



اَوْنِيُوْرَسِيْتِي تِيْكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITI TEKNOLOGI MARA

CAWANGAN NEGERI SEMBILAN KAMPUS REMBAU

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

INDUSTRIAL TRAINING REPORT

SWINBURNE SARAWAK LIBRARY

PREPARED BY: DAYANG ARIFAH AZ ZAHRA BINTI AWANG ZAIDEL

202097061

BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT

01ST SEPTEMBER 2022 – 31ST JANUARY 2023

INDUSTRIAL TRAINING REPORT

PREPARED BY:
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SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING, INFORMATICS
AND MEDIA

FEB 2023

DECLARATION

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

Signed by

DAYANG ARIFAH AZ ZAHRA BINTI AWANG ZAIDEL
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Date of submission: 10/02/2023

ABSTRACT

Industrial training is one of the mandatory study requirements for students to obtain a degree. It is a challenge for everyone who is a part of it. I chose to intern at the academic library which is known as Swinburne Sarawak Library. I started my industrial training on September 1, 2021 and ending on January 31, 2022. During my internship period, I was assigned under Puan Khursiah Omar as my organizational supervisors and Mr. Mohd Faizal bin Mohd Ramsi as Universiti Teknologi MARA (UiTM) supervisors. The report of this practical training consists of five chapters which are introduction, organizational information, industrial training activities, industrial training reflection and conclusion . The main inputs in this report are Chapter 3 and Chapter 4. I will explain in detailed activity done within five months of my internship and special project that I have done. Chapter 4 will cover about knowledge gained, personal thoughts, lesson learnt and limitation and suggestion from my own perspective.

ACKNOWLEDGMENT

Praise is to Almighty Allah for giving me the strength to complete this Industrial Training, I am extremely privileged to have a lot of guidance and assistant along the journey of my industrial training in Swinburne Sarawak Library. Even facing with some difficulties in completing this Industrial Training I still able to manage it. I also not forget to say thanks to those who helped me a lot during my industrial training program. Thank you so much. I appreciate it more that I can say.

Special thanks to my amazing lecturers Mr. Mohd Faizal bin Mohd Ramsi and Sir Mohd Zailan Bin Endin for helping me throughout the process of getting ready and looking for my industrial training. Without any guidance from them I am sure I would not be able to get to do industrial training. Not to forget, My organizational supervisor Mrs Khursiah Omar and all the staff in the Swinburne Sarawak library. They has provide me a lot of knowledge in the library management and give me the opportunity and trust me to do my industrial training and to complete this report. Also, They gives me such nice support.

Not to forget my parents and my friends for helping me and became the source of my inspiration to complete this report. They also helped me to provide the information that I am unsure about so that I could complete this report and submit it on time.

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CHAPTER 1: INTRODUCTION

1.0 Introduction

Industrial training is important since it allows students to demonstrate their abilities and prepare for a real-world job environment in the future. Hence, The Faculty of Information Management in Universiti Teknologi MARA (UiTM) has provide Industrial Training (IMC 690) subject to every last semester students of Bachelor of Information Science (Hons.)
Library Management

As a last semester students, it is compulsory for me to go to industrial training program to fulfil the requirement of subject IMC 690 so I had chosen Swinburne Sarawak library, which located in Kuching Sarawak to conduct the industrial training. The reason why I choose Swinburne Sarawak Library as a place for my industrial training is because I always wanted to work at the academic library and Swinburne Sarawak Library is a well-known organization and it has the best facilities and up to date system which can provide me a wide knowledge and work exposure.

1.1 Objectives

- To gain knowledge in real library environment under the supervision of professionals.
- To learn new skills from every unit in the library as well as contributing ideas when required.
- To utilise and enhance my library skill and give the best contribution to the library.
- To improve their marketability skills by practicing their knowledge regarding information management as well as helps to solve any problems related to information management in the organization

1.2 Organization background



Figure 1 : Swinburne University of Technology Sarawak Campus

Swinburne University of Technology Sarawak Campus is the result of a successful combination of goals: Malaysia's goal of becoming an educational centre of excellence, Sarawak's goal of increasing its technical workforce and Swinburne University of Technology Australia's goal of globalising its operations to provide its students with additional international opportunities while providing quality Australian degrees at affordable costs for students from across Asia. Swinburne University of Technology Sarawak Campus is the international branch campus of Swinburne University of Technology, Melbourne, Australia. The Sarawak campus opened in Kuching, the capital city of the Malaysian state of Sarawak, in 2000. The campus is a partnership between Swinburne Australia and the Sarawak government. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalize its operations and provide its students with international living, working and learning opportunities.

1.3 History of Swinburne Sarawak library

The Sarawak campus was established in Kuching, the capital city of the Malaysian in 2000. Originally known as Swinburne Sarawak Institute of Technology, it was awarded university status as a foreign branch campus university by the Malaysian Government in 2004 and became Swinburne University of Technology Sarawak Campus. The university therefore has dual nationality, being both a branch of the Australian university as well as a Malaysian university. Degrees awarded are Australian and testamurs are indistinguishable from those awarded in Australia.

1.4 Vision, mission and values

Vision

- As an accessible and exceptional centre of learning, research and creativity focused on users' success.

Mission

- The library is your partner! We provide quality resources and innovative services to stimulate creativity and facilitate lifelong learning and research within the communities we serve.

Values

- User focused, collaborative, responsive, evidence-based, ethical, sustainable, bold and innovative.

1.5 Library operational Hour

Calendar/ location maps	Opening hour
Semester Commences Library, 1 St floor Building A & b	Monday – Friday 8:30am – 9:30pm Saturday 9:00am – 2:00pm Sunday & Public Holiday Closed
Tuition and Exam Weeks Library, 1st floor Building A & B	Monday – Friday 8:30am – 12 midnight Saturday 9:00am – 4:00pm Sunday 9:00am – 2:00pm Public Holiday Closed
Semester break Library, 1st floor Building A & B	Monday – Friday 8:30am – 5:30pm Saturday 9:00am – 2:00pm Sunday & Public Holiday Closed
24 hours study area Library, 1st floor Building A	Open 24 hours
Student Study/ Leisure area Ground floor, B001 – B003 Building B	Open 24 hours
BYOD Learning Space Level 4, B413 Building B	Open 24 hours

1.6 Library Location

Swinburne Sarawak Library is located in Level 1, in building A and building B in Swinburne University of Technology Sarawak Campus.

Address : Swinburne University Of Technology, Q5A, 93300 Kuching, Sarawak, Malaysia.

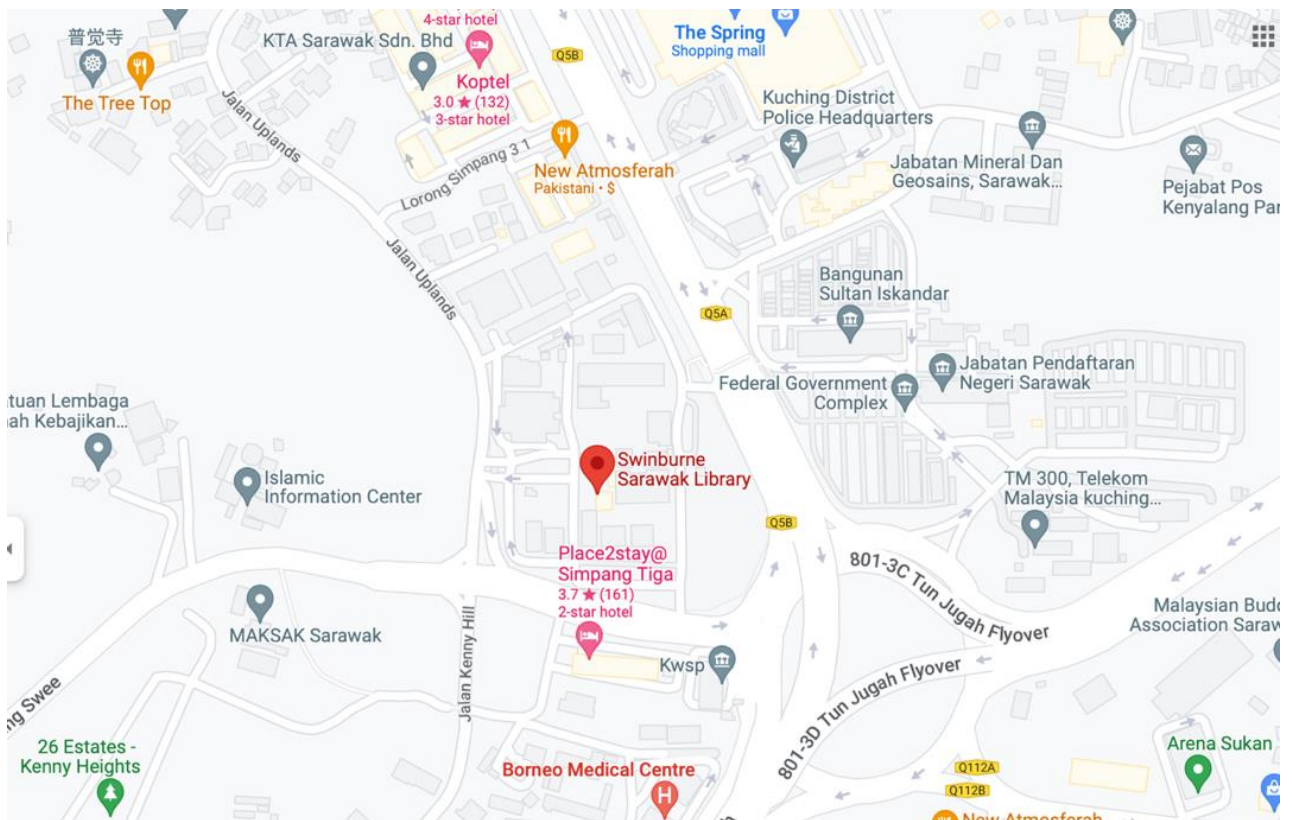


Figure 2 : Location of Swinburne Sarawak Library

1.7 Library services

a. New Arrival display

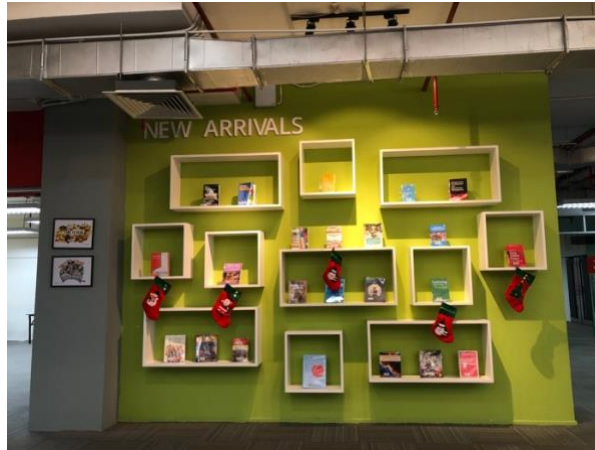


Figure 3: New Arrivals section

Swinburne Sarawak Library has provide a New Arrivals section. This New Arrivals section is located near the library entrance. Every new books that has been purchased from the acquisition will go through cataloguing process and when it has completed, it will be placed in the library New Arrival display for a months. The purpose of New Arrival display is to let the user know about the library new collection and to let the users know that Swinburne Sarawak library only provide the latest and high demands books to our users. Apart from that, all the books from the new arrivals section can be borrowed by all the library members.

b. Services Desk



Figure 4: Service desk counter

Next, Service desk counter also available in Swinburne Sarawak Library. The purpose of service desk counter is to promote interaction between librarian and users. There are 3 service desk counter available in the Swinburne Sarawak library. The first counter is to assist the room booking discussion. The second counter is to assist user for reload printing purpose and AV room booking. The third counter is for books returning purpose. However, all the service desk staffs also responsible in assisting user on how to use the library facilities such a computer, printers, photocopy machine, scanner, self-check machine, searching books using OPAC, solving any ICT problem, answering all the inquiries regarding to library such as the library operating hours, the borrowing procedures, the printing and photocopy costs, and finding the right resource material such on the shelf and through online databases.

c. Literacy class workshop

**UPCOMING WORKSHOPS
JANUARY 2023
LIBRARY LITERACY**

SWINBURNE

**FIND AND SEARCH
LIBRARY E-RESOURCES
(12-1 PM)
WEDNESDAY
11 & 18 JANUARY
ONSITE: ERT ROOM, LIBRARY**

**REFERENCE AND CITE
INFORMATION SOURCES
(12-1 PM)
FRIDAY
19 & 20 JANUARY
ONSITE: ERT ROOM, LIBRARY**

**USING ENDNOTE FOR
HARVARD REFERENCING
(12-1 PM)
MONDAY
16 JANUARY
ONSITE: ERT ROOM, LIBRARY**

IF YOU PREFER AN ONLINE SESSION, CONTACT US VIA LIBRARY SERVICE DESK

TO REGISTER FOR THE ABOVE SESSIONS,
PLEASE SCAN QR CODE:

LIBRARY SERVICE DESK | PHONE NUMBER | LIBRARY WEBSITE | FOLLOW US ON SOCIAL MEDIA
01422 222222 | 082 222222 | www.swinburne.edu.my | @SWINBURNESARAWAKLIBRARY

Figure 5: Literacy class workshop

Swinburne Sarawak Library has offer regular workshop to the library patrons to further their research skills, learning skill to focusing on their academic reading/writing, citing and referencing skills, searching strategy and the use of endnote software. This workshop can be conducted physically and online via Microsoft team. However, The workshop will only be conducted when there are 5 registered participants or more and the library will send the user invitation link or inform the date to the participants.

d. Online Database service

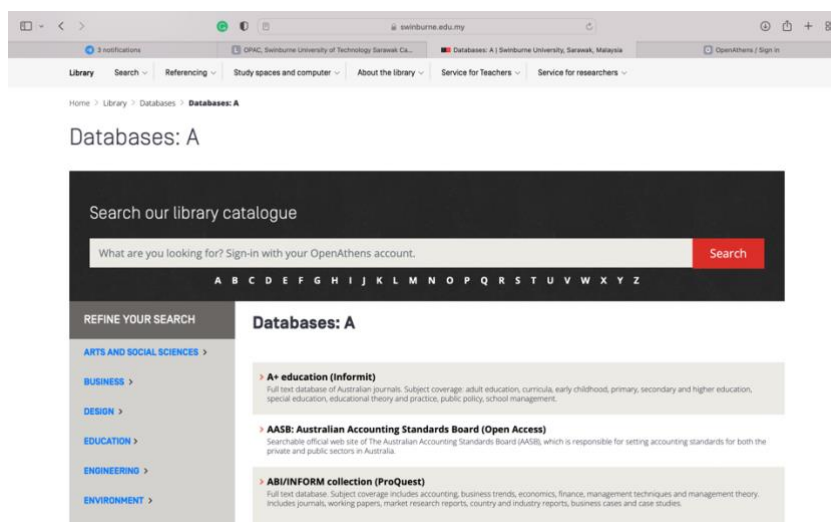


Figure 6: Online database service

Swinburne Sarawak library has provide the online database services for free to all the library member. This online database system required all the users to have the OpenAthens account. To get access to the online database, all the Swinburne students and staff need to register as a library member and after they have become a library member they will get the link to activated their OpenAthens account and once they OpenAthens account has been activated they can get any online databases from their account.

e. Service for teacher

Swinburne Sarawak Library has provide a variety service for teacher. The service available is such as electronic e-form. In electronic e-form library has provide 4 type of form which are requisition form, inter-library form, library training workshop form and Endnote 20 workshop form. Apart from that, library also has offer a course resource service for the teacher such as creating link to databases for sharing

f. Wifi and IT Help

Swinburne Sarawak Library also has provide Wifi and IT help for all the library user. The librarians are also responsible to teach user on how to connect the wifi,

retrieving library username and reset password, connect the printer to user electronic devices such as laptop and Ipad, fix basic IT problem and assist users on how to use the printer, photocopy and scanning machine. Apart from that, the library staff also responsible to give a guidance to a user on how to book a library discussion room, how to use self-check machine and find item on the shelves.

