



اَوْنِيُوْرَسِيْتِي تِي كُونُوْرِي مِيَاْرَا
UNIVERSITI
TEKNOLOGI
MARA

**UNIVERSITI TEKNOLOGI MARA
SCHOOL OF INFORMATION SCIENCE,
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA REMBAU CAMPUS**

INDUSTRIAL TRAINING REPORT (IMC690)

**PERPUSTAKAAN TENGKU ANIS
UITM KELANTAN BRANCH
MACHANG CAMPUS**

PREPARED BY:

**NUR AZIANA BINTI AHMAD
(2021120597)**

GROUP:

N5 IM244 7A

**BACHELOR OF INFORMATION SCIENCE (HONS.)
LIBRARY MANAGEMENT (IM244)**

1 MARCH 2023 – 31 JULY 2023

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REMBAU CAMPUS**

1 MARCH 2023 – 31 JULY 2023

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by



NUR AZIANA BINTI AHMAD

2021120597

Date of submission: 9th August 2023

ABSTRACT

This paper contain report of activities that have been done by students while doing industrial training in *Perpustakaan Tengku Anis (PTA)* for the requirements of Industrial Training Report (IMC690) from 1 March 2023 until 31 July 2023. This course must be taken by final year students before their graduating on Bachelor of Information Science (Hons) Library Management. This paper covers about background of the library, services, facilities, security and organizational structure. Besides, student have added every activities that has been carried out in every unit such as University Reference Resources unit or cataloging unit, library services, University Archives Unit, Corporate and Collaboration unit, Digital Library and lastly Administration and Strategic Unit. Then, the paper also added knowledge and skills, personal thoughts and opinion, lesson learnt, limitations and recommendations when undergoing industrial for 5 months. Last but not least, an appendices and description of the activities has been included in this paper.

Keyword: Industrial Training, Perpustakaan Tengku Anis (PTA)

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In the name of Allah, the Most Gracious and the Most Merciful. All praises to Allah and His blessing for the completion of this assignment. Thank to Allah for all the opportunities, guidance and strength that have been given on me to finish this industrial training and report on the right time.

Next, my gratitude and special thanks go to my supervisor and lecturer, Dr. Zahril Shahida Ahmad and Madam Izzatil Husna Arshad who has gave me a lot of guidance, knowledge and support me to complete my industrial training for 5 months. Although it is very hard to visit but still can find other intensive to communicate with me.

Not to forget, thank you very much to *Perpustakaan Tengku Anis (PTA)* for willingly accept and giving opportunity to undergoing industrial training for 22 weeks in their organization. Great appreciation to my industry supervisor, Mrs. Norfitriah Mat Seman for guide and taught me for my special project. Without the idea, help and support from Mrs. Norfitriah, I will not be able to conduct my project. Apart from that, thank you to all of PTA staff for giving me a hand to help especially in completing the project.

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***CHAPTER 1:
INTRODUCTION
TO THE
ORGANIZATION***

1.0 INTRODUCTION

Industrial training can be defined as a practical field training programme that was offered by universities to students in order to give them experience and expose them to the real work environment at organisations. Then this training is also one of the requirements that need to be fulfilled, especially for final-year students at Universiti Teknologi MARA (UiTM) before they complete their degree, including my programme, which is Bachelor of Information Science (Hons.) Library Management. In this training, I need to undergo five months, which consist of 22 weeks, starting from March 1 to July 31, 2023. Industrial training is very important to teach students how to develop their skills when working. The organisation I have chosen to complete my industrial training is *Perpustakaan Tengku Anis*, UiTM Kelantan Branch Machang Campus, located at Bukit Ilmu. In this chapter, there are three sections that covered the background of the organisation, the background of the library, and the organisational structure.

1.1 BACKGROUND OF THE ORGANIZATION

1.1.1 THE HISTORY OF PERPUSTAKAAN TENGKU ANIS (PTA)



Figure 1: Building of Perpustakaan Tengku Anis (PTA)

The library of *UiTM Kampus Machang, Kelantan*, was established in 1985 at the Kijang Camp temporary campus and has moved to the Bukit Ilmu permanent campus since 1996. On 15 July 2008, the library was inaugurated by His Majesty Sultan Kelantan, which is Sultan Ismail Ibni al-Marhum Sultan Muhammad IV. It was renamed after the former queen of Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid. The *Perpustakaan Tengku Anis UiTM Kampus Machang* supports all learning, teaching, research, and knowledge development programmes by providing various types of services, diverse collections, technology, and the latest information sources.

1.1.2 LOCATION OF THE LIBRARY

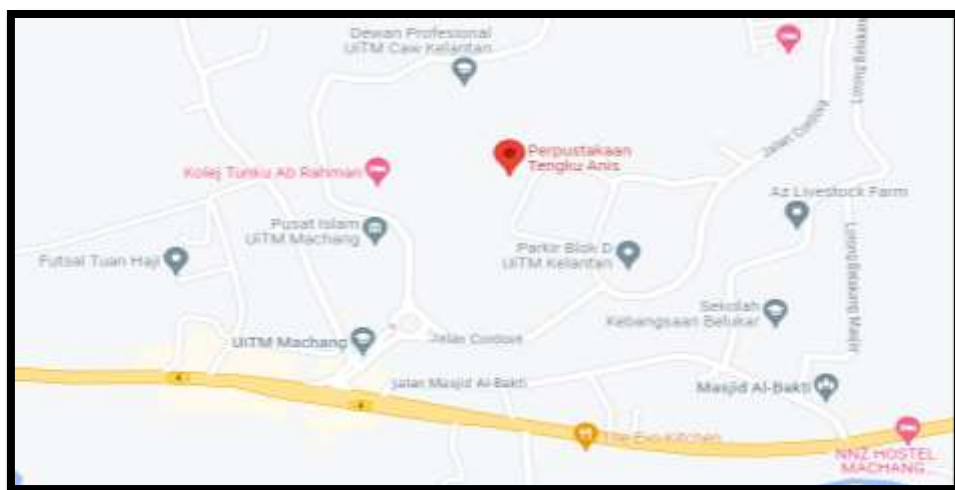


Figure 2: Location of Perpustakaan Tengku Anis (PTA)

Source: Google. (n.d.). [Location of Perpustakaan Tengku Anis]. Retrieved July 16, 2023 from <https://www.google.com/maps/>

1.1.3 OFFICIAL LOGO OF PERPUSTAKAAN TENGKU ANIS (PTA)



Figure 3: The Official Logo of Perpustakaan Tengku Anis (PTA)

Source: Perpustakaan Tengku Anis. (2023). *Official logo*. [Image]. Retrieved May 20, 2023, from <https://kelantan.library.uitm.edu.my/>

The Figure 2 below show the official logo of *Perpustakaan Tengku Anis (PTA)*. The logo consist of four (4) main colors which are;

Colour	Description
Dark Blue	The maturity of an institution of higher learning that offers various levels of study
Purple	Symbolizes global excellence in knowledge
Yellow	Symbolizes the sovereignty of the Malay Rulers and the Malay struggle to brighten the quality of education
White	The sacred and purity of knowledge offered to students

Table 1: Colour and description of Perpustakaan Tengku Anis (PTA) logo

Description of every part in the logo:

1. The diamond shape at the top of the five books symbolises the quality education obtained from studying at University Teknologi MARA.
2. Five forms that represent elevated books symbolise the varied areas and levels of study offered: certificate Diploma, Bachelor's degree, Master's Degree and Doctoral Degree. The five forms also symbolise the five pillars of Islam, which form the thrust of student development.
3. The image of the books that were placed on a book-rest (rihal) is the basis of the design of the Universiti Teknologi MARA logo. The books symbolise the source of knowledge. As an institution of higher learning, the core of all knowledge, including the field of science and technology, disseminated to the students is based on knowledge in the Al-Quran and As-Sunnah.

4. The book rest symbolises the university as the platform to disseminate knowledge.
5. Two crossed keris symbolise the Malay kings' sovereignty and the Malays' struggle to uphold the nation's excellence and sovereignty.
6. Next, the partly polished diamond shape symbolises the role of Universiti Teknologi MARA in improving the status of Bumiputera to become a successful community which is conscientious, religious and dignified.
7. Lastly, the round shape of the logo symbolises Universiti Teknologi MARA as a global, unique and competitive university.

1.1.4 CONTACT INFORMATION OF PERPUSTAKAAN TENGKU ANIS

NAME	Perpustakaan Tengku Anis
ADDRESS	Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan, 18500 Machang, Kelantan Darul Naim Malaysia
PHONE NUMBER	09 976 2343 2343
CUSTOMER SERVICE	09 976 2336 2337
CONSULTATION SERVICE	09 976 2343 09 976 2328
OFFICER IN CHARGE	Muslim Bin Ahmad@Ismail muslim368@uitm.edu.my
OFFICIAL WEBSITE	https://kelantan.library.uitm.edu.my/
SOCIAL MEDIA	Facebook: https://www.facebook.com/ptauitmkelantan/ Twitter: https://twitter.com/ptauitmkelantan Youtube: https://www.youtube.com/perpustakaanengkuanis Telegram: https://t.me/Update_PTA Instagram: https://www.instagram.com/ptauitmkelantan/ Tik Tok: https://www.tiktok.com/@ptauitmkelantan

Table 2: Contact information of Perpustakaan Tengku Anis (PTA)

1.1.5 VISION, MISSION, PHILOSOPHY, OBJECTIVES AND CLIENT CHARTER

Vision

To establish UiTM as a Globally Renowned University of Science, Technology, Humanities and Entrepreneurship.

Mission

To lead the development of agile, professional Bumiputeras through state-of-the-art curricula and impactful research.

Philosophy

Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

Objectives

1. To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.
2. To empower the delivery of UiTM's library services as a center of information excellence that always remained relevant, referred and respected.
3. To serve a comprehensive, up-to-date and relevance knowledge resources in various physically and virtually format.
4. To provide a conducive environment and facilities for teaching, learning and research matters.
5. To develop a latest information technology and communication facilities based on customer needs.
6. To strengthen human capital through Budaya PERDANA for PUiTM communities.
7. To enrich relation and cooperation with external organization in industrial network.

Client Charter

As we know, PTAR is committed in providing world-class environment, services and resources to enhance the study, research and teaching experiences. The PTAR client charter that committed in providing world-class services are focused on six (6) main areas which are;

1. To deliver user-friendly services to PTAR users.
2. To provide weekly updates to PTAR users of New Arrival Collections.
3. To provides response within **THREE (3)** weeks upon date of application for Inter-Library Loan request.
4. To respond within **ONE (1)** working day on Information Skill Class.
5. To provide 24/7 up time and access to PTAR Portal and electronic resources.
6. To provide access within **THREE (3)** working days upon date of application for reference archive materials.

1.2 OPENING HOURS OF THE LIBRARY

DAYS	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	4:45 P.M
Thursday	8:30 A.M	3:15 P.M
Friday, Saturday & Public Holiday	CLOSED	

Table 3: Opening hours of Perpustakaan Tengku Anis (PTA)

DAYS	TIME	CLOSE
Sunday - Wednesday	8:30 A.M	10:30 P.M
Thursday	8:30 A.M	6.15 P.M
Friday & Public Holiday	CLOSED	
Saturday	8:30 A.M	4:45 P.M

Table 4: New opening hours of Perpustakaan Tengku Anis (PTA)

1.3 ORGANIZATIONAL STRUCTURE

Organizational structure is very important towards one of the organization. It is because with the structure, it can identify the differences of the responsibilities each of the staff. Then, with the organizational structure also, it can clearly identify seniority and lines of authority, which can show roles, tasks and divisions.

Perpustakaan Tengku Anis (PTA) or Tengku Anis Library was led by Deputy Chief Librarian, Mrs. Alina Binti Hussin@Hussein and four (4) senior librarian which are Mrs. Norfitriah Binti Mat Seman, Dr. Muslim Bin Ahmad, Mrs. Nordelina Binti Zulkarnain and Mrs. Rosmariyati Binti Abd Rahman (PTA Kota Bharu Campus). Then, there are supporting staff consisting of twenty (20) that helped operate the library structure.

There are four (4) main unit of *Perpustakaan Tengku Anis (PTA)* which are Library Management Department, University Reference Resources Department, Library Services Department and University Archives Department. One senior librarian led each of the departments; meanwhile, the university archives department was led by Deputy Chief Librarian, which is Madam Alina Binti Hussin@Hussein. Below (Figure 5 and Figure 6) is the official organizational structure of *Perpustakaan Tengku Anis* for the year 2022/2023.



Figure 4: Library Management of Perpustakaan Tengku Anis (PTA)

Source: Perpustakaan Tengku Anis. (2022, June 4). *Management*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/management>

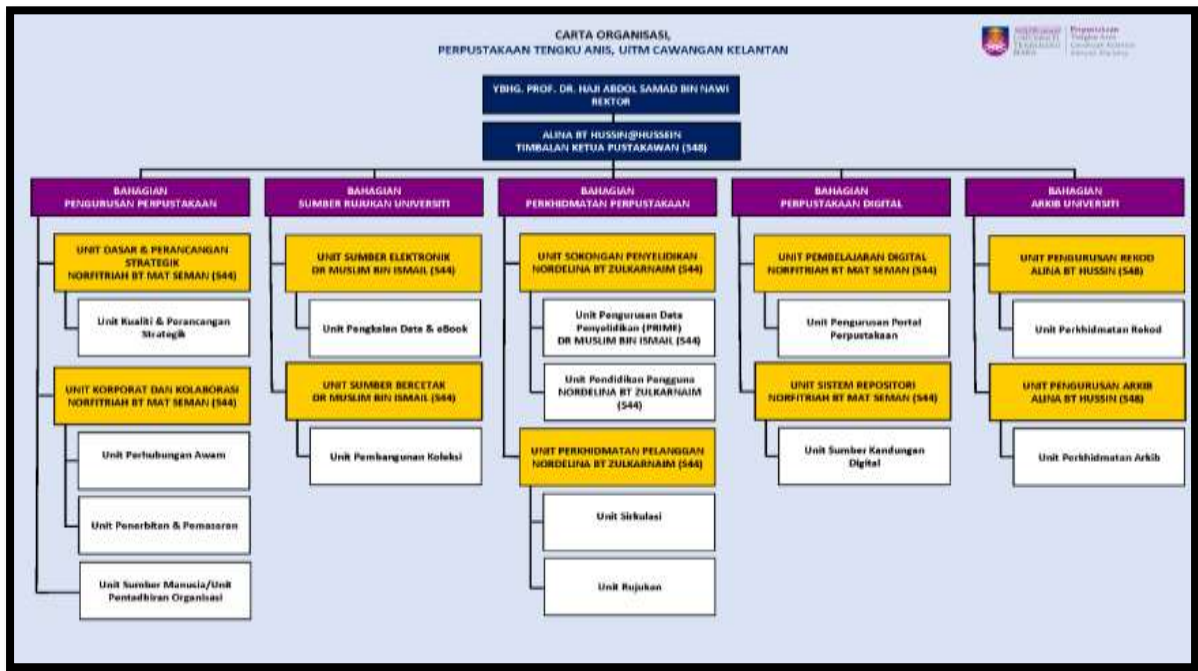


Figure 5: Organizational Structure of Perpustakaan Tengku Anis (PTA)

Source: Perpustakaan Tengku Anis. (2023, June 4). *Organizational chart*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/organization-chart-pta>

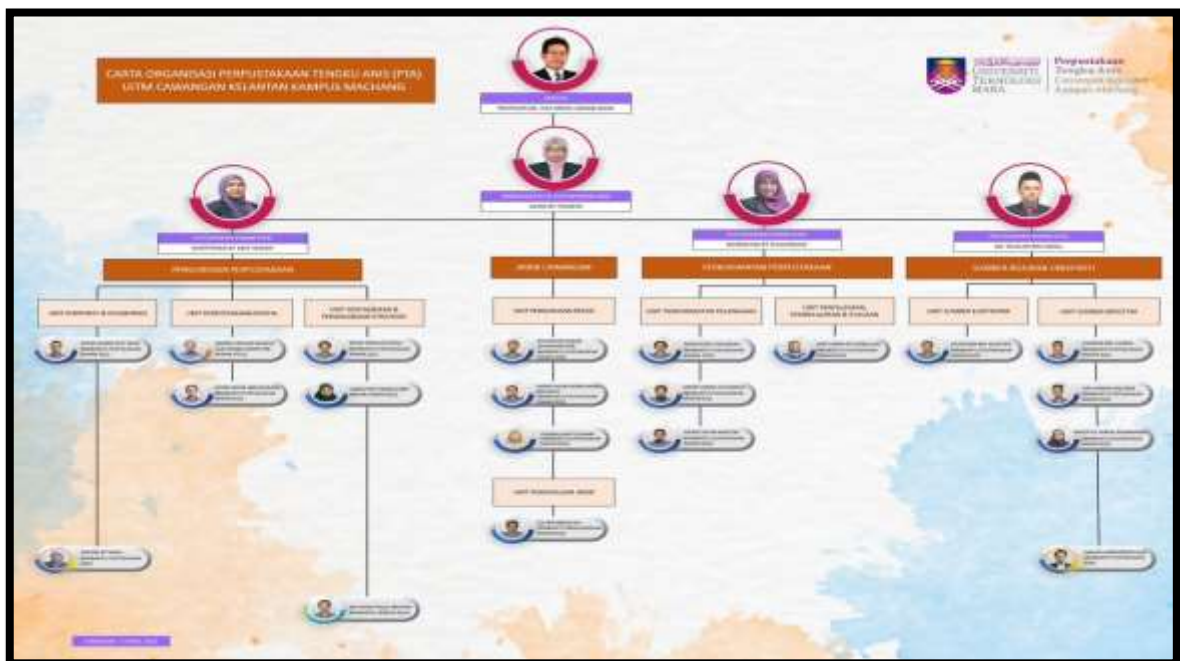











Figure 6: Organizational Structure of Perpustakaan Tengku Anis (PTA)

