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UNIVERSITI
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MARA

UiTM CAWANGAN NEGERI SEMBILAN KAMPUS REMBAU

**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING, INFORMATICS AND
MEDIA**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN INSTITUT PENDIDIKAN GURU (IPG) KAMPUS TAWAU,
TAWAU, SABAH**

PREPARED BY:

NUR UMAIRAH HANUM BINTI IJOLU

2020964633

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

1st SEPTEMBER 2022 – 31st JANUARY 2023

INDUSTRIAL TRAINING REPORT (IMC690)
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Signed by,

NUR UMAIRAH HANUM BINTI IJOLU

2020964633

09 FEBRUARY 2023

Abstract

Industrial training is one of the compulsory study requirements in order to fulfil students to hold a degree. It is a challenge to anyone who involved on it. I had chosen to do internship at library Ibn Sina IPG Kampus Tawau. I have been there for five months since 1st September 2022 until 31st January 2023. The purpose of this internship is to provide and expose students to working environment before graduate. Besides, students may apply all the knowledge that they have learnt in class for few semesters. This report consists of four chapters and the detail tasks with special project will be highlighted on Chapter 3 Industrial Training Activities. Last but not least, in the last chapter will be discussing about industrial training reflection such as application of knowledge, skills, and experience in undertaking the task, personal thoughts and opinion, lesson learnt and limitation and recommendation in future.

Acknowledgment

First and foremost, praise to the Lord for His blessings and guidance for giving me the best inspiration to embark on this project and instilling in all of me the strength to see this report becomes a reality.

Secondly, I want to say a big thank you to my lecturer supervisor, Mr. Faizal bin Mohd Ramsi because he always landing a hand during my journey in industrial training also his advice helped me through my internship journey.

Thirdly, a warm thank you to my supervisor at Perpustakaan IPG Kampus Tawau, Encik Falawangi bin Lahama and all staff of Perpustakaan IPG Kampus Tawau. A lot of guidance, advice, help and support from the staff during my five months industrial training in Perpustakaan IPG Kampus Tawau.

Lastly, to my family and friends, anyone who always with me and gave me thousands of supports when I am down during my intership, I really appreciate it. Thank you very much.

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**CHAPTER 1:
INTRODUCTION**

1.0 Introduction

Final year students of Bachelor Information Science (Hons.) Library Management, students are required to take Industrial Training (IMC690) course during the last semester which is semester 7. It will be conducted for five months as a confirmation to graduate in Bachelor Information Science (Hons.) Library Management. The course takes twenty-two weeks of journey as student's industrial training. The Industrial training begins on 1st September 2022 until 31st January 2023.

The objective of industrial training is to provide pre-professional work experience with specific assignments and responsibilities given to students. It also gives students the opportunity to gain relevant job experience in their field of study. In addition, when students have completing industrial training, hoping that they can improve their marketability skills by practicing their knowledge regarding information management.

The purpose of Industrial Training is to expose students to real-world work experiences while also providing them with knowledge gained via hands-on observation and job performance. Students will gain skills in work ethics, communication, management, and other areas because of their industrial training. Furthermore, these hands-on training program enables students to connect academic knowledge to real-world applications in the industrial business. The industrial training students also must make a full report on what they have done and implemented during the industrial training and complete the report before presentation with the university supervisor.

Chapter 2:
ORGANIZATIONAL INFORMATION

2.0 Organizational Information

2.1 History and background of Ibnu Sina Library, IPG Kampus Tawau



Figure 1 Logo of IPGM

Perpustakaan Institut Pendidikan Guru(IPG) Kampus Tawau is an academic library under Institut Pendidikan Guru Malaysia (IPGM), Malaysia Education Ministry. Perpustakaan Institut Pendidikan Guru(IPG) Kampus Tawau, plays an important role in supporting the teaching and learning process based on the institute curriculum courses. The library outlines several guidelines towards the development of systematic, planned and technology-based services, to meet the needs of various levels of course, whether short-term and long-term courses for IPGKT students, lectures and staffs. Therefore, as an information centre the library constantly improve all the aspects to provide accurate and effective information services to users and convenient scientific infrastructure for users.

2.2 Vision, mission and objective of Ibn Sina Library, IPG Kampus Tawau

Vision

- Library for excellent, glorious and distinguished teacher education

Mission

- Enable all users to access the necessary information through simple, efficient and effective methods.
- Acquire and use the skills to manage, evaluate and apply information towards the improvement of teacher knowledge and professionalisme.
- Encouraging lifelong interest in reading and learning among users.

Objective

- Implement the teaching curriculum and current needs
- Support the teaching and learning process
- Providing readers with the skills to search for material

2.3 Location and contact of Library Ibn Sina, IPG Kampus Tawau

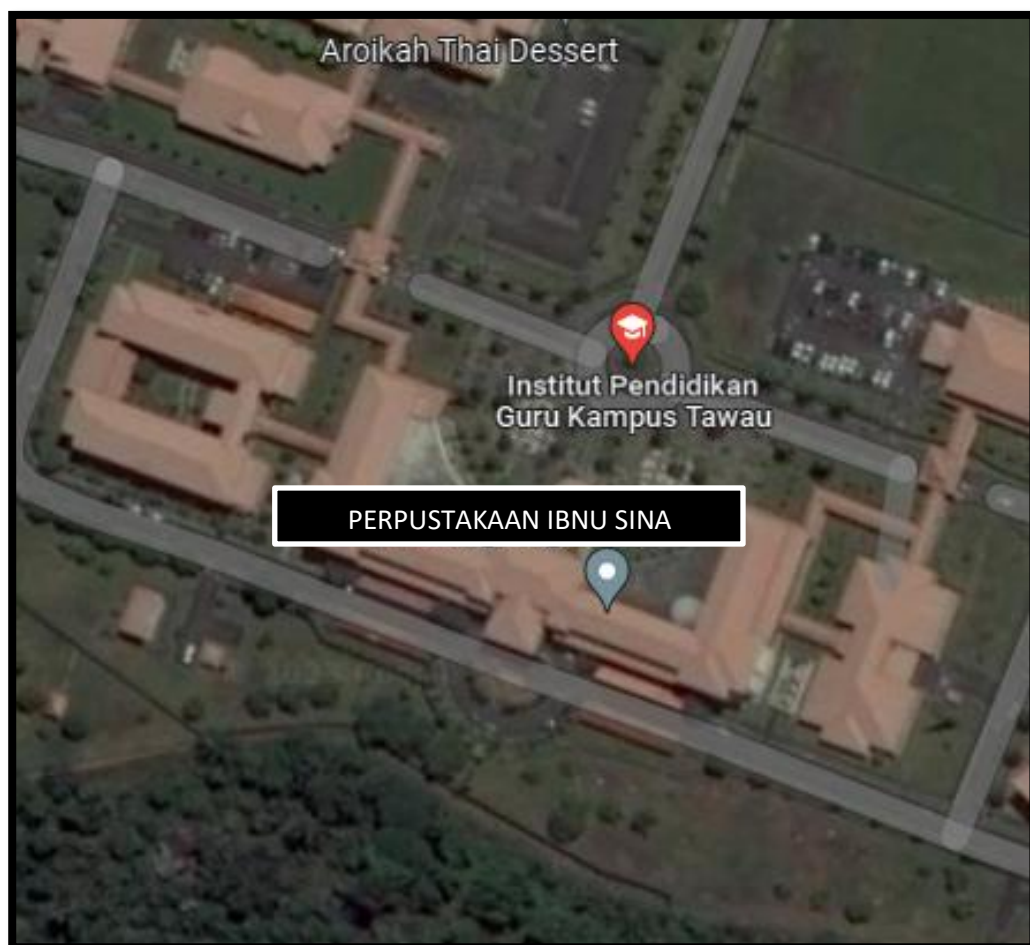


Figure 2 The location of Ibnu Sina library

Address: Unit Perpustakaan, IPG Kampus Tawau,
KM 36, Jln Balung, Beg Berkunci No.27,
91009 Tawau, Sabah.

Contact: 089-95125

Email: libipgktibnusina@gmail.com

2.4 Operation hour of Library Ibn Sina, IPG Kampus Tawau

Day	Time
Monday - Thursday	8:00 a.m. – 1:00 p.m. (Closed/ Break) 2:00 p.m. – 5:00 p.m.
Friday	8:00 a.m. - 11:30 a.m. (Closed/ Break) 2:00 p.m. – 5:00 p.m.
<ul style="list-style-type: none">• Saturday/Sunday/Public Holiday closed• Library open on holiday if have any request	

Table 1 Operation hour for organization

2.5 Organization Chart



Figure 3 Organization Chart of Perpustakaan IPGK Tawau

2.6 Collection of the library

2.6.1 Open shelf collection

The books of open shelf collection consists various subjects and area. It can be borrowed according to the user's qualifications.



Figure 4 Shelf open collection

2.6.2 Special collection

The users are allowed to borrow special collection only for 1 day through circulation counter. Basically, this collection divided into several types of collections:

- a. Red Spot (Textbook and Reference)
- b. Thesis and Research Collection



Figure 5 Red Spot Collections



Figure 6 Thesis Collections

2.6.3 Reference collection

Reference collection are consists of dictionaries, thesaurus, bibliographies, statistic, indexes, and more. The materials can be only referred in the library; however for dictionaries some of them are allow borrowing since the library have more quantity of dictionaries.



Figure 7 Dictionaries

2.6.4 Serial collection

The serial collections are consists of journal, magazines and bulletins. It can only be referred to the library.

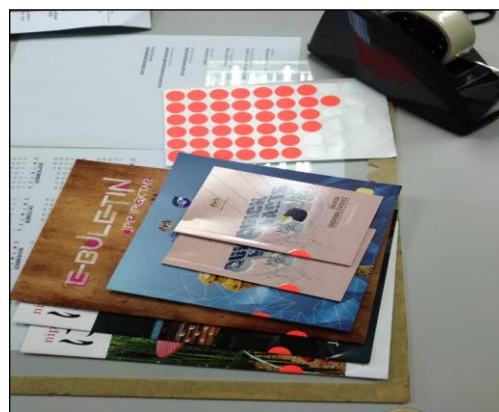


Figure 8 Bulletin and magazine

2.7 services and facilities

2.7.1 Reference and Information Counter

Circulation counter are provided for library user and the same counter were used as reference counter for the users to ask anything regarding the library. Besides, the circulation desk and counter are the places to users check out and return books, pay fines and others.



