



اَوْنِبُوْرَسِيْتِيْ بِاَتِيْكَوْلُوْكَىْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT (IMC690)

AT

PERBADANAN PERPUSTAKAAN AWAM PAHANG (PPAP)

JALAN SRI KEMUNTING, TANAH PUTIH,

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DECLARATION

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ABSTRACT

The internship is an integral platform for every student to gain experience in workplace. This is a report of student's industrial work experience for the industrial training course for IM244 which has been carried out at Perbadanan Perpustakaan Awam Pahang (PPAP) from 1 September 2021 until 31 January 2022. This course must be taken by all the students before complete their study in subject Library Management in UiTM. This reports also cover every activity that has been carried out in every units, special projects, skill applied and all the task that have been successfully perform during five months of internship there. In addition, this industrial training report consists of 4 chapters and that are introduction, organization of information, industrial training activities and conclusion. Chapter 1 consist of background of the organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report.

ACKNOWLEDGEMENT

First of all, I would like to say Alhamdulillah, thank you Allah for giving me good health to complete my internship on the right time. Next, I would like to thank to Encik Mohd Norshazlin Bin Sa'adun Nazir the library officer who is also my industry supervisor at Perbadanan Perpustakaan Awam Pahang for accepting me for industrial training at the library there. A big thanks to all staff at PPAP for the great experience throughout my training period because of their guidance, help and plenty of information about the library and give me a wonderful experience in work as a team especially in the project that I have assigned during my industrial training.

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Last but not least, thank you to all my friend at the same place of training who always share relevant information, share ideas and provide help for every problem encountered throughout the industrial training. After that, thank you to my parents and family for helping me a lot, especially in terms of financial problems, always supporting everything I do and always being there for me. Lastly, thank you also to all people who involve directly and not directly in completing my practical report.

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CHAPTER 1:

INTRODUCTION

1.0 INTRODUCTION

Industry Training is a prerequisite for students in certain programs at all levels of higher education at the Institute of Higher Learning (IPT). To increase the level of the work of the graduates, the program was introduced to empower industrial training competency required. LI courses provide students with learning opportunities in the workplace to receive practical experience in order to improve. This course provides exposure and experience to the students in terms of technology development, effective communication, teamwork practices, policies, procedures and regulations, professional perspective and reporting. In this era, graduates must have job skills and competence to enable them to be more competitive and able to decompose opportunities in the job market. The possession and award of a master's degree alone is not able to guarantee one's marketability, otherwise graduates need to have relevant knowledge, technical and practical skills, soft skills as well as attitudes positive to equip themselves before facing the challenges of the world of work real.

Industrial training is one of the requirement qualification for student to completing a degree especially from Faculty of Information Management, University Teknologi Mara (UiTM) has enlisted the subject Industrial Training (IMC 690). This subject will provide work experience to all student that taking this subject. This industrial training also conducted for 20 weeks starting 1 September 2021 to 31 January 2022. In addition, for graduates of the Bachelor of Information Management UiTM, all the students are given the freedom to choose their own organization or place to conduct industrial training either in the public or private sector. The organization selected must be in accordance with the interests of students and related to the program of study to enable students to apply the learning outcomes at the university throughout their industrial training.

Overall, industrial training provides many advantages and benefits to student. During the training period, students are exposed to a variety of activities in the field of duties, even though the job is not done entirely by students for the purpose of security or regular students were briefed and clear guidance and useful enough as a general knowledge, as well as exposed to the real working environment and can learn social skills such as communication and social relationships.

1.0.1 OBJECTIVES OF INDUSTRIAL TRAINING

- To provide per-professional student with work experience during the industrial training.
- To help students to improve their marketability after graduation.
- Can help the students to apply the skills and knowledge gained from the university to benefit the organizations.

1.1 BACKGROUND OF THE LIBRARY



Figure 1: Logo Perbadanan Perpustakaan Awam Pahang



Figure 2: Old Library Building Perbadanan Perpustakaan Awam Pahang (PPAP)

Perbadanan Perpustakaan Awam Pahang (PPAP) is a public library and established under the Perbadanan Perpustakaan Awam Pahang Enactment 1973 and gazetted in government gazette No. 11 of 1973 on 4 October 1973. In 1972, the Pahang State Government established a committee to review the enactment of the Pahang Public Library Corporation Enactment. This committee was later known as the Kuantan General Khanah Khutub Committee.



Figure 3: Main building Perbadanan Perpustakaan Awam Pahang (PPAP)

Perbadanan Perpustakaan Awam Pahang has now moved to a new building in Lot 10, Jalan Kemunting, Kuantan. This 12,000 square meter building is a landmark of Pahang State's magnificent knowledge in front of Padang MPK 4, at the entrance to Kuantan Town.

Perbadanan Perpustakaan Awam Pahang started its operations for the community in the Rumah Rehat Lama at Jalan Masjid, Kuantan in 1976. In 1985, it moved to the old State Legislative Assembly Building in Jalan Gambut and was launch on 28 October 1987 by His Majesty Sultan of Pahang, Sultan Haji Ahmad Shah Al- Musta'in Billah Ibni Al-Marhum Sultan Abu Bakar Ri'ayatuddin Al- Mu'adzam Shah.

Perbadanan Perpustakaan Awam Pahang services are expanding to all 11 Districts in the State of Pahang with the establishment of District Libraries, Branches, Mobile Libraries (Group Loans) and Rural Libraries. Now, PPAP has 1 State Library, 10 District Libraries, 2 Branch Libraries, 28 State Rural Libraries, 32 PNM Rural Libraries, 1 Multimedia U-Pustaka Mobile Bus Unit and 7 Mobile Library units.

1.1.1 LOCATION OF THE LIBRARY

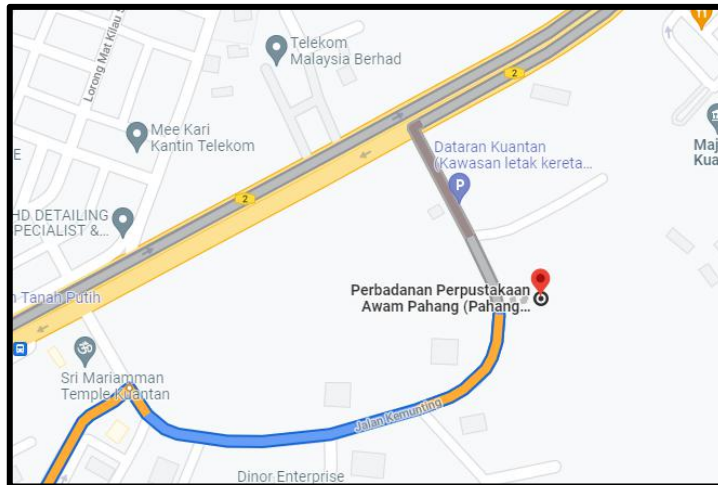


Figure 4: Location of Perbadanan Perpustakaan Awam Pahang

Library address:

Perbadanan Perpustakaan Awam Pahang,
Jalan Sri Kemunting,
Tanah Putih,
25100 Kuantan,
Pahang.

1.1.2 OPENING HOURS OF THE LIBRARY

DAYS	TIMES
MONDAY - THURSDAY	9.00 A.M - 5.00 P.M
FRIDAY	9.00 A.M - 12.00 P.M
	BREAK HOURS: 12.00 P.M - 2.30 2.30 P.M - 5.00 P.M
SATURDAY/ SUNDAY /PUBLIC HOLIDAYS CLOSED	

Table 1: Library opening hours

1.1.3 VISION AND MISION

VISION

- To be a lifelong learning center to build an excellent society.

MISION

- Provide complete, conducive and excellent library infrastructure and services
- Creating a knowledge-cultured society through planned programs and building library staff
- Dignifying the State Intellectual Heritage Center

1.1.4 SERVICES

➤ LOANS

Almost all the libraries have loans services, which is borrow and returning book. Borrow and returning books also known as circulation. In Perbadanan Perpustakaan Awam Pahang it's provides three circulation services for user to borrow library materials such as at "Pinjaman Umum, Perpustakaan Kanak-Kanak, and Pinjaman Fiksyen". Users need to have a valid membership to borrow library materials. Each member allowed to borrow 5 books within 2 weeks (14 days). A loan extension can be made if the book is not booked by another user. Loan extension is only allowed once (14 Days). Loan extensions also can be made either in person at the counter, or by phone or online.

Late Returned Penalty Charges

Type	Duration	Penalty charge
Late returned	1 Day late	RM0.50 per day
Books damaged/ not returned	-	Pay according to the original price of the book

Table 2: Late returned penalty charge

➤ **RESERVATIONS**

Reservations can also be made through WebOPAC and users also can call the librarian services. The library will keep the books ordered by users within 3 days.

➤ **MEMBERSHIP**

Category	Payment (RM) / Year
Citizen	
❖ Adult	RM 10
❖ Children	RM10
Non citizen	
❖ Adult	RM20
❖ Children	RM20

Table 3: Membership

➤ PINJAMAN KELOMPOK

“Perkhidmatan Pinjaman Kelompok” has been introduced in PPAP (Kuantan since 1995. Now, the service has 139 members consisting of government departments, private organizations, associations, clubs and societies.

LOAN COLLECTION CONSISTS OF:

- Group Loan Collection:
Collection from open shelves available at PAD/PAC and Mobile Bus Service Collection
- Materials to be borrowed include fiction/non-fiction materials in Bahasa Malaysia and English
- Consists of reading material for various ages, namely children, youth, adults
- Users will receive the book/material after 7 days from the date of application

PURPOSE:

- To provide support and encouragement to government departments, private organizations, associations, clubs and organizations that constantly strive to provide reading facilities to the public.
- To help diversify the collection of reading materials available in small reading rooms/libraries that do not have sufficient reading materials.
- One of the efforts is to distribute reading materials and further expand the state public library services to residents far from the city center to enjoy the convenience of obtaining reading materials provided by the PPAP.
- As one of the efforts to cultivate and increase the interest in reading among the community, especially in the state of Pahang Darul Makmur.

KUANTITI/TEMPOH PINJAMAN BAHAN		
Jumlah Pinjaman (buah)	Tempoh Pinjaman	Lokasi
Maksimum 300 buah buku	3 bulan	PPAP
Maksimum 100 buah buku	1 bulan	PAD
Maksimum 100 buah buku	1 bulan	PAC

Figure 5: Quantity/period of material loan

➤ **ONLINE SERVICES**

Renew books/ Check Loan and PPAP Collection

Online services provide Renew Books/Check Loan and PPAP Collection Search. Users need their own id and password to log in to the online services that have been provide when they have been registered as a membership at PPAP.

U-PUSTAKA

Then online services also provide U-Pustaka. U-Pustaka such as free online database. U-Pustaka an online service that can be accessed through the U-Pustaka portal by all Malaysians anytime and anywhere.

U-PUSTAKA PORTAL :

<https://www.u-library.gov.my/portal/ms/home>



Figure 6: U-Pustaka portal

Perkhidmatan u-Pustaka
Perkhidmatan dalam talian yang dapat diakses melalui Portal u-Pustaka oleh seluruh rakyat Malaysia pada bila-bila masa dan di mana sahaja melalui www.u-pustaka.gov.my

Pangkalan Data u-Pustaka
Pangkalan data u-Pustaka menyediakan kemudahan capaian bahan berbentuk digital seperti e-buku, e-surat khabar, buku audio, e-majalah, e-jurnal dan sebagainya

- ZINIO
- OVERDRIVE
- Full A Mark
- Bits
- Emerald Publishing
- Press Reader
- E-Law & LawNet
- EBSCO Premier
- E-Lib
- IG Library
- Mason Crest
- Bond
- Ookbee Buffet
- Aikem Digital Library
- Kids A-Z (Raz Kids)
- Ace i-Learn
- Nikkei Asian Review
- CodeMonkey
- J-Gate
- Me Books
- Oditio
- Sage Knowledge
- Tutor Infiniti
- UN Library

12 Perpustakaan Konsortium

- Perpustakaan Negara Malaysia (PNM)
- Perbadanan Perpustakaan Awam Selangor
- Perbadanan Perpustakaan Awam Negeri Sembilan
- Perbadanan Perpustakaan Awam Pahang
- Pustaka Negeri Sarawak (PUSTAKA)
- Perpustakaan Kuala Lumpur
- Perpustakaan Institut Tadbiran Awam Negara
- Perpustakaan Negeri Sabah
- Perbadanan Perpustakaan Awam Melaka
- Perbadanan Perpustakaan Awam Terengganu
- Perbadanan Perpustakaan Awam Kedah
- Perbadanan Perpustakaan Awam Negeri Perlis

Pinjaman Buku Melalui Portal u-Pustaka

Kaedah 1
Cari Judul Buku (Carian Katalog)

Kaedah 2
Tempah buku

Kaedah 3
Terima buku yang dilepaskan samada
>> Datang sendiri ke perpustakaan atau
>> Guna perkhidmatan Pos Malaysia ("bayaran tanpa tunai mengikut caj yang telah ditetapkan")

Cara Pembayaran
u-Pustaka melaksanakan pembayaran tanpa tunai. Pembayaran boleh dibuat secara dalam talian atau melalui kiosk yang terdapat di perpustakaan konsortium

- MEPS FPX
- MEPS e-Debit
- Kad Touch n' Go

Pemulangan Buku

Kaedah 1
Pulang buku di kaunter pinjaman, di mana-mana perpustakaan konsortium

Kaedah 2
Perkhidmatan Pos Malaysia melalui portal





Kaedah 3
Melalui gelongsor buku (24 jam) di:
>> Semua perpustakaan konsortium
>> Pusat Kajian Perintis 16 Putrajaya
>> Perpustakaan Komuniti AU
>> Perpustakaan Komuniti Mahkota Cheras
>> Perpustakaan Kuala Lumpur
>> Cawangan di Taman Tun Dr. Ismail (TTDI)
>> Perpustakaan Daerah Hulu Langat
>> Perpustakaan Daerah Gombak
>> Aeon AUZ Selayang Kuala Lumpur
>> Perpustakaan Cawangan Jelebu, Negeri Sembilan
>> Perpustakaan Negeri Sarawak, Cawangan Miri
>> Perpustakaan Cawangan Penampang Sabah

Berat	Domestik	Terbahah	Keabluhahan
<500gm	4.50	7.50	13.00
500-700gm	5.50	7.50	13.00
750gm-1kg	6.50	7.50	14.00

Perkhidmatan Parcel	Caj (RM)		
	Semenanjung Malaysia	Sabah & Sarawak	Di antara Semenanjung & Sabah/Sarawak
Sekala	4.00	4.00	11.00
Dua Hala	7.00	7.00	19.00

Figure 7: U-Pustaka flyer

1.1.5 FACILITY

FACILITIES	DESCRIPTION
<p>Reading Area</p> 	<p>PPAP provides spacious reading areas at every level in the library.</p>
<p>Book Drop</p> 	<p>Book drop works for users to return books.</p>
<p>Kiosk</p> 	<p>Kiosk for user to borrow book by enter their own ID</p>
<p>Hall</p> 	<p>Halls are provided at state libraries to facilitate the implementation of library activities and are open for rent by outsiders at a pre-determined rate. For rentals, the public can contact the PPAP Management Services Division for more information</p>

Wifi Zone



User can get connected to the network from anywhere within the library premises.

Computer Lab



Computer labs can be used for any activities that involving the use of computers located in Perpustakaan Digital dan Media at level 1.

I-Mac



There also the collection of I-Mac in Perpustakaan Digital dan Media. The charge for user RM2 per hours.

Web Opac



Users can search for the book that they want and copy the call number on a piece of paper before searching it on the shelves.