Source: Perpustakaan Tengku Anis. (2023, June 4). *Organizational chart*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/organization-chart-pta>

1.4 SERVICES AVAILABLE AT PERPUSTAKAAN TENGKU ANIS (PTA)

Services that available at *Perpustakaan Tengku Anis (PTA)* are;

 <p>OPAC</p>	 <p>My Knowledge Management</p>	 <p>UiTM Library Mobile App</p>
 <p>Information Literacy Class</p>	 <p>Google Scholar</p>	 <p>Live Chat with Librarian</p>
 <p>Online Library Orientation</p>	 <p>Research Consultation</p>	 <p>Research Guides</p>











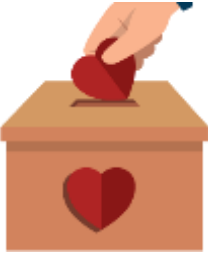

 <p>Membership</p>	 <p>Renewal</p>	 <p>Inter Library Loan</p>
 <p>Book Delivery Services</p>	 <p>Dean's Portal</p>	 <p>Vendor Portal</p>
 <p>Library Guide</p>	 <p>Virtual & Augmented Reality</p>	 <p>Massive Open Online Courses</p>
 <p>Excellence in Research for Australia</p>	 <p>Donation</p>	 <p>Cashless</p>

Table 5: Services available at Perpustakaan Tengku Anis (PTA)

1.5 FACILITIES AVAILABLE AT PERPUSTAKAAN TENGKU ANIS (PTA)

Every library provides various services and facilities to its users to support teaching and learning, especially at *Perpustakaan Tengku Anis (PTA)*. This is because good services and facilities will satisfy the users, and at the same time, they can go to the library to find the materials they need. There are several facilities that were offered by *Perpustakaan Tengku Anis*, such as:

1.5.1 Reference Desk



Figure 7: Reference desk

1.5.2 Lending and returning books counter

All the libraries worldwide have this service, with no exception for *Perpustakaan Tengku Anis (PTA) UiTM Kampus Machang*. The services that were offered were lending and returning books. This service can help users to borrow and return the book after they use the materials. For this library, there are procedures of borrowing and returning process:

Loan
<ol style="list-style-type: none"> 1. Loans can only be made with a library membership card. 2. Number of loans and types of materials are subject to membership category registered by the library member. 3. Materials from bound journal, reference material, free range reading, thesis collection, Academic Core Collection, 1st copy of book, conference collection, statue and loose-leaf materials are not for loan. 4. Renewal of loans can be made by online renewal subject to existing conditions. 5. A borrower who has overdue items will be barred from borrowing.

Table 6: Loan policy



Figure 8: Check-in and Check- out counter

1.5.3 Online Public Access Catalog (OPAC)



Figure 9: Online Public Access Catalogue (OPAC)

1.5.4 Carrel Desk



Figure 10: Carrel Desk

1.5.5 Student Locker



Figure 11: Student Locker

1.5.6 Discussion Room



Figure 12: Discussion Room

1.5.7 Internet (IT) Zone



Figure 13: Internet (IT) Zone

1.5.8 Starcor (Star Corner)



Figure 14: Star Corner (STARCOR)

1.5.9 Internet Room



Figure 15: Internet Room

1.5.10 Seminar Room



Figure 16: Seminar Room

1.5.11 Meeting Room



Figure 17: Meeting Room

1.5.12 Printing Machine



Figure 18: Printing Machine

1.5.13 Grammarly Section



Figure 19: Grammarly Section

1.6 SECURITY FEATURES AT PERPUSTAKAAN TENGKU ANIS (PTA)

1.6.1 RFID Gates



Figure 20: RFID gates

1.6.2 Staff entry with password



Figure 21: Staff entry with password

1.6.3 Smoke Detector and CCTV

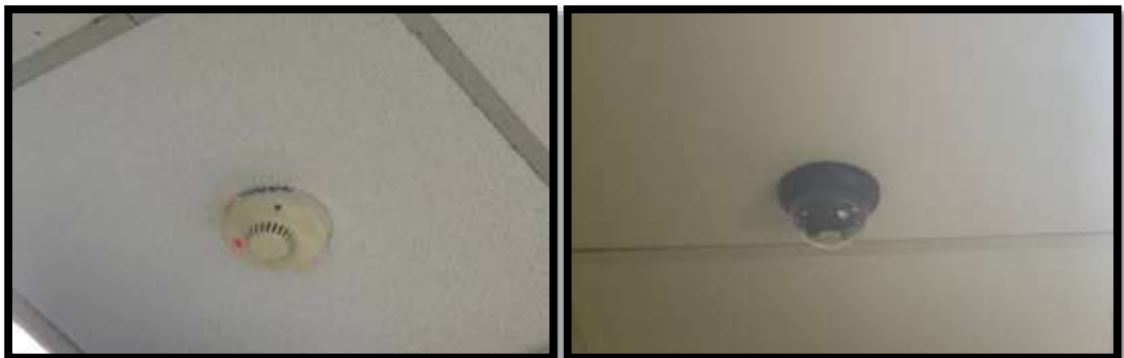


Figure 22: Smoke Detector and CCTV

1.7 LIBRARY EXTERNAL MEMBERSHIP

1.7.1 TERMS OF APPLICATION

Individual who are interested to become a member of the library are subject to the following conditions;

1. Fill in the External Membership Form. The completed form must be submitted via online. Library may reject application form if information given is not complete and photo uploaded is not appropriate. Users can register from this link <https://mykm.uitm.edu.my/external/index.php>.
2. Membership is open to Malaysian citizen only.
3. A membership card will be issued upon successful payment (7 working days). The users also will be notified via email when the membership card is ready to be collected at the library or via courier.
4. Library operation may be different for each location and subject to campus rules. User may refer to library operation hours from library portal.
5. Please contact the respective library before any payment made.

1.7.2 SCHEME DURATION

The duration of membership is one year (12 months) from the date of registration and ends the following year. Notice of renewal will be sent through e-mail a month before the expiry date.

1.7.3 ONLINE DATABASES ACCESS

Online databases subscribed by the Library can only be accessed within the Library premises

1.7.4 MEMBERS RESPONSIBILITY

1. Member are responsible for all items borrowed.
2. The membership card is not transferable.
3. The card holder shall immediately report the loss of the card to the library. Replacement charge for lost card is RM 10.00.

1.7.5 OVERDUE FINES

1. A member who fails to return borrowed materials within the stated period must pay a fine of RM 0.20 per day until the item is returned.
2. Any item that is lost or destroyed must be replaced and the member must replace the item subject to conditions or pay the cost of replacing the item.

1.8 LIBRARY AND STAFF ACHIEVEMENT



KECEMERLANGAN STAF	NAMA	JAWATAN	ANUGERAH
2021	DR. MUSLIM B. ISMAIL@AHMAD	PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2021	EN. MOHD HAZRIE B. MAT NAWI	PEMBANTU PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2020	PUAN ALINA BT HUSSIN	TIMBALAN KETUA PUSTAKAWAN	ANUGERAH STAF CEMERLANG
2019	EN. ZALANI B. MD ZIN	PEMBANTU PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2019	SITI FARHANA BT ISMAIL	PEMBANTU PUSTAKAWAN	ANUGERAH STAF CEMERLANG
2018	MOHD ANUAR BIN AZMIN	PEMBANTU PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2018	TUAN AZIZAH BT TUAN YUSOFF	KERANI KANAN	ANUGERAH STAF CEMERLANG

Figure 25: Staff Achievement



ANUGERAH PTA	PERKARA	KATEGORI	ANUGERAH
2021	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Tempat Ketiga - Anugerah Kualiti Rektor Kampus (AKRK) 2021
2018	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Kaunter Terbaik Antara Jabatan Utama (Kampus Machang)
2018	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Juara EKSA Antara Jabatan (Kampus Machang)
2017	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Tempat Ketiga - Pertandingan EKSA 2017 (Kampus Machang)
2016	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Anugerah: Perkhidmatan Kaunter Terbaik 2016

Figure 26: PTA Achievement

Source: Perpustakaan Tengku Anis. (2022, June 16). *Achievement and awards*. [Image]. Retrieved July 27, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/achievements-awards>

CHAPTER 2: ORGANIZATION INFORMATION

2.1 DEPARTMENTAL STRUCTURE

Departmental structure is the structure of the employees that differentiate roles based on areas of expertise. With this structure, the organization can running smoothly with their own responsibilities and roles. At *Perpustakaan Tengku Anis (PTA)*, it has specific structure that keep their functionality so that the department or unit. Each of the department or unit have their own leader that contain from top management to lower management.

2.1.1 LIBRARY MANAGEMENT DEPARTMENT

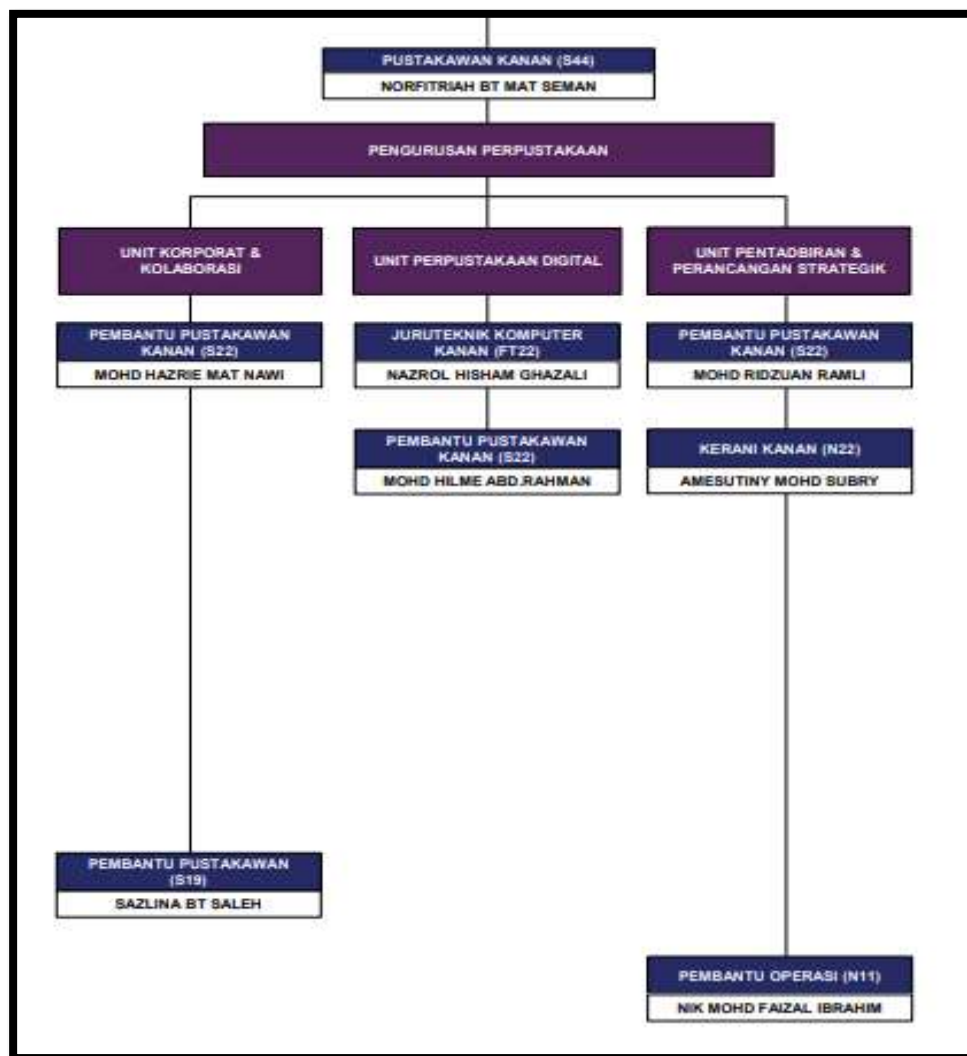


Figure 27: Library Management Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

2.1.2 UNIVERSITY REFERENCE RESOURCES DEPARTMENT

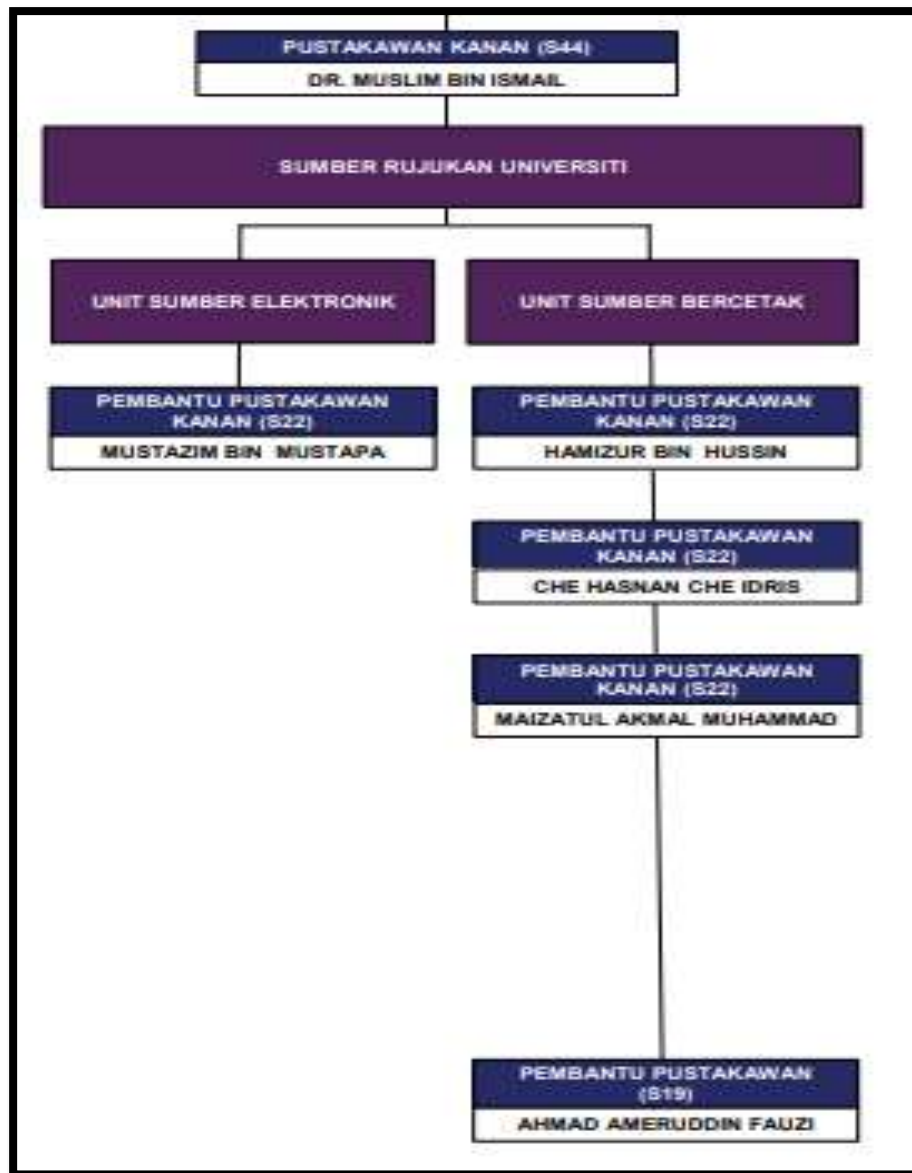


Figure 28: University Reference Resources Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

2.1.3 LIBRARY SERVICES DEPARTMENT



Figure 29: Library Services Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

2.1.4 UNIVERSITY ARCHIVES DEPARTMENT



Figure 30: University Archives Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

2.2 DEPARTMENT FUNCTION

2.2.1 LIBRARY MANAGEMENT DEPARTMENT

2.2.1.1 CORPORATE & COLLABORATION UNIT

Corporate Communication

1. Managing and coordinating public relations and library publicity programs
2. Managing the writing, publishing and printing of official library materials as well as the preparation of promotional and marketing materials (brochures, pamphlets and others)

Corporate relations

1. Establishing strategic networks with internal and external parties of the library
2. Coordinating briefings and visits from external parties to PTA
3. Coordinating customer complaints and feedback as well as PTA media sessions

Marketing and Publicity

1. Planning promotions through mass media
2. Managing faculty liaison officers
3. Managing major PTA exhibitions

2.2.1.2 DIGITAL LIBRARY UNIT

Digital Library

1. Planning and achieving departmental KPIs as well as ICT policies.
2. Planning ICT acquisition and monitoring information systems, infrastructure and ICT services

Information System

1. Managing the WILS system, database (big data)
2. Managing system and data security (cyber security and data security)
3. Managing university system integration

4. Managing online library systems

Web and digital learning

1. Managing the library website

2.2.1.3 ADMINISTRATION AND STRATEGIC UNIT

Strategic planning and quality

1. Formulating and reviewing PTA strategic plans
2. Designing and implementing data collection and Corporate Information System (CIS) activities
3. Planning and conducting process and performance audits

Administration

1. Letter and file management
2. Utilization of HRM information system
3. Declaration of ownership
4. Performance appraisal
5. relationship with the public
6. Asset management involving the administration and maintenance of the acquisition of books and office equipment as well as the disposal of office equipment.

