

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

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM SELANGOR
D/A PUSTAKA RAJA TUN UDA
JALAN KELAB GOLF 13/6, SEKSYEN 13
40100 SHAH ALAM
SELANGOR

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DECLARATION

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

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ABSTRACT

This report describes the internship I spent at Selangor Public Library Corporation in Shah Alam. The Raja Tun Uda library is public library located in Shah Alam and worked as headquarters of Selangor Public Library Corporation. Industrial training is crucial and it helps in developing professional attitudes. The purpose of industrial training is to develop awareness of industrial approach based on the operation of organization. In addition, students can receive skills and technical knowledge outside the classes. During a period of five months industrial training at PPAS, I was assigned to variety of duties which involved with every aspect of library management. Moreover, I managed to be working on several projects and tasks, it will help the organization to fulfill the need of their users. This well worth and rewarding experience, I am able to implement what I have learnt for the past 3 years as a Bachelor Information Science (Hons.) Library Management students in Universiti Teknologi MARA Campus Rembau. It was a great experience and great opportunity to be working with Selangor Public Library Corporation and it will last a lifetime.

Keywords: Industrial training, Selangor Public Library Corporation, Library management

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CHAPTER 1: INTRODUCTION

1.0 BACKGROUND OF THE ORGANIZATION

Selangor Public Library Corporation or known as Perbadanan Perpustakaan Awam Selangor (PPAS) were established in 1968 through the enactment of Selangor Public Library Corporation which was gazette in the Government Gazette in March 1975. In 1971, the Board of Directors of the Selangor Public Library Corporation was formed to start a public library in Selangor. Their first step to formed a public library was the acquisition of the Kuala Lumpur Book Club on 20 October 1971 to be used as the headquarters of Selangor Public Library Corporation.

On 16 November 1986, the library then moved to Shah Alam to maintain the coordination of the library as the need to re-branding the phase of the library and have their owned building. It was named as Raja Tun Uda Library (RATU). The design of the library building is taken inspiration from the Bugis culture. While the interior design is a dispute between Eastern and Western cultures. This building has six floors with an area of 102,545 square feet, which 40,420 square feet is the reading room that can accommodate more than 1,000 readers at one time and the shelves can accommodate 250,000 books. On 18 April 1987, the library in Shah Alam was opened to the public and officially opened on 15 March 1988 by AlMarhum Sultan Salahuddin Abdul Aziz Shah Alhaj Ibni AlMarhum Sultan Hisamuddin Alam Shah Alhaj. Raja Tun Uda library is a state library and corporate as the headquarters of the Selangor Public Library Corporation.

Once again, the headquarters of Selangor Public Library Corporation has moved to new building that located in Section 13, Shah Alam. This library building is a gift from Sultan of Selangor, His Majesty Sultan Sharafuddin Idris Shah Alhaj Ibni Almarhum Sultan Salahuddin Abdul Aziz Shah Alhaj to the people of Selangor in the conjunction with the declaration of “Selangor Maju 2005”. On 27 August 2005, the launch of this library site was completed as a landmark for “Selangor Maju 2005”. On 22 July 2011, the library was opened and has 6 levels with an area of 203,600 square feet. It can accommodate 2,500 people at one time. The State Library functions to administer, maintain, and coordinate libraries throughout the state of Selangor and operates as the Selangor Public Library Corporations Headquarters at the same time.

“Perpustakaan Dalam Taman” is a concept of Raja Tun Uda Library, as the library was located next to the Sultan Abdul Aziz Shah Golf and Country Club. It was the right location to have a library in the garden which the location surrounded with forest and have peaceful and harmony atmosphere. Aside from providing the services to students and educational researchers, this library has become a place for the whole family and friends. According to the tagline which is “PPAS My Second Home,” the concept of home has brought to library where users can enjoy a comfortable and harmonious atmosphere. This is the specialty and uniqueness of Raja Tun Uda library which is not offered by library in Malaysia. The interior concept is full of variety of colours and variations, it is equipped with modern equipment and has a contemporary design that can accommodate 2,500 visitors and 400,000 books.

Raja Tun Uda library was operated on 22 July 2011. However, the library location does not have public transport and the users must use their own vehicles to get to the library. Due to the limited amount of parking, users are forced to park their vehicles on the shoulder of the road. Raja Tun Uda library used to receive daily visits up to 8,000 people a day. The RATU Phase 2A Project, which is a multi-storey parking complex considers the needs of library users and does not interfere the path of residents nearby the residential areas. The solar system implemented in the parking building, specifically designed to help save the utility costs of Raja Tun Uda library estimated to save up to 20% - 30%. Raja Tun Uda library multi-storey parking complex is an idea and recommendation from Sultan of Selangor, His Majesty Sultan Sharafuddin Idris Shah Alhaj Ibni Almarhum Sultan Salahuddin Abdul Aziz Shah Alhaj to make it easier for the users to come to the library enjoy the comfortable and complete services. The operation started on 1 March 2020 with a fee of RM 2.00 per entry. 770 lot units are the total of parking lot provided including 627 lot units for car parking, 137 motorcycle parking, and 6 bus parking lot units.

1.2 LOGO



Figure 1
Selangor Public Library Corporation Logo

Selangor Public Library Corporation logo is based on the image of a human figure reading the letter 'A' and the logo is divided into 4 colors. The symbolic figure placed on the letter "A" represents the public or library members. Each of the colors have its own meanings:

Table 1
Selangor Public Library Corporation Logo Meaning

| COLORS | MEANING |
|---------------|--|
| Orange | Creativity, success, and encouragement |
| Faded brown | Environment of the world of knowledge |
| Turquoise | Wisdom and discernment |
| Grey | Professionalism |

The name of Perpustakaan Raja Tun Uda has been changed to Pustaka Raja Tun Uda, Shah Alam starting from August 2018. The logo has consent of His Majesty Sultan Sharafuddin Idris Shah Alhaj Ibni Almarhum Sultan Salahuddin Abdul Aziz Shah Alhaj, Sultan of Selangor. The logo graphic is the creation of Johan Design Associates (M) Sdn. Bhd.



Figure 2
Raja Tun Uda Library Logo

1.3 VISION

Becomes a lifelong learning center that can build spiritual, intellectual, and emotional strength.

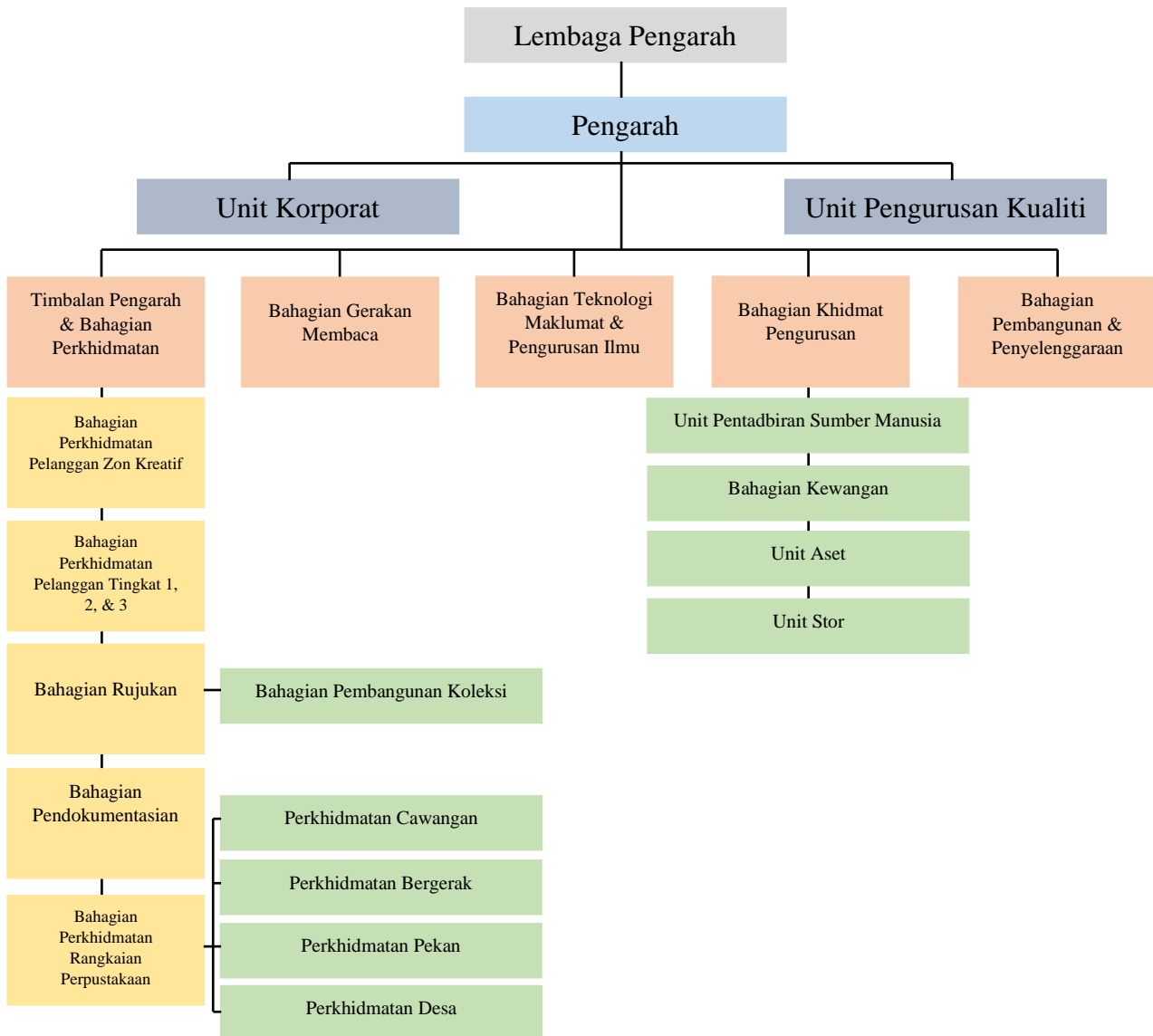
1.4 MISSIONS

- Enrich and empower the community through relevant, accessible, and high-quality library services.
- Develop a complete, comfortable, conducive, and up-to-date library infrastructure to meet the needs of the community.
- Becoming a state collection center.
- Helping the State Government to reduce the crime rate and social problems.

1.5 OBJECTIVES

- Establish, manage, and maintain the State Public Library and library branches throughout the state.
- Organize and maintain Mobile Libraries and Community Libraries.
- Taking over any library in the state with the consent of the library administration. Develop and encourage reading especially in Bahasa Malaysia.
- Develop and encourage reading especially in Bahasa Malaysia.

1.6 ORGANIZATIONAL STRUCTURE



*Chart 1
Organizational Structure of Selangor Public Library Corporation*

CHAPTER 2: ORGANIZATION INFORMATION

Selangor Public Library Corporation has 6 main departments and under each department divided to several divisions. The main departments contained corporate, services, management services, building and maintenance, information technology and knowledge, and reading movement department.

2.1 CORPORATE DEPARTMENT

Table 2
Corporate Department

| CORPORATE DEPARTMENT | |
|-----------------------------|---|
| POSITION | <ul style="list-style-type: none">• Penolong pustawakan• Pembantu perpustakaan• Pegawai tadbir• Juruteknik komputer |
| FUNCTION | <ul style="list-style-type: none">• Manage and coordinate external cooperation relationships such as government or private sector• Coordinate and monitor complaint made by users• Prepare and update corporate information for the purpose of publishing and delivering the information to public• Manage visits by external companies or organizations |

2.2 SERVICES DEPARTMENT

There are 5 divisions under services department, such as customer services Raja Tun Uda Library, library network services, reZsference, collection development, and cataloging division.