<p>Discussion room</p> 	<p>Users can use this section for discussion.</p>
<p>Locker</p> 	<p>Locker facilities are available for storing bags, and other files. RM0.50 have been charge for each locker.</p>
<p>Toilet</p> 	<p>Toilets are provided at all levels of the library.</p>
<p>Cafe</p> 	<p>A cafe are provided at the ground floor.</p>
<p>Prayer Room</p> 	<p>Prayer rooms are located the ground floor.</p>

Table 4: Facilities at PPAP

1.1.6 LIBRARY ETHICS

Library ethics generally means a systematic of library fundamental principles, policies regarding how libraries are to be set up, how materials are to be acquired and organized, and materials are to be weeded, libraries are to be managed, conflicts are to be resolved among others. Library ethics are the basic principles that govern the behavior or shape the ways users behave or conduct themselves in the Library. Therefore, below are some ethical guidelines to follow:

Users are prohibited from;

- Bring in bags, files, helmets, sharp tools or similar equipment. It should be left in the cabinet provided.
- Using mobile phones in the library except in areas determined by the library.
- Eat, drink except for drinks provided by the library in the designated space and make dirty in the library.
- Smoking or vaping in and around the library area.
- Chatting, behaving inappropriately/impolitely disturbs the peace of users in the library.
- Bet or gamble in or around the library area.
- Misusing materials such as tearing, staining, scratching and so on.
- Reserve a seat.
- Remove furniture or damage it.
- Leaving used library materials littered on the table. It must be placed on a trolley provided by the library.
- Dress immodestly
 - Rare, tight and eye -catching
 - Skirts, pants or sheaths above knee level
 - Singlets or sleeveless shirts or the like
- No one is allowed:
 - Offer any items for sale in the library except with the permission of the Director of PPAP
 - Take pictures of the library or people in the library
 - Conducting any interviews in the library without permission
 - Display, distribute, affix/paste any advertisement, sticker/notice in any part of the library

1.2 ORGANIZATIONAL STRUCTURE

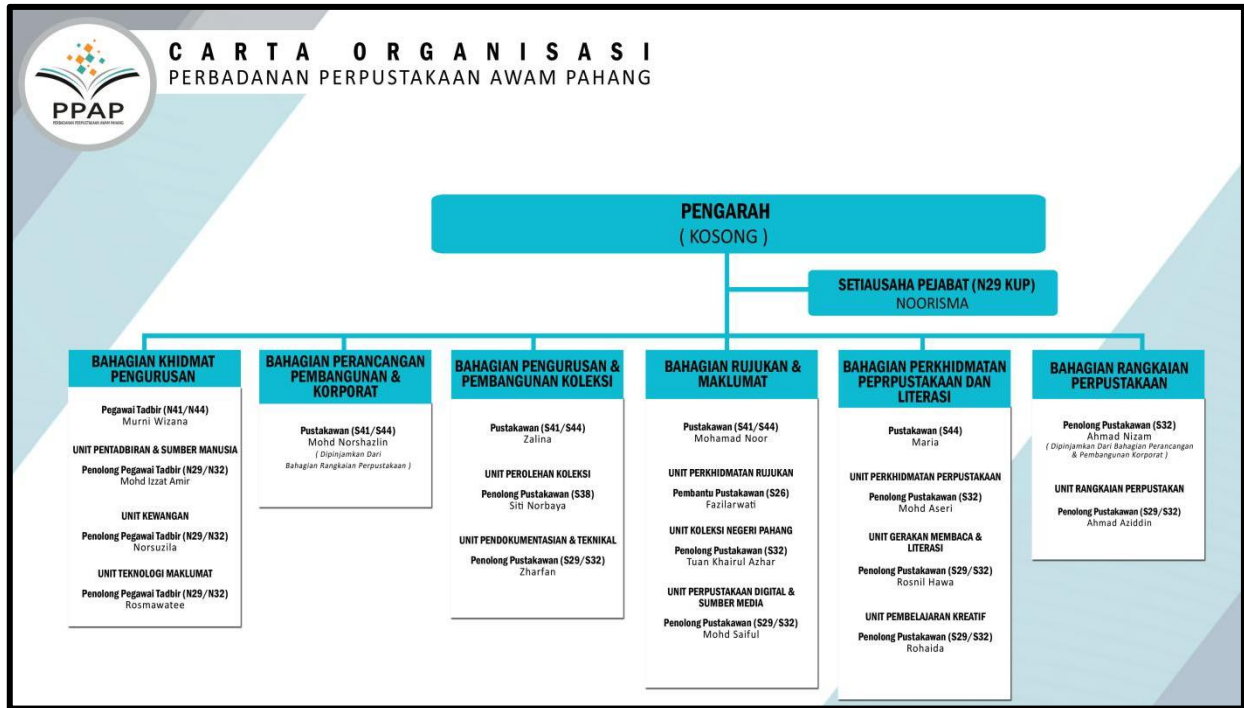


Figure 8: Organizational structure of PPAP

Figure 8 show the organizational structure for Perbadanan Perpustakaan Awam Pahang. There have 6 department which are Bahagian Khidmat Pengurusan, Bahagian Perancangan Pembangunan & Korporat, Bahagian Pengurusan & Pembangunan Koleksi, Bahagian Rujukan & Maklumat, Bahagian Perkhidmatan Perpustakaan dan Literasi and Bahagian Rangkaian Perpustakaan.

CHAPTER 2:

ORGANIZATION

INFORMATION

2.1 DEPARTMENTAL STRUCTURE

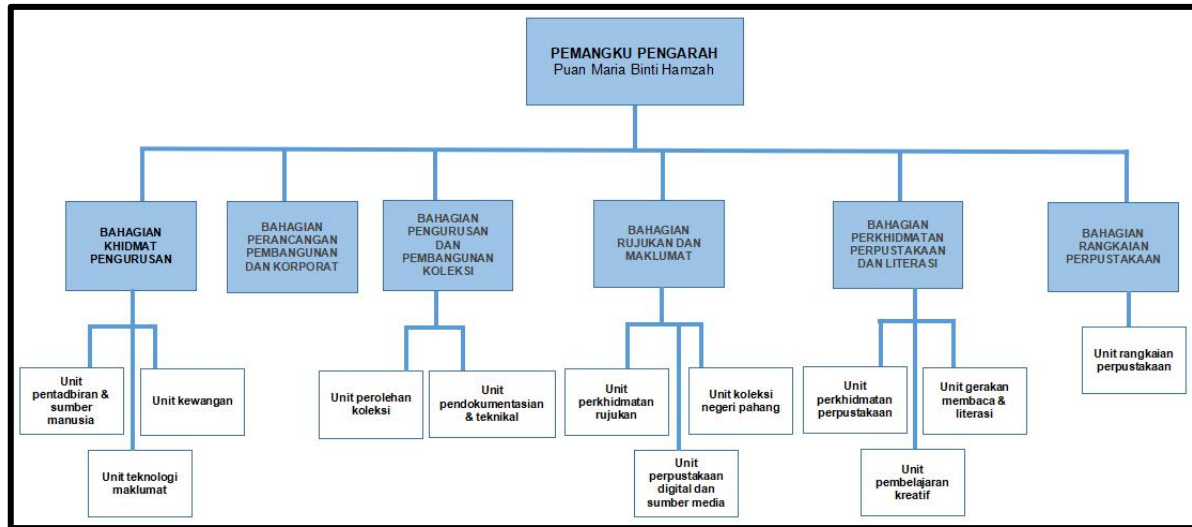


Figure 9: Departmental structure

2.2 DEPARTMENTAL FUNCTION

2.2.1 BAHAGIAN KHIDMAT PENGURUSAN

This department have three department which are Unit Pentadbiran & Sumber Manusia, Unit Kewangan and Unit Teknologi Maklumat. This department head by Puan Murni Wirzana Binti Abd. Ghani. The main objective of this department is:

- ❖ Serve fairly and transparently in administrative, financial and human resource development matters to support the main objectives of the department.

2.2.2 BAHAGIAN PERANCANGAN PEMBANGUNAN DAN KORPORAT

The head department of Bahagian Perancangan Pembangunan dan Korporat is under Encik Mohd Norshazlin bin Sa'adun Nazir. The objective of this unit is:

- ❖ To plan, manage and implement library development projects with the cooperation of the implementing department such as JKR, District Office and others so that the objectives of the department can be achieved.

2.2.3 BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI

This department have two units which are Unit Perolehan and Unit Pendokumentasian & Teknikal. This department head by Puan Zalina Binti Ahmad. The objective of this department is:

- ❖ To plan, manage and implement the procurement of quality library materials and meet the needs of users as well as manage the cataloging of materials in accordance with the guidelines used to achieve the objectives of the department.

2.2.4 BAHAGIAN RUJUKAN & MAKLUMAT

The head department of Bahagian Rujukan & Maklumat is Encik Mohd Noor. This department have three units which are Unit Perkhidmatan Rujukan under Encik Mohd Noor, Unit Koleksi Negeri Pahang under Encik Tuan Khairul and Unit Perpustakaan Digital dan Sumber Media under Encik Mohd Shaiful.

2.2.5 BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

The head department for Bahagian Perkhidmatan Perpustakaan dan Literasi is Puan Maria Binti Hamzah. There have three units under this department which are Unit Perkhidmatan Perpustakaan under Encik Mohd Aseri, Unit Gerakan Membaca & Literasi under Puan Maria and Unit Pembelajaran Kreatif under Puan Rohaida. The objective of this department is:

- ❖ Manage library services including circulation, reference, state collection and library encouragement services provided to library users in order to achieve the department's objectives

2.2.6 BAHAGIAN RANGKAIAN PERPUSTAKAAN

The head department for Bahagian Rangkaian Perpustakaan is Encik Ahmad Nizam bin Ismail. The objective for this department is:

- ❖ To manage district library services, branches, villages and mobile services through the concept of `central monitoring 'in ensuring that the department's objectives are achieved.

CHAPTER 3 :

INDUSTRIAL

TRAINING

ACTIVITIES

3. 1 TRAINING ACTIVITIES



Figure 10: Self report as an internship student.

On the 1 September 2021 Wednesday, a total of eight industrial trainees from Universiti Teknologi Mara (UiTM) Cawangan Negeri Sembilan, Kampus Rembau has chosen Perbadanan Perpustakaan Awam Pahang as our place for five months industrial training. On the day, Encik Mohd Norshazlin as the supervisor for student practical in PPAP welcome all of the trainees at Bilik Korporat on level 3.

Encik Mohd Norshazlin bin Sa'adun Nazir also briefing about Perbadanan Perpustakaan Awam Pahang (PPAP). In PPAP, there have 6 department and Encik Norshazlin provided schedule of student intern and scope work for each department. Table 5 shows the industrial trainee schedule for five months.

After the briefing, Encik Mohd Norshazlin took eight industrial trainees to library tour at PPAP and get ice breaking with Head divisions and all staff at PPAP. After the tour, the student also have been briefing about the live on the Facebook Rasmi Perbadanan Perpustakaan Awam Pahang. Then, the trainees join webinar at Facebook PPAP title, "Program Bual Bicara Bahaya Alam Sekitar : Lindungi Anak Kita". The live session give many benefits to others and the trainees also can share the live session as a support for Facebook PPAP.

DATE	DEPARTMENT/UNIT	OFFICER
1.09.2021 - 15.10.2021	BAHAGIAN RUJUKAN DAN MAKLUMAT	ENCIK MOHAMAD NOOR BIN ABD. RAHMAN
18.10.2021 - 19.11.2021	BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI	PUAN ZALINA BINTI AHMAD
22.11.2021 - 31.12.2021	BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI	PUAN MARIA BINTI HAMZAH
3.01.2022 - 7.01 & 31.01.2022	BAHAGIAN PERANCANGAN PEMBANGUNAN DAN KORPORAT	ENCIK MOHD NORSHAZLIN BIN SA'ADUN NAZIR
10.1.2022 - 14.01.2022	BAHAGIAN RANGKAIAN PERPUSTAKAAN	ENCIK AHMAD NIZAM BIN ISMAIL
17.01.2022 - 28.01.2022	BAHAGIAN KHIDMAT PENGURUSAN	PUAN MURNI WIZANA BINTI ABD. GHANI

Table 5: Industrial Trainee Schedule

3.1.1 BAHAGIAN RUJUKAN DAN MAKLUMAT

On 2 September 2021, I and Fatin Farhana my department mate has been placed at Bahagian Rujukan dan Maklumat. Encik Mohamad Noor as a head department explain that in Bahagian Rujukan dan Maklumat there have another unit such as unit Unit Koleksi Negeri Pahang dan Unit Perpustakaan Digital dan Sumber Media. In this department me and Fatin Farhana have been divided into two group with the schedule that have been prepared.

3.1.1.1 UNIT PERKHIDMATAN RUJUKAN

I have been placed at Unit Perkhidmatan Rujukan from 2 September 2021 until 17 September 2021. The Head department Encik Mohamad Noor bin Abdul Rahman briefing and give explanation about reference section and database in PPAP : U-Pustaka. In this department I have made a poster for U-Pustaka Online Database and I learn how to responded to the request of for students at SMK Lanchang and edit the template such as their id and password.