Human Resource

1. Managing staff data, services, facilities, department records and files.

Training

1. Managing and implementing staff training, industry materials, staff education and training budget requirements.

Governance

1. Managing the administration of PTA
2. Managing the appointment of committee members, circulars and university policies
3. Managing the important or main meetings of the PTA and MOU/MOA

Facilities

1. Monitoring the implementation development of PTA and upgrading projects
2. Maintaining library infrastructure
3. Managing evaluation and technical specifications

Financial

1. Managing the management allocation and 'Tabung Amanah' of the library
2. Managing the supply of work services
3. Managing mobile assets and asset verification control, inventory
4. Managing stores and disposal
5. Managing library rental items, 'Tabung Sumbangan Kemudahan' and endorsement.
6. Managing library expenses.

2.2.2 UNIVERSITY REFERENCE RESOURCES DEPARTMENT**Printed resources**

1. Planning and coordinating the development of printed materials (syllabus, magazines, journals, special collections and standing orders)

Materials orders

1. Managing the process of purchasing printed resources
2. Managing cataloging and classification of materials

Gifts and exchange

1. Managing gift and exchange materials from agencies within or outside UiTM
2. Managing intellectual property (policy management)

Resource balancing and disposal

1. Managing resource balancing and ownership
2. Managing resource disposal assessment and syllabus material management

2.2.3 LIBRARY SERVICES DEPARTMENT

2.2.3.1 CUSTOMER SERVICE

Customer Service

1. Planning the implementation of customer service and collection services
2. Managing KPI analysis, customer charters and the objectives of library quality
3. Planning customer service and collection promotion plans
4. Planning the development of library services spaces and facilities
Customer relations
5. Managing counters, revenue collection, customer relations and student payment portal (SPP)

Collection management

1. Managing new materials, general collections, special collections, collection maintenance and 'stock take'.

2.2.3.2 RESEARCH, LEARNING AND REFERENCE

Customer Service

1. Planning and managing research and publication programs as well as information literacy modules
2. Planning and conducting studies for service improvement purposes

Reference

1. Managing physical and online reference services, information retrieval services and updating social media
2. Managing digitization of institutional repository materials

Research support

1. Handling consultation services and research support courses

Information literacy

1. Managing information literacy programs and scheduled or walk-in instructional sessions as well as promotional activities.

2.2.4 UNIVERSITY ARCHIVES DEPARTMENT

University archives and manuscripts

1. Planning the implementation and achievement of departmental KPIs
2. Managing university archive buildings and the security of records
3. Conducting reassessment of archival materials collections

Archival acquisition

1. Planning the acquisition of archival materials
2. Managing the maintenance of archival collections
3. Managing digital archives (AMS), AV and manuscripts

Research and documentation

1. Managing information on historical publication materials

University records

1. Managing physical and electronic records
2. Managing the disposal of university records
3. Managing the appointment of records officers and records audits

Preservation of materials

1. Managing the preservation of physical records and PTA materials
2. Managing binding work and preservation of record materials
3. Managing the maintenance of binding equipment and physical records

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

3.1 TRAINING ACTIVITIES

3.1.1 Shelving and Yassin Reading

Shelving is a daily routine that must be done starting from 8.00 a.m. to 8.30 a.m. every morning. Each book in the trolley must be arranged according to the call number assigned by the library itself. *Perpustakaan Tengku Anis (PTA)* use Library Congress Classification (LCC). Books on the shelf must be arranged vertically based on the call number which is left to right. If the book is not arranged properly, it can be damaged and making it hard for the users to find it. After that, every Thursday, staff at PTA will read Yassin after shelving and shelf reading. The Yassin reading took 30 minutes, from 8.00 a.m. to 8.30 a.m.



Figure 31: Book Shelving and Yassin Reading

3.1.2 UNIVERSITY REFERENCE RESOURCES DEPARTMENT

a) Cataloging Process

I have learnt cataloging process. Since the libraries are now following RDA standard rule for cataloging, so as for *Perpustakaan Tengku Anis*. Therefore, the person incharged for this task, Mr. Hamizur Hussin guide me on how to catalog library materials using system based on RDA standard cataloging rules. Using RDA, it can provide guidelines on cataloguing digital resources in helping users find, identify, select and obtain the information they want. The process of inputting records using system is as below:

Step 1: Log in to Libsys7 using staff id



Figure 32: Libsys7 interface (Staff ID)

Step 2: Go the cataloguing, enter update title and enter accession number

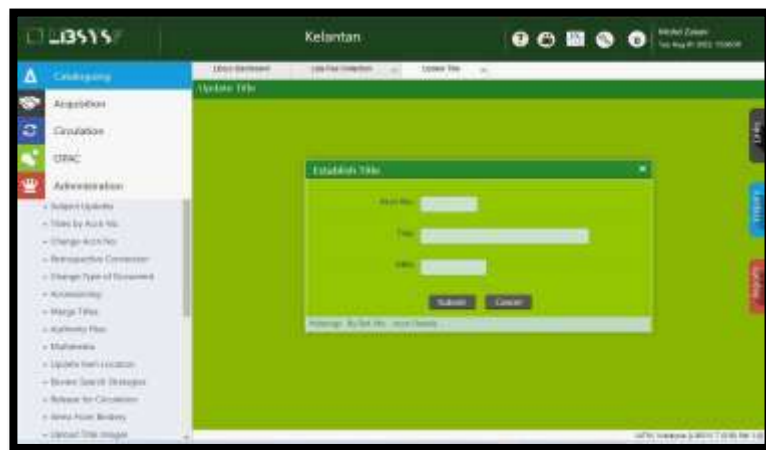


Figure 33: Cataloguing interface

Step 3: Then, enter the tag according to details of book

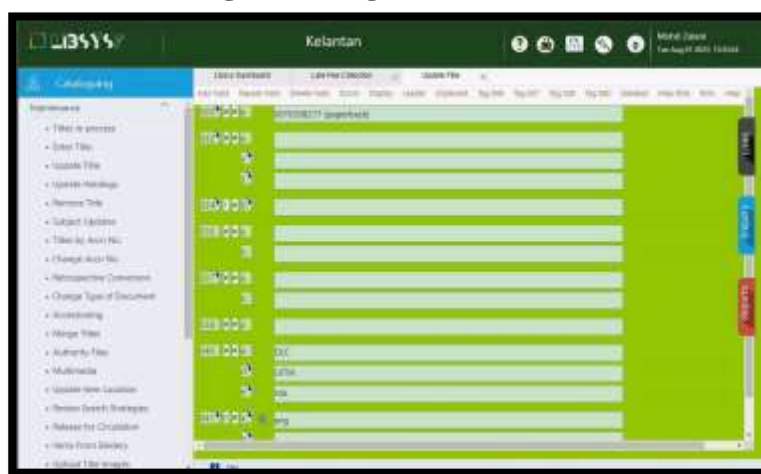


Figure 34: List of tag to be filled

Step 4: Go to the leader and select the related items



Figure 35: Click leader

Step 4: Lastly, enter the tag 008, select the related items and submit

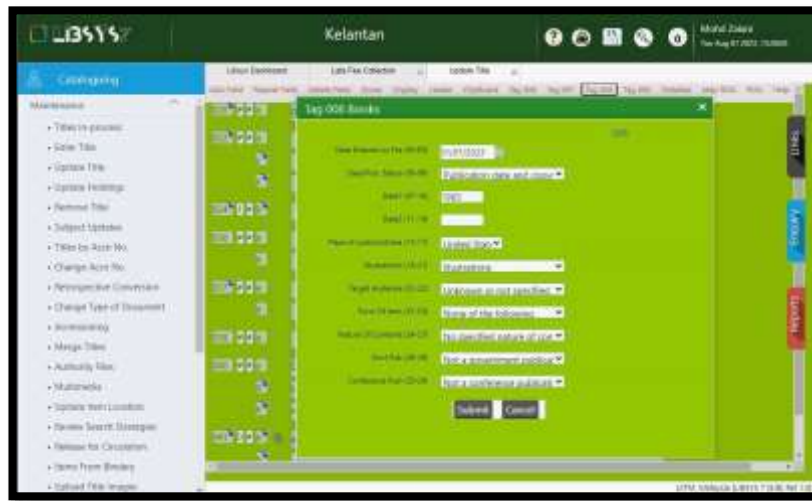


Figure 36: Click tag 008



Figure 37: RDA view in OPAC

b) Lecturer and Faculty Book Recommendation

In this cataloguing unit, I have been assigned by Mrs. Maizatul Akmal Muhammad to manage the lecturer and faculty book recommendations in Excel. For this task, I need to find the book price. Then, I need to open OPAC with the lecturer ID number and go to the recommended section. After that, fill in the book details they recommend to the PTA for purchasing. Meanwhile, for faculty recommendation, I need to find the requested book. If the book did not exist in the OPAC, then the book will be purchased into the purchase form.

ID	NAMA LECTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
1	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
2	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
3	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
4	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
5	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
6	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
7	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
8	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
9	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS
10	LEKTURER	TITLE	AUTHOR	PUBLISHER	YEAR	PRICE	STATUS

Figure 38: Excel on lecturer and faculty recommendation

c) Other Activities

i. Minggu Destini Siswa

On 15th March 2023, *Perpustakaan Tengku Anis (PTA)* was invited by the student representative council to give a briefing on the ‘Minggu Destini Siswa’ program to the new students for the March–August 2023 session. This briefing took place in the Professional hall, and the senior librarian that has been involved was Mrs. Norfitriah, Mrs. Nordelina and assisted by library staff and industrial training students.



Figure 39: 'Minggu Destini Siswa' for new intake

ii. Information Literacy Class

On 20th to 23th March 2023, the Fundamental of Information Literacy program was implemented for new students in the Seminar room. There are two slots which are morning and evening. Mrs. Nordelina handled this program and the objective of this program is to make students master in searching information in the library.



Figure 40: Information Literacy Class for new students

iii. Time to Canva your idea: Draft to Publish

This program was held for two days, from 5th to 6th March 2023. This program started face-to-face in the IT room, and online with Cisco Webex started at 8.30 a.m. to 4.30 p.m. 30 participants have participated in this program. The instructor for this program is Mr. Mohd Alfarabie Bin Nasir.



Figure 41: Program Time to Canva: Draft to Publish

3.1.3 LIBRARY SERVICES UNIT

This unit is responsible for providing effective services in order to meet the user's satisfaction and, at the same time to provide current information to users. The services offered in *Perpustakaan Tengku Anis (PTA)* are receiving materials for borrowing, returning, renewal, reservation, fines and booking rooms. The staff will be on duty at the different counter that has been scheduled.

a) Circulation Process

Circulation is one of the functions of lending materials to the users of the library. It includes checking out, checking in materials returned, renewal, reserve, and late fee collection. In this unit, I was given the opportunity to learn about the process of borrowing and returning books. The process of borrowing and returning books is shown as below:

i) Circulation Process (Check-out)

Open WILS System – Enter Staff ID – Click Circulation and Check-out – Fill in the student ID – Fill in the accession number – Book return date stamp (2 weeks) - Scan the book using RFID Reader to off security



Figure 42: Interface of Check-out process in WILS

ii) Circulation Process (Check-in)

Open WILS System – Enter Staff ID – Click Circulation and Check-in – Fill in the accession number – Book return date stamp

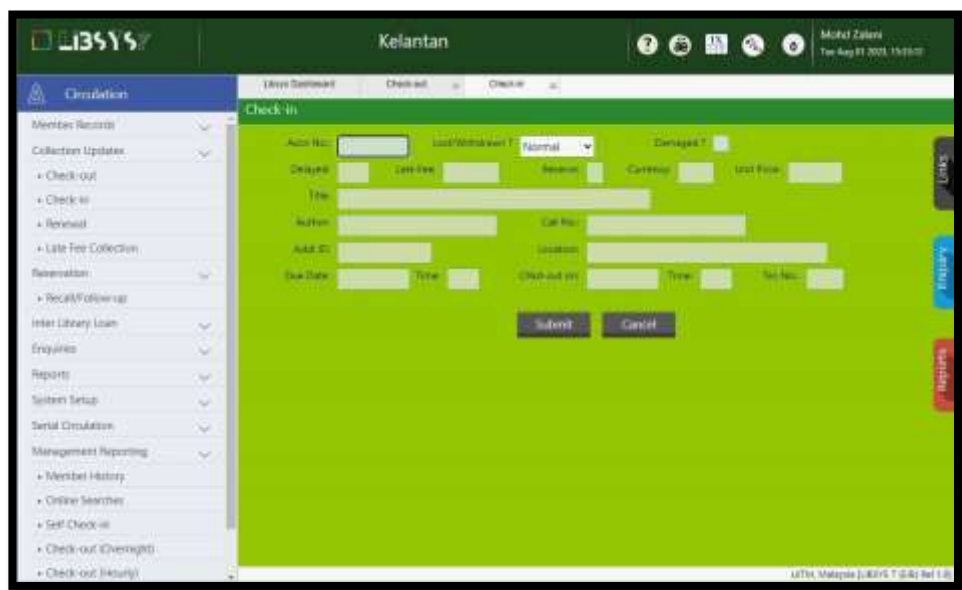


Figure 43: Interface of Check-in process in WILS

b) Manage and Assist Information Literacy Skill Class

When I was assigned to this unit, I have asked by Mrs Nordelina Zulkarnain to assist students with how to search and use online databases. The online databases that were used and taught by Mrs. Nordelina are Scopus, Science Direct and Emerald. With Information Literacy Skill classes, the students can apply the knowledge given in the class to future research. There are several objectives of MyKM which are;

1. To collect and manage knowledge by producing and publishing reference materials in numerous subjects, either from within or outside the university.
2. Promoting information transfer and knowledge sharing to improve intellectualism among the university community.
3. Using research expertise and best practices to position MyKM as a prominent reference and source of information for knowledge acquisition.



Figure 44: Online Database Class

c) Bulk loan

Bulk loan service or '*Bulk Loan*' is a service that was provided to support and encourage as well as to facilitate the loan of library materials to the UiTM Responsibility Centers (PTJ), government departments and authorized organizations. For this activity, I need to find and sort suitable books such as motivational, religious, and novels. The period of time for a bulk loan is for 6 months.



Figure 45: Bulk Loan

d) Other activities

i. Retro Raya@PTA Decoration

Retro Raya took place at the side of the IT room. The decoration took two (2) weeks from start of April. The concept and theme of the decoration was '*Retro Raya @ PTA*'.



Figure 46: Retro Raya Decoration

ii. World Quran Hour

This program was held with the cooperation student representative council and the PTA readers club. It started on 13th April 2023 from 12.00 p.m. to 1.00 pm. This program took place at Library Community Engagement (LCE).



Figure 47: World Quran Hour

3.1.4 UNIVERSITY ARCHIVES UNIT

a) Cleaning the files

On my first day in this unit, I was assigned by Mr. Mohd Waqiyuddin to clean the student's files. I have been given the files from the Faculty of Accountancy. The paper clips and staples must be removed to ensure the file is in good condition and easy to scan. Then, it also will not harm the paper. After it is done, the file will be placed in the box again to make receiving process and update metadata in the Archival Management System (AMS).