1.8 Library Facilities







No.	Facilities	Description
1.	<p data-bbox="453 745 600 779">IT Section</p>  <p data-bbox="381 1043 671 1189">Figure 7: IT section in Swinburne Sarawak Library</p>	<p data-bbox="727 801 1474 999">This IT section consists of 55 PC and can be used from 8.30 Am until 9.30 Pm on the weekdays. Moreover, there are 57 software available in every PC and it can be used for free.</p>
2.	<p data-bbox="453 1209 600 1243">Study Area</p>  <p data-bbox="389 1603 663 1693">Figure 8: Study Area In block B</p>	<p data-bbox="727 1209 1461 1630">Swinburne Sarawak Library has provide 2 study area in this library. The study area in Sarawak Swinburne Library were located in the 1st floor in building A and building B. The study area in block B open on the weekdays from 8.30 Am till 9.30 Pm and on Saturday from 8.30 Am until 2.30 Pm. Moreover, they are very spacious and every table has a 2 plugs so it's easier for a library patrons to charge their electronic devices.</p>
3.	<p data-bbox="424 1713 632 1747">Printing section</p> 	<p data-bbox="727 1713 1461 1966">There are 3 printers available in the Swinburne Sarawak library. This printer can be used by everyone with the ID card. The printing cost for black and white paper is 10 cents for A4 and RM 1 for A3 while the colour printing is RM 1 for A4 and RM 2 for colours.</p>

	Figure 9: Printing section	
4.	<p>Discussion Room</p>  <p>Figure 10: Discussion Room in Block B</p>	<p>Swinburne Sarawak Library has provided 12 discussion room for the library user. To use the discussion room, user need to make a booking through Office 365 and they can get the key from the service desk counter after their booking is accepted. The maximum usage for every discussion room is 2 hours.</p>
5.	<p>24 hour room</p>  <p>Figure 11: 24 hour room</p>	<p>This 24 hour room is located at block A, in level 1 in Sarawak Swinburne library. To use this area, students need to enter through the library main door from 8:30 am and after 9:30 pm, the library shutter will be closed and user need to scan their id at the door in order to enter this room.</p>

6.	<p>OPAC Terminal</p>  <p>Figure 12 :OPAC Terminal in block B</p>	<p>OPAC Terminal is also available in Swinburne Sarawak library. This OPAC terminal can be use by all the user if they want to search the availability of the books and the where is it located in the shelf.</p>
7.	<p>Magazine Area</p>	<p>Magazine area also available in Sarawak Swinburne library. This magazine area is located in between students leisure area and library service desk. Sarawak Swinburne library has provide many latest</p>





	 <p>Figure 13: Magazine Area</p>	<p>magazines and also daily newspaper in this area.</p>
<p>8.</p>	<p>Audio visual room</p>  <p>Figure 14: Av Room</p>	<p>The Av room is located in block A at the level one next to the ERT room. The Av room is a room where users usually use to practice their presentation since it has provide the home theatre system and also projector inside the room. Any users who wish to use this AV room need to make a booking and get the key from the service desk counter.</p>
<p>9.</p>	<p>Quiet Reading Room</p>  <p>Figure 15: Quiet Reading Room.</p>	<p>This quiet reading room is located in block A level 1 in Swinburne Sarawak library. The quiet reading room is designed for a library user to study solo.</p>
<p>10.</p>	<p>Handphone Chat Area</p>  <p>Figure 16: Handphone chat area</p>	<p>Sarawak Swinburne Library also has provide a handphone chat area in the library. This is because the library user are not allowed to use their phone in library especially in the quiet zone. There are 4 charging area available in this chat area.</p>
<p>11.</p>	<p>Student Leisure Area</p>	<p>This Student Leisure Area is open 24 hour and user can use this area to study, open discussion conducting events and chilling with friends. There are many comfortable chairs and table provided in this leisure</p>



Figure 17: Student Leisure Area

area. User also allowed to take a short nap in this area.

CHAPTER 2: ORGANISATION INFORMATION

2.01 Organisational structure of Sarawak Swinburne University of Technology

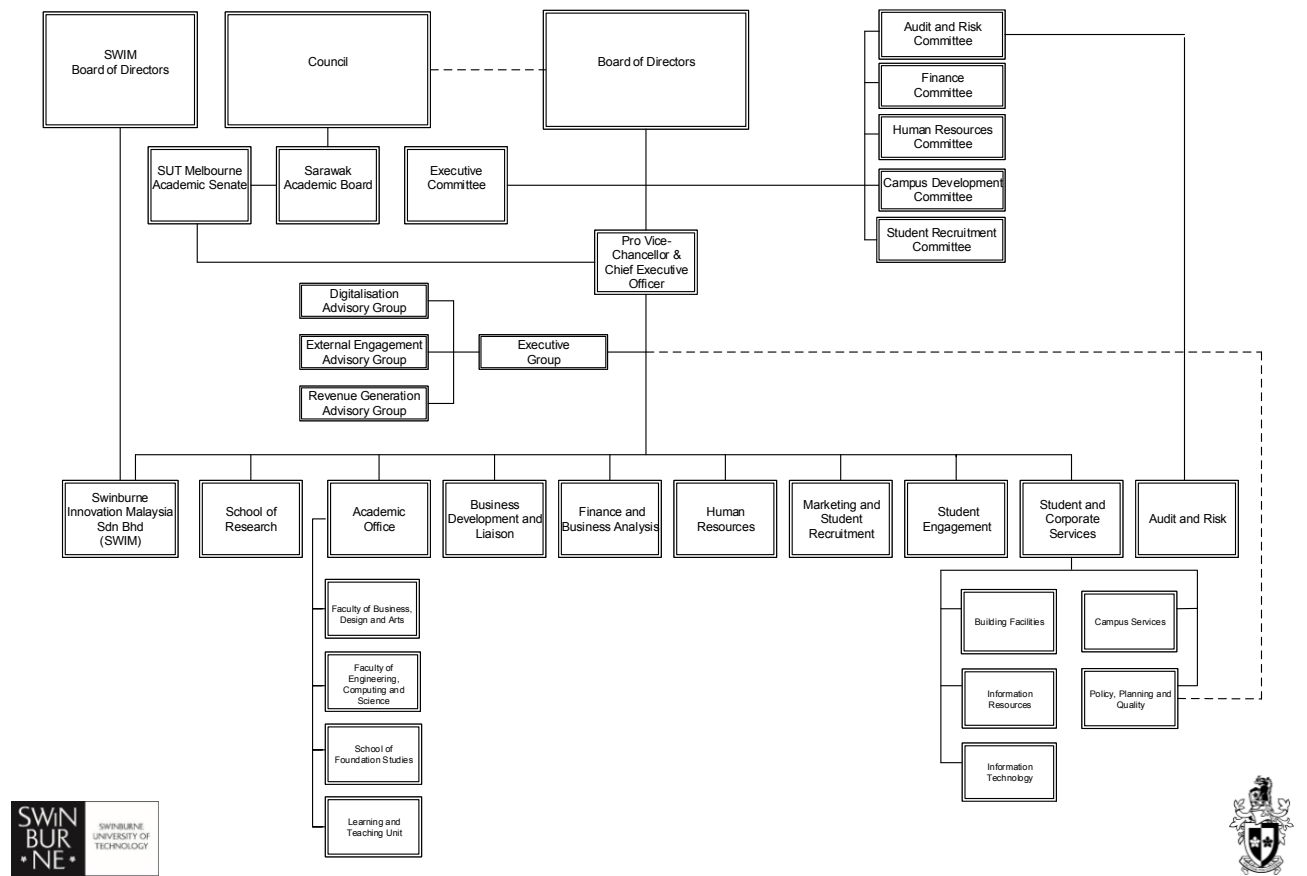


Figure 18 : organization chart of Swinburne Sarawak campus

The organization chart of Swinburne Sarawak campus consist of all the department in this organisation. This organisation chart was updated in August 2022. My department which is the Information resources is under the student and corporate service.

2.02 Organisational structure of Sarawak Swinburne library

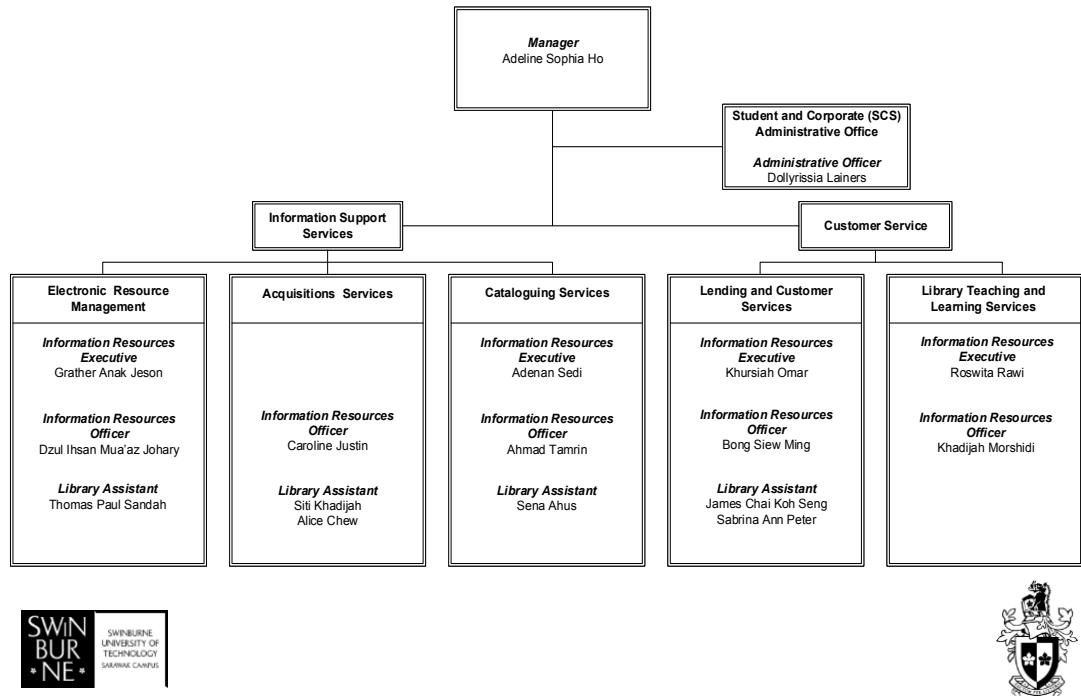


Figure 19 : Organisation's chart of Information Resource department

This Organisation's chart of Information Resource department in Swinburne Sarawak Library was last updated on 21st August 2022. The Information resource department consist of 7 units which are IR manager, Administrative, Lending and customer services, Acquisition services, Cataloguing services, library teaching and learning services and Electronic resource management. Each units has a different function and their own responsibilities to assist the library users.

INFORMATION RESOURCES (Effective 23rd December 2022)

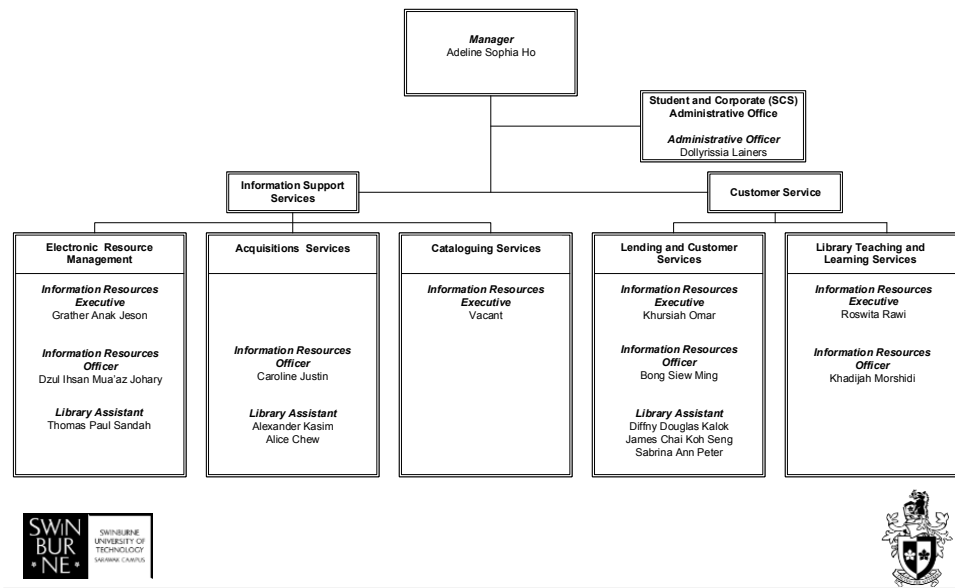


Figure 20 : latest organisation chart of Information Resource department

This is the latest organisation chart of Information Resource department in Swinburne Sarawak Library. It was updated on 23th December 2023. The Information Resource department now only consist of 6 units because the cataloguing unit s staff has resigned and currently the Electronic Resource Management unit will cover all the cataloguing works.

2.03 Function of every unit in Sarawak Swinburne Library

No	Unit	Function
1	Information Resource 's Manager	<ul style="list-style-type: none"> • Designing the need of human resources in the library. • Managing and updating all the list of library assets.