Table 3
Services Department

| CUSTOMER SERVICES RAJA TUN UDA | |
|---------------------------------------|---|
| POSITION | <ul style="list-style-type: none">• Pustakawan Kanan• Penolong pustakawan• Pembantu perpustakaan kanan• Pembantu perpustakaan• Pembantu operasi |
| FUNCTION | <ul style="list-style-type: none">• Greet and assist users• Process return and borrow materials• Process users account transactions, including fine• Facilitate the materials searches• Process the library membership registration• Promote and assist users in the use of library services |

| | |
|---------------------------------|--|
| | <ul style="list-style-type: none"> • Communicate with users in providing information and resolve any inquiries through phone call, email, and message. |
| LIBRARY NETWORK SERVICES | |
| POSITION | <ul style="list-style-type: none"> • Pustakawan • Penolong pustakawan • Pembantu perpustakaan |
| FUNCTION | <ul style="list-style-type: none"> • Maintain branches library such as district and town library, and smart mobile library. |
| REFERENCE | |
| POSITION | <ul style="list-style-type: none"> • Pustakawan • Pembantu perpustakaan kanan • Pembantu perpustakaan • Pembantu operasi |
| FUNCTION | <ul style="list-style-type: none"> • Teach users to use library catalogue and online databases • Facilitate the materials searches • Recommend materials to users • Advice on searching information |
| COLLECTION DEVELOPMENT | |
| POSITION | <ul style="list-style-type: none"> • Penolong pustakawan • Pembantu perpustakaan • Pembantu tadbir • Pembantu operasi |
| FUNCTION | <ul style="list-style-type: none"> • Manage, update, and develop collections of materials for library • Handle the selection, purchase, and tracking new materials |
| CATALOGING | |
| POSITION | <ul style="list-style-type: none"> • Pustakawan Kanan • Penolong pustakawan • Pembantu perpustakaan kanan • Pembantu perpustakaan • Setiausaha pejabat • Pembantu tadbir • Pembantu operasi • Pembantu awam |
| FUNCTION | <ul style="list-style-type: none"> • Insert the bibliographic information into the system, such as author, title, ISBN, publisher, place of publication, etc. • Classify the materials and edit bibliography • Print and paste barcode, spine label, information label, RFID tag, and slip due date • Do the process of <i>Jaket Buku</i> for preservation measures. • All materials that have gone through all the process will be scan and distributes to users. Materials for branches library will be separated for distribution. |

2.3 MANAGEMENT SERVICES DEPARTMENT

Management services department is located at third floor and it can be divided into 4 divisions, which are human resource, financial, asset unit, and store unit.

*Table 4
Management Services Department*

| HUMAN RESOURCE | |
|-----------------------------|--|
| POSITION | <ul style="list-style-type: none"> • Penolong pustakawan kanan • Penolong pustakawan • Pembantu tadbir kanan • Pembantu tadbir • Pembantu operasi • Pembantu perpustakaan • Pembantu awam |
| FUNCTION | <ul style="list-style-type: none"> • Recruitment and hiring new staffs • Manage employee benefits • Handle disciplinary actions • Training and development the staffs |
| FINANCIAL | |
| POSITION | <ul style="list-style-type: none"> • Pegawai akauntan • Penolong akauntan • Pembantu tadbir • Pembantu akauntan |
| FUNCTION | <ul style="list-style-type: none"> • Prepare and submit budgets • Accounting • Examine financial statements and reports • Manage salary |
| ASSET AND STORE UNIT | |
| POSITION | <ul style="list-style-type: none"> • Penolong pegawai tadbir • Penolong pustakawan • Pembantu tadbir • Penolong pegawai teknologi maklumat |
| FUNCTION | <ul style="list-style-type: none"> • Manage all affairs of assets of library • Monitor the asset and store including storage record, inspection, disposals, and safety. |

2.4 INFORMATION TECHNOLOGY AND KNOWLEDGE DEPARTMENT

*Table 5
Information Technology and Knowledge Department*

| INFORMATION TECHNOLOGY AND KNOWLEDGE DEPARTMENT | |
|--|---|
| POSITION | <ul style="list-style-type: none"> • Pegawai teknologi maklumat • Penolong pegawai teknologi maklumat |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • Juruteknik komputer |
| FUNCTION | <ul style="list-style-type: none"> • Maintain computer infrastructure of the library • Train employees on the new systems • Assist the employees with computer and software issues • Technical support, including repair hardware, install new software and hardware, and troubleshoot network issues • Programming • Maintain library website |

2.5 READING MOVEMENT DEPARTMENT (*GERAKAN MEMBACA*)

Table 6
Reading Movement Department (Gerakan Membaca)

| READING MOVEMENT DEPARTMENT | |
|------------------------------------|---|
| POSITION | <ul style="list-style-type: none"> • Pustakawan kanan • Penolong pustakawan kanan |
| FUNCTION | <ul style="list-style-type: none"> • Plan and implement reading movement program • Provide statistics reports |

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 TRAINING ACTIVITIES

This section will explain in details about the training activities that learned during the internship program for 5 months. For example, shelving, cataloguing, find resources, etc.

3.1.1 SHELVING



*Figure 3
Books on The Shelve*

Shelving is daily activity that should be done every morning at 8 a.m. in the children's section or known as the *Zon Kreatif* in Selangor Public Library Corporation. The activity must be carried out an hour before the library opens to their users and needs to be done by staffs of customer service department, staff from other departments will be helped occasionally especially on Monday. In library management, each book must be arranged according to its call number for the retrieve purpose. However, in the children's section, the call number is meaningless because they do not understand on how the call number worked and retrieved books from it. So, the staff must make an alternative to arrange their collection according to book sizes, series of books, type of books, and material of books which are softcover or hardcover. Books on shelves must be arranged vertically and should not be too compact with books because it will damage the books in long term, besides it should be arranged loosely on the shelves. The main purpose of these activity is to expose to the industrial training student on how to arrange books, so users can easily retrieve books in the library.

3.1.2 CUSTOMER SERVICES DEPARTMENT

3.1.2.1 Virtua Reporting and Statistic

- Virtua Reporting – Function of updating the Virtua Reporting is for an activated the new registered library membership by updated their patron type whether adult, kid, teenager, or staff and updated their expiring date of membership.

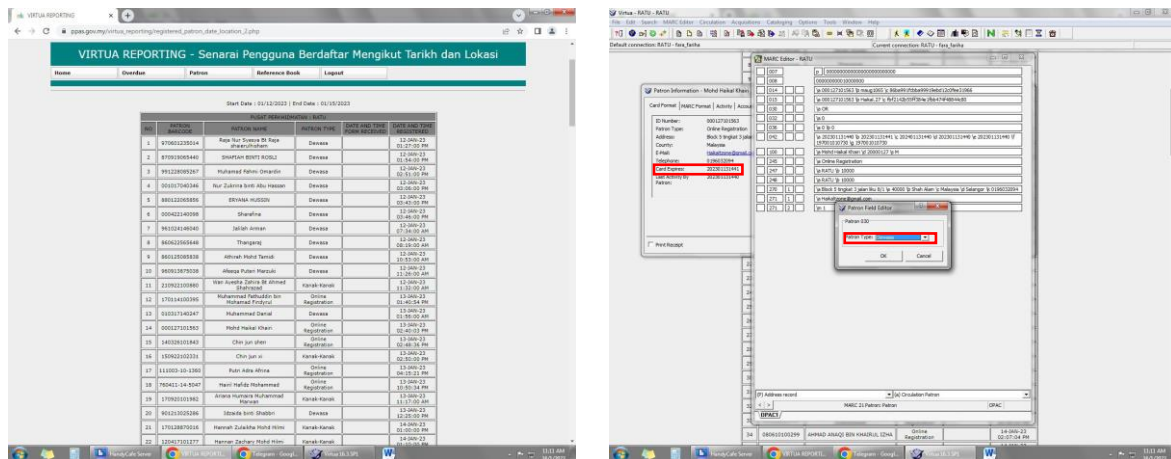


Figure 4
Virtua Reporting

- Statistic for borrowing and library membership – The main purpose of updated statistics every month for borrowing books and library membership is to keep tracked and compared the trend for their own research purposes.

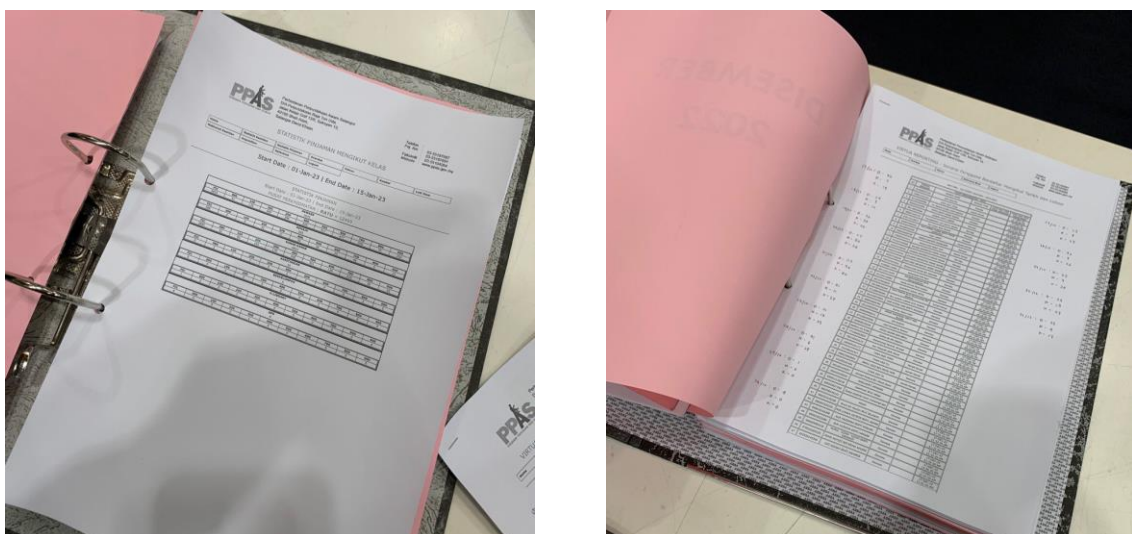


Figure 5
Statistic for Borrowing and Library Membership

3.1.2.2 Dispose Books

Weeded is process of removing material permanently from library collection. Once materials have been through this process, there are few ways it can be handled. Sometimes there are materials that can be saved by repairing and return it to the collection. Some materials are removed permanently from the collection due to damage such as missing pages or torn apart. In Selangor Public Library Corporation, disposing books has its own procedure that needs to be followed before permanently remove from their library collection.