Figure 11: Poster 1



Figure 12: Poster 2



Figure 13: Poster 3

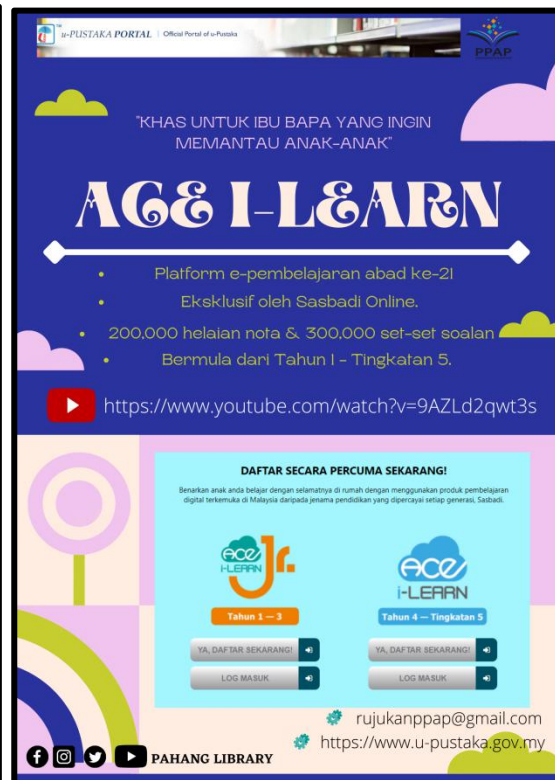


Figure 14: Poster 4



Figure 15: Poster 5



Figure 16: Poster 6



Figure 17: Poster 7

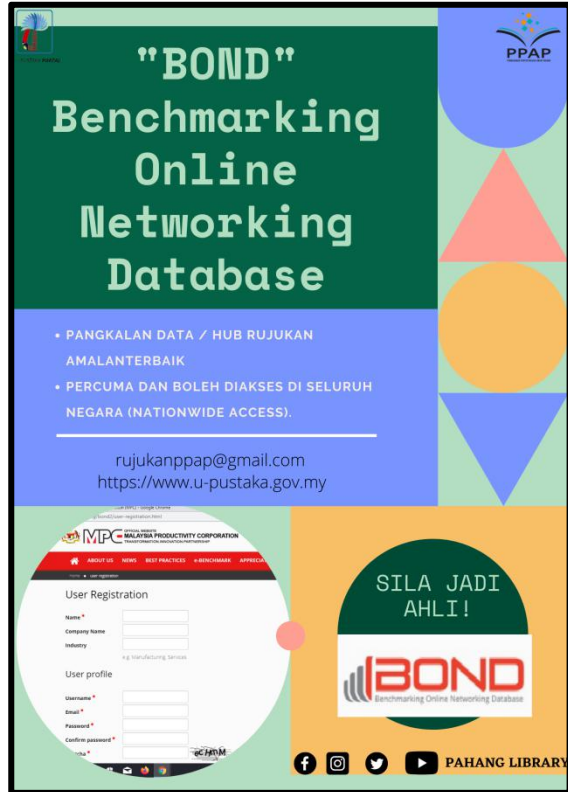


Figure 18: Poster 8



Figure 19: Poster 9



Figure 20: Poster 10



Figure 21: Poster 11

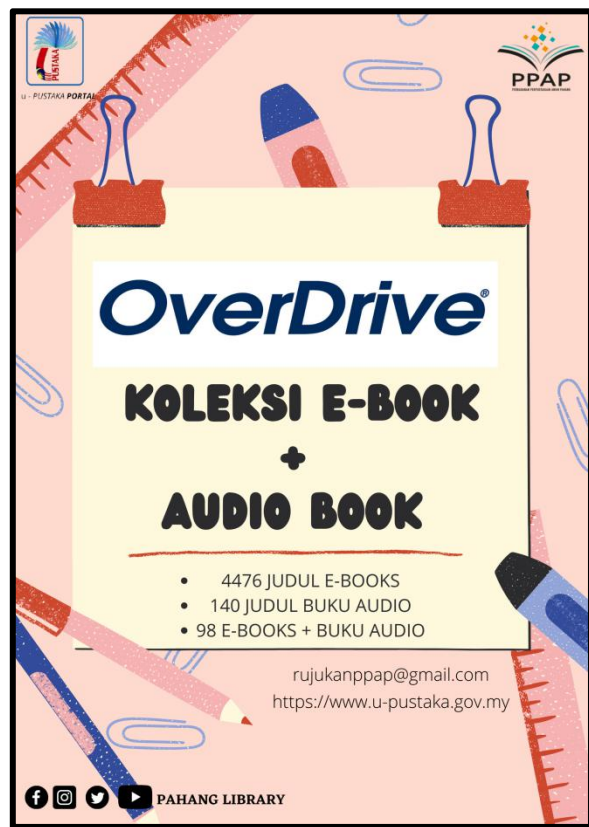


Figure 22: Poster 12



Figure 23: Poster 13

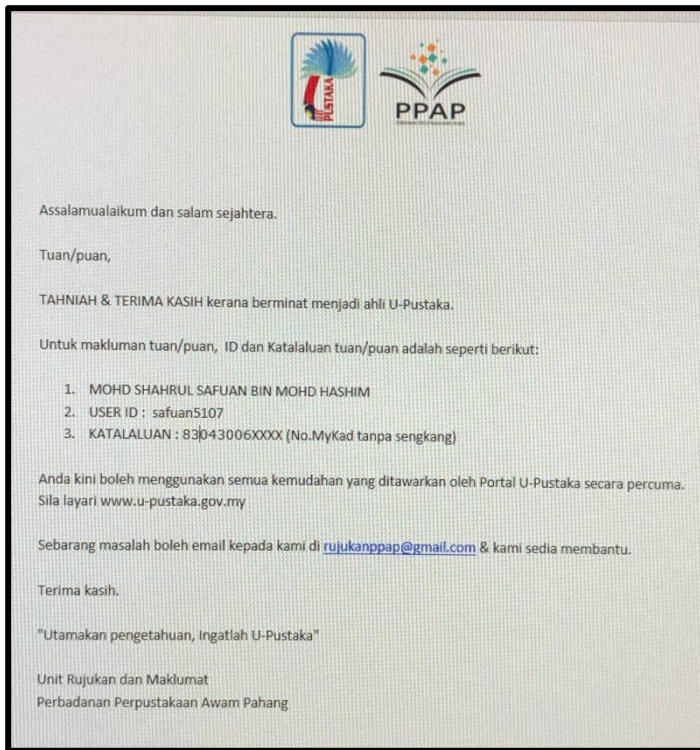


Figure 24: Example letter of U-Pustaka

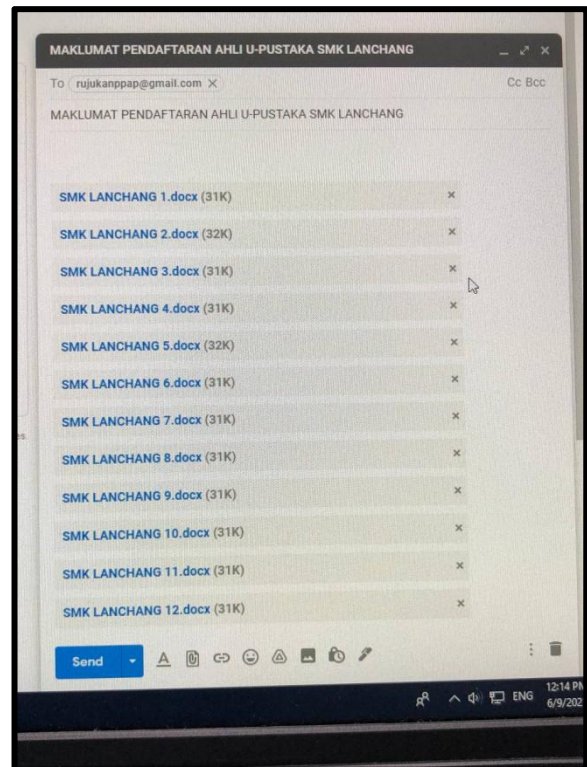


Figure 25: Email the soft copy

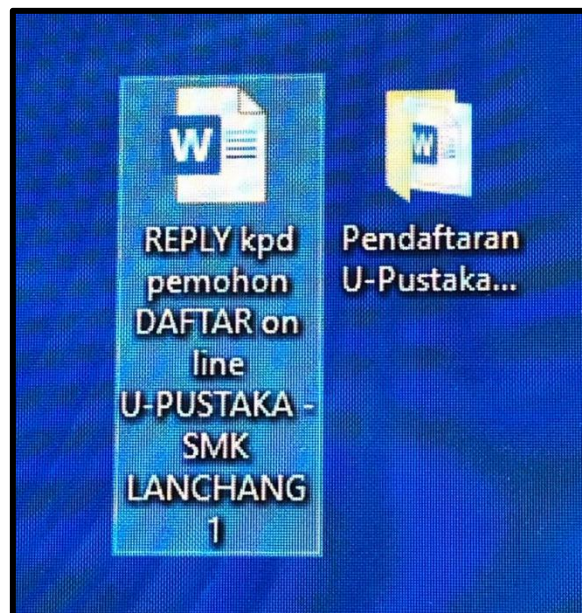


Figure 26: Example of template for U-Pustaka

3.1.1.2 UNIT KOLEKSI NEGERI PAHANG

I have been placed at this unit under Tuan Khairul from 21 September 2021 until 1 October 2021. In Unit Koleksi Negeri Pahang, I have learned to scan a book using the machine scan and the title book is "ASAL USUL NEGERI DI MALAYSIA"



Figure 27: Scanning book

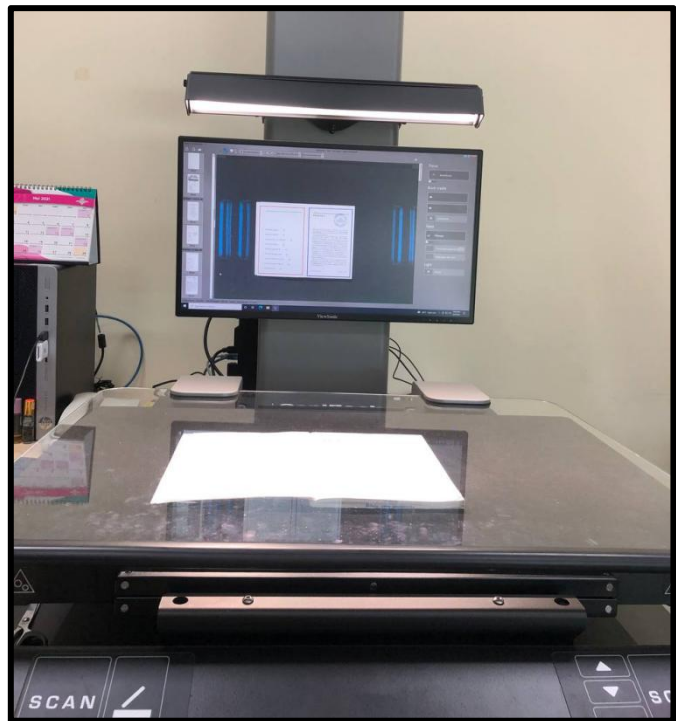


Figure 28: Scanning book

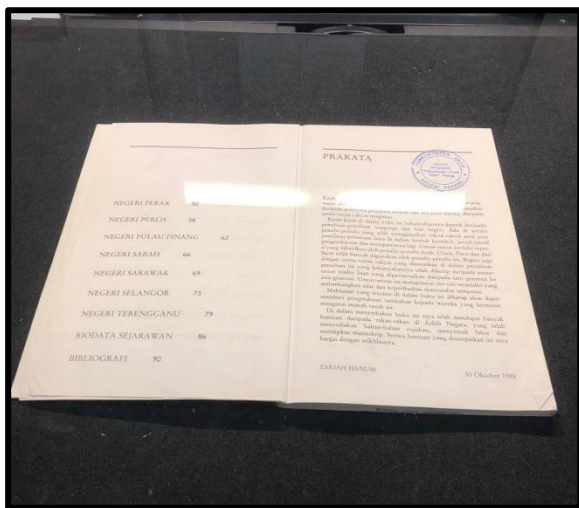


Figure 29: Scanning book

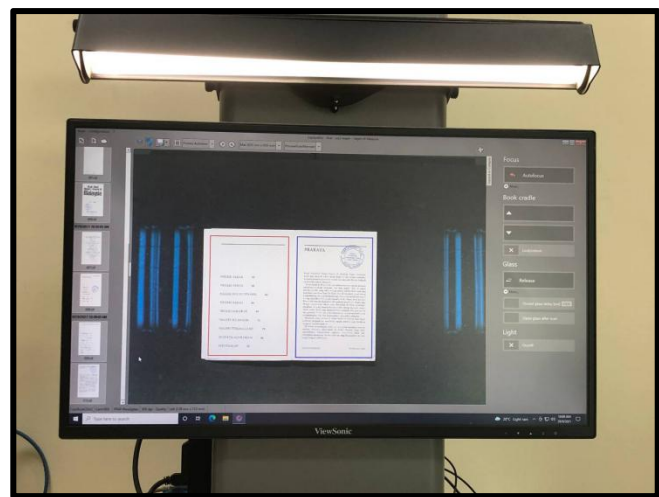


Figure 30: Scanning book

3.1.1.3 UNIT PERPUSTAKAAN DIGITAL DAN SUMBER MEDIA

In this unit, I have been placed under Encik Mohd Saiful from 4 October 2021 until 15 October 2021. In this department I have learn how to download a Video from Youtube and I also made a poster for book review.

Name	Date	Type	Size	Length
Just The Two Of ...	30/4/2021 11:41 AM	MP4 File	2,714 KB	00:02:42
Justin Bieber - Lo...	5/1/2020 4:01 AM	MP4 File	2,992 KB	00:04:16
Katie Sky - Mons...	31/12/2020 8:16 PM	MP4 File	6,795 KB	00:03:44
Killing Me Softly ...	14/10/2021 10:59 AM	MP4 File	3,797 KB	00:02:53
Leave The Door ...	21/3/2021 11:34 AM	MP4 File	7,094 KB	00:04:17
Lewis Capaldi - S...	15/3/2020 7:39 PM	MP4 File	5,547 KB	00:03:22
Lewis Capaldi - S...	15/3/2020 7:39 PM	MP4 File	5,547 KB	00:03:22
Lil Nas X - MON...	14/10/2021 10:53 AM	MP4 File	4,508 KB	00:02:30
Lil Nas X ft. Billy ...	7/12/2019 9:54 PM	MP4 File	4,508 KB	00:02:30
Love Is Gone - SL...	14/10/2021 10:14 AM	MP4 File	5,453 KB	00:02:53
Madison Beer - R...	13/10/2021 11:58 AM	MP4 File	3,996 KB	00:03:05
Måneskin - Begg...	14/10/2021 9:00 AM	MP4 File	5,091 KB	00:03:40
Maroon 5 - Suga...	23/10/2018 10:11 AM	MP4 File	6,020 KB	00:03:57
Matt Redman - L...	23/10/2018 10:11 AM	MP4 File	7,017 KB	00:04:16
Naomi Scott - Sp...	30/11/2019 6:51 PM	MP4 File	6,447 KB	00:04:33
New Hope Club...	11/8/2021 7:14 PM	MP4 File	5,886 KB	00:03:36
New Hope Club...	14/10/2021 10:52 AM	MP4 File	4,413 KB	00:03:43
Olivia Rodrigo ...	18/1/2020 11:37 PM	MP4 File	15,330 KB	00:03:29
Olivia Rodrigo ...	13/10/2021 12:12 PM	MP4 File	5,560 KB	00:03:13
Olivia Rodrigo ...	14/10/2021 10:31 AM	MP4 File	6,300 KB	00:03:58
Olivia Rodrigo ...	14/10/2021 10:31 AM	MP4 File	960 KB	00:04:16
One Direction - ...	26/9/2021 4:55 PM	MP4 File	4,833 KB	00:03:21
One Direction - ...	14/10/2021 10:03 AM	MP4 File	8,033 KB	00:04:05
One Direction - S...	27/10/2018 11:40 AM	MP4 File	6,844 KB	00:04:09
Pink Sweat\$ - At ...	22/10/2020 6:59 PM	MP4 File	15,733 KB	00:02:57
Pink Sweat\$ - At ...	13/10/2021 12:15 PM	MP4 File	5,258 KB	00:03:12
Pink Sweat\$ - At ...	23/11/2020 2:33 AM	MP4 File	7,222 KB	00:02:51
Ruth B - Dandel...	13/10/2021 12:07 PM	MP4 File	5,967 KB	00:04:09
Shallow - Lady G...	14/10/2021 9:56 AM	MP4 File	5,134 KB	00:03:42
Someone Like Yo...	26/3/2021 11:38 AM	MP4 File	7,408 KB	00:04:55
Talking To The ...	14/10/2021 9:08 AM	MP4 File	5,260 KB	00:03:48
Talking To The ...	14/10/2021 8:50 AM	MP4 File	5,260 KB	00:03:48
The Greatest Sho...	7/12/2019 9:13 PM	MP4 File	5,260 KB	00:03:48
The Kid LAROI & ...	14/10/2021 8:46 AM	MP4 File	6,051 KB	00:03:48
Tones And I - Dan...	28/11/2020 9:02 PM	MP4 File	4,354 KB	00:02:41
Weak - SWY La...	28/11/2020 9:02 PM	MP4 File	9,823 KB	00:03:41
Westlife - MY L...	4/7/2021 9:59 AM	MP4 File	3,894 KB	00:02:44
You Raise Me Up...	14/10/2021 9:25 AM	MP4 File	15,324 KB	00:04:05
Ysabelle - I Like Y...	14/10/2021 5:32 PM	MP4 File	19,320 KB	00:04:52
ZAYN, Zhavia W...	1/12/2019 5:37 PM	MP4 File	7,189 KB	00:03:42
ZAYN, Zhavia W...	1/12/2019 5:37 PM	MP4 File	752 KB	00:03:44

Figure 31: Video Karaoke in English

Name	Date	Type	Size	Length
JAGA-JAGA_Azz...	5/7/2020 6:19 PM	MP4 File	15,330 KB	00:03:31
KARAOKE - JANJ...	13/10/2021 10:33 AM	MP4 File	17,116 KB	00:04:17
KARAOKE - KEP...	18/7/2019 12:12 PM	MP4 File	8,736 KB	00:04:06
Karaoke_Khalifa...	18/12/2020 5:13 PM	MP4 File	16,719 KB	00:03:54
Karaoke Official ...	14/10/2021 12:28 PM	MP4 File	17,760 KB	00:03:47
Karaoke Official ...	14/10/2021 12:00 PM	MP4 File	16,112 KB	00:04:30
Karaoke Official ...	24/12/2020 5:10 PM	MP4 File	9,664 KB	00:04:16
Khai Bahar - #12...	3/3/2019 6:20 PM	MP4 File	11,123 KB	00:03:49
Khai Bahar - Ban...	31/8/2021 1:26 PM	MP4 File	12,079 KB	00:03:30
Khai Bahar - Bay...	17/7/2021 6:42 PM	MP4 File	6,517 KB	00:03:22
Khai Bahar - Durj...	29/8/2020 6:09 PM	MP4 File	4,517 KB	00:03:48
KHAH BAHAR - S...	14/10/2021 12:28 PM	MP4 File	1,952 KB	00:03:25
Kisah Cinta Kita ...	12/4/2019 5:47 PM	MP4 File	11,381 KB	00:04:21
Kucu Kucu - Lia ...	14/10/2021 11:28 AM	MP4 File	8,741 KB	00:03:20
LARA - Hael Hus...	12/11/2020 6:46 PM	MP4 File	8,741 KB	00:03:24
LULUH - Khai Ba...	24/10/2018 1:26 PM	MP4 File	8,741 KB	00:03:54
Luqman Faiz - B...	13/10/2021 10:43 AM	MP4 File	3,560 KB	00:03:44
MADAM - Luka (...	4/8/2020 11:39 PM	MP4 File	16,223 KB	00:03:33
Mahen - Pura Pu...	29/8/2020 10:25 PM	MP4 File	10,091 KB	00:04:07
NABILA feat. MK...	29/8/2020 9:06 AM	MP4 File	8,367 KB	00:05:36
Naim - Sembah (...	22/2/2020 2:04 AM	MP4 File	3,388 KB	00:03:53
Naim Daniel - Pu...	29/11/2020 8:52 PM	MP4 File	5,585 KB	00:03:26
Naim Daniel - Su...	10/5/2019 8:46 PM	MP4 File	8,003 KB	00:03:46
SAKIT - ACEHY (...	16/2/2020 3:13 PM	MP4 File	9,696 KB	00:03:45
Sarah Suhairi - M...	11/2/2021 7:19 PM	MP4 File	4,217 KB	00:04:03
Sarah Suhairi & ...	28/10/2020 5:39 PM	MP4 File	4,125 KB	00:03:51
Siti Nordiana & ...	17/7/2019 9:05 PM	MP4 File	14,639 KB	00:04:00
SITI NORDIANA ...	22/1/2021 10:20 PM	MP4 File	4,299 KB	00:04:07
Siti Nurhaliza An...	4/7/2021 3:33 PM	MP4 File	6,696 KB	00:03:22
Siti Sarah - Keset...	14/10/2021 11:29 AM	MP4 File	22,468 KB	00:04:26
Siti Sarah - Saat ...	15/8/2021 9:31 AM	MP4 File	17,426 KB	00:04:04
Stevan Pasaribu ...	14/10/2021 11:21 AM	MP4 File	15,096 KB	00:04:48
Sufian Suhairi ...	10/7/2021 3:56 PM	MP4 File	17,424 KB	00:04:08
Takhta Cinta Kar...	25/8/2020 11:57 PM	MP4 File	5,082 KB	00:04:01
Usop - Selamany...	14/10/2021 11:15 AM	MP4 File	7,762 KB	00:04:29
Virgoun - Bukti (...	31/12/2020 10:26 PM	MP4 File	13,085 KB	00:04:57
Wajah - Jacklyn ...	14/10/2021 11:56 AM	MP4 File	8,464 KB	00:04:23
Wary Hasrita - T...	10/7/2021 1:26 AM	MP4 File	4,118 KB	00:04:05
Yazid Izzaham - M...	14/10/2021 12:00 PM	MP4 File	18,638 KB	00:03:50

Figure 32: Video Karaoke in Malay

ULASAN BUKU

Tajuk Buku:
KAIN TENUN QASEH

RINGKASAN

Buku ini mengisahkan tentang dua orang sahabat karib sejak dari kecil iaitu Intan dan Qaseh.

Qaseh telah meninggal dunia ketika pulang dari tempat kerja kerana dilanggar oleh sebuah kenderaan.

Sikap Intan yang sering memandang rendah terhadap bakat sahabatnya dalam menghasilkan seni kain tenun Sarawak telah membuatkan dia menyesal setelah kehilangan Qaseh.

Pada suatu hari Limah emak kepada Qaseh yang sudah uzur ingin meneruskan hasil tangan Qaseh tetapi Intan mula merasa bersalah dan dia telah mengambil alih tugas Qaseh.

Kini Intan sebagai Pengerusi Pusat Tenun Qaseh dan akan meneruskan segala usaha sahabatnya.

PENULIS
Radzema Bolhassan

TAHUN TERBITAN
2014

DITERBITKAN OLEH:
Pelangi Novel Sdn. Bhd.

66
muka surat

ULASAN OLEH:
NUR ATHIRAH
BINTI MAD KASA

DIAPATKAN SEKARANG
DI APLIKASI:
Buffet

OOKBEE BUFFET
<https://www.u-pustaka.gov.my>
 App Store/Play Store
 PAHANG LIBRARY

Figure 33: Poster for book review

3.1.2 BAHAGIAN PEMBANGUNAN KOLEKSI

On 18 October 2021, I have changed my department to Bahagian Pembangunan Koleksi. On the day, me and Fatin Farhana have briefing with head of collection management and administration division Puan Zalina binti Ahmad. Puan Zalina explain there have 2 unit in this department.

3.1.2.1 UNIT PEROLEHAN

18 October 2021 until 29 October 2021 me and Fatin Farhana under Unit Perolehan. In this department I have learn how to attach the procurement numbers stickers on the books for rural library.