2	Administrative Service	<ul style="list-style-type: none"> • Responsible to ensure the library supplies such as stationeries, papers and machine are available to use. • Handling the whole library administration. • Planning for staff's career program.
3	Electronic Resource management	<ul style="list-style-type: none"> • Solving any ICT problem in the library. • Managing the library website •
4	Acquisition Service	<ul style="list-style-type: none"> • Responsible for the selection and purchase of materials or resources in the library. • Managing and updating all the list of library assets •
5	Cataloguing Service	<ul style="list-style-type: none"> • Handling the library material's cataloguing process. • Printing and stamping the barcodes and call number of every new library materials • Wrapping all the new books before placing it at the new arrivals section or in the shelf.
6	Lending and customer services	<ul style="list-style-type: none"> • Responsible in assisting all the library users at the service desk counter, through emails and social media.

		<ul style="list-style-type: none"> • Managing the booking for library s discussion rooms, AV room, ERT room and Student leisure area. • Supervising the cleanliness, building maintenance and library facilities. • Handling the circulation service such as material renewal and returning. • Handling the library activities and promotion • Managing all the social media
7	Library Teaching and Learning Services	<ul style="list-style-type: none"> • Conducting a literacy class for all the Swinburne communities. • Maintaining subject guides and subject materials • Developing a digital medias and guidelines.

2.04 Function of Sarawak Swinburne Library

- Provide the accurate and reliable resources material to all the Swinburne community.
- To create a safe and conducive environment for all the students and university staffs to study and obtain a resource materials.
- To support the teaching, learning and research needs of all the Swinburne community.

Chapter 3 : Industrial Training Activities

3.0 Industrial Training Activities

I started my first day as a trainee at Swinburne Sarawak Library on 5th September 2022 by reporting my duty to the Human Resource staff, Bibiana Teo at the Human resource department. After I signing all the documents and received the access card to Swinburne Sarawak campus, Bibiana give me a quick tour to the whole campus, introduce me to the campus surrounding and brings me to the Information resource department which located in the Swinburne Sarawak library. When I arrived at the IR department, my supervisor, Khursiah Omar start to introduced me to all the library staff and she also give me the unit briefing schedule along with the Industrial training schedule.

Dayang Arifah Unit Briefing 1st September 2022 – 6th September 2022

Date	Time	Unit	IRE/ IRO
5th September Monday	9.30am – 10.30am	IR Manager <ul style="list-style-type: none"> ✓ Welcoming notes and brief introduction to Swinburne Sarawak Library ✓ Library infrastructure, organizational chart, etc 	Adeline Sophia Ho
	10.30am to 12.00pm	Lending and Customer Services <ul style="list-style-type: none"> ✓ Basic LCS duty ✓ All system used at LCS-Angka.sa2 and OPAC, Pharos, DR ✓ Library Used Policy and other unit rules ✓ Library Website 	Khursiah Omar & team
	2.30pm to 4.30pm	Lending and Customer Services <ul style="list-style-type: none"> ✓ Duty roster ✓ Shelving and Patrolling Roster ✓ Barrier Gate ✓ Shelving system ✓ Others 	Khursiah Omar & team
6th September Tuesday	9.30pm to 11.30pm	Acquisition Services <ul style="list-style-type: none"> ✓ Basic Acquisition process 	Caroline Justin & team
	2.30pm to 4.30pm	Cataloguing Services <ul style="list-style-type: none"> ✓ Basic cataloguing process (includes book wrapping, barcode etc) ✓ DDC 	Adenan Sedi & team
7th September Wednesday	2.30pm to 3.30pm	Library Teaching and Learning Services <ul style="list-style-type: none"> ✓ Classes and modules ✓ Others 	Khadijah Morshidi
8th September Tuesday	9.30pm to 11.00am	Electronic Resources Management <ul style="list-style-type: none"> ✓ E-resources ✓ Open Athens ✓ Others 	Grather Jason and team
	2.30pm to 3.30pm	Administrative <ul style="list-style-type: none"> ✓ Administrative functions ✓ Others 	Dolvrissia

Figure 21 : unit briefing schedule

Tentative Program Schedule <i>(subject to change due when necessary)</i>					
Task Required	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Lending and Customer Services (LCS)					
Introduction to Lending and Customer Services unit	√				
Functions of the unit	√				
Understanding and learn about circulation processes and customer services	√				
Understanding of LCS's procedure (1), guideline (1) and work instructions (5)	√				
Review the presentation recording for O-Week (welcoming new students)	√				
Learn with shelving, patrolling & other required tasks	√				
LIBRARY TEACHING AND LEARNING SERVICES (LTLs)					
Introduction to Library Teaching and Learning Services unit		√			
Functions of unit and understand the flow/ work processes of LTLs		√			
Functions of liaison librarians /or reference librarians		√			
Other duties / works covered under LTLs		√			
Attend and participate in live class conducted for students (Searching and Reference Modules)		√			
ACQUISITIONS SERVICES (AS)					
Introduction to Acquisitions Services unit			√		
Functions of unit			√		
Understanding of Acquisition's Guideline (1)			√		
Procurement steps, functional steps in acquisitions etc.			√		
Processing of study outlines, collection updates, books receiving etc			√		
CATALOGUING SERVICES (CS)					
Introduction to Cataloging Services unit				√	
Functions of unit				√	
Understanding of Cataloging's work instruction (1)				√	
Brief introduction to DDC, Marc or Bibliographic Records, etc				√	
Processing of library materials, cataloguing steps, metadata housekeeping, etc.				√	
ELECTRONIC RESOURCE MANAGEMENT SERVICES (ERM)					
Introduction to Electronic Resource Management unit					√
Functions of unit					√
Library automation, softwares, systems and technologies used - EDS, Angka.sa2, Wiserf systems, BuildFire					√
Content management depositories used - ie. Canvas, Website, SharePoint etc.					√
Other duties / works covered under ERM					√
ADMINISTRATIVE AND OTHERS					
Introduction to Administrative & its functions					√
Reflection, observation and concluding week					√



Figure 22 : Industrial training schedule

However, I did not follow the tentative program schedule accurately due to some problem that occurs which caused me unable to follow all the task as listed in the schedule. I spend most of my time working at the service desk counter assisting all the library users. Apart from that, the library staff from all the unit also has given me some daily work to do such as shelving books, patrolling roaster, excel works, editing some documents, designing posters, attending meetings, library events and workshop, solving simple ICT problem, opening and closing the library shutter and the main door, giving a library tour to all the visitors, disposing and shredding all the old documents, doing online and physical book cataloguing, promoting social media, and performing a simple admin duties.

1. Assisting the library users at the library service desk

I was assisted by my supervisor, Khursiah Omar, to assist users at the service desk counter since September 2022 until January 2023 along with 2 librarian. Swinburne Sarawak library has provide 3 service desk counter in their library. The library service desk is located near the library main entrance. The purpose of service desk counter is to promote interaction between librarian and users. The first counter is to assist the room booking discussion. The second counter is to assist user for reload printing purpose and AV room booking. The third counter is for returning books purpose. However, the service desk staffs also responsible in assisting user on how to use the library facilities such a computer, printers, photocopy machine, scanner, self-check machine, searching books using OPAC, answering all the inquiries regarding to library such as the library operating hours, the borrowing procedures, the printing and photocopy costs, and finding the right resource material such on the shelf and through online databases. Apart from that, the service desk staff also responsible to answering all the library enquires from the user through phone call, email, social media, and also live chat. Moreover, I am also responsible to open the library shutter and main gate every morning. On my first day, The assistant librarian, James Chai has taught me on how to manage the room booking system, how to use the Angkasa.2 system, Pharos software, all the machine such as self-check machine, printer, photocopy and scanner and he also asked me to learn about the library information from the library website such as operating hours, renewal durations, loan period for all the material type and many more so I can use all that knowledge to full fill the user inquiries.

2. Joining the library event such as library week and assisting user at the booth



Figure 23 :Library week booth

Swinburne Sarawak Library has held a library week on the 3rd October 2022 until 7th October 2022. The purpose of doing the library week is to give awareness to all students and library staff about the services and facilities that Swinburne Sarawak Library has provided. During the library week, the library executive, Khursiah Omar assist me to sit at the library mobile apps booth to give a very detailed explanation and encourage user to download the Swinburne Sarawak library app in their smart phone and use the app. Apart from that, I also give them the online quiz game and all the participants that join the quiz will get to win a library merchandise.

3. Giving a library tour to a visitors.



Figure 24 : Giving a Library Tour

Every month, Swinburne Sarawak Library has received a big number of visitor especially from high school all over Kuching for the academic program to motivated high school students ready to go to continue their study on the next level in university. My supervisor has assign me to give a library tour to every visitors that has visit Swinburne Sarawak Library. It's my responsibility to escort a group of visitor, providing accurate information about the library and answering all questions from them. Moreover, during the Swinburne Sarawak Open day, the Information Resources, Adeline Ho has assign me to join the marketing department to give a library tour to all the parents and potential students on that has visited the library on that day.

4. Joining the library retreat and discussing ideas in the meeting with all the library units.



Figure 25 : library retreat day with all Library staff

On 26 November 2022, the Information Resource department has conducted a library retreat day at Pullman Hotel, Kuching from 9 AM- 5 PM and as a trainee it is compulsory for me to join this retreat day. On a Library Retreat Day, the library staff from all units will be discussing problem and giving updates about their progress review based on their units. However, during the exploration session for issue and challenging, I have come up with an idea on how to promote the teaching and learning service by asking the library staff to asked the feedback from the users that has joined

the workshop session and start posting the good feedback on social media so the Swinburne students will be aware with the workshop service.

5. Processing the new book and catalogue books and other library materials.

New Book Process steps

Step	Instructions
Step 1	Received the new books from Acquisition
Step 2	Start to catalogue the new books via ANGKASA.2 library system.
Step 3	Continue with the book tagging process. The book tagging process is a process where the librarian check the barcodes of the item is compatible or matched with the item that has been catalogued. If the item is not match with the barcodes, the system can detect it automatically.
Step 4	Sticking the RFID tag in the middle of the books.
Step 5	Stamping the RFID stamp to every book that already has the RFID Tagging.
Step 6	Print the barcodes and the book call number
Step 7	Sticking the barcodes and the call number sticker in the book according to the given measurement
Step 8	Proceed to the book wrapping process
Step 9	Books are ready to be display at the new arrivals section.

Table 1: New Book Process steps

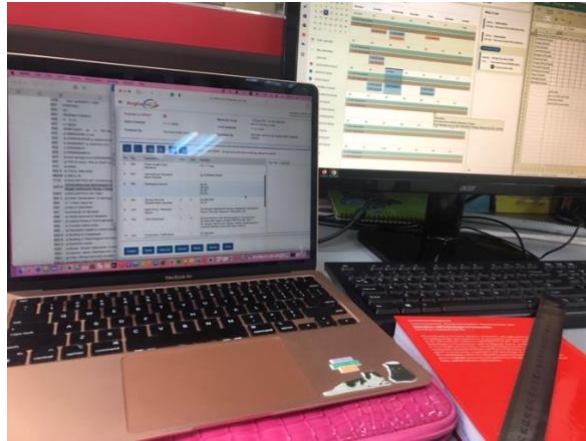


Figure 26 : Cataloguing using Angkasa.2 system

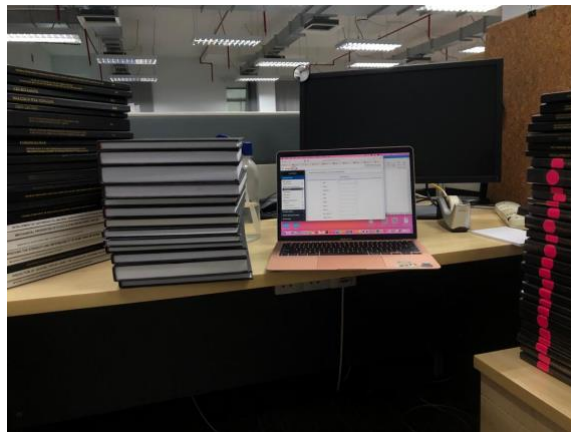


Figure 27 : Cataloguing the final year project



Figure 28 : Book Wrapping Process

6. Excel work

My supervisor and the library staff will give me some excel work every day. For my excel daily task, my supervisor assign me to key in the data of the number of library user that has visited the library and the number of users that used the discussion room every hour. The data of the number of library and discussion room will be used for the library stuff to create a library monthly statistical report. Moreover, every once a month my supervisor and other library staff will assign me to work on something using the excel. Below are some of my work that I have been done using the excel.

A	B	C	D	E	F
1					
2	Malaysia	Australia	To be included in Msla page		
3	BioMed Central (Open Access)	AccessScience			
4	Ebook Central (ProQuest)	ACS publications			
5	Morgan & Claypool	Annual reviews			
6		ChemSpider	BioMed Central (Open Access)	Added	
7		ChemSpider Synthetic	Ebook Central (ProQuest)	Added	
8		Embase via Ovid	Embase via Ovid and complementary medicine. Embase records are also included in Scopus.	Added	
9		JOVE : Journal of visualized experiments	JOVE : Journal of visualized experiments	Added	
10		JOVE science education : essentials of analytical chemistry	JOVE science education : essentials of analytical chemistry	Added	
11		JOVE science education : essentials of biochemistry	JOVE science education : essentials of biochemistry	Added	
12		JOVE science education : essentials of cell biology	JOVE science education : essentials of cell biology	Added	
13		JOVE science education : essentials of general chemistry	JOVE science education : essentials of general chemistry	Added	
14		JOVE science education : essentials of inorganic chemistry	JOVE science education : essentials of inorganic chemistry	Added	
15		JOVE science education : essentials of microbiology	JOVE science education : essentials of microbiology	Added	
16		JOVE science education : essentials of organic chemistry	JOVE science education : essentials of organic chemistry	Added	
17		JOVE science education : essentials of organic chemistry II	JOVE science education : essentials of organic chemistry II	Added	
18		JOVE science education : general laboratory techniques	JOVE science education : general laboratory techniques	Added	
19		MEDLINE via Ovid	Morgan & Claypool	Added	
20		MEDLINE via Web of Science			
21		PubChem	PubChem	Added	
22		Royal Society of Chemistry journals	Royal Society of Chemistry journals	Added	
23		SAGE journals	SAGE journals	Added	
24		ScienceDirect (Elsevier)	ScienceDirect (Elsevier)	Added	
25		Scopus	Scopus	Added	
26		SPIE digital library			
27		SpringerLink	SpringerLink	Added	
28		Toxicology data network			
29		TKOINET			
30		Web of science			

Figure 29 : Excel work

The electronic information resource units has assign me to help them to check the link of online database on the OpenAthens system. Sarawak Swinburne Library recently has migrating their online database system which is EZProxy to Openathens. The reason why they migrating their system is because they need to follow the system in Melbourne Swinburne Library. Apart from that, the OpenAthens system is much better and easier for users to use because they just need to log in their account one time and the system will leads them straight into the database that they desire unlike the EZProxy system where user need to log in their username and passwords twice in order to get the online databases.

