



اُنِيُوْ سِيْتِي تِي كُوْلُو كِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

**UNIVERSITI TEKNOLOGI MARA**  
**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,**  
**INFORMATICS AND MEDIA**

**INDUSTRIAL TRAINING REPORT (IMC690)**

**PERPUSTAKAAN TENGKU ANIS**  
**UiTM MACHANG**  
**KELANTAN**

**PREPARED BY:**  
**NUR FATINHAH BINTI FAIZA**  
**2021101337**

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

**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,**  
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**UiTM REMBAU**  
**NEGERI SEMBILAN**

**1<sup>ST</sup> MARCH 2023 – 31<sup>ST</sup> JULY 2023**

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NEGERI SEMBILAN**

**DATE:  
1<sup>ST</sup> MARCH 2023 – 31<sup>ST</sup> JULY 2023**

## DECLARATION

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Signed by:

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Faculty : School of Information Science, College of Computing,  
Informatics and Media  
Title : Industrial Training Report

## ABSTRACT

Industrial Training is one final opportunity for the final year students of any university to have experiences of real working environment. As a library management student, with undergoing industrial training, I can prepare myself on hands on tasks, functionality, and practical activities in the organisation, and to experience all unit or departments functions of a library institution which is academic or university library. I also able to gain experience by applying knowledge, skills, technical practice, and theories that I have learnt during my studies on library and information management throughout this degree program.

This report is documentation that reports Industrial Training activities completed by the semester 7 student during the five months period commenced on 1st March 2023 till 31st July 2023 at *Perpustakaan Tengku Anis* (PTA), UiTM Machang, Kelantan. This industrial training report is divided into four chapters, which are: the introduction, organizational information, industrial training activities and industrial training reflection. The report will discuss in detail on daily tasks and assignments carried out under the supervision of each Senior Librarian for each unit related where the interns is expected to contribute to the multiple unit or department in order to complete the course requirement under the subject of IMC690 (Industrial Training) of Universiti Teknologi MARA before completion of the degree program, Bachelor of Information Science (Hons.) Library Management.

## ACKNOWLEDGEMENT

All praise to Allah S.W.T for granting me a good health and mind in finishing this Industrial Training Report, that I started from 1<sup>st</sup> March 2023 till 31<sup>st</sup> July 2023. Other from that, all praise to Allah S.W.T, which without His permission and blessings, I would not able to complete my degree program in UiTM Rembau as Library Management student.

Not to forget also to my supervisor which are from industry, Madam Norfitriah Mat Seman, Senior Librarian, for supervising and guiding me throughout my industrial training for 5 months at *Perpustakaan Tengku Anis*, UiTM Machang, Kelantan. Without her advices and splendid ideas, I would not able to undergo my industrial training smoothly, efficiently, systematically, and able to commit for my special project with excellently.

Other from that, I also would like to express my gratitude to my supervisor from faculty, Puan Norfitriah Mat Seman, that also supervise me during my industrial training period, keep in touch, guiding us and always encouraging us to during our industrial training.

I would also like to express my highest appreciation to all *Perpustakaan Tengku Anis* UiTM Machang staffs, who had provided best assistance, sharing of their precious experience and knowledge, also made my internship training a true memorable experience for myself.

Other from that, I would like to express my gratitude for my friends that also sharing ideas, cooperated, and guiding me in completing this 5 month of internship at *Perpustakaan Tengku Anis*. Lastly, I would like show gratitude to my family that help me in my studies as a student in UiTM Rembau. Without them, I would not be able to further my studies with peace of mind and full of focus.

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

## CHAPTER 1

### INTRODUCTION TO THE ORGANIZATION

#### 1.0 BACKGROUND OF THE ORGANIZATION

The organization that I have choose to undergo my industrial training for 5 month is at *Perpustakaan Tengku Anis* (PTA) of UiTM Machang, that located in Kelantan state. This section consists of the background of *Perpustakaan Tengku Anis* which are history of the library, location, objectives, client charter, vision & mission, contact information, official logo, organizational structure, facilities and security features.

##### 1.1 The Background of *Perpustakaan Tengku Anis*, UiTM Machang

The Library of UiTM Machang, Kelantan was established in 1985 at the Kem Kijang temporary campus and has moved to the Bukit Ilmu as permanent campus since 1996.

On 15 July 2008, the UiTM Kelantan Library was launched by DYMM, Sultan of Kelantan, Sultan Ismail ibni al-Marhum Sultan Muhammad IV and was rebranded as the *Perpustakaan Tengku Anis* (PTA) in conjunction with the name of the former ex KDYMM Women King of Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid.

The *Perpustakaan Tengku Anis*, UiTM Machang plays a role in supporting all learning, teaching, research and knowledge development programs by providing various types of services, diverse collections, technology and the latest and robust information sources.

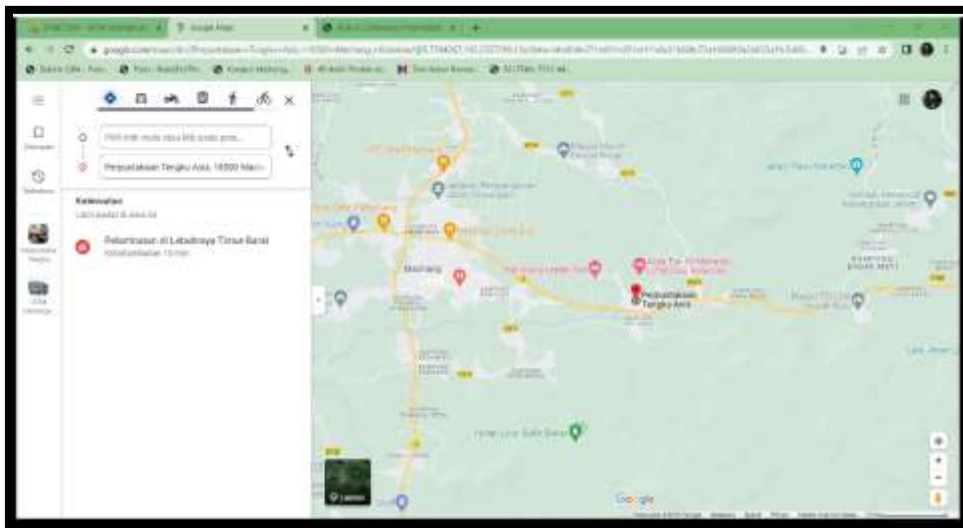


*Figure 1: Perpustakaan Tengku Anis Building*



*Figure 2: The Main Entrance of Perpustakaan Tengku Anis*

## **1.2 The Location of *Perpustakaan Tengku Anis*, UiTM Machang**



*Figure 3: The Location of The Perpustakaan Tengku Anis*

## **1.3 Objectives of *Perpustakaan Tengku Anis***

- i. 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.
- ii. To empower the delivery of UiTM's library services as a center of information excellence that always remained relevant, referred and respected.
- iii. To serve a comprehensive, up to date and relevance knowledge resources in various physically and virtually format.

- iv. To provide a conducive environment and facilities for teaching, learning and research matters.
- v. To develop a latest information technology and communication facilities based on customer needs.
- vi. To strengthen human capital through Budaya PERDANA for PUiTM communities.
- vii. To enrich relation and cooperation with external organisation in industrial network.

#### **1.4 Client Charter**

*Perpustakaan Tun Abdul Razak* (PTAR) is committed in providing world-class environment, services and resources to enhance the study, research and teaching experiences. The *Perpustakaan Tengku Anis* client charter reflects our commitment to provide world-class services and focuses on six main areas.

- i. To deliver user-friendly services to *Perpustakaan Tun Abdul Razak* (PTAR) users.
- ii. To provide weekly updates to *Perpustakaan Tun Abdul Razak* (PTAR) users of our New Arrival Collections.
- iii. To provide response within three weeks upon date of application of Inter-Library loan request.
- iv. To respond within one working day on Information Skill Class.
- v. To provide 24/7 up time and access to *Perpustakaan Tun Abdul Razak* (PTAR) Portal and electronic resources.
- vi. To provide access withing three working days upon date of application for reference archive materials.

#### **1.5 Vision, Mission and Philosophy of *Perpustakaan Tengku Anis* (PTA)**

##### **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.

**1.6 Contact Information of Perpustakaan Tengku Anis**

<b>Name</b>	<b>Perpustakaan Tengku Anis</b>
<b>Address</b>	Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan, Bukit Ilmu, 18500 Machang, Kelantan Darul Naim, Malaysia.
<b>Officer In Charge</b>	Muslim Bin Ahmad@Ismail Email: <a href="mailto:muslim368@uitm.edu.my">muslim368@uitm.edu.my</a> Telephone: 09 976 2343   2343
<b>Customer Services (Telephone)</b>	09 976 2336   2337
<b>Consultation Services (Telephone)</b>	09 976 2343   09 976 2328
<b>Social Media</b>	Facebook: <a href="https://www.facebook.com/ptauitmkelantan/">https://www.facebook.com/ptauitmkelantan/</a> Twitter: <a href="https://twitter.com/ptauitmkelantan">https://twitter.com/ptauitmkelantan</a> Telegram: <a href="https://t.me/ptauitmkelantan">https://t.me/ptauitmkelantan</a> Instagram: <a href="https://www.instagram.com/ptauitmkelantan">https://www.instagram.com/ptauitmkelantan</a> Youtube: <a href="https://www.youtube.com/perpustakaanengkuanis">https://www.youtube.com/perpustakaanengkuanis</a>

*Table 1: Contact Information of Perpustakaan Tengku Anis*

### 1.7 Official Logo of Perpustakaan Tengku Anis (PTA)



Figure 4: Logo of Perpustakaan Tengku Anis (PTA)

### 1.8 Organizational Structure

The organization of *Perpustakaan Tengku Anis* is led by a Deputy Chief Librarian grade S48, Madam Alina binti Hussein, together with four (4) Senior Librarian grade S44: Dr. Muslim bin Ahmad, Madam Nordelina binti Zulkarnain, Madam Norfitriah binti Mat Seman and Madam Rosmariyati binti Abd. Rahman from Kota Bharu Campus. Besides, with other supporting staff which are fourteen (14) Senior Librarian Assistant, two (2) Library Assistant, one (1) Computer Technician, one (1) Senior Secretary, one (1) Senior Conservation Assistant and one (1) Operation Assistant.

There are four main unit of *Perpustakaan Tengku Anis*, which are: Customer Service Unit; Corporate Communication, Digital Library & Organization Administration Unit; Archival Unit; Planning & Development of Library Resource Unit/ Cataloging Unit. Each of unit are assigned with one Senior Librarian and Deputy Chief Librarian is in charge in Archival Unit of PTA.

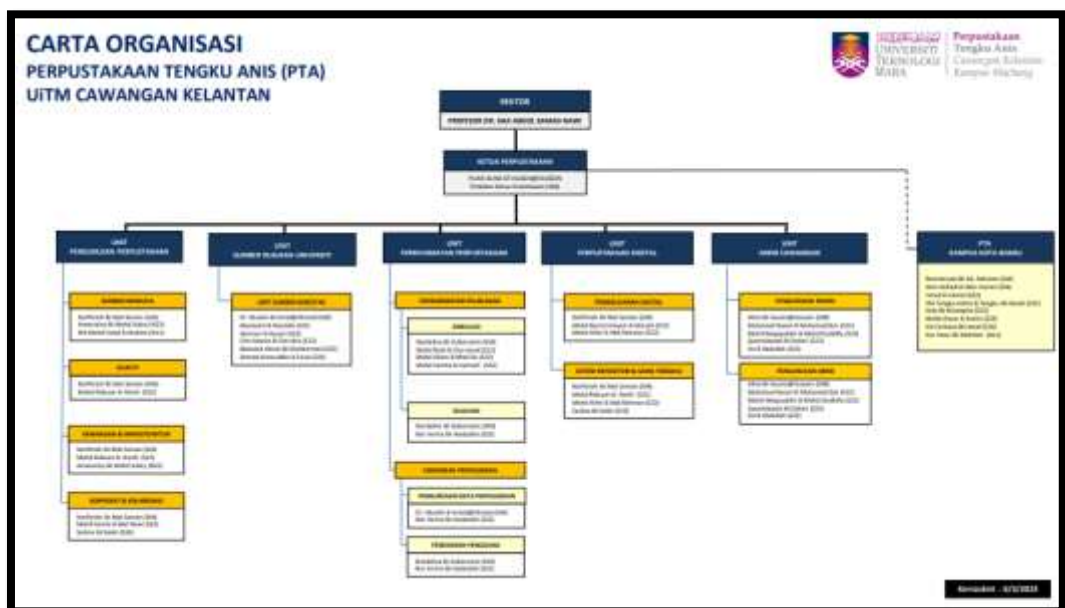
















Figure 5: Organizational Chart of Perpustakaan Tengku Anis (PTA)




## 1.9 Facilities And Services Available In *Perpustakaan Tengku Anis*

There a few facilities and services available for the students and staffs of UiTM Machang to use in *Perpustakaan Tengku Anis* such as:

### 1.9.1 Facilities




<p><b>i. Discussion Room</b></p>  <p><i>Figure 6: Discussion Room</i></p>	<p><b>ii. Meeting Room</b></p>  <p><i>Figure 7: Meeting Room</i></p>
<p><b>iii. Reference Librarian Service</b></p>  <p><i>Figure 8: Reference Librarian Service</i></p>	<p><b>iv. Internet Zone</b></p>  <p><i>Figure 9 : Internet Zone</i></p>
<p><b>v. Ixara Room (IT Room)</b></p>  <p><i>Figure 10 : Ixara Room (IT Room)</i></p>	<p><b>vi. Raflesia Room (Seminar Room)</b></p>  <p><i>Figure 11 : Raflesia Room (Seminar Room)</i></p>












<p><b>vii. Star Corner (STARCOR)</b></p>  <p><i>Figure 12: Star Corner (STARCOR)</i></p>	<p><b>viii. Carrel Desks</b></p>  <p><i>Figure 13 : Carrel Desks</i></p>
<p><b>ix. Study Desks</b></p>  <p><i>Figure 14 : Study Desks</i></p>	<p><b>x. Study Desks (Level 1)</b></p>  <p><i>Figure 15 : Study Desks (Level 1)</i></p>
<p><b>xi. Open Shelf Books Collection – Ground Level 1</b></p>  <p><i>Figure 16 : Open Shelf Books Collection – Ground Level 1</i></p>	<p><b>xii. Reference and Syllabus Book Collection – Level 1</b></p>  <p><i>Figure 17 : Reference and Syllabus Book Collection</i></p>
<p><b>xiii. Terminal OPAC</b></p>  <p><i>Figure 18 : OPAC Terminal</i></p>	<p><b>xiv. Printing Service</b></p>  <p><i>Figure 19 : Printing Service</i></p>

<p><b>xv. Student Locker</b></p>  <p><i>Figure 20 : Student Locker</i></p>	<p><b>xvi. Prayer Hall</b></p>  <p><i>Figure 21 : Prayer Hall</i></p>
<p><b>xvii. Grammarly Corner</b></p>  <p><i>Figure 22 : Grammarly Corner</i></p>	

*Table 2 : Facilities*

**1.9.2 Services**

<p><b>i. OPAC</b></p>  <p><i>Figure 23 : OPAC</i></p>	<p><b>ii. MyKM</b></p>  <p><i>Figure 24 : MyKM</i></p>	<p><b>iii. Mobile App</b></p>  <p><i>Figure 25 : Mobile App</i></p>
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<p><b>iv. E-KKM</b></p>  <p><i>Figure 26 : E-KKM</i></p>	<p><b>v. Google Scholar</b></p>  <p><i>Figure 27 : Google Scholar</i></p>	<p><b>vi. Live Chat</b></p>  <p><i>Figure 28 : Live Chat</i></p>
<p><b>vii. Renewal</b></p>  <p><i>Figure 29 : Renewal</i></p>	<p><b>viii. ILL Services</b></p>  <p><i>Figure 30 : ILL Services</i></p>	<p><b>ix. Book Delivery</b></p>  <p><i>Figure 31 : Book Delivery</i></p>
<p><b>x. Cashless</b></p>  <p><i>Figure 32 : Cashless</i></p>	<p><b>xi. Speed Reading</b></p>  <p><i>Figure 33 : Speed Reading</i></p>	<p><b>xii. Orientation</b></p>  <p><i>Figure 34 : Orientation</i></p>
<p><b>xiii. Research</b></p>  <p><i>Figure 35: Research</i></p>	<p><b>xiv. Research Guide</b></p>  <p><i>Figure 36 : Research Guide</i></p>	