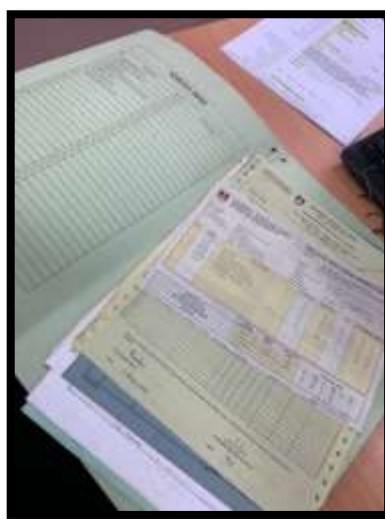


Figure 48: Cleaning file process

b) Receiving process and update metadata on AMS

After the process of files, Mr. Mohd Waqiyuddin has taught me on how to do receiving process and metadata process on Archival Management System (AMS). The example list of categories that contained in the AMS system are;

- Branch: Kelantan
- PTJ: UiTM Kam Mac B.Hea
- Fond: UiTM Kelantan @ ITM
- Sub Fond: Faculty of Accountancy
- Material Category: Document
- Material Type: Student Personal File
- Description stage (LOD): File
- Series: 500
- Record Status: Confidential file
- Title: Nur Ashikin Binti Saari (Student name)
- Material Year: 1997 (according to the matric number)
- Material age: 26 Year
- Material description: This file contain Malaysian education certificate
- Date of first content : 13/10/1997
- Date of last content:29/11/2000
- Date of receiving: 05/03/2023
- Box number: 24
- Storage location: Unit Arkib Cawangan Kelantan

After receiving process, I need to update metadata for the items which contain these information;

- Storage period: 25 Years
- Lupus Year: 2025
- Material condition: Satisfying
- Student id: 97334518
- Identification number: 790806065436
- Course code: AC10
- Year of acceptance: 1997

- Student status: Graduate



Figure 49: Receiving process and update metadata on AMS

c) Appraisal Process and Record Evaluation Form

Next, for the disposal item, I have been assigning and helping Mr. Mohd Waqiyuddin with the appraisal for the items such as letters. Before disposing, the materials need to through the process of appraisal to see if the record can be informational or not. With the appraisal system, it can improve the efficiency of the organization. I must take the items to the store room and then arrange them in the file room. After arranging the file, I need to fill in the items into record evaluation form.



Figure 50: Appraisal process and Record Evaluation Form

d) Create notepad and notebook

In the conservation unit, I have been assigned by Mr. Zul Abdullah to make a notepad and notebook for the programs that were held by *Perpustakaan Tengku Anis* (PTA) or *UiTM Kelantan*. The process of create a notepad started with designing and printing of the program poster and last with sticking the design onto book.



Figure 51: Make notepad and notebook

e) Other activities

i. Program Jom Membaca 10 Minit ‘Baca Bina Insan’

This program occurred at Level 2 (lower floor) from 11.00 a.m. to 11.10 a.m. The activities held were book reviews from participants, lecturers and staff.



Figure 52: Program Jom Membaca 10 Minit ‘Baca Bina Insan’

ii. PTA Hari Raya Aidilfitri Celebration

This program took place on 9th May 2023, started 11.00 a.m. at Level 2 (lower floor). All the staff were wearing 'Baju Melayu and Kurung'.



Figure 53: PTA Hari Raya Aidilfitri Celebration

iii. Majlis Ramah Mesra Warga UiTM

Majlis Ramah Mesra Warga UiTM was held at Professional hall on 22nd May 2023 from 11.00 a.m. to 2.00 p.m. This program also involved the previous management and other agencies. Booth decoration also contested.



Figure 54: Majlis Ramah Mesra Warga UiTM

3.1.5 ORGANIZATION ADMINISTRATION UNIT AND STRATEGIC PLANNING

a) Scanning for Institutional Repository (Journal)

On the first week of June, Mr. Mohd Ridzuan Ramli asked me to scan the book (journal) to deposit the items. I need to scan for the journal from UiTM lecturers. The journals need to be digitalized so that they can be preserved and it will be useful for users and researchers.



Figure 55: Scanning for Journal

b) Checking on files and filling in the Record Storage Keeping form

As we know, the file is very important towards the organization. Without proper file management, the organization will not be productive. Then, if the file is arranged properly, the file can be located and accessed easily. For the organization administration unit, I have been assigned by Mrs. Amesutiny Mohd Subry to check whether the files can be closed. Then after that, if the file has been closed and not used, it can be filled in related form (record storage keeping). To save space, the file must be closed and moved into archive unit.



Figure 56: Checking on files and filling in the form (Record Storage Keeping)

c) Fold Envelope on Operation Excellent Project

This project is one of the initiatives of the Branch Archive unit to use old simile paper to create an envelope for a picture of the Archive Unit. For our information, picture are one of 15 important records that need to be stored at the Branch Archive Unit. This practice combines elements of art and natural sustainability, resulting in savings because, as we know, the special cover of the picture is quite expensive. For this project, I need to fold an envelope that was created by Mr. Zul Abdullah, and it takes time for four (4) days to finish.



Figure 57: Fold envelope on Operation Excellent Project

d) Manage Deposits for Institutional Repository (IR)

For this unit, I have been assigned by Mrs. Norfitriah to deposit items that were related to the teaching resource. For this items, I have done for Faculty of Applied Sciences and College of Computing, Informatics and Media. Then, I have upload for 30 files. The process of deposit item is shown as below:

Type – Upload – Details – Subjects – PTAR Additional –Deposit



Figure 58: Interface of Institutional Repository (IR) Teaching Resource

e) Other activities

i. Meeting CSR Jalanan Kasih Bersama Anak Yatim Rumah Lilbanat Darulnaim

Since Mrs. Norfitriah from *Perpustakaan Tengku Anis (PTA)* has been one of the activity committee members, she has held for meeting with internship students from UNAIR and UiTM to discuss what activities they want to do. The activities that have been chosen are the Wheel of Dreams (Roda Impian), find hidden objects and read aloud. The meeting was held on 11th Jun 2023 (Sunday) at 4.33 p.m.



Figure 59: Meeting with Airlangga Students

ii. CSR Jalinan Kasih Bersama Anak-Anak Yatim Lilbanat Darulnaim

College of Information Science Studies, UiTM Kelantan Branch (UiTMCK) in collaboration with Society of Information System (SISMA), Association of Information Scientis (AIS), *Universitas Airlangga (UNAIR), Indonesia* and *Perpustakaan Tengku Anis (PTA)* has organized a service community with orphans at Lilbanat Darulnaim. This program started from 8.30 a.m. to 1.00 p.m. involving 59 staff and students. The activities that have been organized are mini library makeover, read aloud, wheel of fortune and find hidden objects.



Figure 60: CSR Jalinan Kasih with orphans at Lilbanat Darulnaim

iii. Scientific Visit Perpustakaan Tengku Anis with Internship Student from UNAIR and UiTM

Perpustakaan Tengku Anis (PTA) has held a scientific visit at Kelantan Public Library (PPAK), PTA Kota Bharu Campus and Warisan Seni Kampung Laut. This visit was held on 14th June 2023 with consisting of students from UiTM and Universitas Airlangga (UNAIR). This visit was accompanied by Mrs. Alina Hussin (Deputy Chief Librarian), Mrs. Norfitriah (Senior Librarian), Mr. Zul Abdullah and Ms. Sazlina Saleh.

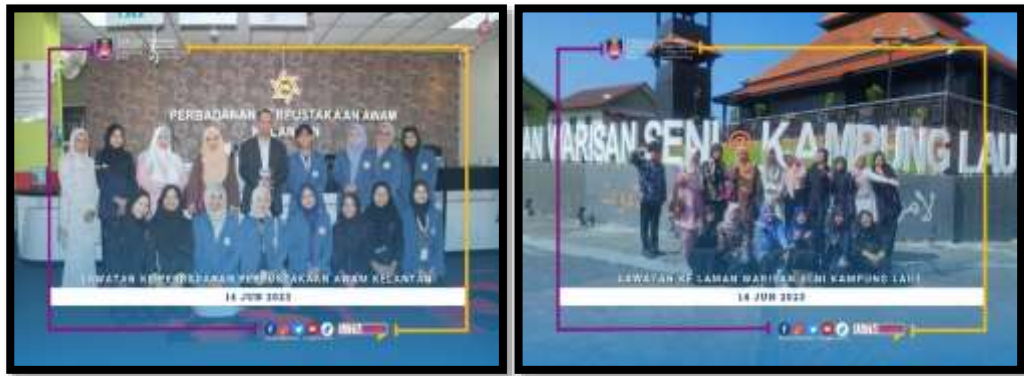


Figure 61: Scientific visit PTA with Internship students of UiTM and UNAIR

3.1.6 CORPORATE COMMUNICATION AND DIGITAL LIBRARY UNIT

a) Update PTA @ Glance E-Bulletin in Canva

For month of July, in this department which is Corporate Communication Unit, I have been assigned by Mr. Mohd Hazrie Mat Nawi to update E-Bulletin for the month of June. As for E-Bulletin to *Perpustakaan Tengku Anis*, Mr. Mohd Hazrie demonstrated and showed me the e-bulletin related to the programs and activities that *Perpustakaan Tengku Anis* held. E-Bulletin must be regularly updated so that it be used as a documentation process in the library.



Figure 62: Interface of E-bulletin in Canva

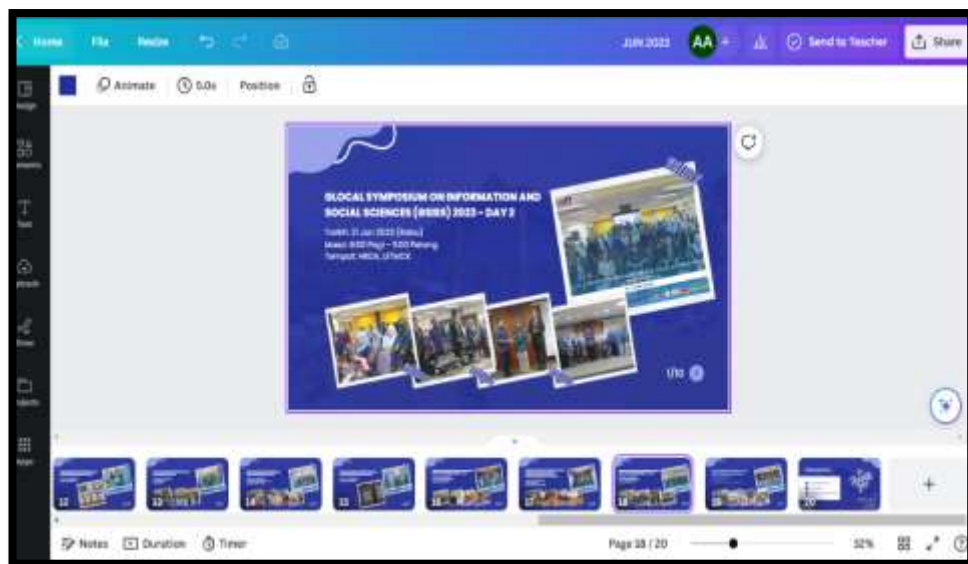


Figure 63: Picture and details of E-bulletin in Canva

b) Manage deposits of Institutional Repository (IR)

In this department, I have been assigned by Mrs. Norfitriah to retrieve the item into Institutional Repository (IR). For our information, every university has its own Institutional Repository (IR) for users to retrieve and use the materials there for reference. An institutional Repository is important to *Universiti Teknologi MARA* because it can save documents, especially articles, journals, conference papers, theses and monographs (industrial training reports, oral history). Then, with this Institutional Repository, it will collect all items that were published by members of *Universiti Teknologi MARA* so that they can be accessed freely and used as references by users. I have been assigned to deposit an item related to Oral History Report for subject IMR604 (Oral Documentation). The process of managing deposits is shown as below:

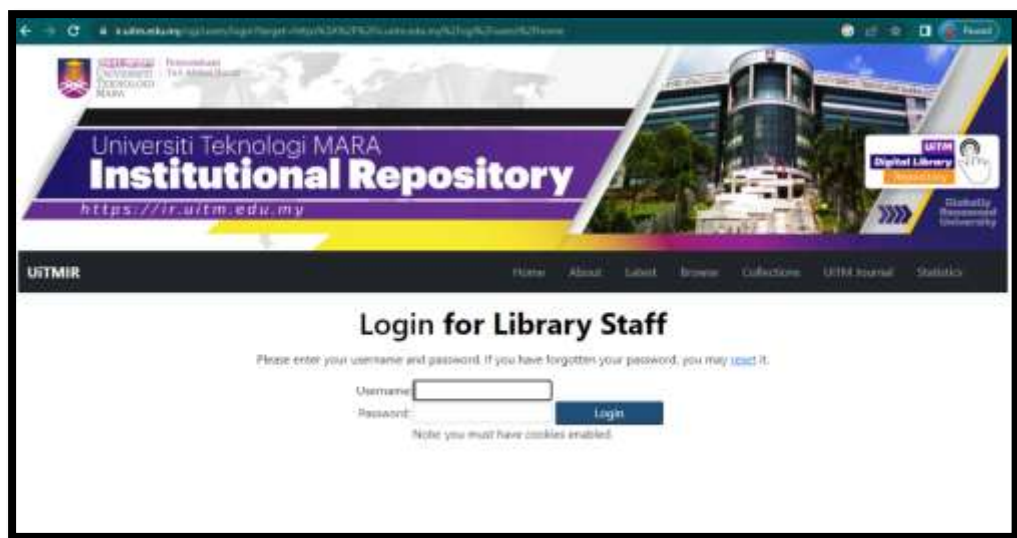


Figure 64: Interface of Institutional Repository (IR)

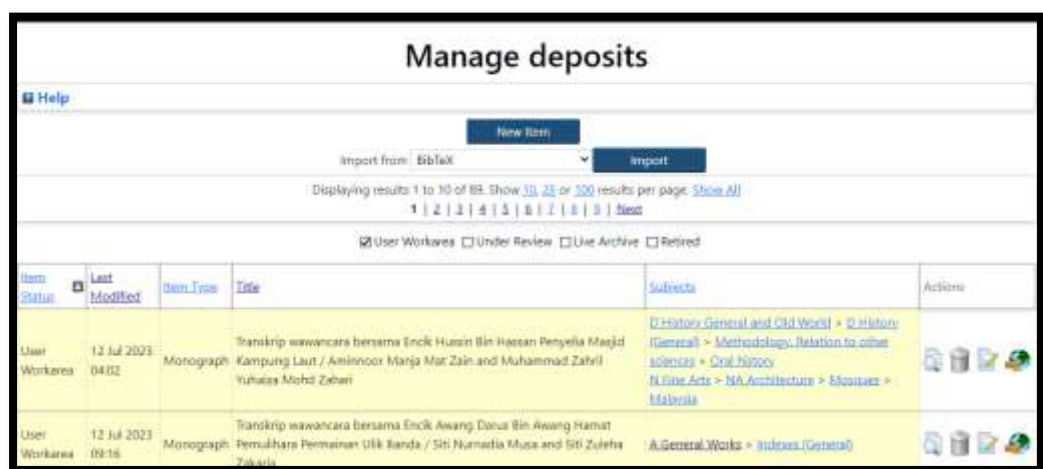


Figure 65: Manage deposits of item



Figure 66: Details of item

c) Other activities

i. Solat Hajat PTA

This program was held at Level 1, Corporate and Digital Unit. The invited speaker is Dr. Ustaz Murshidi Mustapa from the Academy of Contemporary Islamic Studies (ACIS) and this program started at 10.30 a.m.



Figure 67: Solat Hajat PTA

ii. Meeting for Special Project Program



Figure 68: Meeting for special project

iii. Managing Book Donation Listing

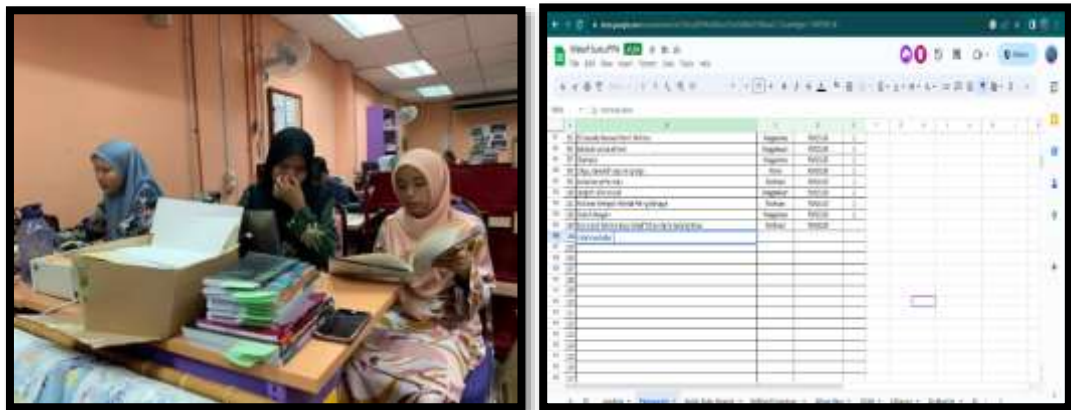


Figure 69: Managing book donation listing

iv. Special Project preparation



Figure 70: Special Project preparation

3.2 Special projects

Title of the project: “CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang, Kelantan”.



