



اَوْنُوْا سِيَّتِي تَتِيكُوْا لُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

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

INDUSTRIAL TRAINING REPORT:
PERPUSTAKAAN TENGGU ANIS (KELANTAN)
KAMPUS MACHANG, UITM CAWANGAN KELANTANG 18500
MACHANG, KELANTAN DARULNAIM, MALAYSIA

SPECIAL PROJECT:
CSR VITAMIN ILMU SMK PANGKAL MELERET
CSR JALINAN KASIH BERSAMA ANAK YATIM
GLOCAL SYMPOSIUM ON INFORMATION AND SOCIAL
SCIENCE 2023 : CHALLENGE AND OPPORTUNITIES

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IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

APRIL - JULY

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**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

APRIL - JULY

DECLARATION

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

Signed by

Dewi Nauliafajrin
2023986419

Date of submission: 31 July 2023

ABSTRACT

A student, especially a student of Information and Library Science should not only be theoretically proficient, but also be able to apply it in the field because library Information Science students will work in the library field. Internship is an activity that can be done to realize this. During the three-month internship at Perpustakaan Tengku Anis Machang Campus, the student has learned and gained a lot of knowledge related to library science from all departments in Tengku Anis Library Machang Campus. In addition to the internship, the student has also conducted various special projects, namely Corporate Social Responsibility (CSR) at SMK Pangkal Meleret and Rumah Anak Yatim Lilbanat Darulnaim, virtual exhibition, Information Proficiency Class, Sharing session with Integration of Records Community, Glocal Symposium on Information and Social Science 2023: Challenge and Opportunities, and interviews. During this intership, the student has learned many things both related to library science, culture in Malaysia and about general daily knowledge.

Keywords: *internship, Perpustakaan Tengku Anis, special project.*

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CHAPTER 1

INTRODUCTION

1.1 Background of the Organization

Since its establishment in 1985 at the Kijang campus, the UiTM Library Campus Machang, Kelantan, has been located on the permanent campus at Bukit Ilmu. In collaboration with the former YMM Raja Perempuan Kelantan, Tengku Anis Ibni Tengku Abdul Hamid, the UiTM Kelantan Library was rebranded as the Perpustakaan Tengku Anis (PTA) on July 15, 2008. By providing a variety of services, a diverse range of collections, technology, and up-to-date information, UiTM Library Kampus Machang supports all learning, teaching, research, and knowledge development initiatives.

Because there are two campuses in Kelantan, Machang and Kota Bharu, there are two locations of the Perpustakaan Tengku Anis in Kelantan, namely at Machang Campus and Kota Bharu Campus. Perpustakaan Tengku Anis at Machang Campus is the largest and the main library for UiTM Kelantan branch. This study focuses on the tengku anis library on the Machang Campus because that is where the student completed industrial training.

1.1.1 Vision, Mission, Objectives, and Units of Perpustakaan Tengku Anis

Table 1 Vision, mission, objectives, and units of Perpustakaan Tengku Anis

Vision	Make UiTM an excellence-based university of excellence and academic excellence to lead the dynamic of bumiputra in all world-class professional fields to be born competitive, global and ethical graduates
Mission	A catalyst for knowledgeable UiTM citizens through the access to comprehensive, relevant and up-to-date information and quality facilities to meet the needs of teaching, learning and research
Objectives	<ol style="list-style-type: none">1. Providing Services to empower UiTM's library service delivery system as a center of excellence of information that has always remained relevant, referred to and respected.2. Extending comprehensive, up-to-date and relevant sources of knowledge covers a variety of physical and

	<p>virtual accessible formats.</p> <ol style="list-style-type: none"> 3. Provides a conducive environment for teaching, learning and research. 4. Improve the latest information technology and communication facilities that are focused on customer needs. 5. Empowering human capital through PERDANA culture among PUiTM citizens. 6. Enhance relationships and cooperation with outside organizations in industrial network activities
Units	<ol style="list-style-type: none"> 1. Library Management Department <ul style="list-style-type: none"> • Administration and Strategic Planning Unit • Corporation Unit 2. Reference Source Department <ul style="list-style-type: none"> • Electronic Source Unit • Printed Source Unit 3. Service Department <ul style="list-style-type: none"> • Research Support Unit • User Service Unit 4. Digital Library Department <ul style="list-style-type: none"> • Digital Learning Unit • Repository System Unit 5. Univesity Archive Department <ul style="list-style-type: none"> • Archive Management Unit • Record Management Unit

1.1.2 Client's Charter of Perpustakaan Tengku Anis

1. Providing Customer Friendly Services
2. Indicate the new titles of Library Collection to customers weekly
3. Inter Library Loan Materials are provided within three (3) weeks from the date of application
4. Validate the date of implementation of the Information Skills Class within three (3) working days
5. Ensure electronic library services in the website operate 24/7
6. Ensure the University archive material reference application is available within (7) working days

1.1.3 Location of Perpustakaan Tengku Anis Machang Campus

Perpustakaan Tengku Anis Machang Campus is located inside the UiTM Machang Campus, 18500 Machang, Kelantan, Malaysia.

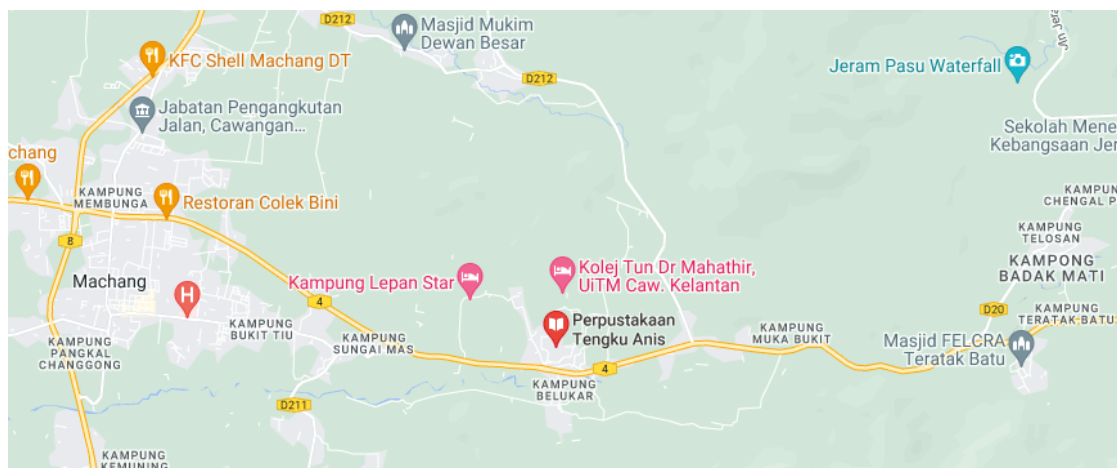


Figure 1 Location of Perpustakaan Tengku Anis Machang Campus

1.1.4 Opening Hours of Perpustakaan Tengku Anis

Table 2 Opening Hours of Perpustakaan Tengku Anis

Sunday-Wednesday	8.30 AM-10.30 PM
Thursday	8.30 AM-6.15 PM
Friday and Public Holiday	Closed
Saturday	8.30 AM-4.45 PM