*Table 3: Services*

## 1.10 Security Features of Perpustakaan Tengku Anis (PTA)

### i. RFID Gates



*Figure 37 : RFID Gates*

### ii. Books with RFID Strips





*Figure 38 : Books with RFID Strips*

### iii. Staff Entry With Security Lock



*Figure 39 : Staff Entry With Security Lock*

<p><b>iv. Smoke Detector</b></p>	 <p style="text-align: center;"><i>Figure 40 : Smoke Detector</i></p>
<p><b>v. CCTV</b></p>	 <p style="text-align: center;"><i>Figure 41 : CCTV</i></p>

*Table 4 : Security Features of Perpustakaan Tengku Anis (PTA)*

**1.11 Opening Hours of Perpustakaan Tengku Anis (PTA)**

<b>DAY</b>	<b>OPEN</b>	<b>CLOSE</b>
Sunday - Wednesday	8.30 A.M	10.30 P.M
Thursday	8.30 A.M	3.15 P.M
Friday & Saturday / Public Holiday	CLOSE	

*Table 5 : Opening Hours of Perpustakaan Tengku Anis (PTA)*



Opening hours nears/during exam week:

<b>DAY</b>	<b>OPEN</b>	<b>CLOSE</b>
Sunday - Wednesday	8.30 A.M	10.30 P.M
Thursday	8.30 A.M	6.15 P.M
Friday	CLOSE	
Saturday	8.30 A.M	4.45 P.M

*Table 6 : Opening Hours Nears/During Exam Week of Perpustakaan Tengku Anis (PTA)*

***CHAPTER 2:***  
***ORGANIZATIONAL***  
***INFORMATION***

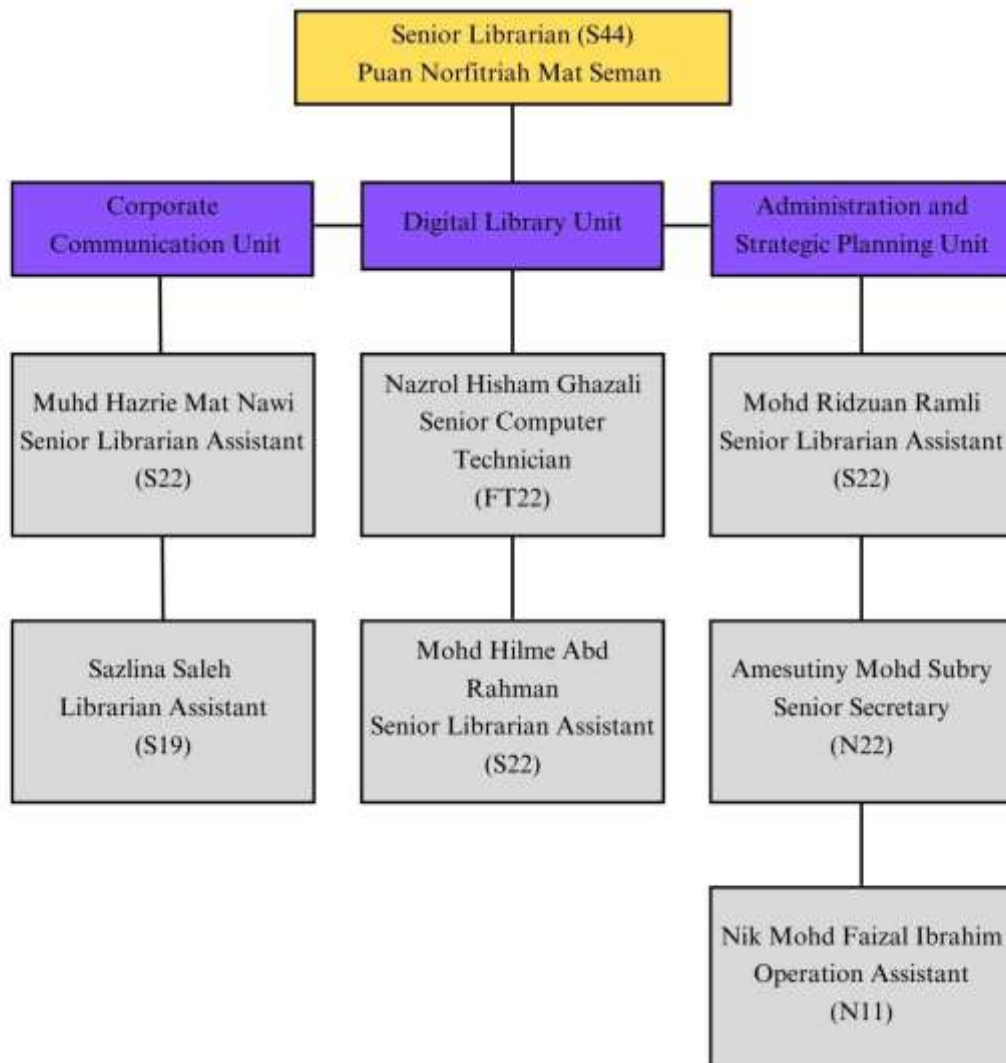
**CHAPTER 2**  
**ORGANIZATIONAL INFORMATION**

**2.0 ORGANIZATIONAL INFORMATION**

**2.1 Department Structure**

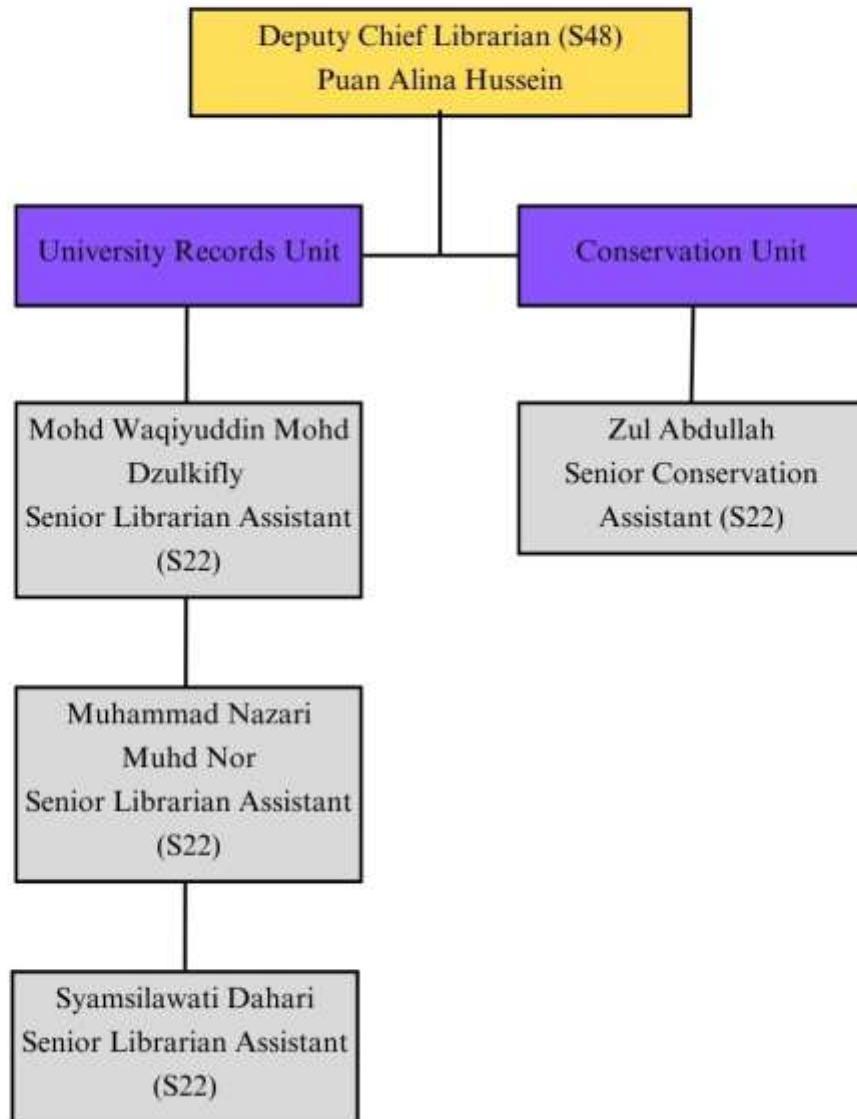
Each department in the *Perpustakaan Tengku Anis* (PTA) organization has a unique structure to maintain its functionality and carry out its unique organizational duties. The senior librarian at the highest level and assistants at the bottom constitute the organizational structure.

**2.1.1 Corporate Communication, Digital Library and Organization Administration Unit**



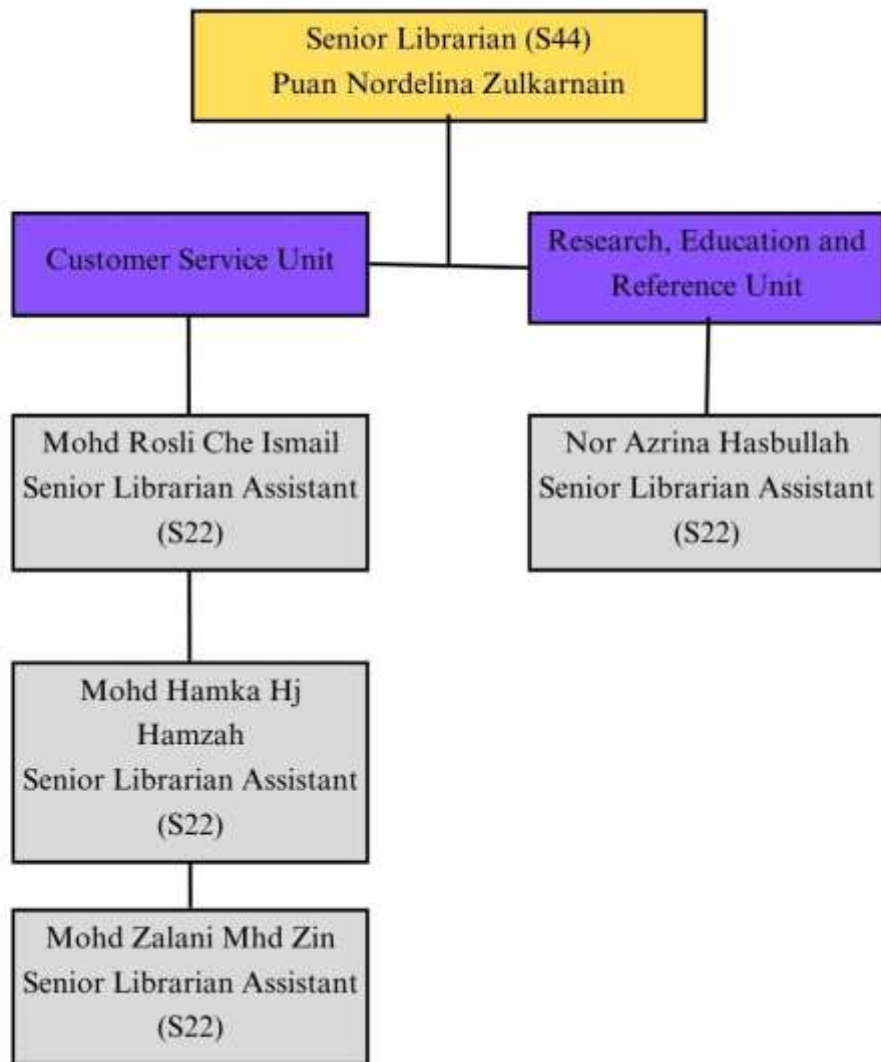
*Figure 42 : Unit Chart of Management*

### 2.1.2 Archival Unit



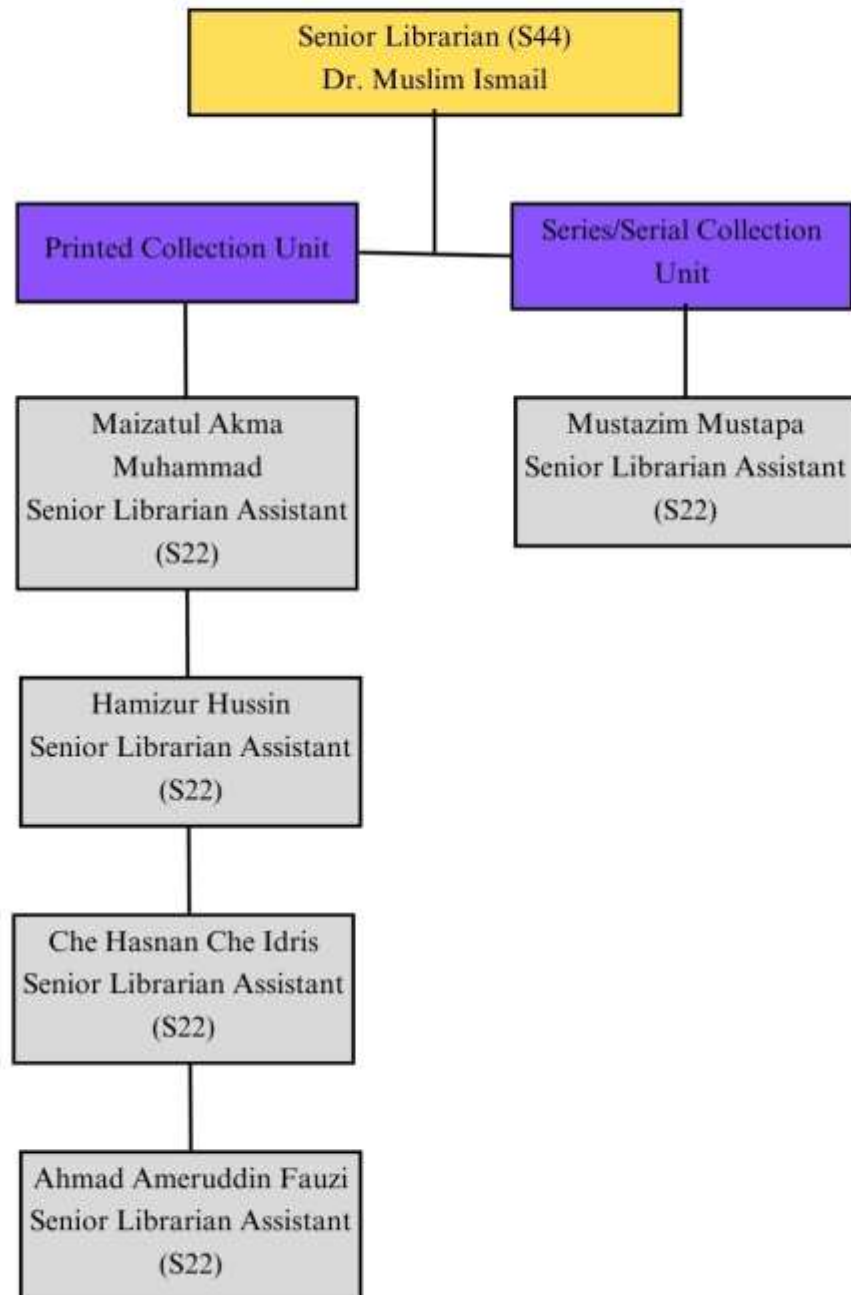
*Figure 43 : Unit Chart of Management*

### 2.1.3 Customer Service Unit



*Figure 44 : Unit Chart of Management*

#### 2.1.4 Planning and Development of Library Resource Unit/Cataloging Unit



*Figure 45 : Unit Chart of Management*

## **2.2 DEPARTMENT FUNCTION**

### **2.2.1 Corporate Communication, Digital Library and Organization Administration Unit**

The Digital Library & Organisation Administration Unit is led by Madam Norfitriah Mat Seman as Senior Librarian. This unit roles are related to:

#### **Corporate Communication Unit:**

- Planning and creating promotion through social media of *Perpustakaan Tengku Anis* (PTA).
- Management of Main Exhibitions of *Perpustakaan Tengku Anis* (PTA).
- Taking activity photos and programs photos held by *Perpustakaan Tengku Anis Perpustakaan Tengku Anis* (PTA).
- Managing and synchronizing public relation programs and library publicity.
- Management of writing, publishing and printing of official library materials, with making of promotional materials and marketing (brochure, pamphlet, etc).
- Strategic relationship inside of PTA and outside of PTA.
- Managing and synchronization of briefing, visits from outside of *Perpustakaan Tengku Anis* (PTA).

#### **Administration of Organization Unit:**

- Management and welfare of staff.
- Managing the appointment process of new staff positions.
- Planning efficient and effective organizational management.
- Management and synchronization all unit of *Perpustakaan Tengku Anis* as an organization.
- Human Resource management.
- Manage programs and staffs' appointment for the programs.

#### **Digital Library Unit:**

- Promoting new application to students – PTAR Mobile Apps.
- Administration of My Knowledge Management website.

- Responsible in managing and updating Institutional Repository on My Knowledge Management website.
- Appointed and on duty at IT counter.

