHLI AKTIF LELAKI & PEREMPUAN JUGA TURUT DISEDIAKAN !

| Date | Day | Type | | In | | Out | | Hours |
|------|-----|------|---|-----|---|------|---|-------|
| 03/02/2019 | Sunday | WORKDAY | 0 | 11:27 | | 17:03 | | 5.33 |
| 04/02/2019 | Monday | WORKDAY | 0 | 07:42 | | 17:01 | | 9.00 |
| 05/02/2019 | Tuesday | HOLIDAY | 0 | | | | | |
| 06/02/2019 | Wednesday | HOLIDAY | 0 | | | | | |
| 07/02/2019 | Thursday | WORKDAY | 0 | 07:23 | | 15:32 | | 7.30 |
| 08/02/2019 | Friday | RESTDAY | 0 | | | | | |
| 09/02/2019 | Saturday | RESTDAY | 0 | | | | | |
| 10/02/2019 | Sunday | WORKDAY | 0 | 07:42 | | 17:01 | | 9.00 |
| 11/02/2019 | Monday | WORKDAY | 0 | 07:35 | | 17:01 | | 9.00 |
| 12/02/2019 | Tuesday | WORKDAY | 0 | 07:42 | | 17:01 | | 9.00 |
| 13/02/2019 | Wednesday | WORKDAY | 0 | 07:45 | | 17:00 | | 9.00 |
| 14/02/2019 | Thursday | WORKDAY | 0 | 07:48 | | 15:31 | | 7.30 |
| 15/02/2019 | Friday | RESTDAY | 0 | | | | | |
| 16/02/2019 | Saturday | RESTDAY | 0 | | | | | |
| 17/02/2019 | Sunday | WORKDAY | 0 | 07:46 | | 17:01 | | 9.00 |
| 18/02/2019 | Monday | WORKDAY | 0 | 07:44 | | 17:00 | | 9.00 |
| 19/02/2019 | Tuesday | WORKDAY | 0 | 07:42 | | 17:02 | | 9.00 |
| 20/02/2019 | Wednesday | WORKDAY | 0 | 07:47 | | 17:01 | | 9.00 |
| 21/02/2019 | Thursday | WORKDAY | 0 | 07:42 | | 15:31 | | 7.30 |
| 22/02/2019 | Friday | RESTDAY | 0 | | | | | |
| 23/02/2019 | Saturday | RESTDAY | 0 | | | | | |
| 24/02/2019 | Sunday | WORKDAY | 0 | 07:48 | | 17:00 | | 9.00 |
| 25/02/2019 | Monday | WORKDAY | 0 | 07:42 | | 17:01 | | 9.00 |
| 26/02/2019 | Tuesday | WORKDAY | 0 | 07:42 | | 17:00 | | 9.00 |
| 27/02/2019 | Wednesday | WORKDAY | 0 | 07:46 | | 17:01 | | 9.00 |
| 28/02/2019 | Thursday | WORKDAY | 0 | 07:42 | | 15:30 | | 7.30 |
| 01/03/2019 | Friday | RESTDAY | 0 | | | | | |
| 02/03/2019 | Saturday | RESTDAY | 0 | | | | | |
| 03/03/2019 | Sunday | WORKDAY | 0 | 07:37 | | 17:02 | | 9.00 |
| 04/03/2019 | Monday | WORKDAY | 0 | 07:46 | | 17:01 | | 9.00 |
| 05/03/2019 | Tuesday | WORKDAY | 0 | 07:40 | | 17:01 | | 9.00 |
| 06/03/2019 | Wednesday | WORKDAY | 0 | 07:40 | | 17:03 | | 9.00 |
| 07/03/2019 | Thursday | WORKDAY | 0 | 07:45 | | 15:32 | | 7.30 |
| 08/03/2019 | Friday | RESTDAY | 0 | | | | | |
| 09/03/2019 | Saturday | RESTDAY | 0 | | | | | |
| 10/03/2019 | Sunday | WORKDAY | 0 | 07:37 | | 17:01 | | 9.00 |
| 11/03/2019 | Monday | WORKDAY | 0 | 07:44 | | 17:01 | | 9.00 |
| 12/03/2019 | Tuesday | WORKDAY | 0 | 07:50 | | 17:01 | | 9.00 |
| 13/03/2019 | Wednesday | WORKDAY | 0 | 07:42 | | 17:02 | | 9.00 |
| 14/03/2019 | Thursday | WORKDAY | 0 | 07:45 | | 15:59 | | 7.30 |
| 15/03/2019 | Friday | RESTDAY | 0 | | | | | |
| 16/03/2019 | Saturday | RESTDAY | 0 | | | | | |
| 17/03/2019 | Sunday | WORKDAY | 0 | 07:44 | | 17:02 | | 9.00 |
| 18/03/2019 | Monday | WORKDAY | 0 | 07:39 | | 17:02 | | 9.00 |
| 19/03/2019 | Tuesday | WORKDAY | 0 | 07:44 | | 17:03 | | 9.00 |