Figure 71: Posters of the special project

3.2.1 Background of the program

The title of this special project is *CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA) Machang*. For this special project, it was held at *Pusat Pemulihan Akhlak (PPA), Machang*, on 22nd July 2023 (Saturday). My role for this project was **Treasurer, Gifts and souvenirs and Activity Committee**. This program is one of the initiatives of *Perpustakaan Tengku Anis (PTA)* to promote a culture of knowledge sharing and provide information on services and new library facilities to all citizens and residents at Moral Rehabilitation Center, Machang Kelantan, especially to searching information with effectively. This is to increase further the visibility of the PTA in community activities as well as strengthen the relationship between public universities, especially the members and staff of *Perpustakaan Tengku Anis (PTA)* and the members of the Moral Rehabilitation Center, Machang. Then this program also designs to expose all residents of Moral Rehabilitation Center, Machang to the latest information in encouraging reading and, simultaneously, gaining knowledge throughout the detention period.

3.2.2 Objective of the program

1. To provide exposure and approaches in library services that need to be adopted by the residents of Moral Rehabilitation Center (PPA), Machang.
2. Reveals the proper method for managing the collection of library materials and emphasizes the utilization of the library services provided.
3. To provide various materials to the residents of Moral Rehabilitation Center (PPA), Machang, through the 'Bulk Loan' activity.

3.2.3 Activities organized for the program

For this program, *Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang*, four (4) activities were highlighted and prepared for the committee and participants. The activities, number of participants and activities photos are shown in the table below:

No.	Activities	Number of participants
1.	Library 'Make Over'	A total of 10 staff from <i>Perpustakaan Tengku Anis (PTA)</i> participated in this activity. The activity took place for 4 days from 16 th July to 22 nd July 2023.
2.	Colouring Totebag Contest	A total of 19 children from <i>Tabika Perpaduan</i> participated in this activity. The activity included first, second and third place.
3.	Demonstration on how to make 'Roti Paung'	A total of 21 participants including parents and teacher have been participated in this demonstration. The demonstration focused on how to make 'roti paung'.
4.	Handicraft Competition	A total 21 participants have been participated in Handicraft competition. This participants need to create handicraft from plastic papers.

Table 7: List of activities

3.2.4 List of the winners

The list of the winners for each game are shown in the table below;

No.	Activity	Winners
1.	Coloring	1. Puteri Ayra Amani Binti Ahmad Sadek 2. Raisya Nur Umairah Binti Abdul Rahman 3. Muhammad Haiz Rafiuddin Bin Muhd Abd Karim
2.	Handicraft	1. Bakawali Team 2. Tabika Pusat Pemulihan Akhlak (PPA) 3. Sri Kemuning 4. Modern D Classic

Table 8: List of winners

3.2.5 Tentative of the program

Program Tentative are based on the table:

22nd July 2023 (Saturday)

Time	Activity
8.00 a.m.	Registration
8.15 a.m.	Arrival of guests
8.25 am	Arrival of Mr. Mohd Nasir Bin Yusof (Director of the Moral Rehabilitation Center, Machang)
8.30 a.m.	<ul style="list-style-type: none"> • Opening remarks by the chairman of the event • Speech by Mr. Mohd Nasir Bin Yusof (Director of the Moral Rehabilitation Center, Machang) • Presentation Ceremony of the endowment book to Mr. Mohd Nasir Bin Yusof, Director of the Moral Rehabilitation Center, Machang
9.20 a.m.	'Library Make Over at the mini library
9.20 a.m.	Activity 1: Colouring Totebag Contest, quiz and light exercise
10.30 a.m.	Activity 2: Demonstration on making 'roti paung'
11.30 a.m.	Activity 3: Handicraft Competition using plastic
1.00 p.m.	Distribution of survey forms, photo sessions and prize
1.30 p.m.	Dispersed

Table 9: Tentative of the program

3.2.6 Program Photos



Figure 72: Process of 'Library Make Over'



Figure 73: Handicraft Competition



Figure 74: Colouring Totebag contest and Wheel of Dreams (Roda Impian)



Figure 75: Demonstration on making 'Roti Paung'

3.2.7 Conclusion

As a result, this programme was managed to be conducted and successfully implemented due to participants who cooperated. Appreciation goes to the staff at *Perpustakaan Tengku Anis (PTA)* and community of *Pusat Pemulihan Akhlak (PPA), Machang*. Hopefully, programs like this will be frequently organized in order to foster further collaboration between *Perpustakaan Tengku Anis (PTA)* and *Pusat Pemulihan Akhlak (PPA)* in the future.

***CHAPTER 4:
INDUSTRIAL
TRAINING
REFLECTION***

4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK

During my internship from 1st March 2023 to 31st July 2023 at *Perpustakaan Tengku Anis (PTA) Cawangan Kelantan*, I have learnt and gained new knowledge, skills and experience there. The knowledge, skills and experience that I have learnt are;

4.1.1 Cataloging skills

Before undergoing training industrial, I learned about cataloging and Information Computerized Cataloging subjects through the syllabus and theories that were offered in the class which are IML507, IML555 and IML655. For the subject, the lecturers have taught and guided us on how to learn subject headings, call numbers and RDA. Meanwhile, in the library, I have experience in detail on how to use LIBSYS7 or WILS in order to catalog the books. Then, I also learn how to arrange the book according to the Library Congress Classification (LCC) number.

4.1.2 Creative and innovative skills

When studying, I was not revealed about design applications such as Canva. As before, for presentations, I only design my slide using PowerPoint. After undergoing my industrial training, I learnt that application like Canva can make my presentation smooth as it offers many features. After that, since I was assigned to Corporate Communication, I need to manage and enter the details of the activities that were held by *Perpustakaan Tengku Anis (PTA)* into the e-bulletin at Canva application.

4.1.3 Multitasking

During my internship, I learnt how to be a multitasking person. As before, when studying, we did not learn to multitask as it can make someone under pressure. But, in the library, I was assigned by staff to do the task, but at the same time, I needed to prepare for special project activities. So, I realized that be multitasked can help someone to be productive.

4.1.4 Communication skills

Communication is very important, especially when working in an organization. This is because when we have good communication skills, it can lead to good relationships between personnel. When I was studying, I was taught by a lecturer in the subject IMS556 (Information System Interaction and Consultation) that focused

on how to communicate in organizations. This subject has taught me a lot, especially on how to interact with different staff from different departments. Then, during my industrial training, I had to engage with staff at *Pusat Pemulihan Akhlak (PPA)* to manage activities there. That project has helped me a lot in improving my communication skills as I applied what I learned from IMS556 and adapted it to real-life situations.

4.1.5 Leadership skills

Leadership skills are the ability to manage and guide people toward achieving goals. During my internship, I learned how to handle program especially in special project that required me to make decisions regarding the activities that needed to be conducted there. This skill aligns with the principles of SULAM, where students are required to participate in structured service activities that meet community needs in order to gain a deeper understanding of course content.

4.2 Personal thoughts and opinion

As for my personal thoughts and opinion, this industrial training is an important thing for students before they experience a work environment in the future. This is also a platform for students to experience a real working environment. In addition, it has allowed me to know how to learn and handle tasks that have been given by the personnel.

The industrial training at *Perpustakaan Tengku Anis (PTA)* has helped me to increase my self-confidence to face a real working environment which helps me improve the way to communicate with people, especially staff and students. The good cooperation that has been shown by staff in the activities and programs also taught me how to have a sense of cooperation which I can bring and adapt this skill for future work. The experience of doing an internship in this organization also gave me to see how academic libraries operate. Good facilities such as a seminar room, leisure room and Internet room have been prepared in order to fulfil student satisfaction to study.

Undergoing industrial training at *Perpustakaan Tengku Anis* has expanded my knowledge and understanding of the tasks and responsibilities that exist in the department. These tasks have helped me to know every department function, especially in the University Reference Resource unit, Library Service unit, University Archive Unit, Library Management unit and Digital library unit. Last but not least, the lessons that have been taught in industrial training have brought many benefits towards internship students, which allow them to use them in the future.

4.3 Lesson learnt

4.3.1 Punctuality

Punctuality is an important aspects that need to be followed when working in the organization. Good time management can increase the efficiency of the management. It will make us to be disciplined, which can make us dependable employees. During my industrial training, punctuality is important, which includes me being punctual, especially in solving every task, which will increase the efficiency of the management.

4.3.2 Teamwork and cooperation

The lesson that I have learnt during my industrial training is cooperation which involves the staff working together to solve the project in any programs and activities. With good cooperation between them, the programs are organised and run smoothly. The activity that showed the cooperation between staff and internship students are special project which is *Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang*, which helped me to interact, share and exchange ideas with them very well.

4.3.3 Respect each other

Respecting each other between the staff and internship students is a practice that needs to be practiced as a Muslims to create a harmonious situation in the management and organization. With practice, it is easy for us to ask for help from others regarding the task and at the same time it will maintain good relations among staff. Then, as an internship student, I learnt that I need to respect all the staff because they are senior and specialized in working for a long time in that organization. With respect also, I will not contaminate the faculty name.

4.3.4 Responsibility

Being responsible especially working in the organization, is an important thing that needs to do for the individual. This is because if we have a sense of responsibility, we can solve every problem that occurs on the job. My internship experience taught me that as staff or internship students, we need to be responsible for the work that has been assigned to us, and the work that has been given must be done completely in the given time. We also need to be honest while doing the job so that every task that has been given will not be delayed, which can affect the organization's management.

4.4 Limitation and recommendation

4.4.1 Lack of skill

For the first month, it was quite difficult for me to adapt and complete the tasks because I had no experience working in the unit since I only learned theories at university before. In the beginning, there are a lot of things that I had misunderstanding about the given job. It took me a many time to understand the task and become proficient. To overcome that, I needed to ask the staff to explain further about the task and job scope of the unit so that I didn't miss it.

4.4.2 Lack time management skills

When I was assigned to the department and unit, I faced problems with time management because some of the tasks that were assigned to me, especially in the Digital Library unit, could not be completed due to the program's involvement in solving special project preparations. With the time that has been given for 5 months, I got much experience in handling tasks that have been given according to the time. I believe I could complete the task if I could manage my time properly.

4.4.3 Shortage of personnel

During undergo industrial training, the library did not have enough employees to organize the organization, which it can cause unorganized of management. While I was undergoing my training, I found that many books on the shelf were not equipped with RDA and RFID, which is a must to do to follow the PTAR requirement. PTA should have more staff to assist the cataloguing unit that involves staff to key in data in the book cataloguing process and for RFID tagging process, which is important to secure the materials in the library. Adding the staff also can help the materials in the library be arranged properly and orderly so that the library will be systematic.

4.4.4 PTAR Mobile App

The PTAR Mobile App is an application that was designed by UiTM for its users. To use this application, the users need to log in before entering the library using the student portal or student or staff email. There are many services that are offered in the PTAR Mobile App such as OPAC, online database and many more. However, alongside its advantages, there are also disadvantages to the application. For example, if there is a high volume of users, the application will become slow and hang which will take a lot of time. To overcome this issue, *Perpustakaan Tengku Anis (PTA)*

should have a backup plan if the application has problems, which is to prepare one computer for students to log in using their matric number. This method would likely be more reliable and user-friendly.

4.4.5 Internet Access

The internet is an important thing especially in this digital era for users to use especially in the library. During my internship here, I found that *Perpustakaan Tengku Anis (PTA)* has a weak internet connection. Based on my observation, students visit the library to use the internet, and due to the high number of users, the internet becomes slow. This issue can make it difficult for students to complete assignments or access information from the library. To address this problem, UiTM should consider providing personalized internet access or *Wi-Fi* for *Perpustakaan Tengku Anis (PTA)* if they have enough budget so that the internet connection at the library can be improved.

4.5 Conclusion

In conclusion, during the five months of industrial training at the *Perpustakaan Tengku Anis, UiTM Machang*, I have learnt many skills such as how to use a Web-Based Integrated Library Management System (WILS), Microsoft Excel, use Google Forms to collect data, Archive Management System (AMS), use Canva for E-Bulletin and how to manage deposits in Institutional Repository (IR) system. This industrial training also teaches me how to work effectively. Then, it also helped me how to become punctual and manage time properly on the task that has been given.

After that, working with staff also gained much experience because I can identify and know their responsibilities. My internship also allowed me to improve my communication and leadership skills among staff and students, especially when I needed to perform my special project task and user assist.

Finally, after undergoing five months of industrial training, I realized that I had received a lot of information and see with details on how the library operated. With this industrial training, students should take the opportunity to undergo their internship so that they can get many skills, especially in the working field and apply these skills in the future.

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APPENDICES

1. Attendance

Tahun
2023
Bulan
Mac

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	30.03.2023	07:06	15:11	WFO
2	29.03.2023	07:42	17:26	WFO
3	28.03.2023	07:44	16:47	WFO
4	27.03.2023	07:37	16:32	WFO
5	26.03.2023	07:40	17:02	WFO
6	23.03.2023	07:50	15:09	WFO
7	22.03.2023	07:45	17:02	WFO
8	21.03.2023	07:43	17:12	WFO
9	20.03.2023	07:40	17:10	WFO
10	19.03.2023	07:38	17:43	WFO
11	16.03.2023	07:47	15:39	WFO
12	15.03.2023	07:47	17:01	WFO
13	14.03.2023	07:48	17:07	WFO
14	13.03.2023	07:50	17:07	WFO
15	12.03.2023	07:50	17:09	WFO
16	09.03.2023	07:50	15:55	WFO
17	08.03.2023	07:51	17:05	WFO
18	07.03.2023	07:46	17:05	WFO
19	06.03.2023	07:45	17:10	WFO
20	05.03.2023	07:41	17:29	WFO
21	02.03.2023	07:53	16:05	WFO
22	01.03.2023	06:44	17:06	WFO

Tahun
2023
Bulan
April

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	30.04.2023	07:45	17:02	WFO
2	27.04.2023	07:57	15:34	WFO
3	26.04.2023	07:46	17:02	WFO
4	20.04.2023	07:36	15:00	WFO
5	19.04.2023	07:34	16:31	WFO
6	18.04.2023	07:30	16:30	WFO
7	17.04.2023	07:24	16:33	WFO
8	16.04.2023	07:43	16:31	WFO
9	13.04.2023	07:22	15:13	WFO
10	12.04.2023	07:42	16:33	WFO
11	11.04.2023	07:45	16:32	WFO
12	10.04.2023	07:49	16:53	WFO
13	06.04.2023	07:33	null	WFO
14	05.04.2023	07:30	16:41	WFO
15	04.04.2023	07:37	16:42	WFO
16	03.04.2023	07:25	16:40	WFO
17	02.04.2023	07:31	16:37	WFO

Tahun
2023
Bulan
Mei

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	09.05.2023	07:35	null	WFO
2	03.05.2023	07:48	17:01	WFO
3	02.05.2023	07:49	17:05	WFO

Tahun
2023
Bulan
Julai

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JEMIS
1	31.07.2023	07:55	17:03	WFO
2	30.07.2023	07:48	17:04	WFO
3	27.07.2023	07:48	15:32	WFO
4	26.07.2023	07:46	17:00	WFO
5	25.07.2023	07:44	17:00	WFO
6	24.07.2023	07:43	17:02	WFO
7	23.07.2023	07:39	17:00	WFO
8	20.07.2023	07:47	16:46	WFO
9	18.07.2023	07:45	17:14	WFO
10	17.07.2023	07:36	17:08	WFO
11	16.07.2023	07:37	17:04	WFO
12	13.07.2023	07:47	15:40	WFO
13	12.07.2023	07:46	17:20	WFO
14	11.07.2023	07:46	17:04	WFO
15	10.07.2023	07:42	17:07	WFO
16	08.07.2023	07:48	17:06	WFO
17	06.07.2023	07:44	15:38	WFO
18	05.07.2023	07:32	17:13	WFO
19	04.07.2023	07:42	17:13	WFO
20	03.07.2023	07:32	17:21	WFO
21	02.07.2023	07:43	17:03	WFO

NO: NAME: NUR AZIYANA BINTI AHMAD 1

DEPT: LIBRARY SECT:

FOR THE MONTH OF 3 YEARS 2023

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2	07:55		07:47				
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							


NO: NAME: NUR AZIYANA BINTI AHMAD 1

DEPT: PERPUSTAKAAN TENGAH RING (PTA) SECT:

FOR THE MONTH OF 5 YEARS 2023

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5							
6							
7							
8	07:55		07:47				
9	07:55		07:47				
10	07:55		07:47				
11	07:55		07:47				
12							
13							
14	07:55		07:47				
15	07:55		07:47				

NO:		NAME: <u>Yana</u> 2					
DEPT: <u>PTA</u>		EPF:					
I/C:		AGE:	SEX:				
HOURS:		DATE:	AMOUNT:				
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:30	17:07					
17	07:36		17:38				
18	07:36		17:38				
19							
20							
21	07:36		17:38				
22	07:37		17:37				
23	07:32		17:45				
24	07:35		17:35				
25			07:37	17:39			
26							
27							
28	07:37		17:35				
29	07:37		17:25				
30	07:30		17:27				
31	07:30		17:30				