Process of Dispose Books

1. Scan the barcode from the book
2. Search the barcode in Virtua System

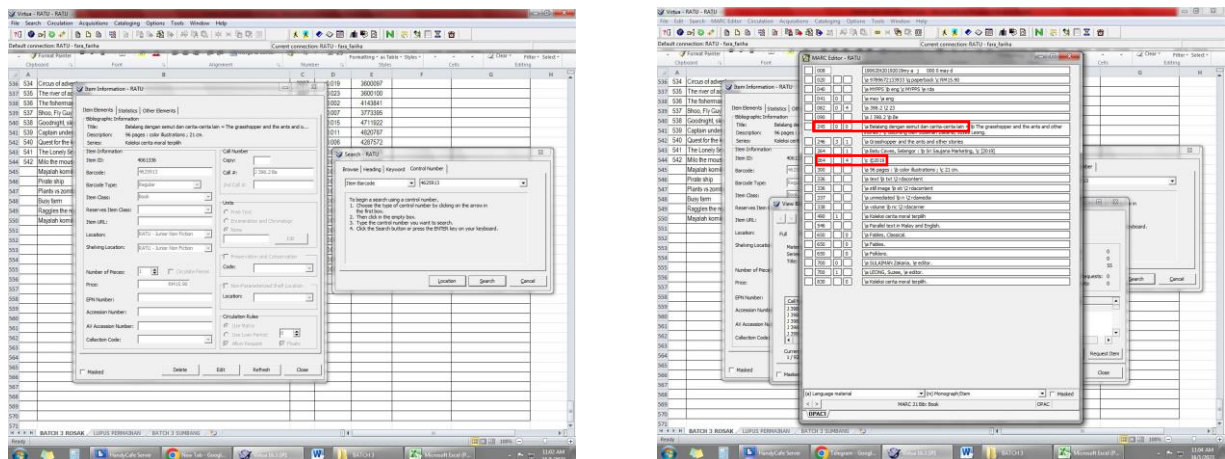


Figure 6
Search the Barcode in Virtua System

3. Copy and paste the title, year of publication, height, and barcode in the list of disposal book in Microsoft Excel

| ID | Title | Year | Price |
|-----|---|------|--------------|
| 507 | Maidan koma Egan Ali | 2002 | 4802180 |
| 508 | Maidan koma Egan Ali | 2008 | 4802137 |
| 509 | Treason of their bones | 2013 | 4364933 |
| 510 | Playground | 2017 | 4581130 |
| 511 | The LEGO movie 2 | 2019 | 4688162 |
| 512 | Ingka yang beruk beruk carita | 2012 | 000137484425 |
| 513 | Slide and End animals | 2018 | 011944584409 |
| 514 | Maidan koma Egan Ali | 2002 | 42037171 |
| 515 | Manus collection | 2018 | 031245683111 |
| 516 | Maidan koma Egan Ali | 2008 | 4802137 |
| 517 | Balancing Act: George | 2018 | 01114750282 |
| 518 | Enishi | 2010 | 00843822710 |
| 519 | Ingka (in Indonesian) | 2011 | 0111381881 |
| 520 | Playpen and others | 2013 | 01214568378 |
| 521 | 881 mops | 2001 | 00842009862 |
| 522 | Play: Puppies might rebel vs. the Jurassic park: raptors from Japan | 2018 | 00874125001 |
| 523 | Prigati & Saniha Dania | 2010 | 00843800341 |
| 524 | The amazing things | 2011 | 01084088230 |
| 525 | The LEGO movie 2 | 2019 | 00884668832 |
| 526 | My first job | 2018 | 00854331402 |
| 527 | The Many Mansions (On the Farm) | 2018 | 01224848104 |
| 528 | PAUJAU THE maths | 2002 | 00822762801 |
| 529 | Prima dan masa | 2009 | 0123328132 |
| 530 | Manus log book of fun | 2018 | 01244408804 |
| 531 | Captain Underpants and the revolting sweats of the radioactive robo-boots | 2014 | 01144502040 |
| 532 | Ingka yang beruk beruk carita | 2012 | 000137484425 |
| 533 | Samaja | 2013 | 00864344468 |
| 534 | Conan of Aquilonia | 2007 | 01193000307 |
| 535 | The son of adventure | 2007 | 01233000100 |
| 536 | The hobbit and the big fish | 2011 | 00824142881 |
| 537 | Blow, the Cat! | 2006 | 00873731886 |
| 538 | Goodnight, sleepy moon | 2018 | 01184711822 |
| 539 | Captain Underpants and the wrath of the wicked wiggly woman | 2001 | 01114008167 |
| 540 | Count for the stars | 2015 | 00854207172 |
| 541 | The Lonely Shell | 2010 | 00823819808 |
| 542 | Me in the moon | 2011 | 01074008873 |

Figure 7
List of Damage Books

4. Stamp 'Disposal Book' on the book
5. Send the list of disposal book to National Archives of Malaysia for approval

3.1.2.3 Membership Registration

Users who want to become Selangor Public Library Corporation member can register through an online. There are two ways to register as library member, which are users can scan the QR Code or register through computer at Information Counter located in front of children section, level 1, level 2, level 3, and level 4. Users can fill in all the information needed and click 'Register' after finish fill the information. Finally, users will get an email that they have successfully registered.

Figure 8
Online Library Membership Registration

3.1.2.4 School Holiday Activities

During the school holiday period, Selangor Public Library Corporation take the opportunities to host school holiday activities for children below 10 years old. With school holiday activities, parents have big opportunity to ensure their children are engaged with educational and recreational activities. There 2 school holiday activities that happened at different times, which are in September 2022 and December 2022. Selangor Public Corporation have offered many school holiday activities for children to choose such as baking classes, DIY classes, multimedia classes, craft classes, and fun dance.

3.1.2.5 Process of Borrow and Return Books

A registered library membership is allowed to borrow maximum 10 books for 3 weeks which is 21 days and they can extend for another one week. Renewals can be made in person at library counter, by phone or email 2 days before or on the day of the book should be return. Users can borrow all books except for reference books, magazines, book wall reference, and junior reference. For the late return, users will be charged a fine of RM0.50 per book for a day. In other hand, users must pay according to the price of book or replace the same book in case of loss of the borrowed books.

Table 7
Process of Borrow and Return Books

| BORROW BOOKS |
|--|
| <ol style="list-style-type: none">1. Receive the books to be borrow, ask users for their MyKad, MyKid or passport number2. Click 'Borrow' > 'Check out'3. Scan the barcode4. Stamp the return date on the return date slip located at the back of the book5. Print the receipt for users' reference |
| RETURN BOOKS |
| <ol style="list-style-type: none">1. Received the books2. Click 'Check in'3. Scan the barcode4. Put the books on the trolley for shelving activity |

3.1.2.6 Receiving New Books

Customer service department in Raja Tun Uda library will receive new books twice in a month. Acceptance of new books will be sent by staff from cataloguing department that requires procedures before books being placed on the shelf.

Process of Receiving New Books

1. Receive new books and customer service staff need to sign the acceptance form



Figure 9
New Books

2. Check in the new books by scanning the barcode and unmasked in the Virtua system

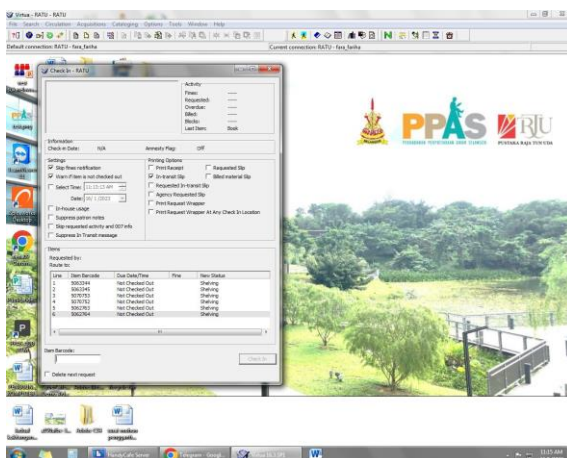


Figure 10
Check in the books

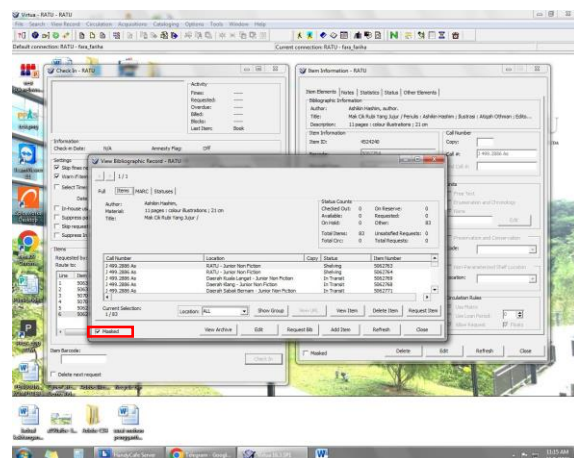


Figure 11
Unmasked

3. Paste stickers according to category. In *Zon Kreatif*, it uses 3 different colour stickers which are orange, red, and green. Each colour stickers have its own category. The position of the sticker also determines whether the book is in Malay or English. If the stickers position in the middle spine, it is a Malay book. If the stickers position in the bottom spine, it is an English book.
 - Orange – Fiction books
 - Red – Non-Fiction books
 - Green – Junior reference



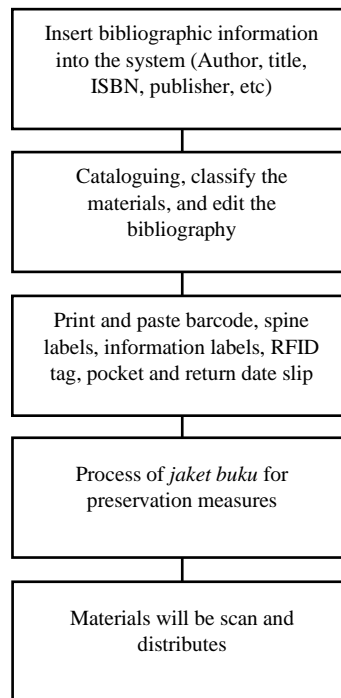
Figure 12
Paste stickers on the book

4. Put the new books on the shelve

3.1.3 CATALOGING DEPARTMENT

Selangor Public Library Corporation always strives to provide the best collection for the community in Selangor. The process of materials selection needs to go through the Material Selection Committee that has been appointed to ensure the quality of the materials before the purchase is made. All materials will be processed and distributed to other Selangor library branches throughout Selangor to meet the user's demand. Cataloging department is responsible to manage the affairs of cataloging and classification of the materials, all library materials in a systematic order so users can access easily without difficulties.

3.1.3.1 Cataloguing



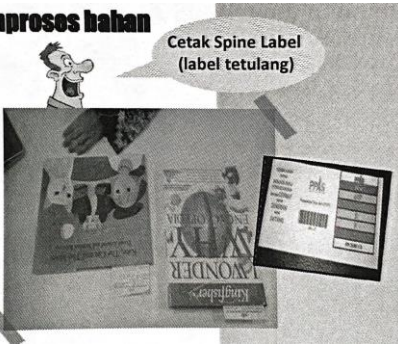
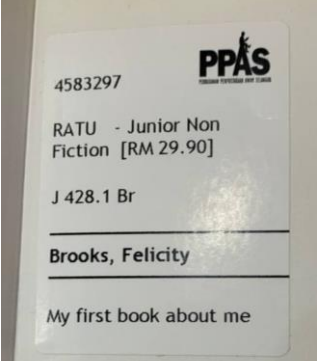
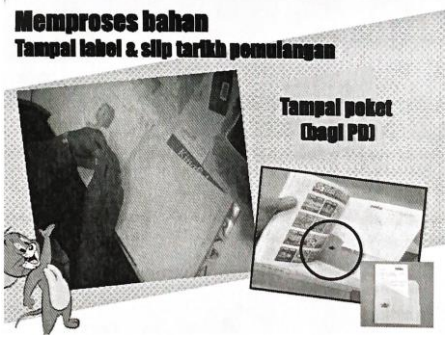
*Chart 2
Cataloguing Process*

3.1.3.2 Books Labelling

This activity will be done after cataloguing and classification process. Book labelling activity consist of 4 steps which are:

*Table 8
Process of Books Labelling*

| | |
|---|--|
| Step 1: Scan, stamp, and paste barcodes | <p>The illustration shows a book being processed. A speech bubble from a cartoon character says "BIB ID sedia, tampal BARKOD". The text "Memproses bahan Tampal barkod" is written above the book. A barcode label is being applied to the book.</p> |
|---|--|

| | |
|---|---|
| <p>Step 2: Print and paste spine labels</p> | <p>Memproses bahan</p> <p>Cetak Spine Label (label tetulang)</p>  |
| <p>Step 3: Print and paste information labels</p> |  |
| <p>Step 4: Paste pocket and return date slip</p> | <p>Memproses bahan</p> <p>Tampal label & slip tarikh pemulangan</p> <p>Tampal poket (bagi PD)</p>  |

3.1.4 REFERENCE AND SELANGOR'S COLLECTION DEPARTMENT

3.1.4.1 Explore u-Pustaka



Figure 13
u-Pustaka Website

u-Pustaka was introduced by National Library of Malaysia. It is a national digital library service that can be accessed by Malaysians anytime and anywhere. Users can be accessed through u-Pustaka portal at <https://www.u-library.gov.my/portal/>. u-Pustaka members can borrow digital books as well as physical books from 12 libraries of u-Pustaka consortium and can be delivered to user's house using courier service like Pos Laju. u-Pustaka provide access to digital materials include electronic books, audio books, electronic newspaper, journals, magazines, databases, and government publications. Steps to register as u-Pustaka membership can be referred in [Appendix 1](#).