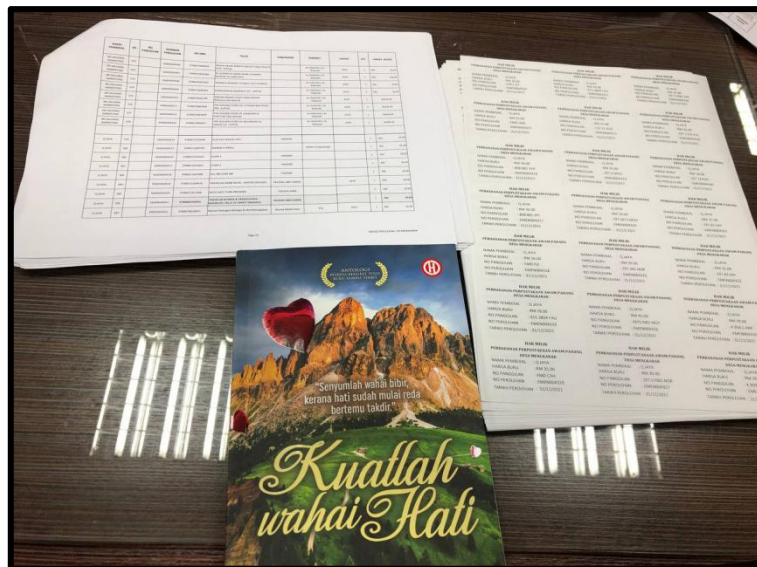


Figure 34: List of the book

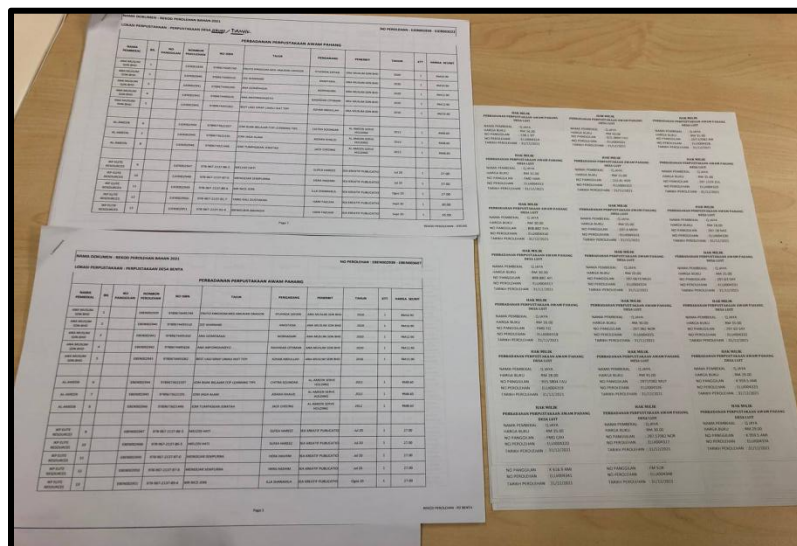


Figure 35: List of the book and sticker



Figure 36: The book with procurement number



Figure 37: The book with procurement number

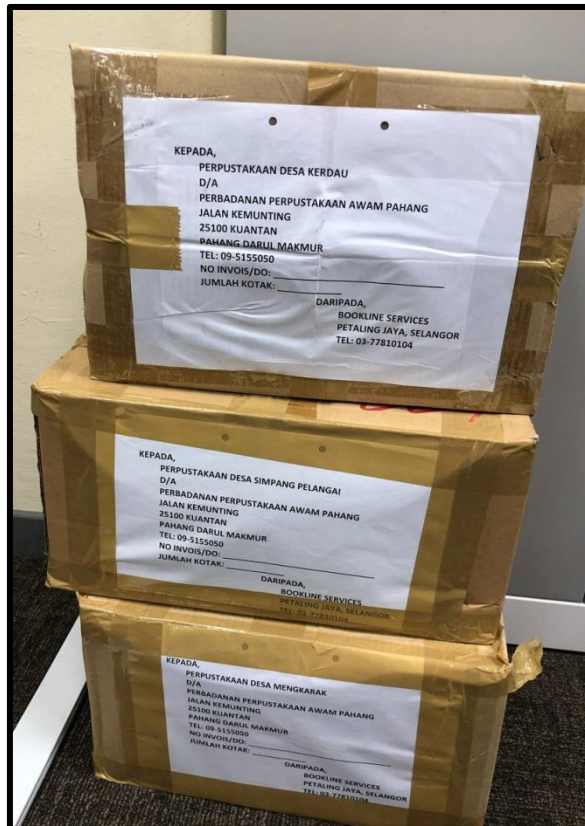


Figure 38: The box of book that need to stamp with sticker number



Figure 39: The box of book that need to stamp with sticker number

In every morning, me and Fatin Farhana go to the Bahagian Pinjaman Fiksyen and Bahagian Pinjaman Umum for arranged book at the shelf.



Figure 40: Arranged book at the shelf

Then, I get a task from Puan Zalina to go at Perpustakaan Digital dan Sumber Media for make a check up the list of DVD that available at the shelf.

SENARAI BD & DVD		LOKASI PEPRUSTAKAAN								
BIL. NUMBER	ORDER NUMBER	CODE	TAJUK	FORMAT	PEMBEKAL	TAHUN TERBIT	KTY	AGIHAN LOKAS		
								P	DH	CW
1		L-41-1	FINDING NEMO 3D (3D)	3D	ALLY DISTRIBUTIONS		1			
2		L-19-2	KUNGFU PANDA 2 3D (3D)	3D	ALLY DISTRIBUTIONS		1			
3		L-28-2	RIO 3D (3D)	3D	ALLY DISTRIBUTIONS		1			
4		L-43-2	CIRQUE DU SOLEIL WORLDS AWAY 3D (3D) COMBO	3D+BD	ALLY DISTRIBUTIONS		1			
5		N-1-1	THE HOBBIT TRILOGY (3D BD)	3D+BD	ALLY DISTRIBUTIONS		1			
6		ROOM 37	BUMBLEBEE-4K ULTRA BD	4K	ALLY DISTRIBUTIONS		1			
7		ROOM 39	ANT-MAN AND THE WASP (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
8		ROOM 42	BOHEMIAN Rhapsody (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
9		ROOM 35	DESPECABLE ME 3 (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
10		ROOM 44	OCEAN EIGHT (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
11		ROOM 34	PREDATOR, THE (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
12		ROOM 41	ROBIN HOOD (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
13		ROOM 39	THE MEG (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
14		ROOM 32	TRANSFORMERS: REVENGE OF THE FALLEN (4K UHD+BD)	4K+BD	ALLY DISTRIBUTIONS		1			
15		ROOM 18	A STAR IS BORN (BD)	BD	ALLY DISTRIBUTIONS		1			
16		L-1-2	ACTION POINT (BD)	BD	ALLY DISTRIBUTIONS		1			
17		AB-3-4	BACKDRAFT 2: FIRE CHASER	BD	ALLY DISTRIBUTIONS		1			
18		AB-3-4	BAD TIMES AT THE EL ROVALE (BD)	BD	ALLY DISTRIBUTIONS		1			
19		AB-3-2	BOHEMIAN Rhapsody (BD)	BD	ALLY DISTRIBUTIONS		1			
20		AB-3-1	BREAKTHROUGH (BD)	BD	ALLY DISTRIBUTIONS		1			
21		AB-3-2	CRAZY RICH ASIAN (BD)	BD	ALLY DISTRIBUTIONS		1			
24		AB-4-2	DUMBO (BD)	BD	ALLY DISTRIBUTIONS		1			
25		AB-3-3	FAST & FURIOUS 8 (BD)	BD	ALLY DISTRIBUTIONS		1			
41		AB-3-4	SPIDER-MAN FAR FROM HOME	BD	ALLY DISTRIBUTIONS		1			
41		ROOM 4	THE ANGRY BIRD MOVIE 2	BD	ALLY DISTRIBUTIONS		1			
47		L-34-2	THOUSAND WORDS (3A) (BD)	BD	ALLY DISTRIBUTIONS		1			
48		AB-10-3	THANIC 2 (DISC) (BD)	BD	ALLY DISTRIBUTIONS		1			
49		ROOM 29	TOY STORY 4 (BD)	BD	ALLY DISTRIBUTIONS		1			
50		AB-3-1	X-MEN: FIRST CLASS (BD)	BD	ALLY DISTRIBUTIONS		1			
51		AB-10-3	X-MEN: DAYS OF FUTURE PAST (BD)	BD	ALLY DISTRIBUTIONS		1			
70		X-9-4	4800 SEASON 2	DVD	ALLY DISTRIBUTIONS		1			
282		G-10-4	DESPECABLE ME 3 (DVD)	DVD	ALLY DISTRIBUTIONS		1			
373		NR-22	GAME OF THRONES SEASON 8 (DVD)	DVD	ALLY DISTRIBUTIONS		1			
643		M-5-4	PERSON OF INTEREST : THE COMPLETE THIRD SEASON	DVD	ALLY DISTRIBUTIONS		1			
644		A-26-1	PETER PAN DIAMOND EDITION	DVD	ALLY DISTRIBUTIONS		1			
645		A-26-2	PETER PAN RETURN TO NEVERLAND	DVD	ALLY DISTRIBUTIONS		1			
651		B-8-1	PIRATES OF THE CARIBBEAN 5: SALAZAR'S REVENGE (DVD)	DVD	ALLY DISTRIBUTIONS		1			
783		M-9-1	THE CLOSER : THE COMPLETE SEVENTH AND FINAL SEASON (DVD)	DVD	ALLY DISTRIBUTIONS		1			
784		M-9-1	THE CLOSER : THE COMPLETE SIXTH SEASON (DVD)	DVD	ALLY DISTRIBUTIONS		1			
806		B-10-3	THE GOOD DINOSAUR (DVD)	DVD	ALLY DISTRIBUTIONS		1			
882		C-31-3	TOOTH FAIRY	DVD	ALLY DISTRIBUTIONS		1			
883		C-34-1	TOOTH FAIRY 2 (DVD)	DVD	ALLY DISTRIBUTIONS		1			
949		AA-10-1	VIKINGS S1 (DVD)	DVD	ALLY DISTRIBUTIONS		1			
983		C-18-4	X-MEN (VERSION 1.5)	DVD	ALLY DISTRIBUTIONS		1			
984		C-20-5	X-MEN 2 (SE)	DVD	ALLY DISTRIBUTIONS		1			
985		C-19-5	X-MEN 3 : THE LAST STAND	DVD	ALLY DISTRIBUTIONS		1			

Figure 41: The list name of CD/DVD



Figure 42: The CD/DVD in Pusat Digital dan Sumber Media



Figure 43: The CD/DVD in Pusat Digital dan Sumber Media

3.1.2.2 UNIT PENDOKUMENTASIAN & TEKNIKAL

1 November 2021 until 19 November 2021 I have been placed at Unit Pendokumentasian & Teknikal under Encik Zharfan. In this unit I learn how to attach a call number sticker at the book spine and need to stamp the book by using library stamp. Then, attach sticker code such as colour orange and green based on the type of book and attach the RFID to the books.

BAHAGIAN KANAK-KANAK				
1	Pinjaman	Umum	-	
		000 - 999		
		Fiksyen Melayu	FM	
		Fiksyen Inggeris	FI	
		Fiksyen Jawi	FJ	
		Fiksyen Arab	FA	
		Fiksyen Tamil	FT	
		Fiksyen Cina <i>Koleksi Cina</i>	FC	
2	Rujukan Kanak-kanak	000 - 999	RK	
		Pra Sekolah	PS	
3	Mainan kanak-kanak Games/toys ..etc	000 - 999	MK	

Figure 44: Info about the colour stamp



Figure 45: The book with sticker code

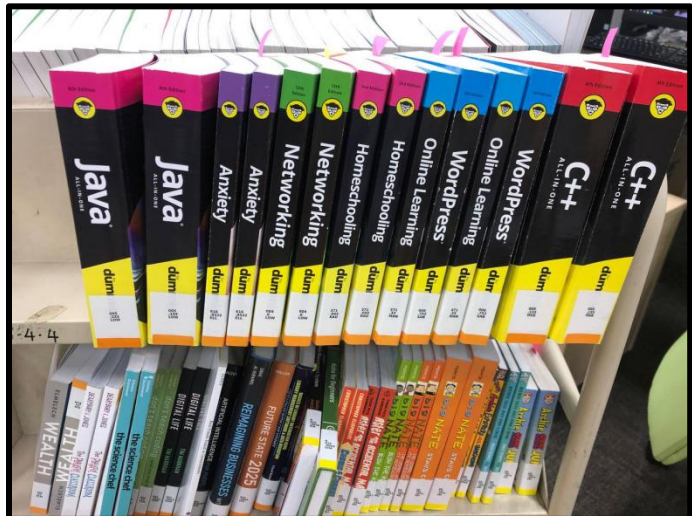


Figure 46: The book with sticker code



Figure 47: Book with the stamp of PPAP

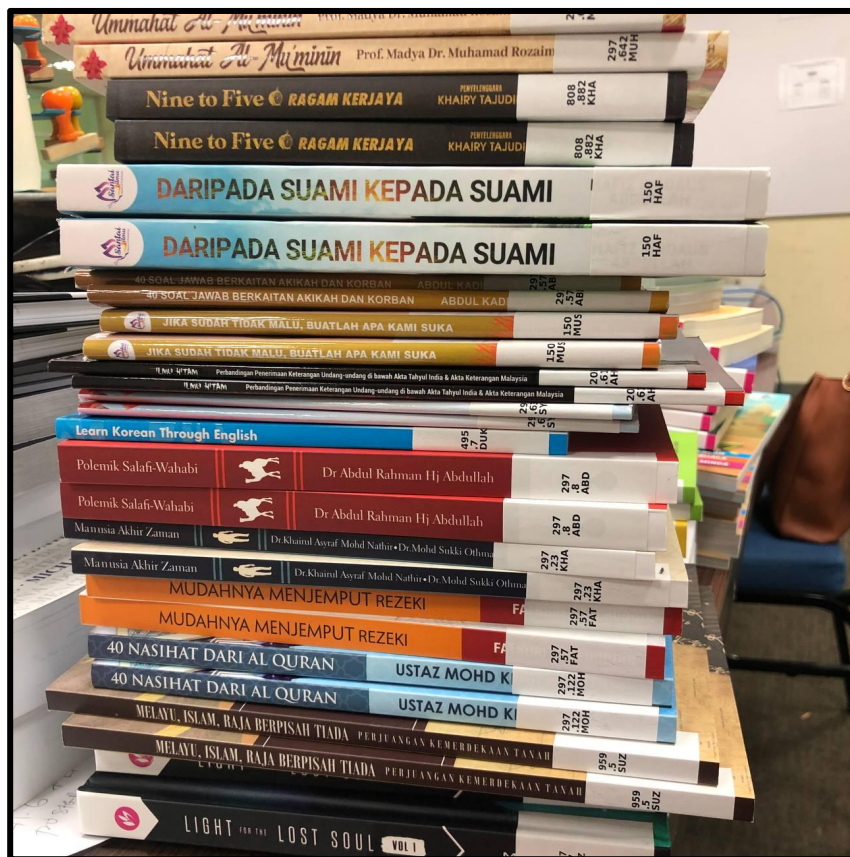


Figure 48: The book with sticker code

Then I also learn to scan bar code book by using the machine scan to identify the book. After that, put the book at the WISERF machine to make sure the tagging OK or TAGGNG FAILED. The WISERF machine also function for make sure whether the RFID valid or not.

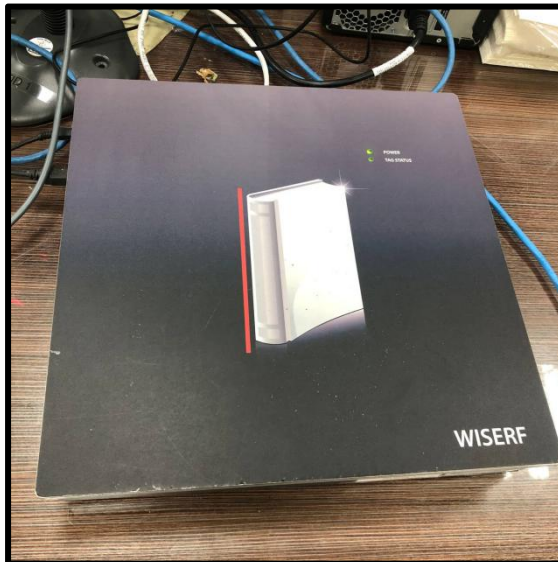


Figure 49: Wiserf machine



Figure 50: Scan machine

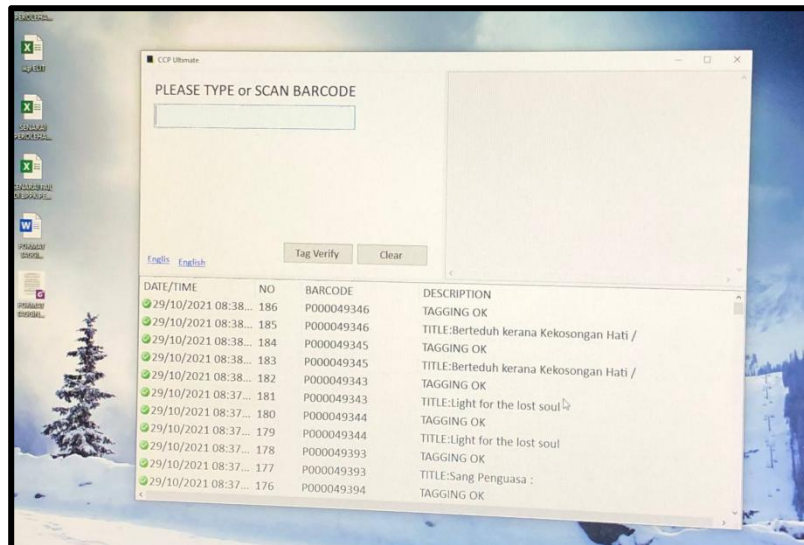


Figure 51: Software to check the tagging RFID

In this unit pendokumentasian & teknikal, I also learn to edit item using the KOHA system and catalog new book with Encik Zharfan.