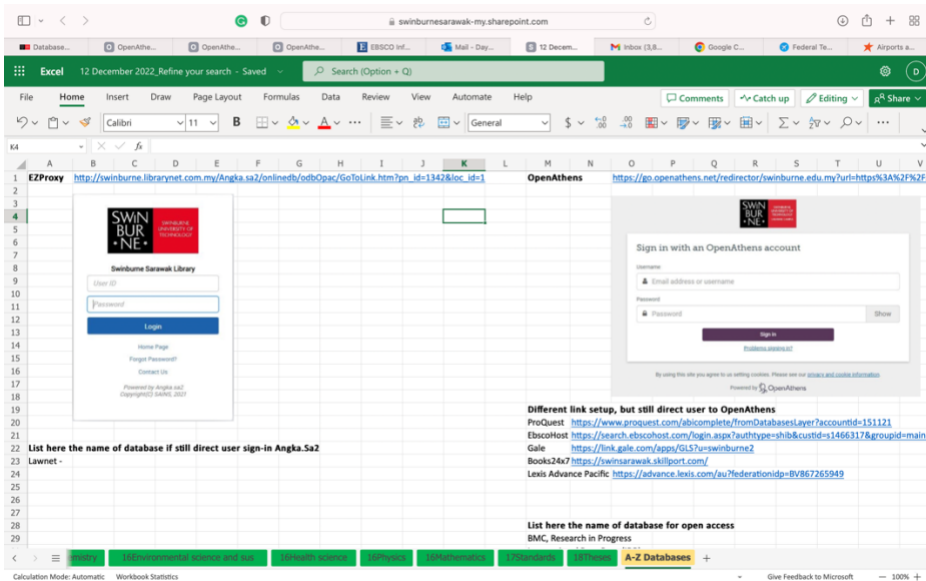


Figure 30 : Excel work II

This is also another spreadsheet that I have created to differentiate the database names and links that still not under the Openathens.

No	Barcode	Title	Call no	ISBN	PO No.
1	9930000010726	Structures fifth Edition	624.17/5CH-5ed	0130489796	SUTS/IR/LEAD/HS/413-597
2	9930000017855	create dynamic charts in microsoft Excel 2007	005.54/SCH	0735625441	SUTS/IR/2009/LEAD/HS/414-1
3	9930000027152	Microsoft Excel for dummies e learning kit	005.54/WEM	9781181107999	SUTS/IR/2012/BOOKNET/16942
4	9930000025480	Excel 2010 Formulas	005.54/WAL	0470475366	SUTS/IR/2012/BOOKNET/16954
5	9930000003654	The Bicycle Man	005.369/PAB	0470803169	
6	9930000027149	Office 2010 for Dummies elearning kit	005.5/WEM	9781180297225	SUTS/IR/2012/BOOKNET/16943
7	9930000004805	Programming the Motorola MHE8HC12 Family	005.365/DOU	0929392671	SSIT/IR/1850
8	9930000005203	Learning Programming using visual basic.net	005.2762 / BUR	0072524030	SSIT/IR/1946
9	9930000005095	Learning Programming using visual basic.net	005.2762/BUR	0072524030	SSIT/IR/1946
10	9930000005092	Learning Programming using visual basic.net	005.2762/BUR	0072524030	SSIT/IR/1946
11	9930000002991	Core PHP programming: using PHP to build dynamic Web sites	005.2762 /ATK	013020787X	
12	9930000011998	Visual Basic 2005 for Programmers second edition	005.268 / DE1-2ed	9780132251402	SUTS/IR/DAIS/6407-207
13	9930000001275	Programming in Visual Basic 6.0	005.268 /BRA	9780071204811	
14	9930000002277	Java:An introduction to computer science & Programming	005.133 / SAV-2ed	9780130316974	
15	9930000005673	C: How to program fourth edition	005.133 / DE1-4ed	013122543X	SUTS/IR/EMO/2490
16	9930000001555	Java how to program fourth edition	005.133 / DE1-4ed	9780130341518	
17	9930000004125	The Java tutorial: short course on the basics	005.133 / CAM-3ed	9780201703931	SSIT/IR/1478/36
18	9930000000867	Flash MX 2004 actionscript	006.786 / FRA	0321213432	SUTS/IR/KNHOKUN/VA/4347
19	9930000010812	Photoshop CS : advanced. Student manual	006.686 / PHO	0619204842	SUTS/IR/MYB/5766
20	9930000007030	Photoshop CS : advanced. Student manual	006.686 / PHO	619204842	SUTS/IR/MYB/5766
21	9930000007028	Photoshop CS : advanced. Student manual	006.686/PHO	0619204842	SUTS/IR/MYB/5766
22	9930000007027	Photoshop CS : advanced. Student manual	006.686/PHO	0619204842	SUTS/IR/MYB/5766
23	9930000007756	Photoshop CS : advanced. Student manual	006.686/PHO	0619204842	SUTS/IR/MYB/5766
24	9930000007758	Photoshop CS : advanced. Student manual	006.686/PHO	0619204842	SUTS/IR/MYB/5766
25	9930000000727	Access 2000 : a tutorial to accompany Peter Norton's introduction to computers	005.7565 / NOR-3ed	9780028049236	
26	9930000000100	Sams teach yourself! Microsoft Frontpage 2000 in 21 days	005.72 / TYL	0672314991	
27	9930000000160	Sams teach yourself! Microsoft Frontpage 2000 in 21 days	005.72/TYL	0672314991	
28	9930000005479	Microsoft Office FrontPage 2003 : complete concepts and techniques	005.72 / SHE	0619200464	SUTS/IR/EMO/2410

Figure 31: Excel work III

This is another excel spreadsheet that I have created. In this excel spreadsheet I have to key in all the library material such as books and CDs for weeding purpose and the total of material that I have key in are 600 books and 378 CDs. In this excel spreadsheet, I include the information about the barcodes number, titles, call number, ISBN number and PO number of all the materials.

7. Creating posters

Promotion is one of important aspect in any library. Every month, my supervisor will assigned me to create a posters for promotion of the upcoming events in the library. For poster creating purpose, I will use a graphic design tool known as Canva to create as many poster design. Usually I will give 5 designs and my supervisor and the library staff will pick the best one and after that those poster will be post to the Swinburne Sarawak Library ' social media platform such as Instagram and Facebook page. Below are some posters that I have created during my industrial training period.

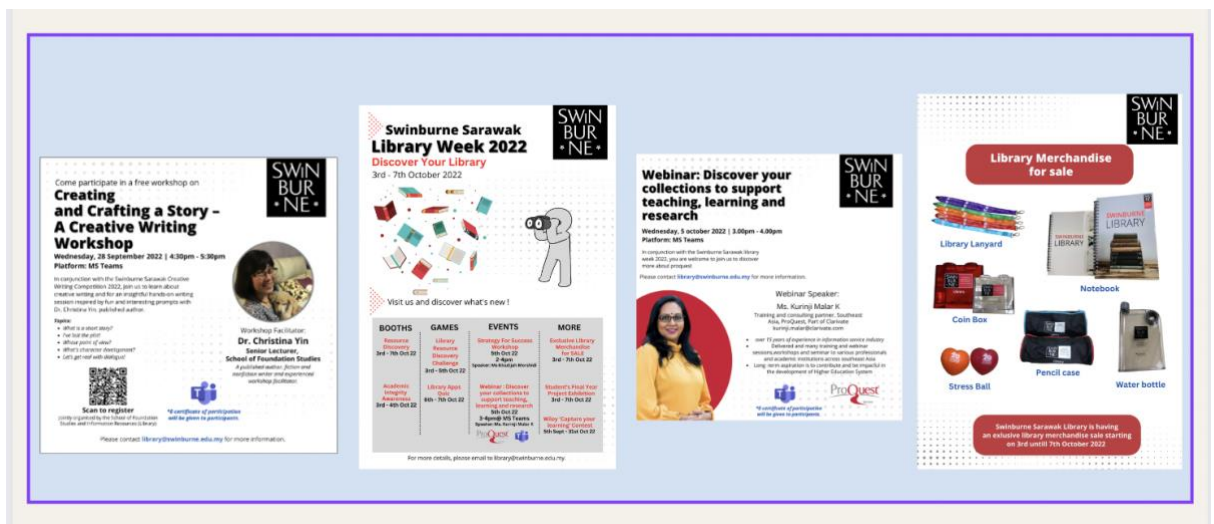


Figure 32 : posters that has been created

8. Disposition of old final year project



Figure 33: Shredding Process

At the end of every month during my internship period, I was instructed by my supervisor to dispose some of the outdated library material such as documents and final-year project using the shredding machine. Shredding is one of the most commonly-used methods to dispose old confidential documents because the process is fast and does not cost anything. I usually will shredding one trolley of final year project.

9. Joining the prize giving ceremony



Figure 34: Prize ceremony event

On November 2022, I have joined another library event which is the prize giving ceremony for the creative writing competition. This prize giving ceremony event was

held in the library student leisure area in the ground floor. During this event, I was assigned by my supervisor to pass the gifts to the head of school. After the event, I helped all the library staff to set up the leisure area back to normal.

10. Shelving

One of my daily tasks during my industrial training at Swinburne Sarawak Library is book shelving. Usually I will start shelving in the morning after I open the library shutter and the main door. Swinburne Sarawak Library is using Dewey Decimal Classification system (DDC). I must arrange all books according to the call number so that the books were placed on the accurate location and could be retrieved easily in future.

11. Patrolling duty

Patrolling around the library is also one of my daily tasks during my industrial training. I will be patrolling around the library with one of the library staff every hour to ensure everything in the library such as the lamp, all the machines are in a good condition. Not only that, I also need to ensure no user bring any foods or drinks in the library. If we caught any of the users bring some foods or drink we will ask them to throw it away or leave the library nicely.

3.1 Special Project

a. Library Games Booth



Figure 35 : Library game booth s participants

In conjunction of the Swinburne Final exam week, I have taken this opportunity to conduct my special project which is the Library Games Booth on the 15th to 16th December 2022. There are 2 types of games available for our user to participate which are library's quiz game and word maker game. The Booth was set up in front of the Library Service Desk counter from 12 pm - 4 pm and I have received 38 participants in 2 days. All the 39 participants has received a goodies and only the first 10 participants get library merchandise which is the anti-stress ball.

3.1.1 Library Quiz Game

The purpose of the quiz game is to test students of their knowledge on Swinburne Sarawak Library services and facilities and will be conducted online. The platform used is Quizizz. QR code to the quiz will be given to participant and they are required to answer 10 questions. Those who can answer all question correct are entitled to win a prizes. Result of the quiz must be shown at the booth for proof.

This library game booth has bring a positive outcome to Sarawak Swinburne Library. I have noted the request of many users to create more event similar to this in the future. Apart from that, I also have taken this opportunity to promote Swinburne Sarawak Library's official

Instagram account since a lot of users are still unaware of it and now, we have reached 407 followers on Instagram.

Questions

No	Questions	Answers
1	In which system software library patrons can download Swinburne Sarawak library app in their smartphone ?	<p>App store/ play store</p> <p>Google store</p> <p>Origin</p>
2	To check the availability of the books in the Sarawak Swinburne library, you search via :	<p>The Internet</p> <p>Library OPAC</p> <p>Self-checkout machine</p>
3	How much is the general collection fine per day ?	<p>0.50 cent</p> <p>RM 1</p>
4	If user want to use the Swinburne Sarawak library electronic resources, they need to have _____ account.	<p>Bank</p> <p>student s portal</p> <p>OpenAthens</p>
5	Swinburne Sarawak Library offers regular workshop and the workshop will be conducted when they are ___ people registered.	<p>10</p> <p>5</p> <p>3</p>
6	How much is the minimum top up for reload printing ?	<p>RM 5</p> <p>RM 1</p> <p>RM 10</p>

7	How do library patrons reserve or book a discussion room ?	At the library service desk Through office 365 No booking required
8	Users still can access 24-hour areas using their Swinburne ID card after library operating hours.	True False
9	What is an example of plagiarism ?	Copying ideas, concepts, research results, statistical tables, computer programs, designs, images, sounds or text or any combination of these. Expressing an idea in your own words Giving Credit to the authors.
10	How plagiarism can affect the students ?	Can cause a student to be expelled Nothing will happen Improved their study skills

For the library quiz game, I have received 23 participants in 2 days and most of them can score more than 5/10. However, there are 9 participants can score 10/10 on the quiz game and it shows that many of Swinburne Sarawak library users are well aware with the library services. Moving on to the word maker game, I have received 16 number of participants in 2 days. This word maker game is quite challenging for some students however all of them still manage to create more than 5 words and only 2 participants can create more than 10 words in 2 minutes.

3.1.2 Word Maker game

Word Maker Game is another game that will challenge students to their test their creativity to form words from another word as below.

No	Word	Word that can be formed
1	Creativity	Active, city, attire, react, treat, etc
2	Breathe	Eat, hear, heat, earth, heart, etc
3	Productivity	City, victory, product, dirty, topic, etc
4	Relaxation	Relax, axe, retail, tax, tailor, real, etc
5	Meditation	Time, edition, diet, mode, meat, etc

To participate in this game, students must come to the booth to choose some paper that contain some words and they will be given 2 minutes to create as many words as they can from those words. Students that can create more than 5 words will be entitled to win prizes.