### **2.2.2 Archival Unit**

The Archival Unit of *Perpustakaan Tengku Anis* is led by Madam Alina Hussein as Deputy Chief Librarian is related on:

- The archival management process of records that are created within Universiti Teknologi MARA Machang Campus (UiTMCK).
- The records created inside of PTA are being managed and archived by this unit.
- Receive records by others unit available of UiTM outside Perpustakaan Tengku Anis (PTA).
- Manage records that acquired from other units of UiTM.
- Disposition of old/unwanted/unused/expired records with permission by National Archive of Malaysia.
- Responsible to send valuable records to National Archive of Malaysia Kelantan State.
- Responsible to digitalize the records by scanning process, image editing, watermarking process and stored the records as pdf file which to be upload on University Archive Unit (*Jabatan Arkib Universitii, JAU*).
- Running book binding service.
- Uploading records on Archive Management System (AMS) by registering archival materials and updating their metadata.

### **2.2.3 Customer Service Unit**

The customer service unit is led by Madam Nordelina Zulkarnain as Senior Librarian. The Service Unit roles are:

- Forbid students to bring bags, food and drinks (except for mineral water) inside the library.
- Circulation of books for users – Checks in and check out of the books.
- Fine payment process – late return of books/books lost/update on WILS system.



- Answering queries by users – OPAC books search and other functions, wifi connection instruction for students.
- Administration of UiTM Booking System (BSU).
- Payment process of printing service.

#### **2.2.4 Planning & Development of Library Resource Unit/Cataloging Unit**

As for Planning and Development of Library Resource Unit/Cataloging Unit, the main role of this unit led by Dr. Muslim Ismail (Senior Librarian), is related to:

- The acquisition process of printed materials like books and magazines.
- Receive the materials by updating accession number.
- Stamping the right of ownership of the book.
- Cataloging process of the new acquired printed materials.
- Update the cataloguing and RDA process of existing books.

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

## CHAPTER 3

### INDUSTRIAL TRAINING ACTIVITIES

#### 3.0 INDUSTRIAL TRAINING ACTIVITIES

##### 3.1 Introduction to Industrial Training Activities

The practical training was conducted for five months at *Perpustakaan Tengku Anis, UiTM Machang, Kelantan*. The *Perpustakaan Tengku Anis* (PTA) was designed training activities that involve four departments for each month such as Corporate Communication, Digital Library and Organization Administration Unit, Archival Unit, Customer Service Unit and Planning and Development of Library Resource Unit/Cataloging Unit. For every department, they have their own roles and tasks to do for their organization. Madam Norfitriah Mat Seman supervised all practical students during the industrial training, which started on 1<sup>st</sup> March 2023 and ended on 31<sup>st</sup> July 2023.

In addition, practical students will have the chance to work and do the specific jobs that are associated with the unit *Perpustakaan Tengku Anis* (PTA) provides. This can help the practical students in gaining more knowledge about they have previously learned and who participate in the activities of training industrial will be able to comprehend the general workflow and structure of the library. The department head gave the students a variety of tasks to do during the duration of the five-month practical training, and they were responsible to perform them. In general, the third chapter will focus on the specific project that will involve the practical students throughout the course of five months. For the first unit that I was assigned is at **Corporate Communication, Digital Library and Organization Administration Unit** and the task that I need to do are;

##### a. Digital Library

##### i. Manage Deposits of Institutional Repository Perpustakaan Tengku Anis

An institutional repository is a digital collection that acts as an online platform for conserving, sharing, and presenting the scholarly output and intellectual labor of an institution, like a university, research organization, or cultural heritage institution. These repositories are essential for encouraging open access to research, as well as for raising the level of importance and accessibility of academic and research information.

Addition, Universiti Teknologi MARA Institutional Repository (UiTM IR) is a center of digital collections, acts as an open-access repository that collects, preserves and disseminates scholarly output by university members at Universiti Teknologi MARA such as journal articles, book chapters, books, conference papers, theses, working papers, technical reports, data and other types of research publications and also unpublished manuscripts and papers.

The following figures illustrate the actions involved in managing deposits and adding new items to Institutional Repository (IR):



*Figure 46 : The Interface of Universiti Teknologi MARA Institutional Repository*



*Figure 47 : Pick Type of Item*



*Figure 48 : Upload 5 Pages Of PDF File*



Figure 49 : Insert Details of The Item



Figure 50 : Insert Subject of The Item



Figure 51 : Insert Additional Information

**ii. Insert The Data into The Institutional Repository, Replacing CD-ROM Cases and Labels For Materials.**

Removing CD-ROMs from their packaging and storing them in plastic sheets. In contrast to the previous method of physical storage, using a CD-ROMs to keep any digitally created item is now more convenient, useful, and resistant to damage. I was given this assignment by Puan Norfitriah for took out a box full of CD-ROMs from their packaging and put them in storage. They were placed within plastic sheets and kept in the storage area for later use.



*Figure 52 – 54 : The Process Of Inserting Data Into The Institutional Repository*

iii. Storyboard 360° Virtual Tour of Perpustakaan Tengku Anis

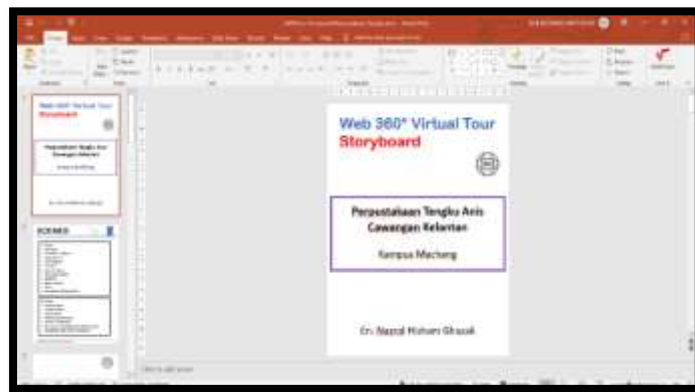


Figure 55 -56 : Set Up the Storyboard 360° for Perpustakaan Tengku Anis

b. Corporate Communication Unit

i. Design and Make *Pameran Maya: "Your 2023 Ramadan Journal"* Using the Canva

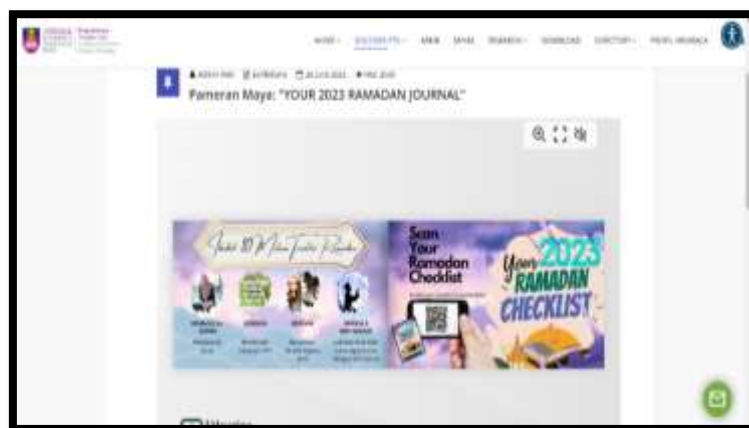


Figure 57 : Pameran Maya: "Your 2023 Ramadan Journal"

ii. Design and Make *Pameran Maya: JELAJAH PASAR UNIK NEGERI CIK SITI WAN KEMBANG* Using the Canva



Figure 58 : *Pameran Maya: JELAJAH PASAR UNIK NEGERI CIK SITI WAN KEMBANG*

iii. Read@UiTM



Figure 59 -60 : Inserting Information from Buletin IQRA into Read@UiTM



#### iv. PTA@Glance



Figure 61 : PTA@Glance for Perpustakaan Tengku Anis

#### c. Additional Task

##### i. Information Literacy Class

For everyone's information, information literacy class that held by *Perpustakaan Tengku Anis* such an educational course designed to teach students critical skills related to finding, evaluating and using information effectively and ethically. In today's information rich society, the ability to locate, assess and apply information is crucial for academic success, professional development and informed decision-making.



Figure 62-63: Information Literacy Class Held by Puan Azlina

*ii. Minggu Destini Siswa: Taklimat Perpustakaan Tengku Anis*



*Figure 64-65 : Attend Minggu Destini Siswa: Taklimat Perpustakaan Tengku Anis program*

**iii. Promoting PTAR Mobile Apps**



*Figure 66 : PTAR Mobile Apps Icons*



*Figure 67-68 : Assists Students To Install PTAR Mobile Apps In The Phone*

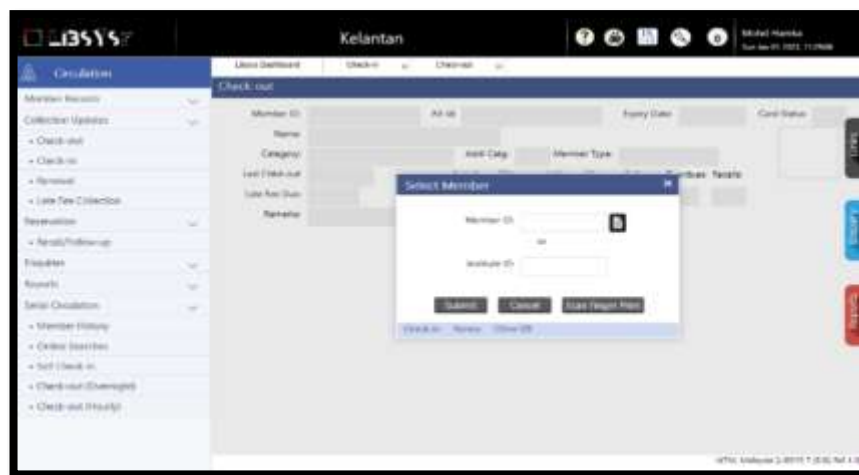
Then, second unit that I was assigned is at **Customer Service Unit** and the activities that I had done are:

**a. Circulation of Library Materials to the Users**

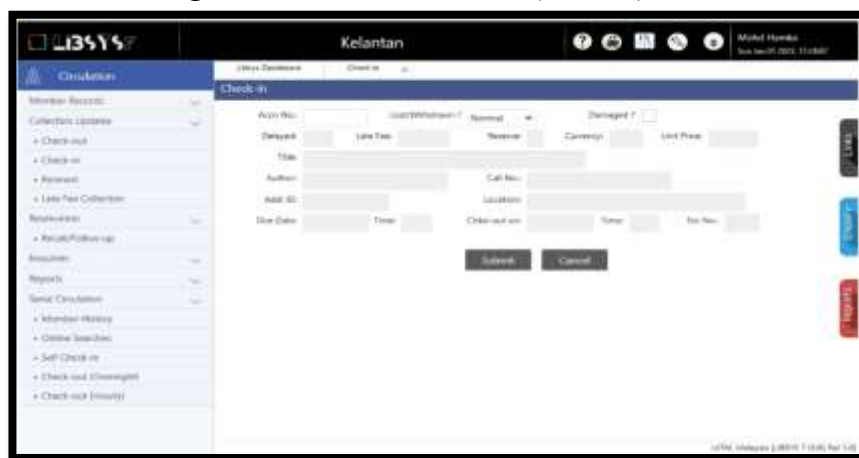
**i. Circulation Process:**

The activities involved in borrowing and returning library materials by customers (library users) are referred to as the circulation process at a library. It covers the procedures for borrowing, renewing, and returning objects as well as controlling holds and fines. An overview of the circulation procedures are check-in, check-out, renewals, reservations and fines.

For *Perpustakaan Tengku Anis*, they use WILS System to organize all the circulation process for the users. WILS is stand to the Web-Based Integrated Library Systems. The usage of the systems is shown belows:



*Figure 69 : Check-Out Book (Borrow)*



*Figure 70 : Check-In Book (Return)*

**ii. Bulk Loan**



*Figure 71 : Check-Out Process for the Bulk Loan*



*Figure 72 : Check-In Process for the Bulk Loan*

**b. Late Fee Collection – Payment Process**

For the late fee, students need to pay RM0.20 per day if they late to return the book that they borrowed according to the amount days that they late. The students can make the payment only via cashless only with using payWave credit card machine or online banking.



*Figure 73 : Late Fee Collections on WILS System (Insert Member Student/Staff)*

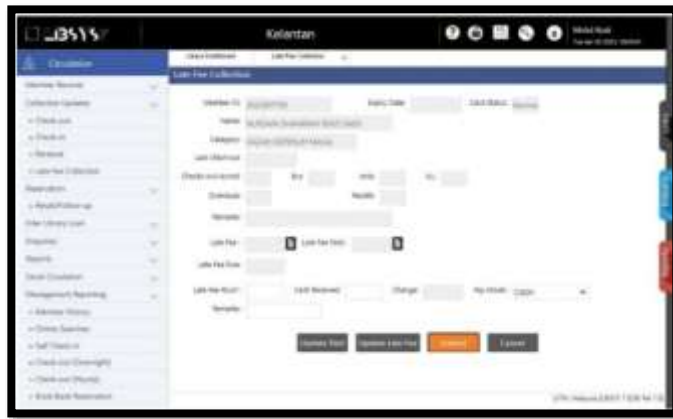


Figure 74 : Check the Late Fee Status of A User

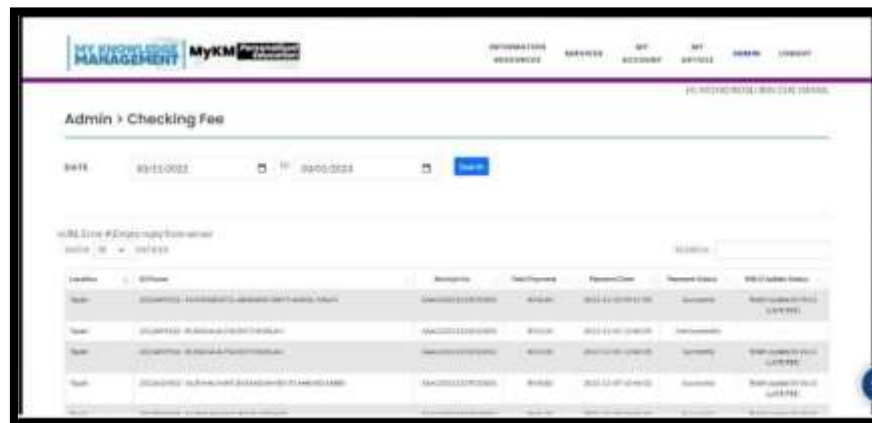


Figure 75 : Checking Payment Status by Admin on MyKM Website

### c. Printing Services Payment Process

*Perpustakaan Tengku Anis* also provides printing services for the users. With this service, it can help the students and staff easily prints their documents, assignment, study notes and many more. It also can help the library attract the users to come to the library to use others services that they provide in order just printing services only. In addition, the users just need to self-services only for printing, then they need to make the payment at the counter.

After the payment finish, the staff need to record the transaction on the records book, paste the receipt on the paper to be sent to UiTMCK Treasury Unit and photostat the receipts to keep within *Perpustakaan Tengku Anis* organisation only as the evidences.



Figure 76-77 : Printing Services and Payment Using payWave

**d. Additional Task**

**i. PTA Ramadan Raya Book Review: TikTok Challenges**

For this task, I had assigned by Puan Nordelina to promote this poster and I need to reach the participants at least 10 participants and I also join this program and got the 4<sup>th</sup> place from 10 participants.