Figure 9 Reference counter

2.7.2 Free Wi-Fi services

Wi-fi services at Library Ibn Sina, IPG Kampus Tawau are free to use for those come to the library. That is one of the benefits to the users because internet is a necessity for students since most of their references are online such as journal, website and so on. In fact, for lectures the Wi- Fi helps them to provide the materials for class and it may use for online classes since the country still in endemic phase. It might attract the students and lecture use the library consistency.

2.7.3 Thesis Collection

Thesis Collection in the library included of Program Ijazah Sarjana Muda Perguruan(PISMP) thesis of IPG Kampus Tawau. Users are allows to access the thesis area and browse the thesis on the shelves.



Figure 10 Thesis collections

2.7.4 Locker

The facilities of locker were provide to users for storage their bags and personal things. The lockers are located at the main entrance of the library.

2.7.5 Open access computer

Open access computer service is available for the users to browse the information regarding education without limitation time. The library provides more than 10 PC to the user. Through the same computer the user may access the elib IPG and OPAC system.

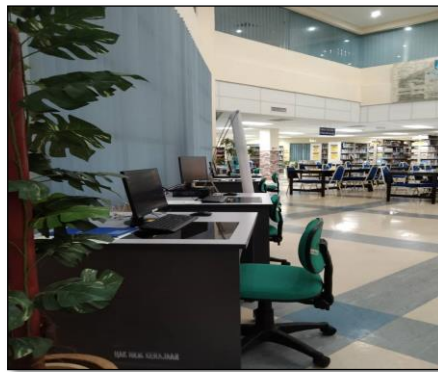


Figure 11 Computer in library

2.7.6 Security gate

A security gate is installed at the library entrance to regulate the movement of books. Only books that are on loan is allow to taken out of the library, then the security gate will catch any books are not on loan by electromagnetic sensors. The alarm will be active if a book is borrowed improperly; it was detected through RFID tag.

2.7.7 Discussion room

Discussion room available for academicians, students or staffs to do discussion privately and for using the room the users need make a booking from librarian at reference counter.



Figure 12 Discussion room

2.7.8 Relaxing space

A relaxing space was provided by the library for user to take some rest and relax. A set of sofa is provided and a partition as boundary from others space and make it more comfortable to rest. The space was located nearby computer access section.



Figure 13 Relaxing Space

2.7.9 Exhibition Shelve

The exhibition shelf is only place or display the new and limited collections in the library. It should be attractive since this part is the main area to users update the latest collection in the library.

2.8 Department Structure

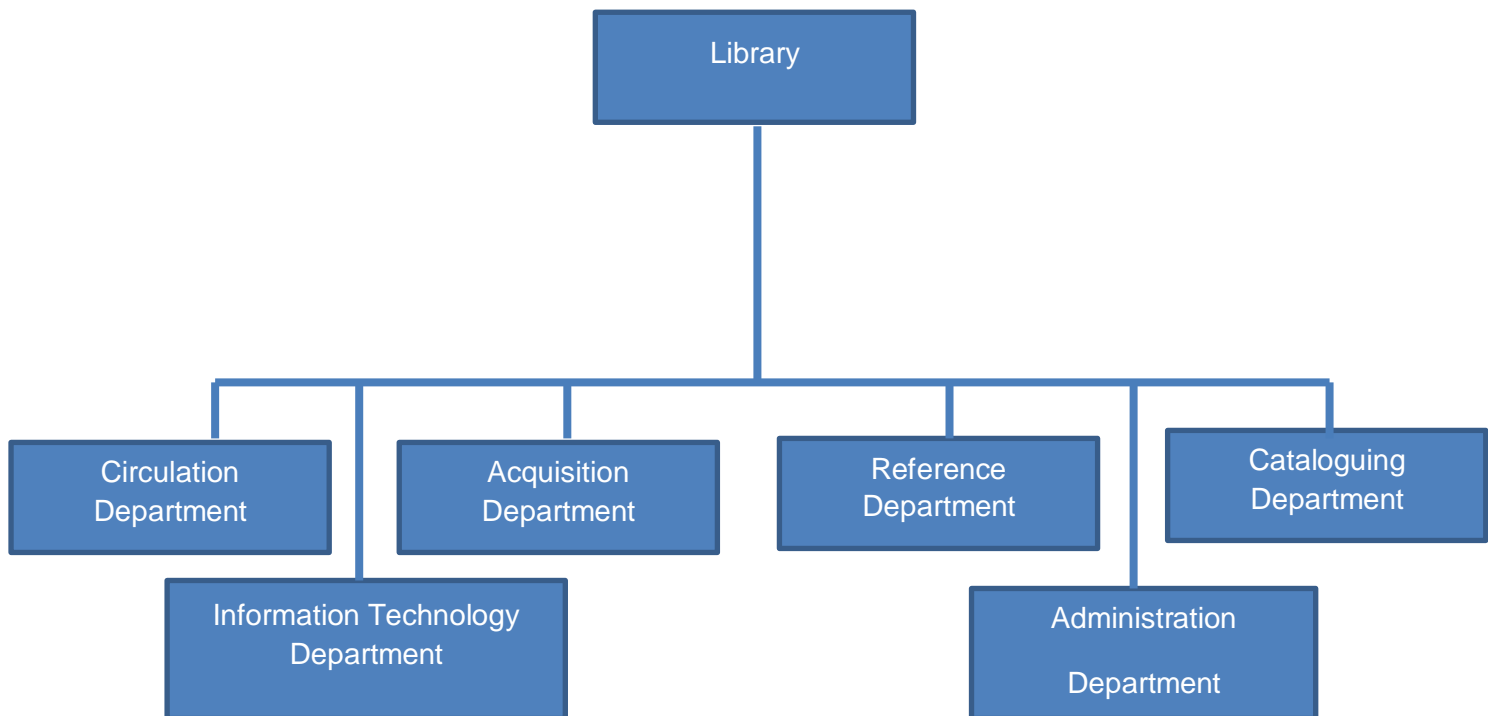


Chart 1 Department structure of Perpustakaan IPGK Tawau

The department function of Perpustakaan IPGK Tawau does not have a special unit or department that has certain people in charge of it. This is because they only have four staff in the library including the head unit. All units will be handled by the library officer and assistant.

2.8.1 Administration Department

Library management handles the internal and external administrative matters of the library and provides administrative leadership, strategic planning, development/funding, and direction for the overall operation of the academic library.

2.8.2 Reference Department

The Reference Department is responsible for helping library user find out their needs by understanding library resources and applying effective search strategies. This department also teach users how to purchase items via interlibrary loan. Beside, assist the users to borrow the equipment in the library.

2.8.3 Acquisition Department

The unit of a library that is responsible for the collection and acquisition of materials or services is known as the acquisition unit. This unit has the authority to choose suppliers, negotiate consortium rates, set up standing orders, and choose specific titles or assets.

2.8.4 Circulation Department

The circulation unit is the main and important in the library. From this trainee learn how to interact with library users. The circulation counter is at the entrance of the library which is a place very easy to recognize by the users. There are a few services provided by this unit:

- i. Borrowing, returning and renewal a book.
- ii. Fines collections for user
- iii. Handling of reminder letters late return

2.8.5 Information Technology Department

Information Technologies Department is responsible for developing, implementing, and maintaining the automated information technologies within the library, thus playing a crucial support role for the other library departments.

2.8.6 Cataloguing Department

The cataloging unit is the unit that maintains the catalog of all bills of materials in the library. Cataloging is essential because it helps users and librarians find the book, they are looking for by referencing the author's name, book title, or subject. It also leads to library holdings.

Chapter 3:
INDUSTRIAL
TRAINING ACTIVITIES

3.0 Introduction of Industrial training activities

In this chapter, are discuss regarding all the activities, task and training in five months industrial training that were arranged by Unit Perpustakaan IPG Kampus Tawau. Every task that was assigned to the trainee is included with detailed explanation on how process of the task is running on, including the participation of trainee in workshop and other activities also clarified in detail.

3.1 Training activities

3.1.1 Administration activities

Administration activities is a must task in an organization, so that the trainee is responsible for managing the organization in term of statistics, relationship with other organizations and preparation of reports, proposal and documents were handed.

Mr. Falawangi Lahama, the head unit of Library was explained the ISO21001 Educational Organizations Management System (EOMS), which is included:

- IPG KPM-EOMS-PT-12 for document quality
- IPG KPM-EOMS-PT-12-01, IPG KPM-EOMS-PT-12-02 for acquisition and purchasing items.
- IPG KPM-EOMS-PT-12-03 for receive and receive an item.
- IPG KPM-EOMS-PT-12-04 for library services evaluation
- KPM-EOMS-PP-02 for a risk management plan

3.1.2 Shelving

The trainee was assigned to shelving the books as weekly task. Usually, shelving will be done on late evening which is the library are free. Trainee will spent an hour and half on shelving with staffs. Perpustakaan IPG Kampus Tawau using Dewey Decimal Classification (DDC) system. Trainee should place all the books according the call number on the right shelf, then before starting shelving the trainee will collect the books based on the class number so that will be easy to the users and staff find the materials.



Figure 14 The trainee shelving the books

3.1.3 Circulation Unit

Circulation unit is the busiest unit, because most of the times are crowded with users so that it referred to as the center of library. The unit was handed by two librarians assistant Mrs. Marjorie and Mr. Hamli. Circulation Unit is important, because it shows the connection of librarian and patrons. The trainee as trained to sit at the counter and prepared to do all the task at the counter such as check in, check out, debt pay and registration for new member. Anyone may borrow the materials as long as they have a membership. That is free to register as a new member.

Other than that, the library allows other department to borrow any facilities and equipment by fill the forms without limitation date. The trainee also in charged to control the landing and returning facilities in the library since it is a part of circulation task.