NO:		NAME: <u>NUR AZIANA BINTI AHMAD</u> 1					
DEPT: <u>PERPUSTAKAAN TENGGU BINS (PTA)</u>		SECT:					
FOR THE MONTH OF <u>6</u> YEARS <u>2022</u>							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	07:30		17:30				
2							
3							
4	07:30						
5							
6	07:30		17:30				
7	07:30		17:30				
8	07:30		17:30				
9							
10							
11							
12	07:30		17:30				
13	07:30		17:30				
14	07:30		17:30				
15							

NO:		NAME: <u>NUR AZIANA BINTI AHMAD</u> 2					
DEPT: <u>PTA</u>		EPF:					
I/C: <u>000521-02-1704</u>		AGE: <u>23</u>	SEX: <u>FEMALE</u>				
HOURS:		DATE:	AMOUNT:				
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18	07:30		17:30				
19	07:30		17:38				
20	07:30		17:30				
21	07:30		17:52				
22	07:35						
23							

2. Photos during Industrial Training














3. Schedule during Industrial Training

PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN 01 MAC 2023 SEHINGGA 31 JULAI 2023				
NAMA : NUR AZIANA BINTI AHMAD (2021120597)				
TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
01 Mac 2023 (1 hari)	Lapor diri dan Suai kenal bersama staf	SKOP LATIHAN PRAKTIKAL YANG DI BERIKAN BERDASARKAN MODUL YANG TELAH DITETAPKAN OLEH PTAR, UITM S.SALAM	Pn. Aina Hussein (Timbalan Ketua Pustakawan)	Taklimat Pengenalan Perpustakaan
			Pn. Norfiah Mat Seman (Pustakawan Kanan)	
02 – 08 Mac 2023 (5 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Ahmad Ameruddin Fauzi (Pembantu Pustakawan Kanan)	Unit Sumber Berceket
09 – 15 Mac 2023 (5 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Hamzur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Berceket
16 – 22 Mac 2023 (5 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Berceket
23 – 30 Mac 2023 (6 hari)	Unit Perancangan & Pembangunan Perpustakaan Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Mustazim Mustapa (Pembantu Pustakawan Kanan) En. Che Hasnan Che Idris (Pembantu Pustakawan Kanan)	Unit Sumber Elektronik & Projek RDA
02 – 04 Apr 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
05 – 09 Apr 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan

10 – 12 Apr 2023 (3 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkamain (Pustakawan Kanan)	En. Mohd Zalan Mhd Zin (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
13 – 27 Apr 2023 (12 hari)	Unit Perkhidmatan Perpustakaan Pn. Nordelina Zulkamain (Pustakawan Kanan)	Pn. Nor Azrina Binti Hasbullah (Pembantu Pustakawan Kanan)	Unit Penyelidikan, Pembelajaran & Rujukan
01 – 10 Mei 2023 (8 hari)	Unit Arkib Cawangan Pn. Aina Hussein (Timbalan Ketua Pustakawan)	En. Mohd Waqyuddin Mohd Dzulkifly (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
11 – 22 Mei 2023 (8 hari)	Unit Arkib Cawangan Pn. Aina Hussein (Timbalan Ketua Pustakawan)	En. Muhamad Nazari Muhamad Nor / Pn. Syamsilawati Dahar (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
23 – 31 Mei 2023 (7 hari)	Unit Arkib Cawangan Pn. Aina Hussein (Timbalan Ketua Pustakawan)	En. Zul Abdullah (Pembantu Pemuliharaan Kanan)	Unit Pemuliharaan
01 – 12 Jun 2023 (8 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Soman (Pustakawan Kanan)	En. Mohd Ridzuan Ramli (Pembantu Pustakawan Kanan)	Unit Perancangan Strategik & Institusi Repositori
13 – 22 Jun 2023 (8 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Soman (Pustakawan Kanan)	Pn. Amesutiny Mohd Subry (Kerani Kanan)	Unit Pentadbiran Organisasi
25 – 29 Jun 2023 (5 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Soman (Pustakawan Kanan)	En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi
02 – 05 Jul 2023 (4 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Soman (Pustakawan Kanan)	En. Nazrol Hisham Ghazali (Juruteknik Komputer Kanan)	Unit Sistem Maklumat

06 – 12 Jul 2023 (5 hari)	Unit Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan Kanan)	Unit Komunikasi Korporat
13 – 19 Jul 2023 (5 hari)	Unit Perpustakaan Digital & Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Saizina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat
20 – 26 Jan 2023 (5 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hikme Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Institusi Repositori
27 – 31 Jan 2023 (3 hari)	<ul style="list-style-type: none"> Mohon sediakan laporan bagi setiap tempat/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan. 			
<ul style="list-style-type: none"> Ketua Unit pastikan staf yang terlibat menepati tarikh latihan praktikalnya, supaya pelajar dapat mempelajari dan mendalami tugas-tugas di perpustakaan. Tugasan khas : a. Kaji selidik kepuasan pelanggan b. Sesi perkongsian ilmu / Program Live c. Pameran/ Taklimat d. Penganjuran Program Khas Menyusun buku setiap pagi bermula 8.00 pagi – 8.30 pagi Membantu tugas di kaunter (Jika Perlu) Bertugas pada hujung minggu (Jika Perlu) 				
Disediakan oleh :		Disemak dan diluluskan :		
Norfitriah Bt Mat Seman Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Kelantan		Pn. Aina Bt Hussein Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan		

4. Emergency and Sick Leave



No. C 017141

اَللّٰهُمَّ صَلِّ وَسَلِّمْ وَبَارِكْ وَسَلِّمْ
UNIVERSITI TEKNOLOGI MARA KELANTAN
SIJIL SAKIT UNTUK PELAJAR

UNIT KESIHATAN UiTM

Dengan ini disahkan pelajar :

Nama : NUR AZIANA BT ALHAMA

Kursus: IM 244

KP UiTM: 2021120592

(a) Tidak sihat untuk menghadiri kuliah/latihan Ko - Kurikulum
selama 5 HARI hari daripada 22/6 hingga 27/6/2023

(b) Boleh bertugas semula pada

(c) Beliau dikehendaki datang semula ke klinik pada

(Potong (b) atau (c) mengikut mana yang tidak berkenaan)

22/6/2023
Tarikh

DR. NIK MUZAHMAN BIN MUSTAPHA
(NO MPM:33440)
PEGAWAI PERUBATAN
UNIT KESIHATAN
BAHAGIAN HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN
BUKIT ILMU, 18500 MACHANG, KELANTAN
(Pegawai Perubatan)

Klinik
(Cop Rasmi)

NUR AZIANA BINTI AHMAD (2021120597)
Pelajar Latihan Industri
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan, Kampus Machang
18500 Machang
Kelantan

Kepada

PUAN ALINA BINTI HUSSIN @ HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan, Kampus Machang
18500 Machang
Kelantan

Tarikh : 01 Jun 2023

Puan

PERMOHONAN BEKERJA SEPARUH HARI


Perkara di atas dengan hormatnya dirujuk.

2. Saya seperti nama di atas ingin memohon untuk berkerja separuh hari pada **04 Jun 2023 (Ahad)** atas urusan keluarga. Semoga permohonan saya ini mendapat pertimbangan dan kelulusan daripada pihak puan.

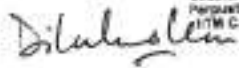
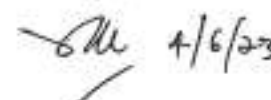
Pertimbangan dan kelulusan puan saya dahului dengan ucapan ribuan terima kasih.

Sekian.

Yang benar,



(NUR AZIANA BINTI AHMAD)
Pelajar Latihan Industri

ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UiTM Cawangan Kelantan.


 4/6/23

**5. Appointment Letter for Special Project Program – CSR Vitamin Ilmu Bersama PTA:
Pusat Pemulihan Akhlak (PPA), Machang Kelantan.**

www.uitm.edu.my



**UNIVERSITI
TEKNOLOGI
MARA**

Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 26 Jun 2023

CIK NUR AZIANA AHMAD
Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UITM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR VITAMIN ILMU BERSAMA PTA:
PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN**

Perkara di atas dirujuk:

2. Untuk makluman, pihak Perpustakaan Tengku Anis (PTA), UITM Cawangan Kelantan bakal mengadakan satu program CSR (Komuniti Setempat) pada ketetapan berikut :

Perkara	: Program Vitamin Ilmu Bersama PTA
Tarikh	: 22 Julai 2023 (Sabtu)
Masa	: 08.30 pagi hingga 4.00 petang
Tempat	: Pusat Pemulihan Akhlak (PPA), Machang, Kelantan

3. Sehubungan itu, puan dilantik sebagai **Beendahari 2** bagi kelancaran program CSR ini. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.


"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(ALINA HUSSEIN)
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+60976) 2288/2330 - Faks: (+60976) 2177
Email: a3nc264@uitm.edu.my



www.uitm.edu.my

Cawangan Kelantan
Kampus Machang.Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 26 Jun 2023**CIK NUR AZIANA AHMAD**

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR VITAMIN ILMU BERSAMA PTA:
PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN**

Perkara di atas dirujuk.

2. Untuk makluman, pihak Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan bakal mengadakan satu program CSR (Komuniti Selemat) pada ketetapan berikut :

Perkara : Program Vitamin Ilmu Bersama PTA
Tarikh : 22 Julai 2023 (Sabtu)
Masa : 08.30 pagi hingga 4.00 petang
Tempat : Pusat Pemulihan Akhlak (PPA), Machang, Kelantan

3. Sehubungan itu, puan dilantik sebagai **Ahli Jawatankuasa Hadiah & Cenderamata** bagi kelancaran program CSR ini. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjiwai program tersebut.

Sekian, terima kasih.

"MALAYSIA MADANI"**"BERKHIDMAT UNTUK NEGARA"**

Saya yang lantikan amanah,

(ALINA HUSSEIN)
Timbalan Ketua Pustakawan

Bagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2286/2330 Faks: (+09)976 2177
Email: alina364@uitm.edu.my



www.uitm.edu.my	
	UNIVERSITI TEKNOLOGI MARA
Cawangan Kelantan Kampus Machang	
Surat Kami	: 500-CK(PTA/UPTD 23/1)
Tarikh	: 28 Jun 2023
<p>CIK NUR AZIANA AHMAD Pelajar Latihan Industri Perpustakaan Tengku Anis (PTA) UiTM Cawangan Kelantan, Kampus Machang Bukit Ilmu 18500 Machang, Kelantan</p>	
Puan	
<p>PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR VITAMIN ILMU BERSAMA PTA: PUSAT PEMULIHAN AKHLAK (PPA), MACHANG, KELANTAN</p>	
Perkara di atas dirujuk.	
<p>2. Untuk makluman, pihak Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan bakal mengadakan satu program CSR (Komuniti Setempat) pada ketetapan berikut:</p>	
Perkara	: Program Vitamin Ilmu Bersama PTA
Tarikh	: 22 Julai 2023 (Sabtu)
Masa	: 08.30 pagi hingga 4.00 petang
Tempat	: Pusat Pemulihan Akhlak (PPA), Machang, Kelantan
<p>3. Sehubungan itu, puan dilantik sebagai Ahli Jawatankuasa Program & Aktiviti bagi kelancaran program CSR ini. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.</p>	
Sekian, terima kasih.	
<p>"MALAYSIA MADANI" "BERKHIDMAT UNTUK NEGARA"</p>	
Saya yang menjalankan amanah,	
	
<p>(ALINA HUSSEIN) Timbalan-Ketua Pustakawan</p>	
<p>Bahagian Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan Bukit Ilmu, 18500 Machang, Kelantan Tel: (+09)976 2288/2330 Fax: (+09)976 2177 Email: alina364@uitm.edu.my</p>	
	

LOGBOOK

PRACTICAL TRAINING LOG BOOK



Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student's responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the head of school for grading.

Recording

The log book should contain the following information:



1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being undertaken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.



- 1. Student's Name** : NUR AZIANA BINTI AHMAD
- 2. Date & Place of Birth** : 31.05.2000 HOSPITAL BESAR KOTA BHARU
- 3. UiTM I/C No.** : 202120597
- 4. Course** : INFORMATION SCIENCE STUDIES, LIBRARY MANAGEMENT
- 5. Year** : 2023 **Part** 7
- 6. Home Address** : PT63 TAMAN SAUZANA IMPIAN /KAMPUNG
SUNGAI MAS
- 7. Address During Practical Training:** PERPUSTAKAAN TENGKU ANIS
(PTAP)
- 8. Place of Training** : UiTM KAMPUS MALIANG
- 9. Name of Supervisor In-Charge** : PUAN ALINA BINTI HUSSEIN/
PUAN NORFITRIAH MAT SEMAN
- 10. Duration of Training**
From: 1.03.2023 **To:** 31.07.2023

FOR OFFICE USE ONLY:



11. Remarks: [Dean/ Course Tutor]



Date	Exact Nature of Work Done	Supervisors Remarks
1.03.2023 (Wednesday)	<p>On the first day, ^{Mr.} Grit Hamka briefed us about shelving and shelf reading. He has asked me to try shelving and arrange the books on an open shelf to make sure I understand it. At 2:00 p.m., I come and report myself to Mrs Nurfitriah Mat Seman, who is the senior librarian at Perpustakaan Tengku Anis, UiTM Kampus Machang. After reporting, Mrs. Nurfitriah briefed me on the industry training and the rules and regulations that I must follow in the library. She also gives me the schedule of the task for 5 month. After the briefing session by the senior librarian is done, I am taken and introduced to the deputy chief librarian which is Mrs. Atina Binti Hussein. There, I need to introduce myself and where I am from. She also gave us a briefing about how the library operated and asked us to learn what I need to learn on my industrial training so that I can apply the skills that I have learned in the future. Then, I was taken to each department and introduced to all the staff and the senior librarian. After the introduction session, ^{Mrs.} Puan Amesutiny gave me a tour to each department.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan</p> <p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan</p>
2.03.2023 (Thursday)	<p>On the second day, I have to do shelving and shelf reading. Then, at 8:00 a.m. to 8:30 a.m., all the library staff including me has to read 'Yassin'. ^{After Yassin} Yesterday recitation ended. I need to be on duty at the unit that I have been assigned. In that schedule, I have been assigned to library planning and construction unit for a month. There, Mrs. Waizatu Atmai has given me a task, which is to complete the reference proposal form from the lecturer and ^{key-in} enter the data into OPAC. She also has taught me on how to enter the data into system.</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
5-03-2023 (Sunday)	<p>On the third day, I have do book shelving on the reference shelf level 2. After shelving, I have been assigned to enter a program that was held by Perpustakaan Tengku Anis (PTA) which was called 'Time to Canva Your Idea: Draft to Publish' by Mr. Mohd Alfarabie Mohd Nasir (Senior Librarian at Perpustakaan Abdul Razak (PTAR)).</p> <p>This program was held for two days from 5 to 6 March. For the first day, I have learned how to create a slide presentation and a poster. Then, I also learned how to create magazines and books. After design it, we need to upload the magazines to the Heyzine website. On the Heyzine website, we can upload a video and audio to make the books^{book} look pretty.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Kelantan</p> 
6-03-2023 (Monday)	<p>On the next day, I have do book shelving on the reference shelf at level 2. For the second day of the program, I learned how to copy and paste text and picture on the poster. I also need to edit the picture using the features that was offered by canva. In the evening, I learned how to edit and design the video. The instructor has asked us to edit the video using effects and animate the text and picture in our design. After that, I have been assigned to guide the staff in the program then^{for} editing and designing the video.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Kelantan</p> 
7-03-2023 (Tuesday)	<p>At 8:00 a.m to 8:30 a.m. I had arranged and cleaned books on the open shelf at level 1. After arranging books, I enter to my unit and continue to do my task and activity which is continue to enter data about lecturer recommendations on books in the Online Public Access Catalog (OPAC).</p>	

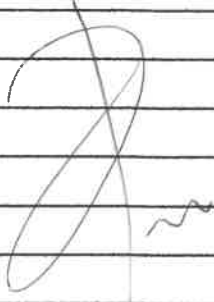
Date	Exact Nature of Work Done	Supervisors Remarks
8-03-2023 (Wednesday)	At 8:00 a.m to 8:30 a.m., I had arranged and cleaned books on the reference shelf at level 2. After arranging books, I enter to my unit and do my assigning tasks in the excel about student lecturer recommendation on the books. Then, I also have to enter data in the Online Public Access Catalog COPAC.	
9-03-2023 (Thursday)	Before reading Yassin, I do ^{shelving} shelf and shelf reading on the open shelf at level 1. After Yasin, I continue to do my tasks which I have making calculations on the number of book price.	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kuantan</p> 
12-03-2023 (Sunday)	Regular morning shelving from 8:00 a.m. to 8:30 a.m. After my task for lecturer recommendation done, I have assigned by Mrs. Maizatul Akmad to helper for completing purchase of reading materials. I then, I need to complete the book from Diploma of Art & Design which contain AD118 courses.	
13-03-2023 (Monday)	From 8:00 a.m to 8:30 a.m, morning shelving ^{at} Reference shelf at level 2. I managed to arranged 3 (three) books according to their call number on the shelf. After that, I continue shelving, I continued doing my task on completing purchase of reading materials for AD118 Courses and subjects.	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kuantan</p> 
14-03-2023 (Tuesday)	Shelving at level 1 which open shelf books and managed to arrange 6 (six) books on the shelf. Then, entering my unit and do the task regarding reading materials books for AD118 courses.	