1.2 Organizational Structure

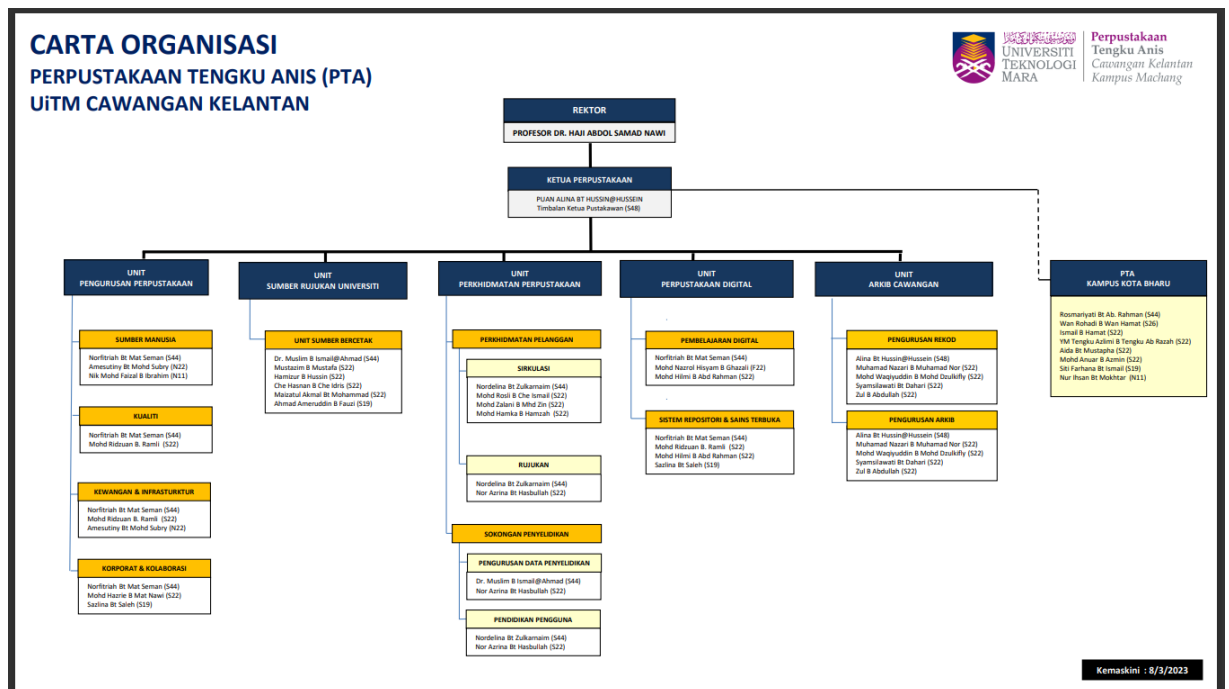


Figure 2 Organizational structure of Perpustakaan Tengku Anis

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Departmental Structure

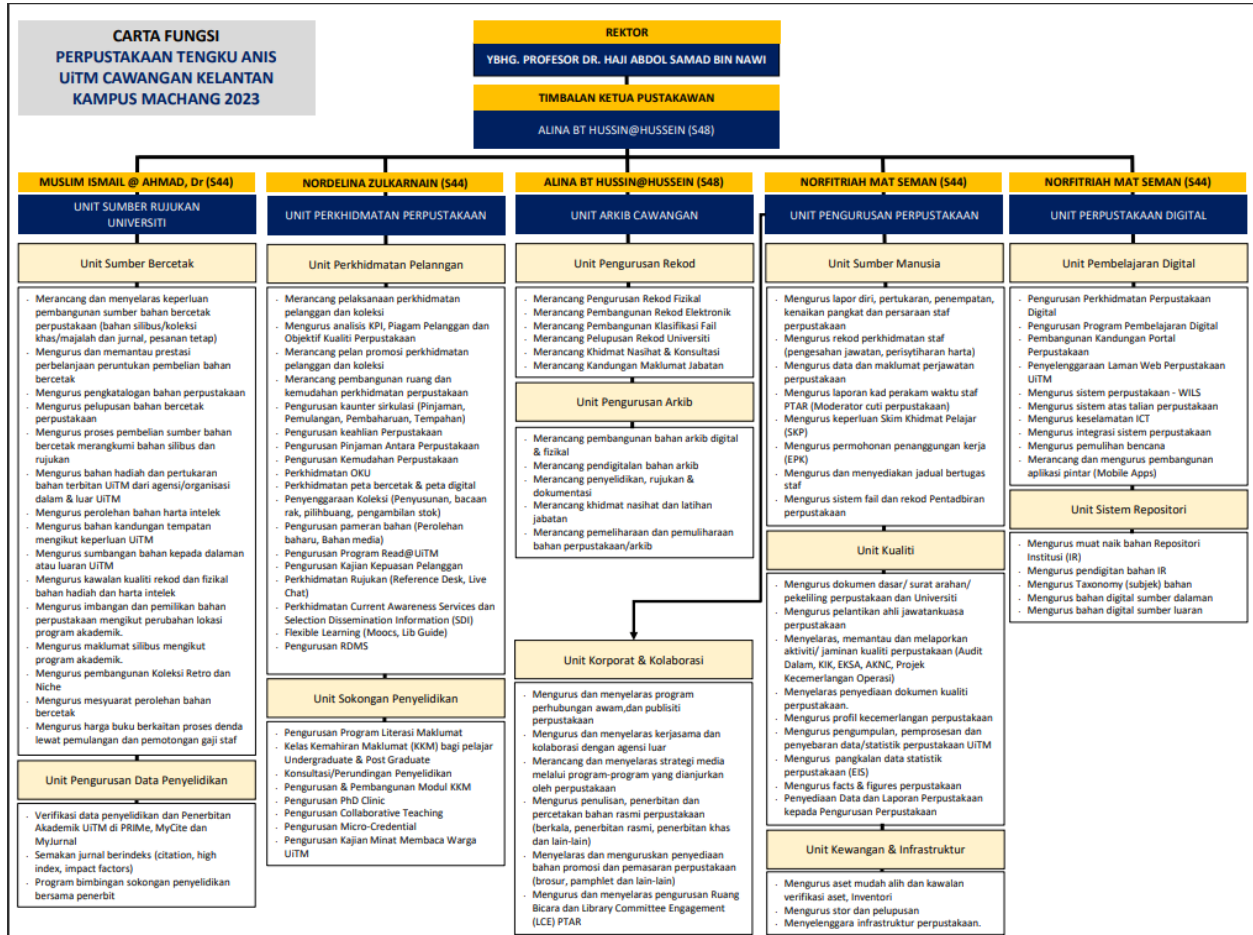


Figure 3 Departmental Structure of Perpustakaan Tengku Anis

2.2 Department Function

There are 5 departments in Perpustakaan Tengku Anis which are divided based on their functions, namely:

2.2.1 Library Management Department

2.2.1.1 Human Resouce Unit

- Manage self-report, exchange, placement, promotion and persaraan of library staff.

- Maintaining staff service records (validation of service, property registration)
- Maintaining data and information on library services
- Maintaining PTAR staff time card reports (Moderator of library leave)
- Taking care of the needs of Skim Khidmat Pelajar (SKP)
- Taking care of work suspension applications (EPK)
- Manage and provide staff duty schedules
- Manage the library administration file and record system

2.2.1.2 Quality Unit

- Taking care of basic documents / letters of instruction / library and university patronage
- Manage the inauguration of library jawatankuasa experts
- Organize, monitor and report on library activities/quality assurance (Inner Audit, KIK, EKSA, AKNC, Operation Brilliance Project)
- Organize the provision of library quality documents
- Manage the library's brilliance profile
- Manage the collection, processing and dissemination of UiTM library data/statistics
- Manage the library statistics database (EIS)
- Maintaining library facts & figures
- Provision of Library Data and Reports to Library Management

2.2.1.3 Financial and Infrastructure

- Manage transferable assets and asset verification control, Inventory
- Manage storage and disposal
- Organize library infrastructure

2.2.1.4 Corporate and Collaboration Unit

- Manage and harmonize the library's public relations, and publicity programs
- Manage and harmonize cooperation and collaboration with outside agencies
- Design and harmonize media strategies through programs recommended by the library
- Manage the writing, publishing and printing of official library materials (periodicals, official publications, special publications, etc.)
- Organize and manage the provision of library promotional and marketing materials (brochures, pamphlets, etc.)
- Manage and harmonize the management of PTAR's Talking Room and Library Committee Engagement (LCE).