Figure 78 : PTA Ramadan Raya Book Review: TikTok Challenges Poster



Figure 79 : My Participants for PTA Ramadan Raya Book Review: TikTok Challenges

**ii. Green Nations: PTA Mobile Library X FESKO-15**



*Figure 80 : Green Nations: PTA Mobile Library X FESKO-15 Poster and the Day of the Program Takes Place*

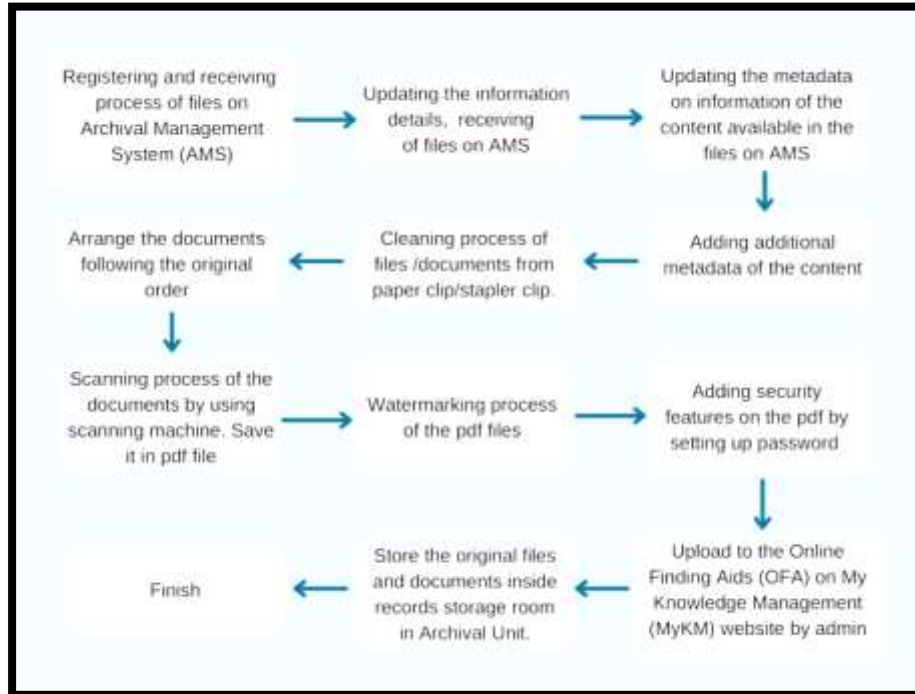
**iii. “BACA BINA INSAN”: JOM baca bersama 10 minit**



*Figure 81 : Poster and the Day of the Program Takes Place*

After that, the third unit that I was assigned is at **Archival Unit** and the activities that I had done are:

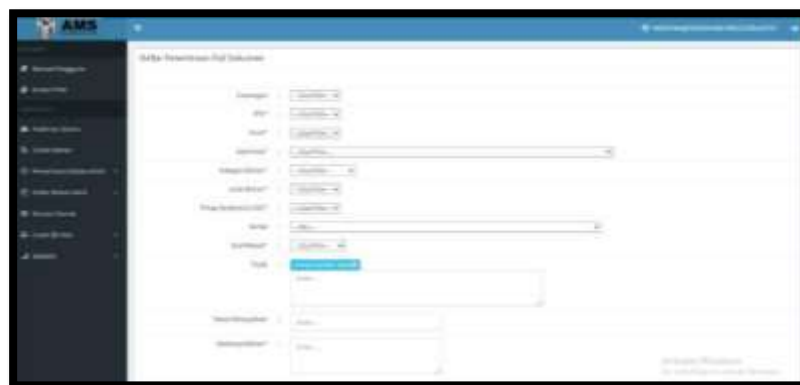
**a. Archival Process of Records Received at Perpustakaan Tengku Anis**



*Figure 82 : Records Archival Process*

The process of records archival are shown in the figure below:

**i. Registering and Receiving Process of Documents Files on Archive Management System (AMS)**



*Figure 83 : Step 1*



**ii. Updating the Information of File Received**



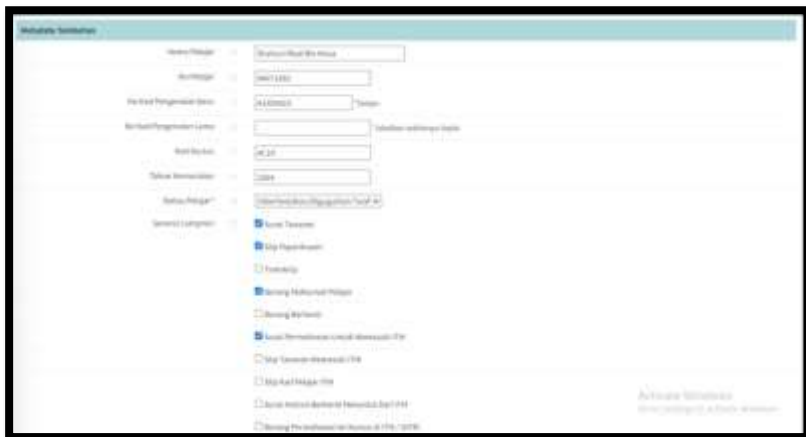
*Figure 84 : Step 2*

**iii. Updating Metadata Information of Files**



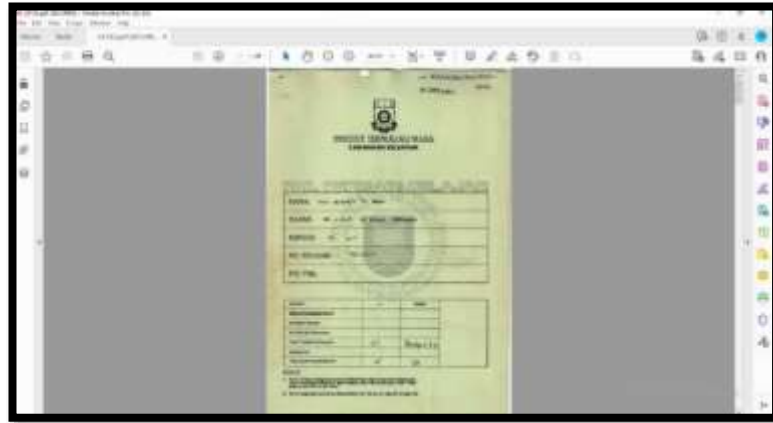
*Figure 85 : Step 3*

**iv. Adding Information Metadata on Content Available**



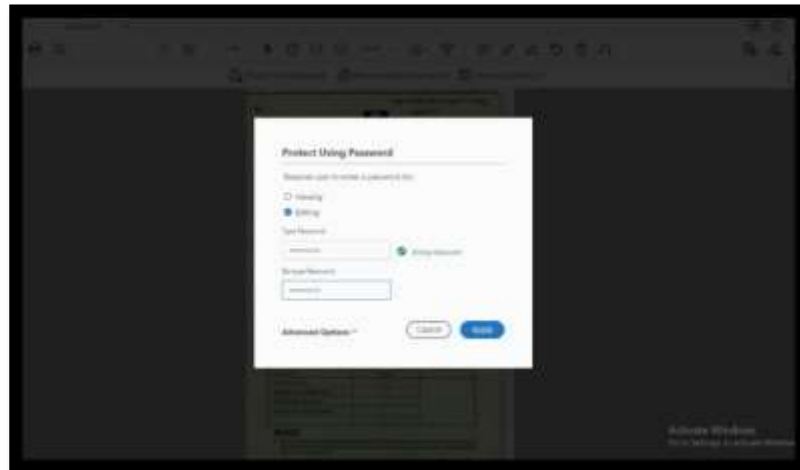
*Figure 86 : Step 4*

v. **Watermaking Process by Using Archival Unit UiTMCK Logo**



*Figure 87 : Step 5*

vi. **Securing the PDF Files by Setting Up Password, Which Can Avoid Editing of PDF Files by Unauthorised Users**



*Figure 88 : Step 6*

vii. **Cleaning Student's Files**



*Figure 89-90 : Get the First Guidance from Mr. Mohd Waqiyuddin*

**viii. Disposing Expired Records**

The disposing process, also known as the disposal process, refers to the steps and procedures followed to get rid of or discard items, materials, assets, or waste that are no longer needed or useful. The disposal process is essential for proper waste management, environmental protection, and efficient resource utilization. The specifics of the disposing process may vary depending on the type of items being disposed of and local regulations.



*Figure 91-92 : Disposing Process*

**ix. Archival Process of Records Received**



*Figure 93-94 : Archival Process of Records Received*

x. **Library Outreach at Treasurer's Office**



*Figure 95-96 : Library Outreach*

xi. **Scanning Documents to Digitalize in PDF**



*Figure 97-98 : Scanning Process*

xii. **Operation Excellent Project (*Penyimpanan Koleksi Bahan Unit Arkib Cawangan Kelantan*) – Binding Services**



*Figure 99-100 : The Process of Operation Excellent Project*

**xiii. Making Notebook for Every Program – Binding Services**



*Figure 101 : Making Notebook*

**b. Additional Tasks**

**i. Program Speed Reading (Bacaan Pantas) & Motivasi Tahun 6**



*Figure 102-103 : Program Speed Reading (Bacaan Pantas) & Motivasi Tahun 6*

**ii. Meeting CSR Jalinan Kasih Bersama Anak Yatim Rumah Anak Yatim Lilbanat Darulnaim**



*Figure 104 : Meeting*

**iii. CSR Jalinan Kasih Bersama Anak Yatim Rumah Anak Yatim Lilbanat Darulnaim**



*Figure 105-106 : During the Program During the Program*

**iv. Tour with Universitas Airlangga's students to the UiTM Kota Bharu and Kampung Laut, Tumpat, Kelantan.**



*Figure 107-108: Tour with Universitas Airlangga's Students*

Lastly, for the fourth unit that I was assigned is at **Planning and Development of Library Resource Unit/Cataloging Unit** and the activities that I had done are:

**a. Acquisition Process of Printed Materials in *Perpustakaan Tengku Anis***

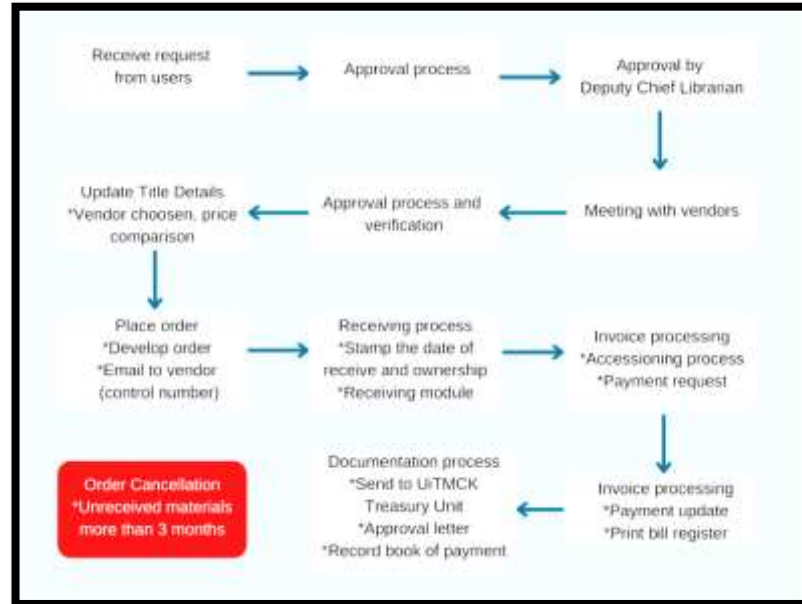


Figure 109 : The Acquisition Process

**b. Cataloguing Process**

In order to make it easier for users to find and use library materials, the cataloguing process, also known as library cataloguing or bibliographic cataloguing, establishes standardized and organized records for those objects. For *Perpustakaan Tengku Anis*, they used Library Congress Classification (LCC) to classify all the materials. For our information, Library Congress Classification are mostly used in academic library compared to Dewey Decimal Classification (DDC). Dewey Decimal Classification (DDC) often used in others type of library such as public library, school library and special library.

On the other hand, *Perpustakaan Tengku Anis* are used computerized cataloguing such as Web-Based Integrated Library System (WILS) and known as LiBSYS7 to make sure the cataloguing process in the library become more systematic and help simplify procedures like cataloguing and other tasks like book acquisition and circulation. Using this Web-Based Integrated Library System (WILS), it can help a lot for the staff to make the cataloguing and acquisition process for the printed materials for *Perpustakaan Tengku Anis* (PTA).

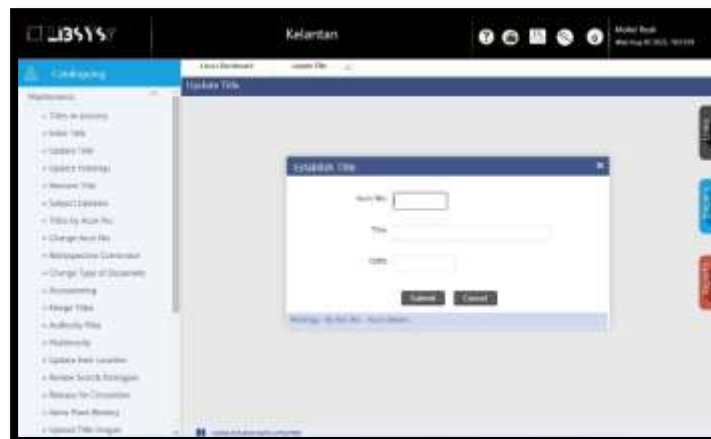


*Figure 110 : The Logo of LiBSYS7*

The interface of WILS/LiBSYS7 system is shown by the figure below:



*Figure 111 : Login for Staff Only*



*Figure 112 : LiBSYS7 Interface for Computerized Cataloguing Process  
(Selection Book)*



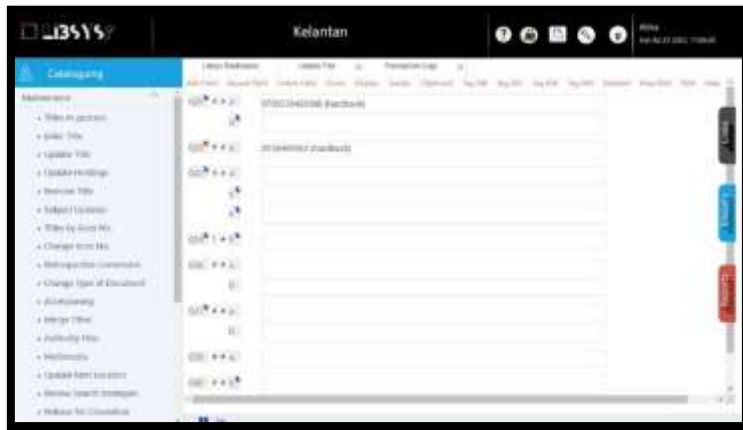


Figure 113 : LiBSYS7 Interface for Computerized Cataloging Process  
(Tagging to be Filled)

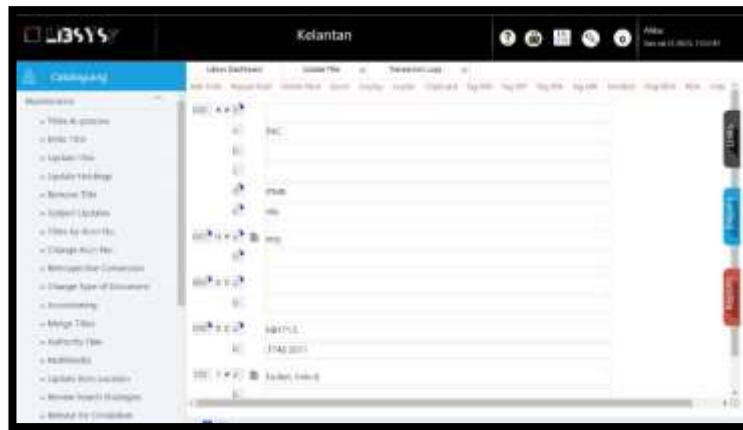


Figure 114 : LiBSYS7 Interface for Computerized Cataloging Process  
(Tagging to be Filled)

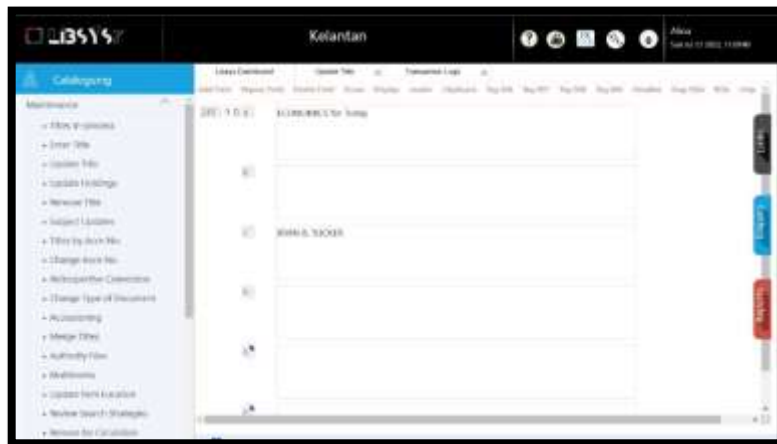


Figure 115 : LiBSYS7 Interface for Computerized Cataloging Process  
(Tagging to be Filled)

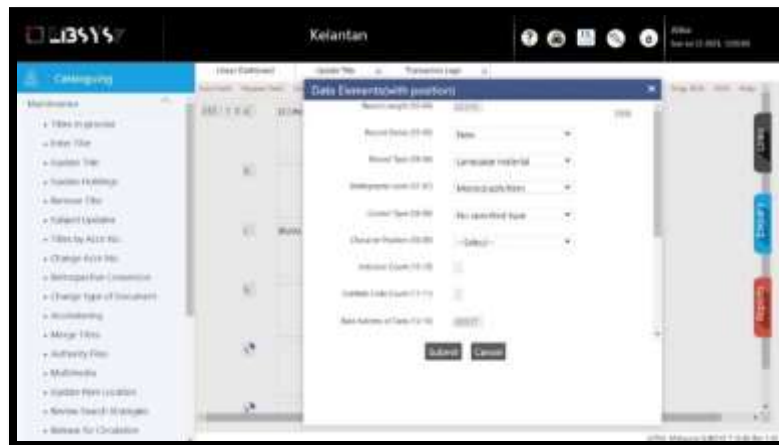


Figure 116 : LiBSYS7 Interface for Computerized Cataloguing Process  
(Tagging to be Filled)

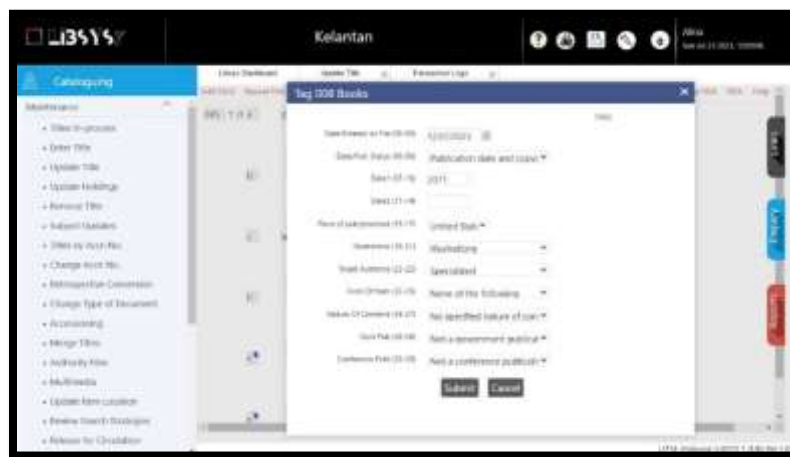


Figure 117 : LiBSYS7 Interface for Computerized Cataloguing Process  
(Tagging to be Filled)

The Resource Description and Access (RDA) content standard has replaced the outdated Anglo-American Cataloguing Rules (AACR2) content standard for resource description of printed books at PTA for computerized cataloguing in the Libsys7 system. When users look into the Online Public consult Catalogue (OPAC) system, RDA is more user-friendly and easier to grasp because the descriptions of the resources are in full sentences rather than utilizing abbreviated forms like the outdated AACR2 descriptions.