3.1.4.2 Preserve Old Materials

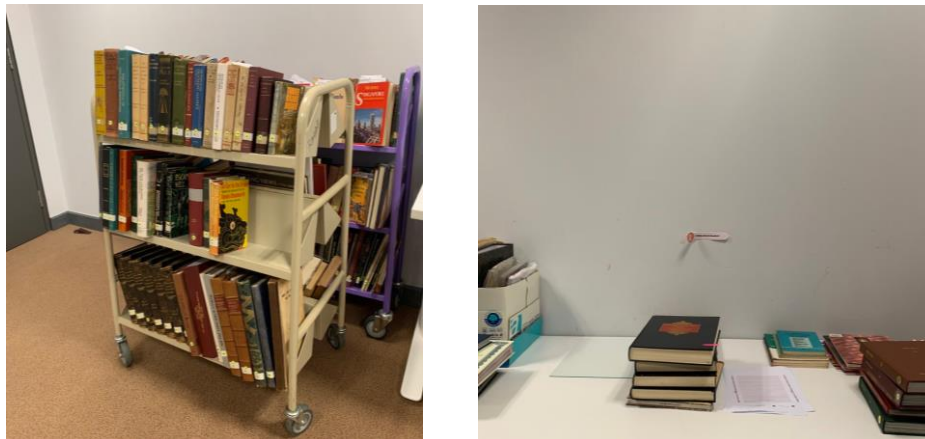
Many types of books need protection especially vulnerable materials that have special values and could not be found in the market. It is the responsibility of Reference and Selangor's Collection Department to preserve their reference materials, so the reference materials can be used in the future. In preserving the old materials, the staff have taught on how to replace *jaket buku* and print new spine labels that have been torn off or faded away. This is one of the tasks that have been exposed to industrial training students to preserve old materials.

3.1.5 INFORMATION TECHNOLOGY AND KNOWLEDGE DEPARTMENT

3.1.5.1 Digitize Books

Book digitization is referred to conversion of physical books into digital formats. The basic purpose of book digitization process is to enhance the book reach by reproduce and distribute the book in various digital formats. The conversion from physical book into digital formats are undertaken through automated image scanners. Digitize book process is time consuming and costly. Not all materials need to be digitized but all materials need to be digitized. In Selangor Public Library Corporation, there have an automated image scanner model i2S Copibook RGB Version 3.4.1 RGB+ (1039) and provide a manual. In the digitization room located at level 4, there are 3 stations which are:

Station 1: Material selection



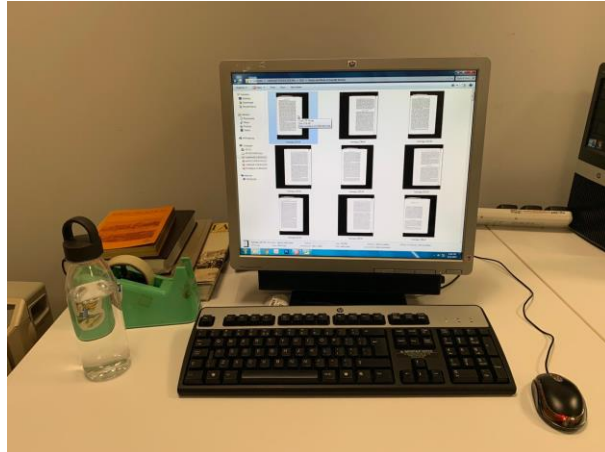
*Figure 14
Station of Material Selection*

Station 2: Scanner



*Figure 15
Station of Scanner*

Station 3: Edit



*Figure 16
Station of Edit Process*

Steps to create digital book

1. Selection of materials such as books, annual reports, newspaper articles, maps, etc. The selection of materials also can be influence on how importance the materials like
 - Green – Materials according to the schedule
 - Yellow – Materials that has a period like borrowed or external material
 - Red – Materials by request
2. Scan the material



*Figure 17
Scan the Selected Material*

3. Cleaning work such as blur, tear, etc.
4. Combined scanned materials in one pdf file and compress it
5. Object Character Recognizer (OCR)
6. Fill up the bibliography of the material and register as an e-book publication
7. Upload into the server

3.1.5.2 Transcript

Video transcription is the process of translating video audio into text. Nowadays, video transcription can be made by using automatic speech recognition technology but Selangor Public Library Corporation still using human transcriptionists to make video transcription for their video's event. Without it, the video only relies on audiovisual material to send an important information. This activity is a responsibility of Information Technology and Knowledge Department. 3 copies of video transcription should be made, 2 copies will be kept by the library for reference purposes and a copy will be given to the speakers.

3.1.5.3 Skim Pinjaman Teknologi Asas Selangor (SEPINTAS)

SEPINTAS is an initiatives of Selangor state government through Selangor Public Library Corporation in providing free desktop and laptop loan service to Selangor citizens especially to those in need and priority is given to B40 group in selected libraries under the management Selangor Public Library Corporation. This service is provided for learning and can be used by the whole family for the purpose of generating income through online platform. Label the information of computers and barcode stickers on computers and laptops for Desktop and Laptop Loan Program that will be implemented in 50 Selangor Public Library branches. Each of libraries will be receiving 10 desktops and 10 laptops to be lend for the Selangor community.

3.1.6 CORPORATE DEPARTMENT

3.1.6.1 Customer Day (Hari Bertemu Pelanggan)



Figure 18
PPAS Customer Day

Corporate department has held a Customer Day on 23rd December 2022 (Friday). It is one of the efforts to approach users to get feedback and suggestions as well as complaints made by users. The main objectives of Customer Day are to make a step towards creating user-friendly environment towards improving the library's services and making user's feedback as an input for the planning and evaluation of Selangor Public Library Corporation. A short video from TikTok about PPAS Customer Day <https://vt.tiktok.com/ZS8Svd63Y/>.

3.1.6.2 Site Visit



Figure 19
Site Visit to A Multi-Storey Parking Complex

On 15th September 2022, Corporate Department conducted a site visit to a multi-storey parking complex of Raja Tun Uda library. The purpose of this visit is to get measurements of new signboard. In addition, the process of signboard design can be made and be done in a short time of period.

3.1.6.3 Research

Mrs. Nor Chempawan have assigned 2 research projects related to Raja Tun Uda library. The first research is related to PPAS yearbook. She wants new ideas for PPAS yearbook for year 2020. Next, the second research is about the output from library's social media. This research was conducted to find out reviews from users whether good or bad in order to improve the quality of library services. Slide presentation can be referred in [Appendix 2](#).

3.1.7 OTHER ACTIVITIES

3.1.7.1 Library Tour

During the internship program at Selangor Public Library Corporation, I was required to take library tour with library staffs from several schools. For example, SMK Jengka Pusat (45 students), Tadika Khalifah Damai (46 students), Idrissi International School (44 students), and Integrated Islamic School Shah Alam (80 students). The purpose of library visit is to familiarize users with library and their resources and services. All photos of library tour can be seen in [Appendix 3](#).

3.1.7.2 Practice Manual PIC Language Class

On 9th January 2023, I was assigned to help Mrs. Nor Hafizah from Information Technology and Knowledge Department to practice on Manual PIC Language Class. the process is to follow every step and added few recommendations, so person in charge of handling the PIC Language Class can use it easily.

3.1.7.3 Selangor International Book Fair (SIBF)

Since 2006, Selangor Book Fair has been organized for 16 years including two years of pandemic. In 2021, the book fair was successfully executed for the first time as a hybrid event to accommodate users that who could not make it in person. The state book fair had their beginnings at Kompleks PKNS Shah Alam in 2006 and continued up to 2010. Then, their shifted its location to Shah Alam Convention Center in 2011. For this year, Selangor Public Library Corporation was held at MBSA

Convention Center. 11 days of book fair will be featured with two new international programs which are Yusof Gajah Illustrators Award and Selangor International Fellowship that offered 5 selected global partners that organized seminars, workshops, and talks. During SIBF, I was assigned under hospitality team to assist visitors and schools visit.

3.2 SPECIAL PROJECT

For this semester, final year students need to conduct a special project to fulfil the requirement for this subject. The special project needs to be significant for both industry and faculty. The main purpose is to use knowledge that has been learned for 6 semester and shared it with the community. It also can give an impact to the library users and the organization.

3.2.1 Creative Craft

Early childhood education is to develop a foundation for emotional and social skills. The experience they gained during early childhood can shape their brain to learn and respond to daily challenges. It is a perfect time they start to learn on how to interact with others including their peers, teachers, and parents. During the school holiday period, Selangor Public Library Corporation take the opportunities to host school holiday activities for children below 10 years old. With school holiday activities, parents have big opportunity to ensure their children are engaged with educational and recreational activities. It can develop children's character while having fun. In addition, they can be independence and safely create beautiful memories.

Creative Craft is one of school holiday activities hosted by Selangor Public Library Corporation. Creative Craft is about developing skills, making new friends, and the most important is to have systematic thinking. Children worked with different materials and create interesting craft. This activity encourage student to ask questions, think creatively, be innovative, and solve problem.

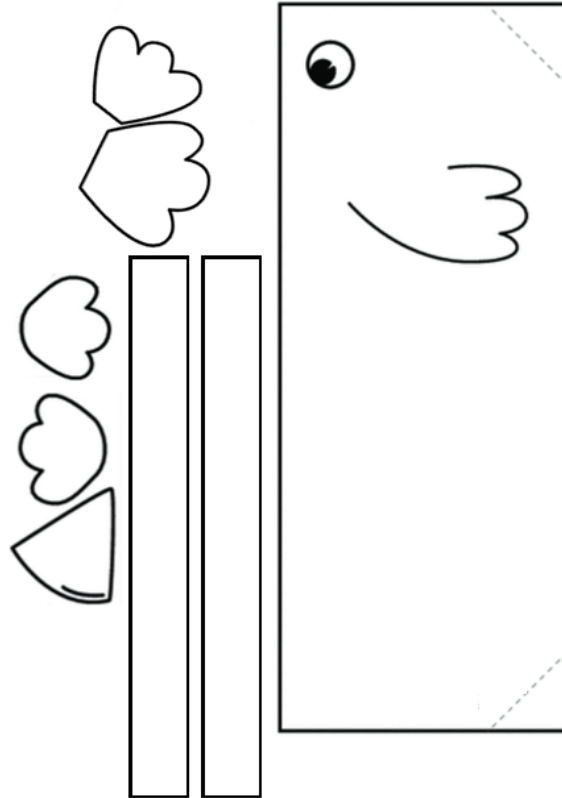


Figure 20
Chicken Craft Template

3.2.2 Folio Makyung Dance

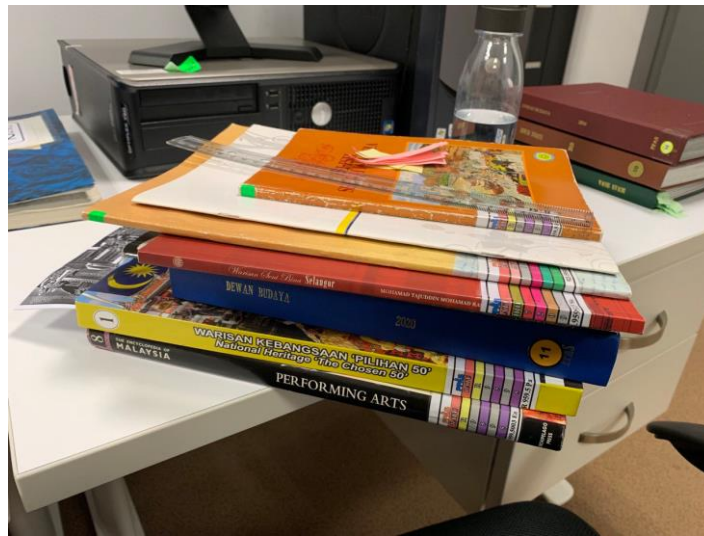
Staff from Reference and Selangor's Collection Department assigned myself to create a folio about Makyung dance. This folio contained all types of materials about Makyung dance such as magazines, newspapers, books, journals, website, encyclopaedia, websites, etc. The Makyung is a traditional Malay dance that originating from Pattani and Kelantan. This dance is a combination of drama and singing that accompanied by traditional Malay Pattani music. The purpose of these project is helping researchers to find information in one book without having to spend a lot of time. There are several benefits that can be given to users. The preparation of this folio consumed time to find reliable sources and the scanning works.