2.2.2 Reference Source Department

2.2.2.1 Printed Source Unit

- Design and harmonize the development needs of library print resources (cibuses/special collections/magazines and journals, standing orders)
- Manage and monitor expenditure achievements for the purchase of printed materials Manage the cataloging of library materials
- Manage the disposal of library printed materials
- Manage the process of purchasing printed material resources including cibuses and reference materials
- Manage gift materials and exchange of UiTM published materials from agencies/organizations within & outside UiTM
- Manage the acquisition of intellectual property materials
- Managing local content materials according to UiTM needs

- Managing the donation of materials to UiTM's internal or external institutions
- Taking care of the control of the quality of records and physical gift materials and intellectual property
- Taking care of the balance and ownership of library materials following changes in the location of academic programs
- Taking care of the information of the silibus following the academic program
- Managing the development of Retro and Niche Collections
- Taking care of the certificate of acquisition of printed materials
- Managing book prices related to the fine process through repatriation and deduction of staff salaries

2.2.2.2 Research Data Administration Unit

- Verification of UiTM Academic Research and Publishing data in PRIME, MyCite and MyJurnal
- Submit indexed journals (citation, high index, impact factors)
- Research support mentorship program with publishers

2.2.3 Library Service Department

2.2.3.1 User Service Unit

- Designing the implementation of customer and collection services
- Manage the analysis of KPIs, Customer Charter and Library Quality Objectives
- Planning promotional plans for customer services and collections
- Planning the development of library service spaces and facilities
- Circulation counter management (Loan, Repatriation, Renewal, Retention)

- Library expertise management
- Library interlibrary loan management
- Library facility management
- OKU Services
- Printed map & digital map services
- Collection Management (Arrangement, shelf reading, selection, stock taking)
- Material exhibition management (New acquisition, Media material)
- Read@UiTM Program Management
- Customer Satisfaction Study Management
- Reference Services (Reference Desk, Live Chat)
- Current Awareness Services and Selection Dissemination Information (SDI) Services
- Flexible Learning (Moocs, Lib Guide)
- RDMS Management

2.2.3.2 Research Support Unit

- Information Literacy Program Management
- Information Proficiency Class (KKM) for Undergraduate & Post Graduate students
- Consultation/Inquiry Negotiation
- Management & Development of KKM Modules
- PhD Clinic Management
- Collaborative Teaching Management
- Micro-Credential Management
- Management of UiTM Reading Interest Study

2.2.4 Digital Library Department

2.2.4.1 Digital Learning Unit

- Digital Library Service Management
- Digital Learning Program Management
- Library Portal Content Development
- Implementation of UiTM Library Webpage
- Managing the library system - WILS
- Managing the library online system
- Managing ICT security
- Managing library system integration
- Managing disaster recovery
- Design and manage mobile apps development

2.2.4.2 Repository System Unit

- Manage the uploading of Institutional Repository (IR) materials
- Manage the digitization of IR materials
- Manage Taxonomy (subject) of materials
- Manage internal source digital materials
- Manage external digital resources

2.2.5 Branch Archive Department

2.2.5.1 Record Management Unit

- Designing Physical Records Management
- Designing Electronic Record Development
- Designing File Classification Development
- Designing the Disposal of University Records

- Designing Khidmat Nasihat & Konsultasi
- Designing Maklumat Jabatan Content

2.2.5.2 Archive Management Unit

- Designing Physical Records Management
- Designing Electronic Record Development
- Designing File Classification Development
- Designing the Disposal of University Records
- Designing Khidmat Nasihat & Konsultasi
- Designing Maklumat Jabatan Content

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

3.1.1 Reference Source Department

3.1.1.1 Book acquisition process

Book acquisition defined as an activity that includes procedures for purchasing goods or obtaining other items to be used as collections: books, serials, audiovisuals and other items. Acquisitions are made to meet user requests for information fulfillment. There are various methods that can be used to acquire collections, namely through purchases, gifts, grants, exchanges, self-publishing, and entrustments (Evans & Saponaro, 2005).

In conducting book acquisitions, all UiTM libraries are guided by established policies so that the acquisition process is systematic and structured. The acquisition of library materials by Tengku Anis Library is done based on criterias which are budget, selection of materials, and the category of the proposer. The process of selecting reading and reference materials is the first step taken to acquire library materials. The selection of materials should be based on the following:

- Ensure all domestic and foreign printed materials are comprehensively acquired.
- Ensure all major reference materials are acquired to support teaching, learning and research needs.
- Strengthen PTAR collections in various subject areas based on scholarly value, research, current information and reference needs.
- Ensure continuous acquisition of collections to enrich and support mind-building and lifelong education processes.

The criteria for selecting library materials are as follows:

- Prioritize syllabus proposals submitted by faculty.

- Prioritize procurement of electronic resources for cost saving and shared use.
- Publications related to university policies and vision.
- Professional publications and have been evaluated by experts or the scientific community.
- Thoughtful content, appropriate for research and scholarship.
- Current publications/editions in various disciplines.
- Award-winning work in various fields.

The criteria for proposing the acquisition of library materials are as follows:

- Faculty members of permanent and contract UiTM academic staff. All proposals must be approved by the Dean/Head of Department before being brought to the Material Procurement Committee Meeting University Reference
- Administrative staff consisting of all UiTM administrative staff and need to be confirmed by the Head of Department/Division or Unit. Unit.
- The Majlis Perwakilan Pelajar (MPP) can make material procurement proposals and needs to be approved by the Dean of the respective Faculty.

The recommended library materials in the acquisition are as follows:

- Suggested syllabus
- Recommendations from academic/administrative staff.
- Publisher's catalog
- Book fair publisher's warehouse
- Book exhibition
- Highest hits
- Best seller

- Lost book replacement
- Local Content (Local Content)

The acquisition process starts with a book procurement proposal from the users. This procurement proposal is obtained from online data. Furthermore, the results of the data will be discussed to decide on the acquisition together with the officials, namely the vice chancellor for academic affairs, deputy treasurer, deputy registrar, deputy head librarian, assistant chancellor/coordinator/librarian/librarian of the Kota Bharu campus. The price of the books to be acquired will be discussed and followed by vendor selection. Once the vendor has been selected, the next step is to propose the acquisition through the LIBSYS system, then payment is made. Once the payment has been verified, the last step is to wait for the book to be delivered to the library.



Figure 4 Introduction to book acquisition

3.1.1.2 Book technical processing

Before being displayed in the collection room, new books need to be processed first. Acquisition is the activity of procuring library materials to meet the information needs of the library users while book technical processing is an activity that prepares books for use by the library users. From this, it can be said that book technical processing is the bridge that connects acquisition and circulation (National Institute of Open Schooling, 2022).

Book technical processing is carried out by professionals or staff who are specialized in this activity. In Perpustakaan Tengku Anis, the Printed Source Unit, which is under the Reference Source Department, is a unit whose

main activity is book technical processing. In general, the activities carried out in the book technical processing are classification, cataloging, preparation of shelf lists, and labelling the documents.

In the book technical processing activities carried out by the Perpustakaan Tengku Anis, the first step is to classify the book, then continue by writing the acquisition number and cataloging using the WILS system. Next is to do the RDA process by inputting book data then proceed with printing barcode labels and call numbers. Books that have had RDA done will then be stamped "RDA" and the barcode label and book label are affixed. the last stage is the RFID process where in this process the book will be given an RFID strip as well as tagging or activating RFID and then stamped "RFID". The book will then be placed on a special shelf to be displayed on the bookshelf in the collection room.



Figure 5 Books that have gone through technical processing

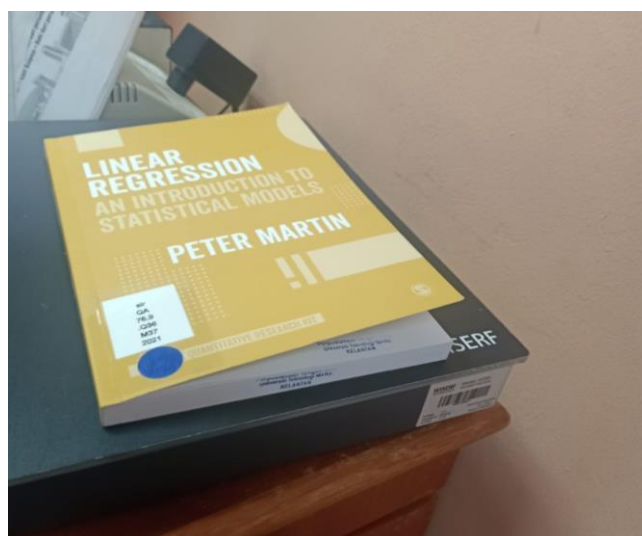


Figure 6 Book tagging

3.1.2 Service Department

3.1.2.1 Shelving

Shelving is a collection organization activity (Salsabila & Ati, 2017). The process of shelving entails putting materials on shelves in accordance with the number assigned to their classification. The purpose of shelving is to facilitate information retrieval. With good shelving, users can find the desired collection easily and quickly.