Figure 15 The trainee check in books

3.1.4 Purchasing book and receiving book

As information center, a library should update the material by purchasing or receiving donation. For Perpustakaan IPGK Tawau, the early of year they will have new list collection they need which is suggested by lecture, then acquisition unit staff requests a quote for the booklist from seller. After through the process, the library will receive the books at the end of year.



Figure 16 The new collections had been received

For receiving book process the trainee was involved in rechecking the materials, the chief librarian will verify the list of books according the ISBN number, title and the amount of books. The staff should make sure all the items shipped in good quality.

3.1.5 Cataloging

Cataloging that is a must activity in a library, it responsible for providing complete bibliographic records for the materials before recoded as library materials. Through cataloging, it quickly and effectively process record that patron access. Each materials should be record either library purchasing or donation in the library before it released on the shelves for patron use. The materials from acquisition unit will be transferred to cataloging unit to create the bibliographic record which involved the process of determining the subject headings, conducting authority control and assigning call number. The trainees assigned to do cataloging in the system. Through the system, trainee's key in the data before the bibliographic record released and the aim of key in the data in system to simplify the process and make record efficiently as a reference.

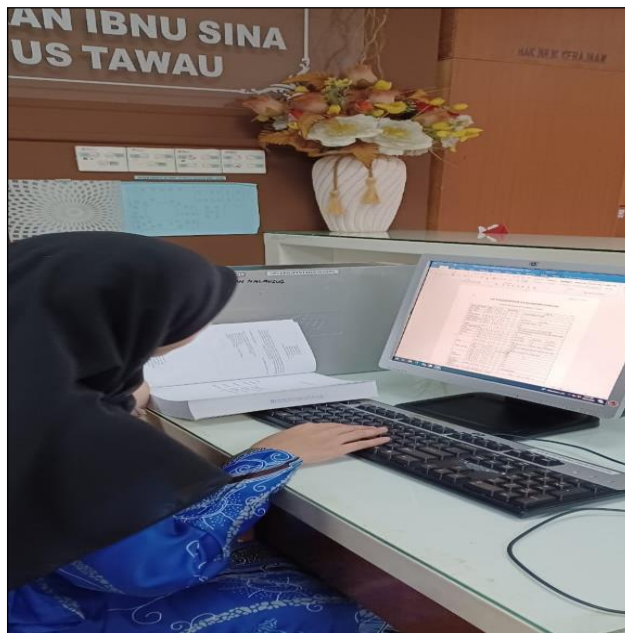


Figure 17 The trainee key in the data of book

The trainee was patching the security strip in the middle of book and stamping the library stamp on the first and last page of book. The objective of patching strip and stamping is helping the library to protect the materials to be stolen by the users or bring out the materials without permission.



Figure 18 The trainee patching strip and stamping on the book

3.1.6 Bedah Buku

Bedah Buku is a special programmed for staffs which are compulsory to all staffs and lectures participate, it is annual activity also a collaboration program with administration department of library the purpose of Bedah Buku to encourage the IPGKT staffs and lectures to be knowledgeable and productive workers by reading. Beside it is one of the methods to promote library facilities.

The program was hold twice in a month, started on early of 2022 and was ended on September 2022 located at the library. More often than not, library will held Bedah Buku on the evening of Friday.

In this program the staffs will present the synopsis of books or the moral value they got from the materials. There are different presenters for every month based on the list name. The trainee was assigned as moderator and secretariat program. As a secretariat, the trainee and others librarian prepared the equipment for program.



Figure 19 The participant present his book



Figure 20 The trainee assigned as moderator

3.1.7 Literasi Maklumat

Perpustakaan IPG Kampus Tawau has organized Literasi Maklumat for staffs and lectures. Through this program may build an independent user which is more efficient because the program teach the user to use the latest system in library.

Moreover, this is a compulsory program for a library. In view of the fact that program teach the user the easiest way to find online materials and the collections in Perpustakaan IPG Kampus Tawau. Other than that, the input from this program is promoting the facilities of library to the users.

For Literasi Maklumat, trainee was assigned as facilitator, which is unfolding how to access the system(elib IPG) and OPAC within librarian assistant help.

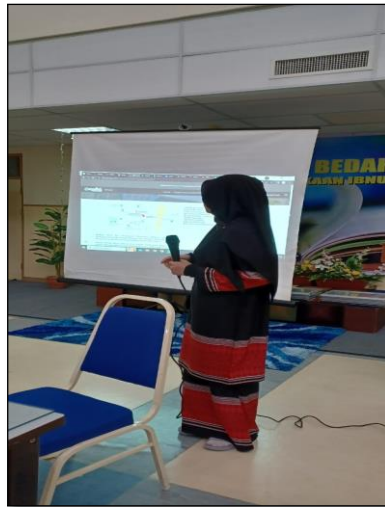


Figure 21 The trainee assigned as facilitator

Apart from that, trainee also assigned as editor for the slide presentation to ensure the audience understand the information. The trainee used power point as the medium for making the manual slide for this program. The program was divided into two sessions that are session 1 for talk and session 2 for practice. For the practice session, the audience may apply all the steps from session 1.



Figure 22 The trainee assists the user in session 2

3.1.8 Disposal project

During industrial training, the trainee was doing disposal process, which is through few process including ask permission by archive. Perpustakaan IPGK Tawau, want contribute their collection to few school, however before take out the collection from library they need to through few steps.

Firstly, they need send a letter to archive Negeri Sabah regarding the issues which is included disposal collection process. Then, after the archive approves the request, Perpustakaan IPGK Tawau received the list of school that was approved by administration unit. So, Perpustakaan IPGK Tawau will divide the materials according the quantity school need before send it.



Figure 23 The materials that want to dispose

Also the trainee was assigned to record all the class number of materials, it was take four days. Through the records, the trainee also may identifying the amount of materials and the type of materials since the dictionary have different year publish and types.

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BUKU SUMBANGAN KE SEKOLAH
Perwakilan Ibu Bina
Institusi Pendidikan Guru Kampus Temau

No. Perolehan	Tajuk Buku	Tempat Terbit	Tahun Terbit	No. Pengiraan	No ISBN
1	24955	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
2	25000	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
3	25057	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
4	25222	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
5	25138	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
6	25085	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
7	25070	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
8	25240	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
9	24953	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
10	24951	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303

No. Perolehan	Tajuk Buku	Tempat Terbit	Tahun Terbit	No. Pengiraan	No ISBN
11	25270	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
12	25243	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
13	25187	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
14	25283	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
15	25228	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
16	24971	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
17	25108	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
18	24985	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
19	24986	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
20	25008	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303

No. Perolehan	Tajuk Buku	Tempat Terbit	Tahun Terbit	No. Pengiraan	No ISBN
21	24925	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
22	25194	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
23	24871	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
24	25062	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
25	25022	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
26	25191	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303

No. Perolehan	Tajuk Buku	Tempat Terbit	Tahun Terbit	No. Pengiraan	No ISBN
31	24918	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
32	25010	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
33	25037	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
34	24939	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
35	25221	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303
36	24940	Dictionary of Contemporary English Longman	Pearson education	2004	423 DCC 9780582456303

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Figure 24 The records of material to dispose

3.1.9 Library meeting

All the staffs in the library are required to attend the meeting. The trainee was joined the meeting and involved in two library meetings on November and January. The meeting on the November, focus on the last program of library “Literasi Maklumat”, which is the supervisor assigned the trainee to be the facilitator program. Meanwhile, in January as the first meeting of 2023 are focusing on the library activities or program including the farewell party for trainee.



Figure 25 Memo for meeting on January 2023

3.2 Special Project

3.2.1 Manual Penggunaan elib IPGM IPGK Tawau

Manual Penggunaan elib IPGM was created to assist the user for using the elibipg system which is provide online materials and the link of OPAC. Through the manual user might apply the steps by their own without librarian assist. Beside, increasing user's skill in finding printed and electronic information sources is a very relevant thing now day. This project is an idea from the head unit of Perpustakaan IPGK Tawau.

During the process of making Manual Penggunaan elib IPGM, Mr. Falawangi the head unit of Perpustakaan IPGK Tawau assist the trainee regarding the content of manual and the format as IPG document. Before released the manual, the trainee make final consultation with head unit of Perpustakaan IPGK Tawau since OPAC has technical issues so that as the solution for OPAC section, trainee used others IPG OPAC as the material (pictures) in the manual. In addition, the inputs from meeting the trainee updated and fix the manual according the format and direction from head unit. The application or software that had been used in produce the manual is power point.



Figure 26 The manual in progress

Other than that, the trainee also provides the manual in video version. As the backup the trainee send the video through e-mail to Perpustakaan IPGK Tawau. Beside save the manual in the library's computer to user access easily. Also the trainee used canva application for editing the video.

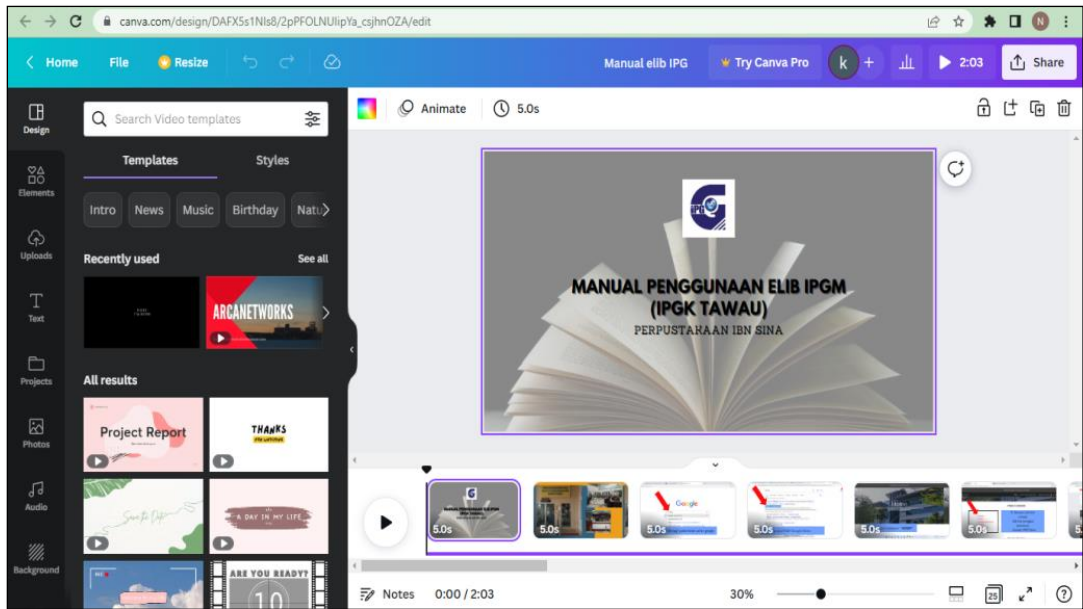


Figure 27 The manual convert to video

Last but not least, the benefits of manual to the user are Perpustakaan IPGK Tawau:

- a) A means for introducing the elib IPG and OPAC Perpustakaan IPGK Tawau.
- b) A standard training basis for new students and staffs
- c) Savings management time.