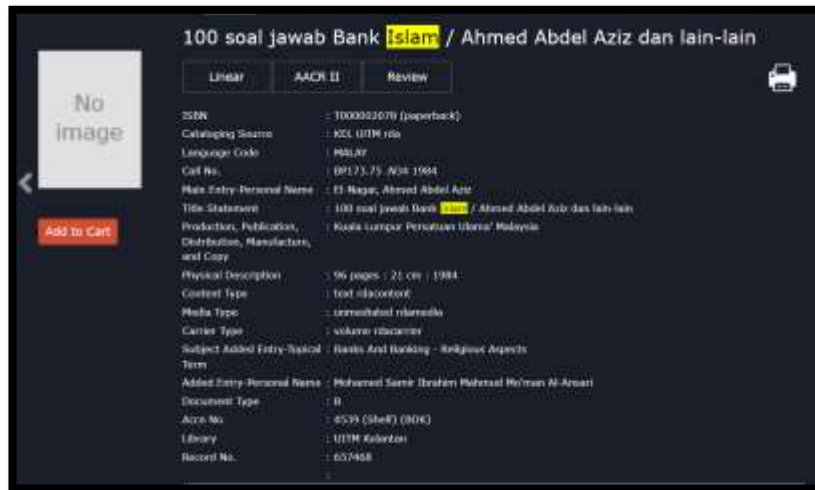


Figure 118 : RDA Used in Book Description in OPAC Search

### c. Activities in Planning and Development of Library Resource Unit/Cataloging Unit

#### i. Cataloguing Process (AACR to RDA)

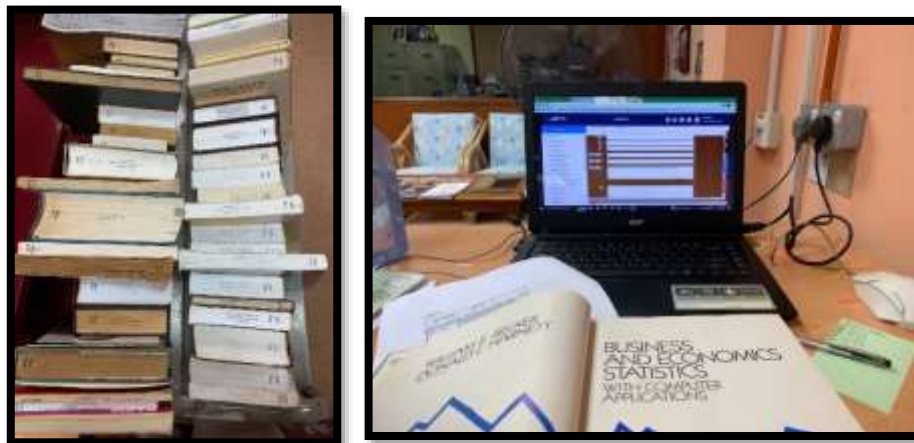


Figure 119-120 : Cataloguing Process

#### ii. Paste the Sticker and Strip on the Books



Figure 121: Pasting Sticker Process



*Figure 122 : Paste Strip RDA*

**iii. RFID and RDA Stamp Process After Cataloguing**



*Figure 123 : Stamping RFID and RDA Process*

**iv. Manage Book Donation Listing**



*Figure 124 : Listing Process In The Microsoft Excell*

**d. Additional Activities**

**i. Solat Hajat *Perpustakaan Tengku Anis***



*Figure 125 : Solat Hajat Perpustakaan Tengku Anis*

**ii. Meeting**



*Figure 126 : Meeting For Special Project Program*

**iii. Preparation For Library Make Over at *Pusat Pemulihan Akhlak***



*Figure 127 : Preparation of Library Make Over For Special Program*

#### iv. CSR Program at *Pusat Pemulihan Akhlak*



Figure 128 : CSR Program at *Pusat Pemulihan Akhlak, Machang*

### 3.2 Special Project

**Title:** “*Program CSR Vitamin Ilmu Bersama PTA : Pusat Pemulihan Akhlak (PPA), Machang, Kelantan*”.



Figure 129 : Poster

The program titled “*Program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang, Kelantan*” was held at Pusat Pemulihan Akhlak on 22<sup>nd</sup> July 2023. My role for this program as the Activity Committee which is I need to arrange and handle the activities with students *Tabika Perpaduan Pusat Pemulihan Akhlak*. This program is an initiative of the *Perpustakaan Tengku Anis (PTA)* in the culture of knowledge and knowledge sharing as well as being able to provide service information and new library facilities to all citizens and residents at the *Pusat Pemulihan Akhlak, Machang*, especially in searching for information effectively.

This is because, other than I need to conduct the activities with the students, I also need get involved with the Library Make Over activities at the *Pusat Pemulihan*

*Akhlak*. Before the activity takes place, I need to get ready the preparation of the library make over likes wording that need to paste at the wall in their library, the tagging of their open shelves and their collections and the design that need to arrange furniture in their library. From the tagging for their open shelves and their collections, it can help the prisoner can easily find and get the books that they need. The illustrations below are shown the before and after of library at *Pusat Pemulihan Akhlak* with library make over activities.



Figure 130-131 : Before Library Make Over



Figure 132-133: After Library Make Over

Then, for the organize students from *Tabika Perpaduan at Pusat Pemulihan Akhlak, Machang*, the preparation that I need to do is prepare the activities with them such as *Roda Impian*, colouring totebag, simple exercise and activities of colouring number. The preparations that I need to for my activities that I take over is, I need to find the simple exercise for the 4,5 and 6 years children for example that I had found is colouring numbers. Then, I need to find the suitable questions for them for the activities of *Roda Impian* that include about the numbers, animals, fruits and vehicles. For this program, there are others activity that was be held such as making *Roti Paung* and *Kraftangan* with using the recycles goods like plastics. For information, the involvement for this activity is from the PERSIAP which is the prison staff wives'

associations. There are 42 wives that involved for these two activities which are 21 wives for making *Roti Paung* and 21 wives for making *Kraftangan*. The illustrations below are shown during the day of the program.



*Figure 134-135 : Activities with Students Tabika Perpaduan*



*Figure 136-137 : Making Kraftangan*



*Figure 138-139 : Making Roti Paung*



The participants in this program will engage in five different activities. The following table lists the activities and participants:

No.	Activities	Number Of Participants
1	Library Make Over	A total of 8 participants of staff at <i>Perpustakaan Tengku Anis</i> are contribute for library make over for Pusat Pemulihan Akhlak's library.
2	Colouring Totebag Competition	A total of 29 students of <i>Tabika Perpaduan Pusat Pemulihan Akhlak</i> are participate for colouring totebag competition. This competition need have 3 winners and the winners are choose by their teachers.
3	Making <i>Roti Paung</i>	A total of 21 participants from PERSIAP are contribute to join the making <i>Roti Paung</i> .
4	<i>Kraftangan Competition</i>	A total of 21 participants from PERSIAP are contribute to join the competition and have the fourth place for this competition.

*Table 7 : List of Activities and Participants for “Program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang, Kelantan”*

The list of winners for each contested activity are shown in the table below:

Activities	Number Of Participants
1. Colouring	1. Puteri Ayra Amani Bt Ahmad Sadek 2. Riasya Nur Umairah Bt Abd Rahman 3. Muhammad Haiz Rafiuddin Bin Muhd Abd Karim
2. Kraftangan Competition	1. Bakawali Team 2. Tabika Pusat Pemulihan Akhlak 3. Sri Kemuning 4. Modern D Classic

*Table 8 : List of Winners for Activities in “Program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Akhlak (PPA), Machang, Kelantan”*

Program tentatives are based on the table below:

<b>TIME</b>	<b>ACTIVITY</b>
8.00 a.m	Registration
8.15 a.m	Invitation Arrival
8.25 a.m	Arrival of PKK Mohd Nasir Bin Yusof (Director of <i>Pusat Pemulihan Akhlak Machang</i> )
8.30 a.m	<ul style="list-style-type: none"> <li>· Welcoming speech of the chairman of the council</li> <li>· Speech from PKK Mohd Nasir Bin Yusof</li> <li>· Submission Gimmick Book Endowment (<i>Wakaf Buku</i>)</li> </ul>
9.20 a.m	Library Make Over at <i>Mini Library Pusat Pemulihan Akhlak (PPA)</i> <ul style="list-style-type: none"> <li>· Book Endowment (<i>Wakaf Buku</i>)</li> <li>· <i>Library Make Over</i> until finish</li> </ul>
9.20 a.m	Activity 1 : Colouring Competition <ul style="list-style-type: none"> <li>· Colouring</li> <li>· Quizzes Activities and Simple Exercise</li> </ul>
10.30 a.m	Activity 2 : Making Bread ( <i>Roti Paung</i> ) <ul style="list-style-type: none"> <li>· Basics of dough &amp; making bread</li> </ul>
11.30 a.m	Activity 3 : Making <i>Kraftangan</i> <ul style="list-style-type: none"> <li>· Recycled Crafts</li> </ul>
1.00 p.m	<ul style="list-style-type: none"> <li>· Distribution of Survey Forms</li> <li>· Photo Session</li> <li>· Presentation of Gifts and Souvenirs</li> </ul>
1.30 p.m	Disperse

*Table 9 : Program Tentatives*

Program photos:



*Figure 140-148 : The Activities That Takes Place of The Day*

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

## CHAPTER 4

### INDUSTRIAL TRAINING REFLECTION

#### 4.1 Application Of Knowledge, Skills And Experience In Undertaking The Task

Overall, I had the chance to put all my knowledge, theories, leadership, and communication skills to use during my five-month industrial training at *Perpustakaan Tengku Anis, UiTM Machang*, from 1 March 2023 to 31 July 2023. I also had the chance to gain experience by successfully fulfilling the duties that were assigned to me. All the tasks I was given at *Perpustakaan Tengku Anis (PTA)* when they were assigned to each department have provided me great opportunities and a lot of exposure to how each department works together as a whole as an organization. Each department is essential to the PTA's ability to provide high-quality service and performance to its clients, who are primarily students as well as UiTM staff.

Not forgetting technical abilities such as cataloging skills, ethics in customer service, management of records (physical documents), and other crucial pdf files like Institutional Repository (IR) materials, etc. These abilities will soon prove to be valuable knowledge to use when working in a library institution. Apart from that, becoming involved in PTA activities is a great way to learn about the steps involved in creating new programs that will benefit the community and patrons of *Perpustakaan Tengku Anis* libraries, from the very beginning to the very end.

Additionally, taking on a special project and planning our own program presents us with a challenge and hands-on experience in managing human resources, scheduling program activities based on the best dates and times, and dealing with a few unexpected tasks and challenges that help us improve our cooperation, communication, and problem-solving skills.

## 4.2 Personal Thoughts and Opinion

My personal views and opinions are that *Perpustakaan Tengku Anis's* industrial training enabled me and the other interns get work experience and complete specialized duties that exposed me to the actual working environment of a large organization. Each member of the PTA staff provided me a thorough orientation, tutorials, and an explanation of their roles, which I am now able to use as fresh information.

As for me, the organized timetable created by our industry-trained supervisor, Madam Norfitriah Mat Seman, has allowed me to become familiar with the duties and responsibilities of every department inside the PTA organization. This great idea made it easier for me to understand how each unit working started from Digital Library Unit until Planning and Development of Library Resource Unit/Cataloging Unit.

Not to mention that I received guidance from several experienced librarians, including Dr. Muslim Ahmad, Madam Nordelina Zulkarnain, and deputy head librarian, Madam Alina Hussein, during my 5-month industrial training. Additionally, other staff members, including senior librarian assistants, librarian assistants, an operation assistant, and a senior clerk, gave me the chance to manage their own duties in the areas of technical process (cataloguing), customer service, which delivered its service particularly by responding to user questions, circulation of library materials, records management (archival), poster design, and internal communications management. The knowledge I have received, in my perspective, has turned into something I can utilize to my advantage when I work at a library.

## 4.3 Lesson Learnt

### i. Work Environment

I had the chance to observe and take part in the library's actual working environment over the course of my five months of industrial training. Each member of the unit is responsible for completing their assigned tasks, working together to complete the tasks that they had received. I also learned that when we work as a team, the tasks that we received from the boss may be finished quickly and easily, and the environment at our place of organization will be calm.

### ii. Able to Perform Under Pressure

It is very rare for us to feel stressed out when we are at work, especially if we are given a lot of tasks to complete in a short period of time all at once. Every time I determine a station like this one, I will try to complete the task, and if I am unsuccessful, I will seek the help of a coworker to complete the tasks that has been assigned to me. So that, I do not need to stress and can complete tasks before the due, I have come to realize that it important to constantly be able to manage our time.

### iii. Effective Communication Skills

The ability to effectively communicate is important for having productive conversations with coworkers and for resolving a variety of issues that may arise when working for an organization. The top management in the company must be able to communicate effectively with their lower management team members, sometimes two-way communication is required to boost the productivity of the entire staff. As for me, I particularly developed my communication skills when I was appointed as the activity and program committee for the special project, which required communicate with the *Tabika Perpaduan* students and prison staff at *Pusat Pemulihan Akhlak, Machang*.

#### **iv. Cooperation**

The cooperation abilities acquired by participation in programs and activities held during the industrial training period with other staff members. In particular, the activity that I participated in in collaboration with others, such as CSR Program at *Sekolah Chabang Empat, Tumpat* and other programs, encouraged me to get along well with other staff members and helped me to contribute to the ongoing event.

### **4.4 Limitation and Recommendation**

#### **i. PTAR Mobile Apps**

PTAR Mobile App is the software that *Perpustakaan Tengku Anis* used for enable students can enter the library. Students need to login first their account using their username which is matrix number and the password is set same with student's password for their account Student Portal and Ufuture. But, with using PTAR Mobile App, it can be said that this software is not enough convenience because the students need take time to login first that software before entered the library. Sometimes, that software is not working which is the students not able to login because of the system down. So, for recommendation, I think the uses of scan QR Code that *Perpustakaan Tengku Anis* ever used before is more convenience because the students just need to open their scan QR Code to register themselves before entered library and it also save time than use PTAR Mobile App.

#### **ii. Internet Access**

For our information, internet access is the most important things that every library need provide because the students nowadays more prefer use internet to do their assignment, find and retrieve information that they need from internet and mostly students submitted their assignment to their lecturer via online. The internet access for *Perpustakaan Tengku Anis* is quite interrupted sometimes. From this situation, it can make the students hard to find the information in internet and submitted their assignment on the spot. For the recommendation, *Perpustakaan Tengku Anis* need more aware about these problems and need to find the solutions to facilitate students. *Perpustakaan Tengku Anis* also can add more router in the library so that, the problems of the slow internet access can be overcome.



### **iii. Computer Facilities**

Computer facilities also is the most important facilities that *Perpustakaan Tengku Anis* need to provide to their users. For *Perpustakaan Tengku Anis*, they just provided only 4 PC's only to their users. Due to the high number of patrons, every library must offer numerous computers. So that, it can help the users especially the students that not have their own personal laptop, can easily uses the computer that *Perpustakaan Tengku Anis* provided without having to contend with others students to used it.