Shelving was first introduced to the student when the student came and did industrial training first-hand at Tengku Anis Library. It then became a routine activity that is done every day like the other librarians of Perpustakaan Tengku Anis. Shelving is done every morning by the librarians. The student shelved some books that were used by the users and had not been returned to their shelves. The student then returns the books to the shelf according to the book classification number. Besides doing shelving, the student also did shelf reading. Shelf reading activities are the process of checking through the library collections to ascertain improperly shelved, missing or stolen books (Busayo, 2014).



Figure 7 Shelving

3.1.2.2 Criculation

Circulation is one of the main activity in a library (Mittal, 2007). Circulation service is an activity of serving library users in borrowing and returning library materials. Circulation service lessons learned by the student are about borrowing, returning, renewing, and paying fines. In the past, circulation activity were done manually. Since technology has developed, circulation activities are now done using the system. A library circulation system is a database management system program that is used in a library for an easy use of addition of books, borrowers, issue dates, return dates, fine payments. It is done through a database program so, it gives a good interface to the operating user and a safe database for the storage of data like books and borrowers. It is a very useful software for librarians and it requires a computer for the operation (Oguntoke et al., 2015). The circulation activity in every single UiTM library use the same system called WILS. By using the library circulation system, librarians at UiTM can perform circulation activities easily and quickly.



Figure 8 Book check-out

The interesting thing about borrowing books at UiTM libraries is that each user can borrow up to 20 books. The first step in borrowing is that the user provides a student number, after the identity is correct then the user submits the book that he wants to borrow, the librarian can enter the book data manually or scan the barcode in the book, automatically the book has been borrowed. The last step is the librarian will stamp the book return date on the book card. When returning a book, the user hands the book to the librarian to enter the book data or scan the book barcode on the system. The system will display complete book information along with information about late returns. Fines for late return of books in the library are a model of a sanction, therefore fines have the purpose of disciplining users to return books on time according to a predetermined date according to the rules that apply in the library (Unrein, 2020). The last step is for the librarian to stamp the return date on the book and place the book on the bookshelf.



Figure 9 Late fee payment

3.1.3 Digital Library Department

3.1.3.1 Subject heading Institutional Repository

The internship activity at the Digital Library Department is to input the subject heading of the publications of the UiTM academic community. Institutional repository is a system used to manage, store and provide open access to various types of academic content such as journal articles, theses, dissertations and other research papers. Institutional repository according to Andike and Dewi (2019) is one of the library services that supports the dissemination of digital literature online, free and free from copyright.

Repositories aim to increase the effectiveness and efficiency of library services and become a measure of ranking in higher education.

The UiTM institutional repository contains publications of the UiTM academic community such as student projects, theses, dissertations, articles, and others. To do subject heading, the first step is for the staff to enter the IR system and then select the title of the publication to be subjected. The officer then selects at least 3 subjects that match the publication. In choosing a subject, it is better to choose a subject that is specific to the publication. If not found, then the officer can choose a general subject or one that can represent. Once completed, the officer makes a deposit to be listened to by an officer from Perpustakaan Tun Abdul Razak. If there is an error, it will be asked to correct again until finally it can be passed.



Figure 10 Subject heading

3.1.4 Branch Archive Department

3.1.4.1 Archive Digitation

Along with the development, the idea of electronic archives emerged where archival activities were transferred to electronic media. In addition to simplifying the management, filing, storage and disbursement of archives, it is also intended that archival activities are carried out automatically. So an activity known as electronic archive creation and automation is carried out. Electronic creation and automation are creating electronic archives using electronic tools, such as digital cameras, sound recorders, video recorders and especially computers (Darmawati, 2016).

Furthermore, archival activities have even shifted to digital archives. This is done through the process of digitizing conventional archives into digital media, with the main intention of protecting archives from physical damage. A number of government agencies, companies and educational institutions have started the process. The initial stage is through the transition of correspondence activities digitally. Letters are created through office-suite applications for easy access by all electronic devices, then sent through email services, and also received electrically.

The digitization and records management activities at all UiTM branches use the same system, the Archive Management System (AMS). AMS is an archive management system developed by UiTM in collaboration with the Digital Library Initiative Division, Tun Abdul Razak Library. The system is also based on ISAD (G): General International Standard Archival Description- Second Edition 2000 which is an international framework standard for the registration of archival documents produced by organizations or individuals.

The following are the steps of archive management and digitization carried out by the UiTM Machang archive unit:

1. Archives are received by the archive unit.
2. The officer logs into the Archive Management System (AMS) to enter the archive data into the system.
3. If the officer successfully logs into the system, the screen will display the AMS dashboard.
4. To enter archive data into the system, the officer must first register the archive by going to the "Receipt of Archive Material" menu.
5. The officer then selects a sub-menu that corresponds to the archive to be registered. This report will give an example of the process of "Document File Receipt".
6. The officer selects the sub-menu "Document File Receipt"

7. The officer fills in data related to the archives being processed such as the origin of the document, type of document, year it was created, document description, document title, to the date the document was received. After all the fields have been filled in correctly, the clerk will save and if successfully saved a reference number will appear.



Figure 11 Archive data input

8. The officer then records the reference number to facilitate retrieval and subsequent processing.
9. The archive is then handed over to the Materials Conservation Unit for further processing.
10. Clean and tidy up the archives to be digitized, such as cleaning dust and staples and tidying up the indentations in the archives. This activity is done to facilitate the process *scanning*.
11. Next is *scanning*, *scan* result editing, enter *watermark*, and save the scan as a PDF.



Figure 12 Archive scanning

12. The officer then registers in the sub-menu "Update Received File" to register archive metadata by adding advanced data such as any documents contained in a folder. The officer enters the reference number that was previously obtained to help meet again, when it has been found then click "Update" or edit.
13. Once finished, the officer switches to the "Archive Material Register" menu and selects the "Archive Material Item Information Registration" sub-menu. The officer then selects the type of material that matches the one selected when the archive was registered, then fills in the reference number to facilitate re-appointment. In this report, it is exemplified by the registration of the "Staff/Student Personal File" archive.
14. After finding the appropriate archive, the officer edits it again to fill in additional data such as filling in the student number, old card number, major code, student status, and the columns that are checked according to what documents are contained in one folder.
15. After everything is filled in, the officer will save and register the archive into the system. If successful, an additional referral number will appear.
16. Archives registered by the supervisor need to get approval from the responsible officer. Therefore, the archive needs to go

through a process called "Checklist". This process is a process where the archive that has been registered into the system is reviewed by Alina Binti Hussein as the head of the archive unit. If the archive is appropriate and correct then the archive will be approved by the officer, on the other hand if there are still deficiencies then it will be asked to be corrected by re-editing.

17. Click the light blue button indicated in the city with a red line and then correct the data that needs to be corrected. If you have confirmed that the data is filled in correctly, save the changes by clicking the blue button at the bottom of the page.
18. If the changes are successfully saved, a notification will appear.
19. The last process is the archive approved by the responsible officer. For that, the officer in charge needs to check the archive before it is approved. The officer selects the "Material Approval" menu and then selects "Approval Check" and the page will display the following display.
20. To review click the blue button with the words "check out". There are two things reviewed, namely archive metadata and item information.
21. After the archive has been reviewed, the next step is for the officer to state that it is approved or needs to be repaired again. Then click the blue button to save.
22. If successfully saved, a notification will appear stating the success of saving.
23. If the archive that has been reviewed requires improvement, a message will appear in the related archive column in the review list, as well as archives that have been approved.
24. The last process is OFA's approval, with the approval of the archive at OFA, the archive can be searched and accessed publicly. The first step is to select the sub-menu "Application Approval" which is in the "OFA Approval" menu.

25. Click the blue button that says “Pass” to review and approve the file requested. If it has been reviewed and declared correct, the archive is approved. If the approval process is successful, a notification will appear stating successful approval and approval information has been sent via the applicant's e-mail.

3.1.4.2 Online Finding Archive (OFA)

Archive retrieval is one of the activities in the field of archiving, which aims to retrieve archives that will be used in the process of administering an agency, retrieval of archives is very closely related to a poor records management system, so the process of finding archives will be difficult (Ramanda & Sutami, 2017). Archives that have been saved, of course, are sometimes needed at certain times and the problems that often arise include archive seekers only knowing very limited archive information and only knowing the desired archive keywords. Work will be much easier if archives can be found quickly and precisely. Therefore, every archive created by an agency or institution needs to be made an information retrieval facility that can be used by users to find the information they need quickly, precisely, and accurately (Sholeh & Muhammad, 2018).