3.1.3 Special Project Poster

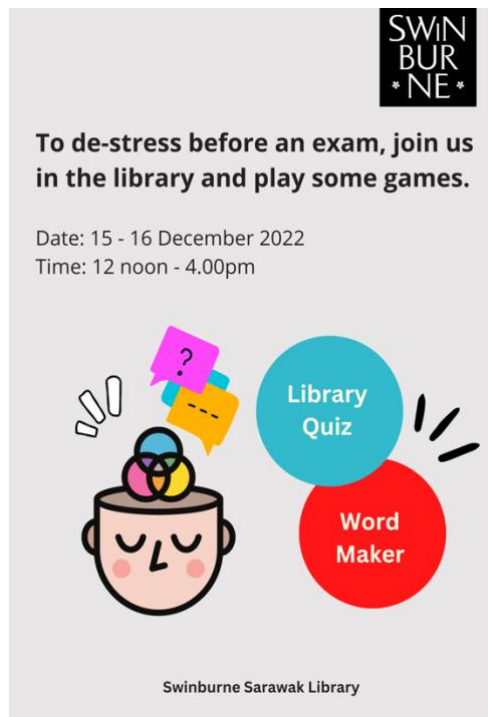


Figure 36: Library Game Booth Poster



Figure 37: Library Game Booth poster II

3.1.4 Advantages and disadvantages of Library Game Booth

Advantage	Disadvantages
<p data-bbox="357 1216 600 1249">4.0 Fun promotion</p> <p data-bbox="193 1267 764 1742">One of the biggest advantage of conducting a booth in the library is that they are a fun way for a librarian to be connected with their users and at the same time can promote their services using mouth to mouth method to their user. For instance, I have taken this opportunity to promote Swinburne Sarawak Library official Instagram because a lot of user still not aware about it.</p>	<p data-bbox="1027 1216 1139 1249">5.0 Cost</p> <p data-bbox="794 1267 1366 1688">Unfortunately, the Swinburne Sarawak library only can provide a library merchandise which is as a stress ball as a goodies and they been providing the same thing on every event so I have to use my own budget to provide a fun goodies for every user that has joined the Library Game Booth.</p>

<p>6.0 Help user to reducing their stress</p> <p>The Library Game booth was conducted during the Final Exam week and it can be a stressful situation for some of the students so by implementing a fun game booth in the library can help student have a little fun and reducing their stress by participating in any games available in the Library Game Booth.</p>	<p>7.0 Can't be conducted without internet connection</p> <p>The library quiz game in the Library game Booth requires an internet connection because it was conducted via the online quiz platform which is known as a Quiziss.</p>
<ul style="list-style-type: none"> Promote a fun environment in the library <p>In today s world, Library is no longer a strict and boring place to study. Some of the library has own a game section and by conducting a Library Game Booth has made me successfully promote a fun environment in the Swinburne Sarawak Library.</p>	

Overall, this library game booth has bring a positive outcome to Sarawak Swinburne Library. I have noted the request of many users to create more event similar to this in the future. Apart from that, I also have taken this opportunity to promote Swinburne Sarawak Library's official Instagram account since a lot of users are still unaware of it and now, we have reached 408 followers on Instagram.

b. New Table Notice Design

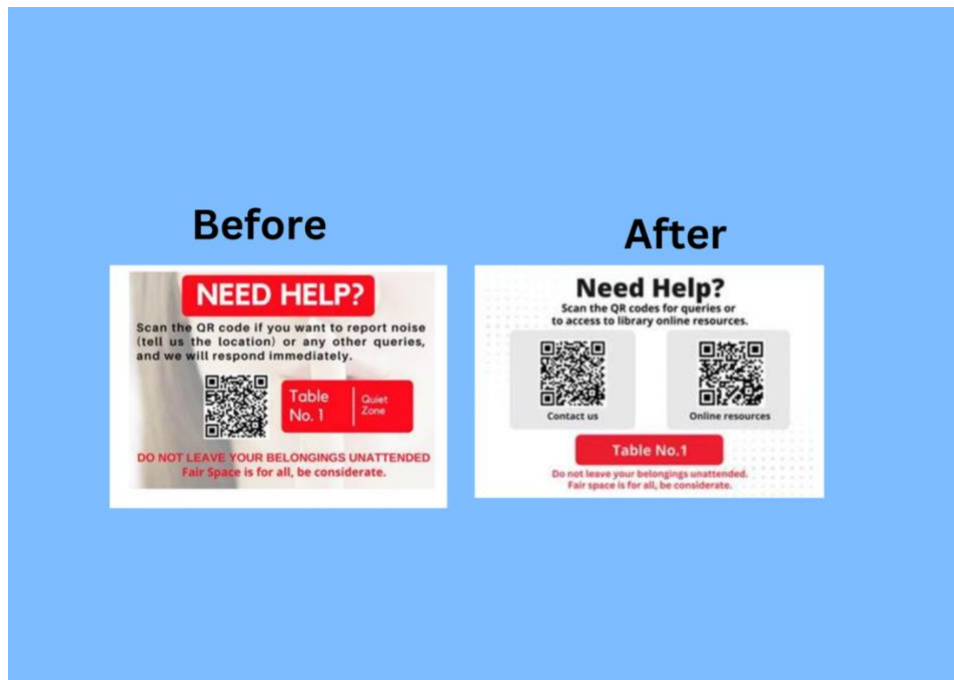


Figure 38 : Table notice

The Information resource manager has assigned me and one of the library staff to design a new notice table for Swinburne Sarawak Library. I have designed 6 table notices using an online graphic design tool known as Canva and the Information resource manager is interested in one of my designs because she wants it to be simple and nice. Throughout my industrial training period, I have noticed most of the Swinburne library users own an iPad and a smartphone so I decided to insert a QR code that will directly bring the user to get access to the online resource in a table notice so they can just scan the QR code using their iPad or smartphone without having to type or go to the Swinburne website to get the online resources. My design has been approved by the Information resource manager and they will start to replace the old one with the new one in March 2023.

CHAPTER 4 : INDUSTRIAL TRAINING REFLECTION

4.1 Application of knowledge Skills and experience in undertaking the task (Knowledge gained)

Most of the time, during my internship program I managed to gain a lot of knowledge and skills especially in library management. Based on my experience, The course that are useful during my internship are Information Technology Application (IMD113), Communications skills for Information Professionals (IMD121), Social Media Literacy (IMD221), Electronic Publishing (IMD 214) and Organization of Information: Subject Cataloguing and Classification (IML555).

The subject Communication Technology Application (IMD113) that I have learned during my diploma has helped me a lot with computer skills because I learned how to use software like Microsoft Excel, Word and PowerPoint in that subject. During my industrial training, those software is commonly being used in the library. For instance, I have been assigned by my supervisor and other library staff to create a report and do some excel work and with all the software knowledge that I have gained in the university has helped me a lot to complete those task that requires me to use a computer software.

Next, working at the service desk counter requires me to have a good communication skills with people and the subject Communications skills for Information Professionals (IMD121) which I have learned in university has helped me to communicate well with all the library users. Moreover, I also has applied those communication skills to interact with a big number of people during the library tour session because it's a part of my task to give a library tour to all the visitor that has visited Swinburne Sarawak Library.

Nowadays, social media is a best tool to interact with a big number of people and it is also an effective tools for a promotion purpose because social media has a huge audience and in the library world, having the right method to promote their services can bring a positive impact to a library so I have use all the knowledge that I have gain from subject Social Media Literacy (IMD221) that I have learned in my university to promote Swinburne Sarawak Library social media page. I also has successfully made many people to follow the Swinburne Sarawak Library social media account so it will be easier for the users and librarian to interact with each other.

Another subject is super beneficial for me during my internship period is Electronic Publishing (IMD 214). This subject has taught me on how to create a nice poster that can

attract many people because poster can be highly effective tools to promote and spread information. During my industrial training, I was assigned by my supervisor to create many posters to promote all the upcoming library events and programs and with the knowledge that I have gained has helped me to complete my poster-making task.

The cataloguing unit in Swinburne Sarawak Library has required me to have a basic knowledge of cataloguing. Luckily, I have learned a cataloguing skill from the subject Organization of Information: Subject Cataloguing and Classification (IML555) and I managed to apply the cataloguing skills to complete my cataloguing tasks using all the knowledge that I have gained from that subject.

4.2 Personal Thoughts and Opinion

In my opinion, Swinburne Sarawak library has portrayed a good image for providing a good facilities and services to all their users. All the library staff are very professional, super helpful and easy to be approached especially those who work at the library service desk. By having those positive attitudes it would ensure a good reputation and good image of the library. Apart from that, Swinburne Sarawak Library also has a positive working environment because all the library staff were cooperative and treat each other like a family. For instance, they addressed each other using their names and not using any titles such as Miss, Mr or Madam and as a trainer and the youngest person in the Information Resource unit, it was a bit strange for me to call people who are older than me by their names and without using any titles like Miss or Madam but after 5 months of internship I finally got it.

Other than that, the facilities provided in the Swinburne Sarawak library were updated in order to make the library more trending, stylish and comfortable for users. Because of that, Swinburne Sarawak Library always has visitors even during a semester break because users love coming to the library to use all the facilities that are available. Moreover, users also would stay up the whole night to study in the 24-hour study area because Swinburne Sarawak Library has successfully provided a conducive study environment in the library.

4.3 Lesson Learnt

Doing 5 months of internship at Swinburne Sarawak Library has taught me a few things. The first lesson that I have learnt throughout my internship period is self-disciplines. Going to work from 8 AM – 5 PM daily has trained me to be a discipline person and be more concerned with my time management. My supervisor has assigned me to open the library shutter and the main door every morning so I have to come to the library early to set up everything. Moreover, if I came to the office 1 minutes late, my supervisor will emailed me out to the Information Resource manager so I always try to avoid such thing because I know this situation can happen in the real working environment in the future so I trained myself to be more discipline. Apart from that, I also need to inform and asking permission from the Information Resource Manager if I have something to do something personal outside the library. For example, I need to emailed asking permission from the Information Resource manager, Adeline Sophia Ho when I need to take half day leave because I have vaccination booster appointment and she happily approved my half day leave.

Next, I used to have poor communication and social skill because I was a shy person and I don't have much confidence to interact with people but this industrial training program has enhanced my social skills because working at the service desk counter requires me to interact with people with different ages and background almost daily. Moreover, I was also responsible to give a library tour to all the visitor that has visited Swinburne Sarawak Library and by interacting with a large number of people has to improved my communication skills and I can communicate with people very well now.

Another lesson that I have learnt during my internship is having a brave and confident personality is the most important aspect in a librarianship. This is because a librarian responsibility is to provide the right resources and information to the user and if a librarian don't have any confident and brave personality the user will not trust the librarian. By having a confident and brave personality I manage to voice out my ideas and being able to assist all the library user that needs librarian s help. I started to develop my confident and brave personality after attending the first day of my industrial training because during my first day of internship I was assigned to work at the service desk and when user come need an assistant from me I cannot do anything because I have 0

knowledge about Swinburne Sarawak Library and feel useless for not being able to assist them. So starting from that moment, I decided to gain more information regarding to Swinburne Sarawak Library trained myself to be confident and brave enough to help the users.

4.4 Limitation and Recommendation

- **Transportation problem**

My Intern place is a bit far from my home and it requires a 30 minutes' drive for me to go to my intern place. Moreover in the bad weather condition, it could take more than 30 minutes' drive and it can take one hour drive due to the bad traffics. I also still don't own a driving license due to a personal reason and I need to use the e-hailing service every day and it's difficult to get any e-hailing driver during the bad weather but I manage to solve my problem by hiring a personal driver and always show up early to my intern place because being early is much better than being late.

- **Instructions keep changing**

Most of the library staff in Swinburne Sarawak Library has been working for more than 10 years and everyone has their own way to do their work. Moreover, I was a new and the only trainee in the library and I don't know much about their system I keep receiving different instructions from the library staff because everyone has their own way to complete their task so I end up amending my task. However, I manage to solving this problem by referring everything to my supervisor because she know the right way and will provide a clear guidance for me to do some tasks.

CHAPTER 5 : CONCLUSION

5.0 Conclusion

As a postgraduate student at the University Teknologi Mara, I would like to emphasize that the practical training program that I have participating in is a fantastic opportunity for me to experience things that I would not have gotten by going straight into a job. This is something that I would want to accentuate. I will be eternally grateful to everyone who made this incredible opportunity possible. There have been a lot of fresh and interesting experiences gained over the course of performing practical training at the Swinburne Sarawak Library.

My time spent working in the library was quite educational to me. It has provided me with the chance to gain an understanding of the entire workflow of every unit in the department. Apart from that, The Industrial Training (IMC 690) subject has prepared a platform for me to apply what I have learnt during classroom session and adapt in the working place such as doing book catalogue, creating event for library promotions and many more.

Apart from that, This industrial training has help me with my personal growth and make me to be more concerned on time self- disciplines, time management, self-esteem, teamwork, and other values and it has leave a big impacts in me.

6.0 References

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7.0 Appendices







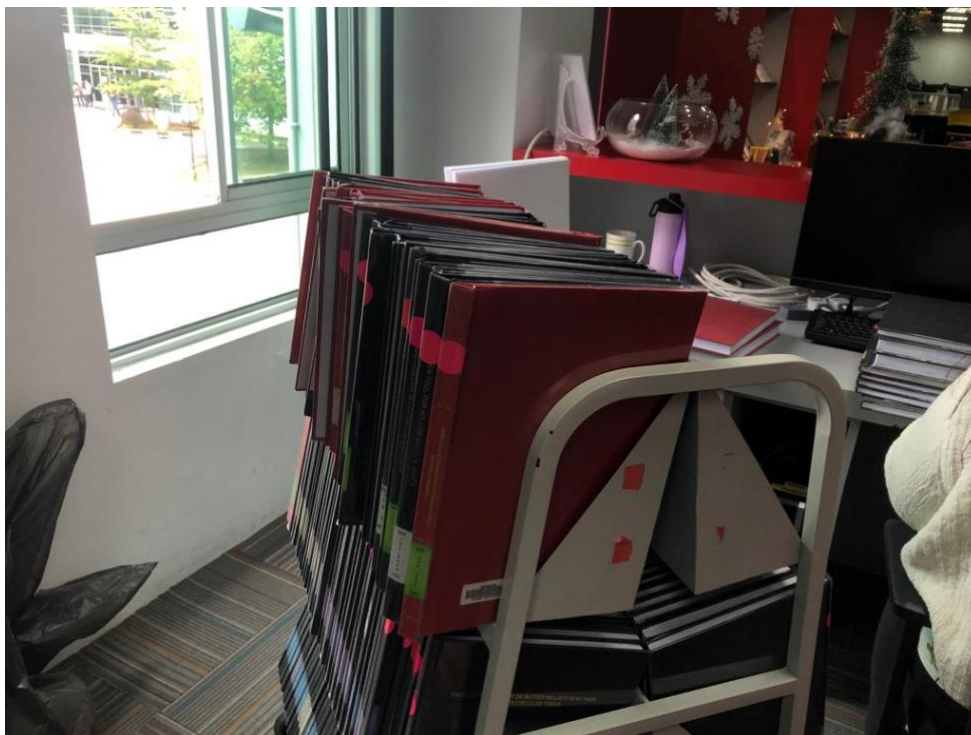
Excel 12 Dec 22 Library users statistics per hour - Saved

Library users statistics (per hour)

Time	Composites (88 seats)	Percentage	Block A Study spaces (233 seats)	Percentage	Block B Study spaces (843 seats)	Percentage	Discussion Rooms (112 seats)	Percentage	Total users per hour (870 seats)	Percentage
9:30am							0	0.00%	20	2.30%
10:30am							0	0.00%	25	2.87%
11:30am							0	0.00%	13	1.49%
12:30pm							0	0.00%	26	2.99%
1:30pm							0	0.00%	29	3.33%
2:30pm							0	0.00%	32	3.68%
3:30pm							0	0.00%	34	3.91%
4:30pm							0	0.00%	16	1.84%

* exceed > 50%

* highest per day









Special Project for Library Exam Week – Library Games Booth

By: Dayang Arifah Az Zahra

1.0 Introduction

In conjunction of the Swinburne final exam week, I would like to take this opportunity to conduct my special project which is the Library Games Booth on the 15th to 16th December 2022. There will be 2 types of games for students to participate.