Process of Making Makyung Dance Folio

1. Made research for materials that related to Makyung dance. The searching process is made through online or offline. The process of searching materials through offline is easier because Selangor Public Library Corporation have variety of collection of

materials that can be referred to. For an online searching, managed to find several types of materials related to Makyung dance. Due to the limitation to access online materials. For example, databases and website that uncertainty of its validity.

2. The second step is to filter and select the materials. This is because the materials that found through online especially website are not all authentic and can be used by researchers. It will help to get the valid information without doubts about its value. The materials are selected based on several factors such as date of publication, author, place of publication, etc.



*Figure 21
Selecting Material*

3. Scanning materials requires a lot of time and patience. This is because problems will appear during the process like blur, tilt, too dark, etc. Making folio that has no quality will affect the work of users. The materials that have been selected will be scanned including cover page, title page, and table of content. This is intended to help researchers to have information of the materials for the purpose of references.

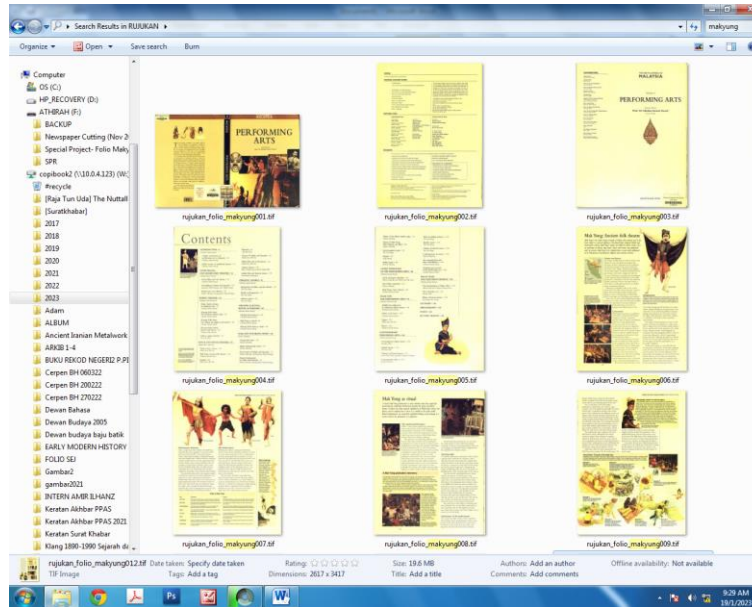


Figure 22
Scanned Materials

- The process of editing includes crop, straightening, put on filters to make it clear. After that, the materials will be set for A4 size so all materials have standardizing.

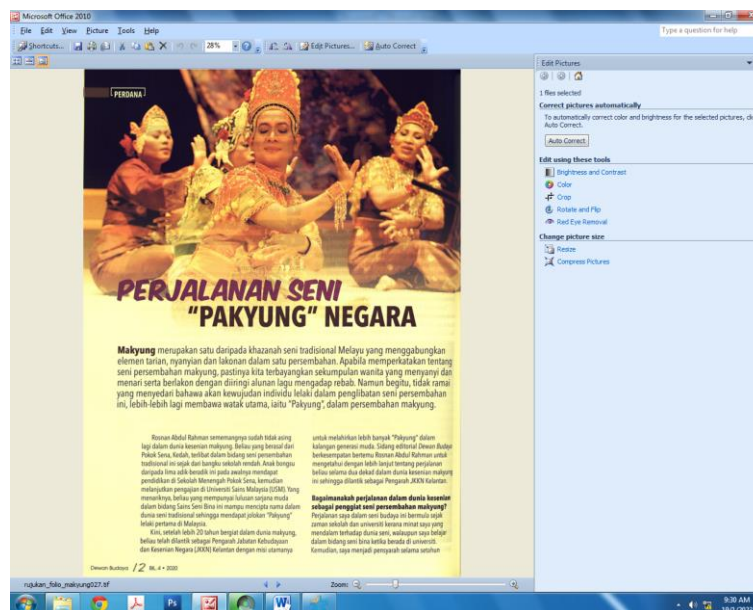


Figure 23
Editing Process

- Print is the last process of making folio. All materials need to be print one sided and binding to make a copy.

3.2.3 Selangor News in Newspaper Article 2021-2022

This special project is also under Reference and Selangor's Collection Department. The purpose of this project is to find and store important materials that related to Selangor state for the future reference. The project will not only benefit to the users but it also will benefit to the library. This is because it can be used by library staff and researchers for research purposes. This matter is taken lightly by some organization. However, for library it is helpful especially for their users in finding information related to Selangor. The materials obtained are only taken from reliable and authentic sources such as Malaysia newspaper website either in Malay or English and using Bernama Library & Infolink Service (BLIS).

Process in Searching Newspaper Article About Selangor

1. Search materials through online platforms such as official Malaysia newspaper websites and Malaysia database like Bernama Library & Infolink Service (BLIS) whether in Malay or English.
2. After the searching process, all selected materials will be downloaded and place in one folder.
3. The last process is to print and binding all printed materials in one copy to use it by library users. Before binding the materials, the process of sorting by date and year needs to be done so the retrieve process by users is easier and do not consume a lot of time.

CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

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

4.1.1 Information Searching Skills

As a library management student, it is important to have good information literacy skills. By having these skills, it helps in finding, using and evaluating the information in ease. Nowadays, information is available in many forms and formats. It is important to master the skill to able in finding wide range of information resources that available on online platforms or in library effectively. Throughout the internship program, I am able to develop and strength my information searching skills in order to help users in finding their desire materials or other information. Other than that, this skill helps me to complete my special project which are folio and newspaper articles. Through this skill, user will have an accurate information and have wide range of information resources available.

4.1.2 Multi-task

Multi-tasking is the skill to work on different tasks at the same time. I develop this skill during the internship program when the library staff needed my assistance. It helps me gain more new knowledge and preparing me to the real working environment. By having many different tasks to complete, it is tiring and overwhelmed at the same time. However, I manage to overcome the problems during the tasks. For example, while carrying out duties at Customer Service Department, I also need to take library tour, updating Virtua Reporting and statistics or carry out other tasks such as run test on Manual PIC Language Class.

4.1.3 Work Under Pressure

Performing well under pressure can make huge difference in the quality of the job's outcome. During the internship, I learned not to procrastinate so there is no backlog. Effective planning and good time management can reduce the pressure in completing certain task at one time. In addition, I manage to complete my work by the deadlines.

4.1.4 Adaptability

Adaptability is a soft skill to adjust in any changing circumstances. It is a skill that dealing with changes at work either work environment or process of projects in order to suit different situation. I learned to adapt well with different situations either with library users, other internship students or staffs. For example, while performing duty at Customer Services Department, I must deal with all kinds of people to meet their needs. I must treat them wholeheartedly and equally with smile and patient.

4.1.5 Communication Skills

Communication skills is crucial but it also can be challenging to implement in working environment. Communication is a key for better cooperation with the teams, staff, and users. Effective communication should convey information while maintaining the connection between human. Miscommunication has consequences in covey the information and ruined the relationships with users and staff.

4.2 PERSONAL THOUGHTS AND OPINION

Based on my personal thoughts and opinion, it was great opportunity for me to join Selangor Public Library Corporation for my internship program which allowed me to gain real-work experience. I had variety of duties which involved almost every aspect of library management. As I in charged in few departments, my work load become more. However, I had developed new skills and worked on various task that new for me. Occasionally, I found it is very difficult and complicated but I continue in learning without giving up. I found it was interesting and challenging at the same time when the tasks were assigned to me. I have amazing opportunity to learn with experts in this course and have great time during my five months of internship. It has taught me a lot extra of knowledge which I could not learn in classes.

4.3 LESSON LEARNT

4.3.1 Planning

The most important parts that I have learnt during the internship is planning. I have found from my personal experience is that I easily get overwhelmed by the tasks and not knowing where to start. Planning is the key against all this procrastination. There are several steps can take while going through the planning process by breaking the big tasks into smaller tasks, setting deadlines, and prioritize the tasks by creating list that allows to complete before deadline and reduces the overwhelming feeling.

4.3.2 Time Management

Effective time management skill is the key to a success. Working life is major different than university life as a full-time degree student. During the internship, I need to be punctual with the working hours which started from 8 a.m. until 5 p.m., it takes time to adapt to the new routine. As I need to wake up early and drove to library and arrived before 8 a.m. It is a commitment for me to attend to work every day for five days a week. In addition, by having many different tasks to complete, it is tiring and overwhelmed at the same time. However, I manage to complete my work by the deadlines and a good time management can reduce the pressure in completing certain task at one time.

4.3.3 Microsoft Skills

I have developed my skills on software like Microsoft especially Microsoft Excel and Microsoft Words. Besides, it helped me in conducting my daily task in the organization. I can apply in my real working experience in the near future.

4.4 LIMITATION AND RECOMMENDATION

Table 9
Limitation and Recommendation

| LIMITATION | RECOMMENDATION |
|---|---|
| Labour shortage When a labour shortage happened, the employees are having a difficult time to complete their task. The labour shortage has major consequences for the organization, which can cease their daily activities especially in Customer Service Departments. From the observations, the staff must do 2 to 3 tasks at the same time and they also need to manage the process of borrowing and returning books from library users. | Hire new employees Hiring new employees can reduce burden and increase the productivity without straining the current employees especially Customer Service Department. With a big organization like Selangor Public Library Corporation, they likely need a larger workforce to continue keeping their pace in giving excellent services to their users. |

| | |
|---|---|
| <p>Neglect to supervise library users</p> <p>Some of library users neglect to follow the library rules such as make noises, climbing the shelves, and running especially in kids zone. Staffs that on duties at the counter cannot supervise all the time due to work demands. The staff make announcements if the situation is out of control, still not enough.</p> | <p>Restraint library rules</p> <p>The staff should do regularly monitoring at each level of library areas. They can make schedule and do rotation to supervise users every 30 minutes to 1 hour. Moreover, they can advise users to follow library rules before they entering the library areas.</p> |
| <p>Poorly maintained devices</p> <p>The multimedia service in Raja Tun Uda library was started in 1999. It aims to bridge the digital divide among people in Selangor. There are 14 computers on each level consisting of iMac and Windows based computers for user's choice including in kids zone. However, the computers are not properly maintained, it causes to slowdown the system and computer failures.</p> | <p>Keeping devices well maintained</p> <p>Regular maintenance ensures the computers are up to date and working properly. By keeping computers well maintained can prevent viruses and malware, and keep the computers in good orders. The users can use the computers smoothly without having an issue during their using.</p> |

CONCLUSION

In conclusion, my internship at Selangor Public Library Corporation has been success and rewarding experience. I was able to gain practical skills and has great opportunity to meet and work with my colleagues. Moreover, I felt like I was able to contribute to the organization by working on several projects and tasks throughout my internship programs. Although I think the result are not flawless and it could be improved by providing enough time in the future. As someone with no experience in working with such big organization, I believed my time for 5 months with Selangor Public Library Corporation was well worth and rewarding experience can be uses as a guide for my working life. This was a great experience and great opportunity that will last a lifetime.