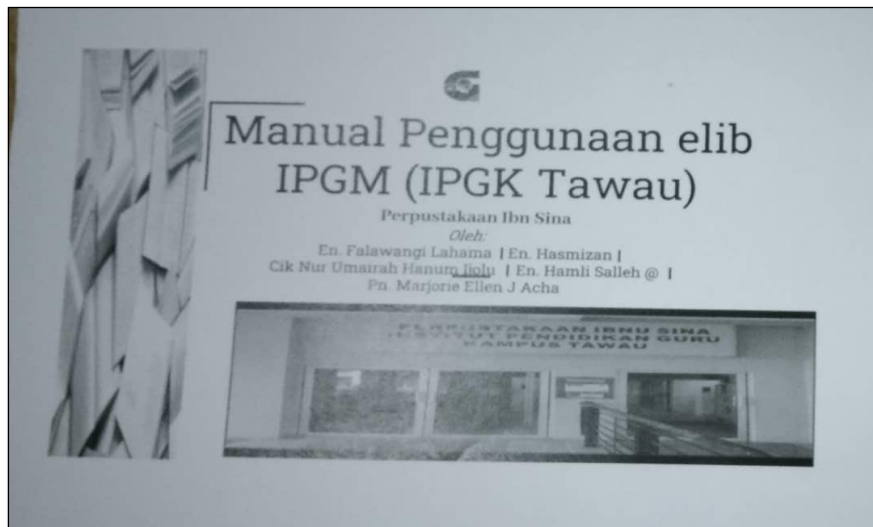


Figure 28 The manual ready to use

3.2.1 Updating(website) blog of IPGK Tawau

Updating the blog of IPGK Tawau, make it more organize, attractive and friendly user. The blog was created by the assistant librarian however it seems not updated for a long time. The blog is one of the information sources regarding the library.

During the editing of blog (website) the trainee face some difficulties in updating the latest information of library. Therefore, trainee had discussed and gain idea to make some transformation on the webpage from design to theme colors, was inspired by Mr. Hamli assistant librarian. Beside, build a storyboard to be more clear and easy to understand.

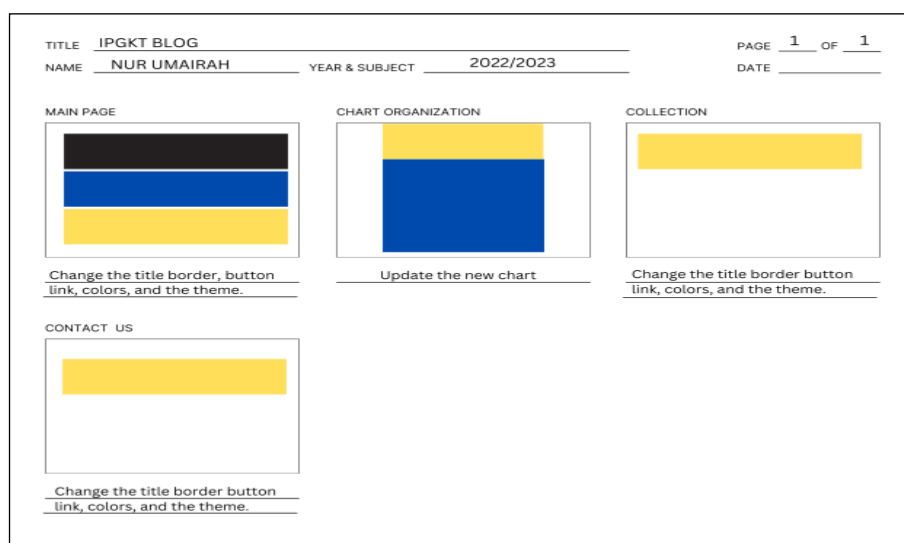


Figure 29 Storyboard of blog (website)

The duration for editing and collects the latest information is a week to insure the objective of this project successful. The trainee makes the blog more professional, easy access and friendly user. The trainee use google site as the application in editing the blog (website), actually the trainee suggest to use others platform for website editing however the library feel comfortable to use google site since most of the IPG in Malaysia use it. Meanwhile for the storyboard and pictures was edited by Canva.

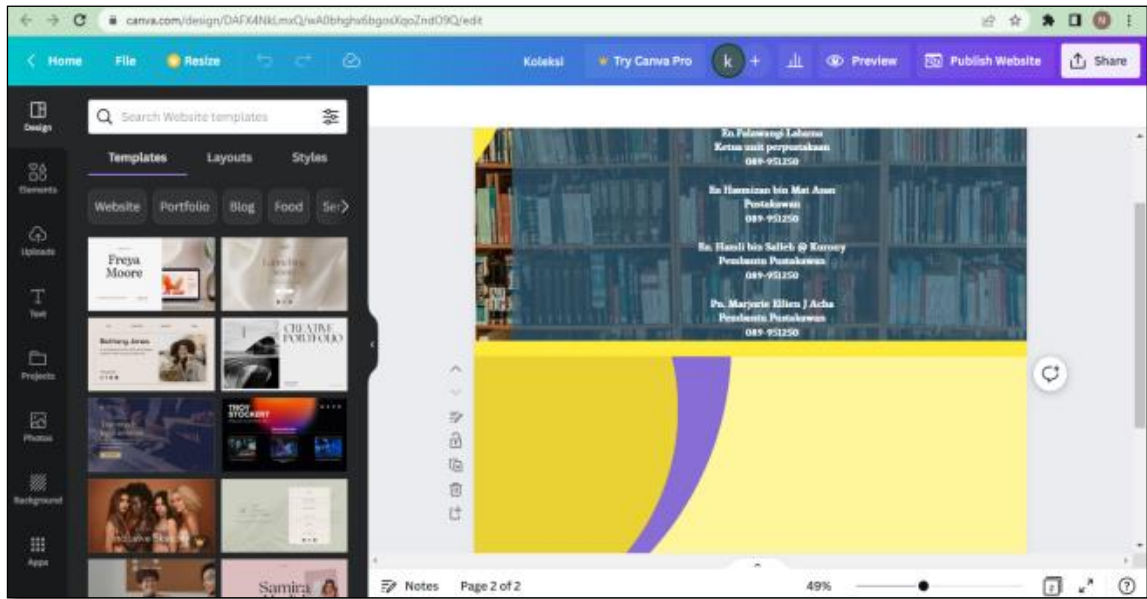


Figure 30 Editing pictures for blog (website)



Figure 31 Before edit (website)



Figure 32 After edit (website)

3.3 Other activities

3.3.1 Poems and Speech competition

Poems and Speech competition was held two days at Perpustakaan IPG, within Independence Day or Malaysia Day theme. This is the last activities for celebrating Independence Day and Malaysia Day, was organized by lectures and library unit. For poems, was participated by lecture meanwhile the speech competition participated by students. The judges consist of excellent lecture in IPGK Tawau.

The trainee was assigned as secretariat for the program since it is collaboration program with library. The trainee and staffs prepared the facilities for the program.



Figure 33 The participants of poems competition

3.3.3 Basic user Guide EBSCO workshop

The program was hold on 11 January 2023, 10:00 a.m. – 11:00 a.m. by Jay Yurdakul consultant, EBSCO. The platform used for this workshop is zoom meeting. Through the program the trainee may gain knowledge regarding electronic materials. EBSCO is a mobile application to find and read eBooks, the application same as others eBook application but it more friendly user. This workshop, only for librarian in IPG around Malaysia.

The trainee was attended the workshop for representing the library, through the seminar it give an experiance to the trainee explore more things regarding the environment of library. Which is not only focusing on basic task in library.

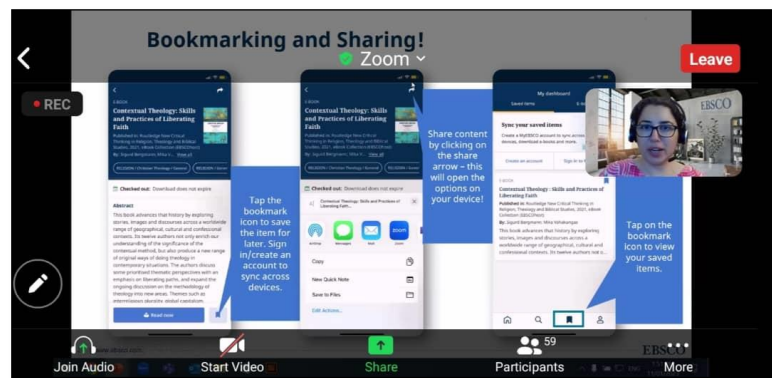


Figure 34 The host explain about EBSCO application

3.3.4 Staff Sport Day

Staff Sport Day, was hold on the evening of 25th November 2022. All staff of IPGK Tawau was participated the program, on that day the staff was divided into four groups based on colours and the program was prepared five activities. The trainee was participated two games which is representing group red. That is also one of the methods to strengthen friendships among staffs and lectures in IPGK Tawau.