Booth will be set up in front of the Library Service Desk counter and will start during lunch hour.

1.1 Objectives

- To increase the number of users coming to the library
- To let users know that there are many ways to have fun in the library besides studying or finding resources for their upcoming exam.
- To ensure that library is a fun place to hang out and users can have the best experience in the library.
- To create an environment where users are encouraged to interact with the library staff

1.2 Aims

- To gain more experience in serving the library community and at the same time to enhance my communication skills as well.
- To be able to explore my creativity to develop and implement library programs and services
- To utilize the knowledge that I have gained from the library course.

1.3 Benefits for the students

- Can reduce their stress
- As an opportunity to obtain new knowledge
- Will gain a fun experience in the library

2.0 Library Games Booth

2.1 Library Quiz Game

The purpose of the quiz game is to test students of their knowledge on Swinburne Sarawak Library services and facilities and will be conducted online. The platform used is Quizizz. QR code to the quiz will be given to participant and they are required to answer 10 questions. Those who can answer all question correct are entitled to win a prizes. Result of the quiz must be shown at the booth for proof.

Questions

No	Questions	Answers
1	In which system software library patrons can download Swinburne Sarawak library app in their smartphone ?	App store/ play store Google store Origin
2	To check the availability of the books in the Sarawak Swinburne library, you search via :	The Internet Library OPAC Self-checkout machine
3	How much is the general collection fine per day ?	0.50 cent RM 1
4	If user want to use the Swinburne Sarawak library electronic resources, they need to have ____ account.	Bank student s portal OpenAthens

5	Swinburne Sarawak Library offers regular workshop and the workshop will be conducted when they are ___ people registered.	10 5 3
6	How much is the minimum top up for reload printing ?	RM 5 RM 1 RM 10
7	How do library patrons reserve or book a discussion room ?	At the library service desk Through office 365 No booking required
8	Users still can access 24-hour areas using their Swinburne ID card after library operating hours.	True False
9	What is an example of plagiarism ?	Copying ideas, concepts, research results, statistical tables, computer programs, designs, images, sounds or text or any combination of these. Expressing an idea in your own words Giving Credit to the authors.
10	How plagiarism can affect the students ?	Can cause a student to be expelled Nothing will happen Improved their study skills

2.2 Word Maker Game

Word Maker Game is another game that will challenge students to their test their creativity to form words from another word as below;

No	Word	Word that can be formed
1	Creativity	Active, city, attire, react, treat, etc
2	Breathe	Eat, hear, heat, earth, heart, etc
3	Productivity	City, victory, product, dirty, topic, etc
4	Relaxation	Relax, axe, retail, tax, tailor, real, etc
5	Meditation	Time, edition, diet, mode, meat, etc

To participate in this game, students must come to the booth to choose some paper that contain some words and they will be given 2 minutes to create as many words as they can from those words. Students that can create more than 5 words will be entitled to win prizes.

3.0 Prizes

Target of participants for both game in total is 20 per day. Therefore, I would like to propose library merchandise such as stress ball and pen. On top of that I will also provide some goodies for all participants.

4.0 Conclusion

I hope with this games booth, students will be more aware of the library services and facilities and at the same time take a break from their stressful exam week. I hope this project will be approved by IR Manager so that I can improve my skills and knowledge in organizing a library event in the future.

PRACTICAL TRAINING LOG BOOK



PRACTICAL TRAINING
LOG BOOK

Instructions

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

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

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

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

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

Recording

The log book should contain the following information:

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

1. Student's Name : DAYANG ARIFAH AZ ZAHRA BINTI AWANG
ZAIDEL

2. Date & Place of Birth : 17/1/1999, HOSPITAL UMUM SARAWAK,
KUCHING

3. UiTM I/C No. : 2020971061

4. Course : IM244

Year : 2022 **Part** : 7

5. Home Address : NO 289H, LORONG 6A1B, TAMAN MATANG JAYA, 93050,
KUCHING, SARAWAK

6. Address During Practical Training: NO

7. Place of Training : SWINBURNE SARAWAK LIBRARY

8. Name of Supervisor In-Charge : MRS KHURSI AH OMAR

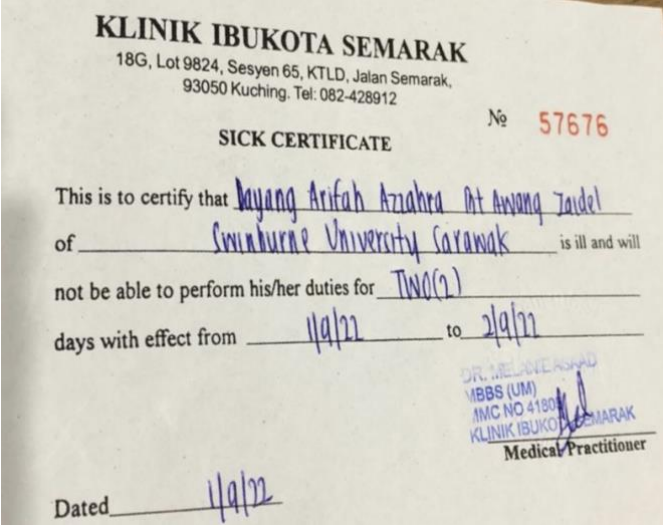

9. Duration of Training


From: 1/9/2022

To: 31/1/2023

FOR OFFICE USE ONLY:


10. Remarks: [Dean/ Course Tutor]

Date	Exact Nature of Work Done	Supervisors Remarks
1/9/22-2/9/22 Thursday- Friday	<ul style="list-style-type: none"> MC due to food poisoning 	 Khursiah Omar
5/9/2022 Monday	<ul style="list-style-type: none"> Report duty for practical training at Sarawak Swinburne Library. Introduction session with every department in Sarawak Swinburne library Attending simple briefing with Adeline Sophia Ho (IR manager), Khursiah Omar (Lending and customer Services), 	
6/9/2022 Tuesday	<ul style="list-style-type: none"> Continue attending a unit briefing with Caroline Justin (Acquisition services) and Adenan sedi (cataloguing services). Assistant librarian, James chai taught me how to manage the room booking, and activated student cards in the library service desk 	
7/9/2022 Wednesday	<ul style="list-style-type: none"> Continuing the unit briefing with Khadijah Morshidi (Library teaching and learning services) Attending a library week meeting with all the unit Helping at the service desk by passing the key to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	

<p>8/9/2022 Thursday</p>	<ul style="list-style-type: none"> • Helping my supervisor, khursiah Omar to create a posters for a library week. • Helping at the service desk by passing the key to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assistant librarian, James chai taught me how to use the circulation system for book returning. • Assist 3 students for book retuning in the service desk. 	
<p>9/9/2022-15/9 2022 Friday-Tuesday</p>	<ul style="list-style-type: none"> • Positive covid 	
<p>19/9/2022 Monday</p>	<ul style="list-style-type: none"> • Continuing to help Khursiah Omar and Bong Siew Ming to design more posters for library week. • Helping at the service desk by passing the key to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	

	<ul style="list-style-type: none"> Assist 2 students to use OPAC and help them to get the reference materials 	
20/9/2022 Thursday	<ul style="list-style-type: none"> Helping at the service desk by collecting the id cards and passing the key to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. Assistant library, James chai taught me how to use printer and the scanner in the library. Assist 5 students on how to use the printer. 	
21/9/2022 Wednesday	<ul style="list-style-type: none"> Meeting with Sir Mohd Faizal bin Mohd Ramsi through google meet to discuss about special project. Helping at the service desk by passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. Assist 6 students on how to use the printer. Working with Bong Siew Ming creating more posters for the library week. 	
22/9/2022 Tuesdays	<ul style="list-style-type: none"> Helping the library administrative, Dollyrissia to collect the stationary from the finance department. Continue to Help at the service desk by collect the students/staff cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. Assist 4 students on how to use the printer Attending searching and research literature effectively and understand Swinburne Harvard citations session via Microsoft team 	
23/9/2022 Friday	<ul style="list-style-type: none"> Helping at the service desk by collect the students/staff cards and passing the keys to any users that have 	

	<p>booked the discussion room and key in the data of the number of user that using the discussion room every hour.</p> <ul style="list-style-type: none"> • Key in data of the number of library user per hour • Assist 2 students on how to use OPAC and get the references materials from the shelf. • Assist 2 students on how to use the self-check machine. 	
24/9/2022 Saturday	<ul style="list-style-type: none"> • Helping at the service desk by collect the students/staff cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assist a library tour and give quizzes to a 63 visitor from SMK Datuk Patinggi Haji Abdul Gapor. 	
26/9/2022 Monday	<ul style="list-style-type: none"> • Accepting the discussion room requests, collecting the user s ID cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. • Assist 3 students on how to use the printer. 	
27/9/2022 Thursday	<ul style="list-style-type: none"> • Accepting the discussion room requests, collecting the user s ID cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. • Assist 4 student on how to use a printer. 	
28/9/2022 Wednesday	<ul style="list-style-type: none"> • Helping at the service desk counter by assisting 3 students to returning the books and 2 students to renewing the books. • collecting the user s ID cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. 	

	<ul style="list-style-type: none"> Assisting a student who could not pass the library barrier gate by activating their IDs card. 	
29/9/2022 Tuesday	<ul style="list-style-type: none"> Continue designing few posters to promote the library merchandise sales. Helping students who could not pass the library barrier gate by activating their IDs card. 	
30/9/2022 Friday	<ul style="list-style-type: none"> The librarian, Bong siew Ming taught me a library opening process like how to open the library shutters and locked the door at the 24 hours study room and open the library main gate at 8.30 am. Helping at the service desk by collecting the user s ID cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. Assisting 6 students on how to use the printer. 	
Date	OCTOBER 2022	Supervisors Remarks
3/10/2022 Monday	<ul style="list-style-type: none"> Helping all the library staff to setting up and decorate the library for the library week. Setting up the library merchandise for sale at the booth. In charge of selling the library merchandise. Helping at the service desk by collect the students/staff cards and passing the keys to any users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	 Khursiah Omar
4/10/2022 Tuesday	<ul style="list-style-type: none"> Preparing the library merchandise for sale at the booth. In charge in selling the library merchandise. Assist 3 using OPAC. Helping at the service desk by collect the students/staff cards and passing the keys to any users that have booked the discussion room and key in the data of the 	

	<p>number of user that using the discussion room every hour.</p> <ul style="list-style-type: none"> • The library assistant, James Chai taught me how to use the Pharos system for the reload printing purpose. • Helping at the service desk by assisting 4 students to do the reload printing. • Helping the executive librarian, Khursiah Omar to convert 5 articles from PDF to words and edit the error in the articles. 	
5/10/2022 Wednesday	<ul style="list-style-type: none"> • Discussing with IR manager, Adeline Sophia and the librarian, Bong Siew Ming about the new design of table notice. • Working together with Bong Siew Ming on designing a new table notice. • Shelving a trolley of books with khursiah Omar. • Helping at the service desk by collect the students/staff cards and passing the keys to any users that have booked the discussion room and key in the data of the user every hours. 	
6/10/2022 Thursday	<ul style="list-style-type: none"> • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in data of the number of user that using the discussion room every hour. • Helping at the library week booth by introducing the Swinburne Sarawak Mobile apps to the library user 	

and giving some quizzes to the students.



7/10/2022
Friday

- Open the library shutter and main door.
- Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in data of the number of user that using the discussion room every hour.

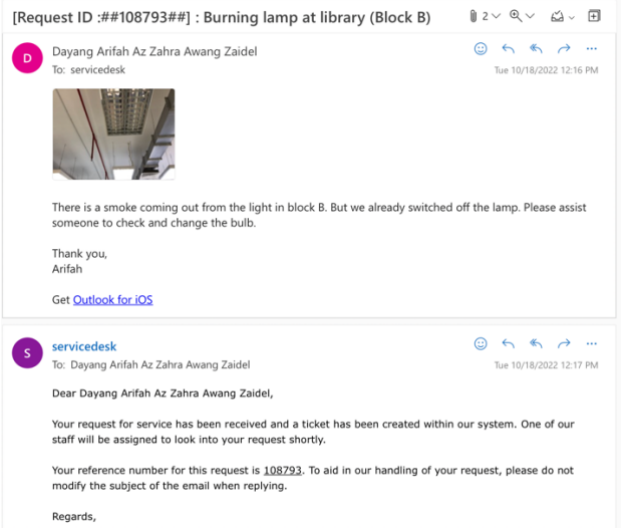
11/10/2022
Tuesday

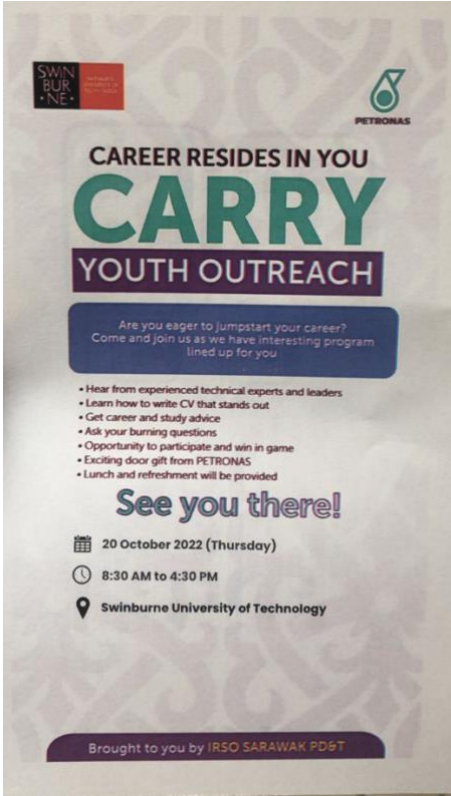
- Open the library shutter and main door.
- Assisting at the service desk counter since 2 students had renewed the books.
- Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in data of the number of user that using the discussion room every hour.

12/10/2022
Wednesday


- Open the library shutter and main door.
- Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in data of the number of user that using the discussion room every hour.
- Patrolling roaster.
- Assist 4 students to do the reload printing at the service desk counter.