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APPENDICES

APPENDIX 1



Langkah mudah untuk mendaftar keahlian u-PUSTAKA

- 1 Layari url www.u-library.gov.my
- 2 Pilih *Daftar* untuk mencipta akaun baru
- 3 Sila pilih Mykad/Mykid/Pemegang PPR (warganegara) atau pilih Warga Asing (bukan warganegara), kemudian klik *Daftar Sekarang*
- 4 Masukkan nama dan nombor kad pengenalan
- 5 Lengkapkan maklumat peribadi anda
- 6 Anda akan menerima satu emel pengaktifan daripada *webmaster* U-Pustaka.
- 7 Buka emel yang di daftarkan kemudian tekan pada *link* pengaktifan

Portal U-Pustaka kini boleh di akses menggunakan kata laluan yang di beri. (anda digalakkan untuk menukar kata laluan yang baru)

"Utamakan Pengetahuan, Ingatlah u-PUSTAKA"

Steps To Register u-Pustaka Membership

APPENDIX 2

1. https://www.canva.com/design/DAFL_Umg6Cg/a6t0FBIAmc10kaXpZnl2og/view?utm_content=DAFL_Umg6Cg&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
2. https://www.canva.com/design/DAFMNIB4iDM/VsAvaiISq5eSkEYYdg0Jew/view?utm_content=DAFMNIB4iDM&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

Link For Research Slide Presentation

APPENDIX 3





Images of Library Tour

APPENDIX 4

SKIM PINJAMAN TEKNOLOGI ASAS SELANGOR
PINJAMAN DESKTOP DAN LAPTOP PERCUMA
© PERPUSTAKAAN AWAM SELANGOR

50 BUAH PERPUSTAKAAN
AKAN DIBEKALKAN DENGAN
10 UNIT DESKTOP & 10 UNIT LAPTOP
UNTUK DIPINJAMKAN

Keperluan pembelajaran
ATAS TALIAN

Pinjaman secara
PERCUMA

Tempoh pinjaman
LEBIH LAMA

Imbas Kod QR
Pra Pendaftaran
Untuk Pinjaman

Jom PINJAM DESKTOP & LAPTOP

SECARA PERCUMA

Di lengkapi dengan

1. PEMBESAR SUARA
2. WIFI
3. WEBCAM
4. PERISIAN MICROSOFT OFFICE

dan semua peralatan lain yang diperlukan untuk pembelajaran secara online.

[f](#) [i](#) [t](#) [v](#) @selangorlibrary www.ppas.gov.my [+603 5519 7667](tel:+60355197667)

Poster of SEPINTAS

APPENDIX 5



Poster of SIBF

APPENDIX 6

WEEK 1

| | | |
|---|---|---|
| <p>10 DEC 2022 (SATURDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 1 PM DIY: Playdoh BAKING: Roti Boy Toast</p> <p>11 AM - 12 PM Program DwiBahasa: Aly's Adventure</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM Arabic Fun Time: Farm Animals</p> <p>DIY: Stress Ball BAKING: Cupcake</p> | <p>13 DEC 2022 (TUESDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12 PM Photoshop</p> <p>10 AM - 1 PM 3D Design (3D Printer)</p> <p>11 PM - 12.30 PM Pertandingan Melukis & Mewarna Tema: Kampung Halaman</p> <p>11 AM - 1 PM DIY: Cake Towel BAKING: Pizza Roll</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Creative Craft</p> <p>2.30 PM - 4.30 PM DIY: Slime BAKING: Cookies</p> | <p>14 DEC 2022 (WEDNESDAY)</p> <p>9 AM - 12 PM 3D Design (Basic) (Kategori 10-12 Tahun)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 1 PM Robotic / IOT</p> <p>11 AM - 12 PM Spelling Bee</p> <p>11 AM - 1 PM DIY: Aeroplane BAKING: Cake Popsicle</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Creative Craft</p> <p>2.30 PM - 4.30 PM DIY: Dinosaur Puzzle Competition BAKING: Pizza Sausage</p> |
| <p>15 DEC 2022 (THURSDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12.30 PM Creative Video (iPad)</p> <p>11 AM - 12 PM Creative Craft</p> <p>11 AM - 1 PM DIY: Washing Bottle BAKING: Chocolate Roll</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Tower Up Challenge</p> <p>2.30 PM - 4.30 PM DIY: Teru Bazu Keychain BAKING: Rainbow Cheese Toast</p> | <p>16 DEC 2022 (FRIDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12 PM Drone</p> <p>11 PM - 12.30 PM Collage Art</p> <p>11 AM - 1 PM DIY: Fidget Spinner BAKING: Sandwich</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Education Tour (3D Movie & Livesketch Book)</p> <p>2.30 PM - 4.30 PM DIY: Parachute BAKING: Pizza Sausage</p> | |

SCHOOL HOLIDAY ACTIVITIES
 @PUSTAKA RAJA TUN UDA
 10-31 DECEMBER 2022
www.ppas.gov.my @selangorlibrary 603 5519 7667

WEEK 2

| | | | |
|--|--|--|--|
| <p>17 DEC 2022 (SUNDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 1 PM DIY: Lava Lamp BAKING: Mini Pizza</p> <p>2 AM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM DIY: Bunny Sock BAKING: Chocolate Roll</p> | <p>18 DEC 2022 (MONDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 1 PM DIY: Glove Doll BAKING: Cookies</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM DIY: Fidget Spinner BAKING: Kac Batta</p> | <p>19 DEC 2022 (TUESDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 1 PM 3D Design (3D Printer)</p> <p>11 AM - 12.30 PM Learn & Play using iPad</p> <p>11 AM - 1 PM DIY: Playdoh BAKING: Pizza Roll</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Pertandingan LEGO (Kategori 4-7 tahun)</p> <p>2.30 PM - 4.30 PM DIY: Keychain BAKING: Mac & Cheese</p> | <p>20 DEC 2022 (WEDNESDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12 PM Illustrator</p> <p>10.30 AM - 12.30 PM Garage Band (Pad)</p> <p>11 AM - 1 PM Pertandingan Congkak (Kategori 8-10 tahun)</p> <p>11 AM - 1 PM DIY: Keychain BAKING: Transmisi Cake</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Creative craft</p> <p>2.30 PM - 4.30 PM DIY: Lava Lamp BAKING: Roti Boy Toast</p> |
| <p>21 DEC 2022 (THURSDAY)</p> <p>9 AM - 12 PM 3D Design (Basic) (Kategori 13 - 17 Tahun)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12.30 PM Creative Video (iPad)</p> <p>10 AM - 1 PM INFO PLANT: Digital U-Pustaka</p> <p>11 AM - 1 PM INFO PLANT: Digital U-Pustaka</p> <p>11 AM - 1 PM DIY: Glove Doll BAKING: Cookies</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM DIY: Bunny Sock BAKING: Deco Your Dance</p> | <p>22 DEC 2022 (FRIDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 1 PM Robotic / IOT</p> <p>11 AM - 12.30 PM KIZZU KIDS: Child Development (Talk & Screening)</p> <p>11 AM - 1 PM DIY: Cake Towel BAKING: Pizza Roll</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Pertandingan LEGO (Kategori 8-10 Tahun)</p> <p>2.30 PM - 4.30 PM DIY: Animal Puzzle Competition BAKING: Cupcakes</p> | <p>23 DEC 2022 (SATURDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12 PM 3D Design (3D Printer)</p> <p>11 AM - 12 PM ARABIC FUN TIME: Food</p> <p>11 AM - 1 PM DIY: Aeroplane BAKING: Mac & Cheese</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM DIY: Dinosaur Puzzle Competition BAKING: Sandwich</p> | |

SCHOOL HOLIDAY ACTIVITIES
 @PUSTAKA RAJA TUN UDA
 10-31 DECEMBER 2022
www.ppas.gov.my @selangorlibrary 603 5519 7667

WEEK 3

| | | |
|---|--|--|
| <p>24 DEC 2022 (SATURDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 1 PM DIY: Fidget Spinner BAKING: Pizza Sausage</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM DIY: Parachute BAKING: Roti Boy Toast</p> | <p>27 DEC 2022 (TUESDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12 PM Drone</p> <p>11 AM - 1 PM DIY: LEGO Competition BAKING: Rainbow Cheese Toast</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4 PM Pertandingan LEGO (Kategori 8-10 Tahun)</p> <p>2.30 PM - 4.30 PM DIY: Animal Puzzle Competition BAKING: Cupcakes</p> | <p>28 DEC 2022 (WEDNESDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>10 AM - 12.30 PM Creative Video (iPad)</p> <p>10 AM - 1 PM INFO PLANT: Digital U-Pustaka</p> <p>11 AM - 1 PM DIY: Glove Doll BAKING: Chocolate Roll</p> <p>2 PM - 4 PM INFO PLANT: Digital U-Pustaka</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM Creative craft</p> <p>2.30 PM - 4.30 PM DIY: Fidget Spinner Competition BAKING: Banana Cake</p> |
| <p>29 DEC 2022 (THURSDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 12.30 PM Learn & Play using iPad</p> <p>11 AM - 1 PM DIY: Washing Bottle BAKING: Roti Boy Toast</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 3.30 PM POP Quiz</p> <p>2.30 PM - 4.30 PM DIY: Teru Bazu Keychain BAKING: Mini Pizza</p> | <p>30 DEC 2022 (FRIDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 1 PM DIY: Lava Lamp BAKING: Kac Batta</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM EXPLORA: DIY: Playdoh BAKING: Sandwich</p> | <p>31 DEC 2022 (SATURDAY)</p> <p>10 AM - 10.30 AM Fun Dance</p> <p>11 AM - 1 PM DIY: Slime BAKING: Transmisi Cake</p> <p>2 PM - 2.30 PM Fun Dance</p> <p>2.30 PM - 4.30 PM DIY: Fidget Spinner BAKING: Banana Cake</p> |

SCHOOL HOLIDAY ACTIVITIES
 @PUSTAKA RAJA TUN UDA
 10-31 DECEMBER 2022
www.ppas.gov.my @selangorlibrary 603 5519 7667

Schedule of School Holiday Activities (Dec 2022)

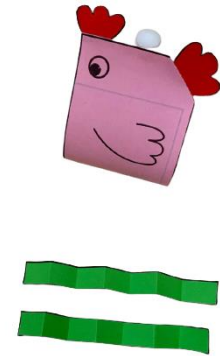
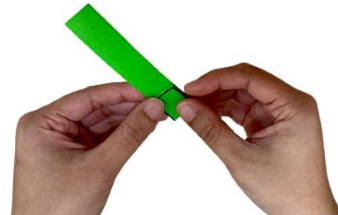
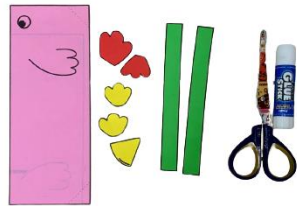
APPENDIX 7