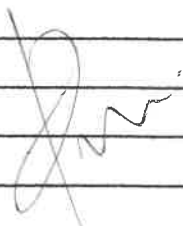
Date	Exact Nature of Work Done	Supervisors Remarks
15.03.2023 (Wednesday)	<p>In the morning, I need to do shelving and shelf reading for 30 minutes from 8:00 a.m. to 8:30 a.m. Then, continue my task regarding AD118 courses and at 2:00 p.m o'clock, I have been assigned by Mrs. Nordelina to join Minggu Destini Siswa at Dewan Professional UiTM Machang which involved in PTA slot in the evening. The session was conducted by Mrs Norfitriah and Mrs. Nordelina. They need to do introduce the library for the new students which involved Diploma and Degree intake.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan</p>
16.03.2023 (Thursday)	<p>Shelving and shelf reading at 8:00 a.m to 8:30 a.m. After shelving, I have entering my unit and continue to complete my task. After my task for AD118 is complete and ready, I need to continue for the AD113 courses.</p>	
19.03.2023 (Sunday)	<p>At 8:00 a.m to 8:30 a.m. I need to do shelving and arranged the books ^{at} in the trolley ^{on} of the shelf. I have arranged six (6) books and after arrang shelving, I entering my unit and continued to complete my task on purchase of reading materials for AD113. At 11:15 a.m, Mrs. Nordelina asked asked us (intern) to meet ^{her} him at Seminar room for briefing and she has brief us about tomorrow programme which is Information Literacy Class or Information Skills class that involved new students. In the programme, About the programme, she has gave schedule about which programme ^{or courses} was involve that involved on that day.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan</p>

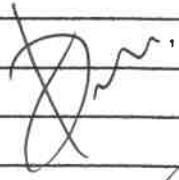
Date	Exact Nature of Work Done	Supervisors Remarks
20.03.2023 (Monday)	I have do shelving and arranged ^{five (5)} the books at the shelf. After shelving, I need to prepare for the Information Literacy class. at At 10:00 a.m., I need to bring and guide students heading to the seminar room for the class. In the class, Mrs. Norazrina has explained about how to search books and use OPAC. Then, she also showed to the students on how to search online databases and use Exam Paper on Mobile Apps PTAR. Then, after the class, I have assigned to bring the students touring at Perpustakaan Tengku Anis (PTA).	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p> 
21.03.2023 (Tuesday)	I managed to arrange five (5) books on the shelf while do shelving and shelf reading. Then, after arranged books, I need to entering my unit and continued to do my task on online purchases of AD113 book and ^{syllabus} syllabus .	
22.03.2023 (Wednesday)	At 8:00 a.m to 8:30 a.m., I arranged ten (10) books on the shelf. After that, I prepared myself to for the Information Literacy class that was involved BA119, BA232, BA240, and B249 BA249 courses. After the class, I bring them touring in the library. In the evening, the programme or class done as usual and it involved BA132 courses /programme.	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p> 
23.03.2023 (Thursday)	In the morning at 8:00 a.m to 8:30 a.m., I have arranged seven (7) books at reference shelf level 2. Then, I continued to manage students programme of Information Literacy Class and guide them to ^{and} use use the them on how to use the materials in the library.	

Date	Exact Nature of Work Done	Supervisors Remarks
26.03.2023 (Sunday)	At 8:00 a.m. to 8:30 a.m., I managed to arrange six (6) books on the shelf while do shelving and shelf reading. Then, I continued to do my task on online purchase of AD113 syllabus book.	
27.03.2023 (Monday)	As usual, I am doing shelving and shelf reading and as many as six (6) books I managed to arrange on the shelf. shelves. Then After shelving, I entering Library Planning and Construction unit. There, I have been assigned by Mr. Hamizur to do RDA on the novels. He also teach me on how to enter data about the book in the Libsys system.	 MUSLIM ISMAIL @ AHMA Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
28.03.2023 (Tuesday)	At 8:00 a.m. to 8:30 a.m., shelving is a must thing to do before student enter the library. After shelving I prepared myself for the Information Literacy Class. The courses that was involved on that morning is CD1111 and for the evening session, the courses that was involved are BA002, BA003 and BA111. After the class session was ended, we/I was assigned to bring the students tour in the library.	
29.03.2023 (Wednesday)	I have do shelving and arranged five (5) books on the shelf. Then, after shelving, I am entering to my unit and there, Mr. Mustazim teach me on how to purchase and subscribe magazines and journal on Libsys system and UPLICHSWEB or known as Global Series Directory. Then, he also teach me on how to do RDA and catalog the magazines and journal. Then, he showed on how to register new and renew journal. I also learn how to	 MUSLIM ISMAIL @ AHMA Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.


Date	Exact Nature of Work Done	Supervisors Remarks
	enter the RFID strip on the books and scan the book before it was released and open it to the students and lecturer.	
30.03.2023 (Thursday)	Since it was Ramadhan month, before the library start their operation, all the library staff need to do tadarus on the STARCO corner. After tadarus, I have entering my unit and in there, I have learnt on how to do call number and subject heading by Mr. Ahmad Ameruddin. For call number, I have do five (5) books. After assigning call number and subject heading, I have been teach-taught by Mr. Che Hasnan on how to enter RFID tag/strip in a correct way.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kelas Perpustakaan Tengku Anis Universiti Teknologi MARA Kelantan.
	Notes: For Wednesday, our library which is Perpustakaan Tengku Anis (PTA) received guests from Rumah Anak Yatim Lilbanat Darulnaim, Machang, Kelantan. We were assigned to give them tour in the library.	
	Notes: On 2023, March 7th, we have received visitation from our second supervisor at UiTM Rembau which is Mrs. Husna Izzati Husna at Perpustakaan Tengku Anis (PTA) library.	


Date	Exact Nature of Work Done	Supervisors Remarks
2.04.2023 (Sunday)	As usual, at 8:00 a.m. to 8:30 a.m., I had done shelving and shelf reading before waiting to do Tadarus Al-Quran at STARCO. While do shelving and shelf reading, I managed to arrange six (6) books and do shelf-reading at the Industrial Training shelf. After tadarus, I entering to my new unit which is Library Service Unit. For the first day, Mr. Rosti have explained to me about Web Based Integrated Library System (WILS) operating especially when students want to borrow, return, renew, and pay for fine. Then, Mr. Rosti also explained the ways on how to pay fine and check fine at WILS. After that, I need to write it in the log book that has been prepared.	
3.04.2023 (Monday)	I managed to arrange ten (10) books on the shelf and continued to do Tadarus Al-Quran. After that, I have do my work at Library Service Unit. For the second day, I got task from division head Library Service Unit which is Mrs. Nordelina to do Google Form for 'Most borrowers Book Competition'. After the task was done, I got another task which is I need to do viral tag for promoting Information Literacy Class.	 <p data-bbox="1173 1305 1492 1438"> NORDELINA ZUL KARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-10651982 </p>
4.04.2023 (Tuesday)	At 8:00 a.m to 8:30 a.m, I have do shelving and shelf-reading. Then, I head to the STARCO to do Tadarus Al-Quran. After Tadarus, I have assigning by Deputy Chief Librarian and my supervisor which is Mrs. Norfitriah to decorate Booth for Hari Raya Aidilfitri. My teammate and I have chose 'Retro' theme for our decoration.	

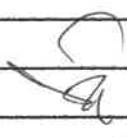
Date	Exact Nature of Work Done	Supervisors Remarks
5-04-2023 (Wednesday)	In the morning, I had done the shelving and shelf reading. Then, I went to the STARCO to do Tadarus Al-Quran with the staff in the library. After that, I went to my unit and stay at the counter for a while, when the staff came, I continued to finish our 'Retro Raya' decorations.	
6-04-2023 (Thursday)	From 8:00 a.m. to 8:30 a.m., morning shelving at open shelf at Level 1. I managed to arrange five (5) books based on their call number. After shelving, I continued to do Tadarus Al-Quran and finishing our Raya decorations.	
9-04-2023 (Sunday)	Nuzul Al-Quran holiday.	
10-04-2023 (Monday)	Regular morning shelving and shelf reading from 8:00 a.m. to 8:30 a.m. then, go to the Tadarus Al-Quran and after that, I have asked by Mrs. Nordelina to enter Information Literacy Class in order to help her teach and guide students. When Information Literacy class ^{ended} finish, I have assign have been assigning by Mrs. Nordelina to do slide presentation about Library Service Unit for Universitas Airlangga (UNAIR) students.	 NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengah Anis UITM Cawangan Machang 011-1065 1982
11-04-2023 (Tuesday)	Shelving and shelf reading from 8:00 a.m to 8:30 a.m. I managed to arrange four (4) books on the shelf open shelf (Level 1). Then, I entering Information Literacy Class to help and guide the students on how to use OPAC and UTM online databases.	



Date	Exact Nature of Work Done	Supervisors Remarks
12-04-2023 (Wednesday)	Shelving at Level 4 which contain Open Shelf books and managed to do shelf reading at Industrial Training Shelf. As usual, went to Tadarus before continued to entering Information Literacy class by Mrs. Nordelina. In there, I need to help Mrs. Nordelina to guide new students how to use Online databases and search information accurately.	
13-04-2023 (Thursday)	Do shelving and shelf reading from 8:00 a.m to 8:30 a.m. Then, went to STARCO, to do Tadarus Al-Quran and after that help Mrs. Nordelina in Information Literacy class. Then, I also have joined World #Quran Hour programme.	
16-04-2023 (Sunday)	Shelving and shelf reading at open shelf books, Level 4 and do Tadarus with library staff at STARCO. After that, entering to my unit and do RDA. After finishing do RDA, print the call number and paste the call number on the book. Then, do paste RFID strip and stamps the RDA and RFID symbol on the book. After finishing the work, I have been assigning to do new task which is I need to do teaser on how to do Book Review by Mrs. Nordelina.	
17-04-2023 (Monday)	At 8:00 a.m. to 8:30 a.m., shelving and shelf reading is a must, are the must. After then, since it has been the end of the Ramadhan, Khatam Al-Quran has been done by Dr. Muslim at STARCO. After Khatam Al-Quran, I continued my task which is scan for RFID to make sure that if it is works. I also have continued to do video teaser. After it is done, I continued to	<p data-bbox="1145 1556 1465 1691">NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1582</p>

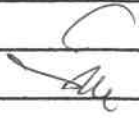

make correction for our proposal / special project proposal after our supervisor, Mrs. Norfitriah correcting our titles and tentatives.



Date	Exact Nature of Work Done	Supervisors Remarks
18.04.2023 (Tuesday)	<p>In At</p> <p>At 8:00 a.m. to 8:30 a.m., I have do shelving and shelf reading at open shelf (Level 4). After shelving and shelf reading, I continued to help my task which I help Mr. Rosli to enter payment receipt in the file. Then, I continued to do video teaser about "Book Review."</p>	
19.04.2023 (Wednesday)	<p>For shelving and shelf reading, I managed to arrange three (3) books on the shelf. Then, I entering to my unit and record I have asked help from my friend, Nur Fatimah to record me for my book review video.</p>	
20.04.2023 (Thursday)	<p>Regular morning shelving and shelf reading at Industrial Training shelf. Then, I entering to my unit and I have sent my book review teaser to Mrs. Nordelina and she has asked me to correct and edit again the video.</p>	
23.04.2023 -	<p>Hari Raya Aidilfitri's Holidays (23.04.2023 - 24.04.2023)</p>	
25.04.2023 (Sunday until Tuesday)	<p>Special Holiday for Kelantan (25.04.2023)</p>	
26.04.2023 (Wednesday)	<p>In</p> <p>At the morning, I have done shelving and shelf reading and managed to arrange six (6) books. Then, I have help Mr. Zul from Archive unit to make notebooks /notepad for Programme CSR CSR programme that involved practical students from Universitas Airlangga (UNAIR) at Sekolah Menengah Kebangsaan Pangkal Meleret.</p>	 NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982

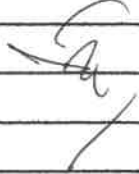
Date	Exact Nature of Work Done	Supervisors Remarks
27-04-2023 (Thursday)	Shelving and shelf reading at Open shelf books, level 4 and continued entering to my unit and finished the assigning task which is video teaser of book review.	
20-04-2023 (Sunday)	At the morning, I had done around four (4) books and do shelf reading at our (Industrial Training) shelf. Then, I help staff to assist students from exchange programme (Universitas Airlangga CUNAIR) around and do library tour at Perpustakaan Tengku Anis (PTA). After assist, I continued to do and edit my video teaser and sent the video to Mrs. Nordelina.	
		
		<p data-bbox="1125 1467 1444 1601"> NORDELINA ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982 </p>



Date	Exact Nature of Work Done	Supervisors Remarks
1-05-2023 (Monday)	Labour Day	
2-05-2023 (Tuesday)	As usual, at 8.00am to 8.30am, I have done shelving and shelf reading. After that, I have moved to another unit which is branch archive unit. For the first day, Mr. Mohd Waqiyuddin has explained about archive unit and how it is operated/ functions. After the explanation, Mr. Waqiyuddin taught me on how to cleaning the files. The files and the papers must be in a good condition which we need to destroy the stapler so that that the file will not be damage. I have cleaning for 13 files that involve the files ^{from the} of Account Faculty of Accountancy.	
3-05-2023 (Wednesday)	I managed to arrange six (6) books on the shelf. After breakfast, entering to my unit and continue to cleaning the remaining files. The total ^{number} of the files that have been cleaning is 6 files. After cleaning ^{on how} process, Mr. Mohd waqiyuddin has taught me to do receiving process in Archive Management System (AMS) and update metadata of the files. Then, after do receiving and metadata process, I have been assigning to help student from Universiti Airlangga to do notepad for their program.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Amir UMC Cawangan Kelantan
4-05-2023 (Thursday)	Wesak Day	



Date	Exact Nature of Work Done	Supervisors Remarks
7-05-2023 (Sunday)	In the morning, I had done shelving and shelf reading. Then, I went to my unit and started to do receiving files and update metadata in Archive Management System (AMS). I manage to do for 5 files.	
8-05-2023 (Monday)	Shelving and shelf reading from 8:00 a.m to 8:30 a.m. I managed to arrange three (3) books on the shelf level (Industrial training shelf). Then, continue to do assigning task on receiving files and update metadata in AMS which and manage to enter 6 files. After that, I also help other staff for the preparation of Hara Hari Eid Aidilfitri Celebration at PTA.	
9-05-2023 (Tuesday)	Eid Aidilfitri Celebration of PTA.	
10-05-2023 (Wednesday)	I had done four (4) books for shelving and shelf reading. After that, helped Mr. Mohd Wagayuddin and Mr. Mohamad Nazari to give briefing about Archive Branch Archive unit towards internship students from universiti Airtangg Universitas Airlangga. After the briefing, continue to cleaning the files of Faculty of Accountancy. Then, helped other interns to arrange the books for "Green Nations PTA Mobile Library x FESko-15 and reading Yassin.	
11-05-2023 (Thursday)	Shelving and shelf reading from 8:00 a.m to 8:30 a.m. Manage to arrange around two (2) books on the shelf. Then, helped Mr. Zui Abdullah to wipe off the gam to the notepad. After that, continue to cleaning the files.	