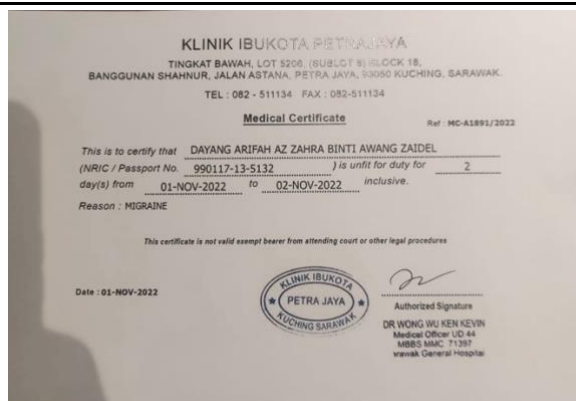
	<ul style="list-style-type: none"> • Assist 2 student on how to use a printer and photocopy machine. 	
13/10/2022 Thursday	<ul style="list-style-type: none"> • Shelving 13 books. • Assisting 4 students for reload printing and taught 6 students on how to use the printer. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Key in the data of library user per hour. 	
14/10/2022 Friday	<ul style="list-style-type: none"> • Shelving 9 books. • Assist 4 students in using Printer. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • 	
17/10/2022 Monday	<ul style="list-style-type: none"> • Assisting 4 students to returned their books. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Shelving 12 books 	
18/10.2022 Tuesday	<ul style="list-style-type: none"> • Arrived in the library 30 minutes early to turn on all the library lights in every room and printers. • Open the library shutter and library main door. • Sending Email to the servicedesk facilities regarding to the burning lamp in the library. 	

	 <p>[Request ID :##108793##] : Burning lamp at library (Block B)</p> <p>Dayang Arifah Az Zahra Awang Zaidel To: servicedesk Tue 10/18/2022 12:16 PM</p> <p>There is a smoke coming out from the light in block B. But we already switched off the lamp. Please assist someone to check and change the bulb.</p> <p>Thank you, Arifah</p> <p>Get Outlook for iOS</p> <p>servicedesk To: Dayang Arifah Az Zahra Awang Zaidel Tue 10/18/2022 12:17 PM</p> <p>Dear Dayang Arifah Az Zahra Awang Zaidel,</p> <p>Your request for service has been received and a ticket has been created within our system. One of our staff will be assigned to look into your request shortly.</p> <p>Your reference number for this request is 108793. To aid in our handling of your request, please do not modify the subject of the email when replying.</p> <p>Regards,</p> <ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	
<p>19/10/2022 Wednesday</p>	<ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 8300-1400. • The Library cataloguist, Adenan Sedi taught me and 2 other staff the whole cataloguing process. • Catalogue 3 physical books with other staffs. 	
<p>20/10/2022 Thursday</p>	<ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Attending “career resides in you carry youth outreach program” by PETRONAS at Swinburne theatre hall. 	

		
<p>21/10/2022 Friday</p>	<ul style="list-style-type: none"> • Working with the executive librarian, Bong Siew Ming creating more design for table tag. • Attending another cataloguing session with Adenan Sedi. • Try to catalogue 4 books manually with other library staff. • Doing the books tagging process. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 8300-1400. 	
<p>24/10/2022 Monday</p>	<ul style="list-style-type: none"> • Open the library shutter and library main door. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 8300-1400. 	

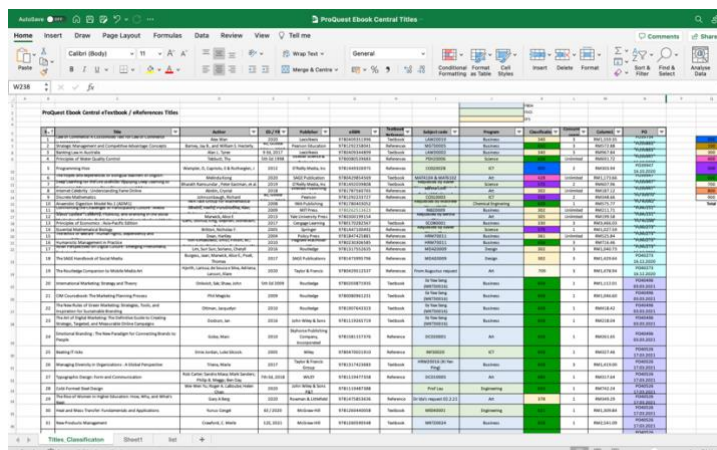
	<ul style="list-style-type: none"> • Key in the number of library user per hour. • The library assistant, Sena Ahus taught how to processing a new book after received it from the acquisition unit. This process is including stamping, printing the call number, sticking the call number and barcode stickers and also book wrapping. • Try to processing 4 books with the guidance of sena Ahus. 	
25/10/2022 Tuesday	<ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assisting 3 students on how to use the printer. • Assisting 2 user on how to find the book at the shelves using OPAC. 	
26/10/2022 Wednesday	<ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Catalogue 7 books and doing the new books processing with the guidance of Adenan and Sena. 	
27/10/2022 Thursday	<ul style="list-style-type: none"> • Open the library shutter and main door. • Shelving 14 books. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assisting 2 students on reload printing. • Processing new 8 book with library assistant, Sena Ahus. 	
28/10/2022 Friday	<ul style="list-style-type: none"> • Open the library shutter and main door. 	

<p>29/10/2022 Saturday</p>	<ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Open the library shutter and main door. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Closing the library shutter and main door. • Switch off all the powers. 	
<p>31/10/2022 Monday</p>	<ul style="list-style-type: none"> • Helping the library administrative, Dollyrissia to collect the stationary (8 paper clips, ink printer) from the finance department. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assist 2 student on how to use OPAC machine and find the engineering text books. 	
<p>Date</p>	<p>NOVERMBER 2022</p>	<p>Supervisors Remarks</p>
<p>1/11/2022- 2/11/2022 Tuesday- Wednesday</p>	<ul style="list-style-type: none"> • Unable to attend intern due to worst migraine and fever. 	 <p>Khursiah Omar</p>



3/11/2022
Thursday

- Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room.
- Assisting 8 students to do reload printing and taught them how to use the printer and photocopy machine
- Working on a task excel task given by ERM unit.



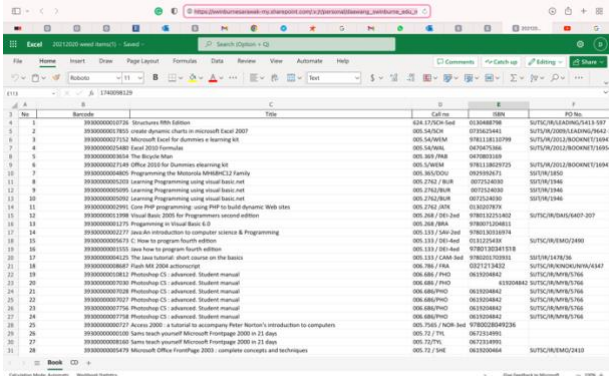
- Assisting 2 students to retuning book at the service desk counter.

4/11/2022
Friday


- Open the library shutter and main door.
- Continue working on the excel work given by ERM unit and emailed it to them when it's done.
- The liaison library, Khursiah Omar give me a task to excel the information of library material (497 books and 77 CDs) for weeding purpose.

7/11/2022
Monday


- Continuing the excel task given by Khursiah Omar.


	<ul style="list-style-type: none"> Assisting 7 students to return the books at the service desk. 	
<p>8/11/2022 Tuesday</p>	<ul style="list-style-type: none"> Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 830-1400. Continuing the excel task given by Khursiah Omar. Assisting 3 students to return the books at the service desk. 	
<p>9/11/2022 Wednesday</p>	<ul style="list-style-type: none"> Open the library shutter and main door. Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 830-1400. Assisting 6 students to return the books at the service desk. Continuing the excel task given by Khursiah Omar. 	
<p>10/11/2022 Thursday</p>	<ul style="list-style-type: none"> Open the library shutter and main door Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 830-1400. Assisting 6 students to return the books at the service desk. 	

	<ul style="list-style-type: none"> Continuing the excel task given by Khursiah Omar and emailed it to her once I have complete everything. 	
11/11/2022 Friday	<ul style="list-style-type: none"> Open the library shutter and the main door. Shelving 9 books. Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	
14/11/2022 Monday	<ul style="list-style-type: none"> Open the library shutter and the main door. Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. Helping the library assistant, Sena Ahus to wrapping 5 books. 	
15/11/2022 Thursday	<ul style="list-style-type: none"> Open the library shutter and main door. Helping the acquisition team to collect new book at the service facilities. Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	
16/11/2022 Wednesday	<ul style="list-style-type: none"> Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. My supervisor, Khursiah Omar give me some task to edit 5 pdf documents. Attending the prize giving ceremony event with the library staff at the student leisure area and helping to pass the prizes to the head of school. 	

		
<p>17/11/2022 Tuesday</p>	<ul style="list-style-type: none"> • Shelving 7 books. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assist 2 student to do the reload printing at the service desk counter and taught them on how to use the printer and photocopy machine. 	
<p>18/11/2022 Friday</p>	<ul style="list-style-type: none"> • Public Holiday in conjunction with the 15th General Elections on 19th November 2022. 	
<p>21/11/2022 Monday</p>	<ul style="list-style-type: none"> • Open the library shutter and main door. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Helping a lecturer to find the reference book at the shelf. 	
<p>22/11/2022 Tuesday</p>	<ul style="list-style-type: none"> • Open the library shutter and main door. • Shelving 16 books. • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the 	


	discussion room and key in the data of the number of user that using the discussion room every hour.	
23/11/2022 Wednesday	<ul style="list-style-type: none"> • Open the library shutter and main door. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. • Helping the library catalogist, Adenan Sedi to catalogue 3 books. 	
24/11/2022 Thursday	<ul style="list-style-type: none"> • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. • Assist a postgraduate student on book renewal. • Shelving 9 books. • Assist a student to do reload printing at the service desk and taught him how to use the printer. 	
25/11/2022 Friday	<ul style="list-style-type: none"> • Open the library shutter and library main door • Assist 2 students on how to use the scanner • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. 	
26/11/2022 Saturday	<ul style="list-style-type: none"> • Attending IR Retreat Teambuilding from 9am-5pm at Pullman Hotel. 	

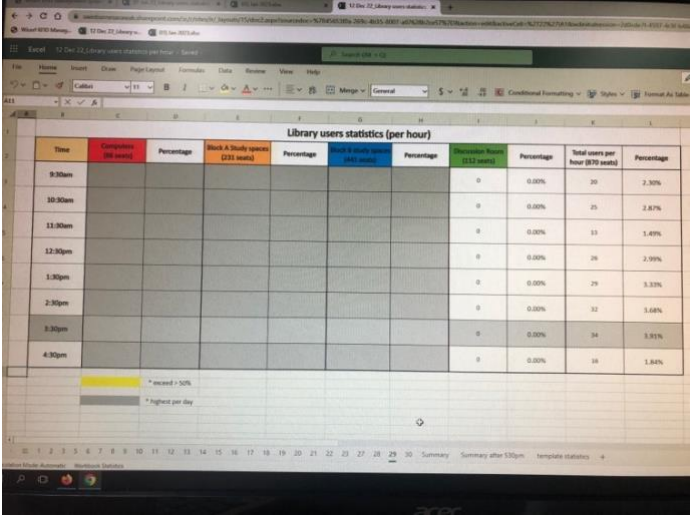
		
<p>29/11/2022 Tuesday</p>	<ul style="list-style-type: none"> • Open the library shutter and library main door. • Assist 5 students on how to use the printer. • Assist 2 students finding the text books on the shelf. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour at the service desk counter. 	
<p>30/11/2022 Wednesday</p>	<ul style="list-style-type: none"> • Open the library shutter and main door. • Shelving 18 books. • Disposing and shredding the old students' final year projects. 	

Date	December 2022	Supervisors Remarks
<p>1/12/2022 Thursday</p>	<ul style="list-style-type: none"> • Open the library shutter and the library main door. • Helping library catalogist, Adenan sedi to do 12 books cataloguing and book tagging. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assist 2 students to do reload printing and taught them how to use the printer. 	 Khursiah Omar


<p>2/12/2022 Friday</p>	<ul style="list-style-type: none"> • Assist a student for the reload printing at the service desk and taught him how to use the printer. • Helping the library staff to take out the Christmas decoration from the store. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	
<p>5/12/2022 Monday</p>	<ul style="list-style-type: none"> • Open the library shutter and the library main gate • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Helping the library stuff to put the new arrivals books at the new arrival walls. • Shelving 25 books. • Assisting a student to check their balance in their student card at the service desk. 	
<p>6/12/2022 Tuesday</p>	<ul style="list-style-type: none"> • Helping at the service desk by accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Shelving 15 books. • Print and put a call number stickers on a book. • cataloguing 35 online final year projects with the guidance of the library cataloguist, Adenan Sedi. 	
<p>7/12/2022 Wednesday</p>	<ul style="list-style-type: none"> • Open the library shutter and the library main gate. • Assist a student to return 3 books. • Having a discussions with the IR executive, khursiah Omar regarding to my special project. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. 	



<p>8/12/2022 Thursday</p>	<ul style="list-style-type: none"> • Open the library shutter and the library main door. • Assist a lecture on how to use the printer. • Editing my special project proposal with my supervisor, Khursiah Omar. • Creating a poster for my special project with the guidance of librarian officer, Bong Siew Ming. • Refill papers in the printers. • Assisting 2 student on how to use the printer. • Assisting 3 students and a library staff to return books in service desk counter. 	
<p>9/12/2022 Friday</p>	<ul style="list-style-type: none"> • Sending my special project's proposal email to IR manager and waiting for her approvals. • Assisting 2 student on how to use a printer. • Assisting student to do reload printing at the service desk counter. 	
<p>12/12/2022 Monday</p>	<ul style="list-style-type: none"> • Assisting 3 student on how to use the printer. • Assisting a student on how to use the scanner. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Assisting a student to do reload printing in the library service desk. 	
<p>13/12/2022 Tuesday</p>	<ul style="list-style-type: none"> • Open the library shutter and the main door. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room every hour. • Editing my special project proposal and poster with librarian officer Bong Siew Ming. • Assisting a student to do reload printing. • Assisting 2 students on how to use the colour printer. • Answering library inquiries to a user through a phone. 	
<p>14/12/2022 Wednesday</p>	<ul style="list-style-type: none"> • Open the library shutter and main door. • Assisting a student to use a printer. 	


	<ul style="list-style-type: none"> • Disposing and shredding the old students' final year projects. • Patrolling roster with assistant librarian Alice chew. 	
<p>15/12/2022 Thursday</p>	<ul style="list-style-type: none"> • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 8-11 am. • Setting up for my special project booth. • Starting my games booth from 12-4 pm. • 	
<p>16/12/2022 Friday</p>	<ul style="list-style-type: none"> • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 8-11 am. • Starting my games booth from 12-4 pm. • 	
<p>19/12/2022 Monday</p>	<ul style="list-style-type: none"> • Open the library shutter and library main door. • Shelving 12 books. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room. 	
<p>20/12/2022 Tuesday</p>	<ul style="list-style-type: none"> • Assisting student to do reload printing in the library service desk. 	