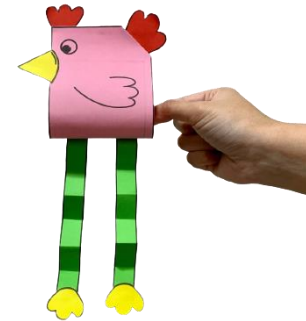
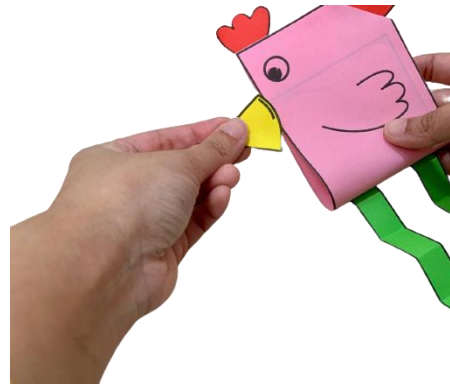
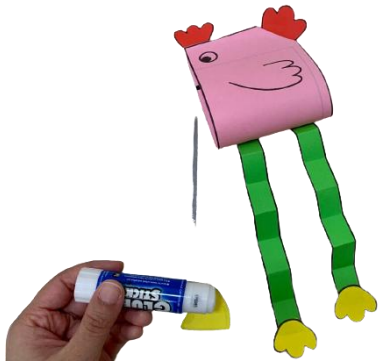
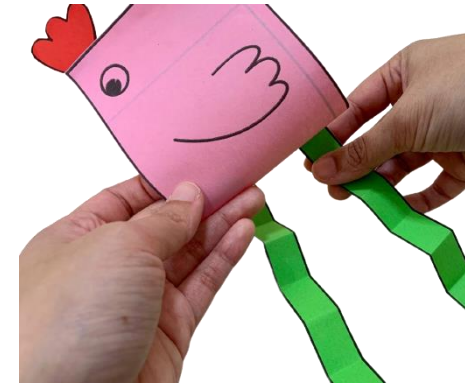
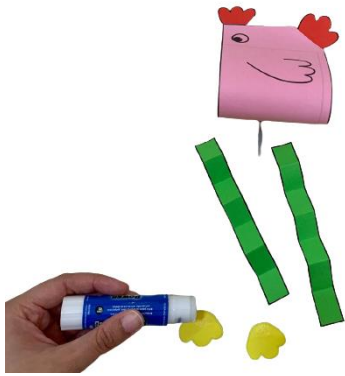




Images of School Holiday Activities

APPENDIX 8





Steps in Creating Chicken Craft

APPENDIX 9



Images of Participant During Creative Craft Activities

APPENDIX 10

September 2022

A No. **140** **PPAS** Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN SEP. 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|-------------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 1 | | | | | | |
| 2 | 00749 | | | | Logor Tabin | |
| 3 | | | | | HARI SABTU | |
| 4 | | | | | HARI AHAD | |
| 5 | 00750 | | | | | |
| 6 | 00749 | | | | | |
| 7 | 00750 | | | | | |
| 8 | 00749 | | | | | |
| 9 | 00750 | | | | | |
| 10 | | | | | HARI SABTU | |
| 11 | | | | | HARI AHAD | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan talatertib ke atasnya

B No. **140** **PPAS** Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN SEP. 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|------------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 16 | | | | | CUTI AWAM | |
| 17 | | | | | HARI SABTU | |
| 18 | | | | | HARI AHAD | |
| 19 | 00750 | | | | | |
| 20 | 00749 | | | | | |
| 21 | 00749 | | | | | |
| 22 | 00749 | | | | | |
| 23 | 00750 | | | | | |
| 24 | | | | | HARI SABTU | |
| 25 | | | | | HARI AHAD | |
| 26 | 00749 | | | | | |
| 27 | 00750 | | | | | |
| 28 | 00750 | | | | | |
| 29 | 00750 | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan talatertib ke atasnya

October 2022

A No. **135** **PPAS** Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN OCT. 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|------------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 1 | | | | | HARI SABTU | |
| 2 | | | | | HARI AHAD | |
| 3 | 00744 | | | | | |
| 4 | 00749 | | | | | |
| 5 | 00750 | | | | | |
| 6 | 00744 | | | | | |
| 7 | 00744 | | | | | |
| 8 | | | | | HARI SABTU | |
| 9 | | | | | CUTI AWAM | |
| 10 | | | | | CUTI AWAM | |
| 11 | 00744 | | | | | |
| 12 | 00750 | | | | | |
| 13 | 00744 | | | | | |
| 14 | | | | | | |
| 15 | | | | | HARI SABTU | |

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan talatertib ke atasnya

B No. **135** **PPAS** Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN OCT. 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|------------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 16 | | | | | HARI AHAD | |
| 17 | 00750 | | | | | |
| 18 | 00750 | | | | | |
| 19 | 00744 | | | | | |
| 20 | 00750 | | | | | |
| 21 | 00744 | | | | | |
| 22 | | | | | HARI SABTU | |
| 23 | | | | | HARI AHAD | |
| 24 | | | | | CUTI AWAM | |
| 25 | 00744 | | | | | |
| 26 | 00744 | | | | | |
| 27 | 00744 | | | | | |
| 28 | 00749 | | | | | |
| 29 | | | | | HARI SABTU | |
| 30 | | | | | HARI AHAD | |
| 31 | | | | | | |

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan talatertib ke atasnya

November 2022

A No. **134** PPAS Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN: NOV 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|-----------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 1 | 09785 | | 01701 | | | |
| 2 | 09785 | | 01701 | | | |
| 3 | 09746 | | 01701 | | | |
| 4 | 09746 | | 01701 | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | 01756 | | 01701 | | | |
| 8 | 00747 | | 01701 | | | |
| 9 | 00790 | | 01701 | | | |
| 10 | 00746 | | 01701 | | | |
| 11 | 00754 | | 01701 | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | 00746 | | 01701 | | | |
| 15 | | | | | | |

AMARAN
Sebarang pekerja yang melong steman kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

B No. **134** PPAS Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN: NOV 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|-----------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 16 | | | | | | |
| 17 | 00746 | | 01701 | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | 00739 | | 01701 | | | |
| 23 | 00747 | | 01701 | | | |
| 24 | 00746 | | 01701 | | | |
| 25 | 00746 | | 01701 | | | |
| 26 | 00747 | | 01701 | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | 00746 | | 01701 | | | |
| 30 | 00746 | | 01701 | | | |
| 31 | | | | | | |

AMARAN
Sebarang pekerja yang melong steman kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

December 2022

A No. **136** PPAS Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN: DEC 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|-----------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 1 | 00744 | | 01701 | | | |
| 2 | 00744 | | 01701 | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 00756 | | 01701 | | | |
| 6 | 00746 | | 01701 | | | |
| 7 | 00756 | | 01701 | | | |
| 8 | 00744 | | 01701 | | | |
| 9 | 00643 | | 01744 | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | 00739 | | 01701 | | | |
| 13 | 00746 | | 01701 | | | |
| 14 | 00746 | | 01701 | | | |
| 15 | | | | | | |

AMARAN
Sebarang pekerja yang melong steman kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

B No. **136** PPAS Perbadanan Perpustakaan Awam Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: Praktikal

BULAN: DEC 2022

| NO | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|-----------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYATAAN | TIT KETUA |
| 16 | 00746 | | 01701 | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | 00746 | | 01701 | | | |
| 20 | 00746 | | 01701 | | | |
| 21 | 00746 | | 01701 | | | |
| 22 | 00749 | | 01701 | | | |
| 23 | 00747 | | 01701 | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | 00749 | | 01701 | | | |
| 28 | 00740 | | 01701 | | | |
| 29 | 00746 | | 01701 | | | |
| 30 | 00746 | | 01701 | | | |
| 31 | | | | | | |

AMARAN
Sebarang pekerja yang melong steman kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

January 2023

A No. **136** **PPAS**
Perbadanan Perpustakaan
Awaran Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: **Praktikal**

BULAN: JAN 2023

| No | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|----------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYAMAN | TIT KETUA |
| 1 | | | | | | |
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| 15 | | | | | | |

AMARAN
 Sebarang pekerja yang menolng stankan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

B No. **136** **PPAS**
Perbadanan Perpustakaan
Awaran Selangor

NAMA: Syahirah Athirah bt Saleh

BAHAGIAN: **Praktikal**

BULAN: JAN 2023

| No | WP 1 | | WP 2 | | WP 3 | |
|----|-------|--------|-------|--------|----------|-----------|
| | MASUK | KELUAR | MASUK | KELUAR | KENYAMAN | TIT KETUA |
| 16 | | | | | | |
| 17 | | | | | | |
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| 28 | | | | | | |
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| 30 | | | | | | |
| 31 | | | | | | |

AMARAN
 Sebarang pekerja yang menolng stankan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya

Punch Card

**PRACTICAL TRAINING
LOG BOOK**



Instructions

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

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

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

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

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

Recording

The log book should contain the following information:


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

1. Student's Name : SYAHIRAH ATHIRAH BINTI SALEH
2. Date & Place of Birth : 25/05/1999. KLANG, SELANGOR
3. UiTM I/C No. : 2019208508
4. Course : BACHELOR INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT
5. Year : 3 **Part** 7
6. Home Address : NO. 4 JALAN TIMAH 7/25 SEKSYEN 7 SHAH ALAM,
40000 SELANGOR
7. Address During Practical Training: NO. 4 JALAN TIMAH 7/25 SEKSYEN 7
SHAH ALAM, 40000 SELANGOR
8. Place of Training : PERBADANAN PERPUSTAKAAN AWAM SELANGOR
9. Name of Supervisor In-Charge : MADAM NOOR FARALIZA BINTI SAMSUDIN
10. Duration of Training
From: 01 SEPTEMBER 2022 **To:** 31 JANUARY 2023


FOR OFFICE USE ONLY:

11. Remarks: [Dean/ Course Tutor]


PRACTICAL TRAINING
LOG BOOK

| Date | Exact Nature of Work Done | Supervisors Remarks |
|----------------|---|---|
| 01 SEPT 2022 & | - Report to duty at Perbadanan Perpustakaan Awam Selangor | |
| 02 SEPT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Assigned to the Customer Service Department in Creative Zone | |
| | - Learned to do shelving books, check in and check-out book procedure with Mrs.Fara Fariha | |
| | - Key in statistic data for borrowed books and library memberships. | |
| | | |
| 05 SEPT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 09 SEPT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Assigned to handle the registration for school holiday programs | |
| | - Assigned to handle the Creative Craft activity for school holiday programs | |
| | - Joined the Fun Dance activity led by the organizer | |
| | | |
| 12 SEPT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 15 SEPT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Corporate Department | |
| | - Assigned to do research and suggest new ideas for Annual Report PPAS year 2020 | |
| | - Assigned to follow the library tour from SMK Jengka Pusat with Mrs. Siti Saliha in Discussion Room G | |
| | - Meeting with the head of Corporate Department, Mr. Zafrullah | |
| | - Carried out the presentation for Annual Report to Mrs. Nor Chempawan | |
| | - Assigned new research on output from library's social media by Mr. Zafrullah and research on feedback or comment from library users by Mrs. Nor Chempawan | |
| | - Carried out the presentation on feedback or comment from library users to Mrs. Nor Chempawan | |
| | - Followed a visit to the PPAS multi-storey car park for measuring new signage | |
| | |  NAZALEEZA HASSAN Penolong Pustakawan |
| | | |
| | | |