By managing records electronically, it will generate various benefits, as well as simplify the retrieval process. UiTM as a university that has high-intensity archive use activities certainly requires an archive retrieval system. In response to this, UiTM has an archive retrieval system called Online Finding Archive (OFA). OFA can facilitate all UiTM academics in retrieving and accessing UiTM archives. Here are the steps in accessing the archive using OFA:

1. The first step is to access the official website of the Tengku Anis Library which is located in “MYKM”.
2. Scroll down to find OFA. If OFA has been found, select OFA, it will be redirected to the main OFA page.
3. Search for the desired archive by entering keywords from the archive. For example, an archive with the keyword "UiTM

Juara Debat" will be searched. If the search is successful, the following display will appear.

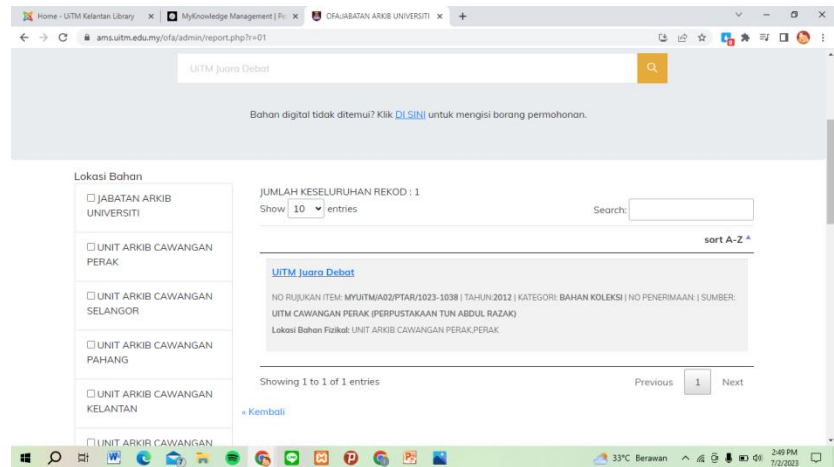


Figure 13 OFA search result

3.1.4.3 Bookbinding

One of the preservation of library materials, namely by book binding. Book binding is done to repair library materials, such as making book covers, repairing damaged book backs, repairing damaged book pages, repairing loose pages and splicing materials. From the preservation activities carried out, can provide convenience to the library users in their use, and library materials can be more durable and maintain the value of the information contained within. Preservation of library materials with binding is important in maintaining library materials so that the information content is more durable and more widely distributed (Harida & Ardoni, 2013).

The student did a book binding activity. This activity took 2 days to get done. On the first day, the student bond the book and on the second day the student made the book cover. After the book cover is finished, then the book cover is attached to the book that has previously been bound. In order for the gluing to go well, the book is overwritten by a heavy object so that the cover and book stick perfectly. The last step is to give the title to the book.



Figure 14 Making book cover



Figure 15 The result of book binding

3.2 Special Project

3.2.1 Corporate Social Responsibility (CSR)

3.2.1.1 “Vitamin Ilmu Bersama PTA” at SMK Pangkal Meleret

Universitas Airlangga industrial training students, including the student have been asked to take part on Corporate Social Responsibility (CSR) program which held for Sekolah Menengah Kebangsaan Pangkal Meleret

student. CSR program is an activity that had been held regularly at least once a year by Perpustakaan Tengku Anis. The background of this program are: 1) to knowledge acculturation, knowledge sharing, exposing the learning environment at PTA especially in information searching to the students by involving the local community to enliven the spirit of learning. 2) Strengthen the strategic relationship between the local school and the tengku anis library in particular. 3) fulfilled the directive of Tun Abdul Razak Library (PTAR) Shah Alam by achieving a Petunjuk Prestasi (PI) for the Community Cooperation (CSR) program of at least 1 milestone a year. This program is also to meet the needs of the PI. The objectives of CSR program are: 1) provide exposure and a broader approach to students so as to foster self-motivation. 2) provide opportunities for students to gain knowledge to produce students who are knowledgeable, creative and innovative in seizing career opportunities. 3) Assist students in information sharing especially school development in Malaysia. 4) mastering the skills of accessing the facilities provided by the library and IPTA .

Universitas Airlangga industrial training students, including the student and some of the Perpustakaan Tengku Anis staffs headed to Sekolah Menengah Kebangsaan Pangkal Meleret to do CSR Program. The program began with speeches from the school and Perpustakaan Tengku Anis and was followed by praying together. After that CSR program officially started. Viewed from the program's objectives, CSR program is included as a form of social inclusion because the main activities are about community empowerment activities by knowledge sharing. Social inclusion is the process of improving the dignity and opportunities of all people so that they can participate or take part in society properly (World Bank, 2013). Library, including Perpustakaan Tengku Anis, is an information institution and a lifelong learning tool for the entire community regardless of differences. With the existence of a social inclusion-based library, people can improve themselves and express themselves with the help of libraries without any social, religious, racial, physical or economic restrictions (Mahdi, 2020).

Universitas Airlangga industrial training students, including the student conducted a sharing session in the form of presentations about Universitas Airlangga libraries, high school libraries, and elementary school libraries in

Indonesia to the Sekolah Menengah Kebangsaan Pangkal Meleret students. In the middle of the presentation, Universitas Airlangga industrial training students, including the student held an ice breaking by playing a game called "bridge clap". The activity then continued with the announcement of the book review winners and book lending. The last activity as well as closing is to do a game, which is a quiz about the material that has been delivered in the presentation by the Universitas Airlangga industrial training students.



Figure 16 Presenting at CSR



Figure 17 Presentation slide for CSR

3.2.1.2 “Jalinan Kasih Bersama Anak-Anak Yatim” at Rumah Anak Yatim Lilbanat Darulnaim

The second Corporate Social Responsibility (CSR) CSR that Universitas Airlangga industrial training students did was community service to orphans at Rumah Anak Yatim Lilbanat Darulnaim Machang. Based on the explanation of Madam Norfitriah Bt Mat Seman, the CSR carried out on this occasion was a collaboration between the Perpustakaan Tengku Anis and the College of Computing, Informatics and Mathematics. CSR is a community service program that contains community empowerment activities (Utami & Prasetyo, 2020). Perpustakaan Tengku Anis is responsible for several activities with the orphanage children by holding activities such as coloring pictures, holding "roda impian" games, book reviews, read aloud, "find me" games, and quizzes. This activity was held on Saturday, June 17, 2023. There was a division of tasks between Universitas Airlangga industrial training students and student interns from UiTM Negeri Sembilan. Then after the division of tasks was completed, then we prepared items and materials to support the activity plan.



Figure 18 Discussing CSR program

Because it collaborates with the College of Computing, this activity also involves students from the College of Computing. For this reason, the implementation of this program is divided into several divisions, namely 1) the event division, which is in charge of designing and implementing the program that will be presented during CSR, 2) Multimedia and documentation division, in charge of documenting the program during the event and publishing it

through social media, 3) Consumption division, in charge of providing consumption during the event to participants and committees, 4) Secretarial division, in charge of carrying out various administrative matters during CSR. The division of tasks in a committee is to organize and ensure that all aspects of an activity can be carried out properly and efficiently. Just like the organizational structure, there is a division of tasks to facilitate coordination so that the goal of event success is exceeded (Wahjono, 2020).

On the day of the CSR program implementation, it began with doing morning exercises together, then continued to the second agenda, namely the improvement of the mini library and joint activities with orphans. In accordance with the tasks and designs during the discussion, Universitas Airlangga industrial training students, including the student together with Perpustakaan Tengku Anis were in charge of activities with orphans. The age of the orphans who are participants in this CSR program varies, ranging from 6 years old to 18 years old and all of them are girls. The activities with the orphans went smoothly because they were active and always followed the committee's instructions well. After the activity session there was a lunch session and on this occasion Universitas Airlangga industrial training students, including the student could tell stories and share about culture and language about Indonesia.