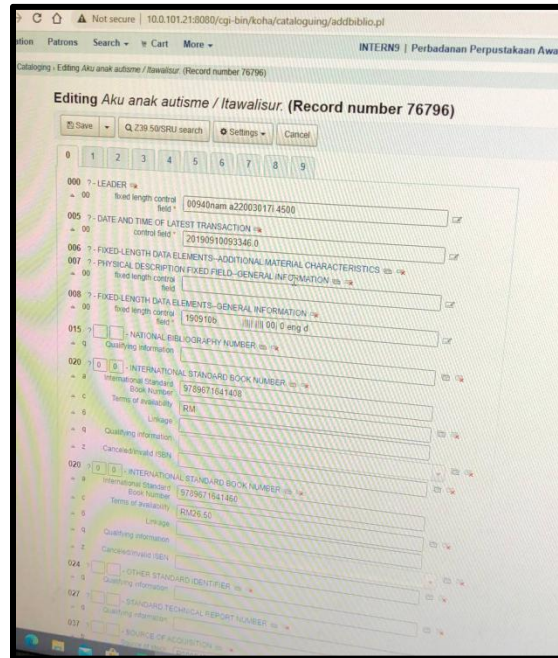


Figure 52: Edit item using KOHA system

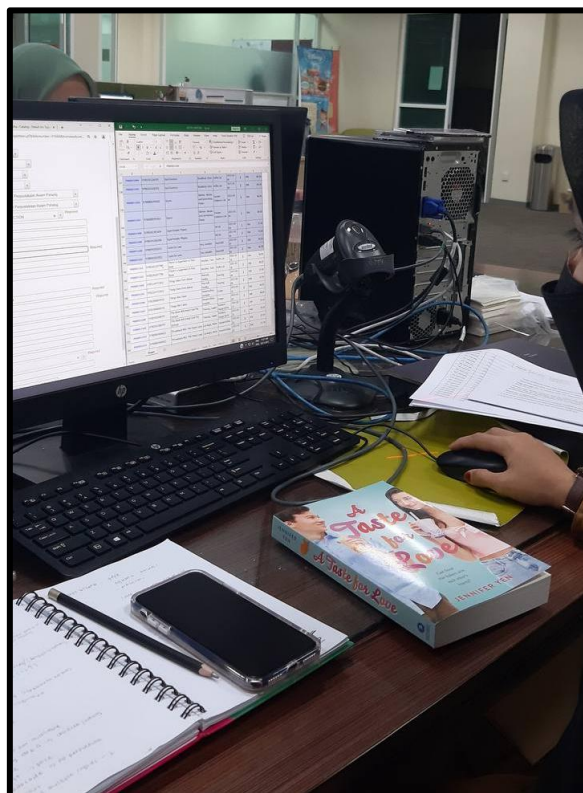


Figure 53: Learning to catalog new book using KOHA

3.1.3 BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

My second department unit is at Bahagian Perkhidmatan Perpustakaan dan Literasi. Puan Maria Binti Hamzah as a head department. Puan Maria explain there three unit under this department which is Unit Perkhidmatan Perpustakaan, Unit Gerakan Membaca & Literasi and Unit Pembelajaran Kreatif.

3.1.3.1 UNIT PEMBELAJARAN KREATIF

I have been placed under this unit from 22 November 2021 until 3 Disember 2021. This unit is under Puan Rohaida. In this unit I have made a poster for Children's Day. In this department



Figure 54: Poster for “ Seni Kreatif Membuat Beg Kertas”



Figure 55: Poster for "Kuiz Ict"



Figure 56: Poster for "Pertandingan Melukis Poster Kenali Cakerawala"

On 27 Disember 2021, all the trainees go to Perkarangan Sungai Lembing for Program Pameran Seabad El-Dorado Timur dalam Kenangan. In this program me and Alia Affina as the emcee for Science Hero and Puppet Shows. The trainees also involved in exercise activity such as lead the children to dance. There have 3 dances : Fly, Gemuruh and A Ram Sam Sam



Figure 57: Emcee for Program at Sungai Lembing



Figure 58: Emcee for Science Heroes



Figure 59: Emcee for Puppet Shows



Figure 60: Dance with the children's

On 29 November 2021, the trainees have a meeting with Encik Tuan Khairul about video corporate and on 1 December 2021 we start recorded video tour corporate with Encik Tuan Khairul and Encik Mustakim.



Figure 61: Meeting with Encik Tuan Khairul



Figure 62: Record video tour corporate

3.1.3.2 UNIT PERKHIDMATAN PERPUSTAKAAN

In have been placed at this unit from 6 December 2021 until 17 December 2021 under Encik Mohd Aseri. In this unit I have briefing with Encik Mohd Aseri about Unit Perkhidmatan Perpustakaan that have two department such as Bahagian Pinjaman Fiksyen and Bahagian Pinjaman Umum. In this department Encik Aseri have give a task for me to assign at the counter. Then, Encik Aseri also bring me to the Book Drop room at the ground floor and explain how the book drop room function. In that room, there have books that have been returned from users using the Machine Book Drop.



Figure 63: Machine Book Drop

On 13 December 2021 until 17 December 2021, me, Nur Syuhada and Wan Afiqah Fatimah Has been choose as a committee member for Program Kem Saintis Muda Peringkat Negeri Pahang 2021 from 8.00 a.m. until 5.00 p.m. at Makmal ICT level 1. In this program there have 5 student involved from different school at Kuantan. They have do many experiment and all the item for the experimental have been provided.



Figure 64: Kem Saintis Muda



Figure 65: Student at Kem Saintis Muda



Figure 66: Student do the experimental



Figure 67: Help the student to do the experimental

On 16 December until 17 December me, and Fatin Farhana has been choose as a committee member for Program Pameran Perpustakaan Bersempena Majlis Khatan Perdana 2021 at Perpustakaan Desa Bandar Tun Razak.



Figure 68: Picture with staff and Puan Maria



Figure 69: Pameran Perpustakaan Bersempena Majlis Khatan Perdana



Figure 70: Majlis Berkhatan

3.1.3.3 UNIT GERAKAN MEMBACA & LITERASI

After that, I have been placed at this unit from 20 December 2021 until 31 December 2021. This unit is under Puan Rosnil Hawa. At this unit I have learn how to make a minute file about “Kewangan”. At this department I also have packing a goodies for give a donation at Pusat Pemindahan Banjir at Dewan Paya Besar Kuantan for CSR especially for children of flood victims with Puan Maria and staff at PPAP.

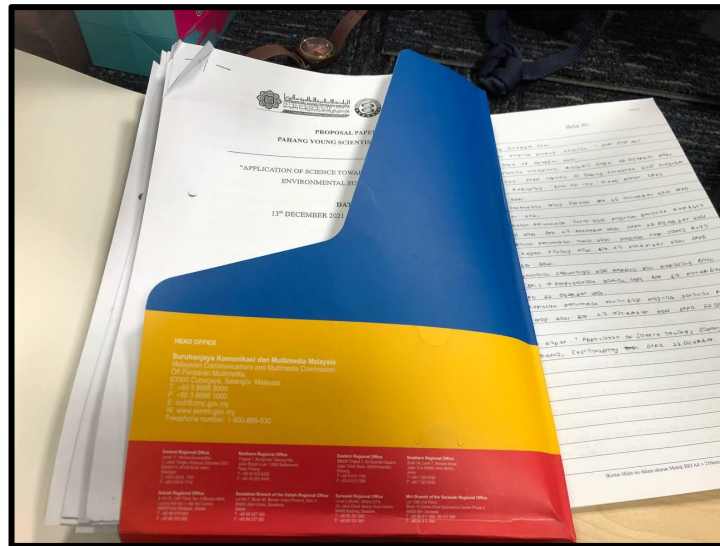


Figure 71: File minutes of “Kewangan”



Figure 72: Packing Goodies



Figure 73: The children's with the goodies



Figure 74: Puan Maria have been interview with the reporter.

3.1.4 BAHAGIAN PERANCANGAN PEMBANGUNAN DAN KORPORAT

After that, my next department is at Bahagian Perancangan Pembangunan dan Korporat. In this unit the head department is Encik Mohd Norshazlin and I have briefing with Encik Mohd Norshazlin about Bahagian Korporat. In this unit I have learn how to do the statistic “Statistik Perpustakaan Desa Tahun 2021”. In this unit, I also have assigned at counter at the lobby to tick the attendance of the users at the library.

STATISTIK PERPUSTAKAAN DESA																					
PERPUSTAKAAN AWAM NEGERI PAHANG																					
TAHUN 2021																					
BIL	NAMA PERPUSTAKAAN DESA	LOKASI DEWAN UNDANGAN NEGERI	LOKASI PARLIMEN	KEAHLIAN			KUMULATIF KEAHLIAN			PENGUNJUNG			PENGUNJUNG			PEMINJAMAN KOLESJI			BAHAN DIPINJAM		
				KAMUKAUN	DEWASA	JURUAM	KAMUKAUN	DEWASA	JURUAM	KAMUKAUN	DEWASA	JURUAM	KAMUKAUN	DEWASA	JURUAM	KAMUKAUN	DEWASA	JURUAM	BAJU	LAIN-LAIN	JUMLAH
1	PD LEPAN HILIR	LEPAR	PAYA BESAR				2084	2165	4249												
2	PD BALOK	BESRAH	PAYA BESAR				2063	1127	3190												
3	PD KG SERI MAHOOTA	LEPAR	PAYA BESAR				1195	1895	3090												
4	PD SG LEMBING	SUNGAU LEMBING	PAYA BESAR				914	1683	2597												
5	PD JENDERAM LOOP	KERDIAU	KUALA KRAU				796	931	1727												
6	PD KERDAU	KERDAU	KUALA KRAU				662	964	1627												
7	PD SANGGANG	MENTAKAB	TEMELIH				617	1099	1716												
8	PD PULAU TAMBAR	PULAU TAMBAR	JERANTUT				690	1423	2103												
9	PD DAMAK	DAMAK	JERANTUT				611	1286	1877												
10	PD PERAKU JAYA	PERAKU	PERAKU				1845	1662	3507												
11	PD PALOH HINAI	CHINI	PERAKU				1004	927	1931												
12	PD JAMBU RIAS	SABU	BENTONG				1246	1707	2953												
13	PD JANDA BAKI	KITARI	BENTONG				991	1241	2232												

Figure 75: Statistik Perpustakaan Desa Tahun 2021

STATISTIK PENGUNJUNG KE PERPUSTAKAAN																	
TARIKH: 07/01/2022																	
HARI: Jumaat																	
MASA	BANGSA												JUMLAH				
	MELAYU				CINA				INDIA					LAIN-LAIN			
	L	P	L	P	L	P	L	P	L	P	L	P		LELAKI	PEREMPUAN	JUMLAH KESELURUHAN	
9.00	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	8	33	41
10.30	2	5	7	25	1	1									7	12	19
10.30	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps			
12.00	5	2	2	10													
2.30	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps	kk	ps			
4.00																	

Figure 76: Attendance users

3.1.5 BAHAGIAN RANGKAIAN PERPUSTAKAAN

Then, I have been placed at Bahagian Rangkaian Perpustakaan under Encik Ahmad Nizam. When I was at this department me and Fatin Farhana have been choose to go to Perpustakaan Awam Daerah Pekan for TASK FORCE KOHA Bagi Modul katalog. In Task Force Koha, I have learn to key in the data from 8 a.m. We go to Perpustakaan Daerah Pekan for five days from 10 January 2022 until 14 January 2022.



Figure 77: Perpustakaan Awam Daerah Pekan



Figure 78: Key in the data



Figure 79: Key in the data



Figure 80: Last day at Perpustakaan Awam Daerah Pekan

3.1.6 BAHAGIAN KHIDMAT PENGURUSAN

This is my last department at Bahagian Khidmat Pengurusan. In this department I have been placed from 17 January 2022 until 28 January 2022. The head department is Puan Murni Wizana. Puan Murni have explained about this department. In this department there have 3 units which are Unit Pentadbiran & Sumber Manusia, Unit Kewangan and Unit Teknologi Maklumat. In this department I have learn how to write the attendance staff at PPAP for programme Motivasi Tinggi Mengatasi Sikap “Bangau Oh Bangau” in the “Buku Log Latihan” to make sure the staff attendance has been recorded in the book. Then, I also have assigned at the counter to tick the attendance for staff at PPAP for programme Motivasi Tinggi Mengatasi Sikap “Bangau Oh Bangau”. I also have make a “Borang Soal Selidik Kajian Penilaian Keberkesanan Kursus” and write a report for programme Motivasi Tinggi Mengatasi Sikap “Bangau Oh Bangau”.

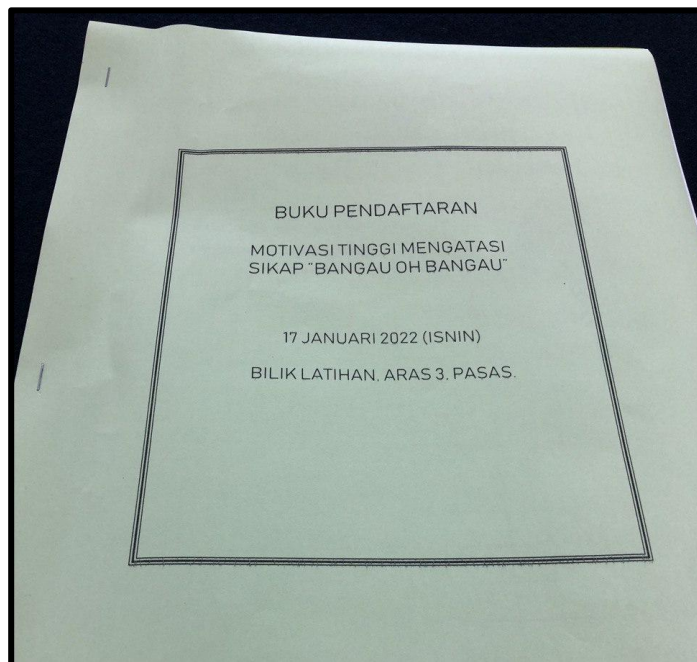


Figure 81: Book for attendance staff



Figure 82: Assigned at the registration counter

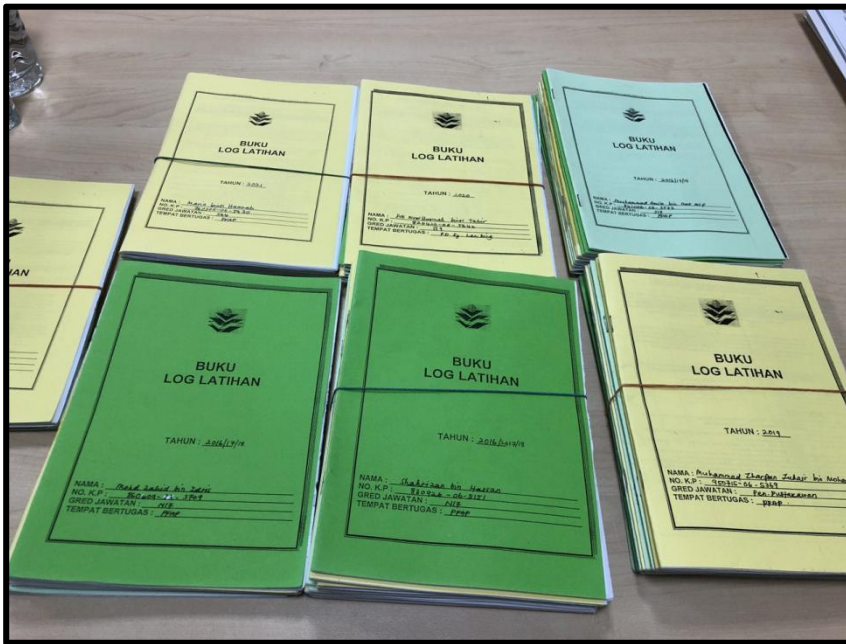



Figure 83: Log Book staff at PPAP

I also have learned how to make a feedback form and made a report for Motivasi Tinggi Mengatasi Sikap “Bangau oh Bangau”.


**BORANG SOAL SELIDIK KAJIAN
PENILAIAN KEBERKESANAN KURSUS**

PEGAWAI YANG MENGHADIRI KURSUS

Kajian ini dilaksanakan oleh **Perbadanan Perpustakaan Awam Pahang (PPAP)** bagi semua pegawai yang telah menghadiri kursus dalam dan luar Negara.

Perbadanan Perpustakaan Awam Pahang menggunakan dua set Borang Soal Selidik iaitu:

- i) **Borang Soal Selidik BAHAGIAN (A) yang diisi oleh pegawai yang menghadiri kursus**
- ii) **Borang Soal Selidik BAHAGIAN (B) yang diisi oleh Ketua Jabatan/Penyelia**

Borang Soal Selidik ini menggunakan penilaian **Model Kirkpatrick** yang menggunakan empat tahap penilaian berikut:

- **Tahap 1: Reaksi Pegawai Terhadap Kursus**
- **Tahap 2: Pembelajaran**
- **Tahap 3: Tingkah Laku**
- **Tahap 4 : Keberhasilan**

Maklum balas ini akan dapat membantu Perbadanan Perpustakaan Awam Pahang untuk menilai keberkesanan latihan dan membuat perancangan yang lebih komprehensif.