| Date | Weekday | Day Type | Schedule | In | Break | Resume | Out | OT | Done | Work | Overtime | Leave Taken | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 20/03/2019 | Wednesday | WORKDAY | 0 | 07:40 | | | 17:03 | | | 9.00 | | | |
| 21/03/2019 | Thursday | WORKDAY | 0 | 07:41 | | | 15:32 | | | 7.30 | | | |
| 22/03/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 23/03/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 24/03/2019 | Sunday | WORKDAY | 0 | 07:42 | | | 17:02 | | | 9.00 | | | |
| 25/03/2019 | Monday | WORKDAY | 0 | 07:37 | | | 17:01 | | | 9.00 | | | |
| 26/03/2019 | Tuesday | WORKDAY | 0 | 07:35 | | | 17:02 | | | 9.00 | | | |
| 27/03/2019 | Wednesday | WORKDAY | 0 | 07:37 | | | 17:02 | | | 9.00 | | | |
| 28/03/2019 | Thursday | WORKDAY | 0 | 07:36 | | | 15:33 | | | 7.30 | | | |
| 29/03/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 30/03/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 31/03/2019 | Sunday | WORKDAY | 0 | 07:44 | | | 17:01 | | | 9.00 | | | |
| 01/04/2019 | Monday | WORKDAY | 0 | 07:43 | | | 17:01 | | | 9.00 | | | |
| 02/04/2019 | Tuesday | WORKDAY | 0 | 07:39 | | | 17:01 | | | 9.00 | | | |
| 03/04/2019 | Wednesday | HOLIDAY | 0 | | | | | | | | | | |
| 04/04/2019 | Thursday | WORKDAY | 0 | 07:42 | | | 15:48 | | | 7.30 | | | |
| 05/04/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 06/04/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 07/04/2019 | Sunday | WORKDAY | 0 | 07:43 | | | 17:38 | | | 9.00 | | | |
| 08/04/2019 | Monday | WORKDAY | 0 | 07:44 | | | 17:02 | | | 9.00 | | | |
| 09/04/2019 | Tuesday | WORKDAY | 0 | 07:41 | | | 17:02 | | | 9.00 | | | |
| 10/04/2019 | Wednesday | WORKDAY | 0 | 07:43 | | | 17:00 | | | 9.00 | | | |
| 11/04/2019 | Thursday | WORKDAY | 0 | 07:42 | | | 15:33 | | | 7.30 | | | |
| 12/04/2019 | Friday | RESTDAY | 0 | | | | | 07:46 | 12:31 | | 4.45 | | |
| 13/04/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 14/04/2019 | Sunday | WORKDAY | 0 | 07:44 | | | 17:03 | | | 9.00 | | | |
| 15/04/2019 | Monday | WORKDAY | 0 | 07:45 | | | 17:03 | | | 9.00 | | | |
| 16/04/2019 | Tuesday | WORKDAY | 0 | 07:43 | | | 17:04 | | | 9.00 | | | |
| 17/04/2019 | Wednesday | WORKDAY | 0 | 07:43 | | | 17:04 | | | 9.00 | | | |
| 18/04/2019 | Thursday | WORKDAY | 0 | 07:42 | | | 15:32 | | | 7.30 | | | |
| 19/04/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 20/04/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 21/04/2019 | Sunday | WORKDAY | 0 | 07:45 | | | 17:03 | | | 9.00 | | | |
| 22/04/2019 | Monday | WORKDAY | 0 | 07:40 | | | 17:02 | | | 9.00 | | | |
| 23/04/2019 | Tuesday | WORKDAY | 0 | 07:44 | | | 17:02 | | | 9.00 | | | |
| 24/04/2019 | Wednesday | WORKDAY | 0 | 07:44 | | | 17:03 | | | 9.00 | | | |
| 25/04/2019 | Thursday | WORKDAY | 0 | 07:45 | | | 15:33 | | | 7.30 | | | |
| 26/04/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 27/04/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 28/04/2019 | Sunday | WORKDAY | 0 | 07:52 | | | 17:05 | | | 9.00 | | | |
| 29/04/2019 | Monday | WORKDAY | 0 | 07:49 | | | 17:02 | | | 9.00 | | | |
| 30/04/2019 | Tuesday | WORKDAY | 0 | 07:38 | | | 17:01 | | | 9.00 | | | |
| 01/05/2019 | Wednesday | HOLIDAY | 0 | | | | | | | | | | |
| 02/05/2019 | Thursday | WORKDAY | 0 | 07:46 | | | 16:06 | | | 7.30 | | | |
| 03/05/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |

| Date | Weekday | Day Type | Schedule | In | Break | Resume | Out | OT | Done | Work | Overtime | Leave Taken | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 04/05/2019 | Saturday | RESTDAY | 0 | 07:52 | | | 17:02 | | | 9.00 | | | |
| 05/05/2019 | Sunday | WORKDAY | 0 | | | | | | | | | | |
| 06/05/2019 | Monday | HOLIDAY | 0 | | | | | | | | | | |
| 07/05/2019 | Tuesday | WORKDAY | 0 | 07:49 | | | 16:32 | | | 8.30 | | | |
| 08/05/2019 | Wednesday | WORKDAY | 0 | 07:52 | | | 16:49 | | | 8.30 | | | |
| 09/05/2019 | Thursday | WORKDAY | 0 | 07:53 | | | 15:04 | | | 7.00 | | | |
| 10/05/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 11/05/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 12/05/2019 | Sunday | WORKDAY | 0 | 07:52 | | | 16:32 | | | 8.30 | | | |
| 13/05/2019 | Monday | WORKDAY | 0 | 07:51 | | | 16:32 | | | 8.30 | | | |
| 14/05/2019 | Tuesday | WORKDAY | 0 | 07:52 | | | 16:32 | | | 8.30 | | | |
| 15/05/2019 | Wednesday | WORKDAY | 0 | 07:53 | | | 16:36 | | | 8.30 | | | |
| 16/05/2019 | Thursday | WORKDAY | 0 | 07:49 | | | 15:03 | | | 7.00 | | | |
| 17/05/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 18/05/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 19/05/2019 | Sunday | HOLIDAY | 0 | | | | | | | | | | |
| 20/05/2019 | Monday | WORKDAY | 0 | 07:51 | | | 16:33 | | | 8.30 | | | |
| 21/05/2019 | Tuesday | WORKDAY | 0 | 07:52 | | | 16:32 | | | 8.30 | | | |
| 22/05/2019 | Wednesday | WORKDAY | 0 | 07:52 | | | 16:45 | | | 8.30 | | | |
| 23/05/2019 | Thursday | WORKDAY | 0 | 07:46 | | | 15:02 | | | 7.00 | | | |
| 24/05/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 25/05/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 26/05/2019 | Sunday | WORKDAY | 0 | 07:44 | | | 16:33 | | | 8.30 | | | |
| 27/05/2019 | Monday | WORKDAY | 0 | 07:56 | | | 16:31 | | | 8.30 | | | |
| 28/05/2019 | Tuesday | WORKDAY | 0 | 07:54 | | | 16:32 | | | 8.30 | | | |
| 29/05/2019 | Wednesday | WORKDAY | 0 | 07:55 | | | 16:31 | | | 8.30 | | | |
| 30/05/2019 | Thursday | WORKDAY | 0 | 07:52 | | | 15:02 | | | 7.00 | | | |
| 31/05/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 01/06/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 02/06/2019 | Sunday | WORKDAY | 0 | 07:47 | | | 16:30 | | | 8.30 | | | |
| 03/06/2019 | Monday | WORKDAY | 0 | 07:48 | | | 16:32 | | | 8.30 | | | |
| 04/06/2019 | Tuesday | WORKDAY | 0 | 07:44 | | | 16:30 | | | 8.30 | | | |
| 05/06/2019 | Wednesday | HOLIDAY | 0 | | | | | | | | | | |
| 06/06/2019 | Thursday | HOLIDAY | 0 | | | | | | | | | | |
| 07/06/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 08/06/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 09/06/2019 | Sunday | WORKDAY | 0 | 07:46 | | | 17:05 | | | 9.00 | | | |
| 10/06/2019 | Monday | WORKDAY | 0 | 07:45 | | | 17:02 | | | 9.00 | | | |
| 11/06/2019 | Tuesday | WORKDAY | 0 | 07:51 | | | 17:05 | | | 9.00 | | | |
| 12/06/2019 | Wednesday | WORKDAY | 0 | 07:56 | | | 17:03 | | | 9.00 | | | |
| 13/06/2019 | Thursday | WORKDAY | 0 | 07:54 | | | 15:32 | | | 7.30 | | | |
| 14/06/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 15/06/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 16/06/2019 | Sunday | WORKDAY | 0 | 07:50 | | | 17:04 | | | 9.00 | | | |
| 17/06/2019 | Monday | WORKDAY | 0 | 07:42 | | | 17:03 | | | 9.00 | | | |