PRACTICAL TRAINING
LOG BOOK

| Date | Exact Nature of Work Done | Supervisors Remarks |
|----------------|--|---|
| 19 SEPT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 23 SEPT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Assigned to search online newspaper articles related to PPAS from Nov 2021 until present day | |
| | - Key in the information regarding the disposal books | |
| | - Process new books by scanning and labelling the books by categories | |
| | - Helped to label information and barcode stickers on computers for SEPINTAS will be implemented in 50 Selangor's libraries. | |
| | | |
| 26 SEPT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 30 SEPT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Duty at Customer Service Department at Adult Zone (level 3) | |
| | - Key in the information regarding the disposal books | |
| | - Separated and found the 16 loan books that were not returned by SK Seksyen 13 Shah Alam | |
| | | |
| 03 OCT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 07 OCT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Key in the information regarding the disposal books | |
| | - Separated and found the 16 loan books that were not returned by SK Seksyen 13 Shah Alam | |
| | | |
| | - Duty at Customer Service Department at Youth Zone (level 1) | |
| | - Duty at Documentation Department at level 1 and had briefing with Mrs. Zuriati | |
| | - Process new materials include paste barcodes, spine labels, plastic covers, and return date slips | |
| | - Assigned to follow the library tour from Tadika Khalifah Damai. Made several activity such as play with iPad and Legos |  NAZALEEZA HASSAN Penolong Pustakawan |
| | | |

PRACTICAL TRAINING
LOG BOOK

| Date | Exact Nature of Work Done | Supervisors Remarks |
|---------------|---|---|
| 11 OCT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 14 OCT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Documentation Department at level 1 | |
| | - Process new materials include paste barcodes, spine labels, plastic | |
| | covers, and return date slips | |
| | - Paste library's stickers on notebooks to distribute to visitors of Jelajah | |
| | Selangor Penyayang at Sabak Bernam on 14-15 October 2022 | |
| | | |
| 17 OCT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 21 OCT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Documentation Department at level 1 | |
| | - Learned to do cataloguing with Mrs. Zuriati and do practices using the | |
| | cataloguing sheets | |
| | - Assigned to follow the library tour from Idrissi International School with Mrs. | |
| | Isnani. Do activities like coloring and story telling | |
| | - Do cataloguing using cataloguing sheets | |
| | - Participate in Maulidur Rasul talk with Ustaz Muhammad Naim bin Sadoon | |
| | located at Dewan Serbaguna (level 2), PPAS from 2 pm - 4 pm | |
| | | |
| 24 OCT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 28 OCT 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Announce information to 500 applicants for SEPINTAS through WhatsApp | |
| | with Mrs. Nor Hafiza | |
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| | |  NAZALEEZA HASSAN Penolong Pustakawan |
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PRACTICAL TRAINING
LOG BOOK

| Date | Exact Nature of Work Done | Supervisors Remarks |
|---------------|---|--|
| 31 OCT 2022 - | - Books shelving from 8 am in Creative Zone | |
| 04 NOV 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Do statistic for books lending and library memberships for October 2022 | |
| | - Process new books by scanning and labelling the books by categories | |
| | - Duty at Digital Department and had briefing with Mr. Saief El Taoufiq | |
| | - Learned the process of digitization books and digitized 4 books | |
| | - Assigned to follow the library tour from Integrated Islamic School, Shah Alam. Do activities such as play Legos, watch 3D movies, Life Sketch, and visit Makerspace | |
| | | |
| 07 NOV 2022 - | - Books shelving from 8 am in Creative Zone | |
| 11 NOV 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Digital Department at level 2 and digitized 3 books | |
| | - Learned to do transcription of video | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | | |
| 14 NOV 2022 & | - Books shelving from 8 am in Creative Zone | |
| 17 NOV 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Reference and Selangor's Collection Department, had briefing with Mrs. Sharifah Nor Ashikin | |
| | - Explore u-Pustaka and disposed plastic wrapper of old reference books | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Do statistic for book lending and library memberships for November 2022 (01 Nov - 15 Nov) | |
| | | |
| 15 NOV 2022 & | Medical leave |  NAZALEEZA HASSAN Penolong Pustakawan |
| 16 NOV 2022 | | |
| | | |

PRACTICAL TRAINING
LOG BOOK

SA No. 008666

KLINIK DR. ROSLI

- No. 47, Jalan Pinang, B18/B, Seksyen 18, 40000 Shah Alam, Selangor Darul Ehsan.
- Tel : 03-5541 3119 (24 JAM)
- No. 81, Jalan SS 19/6, 47600 Subang Jaya, Selangor Darul Ehsan. Tel : 03-5636 4324
- No. 22, Jalan USJ 4/6B, 47600 Subang Jaya, Selangor Darul Ehsan. Tel : 03-8024 9484
- No. 15, Jalan Kiriul K7/K, Seksyen 7, 47000 Shah Alam, Selangor Darul Ehsan.
- Tel : 03-5510 1707 Fax : 03-5512 6453

SUUL SAKIT

SAYA MENGESAHKAN BAHAWA
SAYA TELAH MEMERIKSA

MEDICAL CERTIFICATE
I CERTIFY THAT
HAVE EXAMINED

SYAHIDAH AHIRAH DAN/OR PERGADANGAN PERPUSTAKAWAN
NO. KAD PENGENALAN (I.C.NO) 981525-10-5864 AWAM SEKANGOR

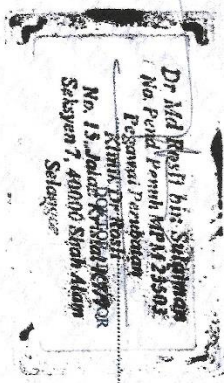
DAN TELAH MENDAPATI BAHAWA
BELLAU TIDAK DAPAT MENJALANKAN
TUGAS HARIAN SELAMA

AND HAVE FOUND HIM / HER
UNFIT TO PERFORM HIS / HER
DUTIES FOR

DUA HARI/DAY DARI/ FROM 15/11/22 HINGGA/ TO 16/11/22

TARIKH/ DATE 15/11/22

LINE 20021




Mazaleeza Hassan
MAZALEEZA HASSAN
Penolong Pustakawan


| Date | Exact Nature of Work Done | Supervisors Remarks |
|---------------|---|---------------------|
| 21 NOV 2022 - | - Books shelving from 8 am in Creative Zone | |
| 25 NOV 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Registered online the library's membership for BSP Skypark | |
| 29 NOV 2022 - | - Books shelving from 8 am in Creative Zone | |
| 02 DEC 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Duty at SIBF 2022 located at MBSA Convention Centre | |
| | - Assigned to assist visits from schools with Mr. Arif Arifin and Mr. Muhammad Azhiim | |
| | - Distributed book fair lanyard to all exhibitors with Mrs. Siti Saliha | |
| 05 DEC 2022 - | - Books shelving from 8 am in Creative Zone | |
| 09 DEC 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Key in information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership | |
| | - Registered the library membership that got from SIBF 2022 | |
| | - Made gifts for school holiday programs | |
| 13 DEC 2022 - | - Books shelving from 8 am in Creative Zone | |
| 16 DEC 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Joined the Fun Dance activity led by the organizer | |
| | - Assigned to handle the coloring contest with Mrs. Fara Fariha | |
| | - Helped to handle the Tower Up Challenge activity with Mr. Busran | |
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NAZALEEZA HASSAN
 Penolong Pustakawan

PRACTICAL TRAINING
 LOG BOOK

| Date | Exact Nature of Work Done | Supervisors Remarks |
|---------------|--|--|
| 19 DEC 2022 - | - Books shelving from 8 am in Creative Zone | |
| 23 DEC 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Registered the library membership from SIBF 2022 | |
| | - Assigned to handle Creative Craft activity with 13 participants | |
| | - Assigned to help Mrs. Nor Chempawan for Met the Customer Day 2022 | |
| | | |
| 27 DEC 2022 - | - Books shelving from 8 am in Creative Zone | |
| 30 DEC 2022 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Do statistic for book lending and library memberships for December 2022 | |
| | (01 Dec - 16 Dec) | |
| | - Extend for another 3 months the group loan for LSL International Academy | |
| | (201 SML & 199 books) | |
| | | |
| 03 JAN 2023 - | - Books shelving from 8 am in Creative Zone | |
| 06 JAN 2023 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Do statistic for book lending and library memberships for December 2022 | |
| | (17 Dec - 31 Dec) | |
| | - Updated the achievement of quality objectives for membership registration | |
| | that conducted within 30 minutes (Jan - Dec 2022) |  NAZALEEZA HASSAN Pendolong Pustakawan |
| | - Participate in Majlis Kesyukuran & Bacaan Doa Selamat sebagai Tanda Kesyukuran Penganjura SIBF 2022 at Dewan Serbaguna, PPAS | |
| | | |

PRACTICAL TRAINING
LOG BOOK

| Date | Exact Nature of Work Done | Supervisors Remarks |
|---------------|---|---|
| 09 JAN 2023 - | - Books shelving from 8 am in Creative Zone | |
| 13 JAN 2023 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Reference and Selangor's Collection Department | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Test run on Manual PIC for language class with Mrs. Nor Hafizah | |
| | - Do research and find materials on Makyung Dance, including research on | |
| | BLISS and scanned all materials | |
| | | |
| 16 JAN 2023 - | - Books shelving from 8 am in Creative Zone | |
| 19 JAN 2023 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
| | - Do statistic for book lending and library memberships for January 2023 | |
| | (01 Jan - 15 Jan) | |
| | - Duty at Reference and Selangor's Collection Department | |
| | - Scan books and magazines related to folio topics | |
| | - Do filling of official letters from other organizations from 2017 - 2022 at | |
| | Selangor's Collection room | |
| | - Assigned to handle registration for PPAS meeting located at Dewan | |
| | Auditorium, PPAS | |
| | | |
| 20 JAN 2023 | Medical leave | |
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| | |  NAZALEEZA HASSAN Penolong Pustakawan |
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PRACTICAL TRAINING
LOG BOOK

SA No. 009415

KLINIK DR. ROSLI

- No. 47, Jalan Pinang, B18/B, Seksyen 18, 40000 Shah Alam, Selangor Darul Ehsan. Tel : 03-5541 3119 (24 JAM)
- No. 81, Jalan SS 19/6, 47600 Subang Jaya, Selangor Darul Ehsan. Tel : 03-56536 4324
- No. 22, Jalan USJ 4/6B, 47600 Subang Jaya, Selangor Darul Ehsan. Tel : 03-8024 9484
- No. 15, Jalan Kristal K/7K, Seksyen 7, 47000 Shah Alam, Selangor Darul Ehsan. Tel : 03-5510 1707 Fax : 03-5512 6453

SUJIL SAKIT

SAYA MENEGESAHKAN BAHAWA
SAYA TELAH MEMERIKSA

MEDICAL CERTIFICATE

I CERTIFY THAT I
HAVE EXAMINED

SYAHIRAH ATHIRAH BINTI
SALEH

PEKERJAWAN PERPOSTARAN
DARUL
AWAK / SECURITY

NO. KAD PENGENALAN (IC/NO)

990525-10-5864

DAN TELAH MENDAPATI BAHAWA
BELIAU TIDAK DAPAT MENJALANKAN
TUGAS HARIAN SELAMA

AND HAVE FOUND HIM / HER
UNFIT TO PERFORM HIS / HER
DUTIES FOR

SARU HARI / DAY DARI / FROM 30/1/23


HINGGA / TO

TARIKH / DATE 30/1/23

Dr. Wasei Bin Abdillah
MBBS (MALAYA)
MAMC 25147
KLINIK DR ROSLI
NO-15-JALAN USJ 4/6B
SEKSYEN 7 / DOCTOR
40000 SHAH ALAM, SELANGOR
TEL: 03-55101707

BMF-10033


NAZALEEZA HASSAN
Pencinta Pustakawan

| Date | Exact Nature of Work Done | Supervisors Remarks |
|---------------|--|---|
| 25 JAN 2023 - | - Books shelving from 8 am in Creative Zone | |
| 31 JAN 2023 | - Quran time and morning briefing from 8:30 am to 9 am via Zoom | |
| | - Duty at Customer Service Department in Creative Zone | |
| | - Key in the information regarding the disposal books | |
| | - Updated the Virtua Reporting for library membership registration | |
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