Nota:

Figure 84: Feedback form

PEGAWAI YANG MENGHADIRI KURSUS

BAHAGIAN A : MAKLUMAT DIRI

Nama Pegawai : _____

No.Kad Pengenalan : _____

Jawatan : _____ Gred : _____

Jabatan / Bahagian : _____

E-mail : _____ : No. Telefon (P) _____

Nama Kursus / Bengkel yang dihadiri : _____

Penganjur : _____

Tempoh Kursus : Dari : _____ Hingga _____

Tempat Kursus : _____

Jenis Kursus : Dalam Negara Luar Negara

Kategori Kursus : Generik * Functional**

Figure 85: Feedback form

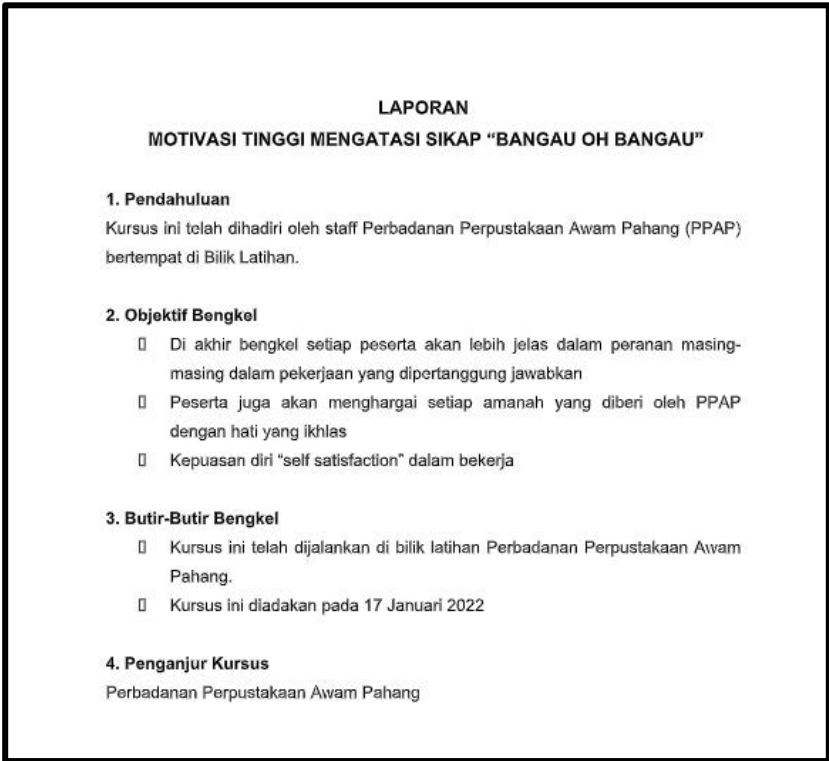


Figure 86: Report for Motivasi Tinggi Mengatasi Sikap “Bangau oh Bangau”.

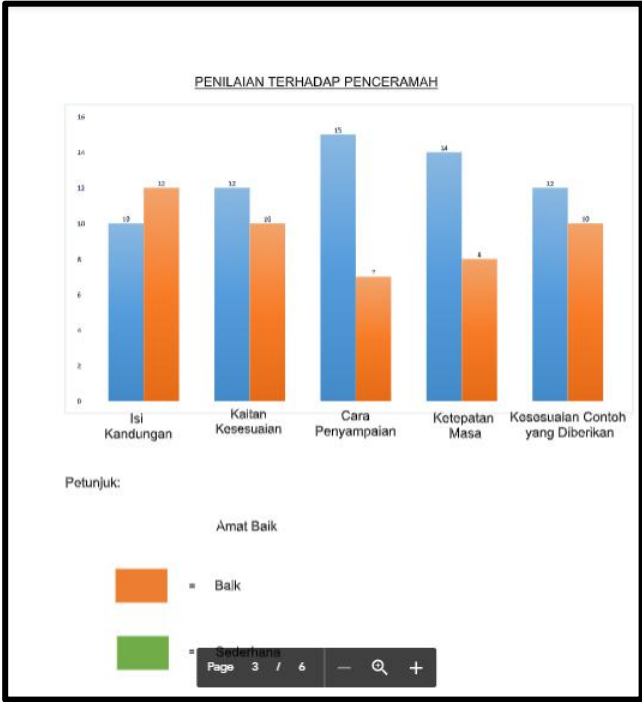


Figure 87: Report for Motivasi Tinggi Mengatasi Sikap “Bangau oh Bangau”.

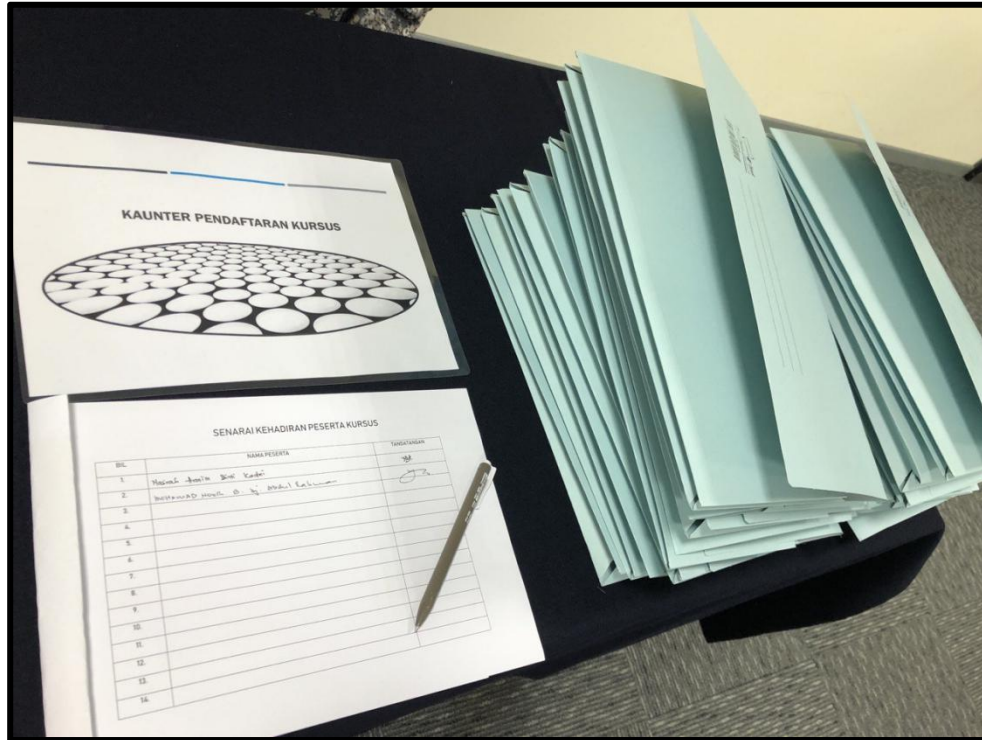


Figure 88: Assigned at the registration counter for Kursus Perolehan dan Sebut Harga

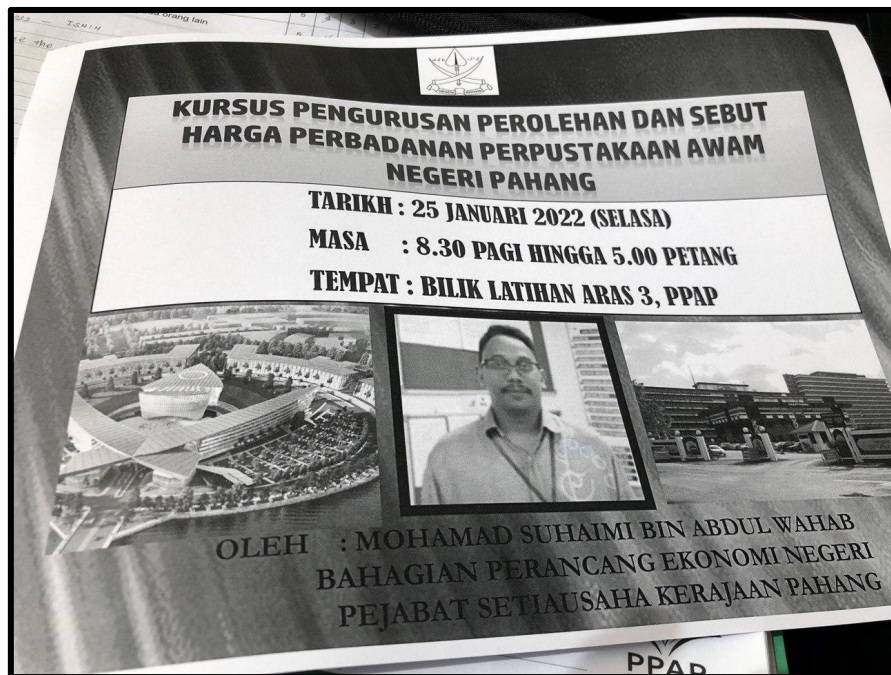


Figure 89: Secretariat of the Kursus Perolehan dan Sebut Harga

On 29 January 2022 the trainee having a dinner at Mana-Mana Cafe with staff Perbadanan Perpustakaan Awam Pahang for farewell ceremony for industrial training students. On 31 January 2022 was the last day we as a internship student at Perbadanan Perpustakaan Awam Pahang.



Figure 90: Farewell Dinner



Figure 91: Last day at PPAP

3.2 SPECIAL PROJECT

Each and every student is required to conduct at least one special project during their industrial training. Since the trainee having the industrial training during the COVID-19, the trainee decide to make the special project about the industrial training. The trainee are decide to make about talk show program. Before the talk have been approved the trainee should find the suitable tittle and need to been approved first with Puan Maria Binti Hamzah. As mentioned earlier, the trainee choose to make a talk show tittle, Program Bicara Santai: Latihan Industri Isu dan Cabaran Sebelum dan Semasa Pandemik. This special project are focus to the University students, lecturers and teenagers.

The initiative in making this program a success is expected to open the eyes of other students on current issues as a result of before and after the COVID-19 pandemic in industrial training. In addition, it can also give awareness to students who will undergo industrial training to prepare and follow the way of working in the new norms. This is because, in times of pandemic some places will use online platforms to carry out daily tasks. Through this program, it can provide exposure to students in facing a challenging world because industrial training is conducted in times of pandemic and will explain various methods to ensure students undergo industrial training safely in accordance with the suitability and Standard Operating Procedures (SOP) set by cooperation and organization in order to curb the spread and infection of COVID-19. The objective of this special project is to increase the knowledge of students undergoing industrial training, especially at the Perbadanan Perpustakaan Awam Pahang, provide early exposure to work ethic in the new norms to students who will undergo industrial training in the library and to produce students who are highly knowledgeable, competitive, and skilled throughout their industrial training.

3.2.1 BEFORE EVENTS

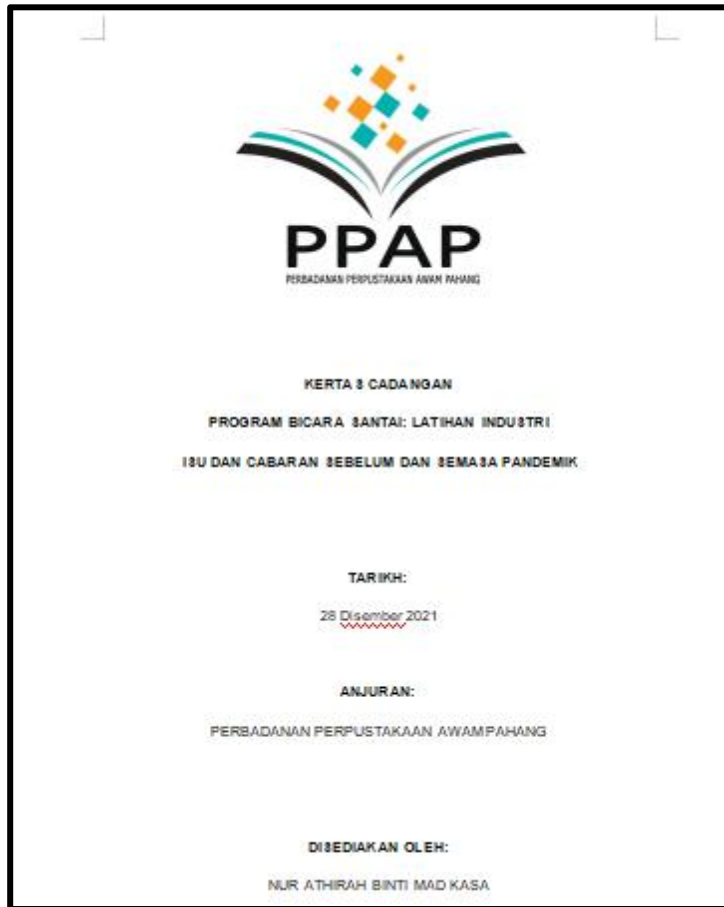


Figure 92: Proposal for special project

On 22 November 2021, I have started to make the proposal for my special project and have been reviewed by Puan Hawa, Head of the Library Services and Literacy Division unit and has been approved by Puan Maria who is the acting director of the Perbadanan Perpustakaan Awam Pahang. The trainee have choose the suitable date which are on 28 December 2021 on Tuesday at 10.00 a.m until 11.00 a.m. The trainee have choose the suitable panel for the events which are Encik Mohd Faizal Bin Mohd Ramsi lecturer from UiTM Kampus Rembau, Muhammad Zein Azrai Bin Zolkefli former practical student at PPAP and Nurul Fatimah Binti Mohamed Suldin student practical at PPAP. The moderator for this program is Nur Athirah Binti Mad Kasa, student practical at PPAP. The budget for this special project will show at table 6. The budget have been approve with Puan Rosnil Hawa.

BIL.	PERBELANJAAN	KUANTITI	HARGA SEUNIT (RM)	JUMLAH (RM)
1.	Makan VIP & urusetia	13	RM10	RM130
2.	Panel	3	FOC	-
JUMLAH PERBELANJAAN (RM)				RM130

Table 6: Budget for Programme



Figure 93: Meeting with staff PPAP

After the proposal have been approved, the trainee have a meeting with technical committee. The purpose of the meeting are for inform the staff the date for the events. The meeting have been involved with Puan Rosnil Hawa, Encik Mohd Norshazlin, Encik Tuan Khairul, Encik Mohd Aseri and practical student.

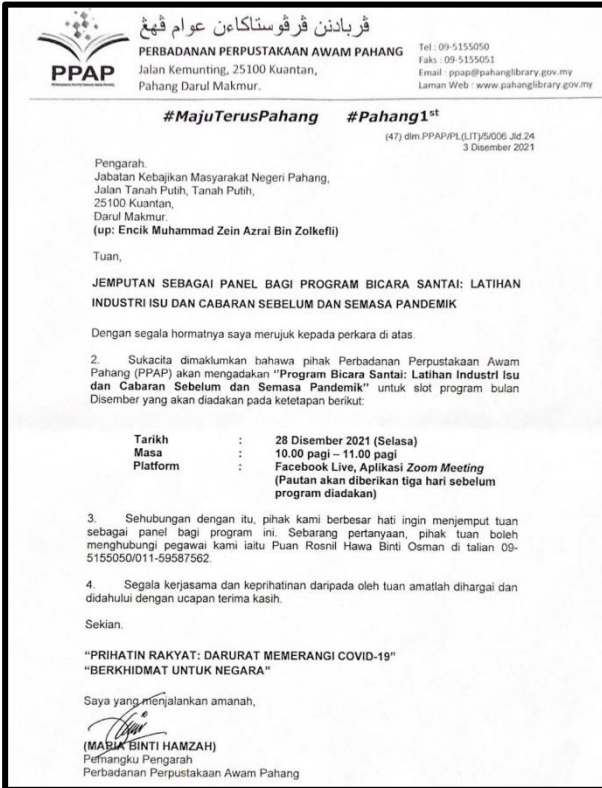


Figure 94: Invitation letter for Zein

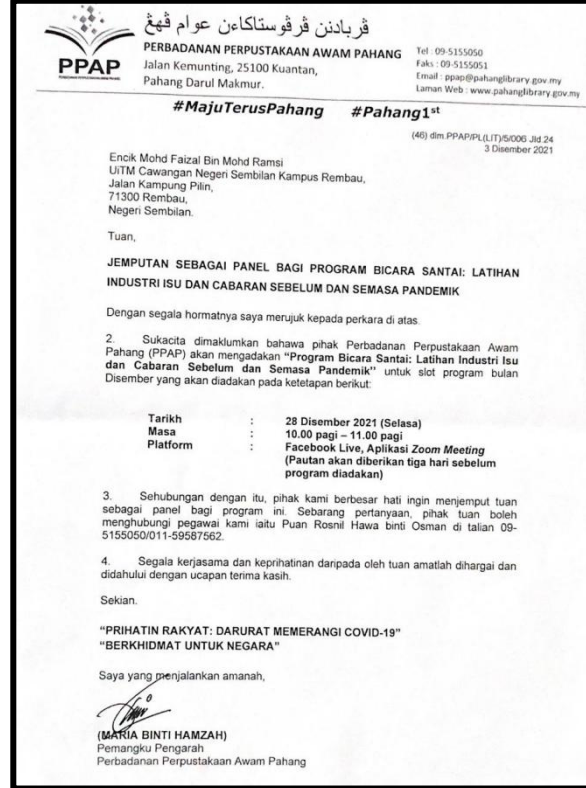


Figure 95: Invitation letter for Sir Faizal

Then, the trainee need to make the invitation letter for invite their panels for program, "Bicara Santai: Latihan Industri Isu dan Cabaran Sebelum dan Semasa Pandemik. The main purpose of writing invitation letters is to coordinate the number of guests coming a few days before the date of the event. An invitation letter helps the host handle the event better as they can make arrangements accordingly.