# CONCLUSION

## **5.0 Conclusion**

As a conclusion, my five-month industrial training at *Perpustakaan Tengku Anis* (PTA) was a wonderful and unforgettable experience. I also gained valuable library management skills, including computerized cataloguing, customer service, records management, communication within and outside the organization, poster design, and leadership abilities. When I eventually enter the real working world, I hope to be able to apply the knowledge and experiences I received during my industrial training.

# REFERENCES

## REFERENCES

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Librarianship Studies & Information Technology. (2020). Cataloguing. Retrieved at 28 June 2023, from <https://www.librarianshipstudies.com/2015/05/cataloging.html>

Wikipedia. (2023). Internet access. Retrieved at 28 June 2023, from [https://en.wikipedia.org/wiki/Internet\\_access](https://en.wikipedia.org/wiki/Internet_access)

# APPENDICES

## 1. Attendances

Tahun  
2023  
Bulan  
Mac

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	30.03.2023	10:03	15:13	WFO
2	29.03.2023	07:43	17:23	WFO
3	28.03.2023	07:44	16:50	WFO
4	27.03.2023	07:43	16:50	WFO
5	26.03.2023	07:46	16:38	WFO
6	23.03.2023	07:46	15:11	WFO
7	22.03.2023	07:48	17:00	WFO
8	21.03.2023	07:50	17:11	WFO
9	20.03.2023	07:46	17:09	WFO
10	19.03.2023	07:52	17:02	WFO
11	16.03.2023	07:50	15:36	WFO
12	15.03.2023	07:48	17:01	WFO
13	14.03.2023	07:51	17:06	WFO
14	13.03.2023	07:50	17:06	WFO
15	12.03.2023	07:49	17:07	WFO
16	09.03.2023	07:49	15:48	WFO
17	08.03.2023	07:51	17:04	WFO
18	07.03.2023	07:47	17:04	WFO
19	05.03.2023	07:39	17:03	WFO
20	02.03.2023	07:55	16:02	WFO
21	01.03.2023	07:53	17:02	WFO

Tahun  
2023  
Bulan  
April

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	30.04.2023	07:51	17:07	WFO
2	27.04.2023	07:50	15:31	WFO
3	26.04.2023	07:50	17:00	WFO
4	20.04.2023	07:44	15:01	WFO
5	19.04.2023	07:46	16:30	WFO
6	18.04.2023	07:47	16:30	WFO
7	17.04.2023	07:40	16:33	WFO
8	16.04.2023	07:46	16:46	WFO
9	13.04.2023	07:44	15:23	WFO
10	12.04.2023	07:45	16:35	WFO
11	11.04.2023	07:47	16:33	WFO
12	10.04.2023	07:47	16:38	WFO
13	06.04.2023	07:43	null	WFO
14	05.04.2023	07:46	null	WFO
15	04.04.2023	07:47	16:33	WFO
16	03.04.2023	07:45	16:35	WFO
17	02.04.2023	07:44	16:37	WFO

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	31.05.2023	07:57	null	WFO
2	30.05.2023	08:20	null	WFO
3	29.05.2023	07:53	17:01	WFO
4	28.05.2023	07:44	17:03	WFO
5	25.05.2023	07:45	15:37	WFO
6	24.05.2023	07:44	17:07	WFO
7	23.05.2023	07:47	17:11	WFO
8	22.05.2023	07:51	17:02	WFO
9	21.05.2023	07:54	17:01	WFO
10	18.05.2023	07:46	15:35	WFO
11	17.05.2023	07:49	17:07	WFO
12	16.05.2023	07:50	17:03	WFO
13	09.05.2023	07:49	17:20	WFO
14	03.05.2023	07:50	17:02	WFO
15	02.05.2023	07:48	17:03	WFO

### Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	25.06.2023	07:48	17:03	WFO
2	22.06.2023	07:12	19:47	WFO
3	21.06.2023	07:50	17:06	WFO
4	20.06.2023	07:48	17:05	WFO
5	19.06.2023	07:43	17:06	WFO
6	18.06.2023	07:44	17:05	WFO
7	15.06.2023	07:41	16:09	WFO
8	14.06.2023	07:40	22:00	WFO
9	13.06.2023	07:50	17:07	WFO
10	12.06.2023	07:49	17:00	WFO
11	11.06.2023	07:55	17:18	WFO
12	08.06.2023	07:47	15:35	WFO
13	07.06.2023	07:54	17:01	WFO
14	06.06.2023	07:58	17:02	WFO
15	04.06.2023	07:48	17:01	WFO
16	01.06.2023	07:54	15:31	WFO

### Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.07.2023	07:56	17:05	WFO
2	30.07.2023	07:48	17:11	WFO
3	27.07.2023	07:52	15:31	WFO
4	26.07.2023	07:48	17:03	WFO
5	25.07.2023	07:50	17:06	WFO
6	24.07.2023	07:48	null	WFO
7	23.07.2023	07:46	17:04	WFO
8	20.07.2023	07:57	16:46	WFO
9	18.07.2023	07:44	17:20	WFO
10	17.07.2023	07:51	null	WFO
11	16.07.2023	07:50	17:10	WFO
12	13.07.2023	07:54	15:42	WFO
13	12.07.2023	07:48	17:02	WFO
14	11.07.2023	07:55	17:41	WFO
15	10.07.2023	07:49	17:12	WFO
16	09.07.2023	07:56	17:05	WFO
17	06.07.2023	07:46	15:30	WFO
18	04.07.2023	07:45	17:02	WFO
19	03.07.2023	07:42	17:16	WFO
20	02.07.2023	07:47	17:05	WFO



NO:		NAME:		<b>1</b>			
DEPT:			SECT:				
FOR THE MONTH OF ..... YEARS .....							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

NO:		NAME:		<b>2</b>			
DEPT:			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							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

## 2. Photos During Industrial Training









3. Appointment Letter For Special Project Program – *Program CSR Vitamin Ilmu Bersama Pta: Pusat Pemulihan Akhlak (PPPA), Machang, Kelantan.*

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 UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Kelantan  
Kampus Machang

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

**CIK NUR FATINHAH FAIZA**  
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 **Ahli Jawatankuasa Hadiah & Cenderamata** 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

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Tarikh : 26 Jun 2023

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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 **Setiausaha 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)**  
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Tarikh : 26 Jun 2023

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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 **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.

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

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Bahagian Perpustakaan Tengku Anis  
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#### 4. Schedule During Training Industrial

PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN 01 MAC 2023 SEHINGGA 31 JULAI 2023				
NAMA : CIK NUR FATINHAH BINTI FAIZA (2021101337)				
TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
01 Mac 2023 (1 hari)	Lapor diri dan Sui kenal bersama staf	SKOP LATIHAN PRAKTIKAL YANG DI BERIKAN BERDASARKAN MODUL YANG TELAH DITETAPKAN OLEH PTAR, UITM S.ALAM	Pn. Alina Hussein (Timbalan Ketua Pustakawan)  Pn. Norfitriah Mat Seman (Pustakawan Kanan)	Taklimat Pengenalan Perpustakaan
02 – 08 Mac 2023 (5 hari)	Unit Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan Kanan)	Unit Komunikasi Korporat
09 – 16 Mac 2023 (6 hari)	Unit Perpustakaan Digital & Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Sazlina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat
19 – 23 Mac 2023 (5 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nazrol Hisham Ghazali (Juruteknik Komputer Kanan)	Unit Sistem Maklumat
26 – 30 Mac 2022 (5 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hilme Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Institusi Repositori
02 – 11 Apr 2023 (8 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Ridzuan Ramli (Pembantu Pustakawan Kanan)	Unit Perancangan Strategik & Institusi Repositori
12 – 23 Apr 2023 (8 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Pn. Amesutiny Mohd Subry (Kerani Kanan)	Unit Pentadbiran Organisasi
24 – 30 Apr 2023 (5 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi

01 – 10 Mei 2023 (8 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)	Pn. Nor Azrina Binti Hasbullah (Pembantu Pustakawan Kanan)	Unit Penyelidikan, Pembelajaran & Rujukan
11 – 17 Mei 2023 (5 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)	En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
18 – 23 Mei 2023 (4 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)	En. Mohd Zalani Mhd Zin (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
24 – 31 Mei 2023 (6 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)	En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
01 – 11 Jun 2023 (7 hari)	<b>Unit Arkib Cawangan</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)	En. Mohd Waqyuddin Mohd Dzulkiify (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
12 – 21 Jun 2023 (8 hari)	<b>Unit Arkib Cawangan</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)	En. Muhamad Nazari Muhamad Nor (Pembantu Pustakawan Kanan)  Pn. Syamsilawati Dahari (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
22 – 29 Jun 2023 (6 hari)	<b>Unit Arkib Cawangan</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)	En. Zul Abdullah (Pembantu Pemuliharaan Kanan)	Unit Pemuliharaan
02 – 06 Jul 2023 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)	En. Ahmad Ameruddin Fauzi (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
09 – 13 Jul 2023 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)	En. Hamizur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak

16 – 20 Jul 2023 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)	Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
23 – 26 Mac 2023 (4 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> 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
27 - 31 Jul 2023 (3 hari)	<ul style="list-style-type: none"> <li>Mohon sediakan laporan bagi setiap tempat/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan</li> </ul>		

- 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 tugasan di kaunter (Jika Perlu)
- Bertugas pada hujung minggu (Jika Perlu)

Disedakan oleh :

**Norfitriah Bt Mat Seman**  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Cawangan Kelantan

Disemak dan dituliskan :

**Pn. Alina Bt Hussein**  
Timbalan Ketua Pustakawan  
Perpustakaan Tengku Anis  
UiTM Cawangan Kelantan

**5. Routine Activities**

**a. Morning Book Shelving**

8.00 a.m – 8.30 a.m (Every Working Days)



**b. Reading Yasin**

8.15 a.m – 8.30 a.m (Every Thursday)



## 6. Memorial And Appreciation Ceremony Photo



# LOGBOOK

# **PRACTICAL TRAINING LOG BOOK**





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# 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 FATINHAH BINTI FAIZA
- 2. Date & Place of Birth** : 12 JANUARI 2006 & HOSPITAL JENGIKA
- 3. UiTM I/C No.** : 2021101237
- 4. Course** : BACHELOR OF INFORMATION SCIENCE (HONS)  
LIBRARY MANAGEMENT (IM244)
- 5. Year** : 2023 **Part** 7
- 6. Home Address** : KAMPUNG PEMINDAHAN TAPAK BANJIR,  
KULIM 17500 TANAH MERAH, KELANTAN
- 7. Address During Practical Training:** PERPUSTAKAAN TENGGU ANIS,  
KAMPUS MACHANG, UITM CAWANGAN  
KELANTAN, 18500 MACHANG, KELANTAN.
- 8. Place of Training** : PERPUSTAKAAN TENGGU ANIS
- 9. Name of Supervisor In-Charge** : PUAN NORFITRIAH BINTI MAT  
SEMAN.
- 10. Duration of Training**  
**From:** 1 MARCH 2023 **To:** 31 JULY 2023

**FOR OFFICE USE ONLY:**

**11. Remarks: [Dean/ Course Tutor]**

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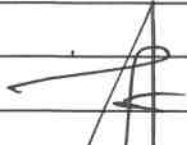

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Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday	- In my first week at Perpustakaan Tengku	
01/03/2023	Anis, at 8.00 a.m until 8.30 a.m, I need	
	to make shelving and shelving at the	
	ground floor.	
	- Then, I have to introduce myself to PTA	
	UiTM Machang staff and supervisor. I was	
	told that I was to undergo internship. Next,	
	supervisor also introduced to me all the staff.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 12500 MACHANG, KELANTAN.
	- Supervisor also give a briefing about the	
	company. The scope of job and task have	
	given by the supervisor. The supervisor also	
	take us a short brief look around in the	
	PTA building.	
	- I have been given a job scope under	
	communication and corporate units and I	
	need to learn and explore what the job	
	scope that related with the communication	
	and corporate units in PTA.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 12500 MACHANG, KELANTAN.



Date	Exact Nature of Work Done	Supervisors Remarks
Thursday 02/03/2023	- For the second day of my internship, at the morning, I also got some briefing about the job scope in the communication and corporate unit by my supervisor, Puan Fifi.	
	- Then, I seek the information about what to do in this job scope and I learn how to use the Canva for make the poster and e-bulletin.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UPTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- I have receive the tasks that I need to make the e-bulletin about the all programmer and activities in the PTA	
	- I also join the meeting among the staff for the next program at the 05/03/2023 and 06/03/2023.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UPTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.

Date	Exact Nature of Work Done	Supervisors Remarks
Sunday 05/03/2023	- For my third day of internship, Perpustakaan Tengku Anis have run the program 'Time to Convo your idea: DRAFT To PUBLISHT.	
	- At the morning, I help my supervisor to make preparations for the programs that started at 9.30 a.m.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 7500 MACHANG, KELANTAN
	- Then, I also joined that program and I also learned how to use the Canva to make a posters, slides and design the books. This program is really useful for my knowledges because mostly for my jobscopes is used the Canva to make and design the e-bulletin.	
	- As usual, at 8:00 a.m until 8:30 a.m, I am doing the tasks of shelving and shelfreading. For this day, I have shelved 15 books at the upper floor which is in the reference books section.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 7500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 07/03/2023	<p>- For my fourth day, I had continue to do my job scope in the communication and corporate unit which is doing the ebulletin for the Perpustakaan Tengku Anis for the month of December 2022 and November 2022.</p>	
	<p>- As usual, at 8.00 a.m until 8.30 a.m, I am doing the tasks of shelving and shelfreading. For this day, I have shelled around 10 books at the upper floor which is in the reference books section.</p>	

  
 NORFITRIAH MAT SEMAN  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGKU ANIS  
 UTM CAWANGAN KELANTAN KAMPUS MACHANG  
 18500 MACHANG, KELANTAN.


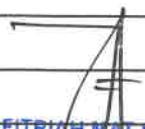


Date	Exact Nature of Work Done	Supervisors Remarks
Thursday 09/02/2023	- For the last day at this week, I have finish all the ebulletin from the month December 2022 until February 2023.	
	- Then, I informed that to the staff that incharge to guide me for the job scope communication and corporate units.	
	- Then, the staff that incharged to guide me, En Haznil and Ms Sazlina has guide and teach me how to insert the the information and pictures in the Read@UiTM.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- I also practices that tasks in my own laptop and the staff also give me the opportunity to me to insert the information in the Read@UiTM.	
	- As usual, at 8:00 a.m until 8:30 a.m, I am doing the tasks of shelving and shelfreading. For this day, I have shelved 1 book only at the ground floor.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.





Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I had received the instructions	
12/03/2023	from Encik Hazril to do the Iqra in the	
	read@uitm.	
	- I try to finish this tasks as soon as possible	
	because I want to do other tasks too in	
	this unit.	
	- At the morning, start at 8.00 am until	
	8.30 am, I had shelved around two books	
	only and I also do the shelving at	
	the ground floor.	



  
 NORFIRIAH MAT SEMAN  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENKU ANIS  
 UITM CAWANGAN KELANTAN KAMPUS MACHANG  
 15500 MACHANG, KELANTAN.



Date	Exact Nature of Work Done	Supervisors Remarks
Monday 13/03/2023	<ul style="list-style-type: none"> <li>- For this day, I continued to do my jobs that I have received yesterday and I also finished that tasks at this day. I informed that to Mrs Sazlina to let her check the tasks that I had finished either have the wrong or not.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Other than that, after take a break at 1:00 pm until 2:00 pm, I also received the instructions from Puan Fifi to make the Pameran Maya for Perpustakaan Tengku Anis.</li> </ul>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	<ul style="list-style-type: none"> <li>- I need to think what the suitable topics to make that Pameran Maya.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Then, I had informed to Puan Fifi to make the topic about the Ramadhan because Ramadhan just around the corner.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Puan Fifi agreed to do about that topics and she suggested the best title and it is 'Ramadhan Checklist'. We also discussed about the themes that I need to apply to make this 'Pameran Maya' because it is in the online form as example flipbook.</li> </ul>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	<ul style="list-style-type: none"> <li>- At the morning also, I had do the shelving around three books and I also do the shelfreading at the ground floor.</li> </ul>	





Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday	- For this day, Perpustakaan Tengku Anis need	
15/03/2023	to attend the MDS programs at the Dewan	
	Professional.	
	- I need to help Puan Delina to prepare the	
	things and slide that we need to bring at	
	there.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- At Dewan Professional, I need to take	
	the pictures to put in my reports.	
	- The aims of we need to go at Dewan	
	Professional are to introduce to the new	
	students which is from Part 1 about the	
	Perpustakaan Tengku Anis	
	- In the morning at 8:00 am until 8:30	
	a.m, I also need to do the shelving and	
	shelfreading. For this day, I had arranged	
	the books around five books.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.