Figure 35 The trainee playing the second game

3.3.5 Wacana Ilmu

This monthly program for IPGK Tawau was organized by administration department. In Wacana Ilmu programme it will include few programs such as APC and farewell party for pension staff or staff moved known as Jasamu Dikenang. Beside, the main purpose of Wacana Ilmu is to share the knowledge from academicians based on their course. Usually, the program was held on the end of month and on Friday morning. The trainee was assigned to be committee members, AJK Cenderahati with two more staff from JPL unit.



Figure 36 The trainee received the certification as internship student

Chapter 4:
INDUSTRIAL
TRAINING REFLECTION

4.0 Industrial Training Reflection

In chapter 4, the trainee will add some comments, self-reflection and suggestions throughout five month of the internship. Industrial training is a medium through which trainees are exposed to the essence of work. This is a benefit for a student without work experience to learn and explore the work environment. During the industry training, the trainee learned various lessons.

4.1 Application of knowledge, skills and experience.

During the industry training at Perpustakaan IPG Kampus Tawau, the trainee has gain a lot of knowledge and skills, especially in library management. The objective of industry training is to encourage students to apply the knowledge and skills on they have learned at university. For example, the student applying the knowledge in Computerized Cataloguing (IML655) and Organization of Information: Subject Cataloging and Classification (IML555),both of this subject was used in cataloguing process as the basic knowledge. Since the trainee had learned various scope.

4.1.1 Communication Skills

Throughout the five months of industrial training, the trainee learns how to approach and communicate with top level management. As for meeting, there are required to communicate and discussion session to gain ideas. Through the communication the trainee clearly understands regarding the plan or issues they are discussed. A communication skill is crucial skill in learning process. Sometimes, the trainee faces difficulties to understand the instruction by the staffs, therefore the trainee should ask directly to the staff for understanding the task. It will avoid mistake in completing the task. That is because, some of the task might contains important documents and cause problems. During industrial training, asking relevant and well-thought-out question is critical. As conclusion, communication is vital skill to make both parties understanding the topics had talked.

4.1.2 Time Management

Time management skill is an essential, to ensure the trainee accomplish their tasks, activities and projects in just five months. This skill might help the trainee to reduce and control the stress and allows them to finish their job on time. A well time management, allows the trainee to accomplish others tasks and it allows the trainee to be more focus in a tasks. Through the time management, ability in planning the tasks and activities will be able extremely beneficial. For individuals practicing efficient time management allow them to achieve goals and objective quickly and successfully. During industrial training, the trainee need catalog the books within the time range which is already set, therefore time management is important to ensure the task are done on time.

4.2 Personal thoughts and opinion

4.2.1 Learning process

Industrial training is a chance to trainee learns and explores new things, which is encouraging the trainee to be more creative to solve any issues their face. For example the unfamiliar task the trainee should not be concerned and should not be afraid to try something new as experience. If the tasks have been assigned to trainee and have failed in many times to complete it, find the solution in various method before referred by the librarian.

4.2.2 Working environment

During industrial training, I have experienced a very pleasant working surrounding and less stress. The staff in library unit guided and supported me throughout my internship journey whenever a trainee like me encountered problem regarding the tasks, along the way I gain more knowledge regarding the reality of working environment. This internship program taught the trainee to put effort and passion in their task that was assigned by the supervisor. Beside, being responsible with trainee work and performing duties to the supervisor requirement which is a part of the trainee task.

4.2.3 Staff etiquette

In five months of performing my internship program, I can feel the chemistry among the staffs because all of them shows how strong is bonding between the staffs. Everyone is treated as a family, it is good things for me since a newcomer and lack of knowledge about the reality of working which need a lot of assists. It might disturb them however, the positive vibes in the IPG make me more comfortable and change my negative perception since this is my first time experience in working.

4.3 Lesson learned

4.3.1 Problem solving skills

Problem solving skills is important in industrial training, that because it will help the trainee come out with a solution rather than waiting for others. Through this skill may build creativity and a new innovation of trainee ideas. To find the best solution, trainee needs to lay out different solution and select the best one. Therefore, this skills allows the trainee to manage a problems or issues in the way.

4.3.2 Self-Discipline

During industrial training self-discipline, allows the trainee to show their performance in work environment. Through, self -discipline the trainee try hard to accomplish a task based on the deadlines without constant reminders. It requires, voluntary to focus and determine for trainee accomplish the task successfully.

4.3.3 Teamwork

In organization teamwork is a must, which is an included communication skill to avoid any misunderstanding among members. The teamwork lets deliver the project on time and on budget. The trainee, being a part of the teamwork to support each other in achieving the goals or objective of task, rather than letting it go to someone's shoulder. In a team, encourage the trainee to share any ideas as a solution. A good teamwork encourages the team to achieve the goals successfully.

4.4 Limitation and recommendations

4.4.1 Social skill

Lacking in social skill make the trainee feel less confident in decision making on her task. This skill are crucial because it one of the categories that an organization will analyse to hiring a new staff. Other than that, as an individual this skill might help in daily life especially in controlling the emotion. Enhance the social skill for an individual may open a big chance for them in various scopes since this skill might give the positive vibes to a person.

4.4.2 Transportation

For transportation, as a trainee it should be have plans regarding this issue. Even, the locations of training just take around 5 to 10 minutes from house by transport. The trainee should prepared for any emergency where is need the trainee back to home fast. However, the main point is before choosing the place for training it a must to the trainee plan every aspects.

Chapter 5: Conclusion

1.0 Conclusion

In the nutshell, five months to complete the industrial training in Perpustakaan IPGK Tawau teach me a lot of things. I was satisfied to complete the task of this course, which is gain a lot of knowledge and experience to be ready for the real work environment. The task of this course gives me a big impact as last year student.

In addition, the trainee was extremely pleased with the assistance and teamwork provided by all the librarians during the practical training at the IPGK Tawau. During the industrial training the librarians have shared a lot of knowledge and experience in library management, which is useful to the trainee as new comers in working environment.

Perpustakaan IPGK Tawau is important place since it is the center of community in IPGK Tawau and the place for the academician and all students finding the knowledge and information. Therefore, IPGK Tawau should prioritise the library because it also contributes in increasing students' academic achievement.

Furthermore, industrial training will make the trainee aware the importance of skills in facing a problem and encourage the trainee to be multitasking. Within all the experiences during industrial training may help the trainee to be more confident and positive thinking regarding the reality of working environment. The trainee might see clearly their purpose in working.

REFERENCES

Portal Rasmi Perpustakaan Negara Malaysia: (n.d.). Www.pnm.gov.my. Retrieved 5 January 2023 from <https://www.pnm.gov.my/index.php/pages/view/114>]

APPENDICES

**MINIT MESYUARAT
UNIT PERPUSTAKAAN
INSTITUT PENDIDIKAN GURU KAMPUS TAWAU
BIL.01/2023**

TARIKH : 19 Januari 2023 (KHAMIS)
MASA : 8.00 PAGI – 11.00 PAGI
TEMPAT : Bilik Mesyuarat
Perpustakaan Ibnu Sina
IPG Kampus Tawau

KEHADIRAN

1. Encik Falawangi Bin Lahama **Pengerusi**
KU Perpustakaan
2. Encik Hasmizan Bin Amat Asan
Pustakawan S44
3. Encik Hamli Bin Salleh @ Kurony
Pembantu Pustakawan S22
4. Puan Marjorie Ellien J Acha
Pembantu Pustakawan S22
5. Nur Umairah Hanum Binti Ijolu
Pelajar Praktikal

MINIT	AGENDA	TINDAKAN
<p>1.0.</p>	<p>KATA ALUAN Pengerusi</p> <p>1.1 Pengerusi memulakan mesyuarat dengan ucapan salam dan megalukan-aluan kehadiran semua ahli mesyuarat ke Mesyuarat Unit Perpustakaan (MUP) Bil.01/2023. Pengerusi turut mengucapkan Selamat Tahun Baru dan berharap agar Ahli Mesyuarat dapat menjalankan tugas dengan penuh azam,semangat dan meningkatkan mutu serta prestasi kerja agar lebih cemerlang. Selain itu,Pengerusi juga memaklumkan serta mengalu-alukan pertambahan Staf ke Unit Perpustakaan Ibnu Sina iaitu En.Jamri Bin Abdul dan En.Elfiarly Bin Zakarian yang akan bertugas di Perpustakaan Ibnu Sina.</p> <p>1.2 Ahli Mesyuarat dimaklumkan bahawa MUP diadakan bertujuan untuk membincangkan:</p> <ul style="list-style-type: none"> i. Hal Ehwal Pengurusan Dan Pentadbiran Perpustakaan ; dan ii. Persediaan LPS Unit Perpustakaan 	<p><i>Makluman</i></p>
<p>2.0.</p>	<p>HAL EHWAL PENGURUSAN DAN PENTADBIRAN PERPUSTAKAAN</p> <p>2.1 . Program Strategi Perpustakaan Ibnu Sina</p> <ul style="list-style-type: none"> 2.1.1. Perubahan Program Bedah Buku akan lebih focus untuk menyerapkan element pengetahuan serta peningkatan kerjaya. 2.1.2. Unit Perpustakaan Ibnu Sina akan berkerjasama dengan Unit Khidmat Pengurusan bagi menjayakan 	<p><i>Semua Ahli Mesyuarat</i></p>