Figure 19 Read aloud



Figure 20 CSR at Rumah Anak Yatim Lilbanat Darulnaim

3.2.2 Virtual Exhibition

Universitas Airlangga industrial training students, including the student were tasked to make a flipbook about Indonesia. This flipbook will then be used as a virtual exhibition. Madam Norfitriah Bt Mat Seman didn't give limitations about the material that would be in the flipbook, it can be culture, food, or tourist attractions. For this task, the student chose culture and tourist attractions in East Java, Indonesia. This task can be included as a platform to promote East Java, Indonesia. The flipbook that been made is in digital format. Since nowadays digital media has been more chosen by people, promotion through digital media is very effective than conventional promotion media such brochure, newspaper, or radio.

Based on research that has been done before, it shows, the use of social media provides many benefits and advantages for promoting tourism potential in Indonesia, and it is useful to be able to easily disseminate travel information, and can attract the attention of the public (Kurniawati, 2017). Research by Nurjanah (2018), which plays the most role in introducing tourist attractions in introducing tourist attractions include tourists, students, students and the community, information is spread through social media such as community, information is spread through social media such as Twitter and Facebook. Based on the theory of User Generated Content (UGC) through social media can create interest in tourism products and destinations and have the potential to continue, develop and create new images for tourism (Fatanti & Suyadnya, 2015).

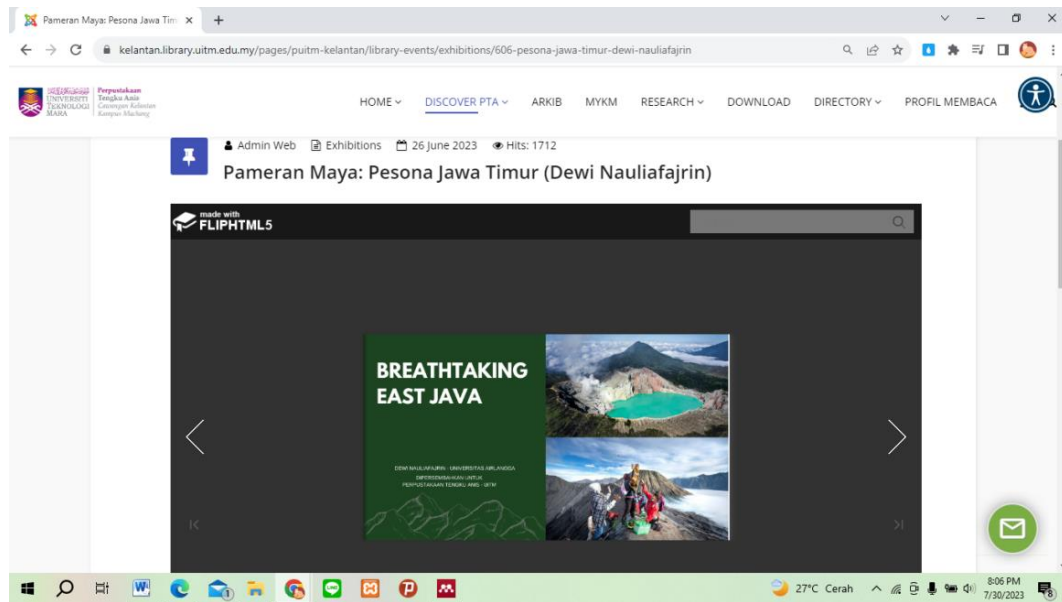


Figure 21 Virtual exhibition

3.2.3 Kelas Kemahiran Maklumat

Universitas Airlangga industrial training students, including the student attended an information skill class which is literacy class from the library service unit. Literacy class is one of the services provided by the service unit. The literacy class provided by the service unit is a very useful service, especially for academics who have a need for scientific information so that they need the ability to search for scientific information. The literacy class was held in the computer room and was conducted by Madam Nordelina. In this literacy class, the student and Universitas Airlangga industrial training students learned how to search for journal articles on Google and scientific journal databases that have been subscribed to by UiTM using Boolean logic.

This activity can be said to be information retrieval. Information retrieval is a method used to automatically retrieve information relevant to a user's needs from a collection of information (Bunyamin, 2015). With the variety of information circulating, it is possible that there is irrelevance between the desired information and the search results, therefore student should have knowledge about relevancy (Onah et al., 2020). Comprehensive, effective and up to date information retrieval skills will add to the overall quality of students' academic performance and output. Emphasizing the importance of information retrieval skills, Prasad (2014) stated that information retrieval skills are the stepping stones of all academic process. For better academic performance, it is very vital that all students most especially undergraduate acquire

and possess high information retrieval skills for exploiting information retrieval tools. Therefore, students need guidance and assistance to improve their information retrieval skills. The existence of the library has an important role in this. The library can provide guidance to students in improving information retrieval skills based on library and digital resources that the library provides (Berutu et al., 2019).



Figure 22 Kelas Kemahiran Maklumat

3.2.4 Sharing session with Integration of Records Community

Universitas Airlangga industrial training students, including the student were invited to be speakers at a sharing session held by the Integration of Records Community at UiTM Puncak Perdana. In this sharing session, Universitas Airlangga industrial training students and members of the Integration of Records Community shared their respective cultures. Universitas Airlangga industrial training students talked and shared about culture in Indonesia and culture and things in Malaysia, especially at UiTM Machang campus which does not exist in Indonesia. This sharing session went well and was fun thanks to the interactive members of the Integration of Records Community.

This activity can be said to be a form of intercultural communication. Intercultural communication is defined as a communication situation between individuals or groups who have different language and cultural origins (Suryani, 2013). Because Indonesia and Malaysia have cultures that are not too far apart, this sharing session went well and was fun thanks to the interactive members of the Integration of Records Community. This is in line with the principle of

communication proposed by Deddy Mulyana (2001) which states that the more similar the socio-cultural background, the more effective the communication.



Figure 23 Sharing session at UiTM Puncak Perdana

3.2.5 Glocal Symposium on Information and Social Science 2023: Challenge and Opportunities

The students and Universitas Airlangga industrial training students were asked to participate in the Glocal Symposium on Information and Social Science 2023: Challenge and Opportunities (GSISS). GSISS is a symposium organized by The School of Information Science, College of Computing, Informatics & Media UiTM Kelantan Branch in collaboration with the Faculty of Administrative Sciences and Policy Studies, Faculty of Law and Tengku Anis Library. The student wrote a paper entitled "Information Gap on Disabilities: Library Role". The paper was written by the student, Annisa Nana Nadhea, Dr. Khalid Abdul Wahid, Madam Zaila Idris, and Madam Norfitriah Bt Mat Seman.

In brief, the content of this paper is about the role of libraries in overcoming the information gap experienced by disabilities. With the information gap, people with disabilities will find it difficult to get jobs in the formal sector. In addition to further improving the student's writing skills, by participating in this symposium the student gained experience participating in a symposium which the student had never done before. The presentation was conducted over two days on June 20-21, 2023 at UiTM Machang Campus. On the day of GSISS, the student came as a participant while Annisa Nana Nadhea the student's colleague was the presenter.



Figure 24 Paper presentation at GSISS



Figure 25 Attending GSISS

3.2.6 Interviews

This industrial training is one form of MBKM internship activities. MBKM internship is an internship program that students can do in the industry for six months which is recognized as equivalent to 20 credits. The internship carried out must be in accordance with the competence of the field of science so that it is in accordance with the learning outcomes of the Study Program. For this reason, Universitas Airlangga industrial training students, including the student must do assignments that are in accordance with the learning outcomes. Some courses require data through interviews

so that Airlangga University industrial training students conduct interviews with sources that match the criteria. There are 7 courses that require data from interviews, namely Information Center Space Design, Information and Special Groups, Information and Psychological Aspects, Library Information Networks, Human Resource Management, Book Publishing and Distribution, and Information Organization Strategy Design.



Figure 26 Interview with Madam Nordelina Bt Zulkarnaim



Figure 27 Interview with Penerbit UiTM



Figure 28 Interview with Perpustakaan Awam Kelantan

CHAPTER 4

CONCLUSION

4.1 Application of Knowledge, Skills and Experience

4.1.1 Knowledge Management

During the internship, the student gained a lot of new knowledge and information. Whether it is related to library science or general knowledge such as culture in Malaysia. In addition to gaining new knowledge and information, on several occasions the student also shared the information they had to share with people in Malaysia such as culture in Indonesia or libraries in Indonesia. This activity of gaining and sharing knowledge is carried out in daily life during internships and in all special projects carried out by the student. The activity of gaining and sharing knowledge is in accordance with the concept of Knowledge Management that the student has learned in lectures. By doing knowledge sharing, the knowledge gained can be utilized. For example, the student who gets knowledge from the Perpustakaan Tengku Anis can be applied to develop the Perpustakaan Airlangga University, and vice versa, the Perpustakaan Tengku Anis which gets knowledge from Airlangga University industrial training students can be applied to develop the Perpustakaan Tengku Anis.