Date	Exact Nature of Work Done	Supervisors Remarks
Sunday 19/03/2023	<p>- For this day, I also continued to do my job scope that need to finish the Pameran Maya. I had moved to do the "Your Ramadhan Journal 2023".</p>	
	<p>- Today too, I also had a meal with the staff in conjunction with the farewell party with former practical students, Nabila.</p>	<p>NORFITRIAH MAT SEMAN PUSAT KAWAN KAMAM PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18300 MACHANG, KELANTAN.</p>
	<p>- For the morning at 8:00 a.m until 8:20 a.m, I also do the shelving activities around five books and also do the shelf reading.</p>	
	<p>- I also get some briefing from Puan Delina about KKM Programmes started from 20/03/2023 until 23/03/2023.</p>	
		<p>NORFITRIAH MAT SEMAN PUSAT KAWAN KAMAM PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 3500 MACHANG, KELANTAN.</p>

Date	Exact Nature of Work Done	Supervisors Remarks
Monday 20/03/2023	<p>- The KKM programmes has started today. I need to manage registration for the participants. at 2.00 p.m until 2.30 p.m since the programmes need to start at 2.30 p.m.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	<p>- After the students were given a briefing from Puan Azrina, I was assigned to do a library tour for the students and participants know what have in the Perpustakaan Tengku Anis.</p>	
	<p>- For this day, this programmes just have at evening section only. So, at the morning, I need to check all over the Pameran Maya before submitted to Puan Fifi.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	<p>- For this morning, at 8.00 a.m until 8.30 a.m, I also need to do the shelving around three books only.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 21/03/2023	- For this day, I also need to manage registration for the participants at 9:30 a.m until 10:00 a.m in the morning and at 2:00 p.m until 2:30 p.m in the evening.	
	- I also was assigned to do the library tour for the participants.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- I had shelved around ten books at the ground floor at the morning.	
Wednesday 22/03/2023	- For this day, my tasks is same with yesterday at Tuesday (21/03/2023) because the KKM programmes for this day also have two sections at the morning and evening.	
	- For the morning at 8:00 a.m until 8:30 a.m, I had shelved around nine books at the ground floor and I also do the shelf reading.	
Thursday 23/03/2023	- For this day, there no have any slots for KKM programmes.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- So, I had received a new job scope from Enik Hisyam to do the storyboard 360° at Perpustakaan Tengku Anis. Enik Hisyam was guided me well before started to do that tasks.	
	- I also shelved around two books at the morning.	





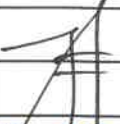

Date	Exact Nature of Work Done	Supervisors Remarks
Sunday 26/03/2023	- For this day, I had continued to do the story board. I need to take all the pictures that related and suitable to put in slides that had be given by Encik Hisyam.	
	- I also keep on asked Encik Hisyam if I not understand to do that tasks.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- As usual, in the morning at 8.00 a.m until 8.30 a.m, I need to do the shelving around three books and I also do the shelf reading.	
Monday 27/03/2023	- Today, I had finished the tasks that had been given by Encik Hisyam which is story board.	
	- Then, I moved to the Encik Hilme. Encik Hilme had give the task to me that I need to put the CDs in the case. Before I put the CDs in the case, I need to check first the data in Institutional Repository.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- For this morning, I had to do the shelving around eight books and also the shelf reading. All the staff in the PTA also doing the Tadarus Al-Quran.	










Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I have started with the new unit,	
02/04/2023	which is organizational administrative unit and	
	strategic planning. The <del>staff</del> first staff in	
	charge to guide me for this unit is Encik	
	Mohd Ridzuan.	
	- But for this day, Encik Mohd Ridzuan not	
	able to teach and guide me about his	
	job scopes and he just explained to me that	 NORFIRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	I need to do the institutional repository	
	(IR).	
	- Then, I also do the Pameran Maya for	
	April which is about 'Jelajah Pasar Unik'.	
	I just need to topup the contents and	
	design only.	
	- I had done the shelving around five books	
	and also do the shelf-reading.	
		 NORFIRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.



Date	Exact Nature of Work Done	Supervisors Remarks
Monday 03/04/2023	<p>- For this day, I had received the instructions from my supervisor, Puan Fifi, to start think and do the decorations <sup>for</sup> <del>at</del> the Raya booth in library.</p>	
	<p>- My teammates and I think together to make the theme of Raya booth about 'Retro Raya @ PTA'.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	<p>- Then, we started to find the items and things in the store whether it can be recycled or not and also determine they are related or not to use for our themes.</p>	
	<p>- As usual, I also done the shelfreading and shelving at the ground floor.</p>	
Tuesday 04/04/2023	<p>- For this day, my teammates and I continued to do the decorations.</p>	
	<p>- We also go out to the Bandar Machang, to buy the things that we needed.</p>	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	<p>- In the morning, I had done the shelf reading and also tadous with the staff in the library.</p>	



Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday 05/04/2023	- For this day, my teammates and I also continued to finish for our decorations.	
	- As usual, in the morning, I had done the shelf reading and also tadarus with the staff in the library.	
Thursday 06/04/2023	- For this day my teammates and I also continued to finish for our decorations.	
	- As usual, in the morning, I had done the shelf reading and also tadarus with the staff in the library.	
Sunday 09/04/2023	- Nuzul al-Quran holiday.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PUSTAKAWAN TENGGU ANIS <small>CAMPUS KAMPUS SARAWAK</small>
Monday 10/04/2023	- For this day, my teammates and I also continued to finish for our decorations. We had finish about 90% progress for decorations.	
	- As usual, in the morning, I had done the shelf reading only and also tadarus with the staff in the library.	
Tuesday	- For this day, we had done 100% progress and finish to decorate <del>to</del> for our Raya booth.	
	- As usual, in the morning, I had done the shelving around six books only and also tadarus with the staff in the library.	



Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday	- For this day, I moved to the Encik Mohd	
12/04/2023	Ridzuan back and he explained to me about	
	his job scopes. Among the job scopes that	
	he need to do is need to insert the data	
	of thesis or other references in KBR	
	rooms to the Institutional Repository <sup>under</sup> system	
	with systems.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	- Encik Mohd Ridzuan had teach me how to	
	insert the data of the thesis and other	
	references in KBR rooms to the Institutional	
	Repository systems one by one steps.	
	- He also teach me how to do if the authors	
	of the thesis more than one as example	
	that need to do is Nur Fatimah Faiza ...	
	[et al.]	
	- He also showed to me where the items	
	has stored in the KBR rooms and I got	
	six thesis to try to do and insert the	
	data in Institutional Repository systems.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	- As usual, at the morning, I had done	
	shelving around five books only and	
	also do the <del>book</del> shelfreading and	
	tadarus with the staff.	





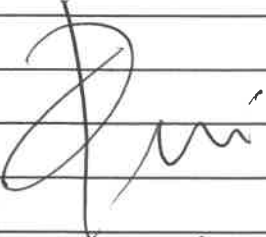




Date	Exact Nature of Work Done	Supervisors Remarks
Sunday 16/04/2023	- For this day, I had started my tasks with do the proposal about <sup>my</sup> <del>as</del> special project.	
	- The special project that I need to do is "Program CSR Vitamin Ilmu Bersama PTA : Pusat Pemulihan Atsialak (PPA) Machang, Kelantan."	
	- My teammates and I think together what the programmes or activities that need to do for that programmes.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN
	- After submit the draft of proposal to our supervisor, Puan Fifi, I had continued to do the tasks to insert the data in Institutional Repository systems.	
	- As usual, at the morning, from 8:00 a.m until 8:30 a.m, I had done twelve books to shelves and also do the shelfreading, and joined tadarus with	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UiTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

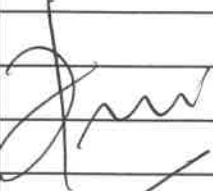
Date	Exact Nature of Work Done	Supervisors Remarks
Monday 17/04/2023	<p>- For this day, I also started my tasks with make a correction for our proposal, because Puan Fifi had made a new changes for our titles of programmes and also the tentatives.</p>	
	<p>- We also need insert the budget for our programmes.</p>	
	<p>- Next, I had continued to do my job scopes that insert the data to the Institutional Repository systems.</p>	<p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN</p>
	<p>- I also had learned the new tasks from Puan Amesutiny about her job scopes, because for this week, Puan Amesutiny's turn to guide me about her job scope.</p>	
	<p>- Puan Amesutiny had teach and <del>the</del> <sup>guided</sup> me a lot about her job scopes in Organizational Administrative Unit &amp; Strategic Planning as example about how to do the filing.</p>	
	<p>- She also has guided me how to do the minutes of meetings and I also need to finish two files only.</p>	 <p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 13500 MACHANG, KELANTAN</p>
	<p>- As usual, at the morning, 8:00 a.m until 8:30 a.m, I have done shelving around six books only and I also joined the telenovis for the last time for this pamadhan.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 19/04/2023	- For this day, I had continued to finish my tasks that to write the minutes for every letters in the files.	
	- When I finished that files, <sup>Puan</sup> <del>Puan</del> Amesutiny had explained to me about the proper ways that suitable for filing.	
	- Puan Amesutiny also explain a little bit about how to dispose the documents that over from 5 years its lifetime.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS JIEM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- I also received two new files to write the minutes and I need to finish that first before I moved to another tasks.	
	- As usual, I had done 11 books to shelf and I also do the shelfreading.	
Wednesday 20/04/2023	- For this day, I had continued to finish my tasks that to write the minutes that I had received yesterday.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS JIEM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.
	- As usual, I had done five books to shelf and I also do the shelfreading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Thursday 20/04/2023	- for this day, I just do only three books for shelving and I also do the shelreading.	
Sunday until Tuesday	- Raya Aidilfitri's holidays.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS KAWANGAN KELANTAN KAMPUS MACHANG MACHANG KELANTAN
Wednesday 26/04/2023	- For this day, I help Encik Zul making notebooks for practical students from Indonesia programs CSR at Sekolah Menengah Kebangsaan Pangkal Meleret.	
	- As usual, at the morning, I have done two books only for shelving and I also do the shelreading from 8:00 a.m until 8:30 a.m	
Thursday 27/04/2023	- For this day, I had learn how to do the RFID and RDA for each books. I also learn how to scan RFID with Encik Rusli.	 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS KAWANGAN KELANTAN KAMPUS MACHANG MACHANG KELANTAN
	- As usual, at the morning, I have done five books only for shelving and I also do the shelreading from 8:00 a.m until 8:30 a.m.	


Date	Exact Nature of Work Done	Supervisors Remarks
Sunday 30/04/2023	<p>- This day, I need to finalise the proposal about <del>the programmes</del> our special project "Program CSR Vitamin Ilmu Bersama PTA : Pusat Pemulihan Akhlak (PPA) Machang, Kelantan.</p> <p>- I also help the staff which is Puan Delina to assist students practical from Indonesia <del>to</del> <sup>to</sup> do library tour about our PTA :</p> <p>- As usual, at the morning, I had done around two books only and also do the shelf reading from 8:00 a.m until 8:30 a.m.</p>	
Monday 01/05/2023	- Labour Day	
Tuesday 02/05/2023	<p>- For this day, I had changed to another unit which is at Library Service Unit under Pn. Nordelina Zulkarnain.</p> <p>- I got the briefing about the activities that need to be done at the counter from Encik Hamka which are, circulation, borrowing, returning, <del>and</del> fines and renew the books.</p> <p>- As usual, at the morning, I had done around five books only and also do the shelf reading from 8:00 a.m until 8:30 a.m.</p>	
		<p><b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982</p>


Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday 03/05/2023	- For this day, I need to join and help Puan Delina to assist the practical students from Indonesia to the KKM program.	
	- I also learned about how to find the exam paper questions and many more in the Mobile Apps.	
	- For the evening, I had learned with Encik Zailani on how to borrow the books in Libsys. So that, I can help the staff when the students want to borrow the books.	
	- As usual, in the morning, I had done three books only for shelving and I also do the shelfreading from 8:00 a.m until 8:30 a.m.	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanar Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
Thursday 04/05/2023	- Wesak Day	


Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I had received the instructions	
07/05/2023	from Puan Delina to find any titles of the	
	books for the book loans of SMK Pangkal Meleret	
	- I had found 230 books and I also need	
	to do the checkout activities for each books.	
	- As usual, I need to do the book shelving	
	and I also do the shelfreading from 8:00	
	am until 8:30 a.m.	
Monday	- For this day, I help the staff to unload and	
08/05/2023	lift the boxes of the books in the car	
	to bring to the SMK Pangkal Meleret.	
	- I also help other staff for the preparation	
	of Hari Raya Aidilfitri celebration's of PTA.	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
Tuesday	- Hari Raya Aidilfitri celebration's of	
09/05/2023	Perpustakaan Tengku Anis.	

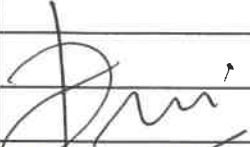


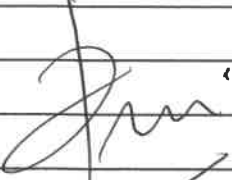
Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday 10/05/2023	- For this day, I had received the instructions from Puan Delina to find the books that related with the 'Green Nations' themes.	
	- Then, I had learned from Encik Zalani how to change the status of the books from open shelf to the exhibition and I had finished around 76 books.	
	- As usual at the morning, I had done three books only for shelving and I also do the shelving reading.	
Thursday 11/05/2023	- For this day, I need to join the "Green Nations PTA Mobile Library X Fesko-15" programmes with Puan Delina.	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-10651982
	- I need to promote the books that related with "Green Nations" to the students and also the staff of UiTM campus Machang.	
	- The total of visitor for this programmes are 101 peoples.	
	- As usual, at the morning at 8:00 a.m until 8:30 a.m, I had done ten books only for shelving and I also do the shelf reading.	

Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I need to settle the report about	
14/05/2023	our previous programs which is "Green Nations	
	PTA Mobile Library X FESKO - 15.	
	- Then, I need to consult that report. by sent	
	the draft to the Puan Delina to she checks	
	where that need to make the corrections.	
	- As usual, at the morning, I have done six	
	books only for book shelving and I also	
	make the shelfreading.	
Monday	- For this day, I had received the instructions	
15/05/2023	from Encik Zalani to change the status of	
	the books for "Green Nations PTA Mobile	
	Library X FESKO - 15" programs from exhibition	
	to the shelf.	
		<b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
	- I also need to make the corrections for the	
	viral text of "PTA Ramadan Raya Book	
	Review Tiktok Challenges"	
	- As usual, at the morning, I have done three	
	books only for book shelving and I also	
	make the shelfreading.	

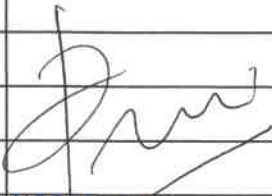
Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 16/05/2023	- For this day, I was assigned to take care of the service counter manage check-out, check-in, pay the fees and pay the prints from students.	
	- I also help other staff to do their RDA and RFID for every books that they do.	
	- As usual, in the morning, at 8:00 am until 8:30 am, I had done ten books for shelving and also make the shelf reading.	
Wednesday 17/05/2023	- For this day, I was assigned to do the preparation for the programs "BAEA BINA INSAN" Join baca bersama 10 minit for the next day.	
	- I need to find the interesting books among 20 books to put on the trolley for the students take and read.	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Kawangan Machang 011 1065 1992
	- As usual, in the morning, at 8:00 am until 8:30 am, I had done nine books for shelving and also make the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Thursday 18/05/2023	- For this day, I need to help the staff to manage the programs "BACA BINA INSAN" Jam baca bersama 10 minit	
	- I need to attract the students to join our programs.	
	- As usual, in the morning at 8:00 a.m until 8:30 a.m, I need to make the shelving and also do the shelf reading.	
Sunday 21/05/2023	- For this day, I need to help other staff to make the preparation for the our booth in conjunction with the program "Majlis Ramah Mesra Nostalgia UiTMCR"	
	- As usual, in the morning at 8:00 a.m until 8:30 a.m, I need to make the shelving and also do the shelf reading.	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
Monday 22/05/2023	- Majlis Ramah Mesra Nostalgia UiTMCR.	

Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 23/05/2023	- For this day, I had received the instructions from Puan Delina, to make a report of the programs which was conducted at the Perpustakaan Tengku Anis.	
	- As usual, at the 8:00 a.m until 8:30 a.m, I had done six books for shelving and I also do the shelf reading.	
Wednesday 24/05/2023	- For this day, I had continued to do the tasks that had given by Puan Delina to finish the report.	
	- I also help other staff to finish their PDA due of they so busy to do their works.	
	- As usual, at the 8:00 a.m until 8:30 a.m, I had done three books for shelving and I also do the shelf reading.	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis JTM Cawangan Machang 011-1065 1982
Thursday 25/05/2023	- For this day, I had submitted my reports that Puan Delina want to her. I also make some corrections to that report.	
	- As usual, at the 8:00 a.m until 8:30 a.m, I had done five books for shelving and I also do the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I had received the instructions	
28/05/2023	from Encik Hamka, to check the books on the	
	racks, either still have the books that not	
	do the RDA	
	- I also helps the staff to take over the counter	
	services meanwhile they need to do another	
	tasks.	
	- As usual, in the morning at 8:00am until 8:30	
	a.m, I had done around three books only	
	for shelving and also do the shelf reading.	
Monday	- For this day, I need to settle down my tasks	
29/05/2023	which is need to join the Tiktok challenge.	
	- I need to borrow 3 different books and	
	I need to choose one of the books to make	
	a review	 <b>NORDELINA ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Cawangan Machang 011-1065 1982
	- As usual, in the morning at 8:00 a.m until	
	8:30 a.m, I had done six books for shelving	
	and also do the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday	- For this day, Puan Delina ask helps from me to	
20/05/2023	copy the emails another staff for ID's Profite	
	Researcher.	
	- As usual, in the morning at 8:00 a.m until	
	8:30 a.m, I had done eight books only for	
	shelving and also do the shelfreading.	
Wednesday	- For this day is EUSA day, I need to	
31/05/2023		
	- I need to help the staff to check in all	
	the bulk loan books.	
	- I also help other staff to find the books	
	that they need to complete their tasks.	
	- As usual, in the morning at 8:00 a.m until	
	8:30 a.m, I had done four books only for	
	shelving and also do the shelf reading	


  
**NORDELINA ZULKARNAIN**  
 Pustakawan Kanan  
 Perpustakaan Tengku Anis  
 UITM Cawangan Machang  
 011-1065 1982


Date	Exact Nature of Work Done	Supervisors Remarks
Thursday 01/06/2023	<p>- For this day, I had moved to another unit which is Branch Archive Unit. For the first day, Encik Waqiyuddin need to assist me for what I need to do and what the activities have in this unit.</p> <p>- Encik Waqiyuddin had present to me about the introduction of Branch Archive Unit and also the job scope in this unit.</p> <p>- As usual, at 8:00 a.m until 8:30 a.m in the morning, I had done six books only for shelving and I also do the shelf reading.</p>	
Sunday 04/06/2023	<p>- For this day, I had learned the something new which is</p> <p>- Encik Waqiyuddin had give the fully guidance to me on how to</p> <p>- As usual, in the morning at 8:00 a.m until 8:30 a.m, I had done five books only for shelving and I also do the shelf reading.</p>	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
Monday 05/06/2023	<p>- Birthday of His Majesty, Yang Di-Pertuan Agong</p>	





Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday	- For this day, I had received the new	
06/06/2023	instructions from our supervisor, Puan Fifi,	
	to help the staff to do the operation excellent	
	project (Penyimpanan Koleksi Bahan Unit	
	Artib Cawangan)	
	- I need to do the envelopes for storing old	
	pictures that have in the archive,	
	- As usual, in the morning at 8:00 am until	
	8:30 am, I had done six books only for	
	shelving and also do the shelf reading.	
Wednesday	- For this day, I had continued to do the Operation	
07/06/2023	Excellent Project (Penyimpanan Koleksi Bahan	
	Unit Artib Cawangan)	
		
	- As usual, in the morning at 8:00 am until	
	8:30 am, I had done seven books only for	
	shelving and also do the shelf reading.	<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
Thursday	- For this day, I also continued to do the	
08/06/2023	Operation Excellent Project (Penyimpanan Koleksi	
	Bahan Unit Artib Cawangan)	
	- As usual, in the morning at 8:00 am until	
	8:30 am, I had done six books only for	
	shelving and also do the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Sunday 11/06/2023	- For this day, Encik Waqiyuddin had teach me to do <del>the</del> how to key in the information of the files in the Archive Management System (AMS)	
	- At the evening after lunch, I need to attend the meeting <del>from</del> with Puan Fifi about our CSR program on Wednesday which is CSR Mini Library program at the Rumah Anak Yatim Lilbanat Daunlain, Machang.	
	- As usual, in the morning at 8:00 am until 8:30 am, I had done five books only for shelving and also do the shelf reading.	
Monday 12/06/2023	- For this day, I need to follow Encik Waqiyuddin to make the Library Outreach at the financial office.	 <b>ALINA BT HUSSEIN</b> imbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
	- Other than that, I also key in the information to the Archive Management System (AMS)	
	- As usual, in the morning at 8:00 am until 8:30 am, I had done eight books only for shelving and also do the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 13/06/2023	- For this day, I need to assist the practical student from Indonesia to do the job scope that have in archive.	
	- As usual, in the morning, at 8:00 a.m until 8:30 a.m, I had done seven books for shelving and also do the shelf reading.	
Wednesday 14/06/2023	- For this day, I have a trip with my supervisor and others practical students to the Perbadanan Perpustakaan Awam Negeri Kelantan and Perpustakaan Tengku Anis at Kota Bharu campus.	
	- I also visited at Kampung Laut with others practical students to see and know the tourist attractions there.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawati Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
Thursday 15/06/2023	- For this day, I need to make the preparation for the program at the Rumah Anak Yatim Lilbanat Dawul Naim at Saturday.	
	- I need to think the questions for my activity at there which is Roda Impian.	
	- As usual, in the morning, at 8:00 a.m until 8:30 a.m, I had done six books for shelving and also do the shelf reading.	
Saturday 17/06/2023	- Program at the Rumah Anak Yatim Lilbanat Dawul Naim, Machang.	

Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I need to attend the meeting	
18/06/2023	at the Pusat Pemulihan Akhlak, Machang	
	to discuss about the activity that I can	
	do at there with the parties there.	
	- The meeting <del>was</del> <sup>was</sup> went well and I need	
	to attend again the next meeting for	
	confirm the activity that I need to do.	
	- This meeting is about my special project	
	during industrial training at Perpustakaan	
	Tengku Anis Machang campus which is "Program	
	CSR Vitamin Ilmu Bersama PTA : Pusat	
	Pemulihan Akhlak (PPA), Machang, Kelantan.	
Monday	- For this day, I had continued to do my	 ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
19/06/2023	job scope which is I finished to key in	
	the information of the file to the Archive	
	Management System (AMS)	
	- Then, I also do the scanned documents	
	in the files around four files only.	
	- I also do the valuation of the records	
	in the files room.	
	- As usual, in the morning, at 8:00 am	
	until 8:30 am, I had done five books for	
	shelving and also do the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday 20/06/2023	- For this day, I helped staff to scan the document and digitized that documents to the pendrive.	
	- As usual, at 8:00 am until 8:30 am, I had done six books for shelving and also do the shelfreading.	
Wednesday 21/06/2023	- For this day, I need to prepare the things and stuffs that I need to bring to the Sekolah Kebangsaan Chabang Empat because I need to attend the CSR program at there	
	- I also continued helped the staff to digitized documents to pendrive	
	- As usual, in the morning, at 8:00 am until 8:30 am, I had done five books for shelving and also do the shelf reading.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
Sunday 25/06/2023	<p>- For this day, Perpustakaan Tengku Anis had celebrate the farewell party for the students practical from Indonesia.</p> <p>- I helped the other staff to prepare the food at the pantry.</p> <p>- As usual, in the morning, at 8:00 am until 8:30 am, I had done seven books for shelving and also do the shelf reading.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
Thursday	- For this day, I need to attend the program	
22/06/2023	CSR Speed Reading at Sekolah Kebangsaan	
	Chabang Empat, Tumpat.	
	- I need to handle the activities like Roda	
	Inpian, seraman Minda and quizzes.	
	- I need to get there by 8.00 a.m and	
	I go there with the staff, Ms. Sazlina,	
Monday	- For this day, I was assigned to join	
26/06/2023	the program with Puan Delina and also	
	need to help Puan Delina to handle that	
	program.	
	- That program was consisted by the staff	
	UiTM only.	
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
	- As usual, at the morning, I need to do the	
	shelving around seven books and also do	
	the shelf reading at 8:00 a.m until 8:30 a.m.	
Tuesday	- For this day, I had continued to do my	
27/06/2023	tasks at the archive which is I need to	
	scan documents into the pendrive. and I	
	had done one box of files for this day.	
	....	
	- As usual, at the morning, 8:00 a.m until	
	8:30 a.m, I had done twelve books for	
	shelving and I also do the shelf reading.	


Date	Exact Nature of Work Done	Supervisors Remarks
28/06/2023 and	- Hajj Holidays.	
29/06/2023 (Wednesday		
and Thursday)		
02/07/2023 Sunday	- For this day, I had changed to the Library Planning and Development Unit under En. Ahmad Ameruddin.	
	- But, for this day, En. Ahmad Ameruddin still on holiday and I received the guidance from other staff to do RPA.	
	- As usual in the morning, at 8:00 a.m until 8:30 a.m, I had shelving around five books only and also do the shelf reading.	 <b>MUSLIM ISMAIL @ AHMAD</b> Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
03/07/2023 Monday	- For this day, Perpustakaan Tengku Anis had Solat Hajat for all staff in the library and also had a little bit tazkirah.	
	- I also need to help other staff to prepare a little bit foods to be served to the invited guests.	


Date	Exact Nature of Work Done	Supervisors Remarks
Tuesday	- For this day, I had learned about something	
04/07/2023	new about cataloging with Encik Mustazim	
	and Encik Hasnan.	
	- Encik Mustazim had teach me how to insert	
	the data of the books in the WILS system	
	and Encik Hasnan had teach me how to	
	print the sticker when finish catalogue	
	the book to paste at the book spine.	
	- As usual, in the morning, at 8:00 a.m until	
	8:30 a.m, I had done eight books for	
	shelving and I also do the shelf reading.	
Wednesday	- Emergency Leave (Fever)	MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan
05/07/2023		
Thursday	- For this day, I had continued to do my	
06/07/2023	tasks like cataloging the books and	
	paste the stickers to the book spine.	
	- As usual, in the morning, at 8:00 a.m	
	until 8:30 a.m, I had done seven books	
	for shelving and I also do the shelf	
	reading.	





Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	For this day, I also continued to do my tasks	
09/07/2023	which is do the cataloguing and paste the	
	stickers at the books.	
	- As usual, in the morning at 8:00 am until	
	8:30 am, I had done book shelving around	
	five books and also do the shelf reading.	
Monday	- For this day, I had continued to do my tasks	
10/07/2023	which is do the cataloguing and paste	
	the stickers at the books.	
	- As usual, in the morning at 8:00 am until	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kolantan.
	8:30 am, I had done book shelving around	
	seven books and also do the shelf reading.	
Tuesday	- For this day, I ask the tasks with Encik	
11/07/2023	Hasnan and he gave to me to do paste	
	the stickers at the books.	
	- As usual, in the morning at 8:00 am until	
	8:30 am, I had done book shelving for	
	four books and also do the shelf reading.	
Wednesday	- For this day, I had received the new tasks	
12/07/2023	from Encik Hamibur to list the title of	
	the books, the list of the ISBN and call	
	number for the each books and the	
	price.	
	- All the books are from the book supplier.	


Date	Exact Nature of Work Done	Supervisors Remarks
	<p>- As usual, in the morning at 8:00 am until 8:30 am, I had done book shelving around eight books and also do the shelf reading.</p>	
<p>Thursday 13/07/2023</p>	<p>- For this day, I had continued the tasks that Enak Hamizur gave to me which is listing the books like yesterday.</p>	
	<p>- As usual, in the morning at 8:00 am until 8:30 am, I had done book shelving around nine books and also do the shelf reading.</p>	
<p>Sunday 16/07/2023</p>	<p>- For this day, the preparation of my special project was started. The staff that involved with library make over at Pusat Pemulihan Atkhlak (PPA), Machang need to go at there.</p>	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
	<p>- In the morning, at 8:00 am, I need to attend the short meeting with the staff and my supervisor to discuss the first thing that need to do at there.</p>	
	<p>- In the meeting, I need to prepare the things that need to bring at there to <del>make</del> make matter easier for the staff that involved with library make over.</p>	

Date	Exact Nature of Work Done	Supervisors Remarks
Monday	- For this day, I need to settle to list the	
17/07/2023	books from contributor to bring to the	
	Pusat Pemulihan Akhlak (CPA) Machang.	
	- I had received two boxes of the book	
	donation for this day and I need to list	
	the titles of the books and the prices in	
	the Microsoft Excel.	
	- As usual, in the morning at 8:00 a.m until	
	8:30 a.m, I had done book shelving	
	around seven books and also do the	
	shelf reading.	
Tuesday	- For this day, I had continued to do listing	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anson Universiti Teknologi MARA Cawangan Kelantan.
18/07/2023	the books from contributors because I	
	had received one box of the books	
	again.	
	- I also prepare the wording to paste at	
	the Library Pusat Pemulihan Akhlak (CPA),	
	Machang and settle all the gifts and	
	souvenirs to give to the Tabika Perpaduan	
	students that involve in the activity on	
	that program.	
	- As usual, in the morning at 8:00 a.m until	
	8:30 a.m, I had done book shelving and	
	also do the shelf reading.	

Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday 19/07/2023	- Islamic New Year (Awal Muharam)	
Thursday 20/07/2023	- For this day, I had continued to settle all the listing of the books and I need to prepare and settle all the activity materials for the Saturday.	
	- In the morning at 8:00 a.m, I also need to attend the short meeting again with the staff and my supervisor to discuss and finalize the things that need to settle since this day is the last day for the library make over.	
	- After the meeting, I had consult with Puan Delina about the activity that I need to do with the Tabika Perpaduan students and also exchange the ideas with Puan Delina about that.	 MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.
Saturday 22/07/2023	- For this day, my special project 'Program CSR Vitamin Ilmu Bersama PTA: Pusat Pemulihan Athlet (PPA), Machang was be held.  - I need to be the person in charge for conduct the activity with the Tabika Perpaduan students and the activity are colouring the bag, Roda Impian, simple exercise and colouring the numbers.	

Date	Exact Nature of Work Done	Supervisors Remarks
	- This special program project has been going smoothly and ended at 1:00 p.m.	
Sunday		
23/07/2023	- For this day, I had done to finish the minute meeting about <del>my</del> my special project and I also takes the pictures for my report assignment which are the pictures of facilities in the library.	
	- As usual, at 8:00 a.m until 8:30 a.m in the morning, I had done eleven books for shelving and I also do the shelf reading.	
Monday	- For this day, I need to finish my special project report for presentation progress on Wednesday soon.	 MUSLIM ISMAIL @ AHMAD Universiti Teknologi Malaysia Kampus UTM Skudai Johor Bahru 81300
24/07/2023	- As usual at 8:00 a.m until 8:30 a.m in the morning, I had done seven books for shelving and I also do the shelf reading.	
Tuesday	- For this day, I was assigned by Puan Fifi to arrange the books endowment from the supplier and I need to do the listing for each books.	
25/07/2023	- As usual, at 8:00 a.m until 8:30 a.m in the morning, I had done five books for shelving and I also do the shelf reading.	

Date	Exact Nature of Work Done	Supervisors Remarks
Wednesday 26/07/2023	- For this day, I had done the presentation progress about my special project to my supervisor, Puan Fifi.	
	- From the presentation, I need to do some corrections for my report.	
	- As usual, at 8:00 a.m until 8:30 a.m in the morning, I had done four books only for shelving and I also do the shelf reading.	
Thursday 27/07/2023	- For this day, I need to do the listing of endowment books from lecturer in the Microsoft Excel.	 MUSLIM ISMAIL @ AHM Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Caw. Kelantan.
	- Then, I also need to finish <del>the</del> my final project report.	
	- As usual, at 8:00 a.m until 8:30 a.m in the morning, I had done five books only for shelving and I also do the shelf reading.	

Date	Exact Nature of Work Done	Supervisors Remarks
Sunday	- For this day, I had the farewell celebration	
30/07/2023	- <del>for my</del> <sup>since</sup> my internship is about to end,	
	Puan Alina as the Deputy Chief Librarian	
	and other staff had gave to me some	
	words of appreciation and internship	
	certificate	
	- As usual, at 8:00 a.m until 8:30 a.m in	
	the morning, I had done two books only	
	for shelving and also do the shelf	
	reading.	 MUSLIM ISMAIL @ AHMAF Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawa, Kelantan.
Monday	- For this day, I had continued to finish	
31/07/2023	my final project report and my logbook	
	since this day is the <del>near</del> last day of	
	my internship.	
	- As usual, at 8:00 a.m until 8:30 a.m in	
	the morning, I had done ten books for	
	shelving and also do the shelf reading.	