	<p>Program Bedah Buku yang akan dijalankan sebanyak 9 siri :</p> <ul style="list-style-type: none"> i. 6 Siri – Bengkel/Ceramah. ii. 3 Siri – Lawatan Pengetahuan. <p>2.2. Agihan Tugas Staf Perpustakaan 2022/2023 masih dikekalkan.</p> <p>2.3. Wang Amanah</p> <p>2.3.1. Peruntukan Wang Amanah yang telah diluluskan pada 5 Januari 2023 ini sebanyak RM29,365 merujuk MK terbaru dan mengikut senarai LAM PT 02-01 yang telah di hantar kepada semua Ketua Jabatan sebelum ini.</p> <p>2.3.2. Pengerusi memaklumkan bahawa subjek yang telah dikeluarkan dari senarai sebelum ini seperti Subjek Pendidikan Jasmani dan KoKum dimasukkan kembali ke dalam list permohonan dan buku luar negara yang tidak dapat dibekalkan sebelum ini juga turut dimasukkan semula ke dalam list permohonan atas permintaan Pengarah.</p> <p>2.4. Persediaan LPS Unit Perpustakaan</p> <p>2.4.1. Program Bedah Buku merangkumi ;-</p> <ul style="list-style-type: none"> 1. Sinopsis Buku 2. Bengkel Penulisan 3. Ceramah Pengurusan Rutin Kerja Cemerlang 4. Lawatan 5. Bengkel Santai “ Budaya Kerja Cemerlang “ <p>2.5. Hal-Hal Lain</p> <p>2.5.1. Mengadakan Mesyuarat serta perjumpaan bersama Ahli Kelab Rakan Perpustakaan untuk mengaktifkan aktiviti dan Ahli Kelab.</p>	<p><i>Makluman</i></p> <p><i>Pustakawan & Pembantu Pustakawan</i></p> <p><i>Semua Ahli Mesyuarat</i></p> <p><i>Pembantu Pustakawan</i></p>
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	<p>2.5.2. Lawatan Penanda Aras melibatkan AKP dicadangkan pada bulan Mei/Jun,tempat yang akan dilawat :</p> <ol style="list-style-type: none">1. Perpustakaan Negeri Sabah2. Ipg Kent dan Ipg Gaya <p>Mesyuarat ditangguh pada jam 11.00 Pagi</p>	<p><i>Semua Ahli Mesyuarat</i></p>
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INSTITUT PENDIDIKAN GURU MALAYSIA
DAN
INSTITUT PENDIDIKAN GURU

IPGM / IPG KAMPUS TAWAU

LATIHAN PEMBANGUNAN STAF (LPS)
FORMAT CADANGAN LPS IPGM DAN IPG

SEKTOR/ PUSAT/ JABATAN/ UNIT INSTITUT PENDIDIKAN GURU :
UNIT PERPUSTAKAAN IBNU SINA DAN UNIT KHIDMAT PENGURUSAN

- NAMA LPS TAMBAHAN** : PROGRAM BEDAH BUKU
- JANGKA MASA** : 2 JAM (2.00pm – 04.00pm)
- TARIKH** : 02 SEPTEMBER 2022
- TEMPAT** : PERPUSTAKAAN IBNU SINA IPGKT
- BILANGAN PESERTA** : 43 ORANG
- OBJEKTIF** : Di akhir bengkel, peserta dapat:
- I. Menyokong Amanat Pengarah IPGKT – Merencanakan Budaya Membaca dikalangan Staf AKP
 - II. Memperkasakan budaya membaca dan perkongsian ilmu di kalangan warga IPG Kampus Tawau.
 - III. Meningkatkan ilmu dan pengetahuan tentang topik yang dibincangkan melalui perkongsian daripada penceramah.
 - IV. Menyokong usaha kerajaan menuju Negara Membaca pada tahun 2030
- KANDUNGAN** :


JUSTIFIKASI BEDAH BUKU IPG Kampus Tawau

1. Keperluan mencapai jumlah hari berkursus.
2. Memantapkan kompetensi umum berkaitan penyediaan dan penyebaran maklumat yang tepat.

3. Meningkatkan kemahiran sedia ada dan kemahiran baru dalam membina kepelbagaian kompetensi dengan pelbagai maklumat; dan
4. Memperkenalkan Program Bedah Buku sebagai alternative baharu dalam perkongsian ilmu.

KUMPULAN SASARAN	:	PENSYARAH DAN STAF AKP
ANGGARAN KOS	:	RM 0.00
OS21000	:	RM 0.00
OS29000	:	RM 0.00
 PENYELARAS /	:	Falawangi Bin Lahama Fazura Binti Othman
 PEGAWAI PROGRAM BERTANGGUNGJAWAB	:	Maseuleng Binti Masariang Hasmizan Bin Mat Asan
 MODERATOR	:	Nur Umairah Hanum binti Ijolu Nursyafika binti Abd Manap
 URUSETIA	:	Hatimah@Hasrul Hatimah Binti Ag. Damit Marjorie Ellien J Acha Jamri Bin Abdul (Jurugambar)

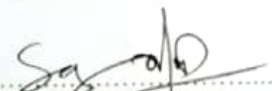
Disediakan oleh :



(FALAWANGI BIN LAHAMA)
 Ketua Pusat Sumber
 Institut Pendidikan Guru
 Kampus Tawau

Tarikh :


Disemak oleh :



(SAMSUDDIN BIN SULAIMAN)
 Ketua Unit
 Latihan Dalam Perkhidmatan
 Institut Pendidikan Guru
 Kampus Tawau

Tarikh :

Diluluskan oleh :



(DR. NAJAMUDDIN BIN BACHORA)
 Pengarah
 Institut Pendidikan Guru
 Kampus Tawau



**INSTITUT PENDIDIKAN GURU
KAMPUS TAWAU**

MEMO DALAMAN

Rujukan Fail : IPGKT/700 – 15 Jilid 4 ()
Tarikh : 15 November 2022
Kepada : Semua Kakitangan Perpustakaan
Daripada : Ketua Unit Pusat Sumber
Salinan : s.k Fail
Perkara : **MESYUARAT UNIT PERPUSTAKAAN BIL. 03/2022
INSTITUT PENDIDIKAN GURU KAMPUS TAWAU, SABAH**

Tuan/Puan,

**MESYUARAT UNIT PERPUSTAKAAN BIL. 04/2022 INSTITUT PENDIDIKAN GURU KAMPUS
TAWAU, SABAH**

Dengan segala hormatnya saya ingin merujuk perkara di atas.

02. Tuan adalah dijemput untuk hadir ke mesyuarat di atas pada ketetapan berikut:
- Tarikh : 25 November 2022
 - Hari : Jumaat
 - Masa : 8.00 Pagi
 - Tempat : Bilik Mesyuarat, Perpustakaan Ibnu Sina IPG Kampus Tawau
03. Agenda mesyuarat mencakupi:
- 3.1 Ucapan Pengerusi
 - 3.2 Perkara Berbangkit
 - 3.3 Hal Ehwal Pengurusan & Pentadbiran Perpustakaan
 - 3.4 Hal-hal Lain

Kehadiran tuan/puan ke mesyuarat tersebut amatlah dihargai.

Sekian, Terima Kasih.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(FALAWANGI BIN LAHAMA)

Ketua Unit Pusat Sumber
Perpustakaan Ibnu Sina
Institut Pendidikan Guru
Kampus Tawau

**MINIT MESYUARAT
UNIT PERPUSTAKAAN
INSTITUT PENDIDIKAN GURU KAMPUS TAWAU
BIL.04/2022**

TARIKH : 25 November 2022 (JUMAAT)
MASA : 8.00 PAGI – 11.00 PAGI
TEMPAT : Bilik Mesyuarat
Perpustakaan Ibnu Sina
IPG Kampus Tawau

HADIR:

- | | |
|------------------------------------|-----------------------------------|
| 1. Encik Falawangi Bin Lahama | Ketua Unit Perpustakaan/Pengerusi |
| 2. Encik Hasmizan Bin Amat Asan | Pustakawan S44 |
| 3. Encik Hamli Bin Salleh @ Kurony | Pembantu Pustakawan S22 |
| 4. Puan Marjorie Ellien J Acha | Pembantu Pustakawan S22 |
| 5. Nur Umairah Hanum Binti Ijolu | Pelajar Praktikal |

1. UCAPAN PENERUSI

Pengerusi memulakan mesyuarat dengan bacaan Surah Al-Fatihah dan mengucapkan terima kasih atas kehadiran semua ahli Mesyuarat Unit Perpustakaan Bil. 04/2022 dan pengerusi juga turut mengucapkan tahniah serta terima kasih atas segala kerjasama dalam menjayakan tugas-tugas sepanjang tahun ini.

PENGESAHAN MINIT MESYUARAT

Ahli mesyuarat bersetuju untuk mengesahkan minto mesyuarat lalu.

Pencadang : En.Hamli Bin Salleh
Penyokong : Puan Marjorie Ellien J Acha

2. PERKARA BERBANGKIT

-Tiada-

3. HAL EHWAL PENGURUSAN DAN PENTADBIRAN PERPUSTAKAAN

3.1 Pembelian Buku .

3.1.1. Pengerusi memaklumkan bahawa proses pembelian buku memalui wang amanah telah diluluskan dan unit kewangan telah memprosesnya.

Tindakan : Makluman

4. HAL-HAL LAIN

4.1 -Tiada-

5. PENUTUP

Mesyuarat ditangguhkan pada jam 11.00 pagi dengan ucapan terima kasih daripada pengerusi.




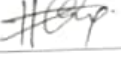

Disediakan oleh:

Urus setia

Mesyuarat Unit Perpustakaan

**KEHADIRAN
MESYUARAT UNIT PERPUSTAKAAN
IPG KAMPUS TAWAU, SABAH**

BILANGAN /TAHUN : 04/2022
TARIKH : 25 November 2022 (Jumaat)
MASA : 8.00 Pagi
TEMPAT : BILIK MESYUARAT
PERPUSTAKAAN IBNU SINA
IPG KAMPUS TAWAU

BIL.	NAMA	T/TANGAN	CATATAN
1.	FALAWANGI BIN LAHAMA		
2.	HASMIZAN B. AMAT ASAN		
3.	HAMLI BIN SALLEH @ KURONY		
4.	MARJORIE ELLIEN J ACHA		
5.	NUR UMAIRAH HANUM BINTI IJOLU		



INSTITUT PENDIDIKAN GURU MALAYSIA
DAN
INSTITUT PENDIDIKAN GURU
IPGM / IPG KAMPUS TAWAU

LATIHAN PEMBANGUNAN STAF (LPS)
FORMAT CADANGAN LPS IPGM DAN IPG

SEKTOR/ PUSAT/ JABATAN/ UNIT INSTITUT PENDIDIKAN GURU :
UNIT PERPUSTAKAAN IBNU SINA

NAMA LPS	:	BENGKEL LITERASI MAKLUMAT DAN MEDIA (e-PERPUSTAKAAN IPGM)
JANGKA MASA	:	2.00 petang hingga 5.00 petang
TARIKH	:	17 NOVEMBER 2022 (Khamis)
TEMPAT	:	Makmal MBMMBI <i>Perpustakaan Ibnu Sina</i>
BILANGAN PESERTA	:	Semua staf IPGKT
OBJEKTIF	:	Di akhir bengkel, peserta dapat: 1. Memantapkan kompetensi umum berkaitan penyediaan dan penyebaran maklumat yang tepat. 2. Meningkatkan kemahiran sedia ada dan kemahiran baru dalam membina kepelbagaian kompetensi dengan pelbagai teknik pencarian maklumat; dan 3. Memperkenalkan Program Literasi Media dan Maklumat serta Perpustakaan Digital melalui u-Pustaka.
KANDUNGAN	:	Lampiran 1

JUSTIFIKASI BENGKEL LITERASI MAKLUMAT DAN MEDIA

1. Keperluan mencapai jumlah hari berkursus.
2. Keperluan mencapai markah minimum mata kredit.
3. Memantapkan kompetensi umum berkaitan penyediaan dan penyebaran maklumat yang tepat.
4. Meningkatkan kemahiran sedia ada dan kemahiran baru dalam membina kepelbagaian kompetensi dengan pelbagai teknik pencarian maklumat; dan
5. Memperkenalkan Program Literasi Media dan Maklumat serta Perpustakaan Digital melalui u-Pustaka.