NURHAZWANI BINTI HAMZAH

60-PRAKTIKAL

✓=Excused

| Date | Weekday | Day Type | Schedule | In | Break | Resume | Out | OT | Done | Work | Overtime | Leave Taken | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 18/06/2019 | Tuesday | WORKDAY | 0 | 07:55 | | | 17:00 | | | 9.00 | | | |
| 19/06/2019 | Wednesday | WORKDAY | 0 | 07:50 | | | 17:03 | | | 9.00 | | | |
| 20/06/2019 | Thursday | WORKDAY | 0 | 07:53 | | | 15:38 | | | 7.30 | | | |
| 21/06/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 22/06/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 23/06/2019 | Sunday | WORKDAY | 0 | 07:53 | | | 17:08 | 08:37 | | 9.00 | | | |
| 24/06/2019 | Monday | WORKDAY | 0 | 07:49 | | | 17:00 | | | 9.00 | | | |
| 25/06/2019 | Tuesday | WORKDAY | 0 | 07:54 | | | 17:01 | | | 9.00 | | | |
| 26/06/2019 | Wednesday | WORKDAY | 0 | 07:51 | | | 17:01 | | | 9.00 | | | |
| 27/06/2019 | Thursday | WORKDAY | 0 | 07:52 | | | 15:30 | | | 7.30 | | | |
| 28/06/2019 | Friday | RESTDAY | 0 | | | | | | | | | | |
| 29/06/2019 | Saturday | RESTDAY | 0 | | | | | | | | | | |
| 30/06/2019 | Sunday | WORKDAY | 0 | 07:43 | | | 17:02 | | | 9.00 | | | |

| Day Type | Total Days | | Present | Absent | Work | Overtime |
|---|---|---|---|---|---|---|
| WORKDAY | 98 | Present | 98 | | Work | Overtime |
| HOLIDAY | 8 | Absent | 2 | 829.33 | 4.45 |
| RESTDAY | 42 | | 100 | 829.33 | 4.45 |
| OFFDAY | | | 0 | | |
| | 148 | | | | |

ABSENT
ANNUAL
SICK
HOSPITAL
MATERNITY
PATERNITY
EMERGENCY

0.000

Supervisor /Date: _____ NURHAZWANI BINTI HAMZAH /Date: _____

Norfardilla Bt Mohd Nor
Ketua Sektor
Pengurusan Dan Perancangan