Figure 96: Poster for Special Project

The trainee also need to make a poster to post on Facebook Perbadanan Perpustakaan Awam Pahang. One of the favorite social media is Facebook. The poster is also a way for promote program that have held by Perbadanan Perpustakaan Awam Pahang. Many information or event about PPAP have been update on the Facebook PPAP.

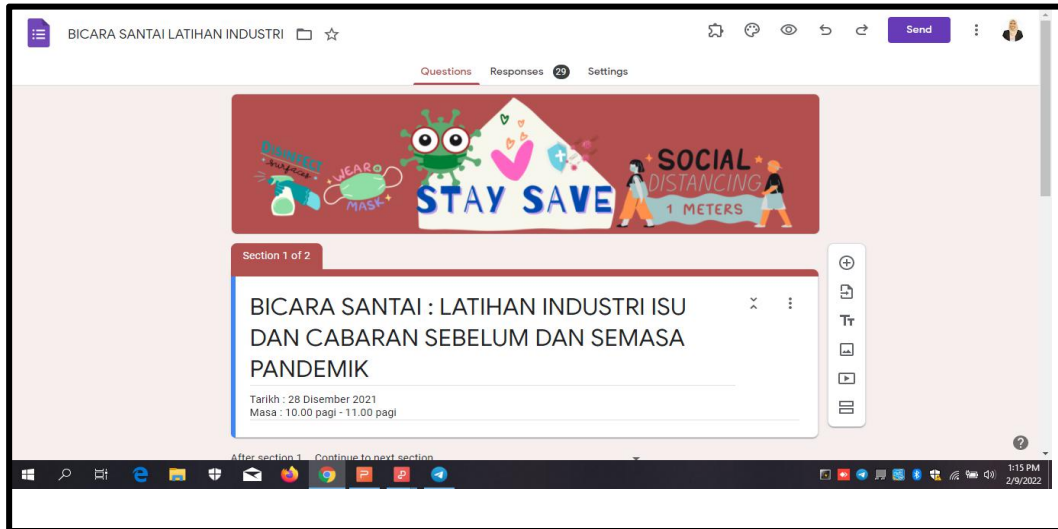


Figure 97: Google form

The trainee also have to made google form attendance. It's an app that is simple to operate, quick to complete, and easy for participants to respond to. The link of the google form will be appear on the comment when the program is being live on Facebook PPAP. The audience can fill the attendance to get certificate of appreciation.

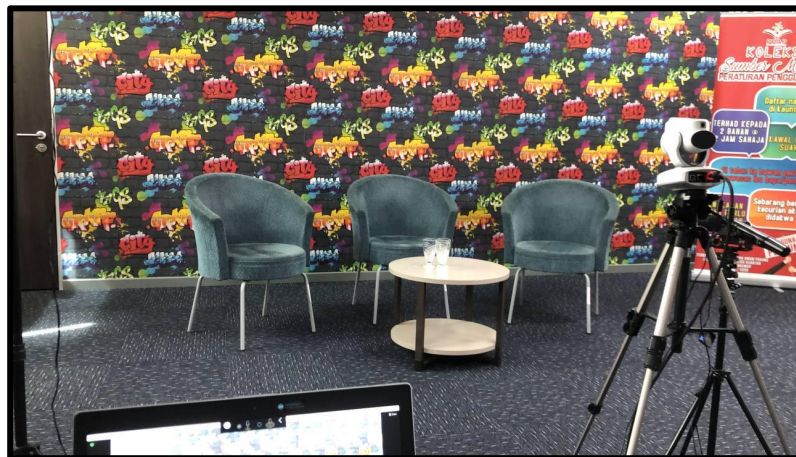


Figure 98: Preparation for events

One day before the events, the trainee have make a preparation for the events on Perpustakaan Digital dan Sumber Media. The link for the panel that have been invited through online have been given.

3.2.2 DURING THE EVENTS



Figure 99: Live on Facebook PPAP

On 28 December 2021 at 9.00 a.m. all the preparations have been done. The technical officer was on Perpustakaan Digital dan Sumber Media. On 9.30 a.m. the link opens to the invitation panel. A total of 452 views watched the live on Facebook PPAP.



Figure 100: Preparation before the event



Figure 101: Event on going



Figure 102: Event on going



Figure 103: The panels and moderator



Figure 104: The panels and moderator



Figure 105: Souvenir session with panel 2, Encik Zein



Figure 106: Souvenir session with panel 3, Cik Fatihah

3.2.2 AFTER THE EVENTS

The event finish around 11.00 a.m. After the events, the panels have been invited to Bilik Latihan at Literasi to enjoy the meal. All in all, it could be said that the event was done successfully with the help and cooperation from the library staff as the organizer of the event, and the panels.

The panels also get the appreciate letter.

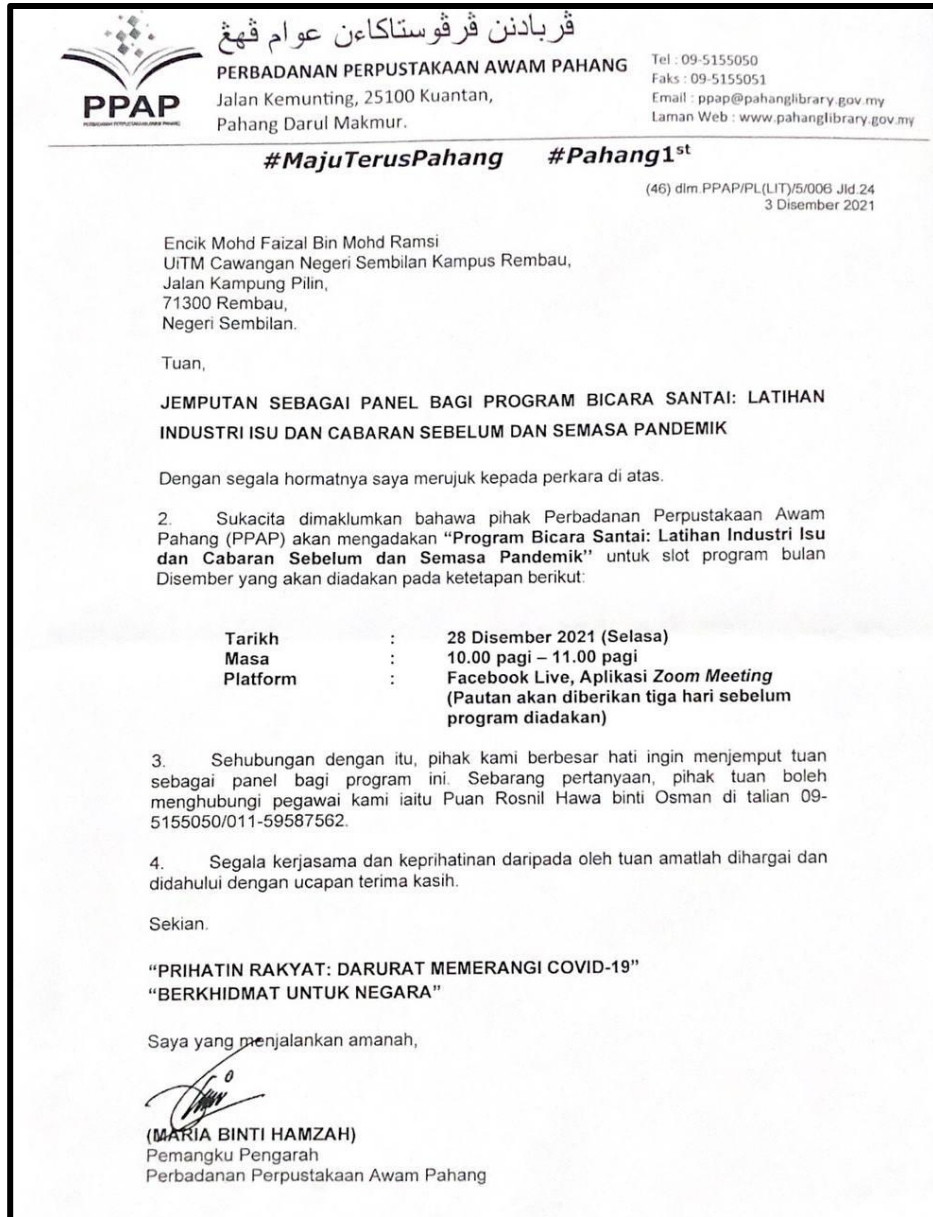


Figure 107: Appreciate letter for Sir Faizal



قربادنن قرقوستانكاعن عوام قهغ

PERBADANAN PERPUSTAKAAN AWAM PAHANG

Jalan Kemunting, 25100 Kuantan,
Pahang Darul Makmur.

Tel : 09-5155050

Faks : 09-5155051

Email : ppap@pahanglibrary.gov.my

Laman Web : www.pahanglibrary.gov.my

#MajuTerusPahang

#Pahang1st

(47) dlm.PPAP/PL(LIT)/5/006 Jld.24
3 Disember 2021

Pengarah,
Jabatan Kebajikan Masyarakat Negeri Pahang,
Jalan Tanah Putih, Tanah Putih,
25100 Kuantan,
Darul Makmur.
(up: Encik Muhammad Zein Azrai Bin Zolkefli)

Tuan,

**JEMPUTAN SEBAGAI PANEL BAGI PROGRAM BICARA SANTAI: LATIHAN
INDUSTRI ISU DAN CABARAN SEBELUM DAN SEMASA PANDEMIK**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) akan mengadakan "Program Bicara Santai: Latihan Industri Isu dan Cabaran Sebelum dan Semasa Pandemik" untuk slot program bulan Disember yang akan diadakan pada ketetapan berikut:

Tarikh	:	28 Disember 2021 (Selasa)
Masa	:	10.00 pagi – 11.00 pagi
Platform	:	Facebook Live, Aplikasi Zoom Meeting (Pautan akan diberikan tiga hari sebelum program diadakan)

3. Sehubungan dengan itu, pihak kami berbesar hati ingin menjemput tuan sebagai panel bagi program ini. Sebarang pertanyaan, pihak tuan boleh menghubungi pegawai kami iaitu Puan Rosnil Hawa Binti Osman di talian 09-5155050/011-59587562.

4. Segala kerjasama dan keprihatinan daripada oleh tuan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19"
"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,


(MARIA BINTI HAMZAH)

Pemangku Pengarah
Perbadanan Perpustakaan Awam Pahang

Figure 108: Appreciate letter for Zein

CHAPTER 4 :

INDUSTRIAL

TRAINING

REFLECTION

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

Throughout the five months industrial training at Perbadanan Perpustakaan Awam Pahang from 1 September 2021 until 31 January 2022, I gained many knowledge, skills and experience from there. As stated earlier, the objective of industry training is to encourage students to apply the skills and knowledge they have learned at the university to benefit the organization. The subject Organization of Information: Computerized Cataloguing (IML655) in Faculty of Information Management was very useful for student that having industrial training in PPAP. This subject also can be use for KOHA system in PPAP.

Besides, communication skills also the most important aspect that need to be learn by the trainee because every word that is uttered from the mouth might make someone happy or feel hurt without our consciousness. The communication skill important especially when, the trainee was on duty especially at the counter, they need to communicate with users. There should be a proper way to talk verbally and not forgetting the non-verbal communication that might affect the whole communication. In PPAP, the staff have teach the trainee how to communicate with users at counter and also by using a telephone call. Other than that, one of the requirements of industrial training is to conduct at least one special project which will benefit the library. All the trainee have be trained how to handle a project with help form staff. Management skills developed in the trainee ensured that everything could be run smoothly but any unexpected events could happen and that was normal in every project. Once the trainee was capable to handle the project by herself, the trainee might be prepared to face the real working environment in the future.

Lastly, I get many experience during five month industrial training at PPAP. One of the experience is PPAP give me opportunity to be an emcee for 1 program for children's day. From the program I have learn how to conduct and communicate with children. Its also the first time for me the experience. Some of staff at PPAP also teach me how to be a good emcee. Other than that, I also get opportunity to go for a KOHA programme for five days. During the programme I have learn how to key in all the data by using the KOHA systems.

4.2 PERSONAL THOUGHTS AND OPINION

In my opinion as a trainee, Perbadanan Perpustakaan Awam Pahang (PPAP) is an public library that can provide the best services for the users. PPAP also provide the best services and facility to the users which are PPAP provided U-Pustaka, Studio room, I-pad corner and many more. The library information resources are better utilized when relevant facilities such as reading tables, chairs, book shelves, ICTs among others are available. The availability of facilities enhances the ability of public libraries to render necessary services to users. Therefore, the integration of the three variables will bring about user's overall satisfaction.

After that, the working environment in PPAP also cheerful and positive. A positive workplace culture creates happy and satisfied employees. During the industrial training the trainee fell the positive environment and can greatly influence how the feel about the training place. This is because of this, it's important to find a positive staff and supervisor. When you have a positive work environment, it can improve your happiness, increase your productivity and motivate those around you.

Other than that, the trainee also thought that each and every staff in the library was so cooperative and helpful. Even though the trainee was new in the library, they treated the trainee so well and responded so gently to any inquires by the trainee. The staff were also willing to help the trainee if she faced any problem in doing something especially when the trainee need to finish up their special project. The staff will guide the trainee until the programme successful.

4.3 LESSON LEARNT

The lesson I have learn during the industrial training was a great platform for the trainee to feel the real work situation. During the industrial training at Perbadanan Perpustakaan Awam Pahang has taught many new thing and good experience in daily life. Firstly, gaining a spirit of teamwork. The process of working collaboratively with a group of people in order to achieve a goal. Teamwork is often a crucial part of a business, as it is often necessary for colleagues to work well together, trying their best in any circumstance. Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals. Teamwork is selfless. It focuses on the end goal. Teamwork runs on the concept that the whole is greater than the sum of its parts. It's the classic "one plus one equals three" idea. Personalities and skill sets differ which can create personal conflict. When the entire team focuses on doing great work, however, the team members' differences turn into strengths and goals are met and even exceeded. In PPAP, they teach us how to be a good teamwork among the trainee especially help for our special project.

After that, the communication skill. Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media. In PPAP, communication skill is very important especially, while the trainee was on duty especially at the counter, they need to know how to communicate with the users when they want to borrow or return the book.

Lastly, the socializing skills. The trainee must be able to interact with all users of the library as well as socialize with all the library staff. The socializing skills that the trainee has practised were by getting to know the staff better not just within the library but also to other library users. Even during the break time, sometimes the trainee joined other staff to take some refreshments or had lunch together especially at pantry at Literasi the trainee and the staff always have lunch together sometime Puan Maria also join us to having lunch. It would be one of the ways on how to build more networks within those in the library field.

4.4 LIMITATION AND RECOMMENDATION

During the industrial training some of the trainee working during the MCO, so they only get a some task through WhatsApp. During the work from home the trainee have issues with internet problem. They cannot focus to the work because having some issues to complete the task that have be given from the staff PPAP. Internet speed is usually measured in megabits per second (Mbps). Mbps measures how fast your Internet connection can upload and download data. Upload speed determines how quickly you're able to send files to a server, while download speeds measure how quickly you can pull a file from a separate server into your device. Most people focus on download speed because that ensures high-quality video chat on your devices. If the download speed for a person's home Internet is 1Gbps, you should technically be able to achieve speeds of up to 80% of the subscribed bandwidth. However due to congestion on the home Internet line due to multiple users or connected devices within the same block, this performance could drop to as low as 5% of subscribed bandwidth.

There also have problem miss communication with staff when the trainee work from home. This is because they only communicate through the WhatsApp and E-mail. In this situation, the trainee must always make that extra effort such as always take a note when get a task through call or the WhatsApp.

Then, the commendation for PPAP, is about the SOP. Some of the users come to the library and after they enter to the reading room they do not wear a mask properly. I think the staff must usually check the reading room and make sure the users always wear a mask, use the hand sanitizer and always make sure distance of 1 meter to make sure the user always follow the SOP that have been provided at PPAP.

CHAPTER 5 :

CONCLUSION

5.0 CONCLUSION

In conclusion, the trainee has gained a lot of experience throughout five months industrial training at PPAP. The experience is the most precious thing since it could make the trainee well-prepared to work in the industry one fine day. Having a industrial training at Perbadanan Perpustakaan Awam Pahang such a memorable moment because of the good staff and the best supervisor for the trainees. During the industrial training the trainee have learn how to use the system KOHA that have been use in the PPAP. The trainee also learn how to do a circulation which is borrow and return the book. Other than that, the trainee has developed a lot of skills during the industrial training. In previous semesters, the trainees have learns many thing about the library.

After that, the special project that have been conducted the trainee, it has give a big impact towards the trainee since it was for the first time handled an event by herself. It was the first time the trainee handle the events and learn how to make a proposal for an event.

Lastly, the industrial training has made the trainee to be more concerned on time management such as be punctual when come to the office, have the self esteem, having a good teamwork with all the trainee. All the lessons learn and the experiences they gained when having industrial training at PPAP will be a treasure for the trainee in developing personality and characters in becoming a more well-rounded person. The good personality traits are not learn through theory but but by experiencing it. Hoped all the experiences would motivate the trainee for their future.

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APPEDIX

APPENDIX A: MEMO

MEMO BAHAGIAN PERANCANGAN PEMBANGUNAN DAN KORPORAT



Kepada : Semua Ketua Bahagian
Fail : PPAP/PR(PRO)/5-032 JLD 6 ()
Tarikh : 23 Ogos 2021

Tuan / Puan,

PENEMPATAN PELAJAR PRAKTIKAL

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar – pelajar daripada Universiti Teknologi MARA (UiTM) seperti di Lampiran 1 akan menjalani latihan dalam industri di Perpustakaan Awam Pahang bermula 01 September 2021 – 31 Januari 2022.
3. Sehubungan itu, mohon kerjasama tuan / puan dapat memberikan pendedahan mengenai bahagian tuan / puan kepada pelajar terbabit. Jadual penempatan pelajar tersebut di bahagian tuan / puan adalah seperti di Lampiran 1.
4. Segala kerjasama dan jasa baik pihak tuan / puan didahului dengan ucapan terima kasih.