4.1.2 Subject Analysis

In one of the internship activities, the student had the opportunity to do subject heading. This activity was carried out by the student doing an internship at the Digital Library Department. The student determines the subject of the publications of the UiTM academic community. The activity of determining this subject is in accordance with the concept of Subject Analysis that the student has learned in lectures. By learning subject analysis theoretically in lectures and combined with the practice of determining the subject, the student can understand the concept of subject analysis better.

4.1.3 Preservation

The student received material about preservation during lectures but could not be applied or practiced so that the student lack of understanding of the preservation material that had been obtained. The student feels grateful because during his

internship at Tengku Anis Library he had the opportunity to do preservation activities. The preservation activity carried out by the student is book binding. By doing this activity the student can understand the preservation efforts of library materials, especially in book binding.

4.1.4 Information Searching Method

The student has received material about the Information Searching Method during lectures. The Kelas Kemahiran Maklumat attended by the student is able to remind the material and concepts that the student has learned in lectures. In the The Kelas Kemahiran Maklumat the student is taught how to search for information using Boolean Logic. By learning Information Searching Method theoretically in lectures and combined with the practice at The Kelas Kemahiran Maklumat, the student can understand the concept of Information Searching Method better.

4.1.5 Collection Development

In one of the internship activities, the student had the opportunity to learn about acquisition process of Perpustakaan Tengku Anis. This activity was carried out by the student doing an internship at the Digital Library Department. The student can know and learn the acquisition process in detail. Acquisition activities are one of the activities in library collection development so this activity is in accordance with the concept of Collection Development that the student has learned during lectures. By learning the concept of Collection Development theoretically during lectures and combined with learning the process of acquiring library materials in detail, the student can understand the concept of collection development better.

4.1.6 Classification

Every day the students do shelving activities. Tengku Anis Library uses the Library of Congress Classification (LCC) system in classification. Although in lectures the student learns more and practices the Dewey Decimal Classification (DDC) classification, in shelving the student is not too troubled because the student has learned the concept of Classification in lectures. By shelving every day, the student can apply the classification concepts that have been obtained during lectures while learning more about the LCC classification system.

4.2 Personal Thoughts and Opinion

The main purpose of this international internship is to gain knowledge related to library science and culture that the student cannot get at Universitas Airlangga or in Indonesia. The student gained a lot of knowledge and new things that have not been taught in lectures or do not exist in Perpustakaan Universitas Airlangga. The student feels that Perpustakaan Tengku Anis has provided a wealth of experience. This is due to the opportunities and supportive environment at Perpustakaan Tengku Anis. All staff at Perpustakaan Tengku Anis are very open in sharing knowledge that can be useful for the student both in the world of work and everyday life. In sharing knowledge in every activity that the student does, all Perpustakaan Tengku Anis staff teach well and diligently. And if the student makes a mistake, the library staffs did not scold and turn on the student but guide the student patiently. Although the student is a foreigner, all staff are very friendly and helpful so that the student can easily adapt and this internship feels very enjoyable. This is also inseparable from the supervisors who are friendly and able to guide the students well.

Facilities are one of the important aspects of the library. With the availability of comfortable facilities, users can feel comfortable in the library. The student felt that the facilities provided by Perpustakaan Tengku Anis were good. Facilities such as many tables for group use as well as individual tables, comfortable chairs, a large and diverse collection, ample library space, photocopying services, praying room, carpeted floors that do not cause noise due to footsteps, cold air conditioning, and other facilities that can make users comfortable.

4.3 Lesson Learnt

The students have learned many things, the first of which is teamwork. Because the student is doing an internship abroad, the teamwork carried out by the student and other Universitas Airlangga industrial training students is very important. The student and other Universitas Airlangga industrial training students help each other when one is in trouble. That way this internship activity can run well and smoothly. In addition, teamwork is also carried out by the students with the Perpustakaan Tengku Anis and the faculty in organizing various events. This can be observed during Corporate Social Responsibility (CSR) which involves the Perpustakaan Tengku Anis and the Faculty both during pre, during and post events. Without good teamwork the event cannot run well and even has the potential to fail.

Working in a team with different cultural backgrounds has taught me to respect others more. With respect, a team can build trust with one another. Trust between coworkers can make work effective and create a strong bond between coworkers. Respect is not a behavior that comes naturally to a person; it must be learned and practiced. By having the opportunity to do an internship at Tengku Anis Library, the student can learn and practice respecting others better.

The student also learns about humility. The student realizes that there are not many things unknown by the student both in library science and general things that happen in the environment around the student. From this, the student realizes to always be humble and more active to learn and continue to develop. In addition, the student also learns about responsibility. Responsibility is the accomplishment of an action and the acceptance of its consequences by a chosen person. The internship teaches the student to be responsible for every action and decision taken. The internship teaches the student to be more focused on the task and maintain the quality of work because the student must accept the consequences of the work results. This can help the student prepare to enter the world of work as a professional librarian by practicing aspects of responsibility.

4.4 Limitations and Recommendations

During the 3 months of industrial training, 2 months online and 1 month in person, the students have observed Tengku Anis Library. In general, Tengku Anis Library has appropriate services and facilities as a university library. In addition, all the librarians of Tengku Anis Library are able to serve the users well and professionally. Tengku Anis Library is good but not perfect. The students were able to realize some of the limitations of Tengku Anis Library.

Tengku Anis Library provides many tables that can be used together. However, the students realize that the distance between the tables can be said to be close. If a group is discussing and there is another group or user next to the group's table, it can be disturbed, so it is necessary to have a secluded group study room so that other users cannot disturb and be disturbed. However, Tengku Anis Library does not have a secluded group study room. This is unfortunate considering that the library is now not only a place to provide information but also a place where users can do work, discuss, or just hang out. For this reason, the recommendation is to provide a closed group study room.

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APPENDIXES

LOG BOOK REPORT

NAME : DEWI NAULIAFAJRIN
STUDENT ID : 2023986419
PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 1

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 9th, 2023	Easter Sunday Holiday	
April 10th, 2023	Online administration registration	
April 11th 2023	Online meeting Introduction to Perpustakaan Tengku Anis: <ul style="list-style-type: none">- Structure, history, locations, facilities, departments, and services- Affiliation with Perpustakaan Tun Abdul Razak- Industrial training schedule review- UiTM Library mobile app	

April 12th, 2023	Review the last online meeting : <ul style="list-style-type: none"> - Structure, history, locations, facilities, departments, and services - Affiliation with Perpustakaan Tun Abdul Razak - Industrial training schedule review - Explore more about UiTM Library mobile app 	
April 13th, 2023	Online meeting Administration Department: <ul style="list-style-type: none"> - Service and Strategic Planning Unit - Digital Library Unit - Corporate and Collaboration unit 	

LOG BOOK REPORT

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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 2

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 16th, 2023	Corporate Social Responsibility (CSR) Program discussion: Sekolah Menengah Kebangsaan Pangkal Meleret	
April 17th, 2023	Corporate Social Responsibility (CSR) Program discussion: Sekolah Menengah Kebangsaan Pangkal Meleret	
April 18th, 2023	Corporate Social Responsibility (CSR) Program discussion: Sekolah Menengah Kebangsaan Pangkal Meleret	
April 19th, 2023	Online meeting Corporate and Collaboration Unit: <ul style="list-style-type: none"> - Corporate and Collaboration Unit - Corporate Communication Unit - The library's social media, bulletin, and virtual exhibition - Flipbook assignment 	

April 20th, 2023	Corporate and Collaboration Unit assignment: "Pesona Jawa Timur" Flipbook	
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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 3

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 23th, 2023	Eid Al-Fithr Holiday	
April 24th, 2023	Corporate and Collaboration Unit assignment: "Pesona Jawa Timur" Flipbook	
April 25th, 2023	Corporate and Collaboration Unit assignment: "Pesona Jawa Timur" Flipbook	
April 26th, 2023	Corporate and Collaboration Unit assignment: "Pesona Jawa Timur" Flipbook	