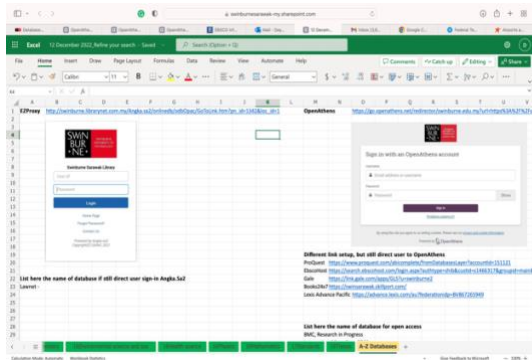
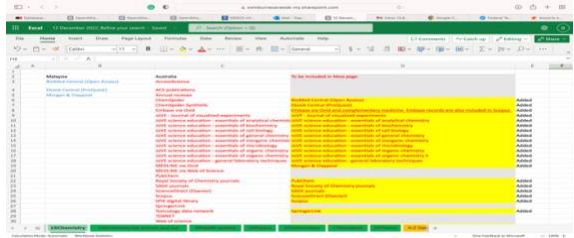
	<ul style="list-style-type: none"> Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 2 until 5 pm. Assisting 2 people on how to book a library discussion room. 	
21/12/2022 Wednesday	<ul style="list-style-type: none"> Open the library shutter and the library main door. Assisting student to use the photocopy machine. Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 11 until 5 pm. 	
22/12/2022 Thursday	<ul style="list-style-type: none"> Open the library shutter and the library main door. Assisting 1 student in book returning. 	
23/12/2022 Friday	<ul style="list-style-type: none"> Open the library shutter and the library main door. Key in the data of library user every hours. 	
27/12/2022 Tuesday	<ul style="list-style-type: none"> Open the library shutter and the library main door. Key in the data of library user every hours. Arranging the tables and chair in the student leisure area and setting up back to normal. 	
28/12/2022 Wednesday	<ul style="list-style-type: none"> Open the library shutter and the library main door. Helping Key in the data of library user every hour. 	
29/12/2022 Thursday	<ul style="list-style-type: none"> Open the library shutter and the library main door Key in the data of library user every hour. Booked 2 discussion room for HR Pre Interview. 	



	<ul style="list-style-type: none"> • Switch off of the lights and power in the library. 	
30/12/2022 Friday	<ul style="list-style-type: none"> • Open the library shutter and the library main door. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room. • Key in the data of library user every hour. 	

Date	JANUARY 2023	Supervisors Remarks
3/1/2023 Tuesday	<ul style="list-style-type: none"> • collect the users ID s cards and passing the keys to users. that have booked the discussion room and key in the data of the number of user that using the discussion room. • Patrolling roaster with librarian executive Caroline Justin. • Shelving 6 books. 	 Khursiah Omar
4/1/2023 Wednesday	<ul style="list-style-type: none"> • Patrolling roaster. • Key in the number of user in the library per hour. 	
5/1/2023 Thursday	<ul style="list-style-type: none"> • Open the library shutter and main door. • Working on my Intern report. • Shelving 7 books. • Key in the number of user in the library per hour. • Patrolling roaster. • Help taking off the Christmas deco and setting up the library back to normal. • Helping my supervisor to sending a form to a facilities unit. 	
6/1/2023 Friday	<ul style="list-style-type: none"> • Open the library shutter and main door. • Continue taking out the Christmas decoration. • Emailed the rubric for internship to my supervisor. • Asist a student on how to use a printer. 	

<p>9/1/2023 Monday</p>	<ul style="list-style-type: none"> • My supervisor has allocated me to freely complete my work in the office and to ask her anything that is relevant to the office, a project, or my work. • Wrapping 6 books with the library assistant, Thomas paul. • Placing a new books at the new arrivals section. • Shelving 8 books.  <ul style="list-style-type: none"> • Helping to put the CNY decoration. • Collecting some stationary from finances department. • Closing the library shutter and switch off the lights and power. 	
<p>10/1/2023 Tuesday</p>	<ul style="list-style-type: none"> • Shelving 12 books. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 11 AM – 2 PM. • Catalogue 2 books. • Closing the library shutter. 	
<p>11/1/2023 Wednesday</p>	<ul style="list-style-type: none"> • Catalogue 5 books 	

	<ul style="list-style-type: none"> • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 2 PM- 4 PM. • Key in the number of library user every hour. • Closing the library shutter 	
12/1/2023 Thursday	<ul style="list-style-type: none"> • Open the library shutter and the main door. • Patrolling roster. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the discussion room and key in the data of the number of user that using the discussion room from 9 AM - 4 PM. • Giving a library tour guide to a visitor. • Attend open day meeting with all the department. 	
13/1/2023 Friday	<ul style="list-style-type: none"> • Shelving 8 books. • Assisting student to use the photocopy machine. • Working on my report. • Patrolling roster. 	
14/1/2023 Saturday	<ul style="list-style-type: none"> • Joining Swinburne open day from 9-4. • Giving tour to all the library visitor every hours.  <ul style="list-style-type: none"> • Closing the library shutter and all the powers. 	
16/1/2023 Monday	<ul style="list-style-type: none"> • Shelving 4 books. • Assisting 2 student on how to use self-check machine. • Accepting the room booking request, collect the users ID s cards and passing the keys to users that have booked the 	

	<p>discussion room and key in the data of the number of user that using the discussion room from 12 AM - 4 PM.</p> <ul style="list-style-type: none"> • Catalogue 2 books. 	
17/1/2023 Tuesday	<ul style="list-style-type: none"> • Opening the library shutter and main door. • Grather from EDRM unit assist me and giving me some task on checking the database links on openathens and converting the EZproxy system to openathens. • Closing the library shutter and turn off all the powers. 	
18/1/2023 Wednesday	<ul style="list-style-type: none"> • Continue the doing the task given by Grather.  <ul style="list-style-type: none"> • Closing the library shutter and turn off all the powers. 	
19/1/2023 Tuesday	<ul style="list-style-type: none"> • Continue doing the task given by Grather,  <ul style="list-style-type: none"> • Closing the library shutter and turn off all the powers. 	
20/1/2023 Friday	<ul style="list-style-type: none"> • Key in the data of the number of library user per hour. • Continue doing the task given by grathe. • Answering the user inquiries regarding to book renewal. • Closing the library shutter and turn off all the powers. • Assisting 2 students on how to use the scanner machine. 	
25/1/2023 Wednesday	<ul style="list-style-type: none"> • Assisting a student on how to use the self-check machine. • Key in the data of the number of library user every hour. 	

	<ul style="list-style-type: none"> • Submitting the task given by Grather via email. • Closing the library shutter and turn off all the powers. 	
26/1/2023 Thursday	<ul style="list-style-type: none"> • Opening the library shutter and main door. • Assisting a lecturer to returning 23 books at the service desk counter. 	
27/1/2023 Friday	<ul style="list-style-type: none"> • Shelving 23 books. • Patrolling roaster. • Assist 6 student to booked the AV room, collect their ID and passing the key and the remote control for the projector. • Closing the library shutter and turn off all the powers. 	
30/1/2023 Monday	<ul style="list-style-type: none"> • Opening the library shutter and main door. • Shelving 8 books. • Giving a library tour to 48 visitor from SMK Petra Jaya .  <ul style="list-style-type: none"> • Assisting one student on how to use the photocopy machine. • Closing the library shutter and turn off all the powers. 	
31/1/2023 Tuesday	<ul style="list-style-type: none"> • Opening the library shutter and main door. • Shelving 13 books. • Completing my Intern exit checklist. • Attending my farewell party with all the library staff. 	

Barrier Listing Report

Date & Time : 12/01/2023

***; Card Barcode = Library Intern; Flap ID = All

Last Update	#Time In	#Time Out	Card Barcode	Member Name	Faculty
12/01/2023	08:20:37	08:21:21	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
11/01/2023	13:06:36	17:30:25	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
11/01/2023	09:27:02	12:05:02	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
11/01/2023	08:26:07	09:21:18	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
10/01/2023	12:26:39	17:29:20	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
10/01/2023	08:20:37	11:54:38	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
09/01/2023	16:23:25	17:31:56	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
09/01/2023	12:36:17	16:13:44	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

09/01/2023	08:16:04	11:31:45	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
06/01/2023	13:13:00	17:31:40	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
06/01/2023	08:28:52	10:42:37	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
06/01/2023	08:10:08	08:28:25	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/01/2023	16:09:37	17:30:42	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/01/2023	08:28:18	16:02:23	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/01/2023	08:07:14	08:27:50	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
04/01/2023	12:06:52	17:30:43	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
03/01/2023	08:24:32	17:29:10	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
30/12/2022	12:22:00	17:25:42	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

30/12/2022	08:19:39	10:32:00	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
29/12/2022	17:28:55	17:29:06	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
29/12/2022	10:43:26	12:32:58	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
29/12/2022	08:26:43	10:36:17	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
29/12/2022	08:03:43	08:26:15	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
28/12/2022	11:29:39	17:28:21	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
28/12/2022	08:26:35	11:27:57	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
28/12/2022	08:15:44	08:26:07	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
27/12/2022	08:24:36	17:29:49	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
27/12/2022	08:01:30	08:24:09	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

23/12/2022	13:06:26	17:21:42	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
23/12/2022	08:26:17	11:03:25	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
23/12/2022	08:00:30	08:25:54	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
22/12/2022	08:27:25	17:25:24	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
22/12/2022	08:08:43	08:26:52	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
21/12/2022	12:58:45	17:30:25	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
21/12/2022	08:29:18	12:20:16	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
21/12/2022	08:11:31	08:28:21	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
20/12/2022	13:37:54	17:28:53	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
20/12/2022	07:58:53	12:30:00	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

19/12/2022	15:38:06	17:29:15	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
19/12/2022	11:56:50	15:33:21	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
19/12/2022	10:44:05	11:55:14	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
19/12/2022	08:59:11	10:37:16	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/12/2022	11:55:54	17:29:36	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/12/2022	08:28:13	10:00:32	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/12/2022	08:10:45	08:27:39	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
15/12/2022	08:29:10	17:29:02	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
15/12/2022	08:17:11	08:28:18	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
14/12/2022	13:08:22	17:29:46	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

14/12/2022	08:28:05	12:07:51	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
14/12/2022	08:15:23	08:26:32	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
13/12/2022	15:52:54	17:49:59	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
13/12/2022	12:58:57	15:40:31	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
13/12/2022	08:28:05	12:57:03	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
13/12/2022	08:17:11	08:26:45	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
12/12/2022	13:46:42	17:29:17	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
12/12/2022	13:42:35	13:43:49	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
12/12/2022	12:58:27	13:40:14	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
12/12/2022	08:33:31	12:04:35	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

09/12/2022	11:43:50	17:30:09	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
09/12/2022	10:01:35	10:01:58	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
09/12/2022	07:57:29	10:01:12	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
08/12/2022	13:10:45	17:31:51	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
08/12/2022	08:56:23	12:30:52	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
07/12/2022	16:27:21	17:37:57	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
06/12/2022	08:06:35	12:21:47	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/12/2022	13:07:47	17:28:35	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/12/2022	08:29:01	12:19:58	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/12/2022	08:19:49	08:28:05	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

02/12/2022	14:10:29	17:31:18	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
02/12/2022	08:23:28	11:57:59	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
01/12/2022	13:14:34	17:49:04	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
01/12/2022	08:28:28	12:30:59	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
01/12/2022	08:06:50	08:27:40	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
30/11/2022	12:53:02	17:29:24	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
30/11/2022	08:28:39	12:51:11	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
30/11/2022	08:13:50	08:27:44	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
29/11/2022	13:52:44	17:31:03	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
29/11/2022	08:32:02	12:31:52	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

25/11/2022	13:53:37	17:31:34	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
25/11/2022	08:26:56	12:03:13	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
24/11/2022	13:38:23	17:30:23	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
24/11/2022	08:26:52	12:10:56	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
23/11/2022	13:31:55	17:33:20	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
23/11/2022	08:27:59	12:18:54	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
23/11/2022	08:00:16	08:27:06	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
22/11/2022	16:28:31	17:33:14	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
22/11/2022	13:42:11	16:17:14	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
22/11/2022	08:25:12	12:20:50	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

17/11/2022	18:07:19	18:07:46	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
17/11/2022	13:32:01	17:26:18	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
17/11/2022	08:24:44	12:41:51	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/11/2022	17:45:25	17:47:54	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/11/2022	13:53:43	16:20:41	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/11/2022	12:23:40	12:29:29	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/11/2022	12:13:10	12:16:43	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
16/11/2022	08:23:36	12:12:26	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
15/11/2022	12:38:41	17:30:24	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
15/11/2022	08:28:21	12:36:55	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

15/11/2022	08:00:59	08:27:02	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
14/11/2022	12:53:32	17:33:39	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
14/11/2022	08:21:47	12:47:25	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
11/11/2022	13:47:40	18:16:06	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
11/11/2022	08:29:58	12:03:21	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
11/11/2022	08:22:48	08:28:52	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
10/11/2022	13:27:51	17:31:44	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
10/11/2022	08:27:52	12:17:13	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
09/11/2022	13:14:39	17:42:29	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
09/11/2022	12:28:38	12:50:19	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

09/11/2022	08:12:17	12:26:50	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
08/11/2022	08:29:59	17:33:57	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
08/11/2022	07:59:21	08:28:56	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
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04/11/2022	10:53:36	12:20:37	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
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04/11/2022	08:18:08	08:23:28	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
03/11/2022	13:46:43	17:35:48	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

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31/10/2022	13:38:26	17:27:19	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
31/10/2022	08:32:28	12:29:02	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
31/10/2022	08:12:47	08:31:13	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
28/10/2022	10:52:54	17:00:58	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
28/10/2022	08:46:28	10:01:05	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
28/10/2022	08:17:07	08:45:05	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
27/10/2022	13:53:20	17:32:26	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
27/10/2022	08:32:09	12:35:21	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

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25/10/2022	08:05:44	08:10:52	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
24/10/2022	14:07:43	17:28:58	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
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11/10/2022	11:57:13	14:20:25	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
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06/09/2022	08:39:07	09:53:05	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/09/2022	16:20:25	17:41:07	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/09/2022	13:33:08	16:05:35	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/09/2022	09:23:18	12:30:48	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources
05/09/2022	09:22:56	09:23:08	Library Intern	Dayang Arifah Az Zahra Binti Awang Zaidel	Information Resources

Total Row:217

09:13:20