Sekian

(MARIA BINTI HAMZAH)

Pemangku Pengarah
Perbadanan Perpustakaan Awam Pahang.

Jadual Penempatan Pelajar untuk Menjalani Latihan Industri

Pelajar Bahagian	Wan Afiqah Fatimah Wan Sazali Maizatul Bariyah Mohd Mohyi Nur Alia Affina Abdul Aziz Nur Syuhada Shaari	Wan Nur Aisyah Wan Mohd Khafar Nurul Fatimah Mohamed Suldin	Nur Athirah Mad Kasa Fatin Farhana Mahmud
Bahagian Pengurusan dan Pembinaan Koleksi (DUGN 291119)	01.09.2021 – 08.10.2021	29.11.2021 – 31.12.2021	18.10.2021 – 19.11.2021
Bahagian Perkhidmatan Perpustakaan dan Literasi (Puan M. Qit'ia)	11.10.2021 – 19.11.2021	01.09.2021 – 15.10.2021	22.11.2021 – 31.12.2021
Bahagian Rujukan dan Maklumat (LJK mad NOR)	22.11.2021 – 31.12.2021	18.10.2021 – 26.11.2021	01.09.2021 – 15.10.2021
Bahagian Khidmat Pengurusan	03.01.2022 – 14.01.2022	17.01.2022 – 28.01.2022	17.01.2022 – 28.01.2022
Bahagian Rangkaian Perpustakaan (E.N. Nis'QM)	17.01.2022 – 21.01.2022	03.01.2022 – 07.01.2022	10.01.2022 – 14.01.2022
Bahagian Perancangan Pembangunan dan Korporat (E.N. Amer)	24.01.2022 – 31.01.2022	10.01.2022 – 14.01.2022 & 31.01.2022	03.01.2022 – 07.01.2022 & 31.01.2022



MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (25) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 25 November 2021

PETUGAS BAGI PROGRAM PAMERAN SEABAD EL-DORADO TIMUR DALAM KENANGAN

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **27 & 28 November 2021 (Sabtu & Ahad)**
Masa : **08.00 pagi hingga 05.00 petang**
Tempat : **Perkarangan Muzium Sungai Lembing**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(MARIA BINTI HAMZAH)
Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan

Senarai Edaran :

27 November 2021 (Sabtu)

BIL	NAMA	TUGASAN
1.	Mohd Aseri B. Abd.Malek	Petugas
2.	Khairol Razman b. Kamaruddin	Pemandu
3.	Nur Alia Affina bt. Abdul Aziz	Pengacara Program
4.	Nur Athirah bt. Mad Kasa	Pengacara Program
5.	Nurul Fatihah bt. Mohamed Suldin	Pemain Watak Boneka
6.	Fatin Farhana bt. Mahmud	Pemain Watak Boneka
7.	Wan Nur Aisyah bt. Wan Mohd Khafar	Pemain Watak Boneka
8.	Maizatul Bariyah bt. Mohd Mohyi	Pemain Watak Boneka
9.	Wan Afiqah Fatimah bt. W Sazali	Pemain Watak Boneka
10.	Nur Syuhada bt. Shaari	Petugas <i>science hero (slime)</i>
11.	Nur Sakinah bt. Mohamad	Petugas <i>science hero (slime)</i>

28 November 2021 (Ahad)

BIL	NAMA	TUGASAN
1.	Mohd Faizal b. Ahmad	Petugas <i>science hero</i>



MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (26) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 09 Disember 2021

PETUGAS BAGI PROGRAM KEM SAINTIS MUDA PERINGKAT NEGERI PAHANG 2021

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **13/12/2021 hingga 17/12/2021 (Isnin-Jumaat)**
Masa : **8.00 pagi - 5.00 petang**
Tempat : **Makmal ICT, Aras 1**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(MARIA BINTI HAMZAH)
Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	En. Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting (VIP)
3.	En. Shahrizan bin Hassan	Host Utama – Zoom Meeting (Peserta)
4.	En. Mohd Saiful bin Kamaluddin	Moderator
5.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
6.	Pn. Noorul Huda binti Othman	Urusetia Program
7.	En. Muhammad Amiin bin Ariff	Dokumentasi
8.	En. Zahid bin Idris	Host Utama – Zoom Meeting (VIP)
9.	En. Faizal bin Ahmad	Teknikal program & Makanan
10.	En. Faizal bin Ab Razak	
11.	En. Mustakim bin Abdul Majid	Persiapan tempat dan siaran
12.	Cik Nur Athirah binti Mad Kasa	Pembantu Lab (Pelajar Praktikal)
13.	Cik Nur Syuhada binti Shaari	
14.	Cik Wan Afiqah Fatimah binti W Sazali	



MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (27) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 14 Disember 2021

PETUGAS BAGI PROGRAM PAMERAN PERPUSTAKAAN BERSEMPENA MAJLIS KHATAN PERDANA 2021

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : 16/12/2021 (Khamis) hingga 17/12/2021 (Jumaat)
Masa : 8.00 pagi - 5.00 petang
Tempat : Perpustakaan Desa Bandar Tun Razak

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(MARIA BINTI HAMZAH)
Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Faizal bin Ahmad	Teknikal Program
2.	Encik Muhammad Amiin bin Mat Arif	Dokumentasi
3.	Encik Mustakim bin Abdul Majid	Dokumentasi
4.	Cik Nur Athirah binti Mad Kasa (Partikal)	Pembantu Teknikal Program
5.	Cik Fatin Farhana binti Mahmod (Partikal)	Pembantu Teknikal Program



**MEMO BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI
PERBADANAN PERPUSTAKAAN AWAM PAHANG**

Kepada : Senarai Seperti di Edaran

Salinan Kepada : Ketua Bahagian Perkhidmatan Perpustakaan dan Literasi
Ketua Bahagian Khidmat Pengurusan
Ketua Bahagian Pengurusan dan Pembangunan Koleksi
Ketua Bahagian Rangkaian Perpustakaan
Ketua Unit IT

Perkara : Pindaan Tarikh pasukan *Task Force* KOHA bagi Modul Katalog di PAD Pekan

Fail : (21) PPAP/PR (PERO) /3-04

Tarikh : 29 Disember 2021

Tuan/Puan,

Dengan hormatnya perkara di atas adalah dirujuk dan memo (21) PPAP/PR (PERO) / 3-04 bertarikh 3 Disember 2021 adalah dirujuk.

2. Adalah dimaklumkan bahawa hasil lawatan pemantauan yang telah dilakukan, Bahagian Pengurusan dan Pembangunan Koleksi mendapati perlu ada pasukan *task force* bagi membantu kerja-kerja pendokumentasian dan teknikal di PAD Pekan. Ini adalah bagi memastikan takwim yang telah dirancang bagi pelaksanaan KOHA sepenuhnya di PAD Pekan pada Mac 2022 dapat terlaksana.

3. Oleh yang demikian, tuan/ puan seperti disenarai lampiran adalah pegawai *task force* yang akan bertugas di PAD Pekan pada tarikh yang telah dipinda 10 hingga 14 Januari 2022 sepertimana jadual di Lampiran 1.

4. Bagi memastikan kelancaran kerja-kerja pasukan *task force* ini, bersama memo ini dilampirkan lampiran seperti berikut untuk tindakan bahagian-bahagian yang berkenaan :

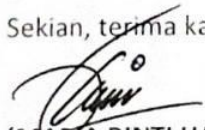
- i) Lampiran 1 : Jadual kerja – Untuk makluman dan tindakan pegawai terlibat
- ii) Lampiran 2 : Senarai pegawai terlibat – Untuk makluman Ketua Bahagian
- iii) Lampiran 3 : Jadual Perbelanjaan – Bagi tujuan permohonan pendahuluan diri berjumlah RM1,935.00 dari Unit Kewangan
- iv) Lampiran 4 : Senarai Keperluan ICT dan Kenderaan

5. Semoga dengan adanya pasukan *task force* ini, kerja-kerja pendokumentasian dan teknikal bahan-bahan perpustakaan di PAD Pekan dapat disiapkan sepertimana takwin yang telah disasarkan.

6. Kerjasama tuan/ puan dalam perkara ini amatlah dihargai dan didahulukan dengan ucapan terima kasih.

“PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19”
“BERKHIDMAT UNTUK NEGARA”

Sekian, terima kasih.



(MARIA BINTI HAMZAH)
Pemangku Pengarah,
Perbadanan Perpustakaan Awam Pahang

Lampiran 1

JADUAL KERJA OPS KOHA PEKAN
10-14 Januari 2022
Perpustakaan Awam Daerah Pekan

HARI/MASA	ISNIN 10/1/2022	SELASA 11/1/2022	RABU 12/1/2022	KHAMIS 13/1/2022	JUMAAT 14/1/2022
8.00 PAGI	SARAPAN PAGI	SARAPAN PAGI	SARAPAN PAGI	SARAPAN PAGI	SARAPAN PAGI
8.30 AM – 1.00 PM	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA
1.00 PM- 2.00 PM	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT	LUNCH/ SOLAT/REHAT
2.00 PM- 7.00 PM	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA
7.00 MALAM					BERTOLAK PULANG
7.00 PM - 8.30 PM	REHAT/ SOLAT	REHAT / SOLAT	REHAT / SOLAT	REHAT/ SOLAT	
8.30 PM – 10.30 PM	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	KERJA-KERJA INPUT DATA	
10.30 PM -11.00 PM	MINUM MALAM	MINUM MALAM	MINUM MALAM	MINUM MALAM	

KAKITANGAN YANG TERLIBAT

1. En. MUHAMMAD ZHARFAN ZUHAIR BIN MOHAMAD ZAKI
2. En. SAUDIN BIN KASSIM
3. En. MUHAMMAD SHAHARUDIN BIN MUHD TAIB
4. En. MOHD FAIZAL BIN AHMAD
5. Pn. SHAH FALINDA BINTI MOKHTAR
6. En. ZULFAZLI BIN ZAKARIA
7. Cik. NUR ATHIRAH BINTI MAD KASA (PELAJAR PRAKTIKAL)
8. Cik. FATIN FARHANA MAHMOD (PELAJAR PRAKTIKAL)



MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (30) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 25 Januari 2022

Tuan / Puan,

PETUGAS BAGI PROGRAM PERKONGSIAN ILMU PENGURUSAN HARTA PUSAKA & WASIAT: HARTA PUSAKA, HAK SIAPA?

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut:

Tarikh : **27 Januari 2022 (Khamis)**
Masa : **09.30 pagi hingga 11.30 pagi**
Aplikasi : **Perpustakaan Digital dan Sumber Media**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(MARIA BINTI HAMZAH)


Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Mohd Aseri bin Abdul Malek	Moderator
5.	En. Mohd Zahid bin Idris	Host Utama – Zoom Meeting
6.	En. Mohd Faizal bin Ahmad	Teknikal
7.	En. Mohamed Faizal bin Ab Razak	Teknikal
8.	En. Mustakim bin Abd Majid	Dokumentasi
9.	Cik Nurul Fatimah binti Mohamed Suldin	Pelajar Praktikal (Persiapan Tempat)
10.	Cik Fatin Farhana binti Mahmud	Pelajar Praktikal (Persiapan Tempat)
11.	Cik Nur Athirah binti Mad Kasa	Pelajar Praktikal (Ajk Makanan)
12.	Cik Wan Nur Aisyah binti Wan Mohd Khafar	Pelajar Praktikal (Ajk Makanan)

APPENDIX B: ATTADANCE

		PERBADANAN PERPUSTAKAAN NEGERI PAHANG			Platform1 Report 3.08a.15.06 (RC 17)				
		Transaction Report							
									
Time	Transaction	Controller	Door IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Post	Event
Date 10/09/2021									
09:07:35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:29:11	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 13/09/2021									
07:46:35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:04:02	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 17/09/2021									
07:58:02	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:10:02	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 28/09/2021									
07:42:20	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:07:20	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 29/09/2021									
07:47:40	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:06:00	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 30/09/2021									
07:46:08	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:02:58	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 05/10/2021									
07:43:35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:09:56	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 07/10/2021									
07:46:33	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:04:00	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 13/10/2021									
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Time	Transaction	Controller	Door IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Post	Event
07:42:14	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:04:40	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 14/10/2021									
07:45:32	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:04:46	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 18/10/2021									
07:37:30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
16:50:59	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 20/10/2021									
07:50:24	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:01:03	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 21/10/2021									
07:41:14	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
16:57:33	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 23/10/2021									
07:53:00	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:02:26	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 25/10/2021									
07:44:22	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
15:10:22	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 26/10/2021									
07:39:10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:14:51	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 27/10/2021									
07:36:08	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:11:15	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 28/10/2021									
07:38:56	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
13:13:20	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 29/10/2021									
07:42:57	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
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Time	Transaction	Controller	Door IO Board	Card No.	Staff No.	Name	Department/ Zone	Job Point	Event
Date 30/12/2021									
07:44:35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:01:17	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 31/12/2021									
07:42:57	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:00:55	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 03/01/2022									
13:51:48	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:00:43	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 04/01/2022									
07:54:10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:00:30	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 05/01/2022									
07:39:54	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:02:12	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 06/01/2022									
07:48:36	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:00:36	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 07/01/2022									
07:38:01	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:00:26	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 17/01/2022									
07:50:26	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:02:18	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 18/01/2022									
07:46:01	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:02:44	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 19/01/2022									
07:45:30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:11:58	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 20/01/2022									
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Time	Transaction	Controller	Door IO Board	Card No.	Staff No.	Name	Department/ Zone	Job Point	Event
07:48:02	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:00:50	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 21/01/2022									
07:41:33	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:01:38	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 24/01/2022									
07:49:54	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:06:16	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 25/01/2022									
07:39:12	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:10:34	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 26/01/2022									
07:46:35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:05:52	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 27/01/2022									
07:39:52	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:02:30	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 28/01/2022									
07:43:14	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
17:04:23	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
Date 31/01/2022									
07:38:30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489661643	0001	NUR ATHIRAH BINTI MAD KASA	PRAKTIKAL	PRAKTIKAL	N/A
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APPENDIX C: ATURCARA TADBIR PROGRAMME

ATUCARA TADBIR PROGRAM BICARA SANTAI: LATIHAN INDU STRI ISU DAN CABARAN SEBELUM DAN SEMASA PANDEMIK
28 Disember 2021 (Selasa) 10.00 pagi

MASA	PERKARA	AKTIVITI
9.00 pagi	Persediaan	Segala persiapan telah tersedia. Patugas teknikal berada di Pusat Warisan Intelek Negeri untuk live di Facebook PPAP. <i>Backdrop dipaparkan.</i>
9.15 pagi		Link dibuka kepada panel jemputan.
9.30 pagi		Poster program dipaparkan.
9.45 pagi		Video Covid-19 ditayangkan.
9.55 pagi		Poster operasi perkhidmatan dan poster SOP dipaparkan.
	Sesi Bergambar	Sebelum mailis bermula, Pemudahbicara menjemput panel jemputan secara bersemuka dan panel jemputan di aplikasi Zoom Meeting untuk memberikan senyuman manis bagi sesi bergambar.
10.00 pagi	Program Bual Bicara	Pemudahbicara mengalu-alukan kehadiran bersama tetamu jemputan secara bersemuka iaitu Nurul Fatimah Binti Mohamed Suldin dan secara dalam talian iaitu Encik Mohd Faizal Bin Mohd Ramsi dan Muhammad Zein Azrai Bin Zolkefli bagi Program Bicara Santai: Latihan Industri Isu dan Cabaran Sebelum dan Semasa

		<p><u>Pandemik.</u></p> <p><u>Pemudahcara kongsi maklumat ringkas berkaitan Program yang diadakan pada hari ini</u></p> <p><u>Pemudahbicara memulakan objektif bual bicara dengan soalan pusingan pertama dan soalan pusingan kedua.</u></p>
10.30 pagi		<u>E-sijil dimuat naik di ruangan komen.</u>
10.30 pagi		<u>Pemudahbicara memulakan sesi soal jawab.</u>
10.40 pagi		<u>Pemudahbicara membaca soalan yang diberikan oleh penonton di Facebook PPAP untuk sesi soal jawab.</u>
10.55 pagi	<u>Penutup</u>	<p><u>Pemudahbicara mengucapkan jutaan terima kasih kepada ketiga-tiga panel kerana dapat bersama-sama pada hari ini dalam Program Bicara Santai: Latihan Industri Isu dan Cabaran Sebelum dan Semasa Pandemik.</u></p> <p><u>Terima kasih juga diucapkan kepada semua tetamu sama ada di aplikasi Zoom Meeting serta penonton di Facebook Perbadanan Perpustakaan Awam Pahang yang dapat bersama-sama sehingga ke akhir siaran.</u></p> <p><u>Pemudahbicara akan menyampaikan maklumat berkaitan waktu operasi perkhidmatan PPAP dibuka dari pukul 9 pagi sehingga 5 petang setiap hari Isnin sehingga Jumaat.</u></p> <p><u>Poster waktu operasi PPAP dipaparkan</u></p>

		<p><u>Pemudahbicara memohon maaf di atas segala kekurangan dan kelemahan ketika siaran langsung di Facebook PPAP.</u></p> <p><u>Tutup/Bersurai.</u></p> <p><u>Placard Poster dipaparkan untuk penutup</u></p>
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