April 27th, 2023	Corporate and Collaboration Unit assignment: "Pesona Jawa Timur" Flipbook	
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LOG BOOK REPORT

NAME : DEWI NAULIAFAJRIN
STUDENT ID : 2023986419
PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 4

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
April 30th, 2023	<ul style="list-style-type: none"> - Shelving - Meet and greet session with Perpustakaan Tengku Anis - Perpustakaan Tengku Anis tour - Corporate Social Responsibility (CSR) program at Sekolah Menengah Kebangsaan Pangkal Meleret discussion 	
May 1st, 2023	Labor Day Holiday	
May 2nd, 2023	<ul style="list-style-type: none"> - Shelving - Meet and greet session with Faculty of Information Management <p>Service Unit training:</p> <ul style="list-style-type: none"> - Circulation - Late fee payment - Service system comparison between Perpustakaan Tengku Anis and Perpustakaan Universitas Airlangga 	
May 3th, 2023	<ul style="list-style-type: none"> - Shelving <p>Service Unit training:</p> <ul style="list-style-type: none"> - Advanced/deep searching using boolean logic - Explore MyKM databases - Document results analysis in Scopus 	

	- Corporate Social Responsibility (CSR) program discussion	
May 4th, 2023	Wesak Day Holiday	

LOG BOOK REPORT

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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 5

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 7th, 2023	<ul style="list-style-type: none">- Shelving Reference Source Unit training: <ul style="list-style-type: none">- Research data management- Book acquisition process- Magazine acquisition process- Cataloging process- Article review assignemnt <ul style="list-style-type: none">- Preparation for Corporate Social Responsibility (CSR) Program at Sekolah Menengah Kebangsaan Pangkal Meleret	
May 8th, 2023	Corporate Social Responsibility (CSR) Program at Sekolah Menengah Kebangsaan Pangkal Meleret: <ul style="list-style-type: none">- Presentation about Perpustakaan Universitas Airlangga, high school library in Indonesia, and elementary school library in Indonesia	
May 9th, 2023	<ul style="list-style-type: none">- Shelving- Perpustakaan Tengku Anis' Eid Al Fithr feast Service Unit training: <ul style="list-style-type: none">- Late fee payment via Bank	

May 10th, 2023	<ul style="list-style-type: none"> - Shelving <p>Archive Unit training:</p> <ul style="list-style-type: none"> - Archiving process - Archive classification process - Archive Management System (AMS) - Online Finding Archive (OFA) - Bookbinding practice <ul style="list-style-type: none"> - Hal Ehwal Pelajar's Eid Al Fithr Feast 	
May 11th, 2023	<ul style="list-style-type: none"> - Shelving <p>Archive Unit training:</p> <ul style="list-style-type: none"> - Book cover making - Finishing 	

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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 6

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 14th, 2023	<ul style="list-style-type: none">- Shelving- Faculty of Information Management's Eid Al Fithr feast	
May 15th, 2023	<ul style="list-style-type: none">- Flight from Kota Bharu to Kuala Lumpur- Visit UiTM Puncak Perdana- Visit Perpustakaan Tun Abdul Razak UiTM Puncak Perdana- Attending a talkshow as speaker for Integrated Record Community	
May 16th, 2023	Flight from Kuala Lumpur to Surabaya	
May 17th, 2023	GSISS and IRISE article discussion	

May 18th, 2023	GSISS article discussion: Articles's topic	
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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 7

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
Mei 21th, 2023	GSISS article discussion: <ul style="list-style-type: none">- Articles's topic- Article's title	
May 22th, 2023	GSISS discussion: Search for GSISS article's references	
May 23th, 2023	GSISS discussion: Consult GSISS article to supervisors from Universitas Airlangga	
May 24th, 2023	GSISS and IRISE discussion: <ul style="list-style-type: none">- Article's topic- Article's title	

May 25th, 2023	GSISS and IRISE discussion with supervisor from Perpustakaan Tengku Anis: <ul style="list-style-type: none">- Article's topic- Article's title- Article's framework	
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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 8

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 28th, 2023	GSISS article: Individual task	
May 29th, 2023	GSISS article: Individual task	
May 30th, 2023	GSISS article: Individual task	
May 31th, 2023	GSISS article: Individual task	

June 1st, 2023	GSISS article: Individual task	
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LOG BOOK REPORT

NAME : DEWI NAULIAFAJRIN
STUDENT ID : 2023986419
PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 9

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 4th, 2023	IRISE article: Individual task	
June 5th, 2023	IRISE article: Individual task	
June 6th, 2023	IRISE article: Individual task	
June 7th, 2023	IRISE article: Individual task	

June 8th, 2023	Flight from Yogyakarta to Kota Bharu	
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LOG BOOK REPORT

NAME : DEWI NAULIAFAJRIN
STUDENT ID : 2023986419
PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 11th, 2023	<ul style="list-style-type: none">- Shelving- GSISS article discussion- Corporate Social Responsibility (CSR) program online meeting: Rumah Yatim Lil Banat	
June 12th, 2023	<ul style="list-style-type: none">- Shelving- GSISS article discussion- Corporate Social Responsibility (CSR) program online meeting: Rumah Yatim Lil Banat	
June 13th, 2023	<ul style="list-style-type: none">- Shelving Archive Unit training: <ul style="list-style-type: none">- Archive data entry to AMS- Archive scanning	
June 14th, 2023	Visit Kelantan Public Library and Perpustakaan Tengku Anis Kota Bharu	

June 15th, 2023	<ul style="list-style-type: none"> - Shelving <p>Digital Library Unit training Subject heading repository files</p> <p>GSISS discussion: Consult GSISS article to Dr. Khalid</p>	
June 17 th , 2023	<p>Corporate Social Responsibility (CSR) Program at Rumah Anak Yatim Lilbanat Darulnaim:</p> <ul style="list-style-type: none"> - Coloring pictures - Read aloud - “Roda Impian” games - Book reviews - “Find Me” games 	

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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 11

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 18th, 2023	- Shelving Reference Source Unit training: <ul style="list-style-type: none"> - Book data entry to WILS (RDA process) - Stamping RDA to books - Book labelling - Attach security strip - RFID process - Stamping RFID to books 	
June 19th, 2023	- Shelving Digital Library Unit training: Subject heading Institutional Repository files	
June 20th, 2023	Attending GSISS Symposium as participant	
June 21th, 2023	Attending GSISS Symposium as participant	

June 22th, 2023	<ul style="list-style-type: none">- Shelving- Attending seminar by Filmor J. Murillo- Book review assignment: “500 5-Ingridient Desserts: Decadent and Divine Recipes for Everyday Cooking”	
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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 12

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
June 25th, 2023	Attending internship program closing party at Perpustakaan Tengku Anis	
June 26th, 2023	Flight from Kota Bharu to Kuala Lumpur	
June 27th, 2023	Flight from Kuala Lumpur to Surabaya	
June 28th, 2023	Eid al Adha Holiday	

June 29th, 2023	Eid al Adha Holiday	
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LOG BOOK REPORT

NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 13

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2nd, 2023	Internship report	
July 3rd, 2023	Internship report	
July 4th, 2023	Internship report	
July 5th, 2023	Internship report	

July 6th, 2023	Internship report	
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LOG BOOK REPORT

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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 14

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 9th, 2023	Internship report	
July 10th, 2023	Internship report	
July 11th, 2023	Internship report	
July 12th, 2023	Internship report	

July 13th, 2023	Internship report	
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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 15

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 16th, 2023	Internship report	
July 17th, 2023	Internship report	
July 18th, 2023	Internship report	
July 19th, 2023	Internship report	

July 20th, 2023	Internship report	
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NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 16

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 23rd, 2023	Internship report	
July 24th, 2023	Internship report	
July 25th, 2023	Internship report	
July 26th, 2023	<ul style="list-style-type: none">- Report update to PTA- Internship report	

July 27th, 2023	Internship report	
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LOG BOOK REPORT

NAME : DEWI NAULIAFAJRIN
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PLACEMENT : PERPUSTAKAAN TENGKU ANIS KAMPUS MACHANG
WEEK : 17

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 30th, 2023	Internship report	
July 31st, 2023	Internship report	