Date	Exact Nature of Work Done	Supervisors Remarks
14-05-2023 (Sunday)	As usual, in the morning, I have done six books for shelving and shelf reading. Then, continue to do receiving and update metadata in the AMS.	
15-05-2023 (Monday)	At 8:00 a.m to 8:30 a.m, shelving and shelf reading for industrial training shelf. After that, entering to my unit and do receiving of the files and update metadata in AMS. The files that I managed to update in the AMS are tenclo) files.	
16-05-2023 (Tuesday)	I managed to arrange for eight (8) books while doing shelving and shelf reading. Then, continue to entering the remaining files for the process of receiving and update metadata towards the file in the AMS.	
17-05-2023 (Wednesday)	Morning shelving and shelf reading from 8:00 a.m to 8:30 a.m. After breakfast, manage ^{and arrange} the files that was need for disposal. The file was taken from store room and ^{bring} the file to the file room for appraisal process. Then, helped ^{the} other staff to do ^{booth} preparation for friendly gathering or social event at Dewan Professional. (May 13 Ramah Mesra Nostalgia uitmck).	 ALINA BT HUSSEIN Timbalan Ketua Pustakawati Perpustakaan Tengku Anis Kawangan Kelantan
18-05-2023 (Thursday)	In the morning, shelving ^{and} shelf reading from 8:00 a.m to 8:30 a.m. Then, help the staff to manage the program which is "jom baca bersama 10 minit with the tagline "BACA BINA INSAAN".	^{reading} ^{and}


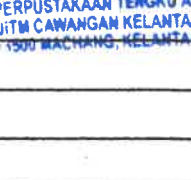
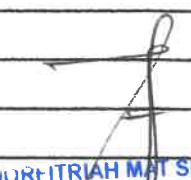
Date	Exact Nature of Work Done	Supervisors Remarks
21-05-2023 (Sunday)	Morning shelving and shelf reading ^{from} at 8:00 a.m to 8:30 a.m. I managed to arrange three (3) books on the shelf. Then, I also help other staff to make the booth preparation at Dewan Professional for the programs of "Majlis Ramah Mesra Nostalgia UiTMCK".	
22-05-2023 (Monday)	"Majlis Ramah Mesra Nostalgia UiTMCK."	
23-05-2023 (Tuesday)	In the morning shelving and shelf reading is a must. It ^{was} started from 8:00 a.m to 8:30 a.m. Then, entering to my unit and I have been assigning by Mr. Mohamad Nazari to continue doing his files about on receiving and update metadata into AMS.	
24-05-2023 (Wednesday)	At 8:00 a.m to 8:30 a.m. shelving and shelf reading. I managed to arrange for five (5) books on industrial training shelf. Then, continue to do Mr. Muhamad Nazari jobs job which is files receiving and updating metadata in the system.	  ALINA BT HUSSEN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
25-05-2023 (Thursday)	Shelving and shelf reading from 8:00 a.m to 8:30 a.m. After breakfast Then, reading Yassin at open sh reading desk also at the same time. After breakfast, continue to do cleaning the files that Mr. Muhammad Nazari gave to the me.	
28-05-2023 (Sunday)	I managed to arrange for three (3) books on the shelf and continued to do my assigning task	

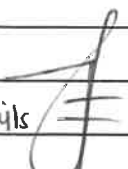


Date	Exact Nature of Work Done	Supervisors Remarks
	which are cleaning files and update the receiving files and metadata into AMS. The files that have been done are 10 files.	
29-05-2023 (Monday)	In the morning shelving and shelf reading from 8:00 a.m to 8:30 a.m. I managed to arrange around two (2) books and do shelf reading for industrial training shelf because of the misplace of the books. Then, entering to archive unit and continue to enter the data into AMS. After that, helped Mr. Zul Abdullah making envelope for the Archive unit in order to keep the picture of the ITM in a good condition. In addition, do fill out a form of disposal with other interns Ms. Nur Aina Sofea.	
30-05-2023 (Tuesday)	Morning shelving and shelf reading from 8:00 a.m to 8:30 a.m. I had done do shelf reading for the BP subject on the shelf which it is shown that the books are arranged with not organized. Then, I need to complete my tasks which is I need to edit my video in order to for tiktok challenge. I need to borrow three (3) books and make a review about the book. 1) Choose and borrow three (3) books. 2) Choose only 1 books to make review.	 ALINA BT HUSSEIN Timbalan Ketua Pustakawati Perpustakaan Tengku Aris ITM Cawangan Kelantan
31-05-2023 (Wednesday)	Shelving and shelf reading at in the morning started from 8:00 a.m to 8:30 a.m. I managed to do shelf reading which is I have arranged the unorganized books based on the call number and	



Date	Exact Nature of Work Done	Supervisors Remarks
1-06-2023 (Sunday) Thursday	Managed ^{and} to arrange around five (5) books. Then, entering my new unit which is administration and strategic planning unit. For the first day, Mrs. Amesutiny Mohd Subry have explained to me about her task and responsibilities. Mrs. Amesutiny have assigned me to manage ^{and arrange} the files the letter into files.	
4-06-2023 (Sunday)	Shelving and shelf reading from 8:00 a.m to 8:30 a.m.. I managed to do shelf reading on the BP shelf because ^{the book} it is not organized very well. Then, continue to do the task regarding the files. Mrs. Amesutiny asked me to enter file room and arranged the file. Then, she assigned me to fill in UTM archives form of the file that have been closed.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 1200 MACHANG, KELANTAN
5-06-2023 (Monday)	Public holiday (Birthday of His Majesty, Yang Di-Pertuan Agong)	
6-06-2023 (Tuesday)	In the morning, shelving and shelf reading on the shelf start from 8:00 a.m to 8:30 a.m. I managed to arrange for three (3) books. Then, doing some ^{envelope} letter cover to save the ^{old} picture into the cover so that the picture ^{will not} can be misplace and damaged. The project name is operation excellect project, which Penyimpanan Koleksi bahan unit artib cawangan. The project was based ^{by} recycle ^{material} which include paper the available paper.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 1200 MACHANG, KELANTAN





Date	Exact Nature of Work Done	Supervisors Remarks
7-06-2023 (Wednesday)	Shelving and shelf reading from 8.00am to 8.30am. I managed to arrange for eight (8) books on the industrial training shelf. Then, continue to do ^{envelope} cover for operation excellent project.	
8-06-2023 (Thursday) (Tuesday)	Shelving, shelf reading and reading Yassin from 8.00am to 8.30am. After breakfast, continue to the assigning task which is doing and fold the envelope for operation excellent project.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAH PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 15500 MACHANG, KELANTAN.
11-06-2023 (Sunday)	In the morning, shelving and shelf reading on the shelf start from 8.00am to 8.30am. I had done about around three (3) books. Since, I am under the supervision of Mr. Mohd Ridzuan Ramli I have been assigning to scan the journal of the for the IR. Then, meeting with Mrs. Norfitriah and Airangga students about the activities at with orphanage orphans at Libanahat Darulnaim.	
12-06-2023 (Monday)	The Morning shelving and shelf reading from 8.00am to 8.30am at Industrial training shelf. Then, continue to scan journal that have been asked. The journal have around (4) books. and one of each books have seven to eight chapters.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAH PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 15500 MACHANG, KELANTAN.
13-06-2023 (Tuesday)	Shelving and shelf reading started from 8.00am to 8.30am in the morning. Then, I managed to arrange for five (5) books. After shelving and breakfast, continue to scan another copy of journal. After scanning, edit the file to into PDF and arrange the position of the files.	



Date	Exact Nature of Work Done	Supervisors Remarks
14.06.2023 (Wednesday)	Educational visit or study tour to Kelantan Public Library (PPAK) for the launching of book "Raudhah Sakeenah Kelantan: Sepancar Sinar, Segunung Harapan". Then, visit tour to Perpustakaan Tengku Anis (PTA), Kota Bharu and Laman Wanisan deni Kampung Laut with top management and staff of PTA and universitas Airlangga internship student.	
15.06.2023 (Thursday)	Shelving, shelf reading and reading Yassin. From 8.00am to 8.30 a.m. After that, making notepad for upcoming program (Saturday) at orphanage orphanage, Hilanat Darunnaim. Then, after making notepad, continue to scan the remaining journal and chapters.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 15500 MACHANG, KELANTAN
18.06.2023 (Sunday)	In the morning, shelving and shelf reading. I managed to do shelf reading at Industrial Training Shelf after recheck checking of the book arrangement based on LCC classification. After that, meeting at Machang Moral Rehabilitation Center (PPA) with the director and the staff of PPA. The meeting was started with the planning of activities and library visit of in the PPA. Then, continue to do editing of journal.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 15500 MACHANG, KELANTAN
19.06.2023 (Monday)	Shelving and shelf reading is a morning routine for the staff and members of PTA. The IT is started from 8.00 a.m to 8.30 a.m. For shelf reading, I managed to check and rearranged the position of the book on the BP shelf (Industrial training shelf). Then, started to work do task remaining	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 15500 MACHANG, KELANTAN



Date	Exact Nature of Work Done	Supervisors Remarks
	tasks of the Journals.	
20.06.2023 (Tuesday)	Morning shelving and shelf reading started at 8.00am to 8.30 a.m. I managed to arrange five (5) books at open shelf section. In this unit, Mrs. Norfitriah have assigned us (me and Afa Nadia) to complete IR project on teaching materials. I have been explaining and teach by Mrs. Ms. Sazling Saleh and Mr. Mohd Ridzuan Ramli on how to upload and fill in the details of the items. I have ^{upload} upload for 10 ⁱⁿ items materials.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS JIHM CAWANGAN KELANTAN KAMPUS MACHANG, 1500 MACHANG, KELANTAN
21.06.2023 (Wednesday)	Shelving and shelf reading from 8.00am to 8.30am. Managed to arrange for three (3) books on the open book shelf. After that, entering to my unit and continued to upload and fill in the details of the items that related to teaching materials into IR. Managed Success to fill in the details and upload for 10 files and files/items/materials	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS JIHM CAWANGAN KELANTAN KAMPUS MACHANG, 1500 MACHANG, KELANTAN
22.06.2023 (Thursday)	Shelving, shelf reading and reading Yassin from 8.00am to 8.30 a.m at open reading desk level 2. After breakfast, I go to the UK (unit kesihatan) at UiTM Kampus Machang branch and I had been diagnosed with chicken pox. Then, I ^{have emergency} need to leave from for six days from 22/6/2023 to 27/6/2023.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS JIHM CAWANGAN KELANTAN KAMPUS MACHANG, 1500 MACHANG, KELANTAN
25.06.2023 -	Emergency leave (Chicken pox)	
27.06.2023		
(Sunday to Tuesday)		

Date	Exact Nature of Work Done	Supervisors Remarks
2-07-2023 (Sunday)	Shelving and shelf reading at open book shelf. Entering my new unit which is Digital Library unit. For the first day, I got task from Mrs. Norfitriah to complete document (monograph) that contain oral history report into Institutional Repository (IR) system. To key in the information, Ms. Sazlina Saleh has taught us on how to use fill in the information/details into IR system.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG, 18500 MACHANG, KELANTAN.
3-07-2023 (Monday)	Start from 8:00 a.m. to 8:30 a.m., I need to do shelving and shelf reading. Managed to arrange eight (8) books on the shelf. For the second day, ^{me and} other interns helped the staff to prepare for Solat Hajat at PTA. Then, after solat hajat, continue assigning task on entering item into IR system.	
4-07-2023 (Tuesday)	In the morning, shelving and shelf reading from 8:00am to 8:30 a.m. After shelving and shelf reading, prepared the materials needed for the special project meeting ^{by day meeting} . Then, continued on working to the assigning task which is scanning the document ^{of} (oral history report).	
5-07-2023 (Wednesday)	I have do shelving and arranged five (5) books on the industrial training shelf. After breakfast, continue to scan the remaining document of oral history report before entering the item into IR system.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG, 18500 MACHANG, KELANTAN.
6-07-2023 (Thursday)	Shelving and shelf reading from 8:00a.m to 8:30a.m ^{reading yassin and} before breakfast. Then, continue to do task regarding oral history documentation. Managed to key in-data for five (5) files into IR system.	

Date	Exact Nature of Work Done	Supervisors Remarks
9-07-2023 (Sunday)	Shelving and shelf reading for five (5) books. I had changed to another unit which is Corporate Communication unit under Mr. Mohd Haznie Mat Nawi. Then, I got the briefing about the task that need to be done in this unit. After briefing, I have been assigning by Mr. Mohd Haznie to complete the E-buletin into Canva. The activities and the details of the programs must refer to the Facebook posts of Perpustakaan Tengku Anis (PTA).	 <small>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS JITM SAWANGAN KELANTAN KAMPUS MACHANG 75000 MACHANG, KELANTAN.</small>
10-07-2023 (Monday)	Do shelving and shelf reading and managed to arrange three (3) books on industrial training shelf. After breakfast, continue assigning task that have given which is completing E-buletin regarding to the activities for June month in Canva.	
11-07-2023 (Tuesday)	Managed to arrange four (4) books on the shelf. After that, finishing E-buletin and got a new task which is completing the oral history documentation into IR system.	
12-07-2023 (Wednesday)	As usual in the morning, I had done around two (2) books and do shelf reading from 8.00a.m to 8.30 a.m. Then, continue entering continue to do manage deposits for oral history documentation. Managed to do five (5) files into the system.	 <small>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS JITM SAWANGAN KELANTAN KAMPUS MACHANG 75000 MACHANG, KELANTAN.</small>
13-07-2023 (Thursday)	Shelving and shelf reading from 8.00a.m to 8.30 a.m. Managed to arrange around five (5) books on the shelf. Entering to digital library unit under	

Date	Exact Nature of Work Done	Supervisors Remarks
	Ms. Sazlina Saleh. Asked by Ms. Sazlina Saleh to entering the files for oral history documentation into IR system. Managed to key-in for six (6) files.	
14-07-2023 (Friday)	Meeting with ^{Machang} Moral Rehabilitation Center (PPA), PERSIAP and teachers from Tabika Perpaduan. Discuss about the activities that need ^{will be} held for our special project. The activities that will be held are 'Library Makeover', coloring contest, demonstration on how to make 'roti paung' and handi-craft competition.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAR PERPUSTAKAAN TENGKU ANIS UNIT KAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
16-07-2023 (Sunday)	Shelving and shelf reading for six (6) books. After that, call for the staff that was involved with special project CSR vitamin Ilmu: Pusat Pemulihan Akhlak CPP, Machang to meeting room in order to prepare for 'Library Makeover' starting from Sunday to Thursday. Then, managed 'buku wakaf and sumbangan' with create list of the books and do notepad for the programs.	
17-07-2023 (Monday)	Managed to arrange around three (3) books for shelving and shelf reading. After breakfast, continue to do listing of buku wakaf and sumbangan'. Then, arranged meeting with Mrs. Nordeling Zulkarnain to discuss about the activities that need to be done in the program. Other interns and SKP prepared ^{and decorate} the gifts and souvenirs for the special program later.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAMAR PERPUSTAKAAN TENGKU ANIS UNIT KAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
18-07-2023 (Tuesday)	At 8:00 a.m to 8:30 a.m, I had done shelving and shelf reading. Since Mrs. Amesufiny is not around, do listing and letter for materials that need to be bring to the mini library of Machang Moral Rehabilitation Center (PPA). Then, do tagging for the shelf and cut some word using mounting board with the help of Mr. Zui Abdullah.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 1500 MACHANG, KELANTAN
19-07-2023 (Wednesday)	Islamic New Year (Awal Muharam)	
20-07-2023 (Thursday)	Shelving and shelf reading around 8:00 a.m to 8:30 a.m. Managed to arrange four (4) books. After breakfast, continue to do tagging in canva in order to be put in the shelf. Then, go to the ^{Machang} Moral Rehabilitation Center (PPA) to put and arranged the gifts and souvenirs for the program Saturday's program.	
22-07-2023 (Saturday)	Went to the ^{Machang} Moral Rehabilitation Center to manage collaboration event between PTA, PPA, PERSIAP and Tabika perpaduan. The activities that ^{has} been organized is coloring contest, demonstration on how to make 'roti paung' and handicraft competition. The program ended at 1:30 p.m. o'clock.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 1500 MACHANG, KELANTAN
23-07-2023 (Sunday)	Managed to arrange two (2) books on the industrial training shelf. After that, continue to do remaining tasks on oral history to documentation and key-in into IR system. Managed to enter for seven (7) files.	

Date	Exact Nature of Work Done	Supervisors Remarks
24.07.2023 (Monday)	Shelving and shelf reading at 8.00 a.m to 8.30 a.m. After breakfast, continue to do the task which is manage deposit into IR system. From that task, I manage to key-in five (5) files/items. Then, do industrial training report for the progress and presentation.	
25.07.2023 (Tuesday)	In the morning, shelving and shelf reading from 8.00 a.m to 8.30 a.m. Then, entering the data of oral history documentation and industrial training report to the IR system. After that, do some reporting for the progress of the report tomorrow (Wednesday).	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU AWAS IITM CAWANGAN KELANTAN KAMPUS MACHANG 5500 MACHANG, KELANTAN
26.07.2023 (Wednesday)	As usual, shelving and shelf reading. Managed to arrange, three (3) books on the shelf. At 10.00 a.m., entering Webex meetings with Airlangga students to show the progress of the report to Industrial Supervisor which is Mrs. Norfitriah. After the presentation, continue to do IR with entering key-in the items. Managed to key-in three (3) items.	
27.07.2023 (Thursday)	Shelving and shelf reading and reading Yassin. After breakfast, do listing on buku sumbangan and wakaf. Due to the blackout, other activities cannot had to be delayed.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU AWAS IITM CAWANGAN KELANTAN KAMPUS MACHANG 5500 MACHANG, KELANTAN
30.07.2023 (Sunday)	At 8.00 am to 8.30 a.m, shelving and shelf reading on industrial training shelf. After breakfast, do preparation for farewell party and birthday	