KUMPULAN SASARAN : PENSYARAH DAN STAF AKP

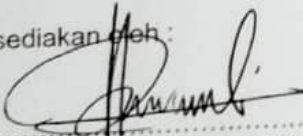
ANGGARAN KOS : RM 0.00
OS21000 : RM 0.00
OS29000 : RM 0.00

**PENYELARAS /
PEGAWAI PROGRAM
BERTANGGUNGJAWAB** : Encik Falawangi Bin Lahama

FASILITATOR/PENCERAMAH : Cik Nur Umairah Hanum binti Ijolu
Encik Hamli Bin Salleh @ Kurony

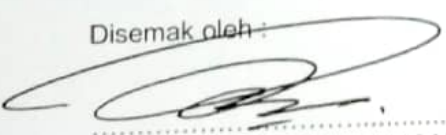
URUSETIA : Encik Hasmizan Bin Mat Asan
Puan Marjorie Ellien J Acha

Disediakan oleh :


.....
(HAMLI BIN SALLEH @ KURONY)
Pembantu Pustakawan S22
Institut Pendidikan Guru
Kampus Tawau


Tarikh : 14/11/2022

Disemak oleh :


.....
(FALAWANGI BIN LAHAMA)
Ketua Unit Pusat Sumber
Institut Pendidikan Guru
Kampus Tawau

Tarikh : 14/11/2022

Diluluskan oleh :


.....
(DR. NAJAMUDDIN BIN BACHORA)
Timbalan Pengarah
Institut Pendidikan Guru
Kampus Tawau



INSTITUT PENDIDIKAN GURU MALAYSIA
DAN
INSTITUT PENDIDIKAN GURU
IPGM / IPG KAMPUS TAWAU

LATIHAN PEMBANGUNAN STAF (LPS)
FORMAT CADANGAN LPS IPGM DAN IPG

SEKTOR/ PUSAT/ JABATAN/ UNIT INSTITUT PENDIDIKAN GURU :
UNIT PERPUSTAKAAN IBNU SINA

NAMA LPS	:	BENGKEL LITERASI MAKLUMAT DAN MEDIA (e-PERPUSTAKAAN IPGM)
JANGKA MASA	:	2.00 petang hingga 5.00 petang
TARIKH	:	17 NOVEMBER 2022 (Khamis)
TEMPAT	:	Perpustakaan Ibnu Sina
BILANGAN PESERTA	:	Semua staf IPGKT
OBJEKTIF	:	Di akhir bengkel, peserta dapat: <ol style="list-style-type: none">1. Memantapkan kompetensi umum berkaitan penyediaan dan penyebaran maklumat yang tepat.2. Meningkatkan kemahiran sedia ada dan kemahiran baru dalam membina kepelbagaian kompetensi dengan pelbagai teknik pencarian maklumat; dan3. Memperkenalkan Program Literasi Media dan Maklumat serta Perpustakaan Digital melalui u-Pustaka.
KANDUNGAN	:	Lampiran 1

**TENTATIF PROGRAM
BENGKEL LITERASI MAKLUMAT DAN MEDIA**

TARIKH	MASA	AKTIVITI/PERKARA	TEMPAT	CATATAN/SASARAN
17/11/2022 Khamis	1.50 petang	Kedatangan Peserta Bengkel		
	2.00 petang – 3.30 petang	Sesi Bengkel I: <ul style="list-style-type: none"> • Cik Nur Umairah • Hanum binti Ijolu • Encik Hamli Bin Salleh @ Kurony • Pustakawan 		
	2.00 petang – 5.00 petang	Sesi Bengkel II: <ul style="list-style-type: none"> • Cik Nur Umairah • Hanum binti Ijolu • Encik Hamli Bin Salleh @ Kurony Pustakawan	Perpustakaan Ibnu Sina	Staf IPGKT
	5.00 petang	Bengkel dijangka selesai		



Ruj. Kami : IPGKT/700-15/Jld.4(22)
Tarikh : 13 Januari 2023

Arkib Negara Malaysia Negeri Sabah
KM4 , Jalan Penampang
Peti Surat 12758
88830 Kota Kinabalu
SABAH

Tuan,

**MEMOHON KEBENARAN UNTUK MELUPUSKAN BUKU KAMUS SECARA
SUMBANGAN KEPADA INDUSTRI PENDIDIKAN.**

Dengan segala hormatnya perkara yang tersebut di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa pihak kami bercadang untuk melupuskan buku kamus terbitan Longman bagi tahun 2003-2004 yang berkaitan. Bersama-sama ini disertakan Borang 9 Pemohonan Bagi Pelupusan Rekod Terbitan Dan Bahan Bercetak (Arkib 9/08) untuk rujukan dan tindakan pihak tuan selanjutnya.

3. Kerjasama dan pertimbangan pihak tuan untuk meluluskan permohonan ini amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,


(DR.NAJAMUDDIN BIN HAJI BACHORA)


Pengarah
Institut Pendidikan Guru
Kampus Tawau


**BORANG PERMOHONAN BAGI PELUPUSAN
REKOD TERBITAN DAN BAHAN BERCETAK
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)**


BUTIR-BUTIR JABATAN		Untuk Kegunaan Arkib Negara			
(1) Kementerian/Jabatan/Agensi: IPG KAMPUS TAWAU	(2) Bahagian/Cawangan/Unit: PERPUSTAKAAN IBNU SINA	Tarikh Terima: Jumlah Rekod: No. Penerimaan:			
(3) Pewujud Rekod [Jika tidak sama dengan (1)]:					
MAKLUMAT MENGENAI REKOD					
(4) Peringkat Keselamatan:					
Bil. (5)	Tajuk (6)	Tahun/Tarikh Diterbitkan (7)	Meter Panjang/ Jumlah (8)	Cadangan Pelupusan (9)	Catatan (10)
1.	Essential Activator Longman	2003	21.7 CM/ 317 Buku	5/1/2023	
2.	Dictionary of Contemporary English Longman	2004	22 CM/ 311 Buku	5/1/2023	
(11) Mengikut Seksyen 25 dan 26, Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:					
Nama Pegawai: HASMIZAN BIN AMAT ASAN		Tandatangan dan Meterai/Cap Jabatan:			
Jawatan: Pustakawar Institut Pendidikan Guru Kampus Tawau		Tarikh: 9/01/2023			





Date	Exact Nature of Work Done	Supervisors Remarks
01.09.2022	<p>Self-reported industry training at IPG Kampus Tawau, Sabah.</p> <p>Introduce to the organization of IPG Kampus Tawau by Mrs. Fazura Othman, KUKP IPG kampus Tawau:</p> <ul style="list-style-type: none"> • Director of IPG Kampus Tawau <p>Introduction session with library staffs and simple introduction regarding the department of library by Library Unit Head (KUPS)</p> <ul style="list-style-type: none"> • Librarian and assistant librarian <p>Attend “Jasamu Dikenang” ceremony and farewell party</p>	
02.09.2022	<p>Briefing and explanation about the task and job scope in library Ibn Sina, IPG Kampus Tawau also the ISO used by KUPS:</p> <ul style="list-style-type: none"> • Circulation department • Cataloguing department • ISO known as EOSM (Administrative activity) <p>Simple briefing regarding the collection in the library by assistant librarian</p> <ul style="list-style-type: none"> • Code number • The type of cataloguing: DDC <p>Supervisor assigned me to be moderator for library programme</p> <ul style="list-style-type: none"> • Bedah Buku <p>Handling circulation: Check in and check out books.</p>	


Date	Exact Nature of Work Done	Supervisors Remarks
05.09.2022	Training Distribution <ul style="list-style-type: none"> • Staff briefing about the system (ILMU) and the regulation of circulation (landing and return books: due date and limitation of book may borrow) • The staff guide key in the data for member registration and how to access elib IPGM. Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. 	
06.09.2022	Processing book <ul style="list-style-type: none"> • The staff guide hoe to process the new collection • Stamping and stick coloured sticker as the code for red sport collection • Arrange the new collection at exhibition shelf Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. 	
07.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Receive debt payment for overdue books. Assigned to send the list of participants of “Bedah Buku” to JPL with other intern from UMS.	
08.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Receive debt payment for overdue books. Process of cataloguing <ul style="list-style-type: none"> • The staff explain how to key in the catalogue data in the system 	
09.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the use of library amenities and provide information about library policies. Learning about ILMU system <ul style="list-style-type: none"> • How to access user’s data regarding the overdue date. 	


Date	Exact Nature of Work Done	Supervisors Remarks
12.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Educate users on how to properly search for information using the library databases. • Assist users with membership registration 	
13.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Educate users on how to properly search for information using the library databases. Meeting with staffs <ul style="list-style-type: none"> • Discuss about the “Hari Kemerdekaan” programme, for students and lectures. • Contribute to prepare the prop of “Pidato” and “Sajak”” 	
14.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Receive debt payment for overdue books. Assigned to be committee members for “Pidato” . <ul style="list-style-type: none"> • Being photography, take pictures as evidence for library programme. 	
15.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. Assigned to be committee members for “Sajak” . <ul style="list-style-type: none"> • Being photography, take pictures as evidence for library programme. 	


Date	Exact Nature of Work Done	Supervisors Remarks
19.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration Finance management <ul style="list-style-type: none"> • Rechecking all the data of debt payment and the total for debt payment in august. • Print out the records and take to finance department of IPG Kampus Tawau. 	
20.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. Shelving <ul style="list-style-type: none"> • Arrange the books according the code number and class 	
21.09.2022	Mini Meeting with assistant librarian <ul style="list-style-type: none"> • Discuss about the next day event Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Assist users with membership registration Shelving <ul style="list-style-type: none"> • Continuing arrange the books at the shelf 	
22.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies Hold a farewell part for internship students from UMS <ul style="list-style-type: none"> • Create the tentative for the ceremony • Being moderator of ceremony 	
23.09.2022	Handling circulation task with other intern from UMS <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
26.09.2022	<p>Library Meeting</p> <ul style="list-style-type: none"> • Discuss about the next programme of library: <ul style="list-style-type: none"> ➤ Literasi Maklumat <ul style="list-style-type: none"> a) Tentative b) Slide (Presentation) c) Date, time and target audience • Distribution task of program • The supervisor shows the example of slide • Consult with supervisor regarding the final project <ul style="list-style-type: none"> ➤ Briefing the manual (final project) by supervisor <p>Handling circulation task with other intern from UMS</p> <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration • Educate users on how to properly search for information using the library databases. 	
27.09.2022	<p>Handling circulation counter</p> <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Assist users with membership registration <p>Shelving</p> <ul style="list-style-type: none"> • Arrange the books according the code number and class 	
28.09.2022	<p>Handling circulation counter</p> <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration <p>Proposal for Literasi Maklumat</p> <ul style="list-style-type: none"> • Make a proposal for Literasi Maklumat 	
29.09.2022	<p>Handling circulation task with other intern from UMS</p> <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies <p>Proposal for Literasi Maklumat</p> <ul style="list-style-type: none"> • Continuing and consult the proposal with supervisor 	
30.09.2022	<p>Handling circulation task with other intern from UMS</p> <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
03.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration 	
04.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Assist users with membership registration Slide Presentation <ul style="list-style-type: none"> • Consult the slide for “Literasi Maklumat” with supervisor 	
05.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration Receive book donation <ul style="list-style-type: none"> • Donation from organization and KPM (books, bulletin) 	
06.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies Proposal for Literasi Maklumat <ul style="list-style-type: none"> • Send the proposal to supervisor 	
07.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration Shelving <ul style="list-style-type: none"> • Arrange the books according the code number and class 	


Date	Exact Nature of Work Done	Supervisors Remarks
13.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration Slide Presentation <ul style="list-style-type: none"> • Continuing edit the slide. Receive book donation <ul style="list-style-type: none"> • Donation from organization and KPM (books, bulletin) 	
14.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
17.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration Shelving <ul style="list-style-type: none"> • Arrange the books according the code number and class 	
18.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue books • Assist users with membership registration 	
19.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
20.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
21.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
25.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration Proposal consultation <ul style="list-style-type: none"> • Update the new date for “Literasi Maklumat” programme 	
26.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue books • Assist users with membership registration 	
27.10.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
28.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies Shelving <ul style="list-style-type: none"> • Arrange the books according the code number and class 	


Date	Exact Nature of Work Done	Supervisors Remarks
31.10.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration • Receive debt payment for overdue by staff guidance. 	
01.11.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Assist users with membership registration 	
02.11.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
03.11.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
04.11.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
07.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Clarify the information about library policies Receive book donation <ul style="list-style-type: none"> • Donation from organization and KPM (books, bulletin) 	
08.11..2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve 	
09.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users with membership registration 	
10.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Briefing to students regarding the regulation of borrowing and returning books (limitation of books may borrow as students and the due date of return) Mini meeting <ul style="list-style-type: none"> • Announcement the new date of Literasi Maklumat by KUKP 	
11.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal Assist users finding books at the shelve	


Date	Exact Nature of Work Done	Supervisors Remarks
14.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal 	
15.11..2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve Preparation of Literasi Maklumat <ul style="list-style-type: none"> • Rechecking the slide presentation 	
16.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users with membership registration 	
17.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal Attending Wacana Ilmu <ul style="list-style-type: none"> • Being committee member for Wacana Ilmu Literasi Maklumat <ul style="list-style-type: none"> • Being fasilitator for Literasi Maklumat: <ol style="list-style-type: none"> a) Guide the users (staffs) to finding books using OPAC. b) Guide the users (staffs)to finding online materials using elib IPGM 	
18.11.2022	Circulation Counter <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
21.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal 	
22.11..2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books using OPAC in ILMU system 	
23.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users with membership registration 	
24.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve 	
25.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve • Assist users with membership registration Cataloguing task <ul style="list-style-type: none"> • Record the class number and acquisition number 	


Date	Exact Nature of Work Done	Supervisors Remarks
28.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal Cataloguing task <ul style="list-style-type: none"> • Record the class number and acquisition number 	
29.11..2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve Cataloguing task <ul style="list-style-type: none"> • Record the class number and acquisition number 	
30.11.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users with membership registration Purchasing and Receive new collection <ul style="list-style-type: none"> • Rechecking the collections (quantity, ISBN number and title) 	
01.12.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal 	
02.12.2022	Handling circulation task <ul style="list-style-type: none"> • Assist users for check in (return) and check out (borrow) books • Assist users with books renewal • Assist users finding books at the shelve Cataloguing Department <ul style="list-style-type: none"> • Stick the colour sticker on the collections 	


Date	Exact Nature of Work Done	Supervisors Remarks
01.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration • Receive debt payment for overdue by staff guidance. 	
02.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue by staff guidance. • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
05.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in books. • Assist users with membership registration • Receive debt payment for overdue books. 	
06.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue books • Assist users with membership registration 	
07.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
08.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
09.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
12.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in books. • Assist users with membership registration • Receive debt payment for overdue books. 	
13.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue books • Assist users with membership registration 	
14.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
15.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
16.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Assist users with membership registration 	


Date	Exact Nature of Work Done	Supervisors Remarks
19.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in books. • Assist users with membership registration • Receive debt payment for overdue books. 	
20.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Receive debt payment for overdue books • Assist users with membership registration 	
21.12.2022	Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
22.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
23.12.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Assist users with membership registration Sukaneka Staff <ul style="list-style-type: none"> • Participate 2 games in this event 	


Date	Exact Nature of Work Done	Supervisors Remarks
27.12.2022	Catalouging task <ul style="list-style-type: none"> • Tagging the journal collection with coloured sticker 	
28.12.2022	Catalouging Task <ul style="list-style-type: none"> • Process new books: <ol style="list-style-type: none"> a. Stamping the books with library stamp b. Tag the books with class number and record the number in the system. Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. 	
29.12.2022	Catalouging Task <ul style="list-style-type: none"> • Process new books: <ol style="list-style-type: none"> c. Stamping the books with library stamp d. Tag the books with class number and record the number in the system. 	
30.12.2022	Catalouging Task <ul style="list-style-type: none"> • Process new books: <ol style="list-style-type: none"> e. Stamping the books with library stamp f. Tag the books with class number and record the number in the system. 	

Date	Exact Nature of Work Done	Supervisors Remarks
03.01.2023	Cataloguing Task <ul style="list-style-type: none"> • Process new books: Assemble <ul style="list-style-type: none"> • First assemble for 2023, speech from director regarding the plan of 22023 	
04.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. 	
05.01.2023	Library Meeting <ul style="list-style-type: none"> • The head department list out library program, activities and planning on 2023: <ol style="list-style-type: none"> a. Bedah buku 2023 b. Visit coco village, Sawit Kinabalu central lab and Perpustakaan Negeri Sabah c. Assignment of duties to library staffs Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. 	
06.01.2023	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	

Date	Exact Nature of Work Done	Supervisors Remarks
09.01.2023	Disposal of assets <ul style="list-style-type: none"> • Print out the letters and form for disposal • Asking the director for signing the letter Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration 	
10.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration 	
11.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
12.01.2023	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
13.01.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. 	

Date	Exact Nature of Work Done	Supervisors Remarks
16.01.2023	Library decoration <ul style="list-style-type: none"> • Print out the materials for decoration as preparation for Chinese New Year Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration 	
17.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
18.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. Continuing Library decoration <ul style="list-style-type: none"> • Print out the materials for decoration as preparation for Chinese New Year 	
19.01.2023	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Clarify the information about library policies Design cover file <ul style="list-style-type: none"> • Creating and print out cover file 	
20.01.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. 	

Date	Exact Nature of Work Done	Supervisors Remarks
25.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration. • Assist users to use OPAC Attending a ceremony “Jasamu Dikenang” <ul style="list-style-type: none"> • The ceremony was started on 2:30 p.m.-4:00 p.m. • Celebrating the staff who is moving to others institution. 	
26.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in and check out books. • Assist users with membership registration 	
27.01.2023	Handling circulation counter <ul style="list-style-type: none"> • Check in books. • Assist users with books renewal. • Clarify the information about library policies • Assist users with membership registration 	
28.01.2023	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Clarify the information about library policies 	
29.01.2022	Handling circulation task <ul style="list-style-type: none"> • Check in and check out books. • Assist users with books renewal. • Assist users to use OPAC 	

Date	Exact Nature of Work Done	Supervisors Remarks
30.01.2023	Handling circulation counter <ul style="list-style-type: none">• Check in and check out books.• Assist users with membership registration.• Assist users to use OPAC	
31.01.2023	Handling circulation counter <ul style="list-style-type: none">• Check in and check out books.• Assist users with membership registration	